

**De La Salle
Catholic College
Cronulla**

**HSC
2018**

**Assessment
Handbook**

RULES AND PROCEDURES

ASSESSMENT PERIOD

To comply with the New South Wales Education Standards Authority (NESA) requirements for Preliminary and HSC years, students in Year 12 can expect approximately 3 to 5 assessment tasks per course. This may include formal examinations.

STUDENT'S RESPONSIBILITIES

The onus is on the student to be aware of the following information and the issuing of this booklet along with the student diary fulfils the College's obligations as far as assessment information is concerned.

- It is the responsibility of the student to familiarise themselves with the assessment and examination rules for De La Salle Cronulla found in the College diary.
- It is the responsibility of the student to be aware when they have an assessment task and the requirements for that task. Students should keep a file of their own assessment documents and record in their school diary dates for all assessment tasks.
- It is the responsibility of the student to make sure he/she understands the assessment system and ask questions about anything of which he/she is uncertain.
- Students should record in their school diary or in this booklet the results of all assessment tasks for their own record.
- It is the responsibility of the student to fulfil the College requirements if they will be absent from a task. This includes late submission of tasks. If a student will be absent for a task or submission of a task it is their responsibility to:
 - Phone the College on the day of the task (85221500) and leave a message for the Subject Coordinator (for tasks occurring outside formal examination blocks) or the Curriculum Coordinator – Mr Tony Ginestra (for tasks occurring during formal examination blocks). This is essential.
 - In cases of illness a medical certificate must be submitted with an Assessment Task Absence/Extension Form on the day the student returns to school. This form can be downloaded from the College website.
 - In cases of misadventure, appropriate documentation must be submitted with an Assessment Absence form on the day the student returns to school.

FAILURE TO COMPLY MAY RESULT IN A ZERO MARK FOR THAT TASK.

Parents and students are urged to view the College website:
<http://dlscronulla.catholic.edu.au> to become familiar with other policies and importantly, note the College calendar.

Family holidays or social occasions should not be planned in school term time, and certainly cannot take place during periods marked for formal assessment.

STANDARD REFERENCED ASSESSMENT

The HSC assessment process is based on standard referenced assessment. This means student achievement is assessed and reported with references to specified standards of performance for each course. Marks awarded to students reflect the standards they have achieved.

In the 2018 Higher School Certificate courses these standards are:

- The knowledge, skills and understanding expected to be learned by students as a result of studying the course – the syllabus standards.
- The levels of achievement of the knowledge, skills and understanding reported in six bands.

PURPOSE OF ASSESSMENT:

- To comply with NESA requirements for a HSC
- Contributes to 50% of HSC mark, except in VET courses
- Measures performance throughout the whole course rather than at a single point in time
- Is used to calculate a predicted exam mark in case of illness or misadventure
- Marks are included in the calculation of the ATAR

ASSESSMENT PERIOD/NUMBER:

Students in Year 12 2018 will be assessed from Term 4, 2017 until the end of the Trial HSC Examinations in Term 3, 2018. Students can expect approximately 3 to 5 assessment tasks per course. This will include formal examinations.

PRELIMINARY AND HSC ASSESSMENT GUIDELINES

This Assessment Policy is issued to students as a guideline to assessment for their HSC years. Assessment tasks are indicated for each course that is examined by NESA and includes CEC courses.

The responsibility is on the students to familiarise themselves with this Assessment Policy in order to fulfil the requirements of the Board of Studies.

This Assessment Policy offers students a guideline to assessment on all courses at De La Salle Cronulla. Students will be notified of any changes prior to the Assessment Task.

Students are reminded that to qualify for an HSC they must have satisfactorily completed an HSC course.

“A student will be considered to have satisfactorily completed a course if, in the principal’s view, there is sufficient evidence that the student has:

- a. followed the course developed or endorsed by the Board;*
- b. applied themselves with diligence and sustained effort to the set tasks and experiences provided by the school; and*
- c. achieved some or all of the course outcomes.”*

Students must satisfactorily complete a Preliminary course in a subject to enable them to study that course for the HSC. This means that in order to progress to a HSC course students must in their Preliminary Year have:

- a. followed a course developed or endorsed by NESAs*
- b. applied themselves with diligence and sustained effort to the set tasks and experiences provided by the school*

At De La Salle College Cronulla, students whose absences total more than 15% of available course time, will need to show that they have fulfilled necessary criteria for the satisfactory completion of a Preliminary or HSC course.

Students who need additional information or explanation regarding their Preliminary or HSC Assessment should see the Curriculum Coordinator or Year Advisor.

To ensure all students in all courses are treated fairly, the following policy will relate to ALL Assessment tasks in the Preliminary and HSC courses offered at De La Salle College Cronulla.

1. Schedule of Tasks

Formal Assessment procedures will be scheduled throughout the Preliminary and HSC components of each course. HSC Assessment begins in Term 4, 2017 and will be completed by the end of Term 3, 2018.

Students will be provided with exact details of assessment tasks through THREE methods:

- a. via the College assessment handbook, which is located on the College website, which outlines the specific dates of tasks.
- b. via the classroom teacher, who will distribute a Notification of Assessment Task at least two weeks before the due date of a task.
- c. via the College diary

2. Assessment Tasks and the Higher School Certificate

Each student will have two marks reported on their HSC for each 2 Unit Board course – an examination mark and a moderated assessment mark – both out of 100. Additional marks will also be reported for those students doing extension courses. For each course the Assessment mark is calculated from Assessment tasks student complete throughout the year. The moderated Assessment marks will retain the same rank order as the original Assessment marks submitted by the school.

3. Non-Completion of Assessment Tasks

3a. Absence from a task - during a non examination period/block

If absent from a task the following procedures MUST be followed:

- Phone the College and leave a message for the Subject Coordinator. This should be done on or before the day of the task. Failure to do so may result in a zero.
- On the day the student returns to school they should:
 - report immediately to the relevant Subject Coordinator
 - complete an Assessment Task Absence/Extension Form. This form can be downloaded from the College website.
 - provide documentary evidence, e.g. a Doctor's certificate, explaining the reason for the absence
 - arrange a time with the subject coordinator, to complete the task (this would normally occur on the student's first day back at school).
 - return the Assessment Task Absence/Extension form to the Curriculum Coordinator

If a student completes or submits an assessment late without just cause or does not do a task at all without just cause:

- *The student will be awarded a zero for that task, but the task must still be done.*
- *If a zero penalty is imposed then the KLA Coordinator will advise the student and a letter sent to the parent / guardian*

3b. Absence before a scheduled Assessment Task

- Students must be present at school from their first timetabled period on the day of an Assessment Task and any part absence requires a Doctor's Certificate or relevant misadventure documentation.
- Students who are absent from lessons on the day of the task prior to an Assessment Task will receive a zero notification unless a Doctor's Certificate, or relevant misadventure documentation, is produced.

3c. Absence from a task during an examination period/block

If absent from a task the following procedures **MUST** be followed:

- Phone the College and leave a message for the Curriculum Coordinator. This should be done on or before the day of the task. Failure to do so may result in a zero.
- Arrange a time with the Curriculum Coordinator to complete the task during the examination period/block (this would normally occur on the student's first day back at school).
- On the day the student returns to school they should:
 - report immediately to the Curriculum coordinator
 - complete an Assessment Task Absence/Extension Form. This form can be downloaded from the College website.
 - provide documentary evidence, e.g. a Doctor's certificate, explaining the reason for the absence
 - complete the task for which they were absent

3d. Late Submission of an Assessment Task

- All hand in assessment tasks are to be submitted by **8:45am on the due date** (Period 0 classes are timetabled to finish at 8:40am to allow opportunity to hand in assessment tasks). Meet your teacher outside the Hospitality Room.
- All hand in tasks must be signed in. Teachers will ask you for your signature next to your name on the roll. This is your proof that the task was submitted on time.
- If you arrive late to school you must fill in a Late Submission of Assessment Task form. These are available on the College website. This form must be submitted, along with your assessment task, **immediately** on your arrival to school.

3e. No student will be able to sit an examination **BEFORE** the scheduled date and time.

3f. Applying for an extension

- If illness or another valid reason means a student cannot meet the deadline for an assessment task the student must approach their teacher **BEFORE** the due date and negotiate an extension. When applying for an extension, an Assessment Task Absence/Extension Form needs to be used.
- Students who envisage applying for leave should seek advice from their Year Coordinator.
- In exceptional circumstances, the Principal may authorize the use of an estimate based on other appropriate evidence.

3g. Malpractice*

- Students who seek to gain an unfair advantage over other students in any way during assessment are liable to receive a zero for that task.
- All work submitted for an Assessment mark must be completed by the student. If doubt arises regarding the authenticity of work submitted for an Assessment mark, the matter will be considered by a special panel.
- When instances of cheating or copying are substantiated, the student will receive a zero mark. Any student found to have assisted with the cheating/copying would also be liable for a zero result.

***Register of Malpractice in HSC Assessment Tasks**

All instances of proven malpractice in HSC assessment tasks must be entered into the Register of Malpractice in HSC Tasks. The implementation of this Register is supported by the Independent Commission Against Corruption.

What types of proven malpractice need to be recorded?

Malpractice is any attempt to gain an unfair advantage over other students. Types of malpractice in HSC assessment tasks may include, but are not limited to:

- Being in possession of unauthorised notes or electronic devices during a test or examination
- Using the words, ideas, designs or workmanship of others without acknowledgement
- Copying from another student
- Paying someone to write or prepare an assessment task.

Is the late submission of a task or a non-serious attempt considered malpractice?

Late submission of assessment tasks may be malpractice where it is proven to be a deliberate mechanism to gain advantage over other students. Students may submit overdue assessment work for a variety of other reasons not considered malpractice, such as illness, technical or transport issues or lack of motivation.

Submitted work may be classified as a non-serious attempt where it is frivolous or offensive. Failure to reach a level of achievement does not necessarily constitute a non-serious attempt. Where the school applies a penalty for a frivolous or offensive response, the issue should be recorded on the malpractice register.

3h Assessment Review Committee

- Any breach of any Assessment Guideline may result in a student being required to appear before the College Assessment Review Committee.

4. Notification or Penalties

- Students who are absent for an assessment task or who do not hand work in on time, and who are unable to provide an adequate reason, are liable to be given a zero. If this occurs, a letter of notification will be sent to the student and parents. A zero in an assessment task can have serious consequences for the final mark a student is given for the Assessment component of the HSC.

5. Can a teacher change the date of an Assessment Task?

The date of a task can be changed if school circumstances make it advisable. In such cases you will be given ten school days written notice of the alteration.

6. What Students are entitled to be told

- Their performance in each task.
- Assessment rankings will be reported. **NESA instructs the College not to tell students their final assessment marks.**
- If a student is in danger of not fulfilling the course outcomes in a subject they will be notified in writing.

7. What Special Provisions are available?

- Special Provisions are concessions made by the Board of Studies when students who suffer from a disability sit for exams and assessment tasks. The purpose of the provision is to assist students who may otherwise be unfairly disadvantaged by the conditions of the exam.
- Students must have documentation to support their eligibility and are assessed in accordance with the provision they are applying for. The Board of Studies, not the College, determines whether to grant special provisions to the student.
- Special Provisions apply to internal assessment, so an early determination of the needs and status of the student is advantageous.

8. Assessment Review

When a task is returned it is the responsibility of the student to:

- Check that marks have been added correctly
- Query any part of the procedure that has not been understood
- You cannot query a task after the next assessment task has taken place

N.B Errors do occur and will be corrected immediately if you notify the College about them. This is the only time that students may question the marking of an assessment task.

9. Assessment Appeal – Awarding of Assessment Marks

- The student is the only one who can appeal an assessment mark and must have a valid reason for doing so.
- The student must lodge the appeal with the Curriculum Coordinator (forms can be obtained from the Curriculum Coordinator).
- Student appeals must be supported by relevant documentation.
- If seeking special consideration due to family circumstances or prolonged illness, appeals must be lodged **before** the task.
- Appeals are limited to the College Assessment Policy.
- The Appeal Committee's decision is final.

10. Assessment Appeal (HSC Year)

On what grounds can a student successfully appeal against an assessment rank?

- The student is the only one who can appeal against his/her final assessment in any subject.
- The student must lodge the appeal with the Principal within five (5) days of the final HSC examination.
- There is no provision for a review of marks awarded for individual tasks.
- Reviews are limited to the assessment process.
- The only matters which will be considered are whether:
 - a. The weightings specified by the College in its assessment program conform with the Board's requirements.
 - b. The procedures used by the College for determining the final mark conform with the Board's requirements.
 - c. There are computational or clerical errors in the determination of the assessment mark.

In the case of a College review of matters pertaining to assessment performance or failure to adhere to assessment guidelines the individual student will be required to appear before the College Assessment Review Committee. This Committee is chaired by the Assistant Principal and one other staff representative. The Committee will make recommendation to the Principal regarding this matter. The Principal is the final arbiter in all assessment reviews.

PUTTING THE ASSESSMENT PROGRAM INTO PERSPECTIVE

Parents and students are reminded that education is about the development of people and of the specific skills in those people. Examinations and assessment programs are simply attempts to measure that development.

Syllabuses in all subjects are carefully designed to foster student development over a period of 2 years, so each part of the syllabus, and each task, is important whether it is part of the assessment program or not. Those students who complete all work in all subjects will receive the maximum benefit from their two years in senior high school.

Individual subject assessment programs will provide further assessment details for students. If any student has any concerns over any matter regarding HSC assessment, they should immediately contact the Curriculum Coordinator, Subject Coordinator or Subject teacher.

FINAL ADVICE TO PRELIMINARY HSC AND HSC STUDENTS

The College's Responsibilities

Students are provided with details of the assessment requirements for each course before the commencement of the Assessment program in that course.

This advice will include:

- An Assessment grid outlining the Week of the assessment task and the components and their weighting;
- The nature of the assessment task provided in a notification; and
- Details of administrative arrangements associated with each task.

The Student's Responsibilities

Students should keep their own:

- File of assessment documents;
- Diary of all assessment tasks; and
- Record of their results in individual tasks

It is the student's responsibility to make sure s/he understands the assessment system and asks questions about anything of which s/he is uncertain.

Specific dates for assessment tasks are outlined on the College calendar and on the College website. It is the student's responsibility to ensure that those dates are

accurately recorded in their assessment plan.

RULES GOVERNING EXAMINATIONS

1. During exam periods students only attend school for examinations. TAFE students **MUST** attend all TAFE classes.
2. Students must wear **FULL SCHOOL UNIFORM** to all exams. Students out of uniform will be interviewed at the completion of the exam.
3. Students are required to arrive 15 minutes before the exam begins.
4. Students who are unable to attend an examination through illness or misadventure are required to contact the College office before the exam begins. Students will be required to give documentary proof of their illness with a doctor's certificate.
All students are to be present at all of their examinations. These exams may be **ASSESSMENT TASKS**. If a student is absent, they must complete an Assessment Task Absence/Extension Form and attach relevant documentation to the form. This form can be downloaded from the College website.
Students **CANNOT** complete an exam **BEFORE** the scheduled time and date.
5. A student who arrives late to an exam will not receive extra time beyond the scheduled finishing time. A student who arrives more than one hour late will be allowed to complete the exam but will receive no marks towards his or her total assessment.
6. All bags are to be left outside the exam room. Students are to sit in their allocated place in the exam room. Students are to bring pens etc. into the exam room in a clear plastic container. Mobile phones are **NOT** to be brought into the exam room.
7. Students are expected to write in blue or black pen. Pencils and other coloured pens may only be used for diagrams and where specifically directed.
8. Students are not permitted to talk or engage in distracting behaviour during an exam. This includes the entire time they are in the room and includes the distribution and collection of papers. If a student is caught talking during an exam by a supervising teacher it will be assumed that cheating has occurred. This means **NO** communication of any type is permitted in the exam room. Any breach of exam rules will mean that a student must appear before the College's Assessment Review Committee.
9. Students are not to start writing until told to do so and must stop writing immediately when told to do so by a supervisor. When students have any doubts about this they are to put up their hand and ask a supervisor.
10. Students are to attempt all required questions on the exam. Failure to do this could be deemed a **NON-GENUINE ATTEMPT** at the examination.
11. Students are expected to stay until the end of the exam.

12. Students are not permitted to borrow any equipment from another student during the exam. If a student has left behind an item of equipment essential for an exam, then the student will do as much of the exam as possible without it.
13. It is the responsibility of each student to ensure that they hand in all examination materials, including a page showing that a question has not been attempted.
14. In exams students must not bring any food or drink into the exam room, unless they have notified the College of a medical condition. Mobile phones are NOT allowed into the exam room.

ASSESSMENT TASK AND ELECTRONIC EQUIPMENT FAILURE

1. Students should be aware that computer equipment failure would not normally be accepted as an excuse for failure to submit assessment tasks on time.
2. An extension due to misadventure pertaining to failure of electronic forms of assessment will only be entertained if a student can provide adequate physical evidence of a task – that is, a draft, hard copy or materials of a similar level, and will require the approval of the KLA Coordinator.
3. Unless stipulated, a **HARD COPY** must be submitted on the date required, before 8:45am. Any electronic files must be printed **before** 8:45am.

Students are encouraged to:

1. Always complete work before the deadline. This enables appropriate measures to be taken in the event of equipment failure.
2. Backup their files at home regularly (especially files of assessment tasks).
3. Print out copies of drafts and keep them while the assignment is in progress – not only to continue work, but to provide evidence in the event of a catastrophe.
4. Your files can be brought to school via one of the following methods:
 - Files less than 8 Mb in size can be easily emailed to yourself using your College email address. You can then print these in the College library – before 8:45am
 - Files can be brought to school on CD
 - Files can be brought to school using a USB or flash drive
 - Files can be uploaded on google Drive.

Take the following precautions when bringing files to school:

1. Make a second copy of assessment tasks or other important files.
2. Take appropriate care of your CD or USB drive, as many students find them unreadable due to lack of care.
3. Be aware of the software used at the College – Staff at the College can open both iWorks and Microsoft Office software.
4. Use virus protection software on your home computer.
5. Keep your data stored on the College server safe by ensuring that your password is kept secure.

Notify your teacher or Coordinator immediately if problems occur.