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1.1 Eligibility for the Higher School Certificate

The rules and requirements for the award of the Higher School Certificate specify that students must:

- study a permitted combination of courses;
- complete the requirements for each course, including any necessary oral, practical or project work;
- apply themselves with diligence and sustained effort to the set tasks and experiences provided in each course by the school;
- complete tasks required for the assessment program in each HSC course;
- sit for, and make a genuine attempt at, the Higher School Certificate Examinations;
- satisfactorily complete courses totalling at least 12 units of Preliminary HSC courses and 10 units of HSC courses.

1.2 Pattern of study for the Higher School Certificate

Students must follow a program, which includes:

- at least 12 units in Year 11;
- at least 2 units of English in Years 11 and 12;
- at least six (6) units of Board Developed Courses;
- at least three (3) courses of two units value (or greater); and
- at least four (4) subjects
- no more than six (6) units of courses in Science can contribute to H.S.C. eligibility;
- language courses studied at the Beginners courses are designed for students with little or no previous knowledge of the language. They cannot be taken by native speakers or students who have studied the language as an elective.

SENIOR COURSES

2. HSC courses are taught during the Year 12 part of a course. They begin when students have satisfactorily met the requirements of the Preliminary course, usually in Term 4, Year 11. The HSC course is examined in the Higher School Certificate and assessment for the Higher School Certificate is based only on the assessment tasks undertaken during the HSC course.

HSC SCALING/MODERATION/ASSESSMENT

3.1 ASSESSMENT

Students are required to complete school-based assessment tasks for most Board Developed HSC Courses they study. (VET Courses have different requirements). This applies to all school and TAFE students, regardless of the number of units attempted.

School-based assessment counts for 50% of the overall mark in each board developed course, and is reported on the Higher School Certificate Record of Achievement.

School-based assessment tasks are designed to measure performance in a wider range of objectives than may be tested in an examination. Assessment tasks may include tests, written or oral assignments, practical activities, fieldwork and projects. The assessment requirements for each Board Developed Course are set out in each syllabus.
For VET courses, students are assessed on their competency in performing work-related tasks. This counts towards their VET qualification but not towards an HSC mark.

3.1.2 **Moderation of Assessment Marks**
The Board moderates each school’s assessment marks. As all schools have different assessment programs for their courses the Board adjusts the school’s assessment mark. This process gives a new mark called the Moderated Assessment, which replaces the school assessment mark for each Board Developed Course. A Moderated Assessment can be higher or lower than the school assessment; it depends on how well the group performs in the examination.

3.1.3 **Why Moderate Assessment?**
Every school assesses its own students individually on work done for each HSC course provided at that school. Schools use different tasks, have different standards of marking and have students of varying abilities. Because of these differences, the process of moderation is needed to allow students' assessment marks to be compared. Moderation adjusts the assessment marks of a school group by using the HSC examination marks in that course. The moderated assessment marks on the HSC can be used to compare the performances of students at different schools who have taken the same course.

3.1.3 **Major Works**
Students who are completing major works that will form a proportion of their Higher School Certificate mark will be expected to abide by the school and Board of Studies rules regarding appropriateness of content and presentation. Students completing projects deemed to be inappropriate will be expected to adjust their works to fit in with the above expectations.

**BOARD OF STUDIES RULES REGARDING APPLICATION AND ATTENDANCE**

4.1 **Application**

- **Satisfactory Completion of a Course**

The following course completion criteria refer to both Preliminary and HSC courses.

**Course Completion Criteria**

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; and  
b) **applied** themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school  
c) **achieved** some or all of the course outcomes.

Whilst the Board of Studies does not mandate attendance requirements, the Principal may determine that, as a result of absence, the course completion criteria may not be met. Clearly, absences will be regarded seriously by the Principal who must give students early warning of the consequences of such absences.

If at any time it appears that a student is at risk of being given a “N” (Non-Award) determination in any course the school will warn the student as soon as possible and advise the parent or guardian
in writing (if the student is under 18 years of age). This warning will be given in time for the problem to be corrected. Students who have not complied with the above requirements cannot be regarded as having satisfactorily completed the course. The principal will then apply the “N” determination. See the Curriculum Coordinator for further details.

4.2 Attendance

4.2.1 Attendance in relation to the satisfactory completion of a course

For post compulsory students the Principal may determine an appropriate attendance pattern(s) which will allow each student to achieve the outcomes of each course being studied.

Students whose attendance is called into question will be required to prove to the Principal’s satisfaction, following a review of their performances, that they are meeting the course completion criteria.

The school will give students early warning of the consequences of absences in terms of course completion criteria.

4.2.2 Granting of Leave

Granting of leave is a matter for the individual school principal to determine. The Principal has discretion in granting leave provided that he is satisfied that the reason for the absence is substantial and that the progress of the student towards course outcomes will not be unduly affected. It is expected that permission for leave will be sought prior to the student’s absence.

Where the period of leave requested is extensive, the student must demonstrate to the Principal that outcomes in each course will be achieved.

HSC ASSESSMENT POLICY

5 Rationale
At Magdalene Catholic High School we are committed to the religious, social, physical and academic life of each student. Each person at Magdalene deserves an encouraging, and challenging school environment. In providing this, the school contributes to the building of a dynamic learning community.

As a community which attempts to foster independent learning, we encourage students to take responsibility for their own learning by implementing policies which are founded on a sense of justice, clear lines of communication and inclusion. Principles of fairness, consistency and equity inform our procedures which support Board of Studies principles for the awarding of the Higher School Certificate.

5.2 Student Performance
After each Assessment Task, students will be given information about their performance. This could include a mark, grade and / or an extensive comment which relates to a Performance Band which the Faculty has created for that task. An assessment task feedback sheet will be issued for each task (excluding the Half Yearly examination and Trial HSC examination).
5.3 Extensions for Assessment Tasks
Students who feel for various serious reasons that they are not able to complete a task in the given time allocated may request an extension of the task due date. They will be required to obtain the appropriate request form. The Curriculum Coordinator will then consult with the KLA Coordinator at which point a decision will be made. The student will then be informed of this decision. NOTE: EXTENSIONS WILL ONLY BE GRANTED IN EXCEPTIONAL CIRCUMSTANCES. Poor planning and lack of effort are not sufficient reasons for an extension.

5.4 Procedures for Illness, Late or Non-submission and Malpractice.

5.4.1 Any student faced with an exceptional circumstance should consult with the KLA Coordinator of the subject at the earliest opportunity. In the case of misadventure, on the morning of return to school, the student should consult with the Year Coordinator, who will issue a Non-submission Form.

5.4.2 A student who fails to present an assessment task will be expected to obtain a Non-Submission form from the Year Coordinator immediately upon their return to school. This must be returned to the Curriculum Coordinator within 24 hours of the student’s return to school. If the reason for non-submission is accepted, the student will complete the task at the earliest possible time. In the event of an unsatisfactory response, a zero notification letter will be issued and an “N” Determination Letter may also be issued. The student will receive a ZERO mark for this task. For the purposes of measuring Outcome Attainment, the student will still be required to complete the task. The most appropriate time for completing this task may be deemed to be during After-School Detention. The Zero Letter issued may be placed in the student’s hands or sent by ordinary mail to the student’s home address as recorded by the school.

5.4.3 All hand-in Assessment tasks will be due by 8:30 a.m. on the date due unless otherwise stated. Tasks submitted after this time will be deemed to be late and will receive a ZERO mark. These tasks will be handed in at a central collection point set up near the student’s homeroom classes.

5.4.4 In the case of illness, a Doctor’s Certificate MUST be attached as supporting evidence. The task is then handed to the KLA Coordinator, together with the form and the attached documentation. In the case of ‘other misadventure’, supporting documentation may be requested.

5.4.5 All forms must be returned, along with any supporting documentation, within 24 hours of the student’s return to school.

5.4.6 The KLA Coordinator, together with the Curriculum Coordinator, will decide on the relative merits of the non-submission claims and make a judgment on whether it is accepted or rejected.

5.4.7 Any student deemed to have cheated or aided another student in cheating, will be awarded a zero mark / non-submission grade and a zero notification letter will be issued.

5.4.8 Any student who does not make a serious attempt at an assessment task will be deemed to NOT have completed the task and may be awarded a zero result and be asked to resubmit the task.

5.4.9 Deliberate and extensive plagiarism may also be deemed by the KLA Coordinator to be cheating and awarded a zero mark and a zero notification letter will be issued. Students will be required to re-submit the task to ensure the outcomes are met.

5.5 Warnings

5.5.1 If a student appears to be not meeting the requirements of the course, whether through failure to submit tasks, poor attendance patterns or non-participation in compulsory activities, the Principal will issue an “N” Determination Warning Letter.

5.5.2 This Warning Letter may be placed in the student’s hands or sent by ordinary mail to the student’s home address as recorded by the school.

5.5.3 Students must be aware that a ‘Warning’ letter issued by the school on behalf of the Board of Studies is a serious situation. On receiving a third warning letter, the student may lose credit of that subject for their Higher School Certificate and as a result may not qualify for the award of the Higher School Certificate.
Parents will be required to acknowledge receipt of the Warning and may be requested to attend a meeting with the Principal or designated person such as the Curriculum Coordinator, Year Coordinator or Assistant Principal.

**SCHEDULING OF ASSESSMENT TASKS**

6.1 Assessment tasks will take place in Terms 4 of Year 11 and terms 1, 2 and 3 of Year 12.
6.2 In circumstances where an assessment task needs to be rescheduled, the Curriculum Coordinator and the KLA Coordinator will consult regarding the most appropriate timing.
6.3 Students need to be given at least 10 school days notice of impending tasks. Tasks (with the exception of Formal examinations) will be notified electronically by being placed on the student’s myClasses site. Students will need to access this information at the appropriate time. If tasks are rescheduled then students must receive at least 10 days notice in writing.
6.4 All students will be required to sit for formal examinations for the HSC courses at the end of term 1 and in term 3. These examinations will be assessment tasks and will be reported on in the half yearly and final report.
6.5 The 5 school days immediately preceding these major exams will be free of assessment tasks except where some practical subjects schedule their practical examinations in this week.
6.6 The school reserves the right to reschedule or remove any tasks deemed to be invalid. In this event, either a new task will be scheduled for students to complete, estimates based on performance in previous tasks will be used where it is inappropriate to set a new task or the task will be removed from the assessment schedule completely.

**SATISFACTORY COMPLETION OF HSC COURSE REQUIREMENTS**

Students will be considered to have satisfactorily completed a course if, in the Principal’s view, there is sufficient evidence that you have:

7.1 completed all syllabus requirements.
7.2 completed all required assessment tasks.
7.3 made a genuine attempt at all tasks. This includes the minimum requirement that a student makes a genuine attempt at assessment tasks worth more than 50% of the available marks for that course.
7.4 applied diligence & sustained effort to the set tasks and experiences provided in the course by the school.
7.5 sat for and made a serious attempt at the formal examinations.

**UNSATISFACTORY COMPLETION OF HSC COURSE REQUIREMENTS**

8.1 If a student is found to have not met the HSC Course completion criteria then they will be given written warning in sufficient time to correct any problems regarding satisfactory completion of assessment tasks and course work.
8.2 A student who does not comply with the above requirements cannot be regarded as having satisfactorily completed the HSC Course. The Principal may then deem the student to be unsatisfactory in that course.
8.3 Students have the right to appeal to the school and then to the Board of Studies against the principal's determination. The principal will advise students who are deemed unsatisfactory, of this procedure and explain the appeal process.
Teachers of senior students have the responsibility to:

9.1 Know and fully comply with the school’s assessment policies and procedures along with specific subject requirements.

9.2 Establish an assessment program that consists of a number of assessment activities. A full range of outcomes must be covered and weightings or relative importance of each activity must be in accordance with BOS syllabus documents.

9.3 Award marks for each completed activity. These marks are to be recorded centrally on the school server and it is the KLA Coordinators responsibility to monitor the accuracy of the markbook. These marks must be given back to students on school feedback forms. This form contains the students mark, a cumulative rank and necessary feedback on where improvements can be made. This must be completed within a reasonable timeframe.
Magdalene Catholic High School

Extension request Flow Chart.

Student cannot submit an assessment task by the due date

Student obtains an extension request form from the Curriculum Coordinator prior to due date

Student and parent sign the form and return it to the Curriculum Coordinator

Is reason valid?

No

Yes

Extension declined

Student either given extra time, a different task or an estimate

...
# REQUEST FOR AN EXTENSION OF TIME

**PLEASE CIRCLE THE APPROPRIATE COURSE**

<table>
<thead>
<tr>
<th>SCHOOL CERTIFICATE</th>
<th>PRELIMINARY</th>
<th>HSC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: _________________________________</td>
<td>Homeroom: _______________</td>
<td></td>
</tr>
<tr>
<td>Course: _______________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Task: ________________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Due Date: ____________________________</td>
<td></td>
<td></td>
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<tr>
<td>Date now requested: ____________________</td>
<td></td>
<td></td>
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<tr>
<td>Reasons for requesting the extension: ____________________________________________</td>
<td></td>
<td></td>
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<tr>
<td>Documentation included:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Certificate:</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>Letter of explanation:</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>Student Signature: _______________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent signature: ________________________</td>
<td>Date: ________________</td>
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### Assessment Task – Extension of Time – Approval / Decline

Student Name: _______________________________  
Your request for an extension of time has been approved/declined for the following reasons:

__________________________________________________________________________  
__________________________________________________________________________  

Subject Coordinator’s signature: _______________________________  Date: ________________  
Curriculum Coordinator’s signature: _______________________________
Magdalene Catholic High School

Non-Submission Flow Chart.

Non-submission/attendance form is to be obtained from the Year Coordinator upon return to school.

Letter & task returned to KLA Coordinator together with supporting documentation within 24 hours of return to school.

If Explanation is unsatisfactory:

- Letter not returned

Curriculum Coordinator meets with KLA Coordinator(s) for decision.

If decision is satisfactory:

- Student completes task or an alternate task or an estimate given as organised by KLA Coordinator with class teacher.

If decision is unsatisfactory:

- Zero letter issued by KLA Coordinator.
- Zero mark is given. Student still required to complete task.

Letter and reply returned to KLA Coordinator. A copy is given to the Year Coordinator and the Curriculum Coordinator.

Student absent on day assessment task is due.
Non-submission Form

PLEASE CIRCLE THE APPROPRIATE COURSE

SCHOOL CERTIFICATE    PRELIMINARY    HSC

This form is to be completed by the student and returned within 24 hours to the Curriculum Coordinator.

Name: ___________________________    Date: ______________________

Subject: ___________________________    Homeroom: _________________

Task: ___________________________    Due Date: ______________________

Reason for absence: ______________________________________________________

________________________

Doctor’s Certificate provided:    ☐ Yes    ☐ No

Letter of Explanation:    ☐ Yes    ☐ No

In the case of illness or misadventure, complete the following:

I consider that my performance was affected by unforeseen illness or misadventure, which occurred immediately before or during the assessment task. The unforeseen illness or misadventure, which occurred, was:

________________________________________________________________________

________________________________________________________________________

I declare that all the information supplied is true.

Student’s Signature: ___________________________    Date: ______________

Parent’s Signature: ___________________________    Date: ______________

Decision: ___________________________    Date: ______________

KLA Coordinator’s signature: ___________________________    Date: ______________

Curriculum Coordinator’s signature: ___________________________
HSC COURSE
STUDENT / PARENT NOTIFICATION OF ZERO MARK

Name: ____________________________  H/R: ______  Date: ____________________

Course: ____________________________  Task: ____________________________

Task Weight: ______________________  Due Date: ______________________

Dear ______________________________,

This letter is to inform you that ______________________________ did not meet the assessment requirements, as outlined in the schools assessment policy booklet, for the task outlined above. As a consequence, ___________ has been awarded a zero mark for this task.

This penalty was given as a result of:

☐ Late submission of a task, without a valid reason.
☐ Non-submission of a task.
☐ Absence on the due date of a task, without a valid reason.
☐ Malpractice or plagiarism.
☐ Non-serious attempt of a task.
☐ Other: ___________________________________________

__________________________________________________________________________

Please complete the reply slip below and return it immediately with the completed Assessment Task (where appropriate) to the KLA Coordinator.

_________________________  __________________________  ______________________
Teacher.  KLA Coordinator.  Curriculum Coordinator.

REPLY SLIP – STUDENT / PARENT NOTIFICATION OF ZERO MARK IN A HSC COURSE

I/We have read and understood the above letter.

Student Name: ____________________________  Date: ____________________

Parent Signature: ____________________________

Parent / Student comment: ____________________________________________
If Parent/Student wishes to appeal - appeal is lodged in writing

Panel to consider appeal and determine if penalty applies or is withdrawn

Result notified to parent within 5 school days

Zero award

Appeals declined

Student completes comparable task

Student receives original mark

Zero award remains

Zero award

Appeals declined

Student completes comparable task

Student receives original mark

Zero award

Appeals declined

Student completes comparable task

Student receives original mark
HSC COURSE
APPEAL RESULT NOTIFICATION

Name: ________________________________ Date: ______________________

Course: ______________________________ Task: ______________________

Dear ______________________________,

Following the recent appeal lodged against the zero award in the above task, the panel has decided the following:

☐ The Appeal has been upheld and:

☐ The original mark your child scored will be re-instated.

☐ Your child will be given another opportunity to complete a comparable task.

☐ Your child will receive an estimate for this task at the conclusion of the course.
  (this estimate will be based on their performance in their remaining tasks).

☐ The Appeal has been declined.

____________________________________________________
Curriculum Coordinator (on behalf of the appeals panel)

REPLY SLIP – H.S.C. APPEAL RESULT NOTIFICATION

I/We have read and understood the above letter.

Student Name: _____________________________ Date: ____________________

Parent Signature: ___________________________
Dear ___________________________ Date: ____________________

OFFICIAL WARNING

Non-completion of an HSC Course

I am writing to advise that your son/daughter __________________________ is in danger of not meeting the Course Completion Criteria for the HSC course,

__________________________________________.

The Board of Studies requires schools to issue students with official warnings in order to give them the opportunity to correct the problem. Please regard this letter as the ________ (e.g. 1st, 2nd) official warning we have issued concerning ____________________________.

COURSE NAME

A minimum of two course-specific warnings must be issued prior to a final ‘N’ (non-completion) determination being made for a course.

Course Completion Criteria

Where it is determined that a student has not met the Course Completion Criteria, they place themselves at risk of receiving an ‘N’ (non-completion of course) determination. An ‘N’ determination will mean that the course will not be listed on the student’s Record of Achievement. It may also mean that the student is unable to obtain a Higher School Certificate.

To date, __________________________ has not satisfactorily met the Course Completion Criteria because:

☐ he/she has not followed the course developed or endorsed by the Board

☐ he/she has not applied themselves with diligence and sustained effort to the set
tasks and experiences provided in the course by the school

☐ he/she has not achieved some or all of the course outcomes.

The following table lists those tasks, requirements or outcomes not yet completed or achieved, and/or for which a genuine attempt has not been made. In order for ______________________________ to satisfy the Course Completion Criteria, the following tasks, requirements or outcomes need to be satisfactorily completed:

<table>
<thead>
<tr>
<th>Task name course requirement or course outcome</th>
<th>Date task initially due (if applicable)</th>
<th>Action required by student</th>
<th>Date to be completed by (if applicable)</th>
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Please discuss this matter with ______________________________ and contact the school if further information or clarification is needed.

Yours sincerely,

CURRICULUM COORDINATOR

PRINCIPAL

PLEASE DETACH THIS SECTION AND RETURN TO THE SCHOOL

Requirements for the Satisfactory Completion of a HSC Course

• I have received the letter dated ________ indicating that __________________________ is in danger of not having satisfactorily completed __________________________

• I am aware that this course may not appear on his/her Record of Achievement.

• I am also aware that the ‘N’ determination may make him/her ineligible for the award of the Higher School Certificate.

Parent/Guardian’s signature: ___________________________ Date: __________

Student’s signature: ___________________________ Date: __________