



**YEAR 10 2016
ASSESSMENT
HANDBOOK**



MAGDALENE
CATHOLIC HIGH SCHOOL

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Record of School Achievement (ROSA)

From 2013, the ROSA will be issued to any student who leaves school before they are eligible for the award of an HSC.

The ROSA will:

- Be a record of the full range of student achievements right up to the day they do their HSC or leave school in the Preliminary Year.
- Provide an electronic record of achievements that students can use at any time
- Use assessment by teachers in schools, moderated by the Board of Studies NSW to ensure reliability and fairness of grades
- Provide the capacity to record vocational courses and students' vocational experiences as well as citizenship and leadership achievements such as First Aid courses, community languages courses and Duke of Edinburgh awards
- Offer on-line literacy and numeracy tests, with particular emphasis on work readiness, that students will be able to undertake twice a year from next year.

The ROSA will be available electronically and as a verifiable hard copy on demand with the most up-to date information on a student's achievements, across all subjects and a range of extra-curricular activities.

Satisfactory Completion of a 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:

- followed the course developed or endorsed by the Board; and
- applied themselves with diligence and sustained effort to the set tasks; and
- participated in experiences provided in the course by the school; and
- achieved some or all of the course outcomes

Attendance

Whilst the Board of Studies does not mandate attendance requirements, the Principal or Delegate may determine that, as a result of absence, the course completion criteria above may not be met. The Principal or Delegate will give students early warning of the consequences of such absences.

Assessment Program

Schools are required by the Board of Studies, Teaching and Educational Standards NSW to provide an assessment of each student's performance in the Stage 5 Courses. Teachers develop assessment programs comprising **Common Tasks** (which the entire Cohort will complete) and **all other tasks** throughout the academic year. The Magdalene Catholic High School Assessment Plan will be published at the beginning of the academic year.

Communication to Students

Magdalene Catholic High School will provide Assessment Plans for students in each subject which are available through the schools website. Some subjects may provide additional information.

The plan contains information about the outcomes being assessed and performance grades used to assess each student in their achievement. It also contains a more detailed schedule indicating the Common Assessment Tasks (and their value and due dates) and the suggested activities that could be used in class to assist the teacher and student in their achievement of outcomes.

Assessment Tasks

All assessment tasks at Magdalene Catholic High School are standards-referenced. Students are given written notification of both the Common task and the criteria on which they are being assessed at the beginning of a unit of work. At the conclusion of the task teachers record grades and students are given appropriate and meaningful feedback on their performance.

Students should be aware that **other** tasks required by the classroom teacher are considered to be important to the development of skills and knowledge in the subject area. Homework, reading and class participation are as important as the scheduled assessment tasks. It is considered to be a serious situation when students do not participate fully in all tasks set by the teacher and may result in an interview with parents and the Key Learning Area Coordinator or an "N" warning letter being sent home to notify parents.

Scheduling and Submission of Assessment Tasks

Concentration of assessments (formal examination periods excepted) will generally be avoided. Students will be given at least two calendar weeks' notice of the scheduled date. Students will be given a minimum of two weeks' written notice for the exact date of a common assessment task.

All hand-in tasks must be submitted to the relevant teachers at the central collection point in the Magdalene Learning Resource Centre by 8.15am on the published due date. **Students will not have access to the LRC printers on the morning of submission.** At the time of submission, a student must submit a completed task cover sheet with the task which includes an official receipt. This cover sheet is available in the library or through the school's website. The teacher will sign the receipt and issue it to the student as proof of submission. It is the student's responsibility to ensure they obtain this receipt and to retain it until the marked task is returned. If task submission is disputed, a student will be required to produce the relevant receipt, otherwise it will be determined that the task was not submitted.

In-class tasks and examinations will be undertaken in the timetabled session published for the conduct of the task. **Failure to comply with the deadline will be deemed a late submission and a mark of zero (0) will be awarded.**

Absence from/Non Completion of an Assessment Task

Absence from an assessment task on a specific date will mean a student shall receive "zero" for that task. Such a result will only be reviewed in the light of an illness/misadventure claim. Where a student fails to submit or submits late a task without a valid reason, a mark of zero will be awarded. Each task **must** be completed. However, if necessary, a student will be placed on detention to complete the task.

Absence/Non Completion Due to Illness or Misadventure

Assessment at school takes the form of tasks, projects, process diaries and examinations. If a student is absent on the day a task, project or diary is due or an examination is to be held, the student will make sure that the office is notified by 8.30am by a parent / caregiver clearly **on or before the due date**. The following information should be provided: student's name, the name(s) of the task or tasks that will be missed because of the absence. This message will be given to the relevant Key Learning Area Coordinator.

Illness

A doctor's certificate is produced on the next day of school attendance if a student is absent due to illness. This must be given to the office and it will be then given to the Key Learning Area Coordinator. The presentation of a medical certificate will constitute an application to undertake a substitute task.

The Key Learning Area Coordinator will:

- determine whether it is appropriate to give/accept the same task, a similar task or an estimate mark or whether a non-attempt should be awarded.

Misadventure

Misadventure is any unforeseen event which prevents students from undertaking a task or hinders them from completing it on time.

It is the **responsibility of the student** to inform the Key Learning Area Coordinator of the absence or lateness, and its reason, as soon as they know there is a problem. Any application for special consideration should be submitted on the special form in this book on, or preferably before, the due date. These forms are also available from the Key Learning Area Coordinator.

Where grounds for accident/illness/misadventure exist, then one of the following will apply:

- an '**Extension of time**' may be granted by the Key Learning Area Coordinator.
- a '**Substitute Task**' (and a time limit) may be given by the Key Learning Area Coordinator.

Appeals Process

If a student does not agree with the grade assigned by the school through the assessment process, he/she may seek a review in that particular course. The assessment review process will focus on the school's procedures for determining the final grade.

The panel at Magdalene Catholic High School to review any student's appeal will consist of the following personnel: Principal, Assistant Principal, Curriculum Coordinator and relevant Key Learning Area Coordinator.

Submission of Tasks and Technical Issues

Technical problems with computers or printers or internet access will not be considered to be an acceptable form of misadventure for the late submission of an Assessment Task. Students and parents should be aware of this policy in that the loss of electronic work for assessment through failure of computer systems or devices is not a valid excuse for extension or non-submission. The use of email for submitting tasks is generally not acceptable unless exceptional arrangements have been made with the teacher. Magdalene accepts no responsibility for the loss of work by email. Students must make back up files of all works, regularly print their working drafts and keep their drafts composed on paper to support the final submission. They should also keep all their work on school based files as well as at home. Careful labeling of computer files will assist their organization of the final submission.

'N' (non-award) Warning Determination

If a student appears not to be meeting the requirements of the course, whether through failure to submit tasks, poor attendance patterns or non participation in compulsory activities, the Principal or Delegate will issue a "N" Determination Warning letter which will be sent to the student's home address as recorded by the school. Students must be aware that a 'warning' letter issued by the school on behalf of the Board of Studies, Teaching and Educational Standards NSW 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 may be required to attend a meeting with the Curriculum Coordinator and the Principal. If at any time it appears that a student is at risk of being given an '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. 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.

Making sure your work is your work

Students submit their assessment tasks using a cover page available in the library that acknowledges the following:

This assessment task is my own work. I have acknowledged research sources through a bibliography and I am confident that I have written my response using my own words and working.

If a student is found cheating, or assists another student to cheat, the student will receive zero for that assessment task. This includes the sharing of work, where one student substantially uses the work of the other student, and plagiarism, where a student uses the work of an author or other person, claiming it as their own. Pieces of work which are copied or downloaded, substantially unchanged or unacknowledged, from encyclopaedias, from CD-Roms or from the Internet, fall into this category. If in doubt, consult your teacher. Always cite your sources and include a bibliography. Here is a useful link to help you write a bibliography and reference your research.

[http://www.hunter.tafensw.edu.au/library/Documents/Guides/Harvard Brochure.pdf](http://www.hunter.tafensw.edu.au/library/Documents/Guides/Harvard%20Brochure.pdf)

Rules and Procedures

Each student's mark will be determined by the quality of the work produced by the student only. To demonstrate honesty, any component of a student's work that has been written, created or developed by others must be acknowledged in accordance with the Board's subject-specific documentation. Use or inclusion of material from other sources such as books, journals and electronic sources, including the internet, must be acknowledged. General teaching and learning do not require formal acknowledgement.

Dishonest behaviour carried out for the purpose of gaining unfair advantage in the assessment process constitutes malpractice, or cheating. Malpractice in any form, including plagiarism, is unacceptable. The Board of Studies NSW treats allegations of malpractice very seriously and detected malpractice will limit a student's marks. Should malpractice be suspected, students will be required to demonstrate that all unacknowledged work is entirely their own. Serious and deliberate acts of malpractice amount to corrupt conduct and, where appropriate, the Board of Studies NSW will report matters to the Independent Commission Against Corruption. The school is required to register any acts of malpractice with the Board of Studies NSW.

Examination Procedures

- Attend school on the day of an examination.
- Be ready half an hour prior to the scheduled start.
- Brings pens, pencils, erasers, geometry sets, calculator in a clear plastic bag. Nothing else is allowed in the examination room.
- Follow all directions from the supervisors.
- Do not to leave the examination room early.

Students on Family Holidays (in term time)

Assessment must take priority over family holidays and students must hand in Assessment Tasks **before the due** date. Family Holidays will not be accepted for non-submission of an assessment task.

Managing Assessment

This booklet contains Assessment Schedules which detail the common assessment tasks and the ongoing assessment for the Prelim year. Students should use their diaries to manage assessment carefully. There are a few key points to keep in mind:

- Classwork and homework activities build the skills and knowledge that you need to do common assessment tasks. Doing your best will make all your assessment results stronger.
- Make sure you understand the requirements of the task.
- Consistency is the key to success in assessment.
- You need to start assessment tasks as soon as you receive them. This means that you have time to discuss any questions you might have with your teachers and this will make your assessment results better
- You need to act upon the feedback you receive for tasks in order to improve your knowledge, skills and understandings
- Practical work is part of many courses and require significant time outside of the classroom for students. Under no circumstances are students to request time out of class to undertake activities for Practical projects. Students who are not applying themselves diligently to the completion of the Projects throughout the year will receive a N warning letter and be expected to attend an interview with the Key Learning Area Coordinator and the Curriculum Coordinator.

Reporting Student Achievement in Year 10

Students will receive regular feedback about their performance in all Common assessment tasks and other activities they will do throughout the Course. Students are encouraged to ask for teacher feedback on their practice essays and test items.

Examinations are scheduled in Term 2 (Half Yearly) and Term 4 (Yearly) and Formal reports are developed after these periods. Parent Teacher meetings are in Term 2 for all Year 10 students.

Reports will contain:

- A Grade to indicate overall achievement in the Course.
- Student's achievement of Course Outcomes
- Application to Learning Teachers comment on progress and suggestions for improvement in learning.

Standards Setting and Grade Descriptions

A Standards Referenced approach to assessment means that the achievement of students can be assessed against established standards for each course. These standards explain **what** is to be learnt (knowledge, skills and understanding outcomes) from the syllabus AND the expected standard of the assessment as described by sample responses and grade descriptors. (A,B,C,D and E). Teachers and Students can see the expected standard to achieve the best possible result for students.

The classroom teacher is responsible for developing a profile of each student by collecting a number of pieces of evidence throughout the Preliminary year so that they can award a grade of A, B, C, D or E for the Record of School Achievement. This evidence will include the Common Assessment Tasks (students will receive Assessment Notification for these) and other classroom activities, tests and homework.

List of Subjects

- Religious Education
- English
- Mathematics
- Science
- HSIE Mandatory
- Physical Education, Health and Personal Development

Two Electives chosen from:

- | | |
|---------------|-----------------------------------|
| • Music | • Industrial Technology |
| • Drama | • Food Technology |
| • Photography | • Textiles Technology |
| • Visual Arts | • History Elective |
| • Commerce | • Information Software Technology |
| • PASS | • |

Procedure for Assessment Misadventure/Illness

If you are absent from a task, you must firstly contact the KLA Coordinator ON the day of the task. Immediately on your return to school, you must complete an illness/Misadventure appeal form which you can get from the library and from the schools website. In consultation with your teacher, fill in the form and attach either a Medical Certificate and/or a detailed letter from your parent about the situation. Your teacher will then discuss your appeal with the KLA Coordinator.

The KLA Coordinator will then forward the paperwork on to the Curriculum Coordinator and after investigation and discussion the appeal will be either upheld or declined.

The Curriculum Coordinator will complete the form and retain it on your file. The KLA Coordinator will be given a copy of the form for their records.

You will be given the receipt by your teacher as evidence of the finding. This must be kept in your diary. The findings of this will be reflected in your final assessment mark.

If you have not received your receipt back from your teacher, you must seek clarification from the KLA Coordinator



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Illness/Misadventure Appeal for Assessment – Years 10, 11, 12

Name		HR	Date
Task for which Appeal is being Lodged (a separate form must be completed for each task)			
Subject	Teacher	Date Due	Task

Reason for Appeal:

Is relevant Documentation for Illness attached (e.g. Doctor's certificate) attached? Yes No

Is relevant Documentation for Misadventure attached (e.g. detailed letter from Parent) attached? Yes No

Student's Signature: _____ **Teacher's Signature:** _____

KLA Coordinator's Recommendation		
Subject	Recommendation	Revised Date for task
	<input type="checkbox"/> Extension Granted <input type="checkbox"/> Resit task <input type="checkbox"/> Final rank to be adjusted (if necessary) <input type="checkbox"/> Alternate task <input type="checkbox"/> Estimate given for task (exceptional cases)	Extension: ___/___/___ Resit task: ___/___/___ Alternate task: ___/___/___

Appeal status: Upheld - Yes No (Curriculum Coordinator's recommendation)

KLA Coordinator's Signature

Print Name

Curriculum Coordinator's Signature (Mrs. Kaperonis)

✂ _____ ✂ _____ ✂

PROOF OF SUBMISSION: (To be retained by student)

Upheld- Yes No Date: ___/___/___

Student's Name: _____ **H/R** _____ **Task:** _____

KLA Coordinator's Signature: _____ **Print Name:** _____