

WARRAWONG HIGH SCHOOL

Year 10 Assessment Handbook 2021



Education



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WARRAWONG HIGH SCHOOL

ASSESSMENT POLICY AND PROCEDURES

Purpose

Warrawong High School's Assessment Principles align to the Department of Education Policy as well as NESA requirements and standards.

Warrawong High School plans assessment so that:

- Teachers can assist students in their learning and continual development.
- Teaching and learning programs are evaluated and improved.
- Students and teachers have evidence of satisfactory completion of a course.
- Teachers can report on the achievement of each student at the end of a course.
- Students can demonstrate achievement of course outcomes.
- Valid and reliable assessment strategies are used.
- The timing, frequency and nature of the assessment processes are efficient and manageable for teachers and students.

Warrawong High School promotes an integrated approach to teaching, learning and assessment. Continuous assessment of student learning takes place throughout the year in formal and informal settings. Teachers use a range of formal and informal assessment to gather evidence about student achievement and to improve student learning. Assessment data is also used for the purposes of reporting to parents, when conferencing with students, and for awarding NESA grades to students.

Practices

School-based assessment programs allow students to demonstrate the breadth and depth of their knowledge, understanding and skills in relation to syllabus outcomes. Achievement of outcomes can be demonstrated through formal and informal assessment throughout each unit of work.

Formal assessment is to be complemented by informal assessment throughout the teaching and learning cycle to gather evidence about how students learn and what they know. Formal assessment tasks for Year 10 must attempt to reflect the assessment expectations of the Stage 5 syllabuses specific to subject areas to increase student skillsets and capability within these task types.

Informal assessment includes activities undertaken in class and evidence gathered throughout the teaching and learning process in a less prescribed manner than formal assessment.

Management of Assessment Tasks

Teachers design assessment tasks to confirm students are meeting the course syllabus outcomes. **Assessment Schedules** are developed to provide an overview of the formal assessment expectations for each course and reflect the requirements of the appropriate syllabus. The assessment schedule for each course is accessible in this document (see pages 27 - 46).

The Assessment Schedule for each course includes the number of assessment tasks for each course, type of task, course focus areas, timing for each task, outcomes being assessed, course components, weighting of components, total value of task and total value of components.

For each assessment task:

- Students will be notified in writing, using the school **Assessment Task Notification** proforma, of the:
 - Task title and focus.
 - Outcomes assessed.
 - Weighting.
 - Date issued.
 - Date due.
 - Task Milestones.
 - Task Description; including task type, outline of student expectations, area focuses for study reference.
 - Marking Criteria.
 - Learning Intentions.
 - Success Criteria outlining grading expectations.

Notice will be provided at least three (3) weeks in advance of the task (see page 24).

- Students in years 10-12 will sign and date documentation as part of the Assessment Monitoring Folders to indicate when they:
 - Receive Assessment Task Notification.
 - Submit the assessment task.
 - Receive feedback.
- Students will be expected to meet task milestones, indicated on the Assessment Task Notification, to support them in the development and completion of each task. Students will receive peer, individual or teacher feedback at each milestone.
- Students will be given feedback, including a mark/grade and comment, for each assessment task within two weeks of the submission date. Any concerns surrounding the grading of a task must be raised by the student and resolved with the teacher when the task is returned and/or within 7 school days.
- Students can be compensated under special considerations for extended illness or misadventure that may have affected their performance. Any decision to compensate will depend on whether the student has met their responsibilities to prove that such an allowance is warranted. All such decisions will occur in consultation between the deputy principal, the class teacher and faculty head teacher, and the parent/carer, where necessary (see Illness/Misadventure/Absence Process Years 10 – 12, page 17).
- If a student in Years 10-12 has missed a task or has made a non-serious attempt, the teacher must follow the school's procedures for completing an **N-Warning notification** (outlined on page 8), including verbally notifying parent/caregiver.
- In the event that a student's application for misadventure is denied, they will be awarded a penalty; however, teachers will keep a separate record of the grade the student would have achieved without the penalty for the purposes of reporting and determination of grades.

Student Responsibilities

The information in this document reflects the **NESA Year 11 – 12 HSC Roles and Procedures Guide** to ensure students meet ROSA expectations and are building an understanding of their roles and responsibilities as senior students.

To ensure students are meeting the student responsibilities outlined in this document:

- Students must submit or complete all assessment tasks on the due date.
- Students must be aware of and follow all school rules and teacher instructions with regard to each task.
- Students must ensure they have the correct resources to undertake the assessment. If the student is unable to access the resources required to complete the assessment, they must consult with their teacher, faculty head teacher or deputy principal as soon as possible, who will provide them with the resources they require.
- Students in years 10-12 will sign and date documentation as part of the 'Assessment Monitoring Folders' to indicate when they:
 - Receive Assessment Task notification.
 - Submit the assessment task.
 - Receive feedback.
- Students must keep track of all assessment task requirements and due dates.
- Students must notify the teacher immediately when an assessment task is handed out, if they feel that they have too many assessment tasks to complete in that week.
- It is the student's responsibility to see their teacher to obtain all assessment task information if a student is absent on the day an assessment task notification is delivered.
- If a student is going to be on leave for any of the reasons listed below, they must apply through the Warrawong High School front office and fill out a **Student Illness/ Misadventure/ Absence Application** and hand it to their deputy principal prior to the due date of the assessment task(s):
 - Family Holiday.
 - Illness.
 - Operation.
 - Family concerns/complications.
 - Other significant reasons for student leave.
- Students must submit all formal assessment tasks before 3pm on the due date unless otherwise directed on the Assessment Task Notification.
- If a student fails to complete an assessment task on the due date, they will receive the relevant penalty if they fail to complete **Student Illness/Misadventure/Absence Application** (page 18) or **Assessment Appeal Application** (page 21) in consultation with their deputy principal within 3 days after the due date of the task (see Illness/Misadventure/Absence Process Years 10 – 12, page 17).

Supporting Documents and References

- Each course assessment schedule must be read in conjunction with the NESA syllabus outcomes. All students must familiarise themselves with the course outcomes by visiting the NESA website.
- For more detailed information on all aspects of the Stage 5 curriculum, course outcomes, course examination and assessment visit www.educationstandards.nsw.edu.au or approach the relevant Head Teacher at school. In terms of NESA policy and rules, the key reference is the Assessment Certification and Examination Manual (ACE) manual at www.educationstandards.nsw.edu.au.

Penalties

- Tasks not completed on time may receive a zero mark. Whether a student receives a zero mark will depend on whether the student follows the procedures for late submission and/or student absence from a task (see Illness/Misadventure/Absence Process Years 10 – 12, page 17).
- Whether a student receives a zero mark or not, they must complete the task, or they will be at risk of N determination.
- If an assessment task involves digital storage, students must make a back-up copy so they avoid not handing a task in on time due to a technology failure. A technology failure is not a valid reason for not handing in a task.
- A student will be awarded a zero mark if they are involved in cheating, gross disruption, disobedience, copying or submitting work other than their own. Plagiarism is considered cheating. A mark of zero will also be awarded if the submitted assessment task is deemed to be plagiarised.

Late Submission and / or Student Absence from a Task

- If a student is away, arrives late, or fails to hand in an assessment task on the due date, a zero mark will be issued unless the student can provide appropriate formal documentary evidence of illness or misadventure through the school's appeals process.

Appropriate documentary evidence, may include:

- Evidence from a health professional (medical certificate).
- Another relevant person (eg. counsellor or police officer).
- Application for Leave form approved by the Principal.
- Other documentary evidence deemed relevant by the Assessment Review Panel.

If the school is not initially satisfied with the documentation provided, parents/caregiver will be notified immediately. All appropriate documentary evidence should:

- Be issued during the period of illness, misadventure or absence.
- State the nature of the illness, misadventure or absence.
- State the date the student visited the service/professional.

- On the day of the task or on the first day back at school, the student must see their deputy principal and obtain an accident, illness or misadventure procedures package.
- Appropriate documentary evidence of illness, misadventure or absence must be submitted with a **Student Illness/Misadventure/Absence Application** form within 3 days of the student returning to school (see page 18). It is the student's responsibility to provide the deputy principal with the appropriate misadventure documentation for consideration to be given to the task.
- When illness or misadventure occurs prior to the due date and the student feels that their performance will be affected, a **Student Illness/Misadventure/Absence Application** may be submitted in consultation with the deputy principal. Initial notification to the class teacher (eg. a parent letter or telephone call), must be done prior to the task being due.
- All requests for special consideration are dealt with by the Assessment Review Panel. If the Panel accepts the request then an alternative date or task will be negotiated between the class teacher, faculty head teacher, and the student. If the Panel declines the request, then the student may appeal. The school appeals process is outlined on page 8. The documentation includes a request for appropriate documentary evidence, which is outlined above.

N Warning Procedures

Teacher is to issue an N Warning if:

- A student fails to complete a formal assessment task on the due date identified on the Assessment Task Notification and does not submit a **Student Illness/Misadventure/Absence Application**.
- A student fails to make a genuine attempt to complete course requirements. These requirements include students applying themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the School, regardless of whether or not these tasks contribute to the final assessment mark.

It is the principal's responsibility to decide if a student is to be issued an N Determined and this decision will be made in consultation with the Assessment Review Panel and the documentation provided by the teacher and relevant faculty head teacher of the course. The decision is made by the principal at the end of the course, under delegated authority from NESAs, that a student has not satisfactorily completed a course.

Students who have not complied with the course completion criteria and who have received at least two written warnings can be regarded as not having satisfactorily completed the course at the time of finalising grades. The principal may then apply the 'N' determination.

Assessment Task Appeal

Students have the right to appeal if they feel that they have, in any way, been disadvantaged or treated unfairly with regard to an assessment task using the **Student Appeal Application** form (see page 21).

- Appeals must be in writing using the school Student Appeal Application form available from the deputy principal. This must be returned within 3 school days of the issue arising ie. when the task is handed back or a request for special consideration is denied.
- The deputy principal and relevant personal will convene and make a determination within 7 school days of the appeal being received. The relevant personal may include the Assessment Review Panel, faculty head teacher and/or relevant teacher.
- A final appeal can be made to the principal if the student feels the appeals process has not been appropriately followed. The student and parent/carer should discuss the issue with the principal who will advise the following steps.
- Matters that may be considered as grounds for appeal include but are not limited to:
 - If a student feels they have been treated differently from other students.
 - If, after discussion with both the teacher and faculty head teacher, the student feels that the assessment mark does not reflect the quality of their performance in the task.
 - Any issue relating to the marking criteria or a computation error in determining the mark.
 - If a student believes the assessment procedures were not followed correctly.
 - Any issues with the administration of the task (eg. timing errors or errors in the task).

Special Provisions

Students with a disability and/or learning difficulty may request additional support so they can perform successfully and complete all tasks.

Students in Years 10, 11 and 12 who are eligible for disability provisions in formal examinations must be accommodated in the same manner for assessment tasks. Adjustments through differentiation and scaffolds for assessment tasks are required for a student whose learning is impacted by disability and/or learning difficulty, or an EAL/D student. This may include Braille papers, large print papers, use of a writer, use of a reader, extension of test time, rest breaks, use of a personal computer, separate supervision, permission to take medication, or other provisions as judged appropriate.

Parents/carers should notify the school immediately if they wish their child to apply for disability provisions in a formal examination. The Learning and Support Team will co-ordinate the preparation of appropriate evidence and a submission to NESA for approval.

The Learning and Support Team must work with teachers to identify and implement adjustments and accommodations that can be made for individual students and class groups for specific tasks. It is the responsibility of the Learning and Support Team and class teacher to notify the student and parents/carers of any adjustments and accommodations that have been suggested/implemented to support the student. It is the responsibility of teachers to engage with student support documents (eg. PLASPs) to ensure they are catering appropriately for the needs of students with a disability and/or learning need.

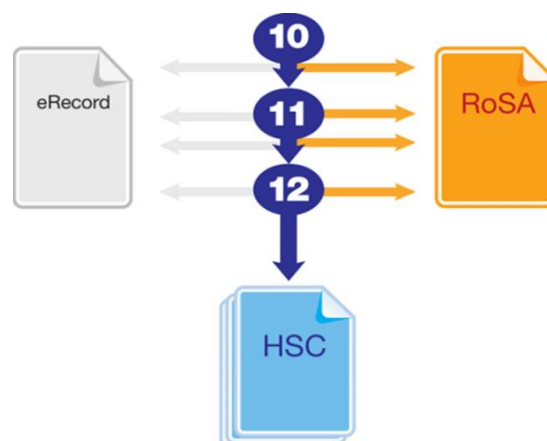
Record of School Achievement (RoSA)

The NSW Education Standards Authority (NESA) issues the Record of School Achievement (RoSA) to eligible students who leave school before completing the Higher School Certificate (HSC).

The RoSA is a cumulative credential, meaning it contains a student's record of academic achievement up until the date they leave school. This could be between the end of Year 10 up until and including some results from Year 12.

To be eligible for a RoSA, students must have:

- Completed the mandatory curriculum requirements for Years 7 to 10.
- Attended a government school, an accredited non-government school or a recognised school outside NSW.
- Completed courses of study that satisfy Education Standards' curriculum and assessment requirements for the RoSA.
- Complied with the requirements from the Education Act.



Confirmation of Entry

Students will receive a NESA Confirmation of Entry from the school.

Students in years 10, 11 and 12, before signing their Confirmation of Entry each year, should check that they are:

- Enrolled in the correct courses.
- Eligible for an ATAR.
- Eligible for:
 - Year 10: RoSA.
 - Year 11: RoSA.
 - Year 12: HSC Certificate.

The Confirmation of Entry reflects the subjects the student will receive results for at the end of each course. If students have any concerns about their Confirmation of Entry, they must inform the deputy principal or the Head Teacher Secondary Studies as soon as possible.

HSC Minimum Standards – Reading, Writing and Numeracy

From 2020, only students who meet the HSC minimum standard will receive a Higher School Certificate testamur.

Students will be provided with two (2) opportunities in years 10, 11 and 12 to pass the standard identified below if they have not met the minimum standard previously.

To show they meet the standard, students need to achieve:

- Level 3 or 4 in the online reading test.
- Level 3 or 4 in the online writing test.
- Level 3 or 4 in the online numeracy test.

Work Experience

All year 10 students will be required to complete work experience during the following weeks:

- Mainstream students: Term 2, Week 10
- Support students: Term 3, Week 4

There will be no timetabled lessons for year 10 students during Week 10, Term 2.

This is a program that supports and allows students the opportunity to investigate a possible career pathway and assist them in finding casual employment.

Students are encouraged to find their own placement. If you have any questions or concerns, please see or contact the Career's Office.

Satisfactory Completion of Each Course

A student will be deemed satisfactory in each course if there is sufficient evidence that the student has:

- Followed the course developed or endorsed by NESAs.
- Attended school regularly.
- Applied themselves with diligence and sustained effort to the set tasks and experiences provided by the school (ie. classwork, assignments, homework and class tests).
- Made a satisfactory attempt in all examinations and assessment tasks.
- Achieved some or all of the course outcomes.

Satisfactory Attendance

Students must attend school at least 90% of all school days each year. Students must meet this attendance requirement until the final day of school, as determined by current Department of Education policy relating to student attendance. To ensure the best possible chance of success, students should not be absent from school for an extended period. If a student's attendance has impacted on their ability to demonstrate outcomes due to a lack of work completed, the activities relating to the outcomes need to be identified on the N Warning letters distributed.

School leave may be granted to cover an extended student absence. It is essential that parents contact the school prior to leave taking place to complete the appropriate documentation including the **Student Illness/Misadventure/Absence Application** form and to confirm any alternative arrangements that may be required.

It is the responsibility of the student to collect and complete any relevant assessment tasks and/or schoolwork as determined in consultation with the deputy principal, faculty head teacher and teacher. School leave is only granted by the school if the reason is substantial and the student's progress towards course outcomes will not be unduly affected.

Students Online Account

Students Online is the students' source for important information about their study from Year 10 to the HSC.

Once students have logged into Students Online:

- check their confirmation of entry to ensure their name, courses, address, email and phone number are correct.
- inform their school of any name changes or course concerns.

Students can change their address, email and phone number in the personal details section.

Students can download their free PDF credentials in the Results Services section.

Students can find helpful information in My Account under Manuals and Guides to support them throughout their HSC.

By activating this account students will be able to receive significant information for their senior years and access their results online after they leave school. If students have not activated their account, they must see their deputy principal or the Head Teacher Secondary Studies as soon as possible.

Students Unique Student Identifier Number

From 2015, anyone undertaking a Vocational Education and Training course or a White Card/First Aid course (eg: through TAFE or other training providers) is required to have a "Unique Student Identifier" (USI). It is used to identify the student when undertaking any vocational training.

A USI allows students to login into their training account and see all their training records and the results of all courses started and completed. Students can also print out all of their results to take to an employer when they are applying for a job or to any training provider when they are doing any additional courses.

Warrawong High School requests that all students starting Year 11 have a USI account and record this number on the careers website in the student secure area, (www.warrawonghighcareers.com). Students can access this site anywhere.

If students have not yet obtained a USI they can apply for it directly at <http://www.usi.gov.au/create-your-usi/> on computer or mobile device or log on to www.warrawonghighcareers.com and enter secure student area.

If students require assistance they must see their Careers Advisor as soon as possible.

Technology Applied Studies Assessment Expectations

Preparation for future VET Studies undertaken in Stage 6.

Assessment

VET courses such as Hospitality and Construction are competency-based courses. In a competency-based course, assessment of competencies is standards-referenced. This means that students are judged against a prescribed standard not against the performance of other students.

Demonstrating competency means that students can perform the task or show an understanding to the level required by the industry standards.

When students successfully demonstrate competence against a particular standard they will be judged as 'competent'. There is no pass/fail. Students are either 'competent' or 'not yet competent'.

The units of competency students achieve will be recognised on a vocational qualification.

Students are being continually assessed and attendance in each lesson is extremely important, along with satisfactory completion of mid-course and end of course examinations.

If at any time it appears that a student is at risk of receiving an N determination in any vocational course, the principal must follow the same procedure as for any other HSC course. The student will be given written warning in sufficient time to correct any problems regarding the completion of course requirements.

Where a student receives an N determination in a VET course, that course will not appear on the student's record of achievement. No VET Certificate or Statement of Attainment will be issued to students who receive an N determination.

Glossary of Key Words

Syllabus outcomes, performance bands and examination questions have key words that state what students are expected to be able to do. The glossary below has been developed to provide a common language and consistent meaning in all NESA documents. It is designed to help students understand what is expected in responses to examination and assessment tasks.

account	Account for, state reasons for, report on. Give an account of, narrate a series of events or transactions
analyse	Identify components and the relationship between them; draw out and relate implications
apply	Use, utilise, employ in a particular situation
appreciate	Make a judgement about the value of
assess	Make a judgement of value, quality, outcomes, results or size
calculate	Ascertain/determine from given facts, figures or information
clarify	Make clear or plain
classify	Arrange or include in classes/categories
compare	Show how things are different or opposite
construct	Make, build, put together items or arguments
contrast	Show how things are different or opposite
critically (analysis/evaluate)	Add a degree or level of accuracy depth, knowledge and understanding, logic, questioning, reflection and quality to (analysis/evaluation)
deduce	Draw conclusions
define	State meaning and identify essential qualities
demonstrate	Show by example
describe	Provide characteristics and features
discuss	Identify issues and provide points for and /or against
distinguish	Recognise or note/indicate as being distinct or different from; to note differences between
evaluate	Make a judgement based on criteria; determine the value of
examine	Inquire into
explain	Relate cause and effect; make relationships between things evident; provide why and/or how
extract	Choose relevant and/or appropriate details
extrapolate	Infer from what is known
identify	Recognise and name
interpret	Draw meaning from
investigate	Plan, inquire into and draw conclusions about
justify	Support an argument or conclusion
outline	Sketch in general terms; indicate the main features of
predict	Suggest what may happen based on available information
propose	Put forward (e.g. a point of view, idea, argument, suggestion) for consideration or action
recall	Present remembered ideas, facts or experiences
recommend	Provide reasons in favour
recount	Retell a series of events
Summarise details	Express concisely the relevant
synthesise	Putting together various elements to make a whole

Illness/Misadventure/Absence Process Years 10 – 12



Student does not complete Assessment Task on Due Date
Teacher identifies on Assessment Register and class roll that student has not completed formal assessment task on the due date.

Student Provides Formal Documentation

If student provides a doctor's certificate (and/or other appropriate documentation) and completes the WHS Student Appeals Application within 5 days of the due date of the assessment task or on the first day of the student's return to school, teacher is to follow the directions of the Assessment Review Panel.

Student Does Not Provide Formal Documentation

If student does not provide a doctor's certificate or complete the WHS Student Appeals Application within 5 days of the due date of the assessment task or on the first day of the student's return to school, teacher is to complete and issue an N Warning ensuring they notify the students' parent/caregiver.

Student Application is Successful

If students' application is successful, the relevant deputy principal will notify Head Teacher of process to follow. This could include:

- The rescheduling of the task due on a date negotiated with the Assessment Review panel, head teacher, teacher and student
- An alternate Task to be delivered/completed due on a date negotiated with the Assessment Review panel, teacher and student
- An estimated mark
- Other, if deemed appropriate by the Assessment Review Panel

Student Application is Unsuccessful

If students' application is unsuccessful the student will receive a zero (0) mark and the relevant deputy principal will notify Head Teacher of process to follow.

This will include but is not limited to:

- The rescheduling of the task due on a date negotiated with the Assessment Review panel, teacher and student
- An alternate Task to be delivered/completed due on a date negotiated with the Assessment Review panel, teacher and student
- Complete and issue an N Warning, ensuring they notify the parent/caregiver
- Identify the student is receiving a 0 on Markbook; however, teacher must also notify student of their actual mark
- Other, if deemed appropriate by the Assessment Review Panel

Teacher Puts in Place Support for Student

Head Teacher/teacher is to provide, and document support put in place for the student to aide in the completion of the task.

Support could include but not is limited to:

- Accessing Thursday Homework Club
- Providing time to complete the task during a set period
- Providing further information
- Being available to assist student during breaks
- Head Teacher/teacher requests to meet with the parent/carer and documents outcome of the meeting.
- Teacher calling home to notify parents
- LaST referral is generated in consultation with head teacher

Student meets the expectations of 'N' Warning

When student completes expectations of 'N' Warning, the Head Teacher/teacher immediately (within 24 hours) indicates that the 'N' Warning is "resolved" on Sentral and notifies parents and head teacher.

Although the student receives a zero (0) mark, teacher is to provide students with feedback and their actual mark.

Student fails to meet expectations of 'N' Warning

If student does not meet the expectations of the 'N' Warning, teacher notifies parents and head teacher. Another letter is sent home. Head Teacher/teacher request a meeting with parent/carer and documents the outcome of the meeting. If the student fails to complete another task, the new 'N' Warning will include all previous course assessment tasks that have not been completed.

IMPORTANT NOTE

In the context of Years 7 – 9, all documentation in relation to the process must be stored in a central location for the remainder of the school year.

In the context of Years 10 – 12, all documentation in relation to the process must be stored in course monitoring folders for at least 12 months after the completion of the course.



Student Illness/Misadventure/Absence Application

The student is to complete this application if they are going to miss or have missed a formal assessment task due to illness, misadventure and/or absence. The student must:

- Access, complete and submit Student Illness/Misadventure/Absence Application in consultation with the relevant Deputy Principal within 3 days of the due date of a formal assessment task or on the first day of the student's return to school.
- Attach a doctor's certificate (and/or other appropriate documentation) to this application.

Step 1: Complete the information below and attach the documentation you have identified

Student Name: _____ Year: _____

Identify which of the following you are applying for:

Illness

Misadventure

Absence

Outline the reason for your application: _____

Medical Certificate is attached to this document Yes No

Other documentation attached to support my application include: _____

Step 2: Identify the formal assessment task(s) under review and see the relevant faculty head teacher(s) and course teacher(s) to complete the information below

In consultation with the faculty head teacher and course teacher, outline where, when and how the identified formal assessment tasks will be completed. The actions outlined must occur unconditional to the application outcome.

Task	Subject	Assessment Task	Due Date
Task 1	Subject: _____ Teacher: _____	Task Title: _____ Weighting: _____%	___/___/___
Action		Signatures	
When: _____	Where: _____	Head Teacher: _____	
Instruction: _____		Course Teacher: _____	



Task	Subject	Assessment Task	Due Date
Task 2	Subject: _____ Teacher: _____	Task Title: _____ Weighting: _____%	___/___/___

Action	Signatures
When: _____ Where: _____ Instruction: _____	Head Teacher: _____ Course Teacher: _____

Task	Subject	Assessment Task	Due Date
Task 3	Subject: _____ Teacher: _____	Task Title: _____ Weighting: _____%	___/___/___

Action	Signatures
When: _____ Where: _____ Instruction: _____	Head Teacher: _____ Course Teacher: _____

Task	Subject	Assessment Task	Due Date
Task 4	Subject: _____ Teacher: _____	Task Title: _____ Weighting: _____%	___/___/___

Action	Signatures
When: _____ Where: _____ Instruction: _____	Head Teacher: _____ Course Teacher: _____

Step 3: Student Declaration

I understand:

- The Assessment Review Panel will determine and indicate if my application is successful.
- If the Assessment Review Panel does not approve my application, I must follow the actions outlined above and complete the formal assessment task(s) to avoid an N warning.
- If I wish to appeal the decision made by the Assessment Review Panel, I must notify the Deputy Principal.

Student Signature: _____

Date: ___/___/___

Parent Signature: _____

Date: ___/___/___



Step 4: Submit Application to relevant Deputy Principal for Assessment Review Panel

The Assessment Review Panel has met to discuss your application and the following has been decided.

Application Approval: Yes No

Reason for Decision: _____

Student Responsibility: _____

Course Teacher Responsibility: _____

Faculty Head Teacher Responsibility: _____

Deputy Principal Signature: _____

Date: ____ / ____ / ____

Document has been copied and distributed to:

- Student and parent/carer
- Course Teacher
- Faculty Head Teacher for Course Faculty Monitoring Folder
- SASS staff for student file



Student Appeal Application

The student is to complete this application if they are wishing to appeal a decision made by the Assessment Review Panel, faculty head teacher and/or teacher in regard to formal assessment tasks. The student must:

- Access, complete and submit Student Appeal Application in consultation with the relevant Deputy Principal within 3 days of the student being notified of the decision.
- Attach appropriate documentary evidence to support the appeal application.

Step 1: Complete the information below and attach the documentation you have identified

Student Name: _____ Year: _____

Identify decision student is appealing:

- Assessment Review Panel decision Zero Mark being rewarded for a task
 Other: _____

Subject: _____ Assessment Title: _____

Assessment Task Description: _____

Due Date: _____ / _____ / _____

Supporting documentation is attached: Yes No

Documentation attached to support my application includes: _____

Step 2: Outline below the reasons for the student appeal

In consultation with the deputy principal outline the reasons why the decision should be reconsidered. Ensure you refer to the documentation you have provided and include dates and conversations/lessons to support your application.



Assessment Task Notification 2021



Year group:	Teacher:
Subject:	Weighting:
Date issued:	Date due:
Submission by:	Teacher email:
Task title:	Head teacher approval:

Type of task:

Focus/question:

Task Instructions

Syllabus outcomes assessed:

Learning intention	Success criteria

Task Milestones

Week 1

Week 2

Week 3

Feedback

Individual	Peer	Teacher
<input type="checkbox"/> Individual feedback method Sign: _____ Date: _____	<input type="checkbox"/> Peer feedback method Sign: _____ Date: _____	<input type="checkbox"/> Teacher feedback method Sign: _____ Date: _____

Marking Criteria

Name: _____

Mark Range	A student:
A	
B	
C	
D	
E	
0	<ul style="list-style-type: none">• Non-attempt/non-serious attempt

Comment:



Assessment Calendar
and
Assessment Schedules
for Year 10 Courses

MY CALENDAR OF ASSESSMENT

Subject	Term 1 2021	Term 2 2021	Term 3 2021	Term 4 2021
ENGLISH	Week: Weighting: % Task:	Week: Weighting: % Task:	Week: Weighting: % Task:	Week: Weighting: % Task:
HSIE	Week: Weighting: % Task:	Week: Weighting: % Task:	Week: Weighting: % Task:	Week: Weighting: % Task:
MATHEMATICS	Week: Weighting: % Task:	Week: Weighting: % Task:	Week: Weighting: % Task:	Week: Weighting: % Task:
PD/H/PE	Week: Weighting: % Task:	Week: Weighting: % Task:	Week: Weighting: % Task:	Week: Weighting: % Task:
SCIENCE	Week: Weighting: % Task:	Week: Weighting: % Task:	Week: Weighting: % Task:	Week: Weighting: % Task:
ELECTIVE 1:	Week: Weighting: % Task:	Week: Weighting: % Task:	Week: Weighting: % Task:	Week: Weighting: % Task:
ELECTIVE 2:	Week: Weighting: % Task:	Week: Weighting: % Task:	Week: Weighting: % Task:	Week: Weighting: % Task:
ELECTIVE 3:	Week: Weighting: % Task:	Week: Weighting: % Task:	Week: Weighting: % Task:	Week: Weighting: % Task:

MY CALENDAR OF ASSESSMENT

(including % weighting of each task)

Subject	Term 1 2021	Term 2 2021	Term 3 2021	Term 4 2021
ENGLISH	Week: 8 Weighting: 20% Task: Speech	Week: 7 Weighting: 15% Task: Portfolio	Week: 6 Weighting: 15% Task: Multimodal	Week: 9 Weighting: 10% Task: Portfolio
MATHEMATICS	Week: Weighting: % Task:	Week: Weighting: % Task:	Week: Weighting: % Task:	Week: Weighting: % Task:
HSIE				
SCIENCE				
PD/H/PE				
MARINE STUDIES				

SUBJECT TITLE: English

ASSESSMENT COMMENCES: TERM 1, 2021

HOURS: 120

Course Component	Task 1 Worlds of war	Task 2 Canons that shaped our world	Task 3 Adapting Shakespeare	
	Exam	Persuasive Essay	Creative and Reflection	
Due Date	Term 1 Week 8	Term 2 Week 8	Term 3 Week 10	
Outcomes	EN5-3B, EN5-5C, EN5-6C	EN5-7D, EN5-8D	EN5-4B, EN5-9E	
Components/Weightings				TOTAL
Knowledge and understanding of course content.	15%	15%	20%	50%
Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes.	15%	15%	20%	50%
Total Value of tasks	30%	30%	40%	100%

SUBJECT TITLE: GEOGRAPHY

ASSESSMENT COMMENCES: TERM 1, 2021

HOURS: 50

Course Component	Task 1	Task 2	Task 3	
	Environmental Change and Management	Environmental Change and Management	Human Wellbeing	
Title	Environmental Management/Skills Test	Research to compare Australian Environmental management to another country	Research on the influence of location on Australian wellbeing	
Due Date	Week 6	Week 9	Week 5	
Outcomes	GE5-4, GE5-5, GE5-7	GE5-2, GE5-3, GE5-8	GE5-2, GE5-3, GE5-4, GE5-6,	
Components/Weightings				Total
Knowledge and understanding of course content.	30%	10%	10%	50%
Apply geographical tools for geographical inquiry.		10%	10%	20%
Develop skills to acquire, process and communicate geographical information.	10%	10%	10%	30%
Total Value of Tasks	40%	30%	30%	100%

SUBJECT TITLE: HISTORY

ASSESSMENT COMMENCES: TERM 1, 2021

HOURS: 50

Course Component	Task 1	Task 2	Task 3	
	Nazi Germany and The Holocaust	Nazi Germany and The Holocaust	Rights and Freedoms	
Due Date	Topic Test The Rise of Hitler Week 6	Historical Research Task Concentration Camp Week 9	Topic Test Rights and Freedoms Week 5	
Outcomes	HT5.2, HT5.6, HT5.9	HT5.1, HT5.8, HT5.10	HT5.2, HT5.3, HT5.6, HT5.9	
Components/Weightings				Total
Knowledge and understanding of course content.	10%	10%	20%	40%
develop skills to undertake the process of historical inquiry.	10%	10%	10%	30%
develop skills to communicate their understanding of history.	10%	10%	10%	30%
Total Value of Tasks	30%	30%	40%	100%

SUBJECT TITLE: Mathematics - 5.1

ASSESSMENT COMMENCES: TERM 2, 2021

HOURS: 120

All class tests will assess the relevant Mathematics course level (5.1, 5.2, 5.3).

Common tests will include assessment of common topics across course levels.

Task Number	Task 1 Common Test 1	Task 2 Common Test 2	Task 3 Common Test 3	
	Financial Mathematics Measurement.	Algebraic Expressions Indices Equations and Formulae	Linear Relationships Probability Statistics Geometrical Figures Right-Angled Triangles Trigonometry	
Due Date	Term 2 Week 2	Term 3 Week 2	Term 4 Week 2	
Outcomes	MA5.1 - 4NA, MA5.1 - 8MG MA5.1 - 9MG, MA5.1 - 1WM MA5.1 - 2WM	MA5.1 - 5NA, MA5.1 - 9MG MA5.1 - 1WM, MA5.1 - 2WM	MA5.1 - 6NA, MA5.1 - 7NA MA5.1 - 10MG, MA5.1 - 11MG MA5.1 - 12SP, MA5.1 - 13SP MA5.1 - 1WM, MA5.1 - 2WM MA5.1 - 3WM	
Components/Weightings				TOTAL
Knowledge and understanding of course content.	30%	35%	35%	100%
Total Value of tasks	30%	35%	35%	100%

SUBJECT TITLE: Mathematics - 5.2

ASSESSMENT COMMENCES: TERM 2, 2021

HOURS: 120

All class tests will assess the relevant Mathematics course level (5.1, 5.2, 5.3).

Common tests will include assessment of common topics across course levels.

Task Number	Task 1 Common Test 1 Financial Mathematics Measurement. Plus Stage 5.2 Supplement	Task 2 Common Test 2 Algebraic Expressions Indices Equations and Formulae Plus Stage 5.2 Supplement	Task 3 Common Test 3 Linear Relationships Probability Statistics Geometrical Figures Right-Angled Triangles Trigonometry Plus Stage 5.2 Supplement	
Due Date	Term 2 Week 2	Term 3 Week 2	Term 4 Week 2	
Outcomes	MA5.2 - 4NA, MA5.2 - 11MG, MA5.2 - 12MG, MA5.2 - 1WM, MA5.2 - 2WM	MA5.2 - 6NA, MA5.2 - 7NA, MA5.2 - 8NA, MA5.2 - 1WM, MA5.2 - 2WM	MA5.2 - 5NA, MA5.2 - 9NA MA5.2 - 13MG, MA5.2 - 14MG MA5.2 - 15SP, MA5.2 - 16SP MA5.2 - 17SP, MA5.2 - 1WM MA5.2 - 2WM, MA5.2 - 3WM	
Components/Weightings				TOTAL
Knowledge and understanding of course content.	30%	35%	35%	100%
Total Value of tasks	30%	35%	35%	100%

SUBJECT TITLE: Mathematics - 5.3

ASSESSMENT COMMENCES: TERM 2, 2021

HOURS: 120

All class tests will assess the relevant Mathematics course level (5.1, 5.2, 5.3).

Common tests will include assessment of common topics across course levels.

Task Number	Task 1 Common Test 1 Financial Mathematics Measurement. Plus Stage 5.3 Supplement Indices and Surds	Task 2 Common Test 2 Algebraic Expressions Indices Equations and Formulae Plus Stage 5.3 Supplement	Task 3 Common Test 3 Linear Relationships Probability Statistics Geometrical Figures Right-Angled Triangles Trigonometry Plus Stage 5.3 Supplement Quadratics	
Due Date	Term 2 Week 2	Term 3 Week 2	Term 4 Week 2	
Outcomes	MA5.3 - 6NA, MA5.3 - 13MG, MA5.3 - 14MG, MA5.3 - 1WM, MA5.3 - 2WM	MA5.3 - 5NA, MA5.3 - 7NA, MA5.3 - 1WM, MA5.3 - 2WM	MA5.3 - 4NA, MA5.3 - 8NA, MA5.3 - 9NA, MA5.3 - 15MG, MA5.3 - 18SP, MA5.3 - 19SP, MA5.3 - 1WM, MA5.3 - 2WM, MA5.3 - 3WM.	
Components/Weightings				
Knowledge and understanding of course content.	30%	35%	35%	100%
Total Value of tasks	30%	35%	35%	100%

SUBJECT TITLE: Personal Development, Health and Physical Education

ASSESSMENT COMMENCES: TERM 1, 2021

HOURS: 100

Task Number	Task 1	Task 2	Task 3	
	Ballroom Dance Practical performance	Boost Your performance Research Task	Major Health Issues Letter	
Due Date	Term 1 Week 8	Term 2 Week 8	Term 3 Week 8	
Outcomes	PD5-11	PD5-4, PD5-8	PD5-2, PD5-7	
Components/Weightings				Total
Knowledge and understanding of course content.	10%	20%	20%	50%
Skills.	20%	20%	10%	50%
Total Value of tasks	30%	40%	30%	100%

SUBJECT TITLE: Science

ASSESSMENT COMMENCES: TERM 1, 2021

HOURS: 125

Task Number	Task 1	Task 2	Task 3	
	Research Task	Student Research Project	Yearly Examination	
Due Date	Term 1 Week 10	Term 3 Week 8	Term 4 Week 2	
Outcomes	LW4 7WS, 9WS	WS4, WS5, WS6, WS7, WS9	PW2 4WS, 5WS, 6WS	
Components/Weightings				TOTAL
Knowledge and Understanding - Students develop knowledge of the Physical World, Earth & Space, Living World and Chemical World, and understanding about the nature, development, use and influence of science.	10%	5%	25%	40%
Skills – Students develop knowledge, understanding of and skills in applying the processes of Working Scientifically.	20%	25%	15%	60%
Total Value of Tasks	30%	30%	40%	100%

SUBJECT TITLE: Child Studies

ASSESSMENT COMMENCES: TERM 1, 2021

HOURS: 100

Task Number	Task 1	Task 2	Task 3	
	Toys r us	Health and safety campaign	Party planner	
Due Date	Term 1 Week 8	Term 3 Week 1	Term 4 Week 1	
Outcomes	CS5-4	CS5-3 CS5-11	CS5-2 CS5-9	
Components/Weightings				TOTAL
Knowledge and understanding of course content.	15%	15%	20%	50%
Skills in child studies.	15%	15%	20%	50%
Total Value of tasks	30%	30%	40%	100%

SUBJECT TITLE: Commerce

ASSESSMENT COMMENCES: TERM 1, 2021

HOURS: 100

Task Number	Task 1	Task 2	Task 3	
	LAW SOCIETY AND POLITICAL INVOLVEMENT	LAW IN ACTION	YEARLY EXAM	
Due Date	Term 1 Week 8	Term 2 Week 7	Term 4 Week 4	
Outcomes	COM5-1 COM5-2 COM5-3 COM5-4 COM5-5 COM5-6 COM5-7 COM5-8 COM5-9	COM5-1 COM5-2 COM5-3 COM5-4 COM5-5 COM5-6 COM5-7 COM5-8 COM5-9	COM5-1 COM5-2 COM5-3 COM5-4 COM5-5 COM5-6 COM5-8	
Components/Weightings				Total
Knowledge and understanding of course content.	20%	20%	25%	65%
Students develop skills in decision-making and problem-solving in relation to consumer, financial, economic, business, legal, political and employment issues.	10%	10%	15%	35%
Total Value of tasks	30%	30%	40%	100%

SUBJECT TITLE: Food Technology

ASSESSMENT COMMENCES: TERM 1, 2021

HOURS: 120

Task Number	Task 1	Task 2	Task 3	
	Food styling and photography Recipe card – computer	Practical assessment task Recipe production task and packaging	Yearly Quiz / Exam	
Due Date	Term 1 Week 9	Term 2 Week 5	Term 4 Week 2 – 3	
Outcomes	FT5-1, FT5-8, FT-10,	FT5-8, FT5-11	FT5-4, FT5-5	
Components/Weightings				TOTAL
Knowledge and understanding of course content.		15%	50%	65%
Skills in designing, producing and evaluating.	25%	10%		35%
Total Value of tasks	25%	25%	50%	100%

SUBJECT TITLE: History Elective

ASSESSMENT COMMENCES: TERM 1, 2020

HOURS: 100

Task Number	Task 1 Constructing History Research Task	Task 2 Ancient, Medieval and Modern Studies Common Knowledge Assessment	Task 3 Thematic Studies: Influential People and Events Research Task	Task 4 Thematic Studies: Conspiracy Theories Final Examination	
Due Date	Term 1 Week 7	Term 2 Week 5	Term 3 Week 7	Term 4 Week 2	
Outcomes	E5.3, E5.4, E5.6, E5.7, E5.8, E5.9	E5.1, E5.4, E5.5, E5.9	E 5.8, E 5.2, E 5.10	E 5.1, E5.4, E5.6, E5.7, E5.8	
Components/Weightings					TOTAL
Knowledge and understanding of course content.	10%	10%		20%	40%
Historical skills in the analysis and evaluation of sources and interpretations.		10%		10%	20%
Historical inquiry and research.	5%		10%		15%

Communication of historical understanding in appropriate forms.	5%	10%	10%		25%
Total Value of Tasks	20%	30%	20%	30%	100%

SUBJECT TITLE: Marine and Aquaculture Technology

ASSESSMENT COMMENCES: TERM 1, 2021

HOURS: 100

Task Number	Task 1 Task Overview: Aquaculture Management Skills Matrix	Task 2 Task Overview: Fish and Crustacean Biology	Task 3 Task Overview: Food from the Sea Practical	Task 4 Task Overview: Portfolio of Work	
Due Date	Term 1 Week 10	Term 3 Week 1	Term 3 Week 8	Term 4 Week 5	
Outcomes	5.1.2 5.1.3	4.3.2 5.3.2	5.4.2 5.4.3	4.5.2 5.5.2	
Components/Weightings					TOTAL
Knowledge and understanding of course content	5%	5%	5%	10%	25%
Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes	20%	20%	20%	15%	75%

Total Value of tasks	25%	25%	25%	25%	100%
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SUBJECT TITLE: Photography and Digital Media

ASSESSMENT COMMENCES: TERM 1, 2021

HOURS: 120

Task Number	Task 1 Product photography	Task 2 Alternate perspectives	Task 3 Post-modernism in Photography	
Due Date	Term 1, Week 8	Term 2, Week 6	Term 3, Week 10	
Outcomes	5.2, 5.4, 5.6	5.5, 5.7, 5.8	5.1, 5.3, 5.9	
Components/Weightings				TOTAL
Making.	30%	10%	20%	60%
Critical and historical studies.		20%	20%	40%
Total Value of tasks	30%	30%	40%	100%

SUBJECT TITLE: Physical Activity and Sport Studies

ASSESSMENT COMMENCES: TERM 1, 2021

HOURS: 125

Task Number	Task 1 Australia's Sporting Identity Research a traditional sport played in another country and a traditional sport played by Indigenous Australians.	Task 2 Lifestyle, Leisure and Recreation Create an action plan to increase leisure and recreation at school.	Task 3 Opportunities and Pathways in Physical Activity and Sport Research careers from the physical activity and recreation industry.
Due Date	Term 1 Week 8	Term 2 Week 6	Term 3 Week 8
Outcomes	PASS5-1, PASS5-2, PASS5-8, PASS5-10	PASS5-1, PASS5-2, PASS5-7, PASS5-8, PASS5-10	PASS5-5, PASS5-6, PASS5-10
Components/Weightings			TOTAL

Knowledge and understanding of course content.	15%	20%	15%	50%
Skills outcomes and content.	15%	15%	20%	50%
Total Value of tasks	30%	35%	35%	100%

SUBJECT TITLE: STEM

ASSESSMENT COMMENCES: TERM 2, 2021

HOURS: 125

Task Number	Task 1	Task 2	Task 3	
	Aeronautics Design	Robotics & Embedded Systems	Sustainable Living	
Due Date	Term 2 Week 1	Term 3 Week 1	Term 4 Week 1	
Outcomes	SC5-1VA, SC5-4WS, SC5-5WS, SC5-6WS, SC5-7WS, SC5-8WS, SC5-10WS	SC5-3VA SC5-8WS SC5-7WS	SC5-2VA SC5-7WS SC5-11PW SC5-13ES	
Components/Weightings				TOTAL
Knowledge and understanding of course content.	10%	10%	20%	40%

Skills in Science, Technology, Engineering and Mathematics.	20%	20%	20%	60%
Total Value of tasks	30%	30%	40%	100%

SUBJECT TITLE: Visual Arts

ASSESSMENT COMMENCES: TERM 1, 2021

HOURS: 120

Course Component	Task 1 Exploring Portraiture	Task 2 Portraiture exhibition	Task 3 Yearly examination & BOW	
Due Date	Term 1, Week 7	Term 2, Week 5	Term 3, Week 8	
Outcomes	5.8, 5.10	5.1, 5.3, 5.6	5.4, 5.7, 5.9	
Components/Weightings				TOTAL
Artmaking		40%	20%	60%

Art Criticism and Art History	20%		20%	40%
Total Value of tasks	20%	40%	40%	100%

