



HSC ASSESSMENT AND GRADES PROCEDURES

INFORMATION FOR PATHWAYS HSC STUDENTS & PARENTS/GUARDIANS

The following document contains information regarding the HSC courses for Pathways students.

Included:

- (a) Assessment for the HSC - School Assessment/HSC examination/ATAR
- (b) Korowal Assessment Policy
- (c) Course completion Criteria
- (d) Examination procedures

This document is provided to all students and separately to parents/carers.

If you have any questions please contact:

Lisa Harding or Steve Garthwin on 4758 7466 (school number)

ASSESSMENT FOR THE HIGHER SCHOOL CERTIFICATE

The Higher School Certificate shows four items of information in each subject:

- 1. The HSC Examination mark
- 2. The School Assessment mark
- 3. HSC Mark
- 4. Performance Band

This document outlines how each subject within the school will determine **assessment marks**.

The school will report on the progress of students:

- 1. An interim report will be sent out at the end of the first term which covers the first 4-5 weeks of the Preliminary Course. A full report will be sent out at the beginning of Term 2 – this covers completed Preliminary Course work and examinations. The Preliminary Grades will be sent to BOSTES for registration and they will use these to issue any leaving student with a RoSA Certificate.
- 2. A full report will be sent at the beginning of Term 3 – this covers “half yearly” HSC Course work.

Parents and students are welcome to inquire about any aspect of their student's progress. Subject teachers, mentors or the Pathways Co-ordinators may be contacted regarding this.

NOTES ON ASSESSMENT

Students sitting for the Higher School Certificate Examinations will receive two marks on the Higher School Certificate for each subject.

- a) A mark obtained by sitting for the examination. This will be reported separately from any mark supplied by the school.
- b) The assessment mark supplied by the school. This will be moderated by the Board of Studies so that it fits the same scale as that obtained by the school in the external examination.

AUSTRALIAN TERTIARY ADMISSION RANK (ATAR)

Students who have not completed a full range of subjects to be eligible to receive an HSC (a minimum of 12 Preliminary units and 10 HSC units) will be issued with a Results Notice from the Board of Studies for each subject they have completed indicating:

- (a) HSC examination mark
- (b) Moderated School Assessment

No ATAR can be calculated until a minimum of 12 Preliminary units and 10 HSC units (usually after both cycles) are completed.

THE DETERMINATION OF ASSESSMENT (KOROWAL ASSESSMENT POLICY)

The assessment takes into account the student's performance throughout the duration of each course. Notice will be provided regarding the timing of the completion of the Preliminary and commencement of HSC Course Assessment depending on the term calendar of the year.

Assessments deal with those parts of each course that cannot easily be examined e.g. practical work in Science subjects, or oral work in English, as well as other elements of the course. The Board of Studies (BOS) identifies components that must be considered in the assessment of each subject. It also identifies the weighting of marks to be given for each component.

The school determines the measuring devices used to assess the components from guidelines provided by the Board of Studies. The measuring devices must also take into account weightings determined by the Board. In essence, the importance of each component is reflected in the weighting given to it.

MODERATION

Assessment marks provided by the school are moderated by the Board of Studies after the final examination. As a result, it is impossible for schools to accurately predict the final assessment mark.

PROGRESS REPORTS

The school will provide each student with information regarding his or her progress within each course. The school must not reveal the actual assessment mark to the student. Records of all assessments will be maintained.

REVIEW OF ASSESSMENTS

Students may seek a review if:

- a) The final result differs significantly from what they expect as a result of information given to them, or
- b) If the procedures outlined by the school do not appear to have been followed.

Teachers' judgments as to the worth of individual assessment tasks will not be subject to review. In the event of cheating, an assessment mark of zero (0) must be awarded. High School Cluster will determine whether cheating has occurred. High School Cluster will determine outcomes of appeals. High School Cluster will determine procedures to be implemented if tasks produce invalid or unreliable results. In exceptional circumstances the High School Cluster has the authority to change the policy at its discretion.

STUDENT RESPONSIBILITIES

Students are expected to:

- a) Complete all assessment tasks set.
- b) Read the assessment schedule provided.
- c) Follow the rules outlined in this document.
- d) Follow the rules of the HSC as outlined in the booklet: *Rules and Procedures for HSC Candidates*.
- e) Sign the form at the back of this document and return it to school. Korowal School will not be held responsible for any disadvantage to any student who has not signed and returned this form.

NON-COMPLETION OF ASSESSMENT TASKS

Students must acknowledge the assessment schedule by signing and returning the attached slip. This constitutes a formal contract between the school and the student. It is also the student's formal notification of the week an assessment task is due. Subject teachers will provide more information as to the nature of assessment tasks. If the assessment task is an assignment, it must be handed in by 3.15 pm on the day the task is due, unless stated otherwise. Other tasks will be completed at the teacher's direction.

Failure to complete an assessment task on the due date means the task will be deemed not completed and will be marked as zero (0).

Students absent from an assessment task must submit a medical certificate and/or explanatory letter from parents explaining reasons for absence. If the reasons are acceptable to the High School Cluster, the student will be obliged to complete the assessment task immediately upon return to school. Where this is impractical, Cluster may approve the setting of an alternative task. In exceptional circumstances an estimate based on approved evidence may be authorised by the High School Cluster. In the event of the due date of an assessment task being moved forward, two weeks notice will be given, both verbally and in writing. Such notice is not necessary in the case of the due date being moved to a later date. Two weeks notice will also be provided in the event that a task is added, but is not

necessary where a task is deleted. This also applies to examinations that are used for assessment purposes.

ABSENCE PRIOR TO AN ASSESSMENT TASK

If students are absent prior to assessment tasks it is their responsibility to contact the relevant subject teacher(s) to ensure they have received any particular information provided about the assessment task. Absence on the day prior to a task's due date is no longer a reason for penalty.

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 High School Cluster'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 experiences provided in the course by the school, including any necessary oral, practical or project work. Course requirements extend beyond the assessment tasks necessary in each course.
- Achieved some or all of the course outcomes.
- Attendance. Whilst the Board of Studies does not mandate attendance requirements, the High School Cluster may determine that, as a result of absence, the course completion criteria may not have been met.
- Conduct and Progress. Unsatisfactory conduct and progress applies to students who fail to meet the requirements of any course. This could involve:
 - omission to a significant degree of experiences which are integral to a course eg. assignments, practical work, participation in class preparation so trivial that poor examination performance is likely to result
 - failure to make a genuine attempt at assessment tasks.
- The student will study appropriate courses as approved by the Board of Studies.
- The student will complete the requirements of each course, including any necessary oral, practical or project work. Course requirements extend beyond the assessment tasks necessary in each course.
- The student will have performed the tasks required by the assessment program.
- The student will sit for any examinations set as part of the course, and will sit for the Higher School Certificate examination for those courses studied.
- In the case of Extension courses, students who fail to meet the assessment requirements for the core requisite 2 Unit course will not receive a result in either course.

Where conduct or progress in a course is unsatisfactory, an “N” indicator will be submitted to BOSTES and the course will not be printed on the student’s Results Notice unless a student appeal is upheld by the Board. In the Preliminary courses a student who has received a “N” determination on the grounds of lack of application may not be allowed to proceed to the HSC.

EXAM PROCEDURES

There are four examination periods in your course:

1. Preliminary course exams
2. Half-course exams
3. Trial HSC exams
4. HSC exams

Disability Provisions:

All students who have a need that is a recognised condition may be eligible for Disability Provisions for their examinations. Korowal has a process for assisting to determine eligibility. The Pathways

Co-ordinators, subject teachers and school counsellor are all available to assist students and parents/carers with applying for Disability Provisions. Korowal abides by the policies for disability provisions in accordance with the *ACE website*.

1. Attendance

You must attend all exams in each subject you have entered. If you are absent, the school must be notified on the day of absence. Rules about absence are the same as for other assessment tasks. During the exam period students may be granted study leave at times when not actually sitting for an examination.

2. Punctuality

You must be at the exam location at least 15 minutes before the start of each exam. Exams will start promptly at the scheduled time.

3. Late Arrival

In the HSC exam you will not be admitted if you are more than an hour late. This will not apply in the Preliminary, Half-Course and Trial exams. However, extra time is NOT given at the end for students who are late, except in extraordinary circumstances.

4. Early Finishing

No student is permitted to leave until one hour after the commencement of the paper, or during the last 15 minutes of an exam.

5. Conduct during Examination

In the exam room you must follow the instructions of the exam supervisor, and at all times be considerate of other students.

You must not:

- speak to any person other than a supervisor during the examination
- borrow any equipment from another student

- behave in a way likely to disturb the work of any other student, or upset the conduct of the examination
- attend the examination while under the influence of alcohol or illegal drugs
- eat, except as approved by the exam supervisor.

If you do not follow these rules, or if you cheat in any way, the result may be cancellation of your paper.

6. Equipment for the Examination

It is your responsibility to make sure you know for each subject:

- equipment you are expected to provide
- optional items you may bring if you wish
- items which will be provided.

Make sure equipment (eg calculator) is in good working order. Bring spare pens etc - remember borrowing is not permitted. Equipment should bear only the original inscribed information. The exam supervisor will inspect all equipment brought into the exam room.

7. Illness or Misadventure

If this occurs before the exam, but you are still able to attend, tell the supervising teacher **BEFORE** the exam if you feel your performance is likely to be affected. This is essential if you wish to appeal.

The above procedures refer to the Preliminary, Half-Course and Trial exams conducted by Korowal School. For full details about the HSC exam, students should consult the BOS Booklet “Rules and Procedures for Higher School Certificate Candidates”.

PLEASE COMPLETE THIS FORM AND RETURN IT TO SCHOOL.

Student:

I have read, understand and agree to abide by the rules governing assessment for the HSC as outlined in this document.

Signed:

Name:

Date:

Parent/Guardian:

I have read, understand and agree to abide by the rules governing assessment for the HSC as outlined in this document.

Signed:

Name:

Date: