



**Arndell**  
Anglican College



**Year 10  
Assessment  
Handbook  
2022**

## **What Is The ROSA (Record of School Achievement)?**

### **Record of School Achievement**

The Record of School Achievement (RoSA) is a cumulative credential which records the full range of student achievements from Year 7 through to the completion of the Higher School Certificate. The RoSA will be a Record of School Achievement in their academic studies within school and vocational courses.

### **Who Will Get It?**

Students will need to have completed the mandatory requirements for Years 7-10 to be eligible for a RoSA. Those who choose to leave school prior to receiving their HSC, will receive a RoSA. Students who leave at the end of Year 10 may elect to complete The Minimum Standards Reading, Writing and Numeracy Online Tests. The results of these tests can be used for employers to show basic reading, writing and numeracy levels. These tests are completed at school several times per year. If students are looking to leave at the end of year 10 and wish to complete the online tests, they will need to notify the Director of Curriculum by writing/email no later than 10 days prior to the test date. Students may sit each test a maximum of four times per year with a minimum of 30 days between each attempt.

### **When Will they Get It?**

A RoSA will **only** be provided to those eligible students who choose to leave school prior to receiving their HSC by application through the NSW Education Standards (NESA).

### **What Will It Show**

A RoSA will show grades for all the courses a student has completed up until the point they leave school – including those completed in Year 10, Year 11 and Year 12.

### **Awarding of Grades**

Grading is a way of showing a student's level of achievement in a course in a way that can be compared fairly between individual students. A – E grades will be awarded for courses completed in Year 10 and after, up until the time a student receives their HSC result.

Students are required to submit assessment tasks as delivered by the school. The marks from those assessments will be used to allocate a grade for each student at the end of the course. The school will submit those grades to the NSW Education Standards (NESA) for moderation and then inclusion on the RoSA.

### **Satisfactory Course Completion Requirements**

To satisfactorily complete a course, students must

- follow the course developed or endorsed by the NSW Education Standards (NESA)
- apply themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the College
- achieve some or all of the course outcomes

Satisfactory completion of courses is judged, in part, by your attendance and level of involvement in class, the assignments, homework etc completed and your level of achievement.

The RoSA (Record of School Achievement) is the usual pre-requisite for entry into programmes of study leading toward the award of the Higher School Certificate and all trade certificated courses in the TAFE system.

### **Stage 5 Grading System**

A system for grading students' performance in each subject is prescribed by the NSW Education Standards (NESA). Not all subjects are graded in the same way. The following information provides details of how grades will be awarded in each subject at the end of Year 10. Students and parents should ensure that they are familiar with the general guidelines and the specific assessment details that follow. Key dates should be entered into the student's diary and the family diary.

### **Grading In All Subjects**

Grades for English, Mathematics, Science, History, Geography, elective subjects and Personal Development, Health and Physical Education are awarded in accord with the Performance Descriptors issued by the NSW Education Standards (NESA) for each subject.

Performance Descriptors are statements that summarise the observable and measurable features of a student's achievement. Performance descriptors have been established to measure five levels of achievement.

- **They do not indicate failure**
- **They are not awarded in a predetermined ratio.**

They have as their focus the assessment of achievement related to knowledge and skills, not values, attitudes or interest. The NSW Education Standards (NESA) provides a general set of performance descriptors which describes performance at each of the grade levels.

Grades are allocated on the basis of each student's performance in assessable tasks during Year 10. Grades of A, B, C, D and E are awarded.

***Please note that Mathematics will be graded differently (A10, A9, B8, B7, C6, C5, D4, D3 or E2) to summarise the student's achievement of Stage 5. Please refer to the Head of Mathematics for further explanation of these grades.***

## The General Performance Descriptors

Subject teachers design assessment tasks to test knowledge and skills in each subject. The achievements of each student are then matched to the appropriate performance descriptor grade. The choice of a particular grade will be made on the basis of its relationship to the best overall description of the student's achievement at the end of Year 10.

Grade	Description
A	<ul style="list-style-type: none"><li>• extensive knowledge and understanding of content</li><li>• application of knowledge</li><li>• very high level of competence in the processes and skills</li><li>• applies knowledge and skills in new situations</li></ul>
B	<ul style="list-style-type: none"><li>• thorough knowledge and understanding of content</li><li>• High level of competence in processes and skills</li><li>• application of knowledge and skills in most situations</li></ul>
C	<ul style="list-style-type: none"><li>• sound knowledge and understanding of main areas of content</li><li>• adequate level of competence in processes and skills</li></ul>
D	<ul style="list-style-type: none"><li>• basic level of knowledge and understanding of content</li><li>• limited level of competence in processes and skills</li></ul>
E	<ul style="list-style-type: none"><li>• elementary knowledge and understanding in few areas of content</li><li>• very limited competence in some of the processes and skills</li></ul>

## Grading - General Experience Courses

Non-elective subjects are graded as follows

- S = Satisfactory completion of the course
- N = Unsatisfactory completion of the course

## Non-Award in Stage 5

An "N" award may be given to a student in any course of study if they do not satisfactorily complete the course in terms of one or more of the following

- Attendance
- Non-submission of assessable tasks
- Failure to make a reasonable effort
- Failure to achieve minimum course outcomes

***A RoSA (Record of School Achievement) will not be awarded if the student has not satisfactorily completed the minimum pattern of courses including English, Mathematics, Science, Australian History, Geography, and the required number of elective courses.***

## Assessment Schedule

This schedule covers all subjects in Year 10. The purpose of assessment is to provide students and parents with information related to the level of performance at the end of Year 10.

Students will be assessed in terms of the knowledge they have acquired and the degree to which they have mastered the skills specified in the performance descriptors, laid down by the NSW Education Standards (NESA), in each subject area.

## Assessment Will Take A Variety Of Forms

- Formal Tests and/or Examinations
- Assignments
- Research projects
- Processing and analysing data
- Unit tests
- Verbal Communication
- Problem Solving
- Application of knowledge to practical situations
- Practical Tests
- Field Reports
- Minimum assessment tasks will be required in each subject.
- Students will be given feedback on their level of achievement in each task. Should a student disagree with the rank or mark awarded, this should be resolved at the time the work is returned by the teacher.

## Arndell Anglican College Assessment Guidelines For Students and Parents

### Absence From Or Illness During An Assessment Task

- Assessment Tasks, both assignments and tests, are programmed for each term of the course. A student absent for any task **MUST** notify the Head of Department **in writing** as soon as it is known that the absence **will** occur or **has** occurred.
- A Prior Arrangement/Illness/Misadventure Form must be completed. An example has been included in this booklet. These forms are also available from the College Website, Head of Department or the Director of Curriculum.
- Where satisfactory evidence (such as a Medical Certificate which must not be written by a family member) is produced the first day the student returns to school, an alternative date or task will normally be arranged. If this is not feasible, an estimate mark will be used.
- If no satisfactory evidence of illness or other documentation proving misadventure is produced, a student would normally score 0 (zero) for a task that is **more than one day late**.
- A student who is ill or becomes ill during a task should report the matter immediately to the teacher in charge. The teacher and Head of Department, and, if necessary Director of Curriculum, will discuss with the student arrangements for a substitute task or for an estimate mark.

## Malpractice During An Assessment Task

- The NSW Education Standards (NESA) states that '***Cheating or malpractice is dishonest behaviour by a student that gives them an unfair advantage over others.***' If a teacher finds substantial evidence that a student has engaged in any malpractice associated with an assessment task, the teacher will inform the student that the matter is to be reported to the Head of Department and the Director of Curriculum.
- Those staff, the teacher and the student will meet to discuss the case. If malpractice is proven, the student would normally receive 0 (zero) for the task or that section of the task.
- In the '***HSC Assessments and Submitted Works – Advice to Students***' the NSW Education Standards (NESA) listed the following examples as behaviour considered to be cheating:
  - copying, buying, stealing or borrowing someone else's work in part or in whole, and representing it as your own.
  - using material directly from books, journals, CDs or the internet without acknowledging the source
  - submitting work that contains a large contribution from another person, such as a parent, coach or subject expert, that is not acknowledge.
  - paying someone to write or prepare material that is associated with a task, such as process diaries, logs and journals.

## Plagiarism

Plagiarism (claiming someone else's work or ideas as your own) is considered a serious offence by the NSW Education Standards (NESA). As of 2009 all Preliminary HSC students must complete a NSW Education Standards (NESA) course ***All My Own Work*** before they are able to proceed with the HSC. Arndell students complete this course at the end of Year 10. This excellent course explains in great detail what constitutes plagiarism and can be found on the NSW Education Standards (NESA) website [www.boardofstudies.nsw.edu.au](http://www.boardofstudies.nsw.edu.au) This course can be accessed by both students and parents and it is highly recommended that parents take the time to visit it. On this site you will also find a wide range of excellent advice and support material for both parents and students such as how students can manage stress throughout the HSC, study hints, advice for parents of HSC students, how students can access their results at the end of the year, old examination papers and so on.

## Appealing Against Assessment Results

Students should note that assessment marks given to tasks are **not normally altered**. The class teacher and the Head of Department would investigate any indication that a task has produced an unreliable or invalid result across the group. Unexpected results for one particular student DOES NOT indicate an unreliable or invalid assessment. Great care is taken in the setting of tasks to see that they are fair, reasonable and clearly measure outcomes of the syllabus.

## **To Appeal Against Their Result In An Assessment Task Or Examination A Student Must**

- Appeal in writing to the Head of Department or Director of Curriculum within **3 days** of receiving the result for the task **clearly stating the grounds** for the appeal.
- Students and their parents or guardians will be invited to put their case before a **panel** made up of the relevant Head of Department and another Head of Department within **1 week** of the date of lodgement of the written appeal. Please note that Director of Curriculum and the Headmaster may elect to be part of that panel.
- The College will do everything in its power to resolve the matter within the School.
- A process of appeal to the NSW Education Standards (NESA), however, is available to students and details may be obtained from the Headmaster.

## **Rules Governing the Submission Of Assessment Tasks**

For all tasks, the College will give written indication to students concerning the nature of the task, the outcomes to be assessed, the weighting of the task and the marking guidelines to be used.

### **The Following Rules Apply For The Submission Of Tasks:**

- All tasks will be due at **3.30 pm** on the stated day, **OR** as indicated on the Assessment Notification Form.
- Students may present their task **before the due date** to the Head of Department.
- They are to be presented at the place designated by the teacher on the assessment notification and a register is to be signed.
- Students must complete and submit an **Assessment Cover Sheet** with **each** submitted Assessment Task.

### **Late Submission of Task:**

- If the task is submitted after 3.30 pm on the day stated on the Assessment Notification, 50% of the mark awarded will be deducted.
- If the task is submitted more than 24 hours late, the student will receive a **zero** for the task unless proper evidence of illness (Medical Certificate) or Misadventure is submitted.
- Director of Curriculum may elect **not to accept** an assessment task from a student who **repeatedly** absents themselves from the college in the **2 days prior** to an assessment task **due date**, thereby gaining an advantage of extra preparation time.
- Please note that if a mark of 0 (zero) has been awarded the **task must still be submitted** if the student is to receive credit for the course. Completion of assessment tasks is part of the process, which demonstrates that students have met the outcomes of the course.
- When Assessment Tasks require the use of computer equipment, or when a student chooses to make use of such equipment or other technological equipment, failure of any equipment **DOES NOT** constitute a valid reason for late submission of the task. Students must make print copies and back-up files and must allow good time to overcome any technological difficulty that may arise.

- Oral tasks are often completed in class time over several consecutive class periods. The teacher in charge will arrange the order of presentation. All students **MUST** be ready to make their presentations on the **FIRST** period set down for the task.

In order to be **fair** to all students, these rules must and will be **strictly enforced**.

### **Students Considered At Risk of Not Satisfactorily Completing Course Requirements**

If College staff believe that a student is failing to demonstrate sufficient application and/or is in danger of not meeting course completion criteria, they are required by the NSW Education Standards (NESA) to notify the student in sufficient time to correct any problems. To meet this responsibility Arndell Anglican College have put the following procedures in place.

#### **1. Counselling of Students**

Students will be counselled by some or all of their key teaching staff (Subject Teacher, Subject Head of Department) and key pastoral staff (Head of House and Homeroom Tutor). These staff will identify, explain and discuss areas of concern and give very specific details of the **action** required by the student to amend the situation. Depending on the seriousness and nature of the problem/s College staff may elect to contact parents or guardians at this point.

#### **Sufficient Application**

College staff may consider a student is failing to demonstrate **sufficient application** if they do not demonstrate a commitment to a regular study programme. Examples of this could be:

- Consistent failure to bring the correct equipment or texts to class
- Consistent failure to do the reading or preparation activities for lessons
- Is often off task during class lessons
- Continually disrupts lessons with inappropriate and/or unacceptable behaviour
- Is disrespectful and/or uncooperative with their peers or class teacher
- Does not complete class assignments and/or homework
- Unsatisfactory attendance.

#### **2. Official Written Warnings**

The NSW Education Standards (NESA) requires schools to issue students with **TWO Course-specific** official written warnings, before a final **'N' determination** can be made for a course, specifying details of action required by the student and alerting the student and their parents or guardians to the possible consequences of a **'N' determination**. An **'N' determination** in the following mandatory courses in Year 10; English, Mathematics, Science, Geography and History, will mean that the student **will not** be awarded the RoSA (Record of School Achievement) that year if they choose to leave at the end of Year 10.



When a student:

- Fails to submit an assessment task
- Unsatisfactorily completes an assessment task
- Continues to fail to apply themselves with diligence and sustained effort to their regular study programme, despite counselling by the College staff

The **First official written warning** will be issued and staff will endeavour to contact the student's parents or guardians by telephone. A written acknowledgement of the warning must be returned to The Director of Curriculum from the student and their parents or guardians. The student will be interviewed by the Head of Department to establish what the problem/s are, and inform the student on what **action** they must take to amend the situation. The Head of Department will record this information and the date the **first official written warning** letter is sent home, on the student's electronic file. The student's progress will be closely monitored and the Director of Curriculum will be informed, who will keep a copy of all official letters sent home.

### **The Second and Final Written Warning**

For students who, despite the support and advice given, and despite having received a **first official written warning**, continue to fail to demonstrate sufficient application or complete Course requirements, the student and their parents or guardians will be requested to attend a **College Review**. If a student gets to this point they are in serious trouble and the Review will be a genuine attempt by the College to prevent the student from failing in this subject.

College staff will identify, explain and discuss the **action** the student must take. This meeting will make very clear what the requirements are and how the student must amend the situation, including a clear timeline. The **second and final written warning letter** will be issued at this meeting and a record of the meeting and issuing of the final warning letter will be recorded on the student's electronic file.

### **3. Students deemed by the Headmaster Not to have Met the Requirements of the Course**

If a student, after receiving **two official written warnings** has not met the requirements and timelines set out in them, the Headmaster will notify the NSW Education Standards (NESA) that the student has failed to demonstrate sufficient application or complete Course requirements. **A RoSA (Record of School Achievement) will not be awarded if the student has not satisfactorily completed the minimum pattern of courses including English, Mathematics, Science, History and Geography, PDHPE and the required number of elective courses.**

### **Special Examination Provisions**

Special Examination Provisions for Stage 5 Year 10 tests, such as readers/writers, or large print test papers, are available to students who are eligible under the NSW Education Standards (NESA)' criteria. If students wish to apply for Special Examination Provisions, they must see the Head of Strategic Learning.

Applications for Special Examination Provisions must be made by the end of Term 1.

## **Homework**

It is suggested that **EACH subject** in Year 10 be allocated approximately **one and a half to two hours** of homework **per week**. Students should have **10 to 12 hours** homework per week or **2 to 3 hours** per day and may have more just before a major assignment is due or when a test is about to occur. It is expected that in their ROSA (Record of School Achievement) courses, students need to spend about **30 minutes per day** to consolidate, reinforce and revise work that has been covered or completed in class and another **30 minutes** per day for **each subject** researching; reinforcing, extending knowledge and skills; completing assignments, assessments, or class work or preparing for the next lesson. The reading of set texts (eg English) is not included in these allocations. Extra time should be devoted for this.

***It is highly recommended that students read as widely as possible around their chosen subjects and practise assessment tasks. Periods preceding exams will naturally require more study and exam preparation***

## **Final Date for Attendance**

It is a requirement that Year 10 Students attend school until the final day of Year 10 as determined by the Headmaster, unless an exemption has been granted by the Minister of Education.

If a student leaves before the last day of Year 10 without an exemption or approval of the Headmaster, they will not be awarded a RoSA (Record of School Achievement). Unauthorized early departure from School in Year 10 may also jeopardize entry into the Preliminary and HSC courses for Years 11 and 12.

## YEAR 10 ASSESSMENT SUMMARY SHEET

COURSE	WEEK DUE	TASK	WEIGHTING
<b>TERM ONE</b>			
10 Science	6B	Skills Test	25
10 Photography	6B	Art Critisim & Art History Task-Research Task	10
10 PDHPE	6B	Research & Inclass Task	25
10 Child Studies	7A	Food & Nutrition Research Task	25
10 Biblical Studies	8B	Reasons for Belief Assessment	25
10 Agriculture (L1)	8B	Pest Research	30
10 Mathematics Advanced	8B	In-class test	15
10 Mathematics Standard	8B	In-class test	15
10 Visual Arts (L1)	8B	Research Task	10
10 History Elective (L1)	9A	Personality Task	50
10 Drama (L2)	9A	Commedia Dell'arte	25
10 Physical Activity and Sports Studies (both lines)	9A	Coaching	25
10 Engineering (L1)	9A	Structures Report	20
10 English	9A	In-class Comparative Essay	25
10 Food Technology (L2)	9A	Food for Special Occasions -Practical Assessment	25
10 French	10B	Listening/Speaking	25
10 Music (L1)	10B	Performance	15
10 Industrial Timber (Both Lines)	10B	Practical Test & Report -Joints & Finishing	20
10 History	10B	Vietnam Media Essay	40
10 Photography and Digital Media	10B	Been there, Done that artmaking	20
10 Visual Arts (L2)	10B	Portraiture Artmaking	20

**TERM TWO**

10 Textiles Technology (L2)	2B	Costume Design - Corset Part A	0
10 Commerce (both lines)	2B	Research Task	30
10 Information Software Tech(L1)	2B	Task 1- Networking Systems	30
10 Geography	4B	Research Task - Junior Geography Project Submissior	30
10 Biblical Studies	4B	What does God care about? Assessment	25
10 Photography and Digital Media	5A	Half Yearly Examination - in class	15
10 Visual Arts (L2)	5A	Half Yearly Examination - in class	15
10 Music (L1)	5A	Half Yearly Examination - Listening in class	40
10 Textiles Technology (L2)	5A	Half Yearly Examination in class	15
10 Agriculture (Both lines)	5A	Half Yearly Examination	20
10 Information Software Tech(L1)	5A	Half Yearly Examination - in class	20
10 History	5A	Half Yearly Examination	30
10 Mathematics Advanced	5A	Half Yearly Examination	30
10 Mathematics Standard	5A	Half Yearly Examination	30
10 Science	5A	Half Yearly Examination	20
10 French (L2)	6B	Writing/ Reading & Responding	25
10 Physical Activity and Sports Studies (both lines)	6B	Nutrition	25
10 Engineering (L1)	6B	Rube Project	20
10 PDHPE	7A	Dance Practical	25
10 Child Studies	7A	Childcare Services Research & Model	25
10 English	8B	Multimodal Presentation	20
10 Drama (L2)	8B	Production task	25
10 Food Technology	9A	Food service and catering -practical assessment	25

**TERM THREE**

10 Photography	1A	Nature and Place Photo Book	20
10 Visual Arts (L1)	2B	Clay Unit-Artmaking	20
10 Textiles Technology (L2)	2B	Costume Design- Skirt and Folio Part B	30
10 Science	4B	Student Research Task (SRP)	25
10 Commerce (both lines)	5A	Towards Independence Research Task	30
10 Physical Activity and Sports Studies (both lines)	6B	Technology in Sport	25
10 Child Studies	7A	Family Interactions & Culture Presentation	25
10 French (L2)	7A	Writing/Culture	20
10 French (L2)	7A	Culture/Speaking	20
10 Agriculture (L1)	7A	Dairy Excursion Report	20
10 Information Software Tech(L1)	8B	Task 3	30
10 PDHPE	8B	Practical Task	25
10 Geography	8B	Human Wellbeing Source Based Topic Test	30
10 Mathematics Advanced	8B	Research Task	20
10 Mathematics Standard	8B	Research Task	20
10 Industrial Timber (Both Lines)	8B	Dartboard & Folio /Keepsake Box	40
10 Food Technology (L2)	9A	Food Product Development	25
10 Biblical Studies	9A	Suffering	25
10 English	9A	Creative Nonfiction Writing with Reflection	25
10 Drama (L2)	9A	Australian Drama and Scriptwriting	25
10 Music (L1)	9A	Composition	30
10 PDHPE	9A	Beyond the Books Research Task	25
10 Child Studies	9A	Research and Inclass Task	25
10 History Elective (L1)	10B	Spain Research Project	50
10 Dance (L1)	10B	Dance and Society	25

**TERM FOUR**

10 Textiles Technology (L2)	1A	Interiors	25
10 History	2B	Documentary Scene	30
10 Engineering (L1)	2B	Pinball Project and Report	30
10 Industrial Timber (Both Lines)	3A	CAD/CAM	20
10 Music	3A	Performance	15
10 Photography	3A	Body of Work	20
10 Visual Arts	3A	Body Of Work	20
10 Biblical Studies	3A	Impact of meeting Jesus Assessment	25
10 Dance (L1)	3A	Showcase	20
10 English	4B/5A	Yearly Examination	30
10 Commerce (both lines)	4B/5A	Yearly Examination	40
10 French (L2)	4B/5A	Yearly Examination	30
10 Geography	4B/5A	Yearly Examination	30
10 Photography	4B/5A	Yearly Examination	15
10 Child Studies	4B/5A	Yearly Examination	25
10 Visual Arts (L1)	4B/5A	Yearly Examination	15
10 Drama (L2)	4B/5A	Yearly Examination	25
10 Food Technology (L2)	4B/5A	Yearly Examination	25
10 Agriculture (L1)	4B/5A	Yearly Examination	30
10 Engineering (L1)	4B/5A	Yearly Examination	30
10 Industrial Timber (L2)	4B/5A	Yearly Examination	20
10 Physical Activity and Sports Studies (both lines)	4B/5A	Yearly Examination	25
10 Information Software Tech(L1)	4B/5A	Yearly Examination	20
10 Textiles Technology (L2)	4B/5A	Yearly Examination	30
10 Mathematics Advanced	4B/5A	Yearly Examination	35
10 Mathematics Standard	4B/5A	Yearly Examination	35
10 Science	4B/5A	Yearly Examination	30