Arndell
Anglican College

Year 10 Assessment Handbook 2023

Introduction

The following Assessment Policy provides an outline of Assessment practice at Arndell. It includes procedures for submission of tasks, late submissions, illness/misadventure and a summary of tasks students will have each term. These times are indicative only and may be subject to change **with** notice to students. The purpose of this assessment summary is to assist students in managing their work schedule.

Assessment

Assessment is the process of gathering information and making judgements about student achievement. Assessment is an integral part of the learning process. Assessment can come in three forms:

Assessment *for* learning involves teachers using evidence about students' knowledge, understanding and skills to inform their teaching. Sometimes referred to as 'formative assessment', it usually occurs throughout the teaching and learning process to clarify student learning and understanding.

Assessment *as* learning occurs when students are their own assessors. Students monitor their own learning, ask questions and use a range of strategies to decide what they know and can do, and how to use assessment information for new learning. This often comes in the form of project work.

Assessment *of* learning assists teachers in using evidence of student learning to assess achievement against outcomes and standards. Sometimes referred to as 'summative assessment', it usually occurs at defined key points during a teaching work or at the end of a unit, term or semester, and may be used to rank or grade students.

 Assessment enables students:

- to become reflective, confident and independent learners;
- to display the extent and depth of their learning;
- to set and achieve goals and meet deadlines;
- to develop self-criticism and self-direction;
- to assess the on-going and cumulative nature of their learning;
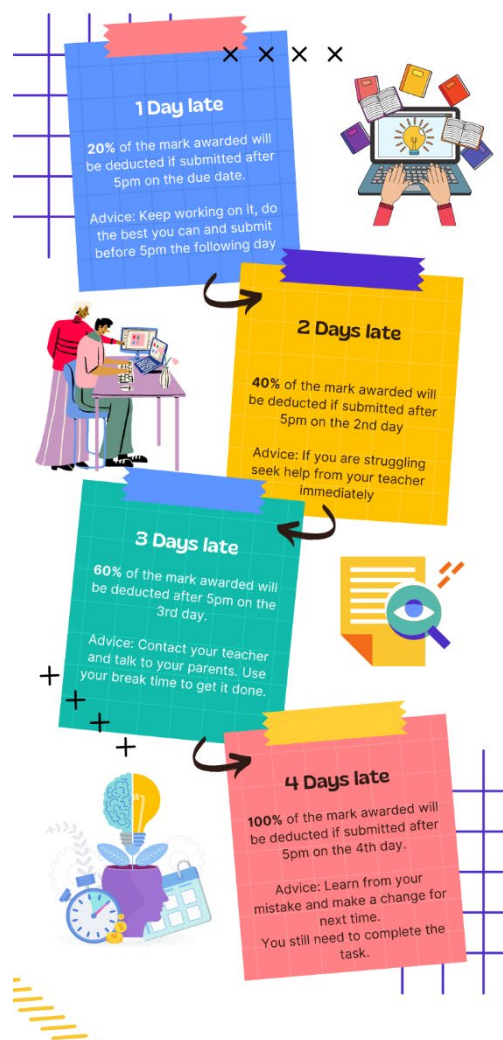- to appreciate and respond to the nature and variety of assessment styles.

Assessment enables teachers:

- to evaluate teaching and learning programmes;
- to plan and meet the individual needs of all students within the contexts of these programmes.
- To provide students and parents with honest and reliable information concerning the student's academic strengths and weaknesses.
- To identify possible learning difficulties and gather information that will help meet the needs of the individual students.
- To make reasonable adjustments to homework and assessment for students with disabilities, in line with their ILP.

Assessment Guidelines for Parents and Students

1. All tasks MUST be submitted by 5pm on the day the task is due. After this time, penalties for late submissions will occur. Students may present their task before the due date.

2. All tasks will be checked for plagiarism and penalties will apply if a student has used another's ideas or words as their own without proper referencing.

3. Late submissions will incur a penalty.
   1 day late- 20% deducted
   2 days late- 40% deducted
   3 days late- 60% deducted
   4 days late 100% deducted

4. All tasks must be submitted, even if the student submits the task after the submission date. That way students will still show that they have met learning outcomes and receive valuable feedback.

5. The Head of Department may elect not to accept an assessment task from a student who frequently absents themselves from the College in the days prior or on the day to an assessment task due date, thereby gaining an extra advantage of extra preparation time. Students may be asked to provide a medical certificate in the case of illness.

6. The failure to use technological equipment competently DOES NOT constitute a valid reason for late submission of a task. Students experiencing hardware issues should report to IT immediately either in person for via helpdesk@arndell.nsw.edu.au. Students should make back–up copies of assessment tasks on memory sticks to allow time to overcome any of technological difficulty that may arise.

7. Oral/performance 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 present on the FIRST period set down for the task.

Y7– Y10 Late submission of tasks

1 Day late
20% of the mark awarded will be deducted if submitted after 5pm on the due date.
Advice: Keep working on it, do the best you can and submit before 5pm the following day

2 Days late
40% of the mark awarded will be deducted if submitted after 5pm on the 2nd day
Advice: If you are struggling seek help from your teacher immediately

3 Days late
60% of the mark awarded will be deducted after 5pm on the 3rd day.
Advice: Contact your teacher and talk to your parents. Use your break time to get it done.

4 Days late
100% of the mark awarded will be deducted if submitted after 5pm on the 4th day.
Advice: Learn from your mistake and make a change for next time.
You still need to complete the task.

Late Submission of Tasks

Assessment must be fair in its guidelines and therefore the school must be uniform in its penalties for late submission of work and tasks.

Missing a task due to absence

If a student will miss a task due to a pre-organised school or out of school event such as an excursion or sport, the student should submit the task prior to the event OR, if this is not possible, inform their teacher to make an alternative arrangement.
If a student will miss a task due to an in term-time holiday, they must apply for Principal's approved leave and complete the task prior to departure.

Absence from a Task Due to Illness/Misadventure and extension requests

If a student is absent from school on the day of an in-class task, then the following procedure must be followed:

1. On the morning of an absence, a parent must contact the teacher and/or Head of Department by phone or email to notify of the absence.

2. If the student is in Y7 -9, The Head of Department will make a judgment and communicate with the student a decision relating to the absence and/or provide information about an alternative arrangement or new submission date.

3. If the student is in Y10, an Illness/Misadventure Form which must be completed by both the student and parent/guardian and returned to the Director of Curriculum. This must state the reason why the student was unable to attend school that day. If the student is absent for more than 2 days, then, a Medical Certificate must be attached to the Illness/Misadventure Form.

4. If no satisfactory evidence of illness or other documentation proving misadventure is produced, a student will be penalised   as per the Late Submission of Task penalties.

5. 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 the Director of Curriculum, will discuss with the student arrangements for a substitute task.

6. Unless stated otherwise, the task will be completed on the first day the student returns to school.

7. If for the reason of approved illness or absence, a student would like to request an extension to a forthcoming task, please complete an illness and misadventure form no less than 3 days prior to the task due date. The Head of Department and/or Director of Curriculum will assess the application and inform the student of the amended due date if an extension is granted.

Malpractice During an Assessment Task

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 cheating or malpractice associated with an assessment task, the teacher will inform the student that the matter is to be reported to the Head of Department.

Depending on the degree to which malpractice is proven, the student may receive a deduction of marks anywhere between 10-100% for the task.

Listed examples of behaviour considered to be cheating are:

- 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. **Plagiarism** (claiming someone else's work or ideas as your own) is considered a serious offence by NESA. It is expected that students understand that all submissions will be a student's own ideas and/or work. For online submissions, student work will automatically be checked for plagiarism using the inbuilt system within Canvas.
- Submitting work that contains a large contribution from another person, such as a parent,

coach or subject expert who is not acknowledged.

Rules Governing the Notification of Assessment Tasks

- The College will give written indication to students concerning the nature of the task, the outcomes being assessed, the weighting of the task and where appropriate, the marking guidelines to be used. Tasks will also be emailed to each year group and/or uploaded onto the CANVAS platform. If the student is absent on the day the task was issued, it is the responsibility of the student to ask the teacher for missed classwork, including assessment notifications, and to regularly check their student email/CANVAS page for information regarding assessments.
- Students will be given a minimum of 2 weeks' notice of a task, unless the task is part of an ongoing assessment, where the skills are demonstrated in class on a continuous basis.

Resubmission of Tasks

Students are responsible for ensuring that they submit a serious attempt at their assignments. If an assignment does not meet the minimum requirements of the task or is significantly below the student's ability level a Head of Department may choose to ask the student to resubmit the task.

If this occurs the student will be notified in writing by the Head of Department of both the reason for resubmission and the date it is required by.

Failure to resubmit will incur disciplinary action being taken and counselling with the Head of School and/or Director of Curriculum.

Record of School Achievement (RoSA) for Year 10

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. Students will need to have completed the mandatory requirements for Years 7-10 to be eligible for a RoSA.

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.

The marks from 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.

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.**

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	- extensive knowledge and understanding of content - application of knowledge - very high level of competence in the processes and skills - applies knowledge and skills in new situations
B	- thorough knowledge and understanding of content - High level of competence in processes and skills - application of knowledge and skills in most situations
C	- sound knowledge and understanding of main areas of content - adequate level of competence in processes and skills
D	- basic level of knowledge and understanding of content - limited level of competence in processes and skills
E	- elementary knowledge and understanding in few areas of content - very limited competence in some of the processes and skills

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

The Headmaster makes the final decision about a student not satisfactorily completing a course, and a letter of notification will be issued to the student and their parents/guardians. This will result in the student not receiving a Record of Achievement in that course.

Students have the right to lodge a review through our grievance procedures.

YEAR 10 ASSESSMENT SUMMARY SHEET 2023

COURSE	WEEK DUE	TASK	WEIGHTING
TERM ONE			
10 Science	6B	Skills Test	25
10 Photography (L2)	6B	Art Critisim & Art History Task-Research Task	10
10 PDHPE	6B	Research & Inclass Task	25
10 Child Studies (L1)	7A	Food & Nutrition Research Task	25
10 Biblical Studies	8B	Term 1 Task	25
10 Agriculture (L1/L2)	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 French (L2)	8B	Reading Task	20
10 History Elective (L1)	9A	Research Task	50
10 Drama (L2)	9A	Performance and Essay	25
10 PASS (L1/L2)	9A	Coaching	25
10 Engineering (L2)	9A	Structures Report	20
10 English	9A	In-class Comparative Essay	25
10 Food Technology (L1)	10B	Food for Special Occasions -Practical Ass	25
10 Music (L1)	10B	Performance	15
10 Industrial Tech -Timber (L1/L2)	10B	Practical Test & Report - Joints & Finishing	20
10 History	10B	Vietnam Extended Response	30
10 Photography & Digital Media (L2)	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 (L1/L2)	2B	Research Task	30
10 Information Software Tech (L1)	2B	Project and Report	30
10 Geography	3A	Research Task - Junior Geography Project	30
10 Global Studies	3A	Presentation - Sustainable Biomes	25
10 Photography & Digital Media (L2)	4B	Half Yearly Examination - in class	15
10 Visual Arts (L2)	4B	Half Yearly Examination - in class	15
10 Music (L1)	4B	Half Yearly Examination - Listening in class	40
10 Textiles Technology (L2)	4B	Half Yearly Examination in class	15
10 Agriculture (L1/L2)	4B	Half Yearly Examination	20
10 Information Software Tech(L1)	4B	Half Yearly Examination - in class	20
10 History	4B	Half Yearly Examination	40
10 Mathematics Advanced	4B	Half Yearly Examination	30
10 Mathematics Standard	4B	Half Yearly Examination	30
10 Science	4B	Half Yearly Examination	20
10 Biblical Studies	5A	What does God care about? Task	25
10 French (L2)	6B	Listening	20
10 PASS (L1/L2)	6B	Nutrition	25
10 Food Technology (L1)	6B	Food service and catering -Practical Assessmen	25
10 Engineering (L2)	7A	Planes Project	20
10 PDHPE	7A	Dance Practical	25
10 Child Studies (L1)	7A	Childcare Services Research & Model	25
10 Global Studies	7A	Skills Booklet - Classwork	25
10 English	8B	Multimodal Presentation	20
10 Drama (L2)	8B	Production task	25

TERM THREE			
10 Photography & Digital Media (L2)	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	35
10 Commerce (L1/L2))	5A	Towards Independence Research Task	30
10 PASS (L1/L2)	6B	Tech in Sport	25
10 Child Studies (L1)	7A	Family Interactions & Culture Presentation	25
10 French (L2)	7A	Writing/Speaking	10
10 Science	7A	Student Research Task (SRP)	25
10 Information Software Tech(L1)	8B	Project and Report	30
10 PDHPE	8B	Practical Task	25
10 Geography	8B	Source Based Task	30
10 Mathematics Advanced	8B	Data Analysis Task	20
10 Mathematics Standard	8B	Data Analysis Task	20
10 Industrial Tech -Timber (L1/L2)	8B	Illustrator - CAD/CAM	20
10 Food Technology (L1)	8B	Food Product Development	25
10 Biblical Studies	9A	Exploration of Suffering Task	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 Agriculture (L1)	9A	Dairy Excursion Report	20
10 Child Studies (L1)	9A	Research and Inclass Task	25
10 Global Studies	9A	Human Wellbeing Task	25
10 History Elective (L1)	9A	Research Project	50
TERM FOUR			
10 Textiles Technology (L2)	2B	Interiors	25
10 History	2B	Documentary	30
10 Global Studies	2B	Documentary	25
10 Engineering (L2)	3A	Pinball Project and Report	30
10 Industrial Tech -Timber ((L1/L2)	3A	Dartboard Cabinet and Folio	40
10 Music (L2)	3A	Performance	15
10 Photography & Digital Media (L2)	3A	Body of Work	20
10 Visual Arts (L1)	3A	Body Of Work	20
10 Biblical Studies	3A	Impacts of meeting Jesus Task	25
10 English	4B/5A	Yearly Examination	30
10 Commerce (L1/L2)	4B/5A	Yearly Examination	40
10 French (L2)	4B/5A	Yearly Examination	30
10 Geography	4B/5A	Yearly Examination	40
10 Photography & Digital Media (L2)	4B/5A	Yearly Examination	15
10 Child Studies (L1)	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 (L1)	4B/5A	Yearly Examination	25
10 Agriculture (L1)	4B/5A	Yearly Examination	30
10 Engineering (L1)	4B/5A	Yearly Examination	30
10 Industrial Tech Timber (L2)	4B/5A	Yearly Examination	20
10 PASS(L1/L2)	4B/5A	Yearly Examination	25
10 Information Software Tech(L1)	4B/5A	Yearly Examination	20
10 Textiles Technology (L2)	4B/5A	Yearly Examination	25
10 Mathematics Advanced	4B/5A	Yearly Examination	35
10 Mathematics Standard	4B/5A	Yearly Examination	35
10 Science	4B/5A	Yearly Examination	30