



**Arndell**  
Anglican College



**Year 12  
Assessment  
Handbook  
Term 4 2020**

## Prerequisites of The Higher School Certificate

To qualify for the Higher School Certificate, the College must certify that students have satisfactorily completed all coursework and applied themselves adequately.

To meet these requirements, students at Arndell Anglican College must:

- (i) Satisfy NSW Education Standards (NESA) requirements of attendance (at least 85% of the available school days).
- (ii) Study a pattern of subjects, which meet the NSW Education Standards (NESA) requirements for eligibility.
- (iii) Make a serious attempt at and complete all assessment tasks by the required date.
- (iv) Sit and attempt, in a serious way, the Higher School Certificate examinations in sufficient Board determined courses, complying with exam procedures.

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

### 1. Official Written Warning for Non Completion of a Higher School Certificate course

The NSW Education Standards (NESA) requires schools to issue students with two, course-specific official written warnings, prior to a final 'N' determination being made for a course. An 'N' determination will mean that the course will not be listed on the student's Record of Achievement and may result in the student being ineligible for the award of the Higher School Certificate. Please note that a student who does not submit a task at the scheduled time and who has not been granted an extension or given an alternative task by the Director of Curriculum will be sent an Official warning letter. The first Official Written Warning Letter is issued by the Head of Department and counter-signed by the Director of Curriculum and posted home.

### 2. College Review

In issuing the second and final subject warning letter, the Director of Curriculum will request the student and their parents/guardians attend a College Review. If a student gets to this point they are in serious trouble of not meeting NESA requirements and the Review will be a genuine attempt by the College to prevent the student from failing this course.

### 3. An "N" Determination

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 either a Record of Achievement or a Higher School Certificate in that course. It is important to note that if a student has chosen to study 10 Units for the HSC this will also result in them not receiving a Higher School Certificate that year, as they must have 10 Units to qualify.

## Arndell Anglican College Assessment Guidelines For Students And Parents

Students in the Preliminary and HSC courses in Years 11 & 12 will experience a full range of assessment tasks as outlined in the assessment guidelines for their subject. Students must make a serious attempt at and satisfactorily complete all aspects of the Preliminary course before they can move onto the HSC component of the course.

### **The HSC mark:**

- (i) The HSC mark will be based on two components; an external examination mark and a School assessment mark, which are reported separately on the Higher School Certificate itself.
- (ii) The College assessment mark will be based on a wider range of syllabus objectives than is measured by the external examination and will be the result of Assessment Tasks undertaken throughout the HSC courses.
- (iii) Completion of all coursework by the required date is compulsory if a student is to qualify for the award of a Higher School Certificate. This includes coursework that is not formally assessed in an Assessment Task.

### **Satisfactory Completion of the HSC Course**

- (i) All assessment tasks must be submitted in order to fulfil the outcomes of the HSC course - even when a zero mark has been awarded.
- (ii) A serious attempt must be made for all tasks. If a student does not make a serious attempt at any assessment task or examination, they may not qualify to study the subject/s concerned for the HSC.
- (iii) Malpractice (such as cheating or interfering with the concentration or work of other students in an assessment task) will result in the student being removed from the session and a review of the student's eligibility to receive a mark in that course will be held.
- (iv) Proved plagiarism (claiming someone else's ideas or work as their own) could lead to a student receiving zero marks for the task.
- (v) Satisfactory attendance is also required. Students are expected to attend all timetabled lessons and excursions. A persistent pattern of unexplained absence will result in a College review of the student's eligibility for the HSC. The Headmaster will make the final decision.
- (vi) Non serious attempt, frivolous answers or objectionable material (eg – offensive language, racist comments etc) - Parents or Guardians will be informed and a zero mark will be awarded for the section or sections concerned.

Each department will keep a confidential progressive record and report students' performance on all assessment tasks.

### **Absence From or Illness During an Assessment Task**

- (i) Assessment Tasks, both assignments and tests, are programmed for each component of the course. A student absent for any task MUST notify the Director of Curriculum in writing as soon as it is known that the absence will occur or has occurred.
- (ii) Where satisfactory evidence (such as a Medical Certificate) is produced on 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.
- (iii) If no satisfactory evidence of illness or other documentation proving misadventure is produced, on the first day back, a student would normally score 0 (zero) for the task.
- (iv) 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 or for an estimate mark.

# Students Rights and Responsibilities in HSC Assessments

The following information is based on the NSW Education Standards (NESA) publication HSC Assessments and Submitted Works - Advice to Students. This publication is issued to students. All information regarding your rights and responsibilities is contained in this booklet. If you need further advice please contact the Director of Curriculum.

## **You have the right to:**

- (i) Be informed of the assessment policies of your school and the NSW Education Standards (NESA).
- (ii) Receive clear guidelines relating to the requirements of each assessment task.
- (iii) Be told in advance of the due date for each assessment task.
- (iv) Query the mark for an individual task at the time it is returned to you.

## **You have the responsibility to:**

- (i) Become familiar with and follow the assessment requirements set out by the College and explained in this booklet.
- (ii) Complete all set tasks on time, or speak the Director of Curriculum to apply for an extension before the due date. If you are absent or ill during an assessment task please refer to the section Absence From or Illness During An Assessment Task on page 7.
- (iii) Avoid behaviour which could be considered cheating, including plagiarism, and ensure that all assessment work is your own or acknowledge the contribution of others.
- (iv) Follow up any concerns you have with tasks at the time they are marked and returned.

## **Steps Students can take to Manage their Assessment Tasks**

- (i) Be aware of due dates published in this booklet.
- (ii) Keep an up-to-date diary of all assessment activities and other commitments.
- (iii) Use a wall calendar in a public space like your kitchen to record due dates if you want your family to help you remember deadlines.
- (iv) Start tasks early so you can ask for help if you need it.
- (v) Break tasks into a series of smaller steps and set deadlines for completing each step.
- (vi) Record the sources of information you use as you find them so that acknowledgements do not become a major task at the end.
- (vii) Frequently save and back up any work completed on the computer. The failure of technology is not an acceptable excuse for late submission of work.
- (viii) Keep all your earlier drafts and copies of your resources.
- (ix) Keep a copy of any work you submit for marking.

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

For all tasks, the School 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:**

- (i) Students must complete and submit an Assessment Cover Sheet with each submitted assessment task.
- (ii) Students may present their task before the due date.
- (iii) Excluding in-class tasks, all tasks will be due at 3.30 pm on the stated day, and a register is to be signed.
- (iv) Any task submitted after 3.30 pm will receive a mark of 0 (zero) unless proper evidence of illness (Medical Certificate) or misadventure (if buses are late, the staff will be aware of this) is produced. A medical certificate may not be written by a family member and must be presented to the Director of Curriculum the first day the student returns to school.
- (v) The Director of Curriculum may elect not to accept an assessment task from a student who repeatedly absents themselves from the college in the days prior to an assessment task due date, or attempts to complete tasks during lesson time, thereby gaining an advantage of extra preparation time.
- (vi) Please note that if a mark of 0 (zero) has been awarded the task must still be completed 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.
- (vii) 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 their work. They must allow good time to overcome any technological difficulty that may arise.
- (viii) Unless a task specifically states otherwise, all tasks must be submitted as a print copy. In normal circumstances, a task submitted on memory sticks will be awarded a 0 (zero).
- (ix) In class tasks will take place at the timetabled time on the due date and a register is to be signed
- (x) Oral and practical 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.
- (xi) In order to be fair to all students, these rules must and will be strictly enforced.

#### **WARNING**

*Failure to ATTEMPT Assessment Tasks worth in EXCESS of 50% of the marks available for all Assessment Tasks in a course will automatically result in a student becoming ineligible to receive any award in that course.*

### **Malpractice In An Assessment Task**

- (i) 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, Malpractice also includes assisting another student to engage in malpractice.
- (ii) 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.
- (iii) Malpractice in an assessment task is reported to the NESA and placed on a malpractice register.
- (iv) In their 2006 pamphlet 'HSC Assessments and Submitted Works – Advice to Students' the Board of Studies 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 acknowledged
  - 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). 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. This comprehensive 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. An unexpected result 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 the outcomes of the syllabus.

### **To appeal against their result in an Assessment Task or examination a student must:**

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

### **Homework and Assessment Tasks**

To complete Preliminary and HSC requirements, students must undertake specific tasks and will be expected to work beyond the normal homework schedule.

It is expected that in their HSC courses, students would work a minimum of 90 minutes per unit per week. Therefore a student may well be expected to work 18 hours OR more on their 12 units.

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

## **NSW Education Standards (NESA) Information**

### **Eligibility to Receive The Higher School Certificate**

Assessment tasks contribute significantly to the final ranking of a student. Students studying an HSC course must make a genuine attempt to complete course requirements.

For courses where assessment marks are submitted, students must make a genuine attempt at assessment tasks that contribute in excess of 50% of the available marks. It is emphasised that completion of assessment tasks worth exactly 50 per cent is not sufficient; tasks worth in excess of 50% must be attempted. Furthermore the student must fulfil the course completion criteria.

It is only when both of these conditions are met that the course is listed on the Record of Achievement.

In the case of competency-based courses, where a student has not successfully completed any modules, it is a matter for the teacher's professional judgement to determine whether the attempts made by the student to complete the course are genuine. In addition, where students are studying an HSC course that includes a requisite examination, students must sit for and make a genuine attempt at such examinations. If it is determined that a student has not made a genuine attempt to complete course requirements, the Headmaster must indicate on the Non-completion of a Higher School Certificate Course form that the course has not been satisfactorily completed.

Students need to meet the HSC minimum standard to receive the HSC.

To show they meet the standard students need to:

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

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

Students do not need to meet the HSC minimum standard to:

- study HSC courses
- sit HSC exams
- receive HSC assessment and exam results
- receive an ATAR
- receive a Record of School Achievement.

### **Pattern of Study**

To qualify for the Higher School Certificate students must satisfactorily complete a Preliminary pattern of study comprising at least 12 units and an HSC pattern of study comprising at least 10 units.

Both patterns must include:

- At least 6 units of a Board Developed Courses
- At least two units of a Board Developed Course in English
- At least three courses of two unit value or greater (either Board Developed or Board Endorsed Courses)
- At least four subjects

To satisfy the pattern of study requirements for the Higher School Certificate, you may count a maximum of six Preliminary units and six HSC units from courses in Science.

It is expected that most students in Year 12 will complete 11 or 12 units to maximise their career and future study options.

### **Course Completion Criteria**

A student will be considered to have satisfactorily completed a course if, in the Headmaster's view, there is sufficient evidence that the student has:

- (i) followed the course developed or endorsed by the NSW Education Standards (NESA); and
- (ii) applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
- (iii) achieved some or all of the course outcomes.

### **Non-completion of a Higher School Certificate Course**

As stated under 'Students Considered At Risk Of Not Satisfactorily Completing Course Requirements' students and their parents / guardians will be issued with two course specific official written warning letters. The first will be posted home. The second will be issued during a College Review.

An "N" Determination letter of notification is issued to the student and their parents / guardian's by the Headmaster. This will result in the student not receiving either a Record of Achievement or a Higher School Certificate in that course. Please note that if a student has chosen to study less than 10 Units for the HSC, this will also result in them not receiving a Higher School certificate that year as they must have 10 units to qualify.

### **Reviewing Your Assessment Rank at The Completion Of The HSC**

- (i) The assessment marks are sent to the NSW Education Standards (NESA) at the completion of the HSC course.
- (ii) After the last HSC examination at the College, you may request from your Headmaster a sheet showing your rank order for the assessment in each course.
- (iii) Students may seek a review of their assessment ranking if it differs significantly from expectations received on performance in assessment tasks throughout the course.
- (iv) Assessment reviews will only relate to the student's position or rank in the College's Order of Merit.

*Please note a review is only a check and IS NOT to be viewed as a means of appealing against a staff member's professional judgment. MARKS are not subject to ANY form of review.*

### **Australian Tertiary Admissions Rank (ATAR)**

The universities calculate the ATAR. It is based on the aggregate of university scaled HSC marks in the best ten eligible units of satisfactorily completed Board Developed Courses comprising:

- At least two units of English
- At least three Board Developed Courses of two unit value or greater
- Courses from at least four subjects
- Only two units of any category B subject

### **Records of Achievement**

At the end of each year students will receive a record of achievement detailing the courses studied.

Students who leave at the end of the Preliminary Year may obtain their Year 11 records of achievement from the College no earlier than February of the following year.

Students who complete their HSC Course will receive their record of achievement at the same time as the Higher School Certificate in the following January.

# 2020 | 2021 HSC Assessment Summary

## TERM 4 2020

Week Due	Date or Week of	Course	Weighting	Task	Outcomes
Week 6B		Ancient History	20%	Sources - Spartans	AH12-1, 12-2, 12-3, 12-4, 12-5, 12-6, 12-7, 12-8, 12-9
Week 6B		Ind Technology – Timber and Graphics Industries	20%	Time Management and Planning	H1.1, H1.2, H3.1, H3.2, H3.3, H5., H5.2
Week 6B		Geography	20%	Extended Response	H1, H2, H5, H6, H8, H10, H12
Week 6B		Studies of Religion 2 Unit	20%	Short Response Research Task	H3, H6, H7, H8, H9
Week 7A		French Continuers	25%	Reading/Writing	2.1,2.2,2.3,3.1,3.2,3.4,3.5,3.6
Week 7A		French Beginners	25%	Reading/Writing	2.1,2.2,2.3,3.1,3.2,3.4,3.5,3.6
Week 7A		Biblical Studies	30%	Worldview Assessment	
Week 7A		Software Design and Development	25%	Project 1- Report	H4.1, H4.1, H4.3, H6.1, H6.2, H6.3, H6.4
Week 7A		Modern History	20%	Source Task - Core	MH12-1, 12-2, 12-3, 12-4, 12-5, 12-6, 12-7, 12-8, 12-9
Week 7A	25/11/2020	Agriculture	20%	Experiment write up and research	H1.1, H2.1, H4.1
Week 7A		Mathematics Ext 2	25%	Assessment Task 1	MEX12-1, MEX12-4, MEX12-7, MEX12-8
Week 7A		Legal Studies	20%	Research Task	H1, H2, H3, H6, H8, H9
Week 7A		Earth & Environmental Science	20%	Skills Assessment	EES11/12-1,2,3,4,5,6,7 EES 12-12
Week 8B	30/11/2020	Food Technology	15%	Case study and Industry report	H1.2, H1.4, H3.1
Week 8B		Economics	25%	Research Task and Report	H1, H2, H7, H8, H9, H10, H12
Week 8B		Biology	20%	Model/IT	BIO11/12-4, BIO11/12-5, BIO11/12-6, BIO11/12-7, BIO12-12
Week 8B		Business Studies	20%	Research Task	H2, H3, H5, H6, H8
Week 8B		Studies of Religion 1 Unit	25%	Research Task	P1, P2, P6, P8
Week 8B	30/11/20	Mathematics Standard	25%	Assessment Task 1	MS2-12-3, MS2-12-4
Week 8B	30/11/20	Mathematics Advanced	25%	Assessment Task 1	MA12-1, MA12-3, MA12-5, MA12-6

The college aims for a maximum of 3 assessment tasks due per week. If you find that you have more than 3 tasks due, contact the Director of Curriculum.