

## **GRC OATLEY SENIOR CAMPUS ASSESSMENT POLICY**

### **Preliminary and Higher School Certificate**

Assessment tasks are very important. They contribute half of your total marks in each subject for your HSC. The Board of Studies requires that you make a genuine attempt at assessment tasks which contribute in excess of 50% of available marks. If you do not, you receive an 'N' (Non-completion) award and lose that subject. Thus, it is important that you complete every task in this Assessment Schedule.

Some subjects have other mandatory requirements – field trips, major works, work placement hours or projects. If you do not do these you can also lose the subject.

If at any time you are at risk of an 'N' award, you will be warned in writing and given a chance to redeem yourself.

**TAKE ASSESSMENTS SERIOUSLY - READ THE POLICY AND IF IN DOUBT ASK.  
MOBILE PHONES MUST NOT BE IN STUDENT POSSESSION  
DURING EXAMINATIONS OR ASSESSMENT TASKS. THIS IS A  
HSC RULE.**

### **1. STUDENT RESPONSIBILITIES**

Read carefully each faculty assessment schedule/policy for each subject you are studying. These policies will inform you of the following:

- the number of tasks for the subject
- the value of each task in comparison with the whole course
- the nature of each task e.g. assignment test, project etc.

It is the responsibility of the student to hand their task to the teacher by the due date.

Please note that if you will be absent on a submission date for reasons such as Work Placement or sporting commitments, it is your responsibility to make arrangements with the Head Teacher for the required work to be submitted **on or before the due time**. Allowances must be made in your planning for any technological problems that may arise e.g. broken printer - these will not be accepted as a reason for late submission of work.

### **2. TIMETABLE FOR TASKS**

Assessment schedules indicating the week for each task will be issued early in Year 11 and at the beginning of Year 12 work.

There will be no assessment tasks scheduled for one week before and after Examinations.

The actual day for an In-School task will be notified to students approximately two weeks before the task is to be done.

Amendments to the published assessment task and dates will be given out in writing two weeks in advance unless there are exceptional circumstances.

### 3. PENALTIES

#### i) Where tasks are completed at home

The assignment must be handed in at the time stated on your assessment notification.

If you hand it in later, then you must get a signed receipt from the person you hand it to.

Penalties after this day will be 20% of the total mark available for the task for each day late.

The weekend counts as two days.

#### ii) Cheating or plagiarising (copying) is a serious offence.

All tasks must be the student's own work. A ZERO (0) will be awarded in any case where cheating or any attempt to cheat or plagiarism occurs. This includes downloading from the internet. Students should refer to the mandatory "All My Own Work" program for guidance on completing assessment tasks. This program is designed to help HSC students follow the ethical principles of good scholarship.

#### iii) Lateness

If you are late for an in-class assessment task or formal examination, you will be admitted to the examination venue, but you will be required to complete the task at the same time as the rest of the group. For example, if you arrive at 9:30am for a task scheduled from 9:00am-10:00am, you will only have 30 minutes to do the entire task.

If you arrive after the task has been completed by your cohort, you may be able to do the task as an exercise for learning, but will be awarded zero (0) for the task.

#### iv) Tasks which require use of common data or information

These will require an individual attempt at the task to be submitted.

#### v) Missing an In-School Task.

If any student truants, misses or declines to present for any In-School task (e.g. oral presentation, class test) for any reason considered by the Head Teacher to be unacceptable, then the student will receive ZERO (0) for the task.

If you miss a task due to illness or misadventure you will be required to fill in an Illness/Misadventure form with **evidence on the day you return to school** (see Point 7), and negotiate with the Head Teacher on that same day to arrange a time to complete the task. You must be prepared to complete the missed task on the day of your return. This ensures that no one gains unfair time advantage by faking illness.

### 4. ABSENCES – Tasks other than major examinations

#### i) Short Absences/Sickness

If students are absent from an In-School Task then they must:

- notify the school on the day the task is due
- complete an Illness/Misadventure form and hand it in to the Deputy Principal on the first day back at school with evidence attached. e.g. a doctor's certificate. See 7 below.

If a student needs to miss a task for any reason other than sickness then permission must be obtained, in advance in writing, from the Head Teacher of the subject concerned. If permission is granted then the task must be done at the time set down by the Head Teacher of the subject concerned.

Failure to follow these procedures will result in a ZERO (0) mark being awarded

**ii) Extended Absences (more than 3 days)**

Long absence due to illness will require the student to notify the school by phone and report to the Teacher of the subject on the morning of the return to school. You will be informed of when and where the task will be done or, if need be, a substitute task will be administered. In exceptional circumstances an estimate for the task may be given. Estimates are only allowed with Principal's approval.

Any other extended absence, such as trips overseas, must be applied for through the Principal and, if granted, special arrangements concerning missed tasks will be made, by the Head Teacher.

**iii) Purposeful absence****Examples**

- Student is at school but not signed in, and presents for task
- Student signs in at school, truants other classes, then presents for task
- Student not at school, signs in late and presents for task

Students who take time off to prepare for an Assessment task can be deemed to be gaining unfair time advantage. On the day of an assessment task, a student **MUST attend all timetabled classes** to avoid a possible penalty. A penalty of 50% of possible marks can be awarded.

**5. ABSENCE - Major Examinations – Applying for a Deferred Examination**

- Deferred exams will be used only to assist the teacher to generate an estimate. Teachers will also review past assessment performance before deciding on the final exam mark. Students who have applied for a number of illness/misadventure appeals in the past may be disadvantaged. The final mark will be decided by the marking teacher and the Head Teacher and verified by the Deputy Principal.
- If you are unable to attend a major examination for any reason you must:
  1. contact the school prior to the exam.
  2. fill in an Application to Defer Exam form with medical or other evidence attached and handed in person to the Head Teacher Administration who will set the date for the deferred exam. This will be sat in the next available space on your exam timetable. **This is not negotiable.** You must return to school ready to sit a missed examination on that day.

Students must still sit missed exams. Not only is it important in assisting teachers to generate a mark for you, it is valuable practice in sitting for exams in HSC conditions. Estimates without a deferred exam are allowed only in special circumstances and by approval of the principal.

- If you believe your exam performance has been affected by the illness or accident that led to your absence, you may also apply for an Illness/Misadventure Appeal (see 7 below) on a separate form. If you miss any major examination for any unsatisfactory reason you will receive ZERO (0) for the assessment components in the exam regardless of your exam result.
- Extended absences will be treated as in 4.ii).

**IMPORTANT-** Deferred exams are allowed ONLY in school exams. **There are NO deferred exams in the HSC.** If you miss a HSC exam you lose the subject or if an illness misadventure appeal is accepted by the Board of Studies, they will use your assessment mark.

## 6. STUDENT APPEAL

- Any appeal concerning marks for a task can be made only at the time the task is returned. The appeal may relate to the order of merit achieved. The teacher's judgment of the task's worth is not subject for review.
- The student, and only the student, may appeal against their final ranking in the subject. These rankings will be made available by the Board of Studies after the final HSC Examination for the School. The student must lodge the appeal by the due date. There is no provision for a review of marks awarded for individual tasks. Reviews are limited to the assessment process. The only matters which will be considered are whether or not:
  - the weightings specified by the School in its Assessment Program conform to the Board's requirements
  - the procedures used by the School for determining the final mark conform with its state program
  - there are computational or other clerical errors in the determination of the assessment mark.

If you are dissatisfied with the outcome of the School Review you may appeal to the Board of Studies. However, the Board will only review those items mentioned above.

## 7. ILLNESS/MISADVENTURE APPEALS

If you miss a task or consider that your performance in any task or exam has been affected by illness or accident or any other unforeseen circumstance before or during a task, you may lodge a misadventure appeal. Notification of an appeal must be given as soon as possible and application lodged immediately after the task in the case of absence or on the day you return to school and prior to return of marks. If this condition is not adhered to, the appeal cannot be considered.

Illness/Misadventure appeal forms may be obtained from the Deputy Principal or Principal and must be lodged immediately with the Deputy Principal. All relevant information relating to the appeal must be provided. Your doctor should state on the medical certificate that you are **unable to present for an exam/assessment task**.

The appeal will then be considered and you will be informed of the result by the Head Teacher. Do not assume that appeals of this nature will be upheld. Each case will be considered separately. The result may be that the marks awarded stand or that an alternative task be given. Only in exceptional circumstances will an estimate be used. Students who are deemed to be using Illness/Misadventure for personal advantage can be awarded a ZERO. The Principal will review any student who applies for Illness/Misadventure more than once in a subject or across a range of subjects and dates and may decide not to support further appeals including those for HSC exams.

## 8. CHANGE OF SUBJECT/TRANSFER OF SCHOOL

Students who transfer to our school after the assessment program has begun or who change a subject during the year will be assessed with all other students. Tasks completed will be used to generate a final ranking with no mark disadvantage for tasks missed. Alternatively, estimates may be used subject to Principal's approval.

Students who transfer schools after 30th June in Year 12 will receive an assessment provided by their original school. The student's assessment will then be moderated using the scaled examination performance of the original school.

**9. REPEATING STUDENTS**

For a student who repeats Year 12, an assessment will be given which will be based on work/task completed in the repeat year only.

**10. AREAS OF CONCERN**

If you are concerned about any aspect of your assessment program, you should discuss your concern with the Head Teacher of the particular subject. You should do this immediately – otherwise, you may be too late. Please direct any inquiries about HSC Assessment Rules and Procedures to the Principal or Deputy Principal.

**11. EXAMINATIONS**

Formal examinations fulfill an important function in assessing students' achievement. As external examinations are used on a state-wide basis to measure student performance, students at GRC Oatley are exposed to rigorous formal examinations not only for assessment but also for experience in examination conduct, procedure and technique. Formal examinations may include oral examinations and performance examinations. The school has stringent rules of conduct in examinations. Not following these rules can result in a ZERO being awarded.

1. Students will wear school uniform in all examinations.
2. Students will leave school bags at the back of the examination room.
3. Students are to remain silent during all examinations unless otherwise directed.
4. Students will not distract or attempt to communicate with other students during an examination. This will be deemed to be cheating.
5. Student may consume only water during an examination.
6. Students may take into an examination only the equipment and resources that are prescribed for that examination. Containers for equipment, e.g. pencil cases, must not be taken into the examination room.
7. Students must bring the prescribed equipment and resources to the examination and may not borrow equipment or any other material from other students during the examination.
8. Students may not take mobile phones or other electronic devices (apart from Board approved calculators) into the examination room. This is a HSC rule. If the phone is in your bag, it must be turned off.
9. Work handed in at the end of an examination is to be the student's own work completed under the rules of that examination. Any attempt to subvert this by, for example, copying or looking at another student's work, referring to notes written in any place, introducing work completed outside or any other similar practice will be regarded as malpractice and may result in a ZERO mark.
10. Supervisors will instruct students as to whether the question paper may be taken from the room at the end of the examination.
11. Examinations will begin on time. Students who are late will not be given additional time.
12. Students will not be permitted to leave an examination early.
13. Students must ensure that their examination is collated and collected correctly, according to the supervisor's instructions, ensuring all pages are included.
14. Any student absent from an examination must, immediately upon return to school, present themselves to the Head Teacher Administration to explain the absence with relevant documentation, and complete an Application to Defer an Exam. If the explanation is not acceptable, the student will receive a ZERO for that examination. All exams (including deferred) must be completed during the exam period.

The Principal will determine whether the student will attempt a deferral or be given an estimate. Students should be prepared to sit a deferred task immediately on their return to school. The Faculty Head Teacher will determine whether a deferred exam is a different examination to the one completed at the scheduled exam time.

### **Your HSC and Technology**

For many of your assessment tasks it is highly probable that you will need to use the information technology resources provided by the campus. You need to be aware of the following:

- Each student is allocated 10mb of storage in his/her Home directory. Although this area is secure from other students, it is not backed up by our servers. Therefore, it is your responsibility to back up any assignments or projects done electronically. If it is a 'critical' task that you are working on, for example, a major HSC assessment task, then it is strongly recommended that you use two forms of backup and keep them in separate places. Print your work regularly so that you have hard copies of work in progress in case all else fails.
- No work should be stored on the C drive of any school computer, as they are rebuilt regularly and when this happens, your work will not be able to be retrieved.
- Different forms of backup that can be used on the campus computers include: CDs (700Mb) or a portable thumb drive which connects into the USB port. All the computers available for student use have CD burners and USB ports.
- It is possible to email your documents to and from school as an email attachment.
- A failure of technology is not an excuse for handing in work late. Whether you are working on your home computer or campus computer, the same rule applies. You must set a time plan to research, write, edit, reflect, edit again and print your tasks with time to spare - technological failures do happen. It is your responsibility to manage the set task - make sure that you backup your work and do not leave things to the last minute. In case of a printing emergency you can always email your assignment to the school.
- Print facilities are available in the school library, however, you will need to have purchased a Papercut Printing Account. If you are using the library printers, you need to make sure that you do not leave your printing to the last minute.
- A web services account is required for internet access and for practical tasks which require internet access or email contact with your teacher or group members. It is your responsibility to ensure in advance that network and web services accounts are active. With enough warning, the web services administrator or computer coordinator can assist you, or a computing studies/IT teacher or any member of the library staff.
- Read the task instructions carefully to hand in work in the correct format. If a task requires documentation, this should be printed on paper. Normally practical work is submitted on a CD, but in some courses you will be asked to attach work to an email or submit in some other format. Work will generally be accepted on thumb drives, MP3 players etc. Include clear instructions for use and keep a backup copy.

A complete and up to date version of this policy and individual subject assessment schedules are maintained on the school's website. They are available for ready reference by students.