



Baradine Central School Stage 6 Assessment Policy

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INTRODUCTION

Included is material from the NSW Education Standard Authority (NESA). The information is subject to change by NESA but is correct at the time of publishing.

Students must satisfy the requirements of the Year 11 (Preliminary) Course before proceeding to the Higher School Certificate (HSC) Course. At the conclusion of the Preliminary Courses, grades are submitted to NESA. These grades are based entirely on school-based assessment and make up the Record of School Achievement (RoSA).

Information on assessment policies, expected outcomes and the assessment tasks for each of the Courses is available for students at the beginning of Year 11.

Entering into Year 11 can be as daunting as travelling to another planet. However, knowledge, good planning and organisation will enable both students and parents to step confidently into this final stage of school education. It is essential for parents and carers to assist in making choices appropriate to their child's interests and ability.

Important things to know about Years 11 and 12:

- English is the only compulsory subject;
- a great amount of effort and time is required to achieve success in each course;
- students have the choice of Industry and/or Academic Pathways;
- all courses are academically rigorous; and
- the Higher School Certificate prepares students very well for tertiary education.

At Baradine Central School, we have high expectations for the students and staff are here to help them strive for excellence within a caring and supportive environment.

NSW EDUCATION STANDARD AUTHORITY

There are rules for the award of the Higher School Certificate; these are outlined on the NSW Education Standard Authority (NESA) website:

https://studentsonline.nesa.nsw.edu.au/go/seniorstudy/hsc_rules_and_procedures/#eligibility-requirements.

ELIGIBILITY FOR THE HIGHER SCHOOL CERTIFICATE

Below is a brief summary of the rules pertaining to the successful award of the Higher School Certificate.

1. English is the only compulsory Higher School Certificate subject.
2. Satisfactory completion of at least 12 units of Preliminary courses.
3. Satisfactory completion of at least 10 units of HSC courses.

For both Preliminary and the HSC, study patterns must include:

- at least six units of Board Developed Courses;
- at least two units of a Board Developed Course in English;
- at least three courses of 2 unit value or greater; and
- at least four subjects.

Other requirements are:

- the Preliminary component of a course must be completed before commencing the HSC component; and
- a maximum of six Preliminary units and seven HSC units from courses in Science.

You will be considered to have satisfactorily completed a course if, in your school Principal's view, there is sufficient evidence that you have:

1. followed the course developed by the Board;
2. applied yourself with diligence and sustained effort to the set tasks and experiences provided in the course by the School; and
3. achieved some or all of the course outcomes. Receiving a mark for a course on your Record of School Achievement (RoSA) issued by NESA is an indication that you have satisfactorily completed that course.

MINIMUM STANDARD OF LITERACY AND NUMERACY

Students sitting the Higher School Certificate examinations in or after 2020 you will need to meet a minimum standard of literacy and numeracy to receive your Higher School Certificate.

- Literacy and numeracy skills are key for success in everyday life. Achieving the HSC minimum standard means you will have a level of skills necessary for success after school.
- Students show they have met the HSC minimum standard by passing online tests of basic reading, writing and numeracy skills needed for everyday tasks. The minimum standard online tests are not based on NAPLAN.
- Students master basic skills at different stages so there are multiple opportunities available for students to understand what to expect and pass the minimum standard online tests, from Year 10 until a few years after Year 12.

Further information is provided on the following websites:

<http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/hsc-minimum-standard/what-is-thestandard>

<http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/hsc-minimum-standard/what-is-thestandard/skill-level-required>

UNIVERSITY REQUIREMENTS FOR 2021

The NSW University Admissions Centre (UAC) produces an information booklet for Year 10 students and other related publications. These can be downloaded from the UAC website:

<http://www.uac.edu.au/schoolink/year-10.shtml>

Information on Queensland Tertiary Admissions Centre can be found at the QTAC website:

<http://www.qtac.edu.au/for-schools>.

The ATAR

The Australian Tertiary Admission Rank (ATAR) is a rank between 0.00 and 99.95 with increments of 0.05. It provides a measure of overall academic achievement in the HSC that assists Australian institutions to rank applicants for tertiary course selection. The ATAR is calculated by the institutions and released by UAC.

It is important to note that the ATAR is a rank, not a mark, and it is designed only to be used for tertiary selection. Admission to most tertiary courses is based on performance in the HSC with applicants ranked on the basis of their ATAR. Other criteria such as a portfolio, interview, audition, or questionnaire may also be taken into account in conjunction with the ATAR for certain courses.

ATAR Rules

Rule 1: Eligibility

To be eligible for an ATAR you must satisfactorily complete at least 10 units of courses (including two units of English). You must include at least three Board Developed courses of 2 unit value or greater and at least four subjects.

Rule 2: Calculation of the ATAR

The NSW ATAR is based on an aggregate of scaled marks in 10 units of ATAR courses comprising:

- the best two units of English; and
- the best eight units from the remaining units subject to the provision that no more than two units of Category B courses be included (VET Courses are Category B courses).

The calculation of the ATAR is subject to the following restrictions and conditions.

- You must satisfactorily complete English.
- You may accumulate courses over a period of no more than five years.
- If you repeat a course, only the last satisfactory attempt will be used in the calculation of your ATAR.
- If you enrol in a repeat course and subsequently withdraw, either officially by advising your Principal or the Board of Studies or unofficially by non-attendance at the appropriate examination, you will be considered as not having completed the course and it will be regarded as a non-satisfactory attempt - in this case, the mark from your previous satisfactory attempt in the course will be available for inclusion in your ATAR.

STUDYING FOR THE HIGHER SCHOOL CERTIFICATE

Below are some helpful organisational hints to assist in successfully completing the HSC.

- Evaluate your week including study time; free time, sporting commitments and casual employment then make informed decisions as to what things need to be cut if necessary.
- Senior students should set aside at least three to four hours each day for six days a week in order to complete homework, assignments, study and revision.
- Plan ahead. A wall chart or calendar may help.
- Set aside time for recreation.
- Implement a home and study timetable as soon as possible.
- Your work area should be in a quiet area of the house well away from distractions.
- Your workspace should be kept tidy and organised.
- Turn distractions into rewards when homework/ study/ assignments are completed.
- Seek help from teachers and family in order to achieve the above goals.

ASSESSMENT

At the beginning of Year 11 and again at the beginning of Year 12, students will be given a formal assessment guide which contains detailed information regarding the School's assessment policies and procedures.

In Year 12, internal assessment accounts for 50% of the HSC mark. It is in the student's best interests to complete all assessments to a high standard.

Below is a brief summary of the school's assessment policies and procedures for Year 11 and Year 12 students.

eSubmission of Assignments

Students may submit assignments online via Google Classroom.

Assessment Marks

Students will receive clear advice and feedback from the course teacher within two weeks of submission, which indicates the student's attainment in the task relative to the outcomes.

Deadlines for Assignments and Presentations

eSubmission of assignments will be no later than 3:30pm on the date due.

- Students will not be advantaged by submitting (written) or completing (oral) assignments before the due date.
- Marks will be deducted for late assignments at a rate of 20% per day, weekends inclusive. After five days, a student will receive a mark of zero.

Failure to hand in an assessment task will result in a mark of zero. However, in order for the student to satisfy the course requirements, the student must submit the task at a later date otherwise the student places themselves at risk of being allocated an 'N' (non-completion of course) determination for the course.

N-Warning Letters

The N-warning letter is designed for the following purposes:

- Advise the student of the problem to be corrected.
- Generally, the student will be given a two-week period to correct the problem.
- Alert the student to the possible consequences of an 'N' determination.
- Advise the parent or guardian in writing

The N-warning process is:

- Step 1 – 1st N-warning is issued and student has two weeks to correct problems outlined;
- Step 2 – 2nd N-warning is issued and student has two weeks to correct problems outlined; and
- Step 3 – N-determination is received. This outlines that the student has not met course requirements which may prevent them from moving into HSC course or receiving Higher School Certificate for the subject.

If the student fails to correct the problem within the allocated time frame, follow up letters will be issued.

Review of 'N' Determination

A student seeking a review of an 'N' determination must apply to the Principal.

Late Extensions for Assignments

Applications must be in writing to the course teacher well before the due date. Extensions will only be granted if exceptional circumstances prevail. Reasons may include:

- Illness prior to the week in which the assignment is due
- Compulsory school based absences (e.g. work placement, curriculum excursions) for the week prior to the assignment being due. Representation in sport and agriculture are not considered compulsory school based absences
- Verifiable family disruption of an extreme nature, etc.

Students must have documentary evidence to support their claim for an extension, such as medical certificates. All cases for extensions will be considered on their merits.

Using Computers to Produce Assignments

Students are required to make regular backups of their work. We recommend that students keep a working copy on Google Drive.

Students are also required to show a hard copy or email a copy of their work in progress, at the request of the course teacher.

Plagiarism

Plagiarism is the practise of copying another person's work without acknowledgement or permission. The plagiarists claim this as their own work.

The school regards any act of plagiarism as a serious breach of school rules and as such, any students who plagiarise another person's work will be dealt with seriously. This could also lead to an 'N' determination for the course concerned.

There are no excuses for copying another person's work. Students should also be aware that copying and pasting from the Internet into one's assignment is considered plagiarism, unless the copied work is cited and referenced in a bibliography.

Note: The eSubmission of assignments automatically check for originality and makes reports available for students to peruse.

An assignment that is made up of a majority of referenced material will be given a very low mark.

Assignments must indicate to a large degree that the majority of the work is the student's own original work.

Referenced work should be used wisely. Students should consult with the course teacher if they are unsure of the expectations of quoting another person's work.

Students Falling Behind in their Work

If a student falls behind in their work, then it is up to them to make up the work lost, not to have it omitted from their preparation. Suggestions include:

- meeting with the course teacher outside of class; and
- obtaining copies of notes from another student who is up to date with their work.

If the school determines that any senior student is not making the appropriate effort within a Preliminary or HSC Course, then warning letters will be sent home warning that the student may be given an 'N' determination.

EXAMINATIONS

Examination Malpractice

If a student is proven to have been involved in malpractice (cheating) during an examination, the student will be awarded a zero mark for that examination and the matter will be referred to the Head Teacher.

Each case will be dealt with in accordance with its seriousness and by the application of the School's discipline policy.

Non-Completion of Examination Tasks

Where there is no valid reason for not completing an examination assessment task, non-completion will be recorded as zero marks for that task and a warning letter will be sent.

If a student's attempt at a particular task is a non-genuine one, a warning letter will also be sent and the student will be required to resubmit the assignment. Only completing the multiple choice section of an examination is considered a non-attempt.