



Baradine Central School Stage 5 Assessment Policy

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INTRODUCTION

The information provided in the following pages is designed to assist parents and students to better understand the nature of the courses offered to students in Years 9 and 10. Included is material from the NSW Education Standards Authority (NESA) which is subject to change but correct at the time of publishing. The information provided in these pages is not prescriptive or exhaustive but is rather intended as a guide.

Since January 2010 the school leaving age in NSW has been 17 years, unless a student less than 17 years old has arranged for more than 25 hours of permanent work or training (TAFE) per week. Since 2012, eligible students who leave school prior to receiving their Higher School Certificate will receive the NSW Record of School Achievement (RoSA).

Some of the key elements of the RoSA are:

- cumulative- showing a student's achievement until the time they leave school;
- results - from school-based assessment; and
- comparable- between students across NSW.

Crucial to the student's success are:

- effort from the student;
- home study organisation; and
- progress guided and monitored by the school and home.

Teachers at Baradine Central School have high expectations for their students and seek to help them to strive for excellence within a caring and supportive environment.

STAGE 5: RULES AND PROCEDURES

Mandatory Curriculum Requirements

Over the four years students need to have studied the following courses:

English – studied substantially in each of Years 7 to 10 with 400 hours to be completed by the end of Year 10.

Mathematics – studied substantially in each of Years 7 to 10 with 400 hours to be completed by the end of Year 10.

Science – studied substantially in each of Years 7 to 10 with 400 hours to be completed by the end of Year 10.

Human Society and Its Environment – studied substantially in each of Years 7 to 10 with 400 hours to be completed by the end of Year 10. Included in this requirement is the study of 100 hours each of History and Geography in Years 7 and 8 and 100 hours each of History and Geography in Years 9 and 10.

Creative Arts – studied for 200 hours and comprising 100 hours in each of Visual Arts and Music.

Technological and Applied Studies – studied for 200 hours consisting of the Technology course. At least 50 hours of the course must be devoted to learning about and using computers.

Personal Development, Health and Physical Education – studied in each of Years 7 to 10 with 300 hours to be completed by the end of Year 10.

Languages Other Than English – studied for at least 100 hours, to be completed in one language over one continuous 12-month period between Years 7 and 10 but preferably in Years 7 and 8.

If you think you will not meet these requirements by the end of Year 10, you should speak to the Head Teacher.

Additional Studies (Elective Courses)

Baradine Central students are required to complete two elective courses in each of Year 9 and Year 10. Students are advised to choose carefully as they will not be permitted to change elective courses after **Week 4 of Term 1**.

Satisfactory Course Completion Requirements

For the satisfactory completion of a course, it is your responsibility to:

1. follow the course developed or endorsed by NESAs;
2. apply yourself with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
3. achieve some or all of the course outcomes.

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

If the Principal determines that a student is in danger of not completing a course satisfactorily, the student will be warned, in writing, so that the student can correct the problem and satisfactorily complete the course.

If a student is deemed not to have completed a course, an '**N**' ***determination*** will be awarded for that course. The course will be listed as 'Not Completed' on the Record of Achievement and this may mean that the student may not be eligible to begin Year 11.

Flexible Progression

The Principal may approve your acceleration in one or more courses, or in all courses. Details of eligibility, requirements and procedures relating to accelerated progression are set out in the Assessment, Certification and Examination (ACE) Manual and in the NESA publication Guidelines for Accelerated Progression. Both documents can be accessed via the NESA website. Students at Baradine Central should consult the Head Teacher on all matters concerning an accelerated program of study.

Students may accumulate courses and receive a Record of Achievement showing all Stage 5 (Years 9 and 10) courses completed and the results of tests completed.

The Common Grade Scale

The Common Grade Scale is to be used to assign grades for students in Stage 5 (Years 9 and 10) courses that do not have subject-specific course performance descriptors. These include Board Endorsed Courses and Content Endorsed Courses.

The Common Grade Scale describes performance at each of the five grade levels.

- A. The student has an extensive knowledge and understanding of the content and can readily apply this knowledge. In addition, the student has achieved a very high level of competence in the processes and skills and can apply these skills to new situations.
- B. The student has a thorough knowledge and understanding of the content and a high level of competence in the processes and skills. In addition, the student is able to apply this knowledge and these skills to most situations.
- C. The student has a sound knowledge and understanding of the main areas of content and has achieved an adequate level of competence in the processes and skills.
- D. The student has a basic knowledge and understanding of the content and has achieved a limited level of competence in the processes and skills.
- E. The student has an elementary knowledge and understanding in few areas of the content and has achieved very limited competence in some of the processes and skills.

Minimum Standard of Literacy and Numeracy

Students sitting the Higher School Certificate examinations in or after 2020 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-the-standard>
- <http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/hsc-minimum-standard/what-is-the-standard/skill-level-required>

ASSESSMENT TASKS

At the beginning of Year 9 and again at the beginning of Year 10, students will be given access online to the scheduling information of Assessment Tasks which contains detailed information about:

- the school's assessment tasks policies and procedures; and
- assessment task schedules, which detail the requirements for each subject, including
 - outcomes assessed for each task;
 - dates tasks are due; and
 - task weightings.

It is in the student's best interest to complete all assessment tasks to the highest possible standard.

Below is a brief summary of the school's **Assessment Task Policies and Procedures** for Year 9 and Year 10 students.

Grades

Teachers will collect evidence about a student's progress and achievement. This information will assist the school in making the final judgment of the grade level to be awarded at the end of each year.

Assessment Task Quality Expectation

Students are expected to be conscientious and research thoroughly in the preparation of each task in order to illustrate their best possible work.

Deadlines for Assignments and Presentations

Students must submit all written assignments online via Google Classroom before 3:30pm on the date due. Other types of assignments will be submitted to the course teacher before 3.30pm on the date due.

Students will not be advantaged by submitting (written) or completing (oral) assignments before the due date.

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; and
- advise the parent or guardian in writing.

The N-warning process

- 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.
- 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.

Marks will be deducted for late assignments.

Failure to hand in an Assessment Task will result in non-completion of course work. 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.

Late Extensions for Assignments

Extensions are issued for exceptional circumstances that have prevented the student from working on their assignment. Applications must be in writing to the course teacher well before the due date.

Using Computers to Produce Assignments

Students are required to make regular backups of their work. We recommend that students keep a working copy on their School's Google drive. Failure to hand in an assessment task due to a computer issue will not be accepted as reason for assessments not being completed.

Students may also be required to email a copy of their work under progress, at the request of their 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 as plagiarism, unless the copied work is cited and referenced in a bibliography.

Note: The e-Submission of assignments can check for originality of material submitted.

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.

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 Secondary 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 Assessment Tasks

- Where there is no valid reason for not completing an examination assessment task, mark penalties will apply at the rate of 20% per day, weekends inclusive.
- For students who are not present for an examination with no valid reason five days running, an N-Warning letter will be sent to the student.
- A catch-up examination is to be completed at a time negotiated with the teacher, preferably, if possible at a lunch time or at a time where classes are not being missed.
- It is the parents/student's responsibility to notify the school well in advance of valid reason for non-completion of task and provide appropriate documentation.
- In the event of a practical examination that is missed, it is the parents/student's responsibility to purchase any consumables and/or perishables necessary to complete the examination.
- If a student's attempt at a particular task scores zero as a result of a non-genuine attempt, a letter of concern will be sent to the student and task must be attempted again.

N-Warning Letters

The 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.
- Advise the parent or guardian in writing.
- Request from the student/parent a written acknowledgement of the warning.

STUDENT APPEALS

Appealing an Assessment Task

Students have the right to appeal to their course teacher about the mark for an individual assessment task up to seven days from the day the marked task was returned to the student.

Illness and Misadventure Appeals

In the case of missed tasks or poor performance during class tests, examinations or presentations due to illness or misadventure, students have the right to appeal for special consideration.

Appeals Against 'N' Determinations

If a student is issued with an 'N' determination, the student has the right to appeal by the date published by NESAs. This must be done in writing and addressed to the Principal.

Appeals Against Grades

Students wishing to appeal against the grade(s) in any subject should submit a written appeal, together with evidence, to the Principal.

ABSENT FROM SCHOOL

Absence through Illness and/or Physical Injury

In the case of prolonged or recurring illness or injury, a medical certificate will be accepted as satisfactory evidence of legitimate absence. In many instances, schoolwork may be undertaken while at home or in hospital. In this way, the Principal may be satisfied that there is sufficient evidence for deeming that a student has met course requirements and achieved the outcomes of the course.

Long-Term Illness

A student affected by long-term illness may elect to accumulate his/her courses. The student will then be graded with the cohort of students with whom he/she completes each course and will receive annual Records of Achievement.

Other Absences

Parents are advised by both State and Federal bodies that it may be unlawful to take children out of school for periods during term time for reasons other than illness. Parents must apply for permission from the Principal well ahead of the possible absence.

Absences without Satisfactory Explanation

Any unsatisfactorily explained absence, if its length or pattern is extensive, may result in a course(s) not being satisfactorily completed. Warning letters to the student/parent must indicate how the absence may result in unsatisfactory course completion and set out the steps necessary for the student to satisfactorily complete the course(s).

Approved Student Exchange

The Principal may grant leave for approved student exchange programs. The School will advise NESA of your approved exchange.

CHANGING COURSES OR CLASSES

Students are not permitted to change courses or classes without first receiving written permission from the Head Teacher. No changes to courses are permitted after **Week 4 of Term 1**.

Procedure

- Change of subject or class forms may be obtained from Student Administration.
- Students are responsible for completing the form and obtaining signatures from the teachers concerned.
- A parent or carer must sign the form.
- The form must be returned to the Head Teacher.
- The student will receive an updated timetable.

NESA MANDATORY COURSES

Australian Curriculum: English, Mathematics, Science, History and Geography.

Others: Personal Development, Health and Physical Education.