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THE PURPOSE AND SCOPE OF ASSESSMENT
Towards the end of Year 10, schools need to provide an assessment mark, which is a measure of each student’s performance throughout each course, based on set assessment tasks. Assessments are designed to measure achievements in a wider range of syllabus objectives than can be measured in an examination. They measure performance in the whole course and do not take into account interest, attitudes or conduct.

ASSESSMENT AND THE LEARNING PROCESS
The Board of Secondary Education intends that the normal process of learning should be enhanced by the requirements of formal assessment.

All students will be given full information about activities, which are assessment tasks. Assessment tasks may include tests, projects, fieldwork and oral presentations. There will also be a number of other activities, which are not formal assessment tasks. These are designed to assist, or measure success in the learning of a particular concept, topic or unit and are also essential parts of the courses.

APPLICATION AND GENERAL SCHOOL ATTENDANCE
In addition to the completion of assessment tasks, the Board requires that all students make diligent and sustained application in all tasks and experiences provided for them by the school. Students must also attend regularly to ensure they have met the Board’s requirements. If students do not meet requirements in these areas they can be regarded as “Unsatisfactory”. In such cases the students will not have that course listed on his/her record of achievement.

THE RoSA
Eligibility for the Record of School Achievement (RoSA)
To qualify for the RoSA, a student must have:

- attended a government school, an accredited non-government school or a recognised school outside NSW;
- completed courses of study that satisfy the Board’s curriculum and assessment requirements for the RoSA;
- complied with all requirements imposed by the Minister or the Board; and completed Year 10.

Students leaving school who do not meet the RoSA requirements will be issued with a printed Transcript of Study.

SCHOOL ASSESSMENT – RULES AND REQUIREMENTS

Submission of Assessment Tasks
Each assessment schedule shows the week that the completed assessment is due to the teacher.

It is the responsibility of the student to make sure that any work completed for the task reaches the relevant teacher by the final date. Students are encouraged to have frequent contact with their teacher throughout the assessment time.
Extensions are only granted in extreme circumstances, by written application to the Principal. Illness during an out-of-class assessment, that is not fully verified, does not qualify for any extension. Acceptable verification includes original Doctor’s Certificates or in the event a doctor is not available, then a hospital attendance letter would suffice.

Tasks may be submitted in advance of the final date.

Failure to submit an assessment task by the final date will result in a zero mark being recorded, indicating a non-attempt and an “N” warning letter being sent to your parents/caregivers. The assessment task must still be completed to meet the requirements of the course, but no marks will be awarded.

Even if a task has not been fully completed by the final date, the student should hand in any partly completed work for assessment. This will probably earn some marks, and will avoid the task being indicated as a non-attempt. Where a task has not been completed or handed in on the due day, students do still need to complete that task and submit it, so that their progress in the course is not jeopardised. Teachers must be informed of any issues that could cause you to miss a due date for an assessment.

A non-serious attempt at an assessment task will be regarded as a non-attempt and will be awarded a zero mark. A non-serious attempt is noted as being:

- No assessment deliverables provided on the due date,
- An exam assessment not being sat on the required date. (Unless approval is given)
- Assessment handed in does not meet basic marking criteria.

When students hand in due tasks, they need to be handed to the teacher responsible for that task. If the relevant teacher is unavailable, the task must be handed to the Head Teacher or Principal. Tasks must be submitted by the due date.

1. Assessment for all School Courses will commence in Term I, 2015.

2. No assessment sessions are to be conducted during the week preceding the yearly and half-yearly examinations.

3. Students should complete or submit all assessment tasks by 3.00pm on the date specified in the assessment calendar. Assessment tasks not submitted will receive zero unless the conditions in point 5 apply.

4. If a student receives zero for tasks worth 50% of the marks in a particular subject, the Principal will certify that the student has not studied the course satisfactorily and will not be eligible for an award in this subject.

5. Steps to be followed in cases of illness and misadventure:

   - In the case of illness or misadventure the school should be notified by 9.00am of the day of the assessment task (the school phone number is 68474438). A message should be left with the office for the teacher of the subject involved. When the student returns to school an appropriate note should be provided to the Head Teacher. For illness a medical certificate is required and for misadventure an explanatory note from the parent or guardian is required.
   - When an absence is deemed as acceptable, the task or a substitute task will be authorised by the relevant Head Teacher.
   - In the event of a prolonged and justified absence, consultation shall take place between the student and the appropriate Head Teacher to determine an acceptable assessment strategy.
• Extensions of time may only be granted in exceptional circumstances. If a student wishes to obtain an extension of time, then a request (with appropriate evidence eg a Doctor’s certificate) must be submitted in writing to the Principal before the due date.

6. After the completion of each assessment task, students are entitled to know their marks in the assessment task.

**Time Allocations for Assessment Tasks**

Warren Central School students require a minimum of two weeks official notice prior to an assessment event. In practice, this is not necessarily the amount of time students are required to complete the assignment. With the hectic schedule of senior schooling, the focus should be one of fewer significant assessments that are supported by minor assessments.

The following are suggested working timeframes for some assessment types:
- **Formal Examination / tests**: 2 Weeks (notice only)
- **Project based / Assignments**: 4 – 6 Weeks
- **Group Work / First Hand Investigations**: 4 – 8 Weeks
- **Small Practical Projects**: 6 – 10 Weeks
- **Large Practical Projects**: 8 – 20 Weeks

When assessments run over schools holiday times, the holidays are included in the time allocation for the assessment. In the case of assessments being due in the first two weeks of the following term, they must be notified no later than one week before the school holiday scheduled start date. This allows for students to discuss and clarify assessment requirements with their teachers.

**STUDENT CHEATING, NON-SERIOUS OR FRIVOLOUS ATTEMPTS**

Students discovered to have cheated in any way in the carrying out of their assessments will be reported to the Review Committee. If a student is caught cheating a mark of zero will be awarded unless in exceptional circumstances the Review Committee decides otherwise.

Any non-serious attempts at an assessment task will be dealt with in the same way as cheating. Non-serious attempts include cases where the student’s material contains frivolous or objectionable matter, obscene language and/or derogatory remarks. It also includes attempts so poor as to be considered non-serious.

**N-DETERMINATION**

**What is the N-Determination Process?**

The N-Determination process is designed primarily to promote and strengthen the care the school can provide for their students. It is aimed at providing positive encouragement for students to enhance their learning outcomes. The process has been created to provide opportunities for the examination the difficulties a student may have and to seek solutions.

On the recommendation of the school the Board of Studies can N-Determine a student in a course. In effect, the N-Determination results in a non-award for the course.

‘N’ determinations are issued to students who do not complete the requirements for a course.

- Schools issue warning letters to students who are in danger of not meeting course completion criteria, giving the student time for the problem to be corrected.
- If a student has been given an ‘N’ determination in a mandatory course, they will not be eligible for the RoSA. If they leave school, they will receive a Transcript of Study that will list the mandatory course(s) for which an ‘N’ determination was given. The words ‘Not completed’ will appear next to each ‘N’ determined course.
• If a student is given an ‘N’ determination in a non-mandatory course, the course will not appear on their RoSA or Transcript of Study.

A principal with appropriate delegation by the Board of Studies may determine that a student undertaking Stage 6 courses who was ineligible for the RoSA at the end of Year 10 because of failure to meet the requirements has subsequently met the requirements and is therefore eligible for the RoSA. The principal is required to notify the Board of any such redemption and eligibility for the RoSA.

What are the Criteria used to assign N-Determination?
An N-Determination may be assigned in a subject for any of the following reasons as described in the Board of Studies document known as the ACE manual:

a) Not followed the course developed or endorsed by the Board; and
b) Not applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
c) Not achieved some or all of the course outcomes.

Specific behaviours which would cause concern and can be addressed by the N-determination system include:

• Failure to attend scheduled lessons and other teacher contact periods.
• Failure to provide necessary equipment and other material required for the fulfillment of course requirements.
• Failure to participate in learning activities necessary for the fulfillment of course requirements.
• Failure to attend scheduled class tests or examinations.
• Failure to submit required pieces of written work/assignments by the due date.
• Failure to satisfactorily complete formal assessment tasks.

How does the process work?

• Preventative actions:
  o If a student’s performance in any of the above areas is of concern the teacher of the student will work with the student in partnership with parents and other staff members, if necessary, to try and resolve the problem.

• Meeting:
  o If the problem persists the teacher invites the Head Teacher to participate in a meeting with the teacher, the student and if appropriate a parent.

  o The head teacher will take to the meeting a draft letter to the student’s parents containing a draft of the “N” determination warning letter that the student will receive if the problem is not resolved by a newly negotiated time.

• Deadline not met:
  o The Principal signs and sends the N-Determination with a copy being kept by the school.

• Consequences of not responding to the warning letters:
  o The policy of the Board of Studies is that a student may be N-Determined in a course if a specific problem remains unsolved after two official warning letters concerning the specific problem have been sent by the school. In the normal course of events, if the student does not resolve the problem after the second warning letter, then a third letter will be sent indicating that the student has been N-Determined in that course.

What does misadventure mean?
Misadventure refers to any valid reason, other than illness, for not completing, submitting or being present for an assessment task. Whether an event will be considered to be a valid misadventure,
warranting consideration, will depend on the circumstances of the event and the documentary evidence that is handed in to support the misadventure claim.

The following circumstances are examples of situations where consideration CANNOT be given:

- Routine medical appointments (unless arrangements are made PRIOR to the date)
- Social visits; too tired.
- Illness without appropriate supporting documentation (e.g. Note from parents).
- Misadventure without reasonable proof.
- Misunderstood times or instructions given.

What procedure must I follow if I fail to complete, submit, or be present for assessment tasks including exams?

(a) On the day of return to school, the student should report to the class teacher and Head Teacher of the subject to inform them that a task/s has been missed. Negotiations will then be made regarding the completion of the task.

(b) Within two (2) school days of returning to school, the student must submit a misadventure application to the Head Teacher of the subject. This application is to be signed by the student's parent/guardian and accompanied by a medical certificate or appropriate documentation in the case of illness, or other appropriate documents.

(c) The student will complete the set task or an alternate task as soon as can be arranged, preferably on the first day of return to school.

What happens when I know before a task that I will be absent?
Notice of FORESEEABLE ABSENCES must be brought to the attention of the class teacher and subject Head Teacher before the day of absence so that negotiations can be made to set alternate dates/tasks.

* Foreseeable absences might include (but are not limited to) attending any 'appointment' (by it's nature making an appointment would mean you know in advance), excursions, sporting events or family 'business' (weddings, births etc.).

WEEKLY HOMEWORK AND SKILLS ASSESSMENTS
Many Key Learning Areas (KLA’s) within secondary have very specific homework and skill assessments requirements. This homework must be strictly adhered to and is a valuable part of schooling. It allows for practising, extending and consolidating work done in class. Homework provides training for students in planning and organising time and develops a range of skills in identifying and using information resources. Additionally, it establishes habits of study, concentration and self-discipline.
WARREN CENTRAL SCHOOL
ILLNESS/MISADVENTURE FORM

☐ ILLNESS ☐ MISADVENTURE

This form is to be used only when a student has not submitted, completed or been present for an Examination or Assessment Task.

Tick the appropriate box.

Name: ________________________________  Course: ________________________________

Number of Task: ______________________  Nature of Task: _________________________

Due Date: _____________________________  Due Time: ______________________________

I declare that I was absent from school on _______________________ and /or failed to complete, submit or be present for ☐ an examination ☐ assessment task (tick whichever is applicable) for the following reasons:

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

The following documentary evidence is attached (eg doctor’s certificate, funeral notice, letter from parent or guardian, etc.)

_____________________________________________________________________________

_____________________________________________________________________________

The school was contacted by phone ☐ Yes ☐ No. Date of contact: ___________________________

Student’s signature: ________________________________

Parent/Guardian’s signature: ________________________________

Date: ________________________________________

DECISION:

_____________________________________________________________________________

_____________________________________________________________________________

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HEAD TEACHER’S SIGNATURE: ________________________________  DATE: ______________________

PRINCIPAL’S SIGNATURE: ________________________________  DATE: ______________________
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| Task        | In class assessment     | In class assessment     | In class assessment     | In class assessment     |

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| Task        | Written Report          | Half Yearly             | Drawing and Research    | Project Finished        | Yearly Exam             |

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