ASSESSMENT PROCEDURES 2011

Assessment tasks are an important part of the learning process. They are a measure of how well you demonstrate your understanding of the content and skills presented in a subject.

The BOARD OF STUDIES has a number of requirements which schools must follow to ensure that students complete Stage 4-6 (7-12) to a satisfactory standard. One of these rules is that a student must work with diligence and sustained effort throughout the course in order to satisfactorily meet the requirements of the course. This means that students must attempt all tasks and learning experiences associated with a course so that they achieve some or all of the course outcomes.

ASSESSMENT TASK PROCEDURES FOR YEAR 7

It is an expectation of Hennessy Catholic College that students complete and submit all tasks scheduled in the assessment booklet by the date required.

If an assessment is not handed in and there is no legitimate reason:

The student will lose 20% of the potential overall mark for each day the task is late. This process will continue until the assessment is submitted OR when all available marks are lost. Penalty for lateness also applies for weekends and public holidays. Students will still need to submit the assessment as it is seen as a mandatory requirement by the Board of Studies. It is the students’ responsibility to see the teacher to hand in an assessment task that is late.

NOTE
The Parent/Guardian will be contacted by the class teacher if an assessment is not handed in on the day that it is due. There will be a phone call and communication through the College diary.

If an assessment is not handed in and there is a legitimate reason:

The student’s parent/guardian is required to make contact with the College by phone on the day that an assessment is due. The KLA coordinator or subject teacher must have this information communicated to them directly. The welfare coordinator must also be notified.

A note will need to be written confirming this reason and the school will determine if further clarification is required. At this stage parent/guardian and school dialogue may be required.

When a legitimate reason is supported an alternative submission date will be arranged between the student and the subject teacher. If an assessment remains outstanding the student will be required to complete the task in their own time, while at school. This would involve working during recess or lunch, before or after school. Work will then be marked and returned acknowledging standard of work completed. This organisation will involve subject teacher, welfare coordinator and subject coordinator.
It is an expectation of Hennessy Catholic College that students complete and submit all tasks scheduled in the assessment booklet by the date required.

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The student will lose 20% of the potential overall mark for each day the task is late. This process will continue until the assessment is submitted OR when all available marks are lost. Penalty for lateness also applies for weekends and public holidays. Students will still need to submit the assessment as it is seen as a mandatory requirement by the Board of Studies. It is the students’ responsibility to see the teacher to hand in an assessment task that is late.

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A note will need to be written confirming this reason and the school will determine if further clarification is required. At this stage parent/guardian and school dialogue may be required.

When a legitimate reason is supported an alternative submission date will be arranged between the student and the subject teacher. If an assessment remains outstanding the student will be required to complete the task in their own time, while at school. This would involve working during recess or lunch, before or after school. Work will then be marked and returned acknowledging standard of work completed. This organisation will involve subject teacher, welfare coordinator and subject coordinator.
Assessment Task Procedures for Year 9

It is an expectation of Hennessy Catholic College that students complete and submit all tasks scheduled in the assessment booklet by the date required.

If an assessment is not handed in and there is no legitimate reason:
The student will lose 50% of the potential overall mark for the first day late.
If the assessment is not submitted on the second day the student will receive a zero.
Students will still need to submit the assessment as it is seen as a mandatory requirement by the Board of Studies. Penalty for lateness also applies for weekends and public holidays. It is the students’ responsibility to see the teacher to hand in an assessment task that is late.

NOTE
The Parent/Guardian will be contacted by the class teacher if an assessment is not handed in on the day that it is due. There will be a phone call and communication through the College diary. The welfare coordinator must also be notified.

If an assessment is not handed in and there is a legitimate reason:
The student’s parent/guardian is required to make contact with the College by phone on the day that an assessment is due. The KLA coordinator or subject teacher must have this information communicated to them directly. A note will need to be written confirming this reason and the school will determine if further clarification is required. At this stage parent/guardian and school dialogue may be required.
When a legitimate reason is supported an alternative submission date will be arranged between the student and the subject teacher.

Assessment Warning Letters

In order for a student to qualify for the award of the NSW School Certificate in Year 10, 2012 a student must:

Satisfactorily completed the mandatory curriculum requirements of the Board
Completing all assessment tasks, homework and other school related activities.

Attend school throughout Year 9, 2011 and Year 10, 2012 as determined by Hennessy
Attend school regularly, has notes for absences and completes all work experience placements.

Make a serious attempt at the School Certificate Tests in 2012
This includes Mathematics, Science, English, HSIE and Computer Skills tests. This will also involve prospective 11/12 students completing the ‘HSC All My Own Work’ module as developed by the Board of Studies.

If work is not completed to the satisfaction of the Principal the student in Year 9 may be at risk of receiving an Assessment Warning letter.

This letter acknowledges that a student has an outstanding assessment task that needs to be completed in order to fulfil the requirements of the Year 9 course. This documentation needs to be signed by parent/guardian and retained in student files.
Assessment Task Procedures for Year 10

It is an expectation of Henness Catholic College that students’ complete and submit all tasks scheduled in the assessment booklet by the date required.

**If an assessment is not handed in and there is no legitimate reason:**
The student will lose 50% of the potential overall mark for the first day late.
If the assessment is not submitted on the second day the student will receive a zero.
Students will still need to submit the assessment as it is seen as a mandatory requirement by the Board of Studies. Penalty for lateness also applies for weekends and public holidays. It is the students’ responsibility to see the teacher to hand in an assessment task that is late.

**NOTE**
The Parent/Guardian will be contacted by the class teacher if an assessment is not handed in on the day that it is due. There will be a phone call and communication through the College diary. The welfare coordinator must also be notified.

**If an assessment is not handed in and there is a legitimate reason:**

The student’s parent/guardian is required to make contact with the College by **phone** on the **day that an assessment is due**. The KLA coordinator or subject teacher must have this information communicated to them directly. A note will need to be written confirming this reason and the school will determine if further clarification is required. At this stage parent/guardian and school dialogue may be required. When a legitimate reason is supported an alternative submission date will be arranged between the student and the subject teacher.

**N- WARNINGS/ N- AWARDS**

In order for a student to qualify for the award of the NSW School Certificate a student must:

- Satisfactorily completed the mandatory curriculum requirements of the Board
- Completing all assessment tasks, homework and other school related activities.
- Attend school until the final day of Year 10, as determined by Hennessy
  Attend school regularly, has notes for absences and completes all work experience placements.
- Make a serious attempt at the School Certificate Tests
  This includes Mathematics, Science, English, HSIE and Computer Skills tests. This will also involve prospective 11/12 students completing the ‘HSC All My Own Work’ module as developed by the Board of Studies.

If work is not completed to the satisfaction of the Principal, the student may be at risk of receiving an N-Award. An N-Award refers to the ‘non-completion of course requirements’.
A student must receive an ‘N Award’ warning letter to acknowledge outstanding work. The sending of this letter must be communicated to the student directly. This letter must be sent and accompanied by a phone call to the parent/guardian. Arrangements will then be made to complete the assessment. In order to be at risk of receiving an N Award for a course a student and care giver must have been communicated to about the same assessment task three times with no action. All documentation must be retained and a copy must pass onto AP Curriculum and placed on student files.
Assessment Task Procedures for Year 11
Preliminary Higher School Certificate

It is an expectation of Hennessy Catholic College that students’ complete and submit all tasks scheduled in the assessment booklet by the date required.

If an assessment is not handed in and there is no legitimate reason:
The student will lose 100% of the potential overall mark for the first day late. Students will still need to submit the assessment as it is seen as a mandatory requirement by the Board of Studies. Penalty for lateness also applies for weekends and public holidays. It is the students’ responsibility to see the teacher to hand in an assessment task that is late.

NOTE
The Parent/Guardian will be contacted by the class teacher if an assessment is not handed in on the day that it is due. Every attempt must be made to contact Parent/Guardian and the welfare coordinator must be informed.

If an assessment is not handed in and there is a legitimate reason:
The student’s parent/guardian is required to make contact with the College by phone on the day that an assessment is due. The KLA coordinator or subject teacher must have this information communicated to them directly. A note will need to be written confirming this reason and the school will determine if further clarification is required. At this stage parent/guardian and school dialogue may be required.
When a legitimate reason is supported an alternative submission date will be arranged between the student and the subject teacher.

N- WARNINGS/ N- AWARDS
In order for a student to qualify for the award of the NSW Preliminary Higher School Certificate a student must:

Satisfactorily completed the mandatory curriculum requirements of the Board Completing all assessment tasks, homework and other school related activities.
Attend school until the final day of Year 11, as determined by Hennessy Attend school regularly, has notes for absences and completes all coursework experiences including TVET and VET activities.
Make a serious attempt at the Preliminary Higher School Certificate Examinations
This involves effective completion of the mandatory 12 units required to complete the Preliminary Higher School Certificate course. This also includes students completing the ‘HSC All My Own Work’ module as developed by the Board of Studies.

If work is not completed to the satisfaction of the Principal, the student may be at risk of receiving an N-Award. An N-Award refers to the ‘non-completion of course requirements’.
A student must receive an ‘N Award’ warning letter to acknowledge outstanding work. The sending of this letter must be communicated to the student directly. This letter must be sent and accompanied by a phone call to the parent/guardian. Arrangements will then be made to complete the assessment. In order to be at risk of receiving an N Award for a course a student and care giver must have been communicated to about the same assessment task three times with no action. All documentation must be retained and a copy must pass onto AP Curriculum and placed on student files. An interview with student is an expectation when they are at risk of an ‘N’ Award.
It is an expectation of Hennessy Catholic College that students’ complete and submit all tasks scheduled in the assessment booklet by the date required.

If an assessment is not handed in and there is no legitimate reason:
The student will lose 100% of the potential overall mark for the first day late. Students will still need to submit the assessment as it is seen as a mandatory requirement by the Board of Studies. Penalty for lateness also applies for weekends and public holidays. It is the students’ responsibility to see the teacher to hand in an assessment task that is late.

NOTE
The Parent/Guardian will be contacted by the class teacher if an assessment is not handed in on the day that it is due. Every attempt must be made to contact Parent/Guardian and the welfare coordinator must be informed.

If an assessment is not handed in and there is a legitimate reason:
The student’s parent/guardian is required to make contact with the College by phone on the day that an assessment is due. The KLA coordinator or subject teacher must have this information communicated to them directly. A note will need to be written confirming this reason and the school will determine if further clarification is required. At this stage parent/guardian and school dialogue may be required.
When a legitimate reason is supported an alternative submission date will be arranged between the student and the subject teacher.

N-WARNINGS/N-AWARDS
In order for a student to qualify for the award of the NSW Year 12 Higher School Certificate a student must:

Satisfactorily completed the mandatory curriculum requirements of the Board
Completing all assessment tasks, homework and other school related activities.
Attend school until the final day of Year 12, as determined by Hennessy
Attend school regularly, has notes for absences and completes all coursework experiences including TVET and VET activities.
Make a serious attempt at the Year 12 Higher School Certificate Examinations

This involves effective completion of the minimum 10 units required to complete the Year 12 Higher School Certificate course. This also includes students completing the ‘HSC All My Own Work’ module as developed by the Board of Studies.

If work is not completed to the satisfaction of the Principal, the student may be at risk of receiving an N-Award. An N-Award refers to the ‘non-completion of course requirements’.
A student must receive an ‘N Award’ warning letter to acknowledge outstanding work. The sending of this letter must be communicated to the student directly. This letter must be sent and accompanied by a phone call to the parent/guardian. Arrangements will then be made to complete the assessment. In order to be at risk of receiving an N Award for a course a student and caregiver must have been communicated to about the same assessment task three times with no action. All documentation must be retained and a copy must pass onto AP Curriculum and placed on student files. An interview with student is an expectation when they are at risk of an ‘N’ Award.
## Trouble shooting Assessment Guidelines

<table>
<thead>
<tr>
<th>Issue</th>
<th>College Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Contact with Parent/Guardian</td>
<td>Student is required to complete assessment task and information is passed onto Welfare coordinator and AP Curriculum for follow up.</td>
</tr>
<tr>
<td>Absent day before assessment is due</td>
<td>Student will receive penalty unless- Year 7-9 Accompanying Letter from home re absence Year 10-12 Letter from home with Doctor’s certificate</td>
</tr>
<tr>
<td>Technology failure</td>
<td>It is the student’s responsibility to ensure that all technology works effectively leading up to submitting an assessment task. Students can</td>
</tr>
<tr>
<td></td>
<td>• Save work on thumb drives</td>
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<tr>
<td></td>
<td>• Email work to school</td>
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<tr>
<td></td>
<td>• Check that printer works</td>
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<tr>
<td></td>
<td>• Ensure compatibility with school computer programmes</td>
</tr>
<tr>
<td></td>
<td>• Retain notes used to develop assessment task which can be submitted if assessment cannot be produced.</td>
</tr>
<tr>
<td>Misadventure/Illness</td>
<td>In cases of misadventure/illness students need to- Year 7-9 Letter from home providing details which the subject teacher, KLA Coordinator will use to determine course of action</td>
</tr>
<tr>
<td></td>
<td>Year 10-12 Completion of Illness and Misadventure form with letter from home/medical certificate to support application for consideration. This will then be used to determine College response.</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>Under no circumstances will Plagiarism be tolerated in any Year Group. Plagiarism may take the form of-</td>
</tr>
<tr>
<td></td>
<td>• Using another student’s work (with or without permission)</td>
</tr>
<tr>
<td></td>
<td>• Using work from another source (internet or books) without acknowledging the source</td>
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<tr>
<td></td>
<td>• Using class notes without acknowledgment</td>
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<tr>
<td></td>
<td>• Refer to College diary</td>
</tr>
<tr>
<td>Plagiarism response</td>
<td>Year 7-9 – Resubmit (Late Penalty applies)</td>
</tr>
<tr>
<td></td>
<td>Year 10-12- Resubmit (Late Penalty applies)- Students referred to HSC ‘All my Own Work’ Website (Recorded)</td>
</tr>
<tr>
<td>Disputed result</td>
<td>If a student is concerned about result</td>
</tr>
<tr>
<td></td>
<td>Year 7-9 Speak with class teacher for discussion</td>
</tr>
<tr>
<td></td>
<td>Year 10-12 Complete relevant documentation for senior teacher discussion (involves student interview)</td>
</tr>
<tr>
<td>Partial Absence</td>
<td>On day assessment is due the student is required to give prior notice. For senior students a medical certificate is required. Where possible, appointments on day of assessment tasks should be avoided. Unless prior arrangements are made ALL assessment tasks are due to teacher by the end of Recess of day due.</td>
</tr>
<tr>
<td>Parental Involvement</td>
<td>Parent involvement is to be encouraged BUT work must be the students. If there is question over work it must be addressed to KLA Coordinator/ Welfare Coordinator/ Learning Support Coordinator for discussion.</td>
</tr>
</tbody>
</table>
Cheating

In a case where a student is alleged to have gained an unfair advantage—through activities that question the integrity of submitted work. E.g. – notes in exam, talking in exam

For examinations-

- if noted before the exam commences the student will be extracted from the examination centre and spoken to in isolation (it is recommended another staff member is present.)
- if noted during the examination the student will continue the examination and then be asked to remain behind. The student will then be informed that supervisors feel he/she may have cheated and a panel will be drawn together to look over evidence collected. This may include notes written on hand, notes taken in, comments made in class etc. Completed work will also be examined.

After information is gathered a decision will be made and the student and parent/guardian will be informed of the outcome and consequence.

GOLDEN RULES

- We must ensure that every student has a chance to demonstrate the degree to which they are able to achieve an outcome
- Students must demonstrate the achievement of an outcome within a setting that is equitable for all
- If a student fails to complete assessable work by due date or if work completed appears to have been developed/acquired in a manner that contravenes college assessment policy parents/guardians must be notified ASAP. (PATHWAY BELOW)