

# **Erina High School**

*Service Crowns Success*

## **PRELIMINARY HSC ASSESSMENT GUIDE**

**2022**



**This booklet was published in February 2022 and is subject to change. Students and parents are advised to refer to the school's website for the latest version.**



## Information for Students

The Record of School Achievement (RoSA) is a credential that shows your school achievement from Year 10 up to the HSC.

The RoSA:

- is a credential for eligible school leavers (students are generally eligible for the RoSA after four years of secondary school);
- is a cumulative credential – that is, it grows as your achievements are added;
- means fair grades for everyone – RoSA grades are determined by your teachers using established guidelines and processes to ensure consistency; and
- recognises Life Skills outcomes and content.

If you intend to leave school before the HSC, you also have the option of taking literacy and numeracy tests and you can use your results as evidence of these skills if you leave school.

## Awarding Grades

Schools are responsible for awarding each student who completes a Stage 5 course or a Stage 6 Preliminary course (except Life Skills and VET courses) a grade to represent that student's achievement. The grade is reported on the student's RoSA or HSC Record of Achievement.

Teachers make professional on-balance judgements to decide which grade description best matches the standards their students have achieved.

Students with special education needs may require adjustments to assessment activities to enable access to the task and equitable opportunity to demonstrate what they know and can do.

Teachers follow a process of 'moderation' to ensure that grades awarded are consistent with published standards. This means that the grade a student receives in one school can be compared to the same grade anywhere in NSW.

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## Common Grade Scale for Preliminary Courses

The Common Grade Scale shown below should be used to report student achievement in the Preliminary Stage 6 year in all NSW schools.

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

### A

The student demonstrates extensive knowledge of content and understanding of course concepts, and applies highly developed skills and processes in a wide variety of contexts. In addition the student demonstrates creative and critical thinking skills using perceptive analysis and evaluation. The student effectively communicates complex ideas and information.

### B

The student demonstrates thorough knowledge of content and understanding of course concepts, and applies well-developed skills and processes in a variety of contexts. In addition the student demonstrates creative and critical thinking skills using analysis and evaluation. The student clearly communicates complex ideas and information.

### C

The student demonstrates sound knowledge of content and understanding of course concepts, and applies skills and processes in a range of familiar contexts. In addition the student demonstrates skills in selecting and integrating information and communicates relevant ideas in an appropriate manner.

### D

The student demonstrates a basic knowledge of content and understanding of course concepts, and applies skills and processes in some familiar contexts. In addition the student demonstrates skills in selecting and using information and communicates ideas in a descriptive manner.

### E

The student demonstrates an elementary knowledge of content and understanding of course concepts, and applies some skills and processes with guidance. In addition the student demonstrates elementary skills in recounting information and communicating ideas.

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# ERINA HIGH SCHOOL

## PRELIMINARY HSC COURSE

### ASSESSMENT GUIDE 2022

## INTRODUCTION

### WHAT IS THE PRELIMINARY COURSE?

The Preliminary course for each subject runs for the first three terms of Year 11. Preliminary course work is regarded as assumed knowledge for the HSC course which must be covered by all candidates. Students must achieve a satisfactory result in each Preliminary subject by meeting guidelines and completing a series of assessment tasks before commencing the HSC course. Students must complete 12 units of study in the Preliminary Year but need only do 10 units in the HSC year (they can do more). A student is therefore able to reduce the number subjects when moving from Year 11 to Year 12. Students **MUST** satisfactorily complete all 12 preliminary units to be awarded the HSC. Satisfactory completion is independent of the Grade awarded.

There are two types of Preliminary/HSC courses offered at Erina High School: **Board Developed Courses** - which require students to sit for an external HSC examination and **Board Endorsed Courses** - which do not have an external examination. This includes T-VET (TAFE) Courses and 1 Unit Courses.

## STUDENT RESPONSIBILITIES

1. It is a requirement that each student satisfactorily complete each course in which they are enrolled. In order to do this students are required to demonstrate that they have:
    - a) Followed the course which has been developed or endorsed by the Board of Studies
    - b) Applied themselves with diligence and sustained effort to set tasks and experiences provided in the course and,
    - c) Achieved some or all of the course outcomes.
  2. Each student is required to make a serious attempt of all the tasks which are set out in the assessment program of each course. This includes all oral assessment tasks.
  3. Students must present their own work at all times and submit all tasks by the due date. See Appendix A for School's Plagiarism Policy.
  4. A HSC Assessment Cover Sheet must be attached to all hand-in assessment tasks. Students should collect a signed receipt from their teacher at the time of submission. These cover sheets are available from the library and front office.
  5. Assessment tasks must be completed or submitted by the due date. Students who are absent from scheduled lessons on the day that the task is due may be given zero for the task as may gain an unfair advantage. The student will require medical documentation to support their absence.
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6. Assessment tasks must be completed or submitted by the due date. Students who truant scheduled lessons on the day that the task is due may be given zero for the task as may gain an unfair advantage. In the event that the absence related to an illness, then the student will require medical documentation to support their absence.
  7. Being late to class when the task is being undertaken may be considered as fractional truancy, if it is deemed that an advantage may have been gained by being late, again the student may be given zero for the task.
  8. Student must satisfactorily complete the compulsory NESA course "All My Own Work" at the commencement of the Preliminary year.
  9. In courses where students are required to submit a major project for assessment they must:
    - a) Show consistent progress over a period of time.
    - b) Provide all supporting evidence of where they obtained their information or carried out their work.
    - c) Maintain a log or process diary detailing the progress of the project.
    - d) Major projects that have not gone through the process of supervision and are only produced on the due date will not be validated for submission by the school.
  10. In the event of a student failing to complete a set task on the due date, he/she must complete the Erina High School Application for Accident/Misadventure/Illness/Special Circumstances and submit this form and any other relevant documentation to the Head Teacher – Teaching and Learning. The Senior School Review Panel will consider the request and determine whether:
    - a) An estimate based on all other assessment tasks be given
    - b) A substitute task be set and completed
    - c) An extension of time be granted
    - d) A mark of zero be given
    - e) A non-attempt be awarded and an N-Determination Warning be issued.
  11. Students will receive a ZERO mark for tasks which:
    - a) Are not their own work,
    - b) Which have not been submitted on the due date, and
    - c) Which have not been exempted by the process above.
  12. Students must make a genuine attempt at completing assessment tasks which contribute in excess of 50% of the available marks. Students who do not meet this requirement will be deemed to have not satisfactorily completed the course.
  13. If a student decides to question the grading or mark awarded on a Preliminary assessment task, a request must be made to the course teacher, in writing, within **two days** of the task being returned.
  14. Students are required to complete non-assessable tasks as determined by their teachers. Non-compliance with this requirement may result in the student not having satisfactorily completed the relevant course.
  15. Erina High School will inform students and their Parents/Carers in writing concerning non-completion of courses. Students who have been given an 'N' determination for the non-completion of any course will have the right to appeal to the NSW Education Standards Authority.
  16. Unless specifically requested by the teacher, assessment tasks should be presented in 'hard copy' – ie, on paper. Submission of assessment tasks by email will only be allowed with express permission of the teacher setting the task and students will be notified on the Task Notification Sheet if this is possible for each task.
  17. If the task requires electronic submission or by its nature must be submitted in digital format (e.g. a PowerPoint presentation, webpage etc), students are responsible for keeping a backup copy of the entire task.
  - 18.
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19. Students who hand in their task on an electronic storage device must demonstrate to the teacher AT THE TIME the task is submitted, that the file can be opened and read by the computer to be used by the teacher.
20. Students must attach a completed Preliminary Assessment Task Cover Sheet to their assessment tasks on submission, and collect a receipt of submission from their teacher.
21. Students completing VET courses with work placement options must either make arrangements to submit tasks before the due date; submit the task on the due date or make an application for special circumstances BEFORE they commence work placement.
22. Students must follow the procedures set out in the “examination rules” (Appendix C) in relation to their conduct during examinations. Failure to follow these rules will, in the case of a serious or repeated breach, lead to students being removed from the examination and awarded zero.

## NON SERIOUS ATTEMPTS

HSC students who do not make a serious attempt at the examination may not receive an award in the course concerned. This may render some students ineligible for the award of the Higher School Certificate. A Non Serious attempt is one in which the student fails to demonstrate a reasonable amount of diligence towards their tasks. This is determined at the discretion of the teacher and the Senior School Review Panel. A Non serious attempt will result in a mark of zero and the student will need to resubmit the assessment. Examples of Non serious attempts include;

- Unreasonable amount work submitted for the time that was allocated.
- Frivolous or objectionable material.
- Answers to examination questions in a language other than English (unless specifically instructed)
- Assessments in which less than 50% of the task is attempted.
- Examinations in which only multiple-choice questions are attempted.

## STUDENT APPEAL PROCESS:

### 1. Accident, Illness and Misadventure

- a) If a student believes that their performance in an assessment task or in the Yearly Examinations has been affected by illness or an unforeseen accident or misadventure they may appeal to the Senior School Review Panel.
  - b) Students may also appeal if an accident/illness and/or misadventure prevents them from attending an examination. Failure to attend an examination is serious. The Principal must be informed at once if a student is unable to sit for an examination. (Students/carers should ring the front office and ask for the message to be passed on to the teacher.)
  - c) Misadventure appeals include incidents which are outside the students’ control but which allegedly affect performance in an examination or the ability to submit an assessment task.
  - d) Students must see their teacher **as soon as possible** after returning to school to make arrangements to complete the task and submit an appeal.
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## 2. Special Circumstances

If a student knows that an assessment task is due when they will be absent from school due to “Special Circumstances”, (eg. representative sporting commitments/performing arts festivals, etc.), then the student must lodge an appeal at least **two days prior** to their departure, via their teacher or Faculty Head Teacher to the Senior School Review Panel for deliberation.

## 3. The Appeals Process Does Not Cover

- a) Matters relating to long term loss of preparation time.
- b) Matters that could have been avoided eg. Misreading a timetable, missing a bus.
- c) Long-term illnesses such as glandular fever unless there is a “flare up” during the time.
- d) Technology failure such as printer malfunction, internet failure, etc.

## 4. Evidence

Students must be able to provide evidence that clearly identifies the disadvantage experienced. Supporting evidence must include:

- a) A detailed statement by the student explaining how she/he has been affected.
- b) A detailed medical certificate with dates as well as a statement as to how performance has been affected.
- c) In the case of misadventure a statutory declaration should be provided with dates and times.
- d) Any other evidence the student believes to be appropriate.

**Note:** Submission of a Medical Certificate does **NOT** automatically mean that an Appeal will be upheld.

## 5. Time Frame for Lodging an Appeal:

Appeals relating to:

<b>Assessment Tasks</b>	<b>Principal or Deputy Principal must be notified on or before the due date.</b> Written evidence must be supplied <b>within one week</b> of the due date.
<b>Written Examinations</b>	<b>Principal or Deputy Principal must be notified on the day of the examination.</b> Written evidence must be supplied <b>within one week</b> of the last examination.

**Note:** Appeals lodged outside these times will only be considered by the Senior School Review Panel in **EXCEPTIONAL** cases. Appeals lodged **AFTER** the marks or grades are issued will **NOT** be considered in **ANY** CIRCUMSTANCES.

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## NON-COMPLETION OF PRELIMINARY COURSES

The Principal can determine, due to unsatisfactory completion of a course, that a student be awarded a Non-Completion of Course or "N-Determination", for a particular course. This will result in the students not progressing to the HSC Course in that subject until the Preliminary requirements are met.

The school is required to warn students and their Parents/Carers in writing, and allow sufficient time for the student to correct the problem which has placed them at risk. In general, a student will receive three warnings before the Principal will recommend to the Board of Studies that a N-Determination be awarded.

### First Warning Letter:

This warning will be recommended by the class teacher and issued by the Head Teacher and Principal. The student will be interviewed by the Head Teacher and class teacher who will explain the reasons for the warning and indicate what has to be done to correct the situation. Parents/Carers will be informed in writing.

### Second Warning Letter:

This warning indicates that the student must speak immediately with his/her class teacher and make every effort to correct the problem. The student will be interviewed by the Head Teacher and/or Deputy Principal. Parents/Carers may be asked to attend the interview.

### Third Warning Letter:

This is the final warning. A student who receives a third warning will be required to explain to the Principal and Senior School Review Panel, as to why she/he should not receive a N-Determination and be excluded from the course. The Principal will explain what actions, if any, student can take to meet requirements. Parents/Carers may be asked to attend an interview.

## FREQUENTLY ASKED QUESTIONS

### Does Preliminary Course Performance affect the HSC mark I get?

No, the HSC is a new course. Students start a new set of assessment tasks and the HSC exam only tests the content of the HSC course. However, students must satisfactorily complete 12 units in the Preliminary course to be eligible for the HSC.

### What happens to classes on different lines?

Classes with different timetable lines and parallel classes will do common tasks and will be marked by the same teacher, or the same group of teachers, to allow for comparability of results.

### Can a student swap subjects during the year?

Yes, but only with the Principal's permission and generally only in exceptional circumstances. This has to be done before the end of Week 5 Term One.

### What happens if a student has a prolonged absence?

It is the student's responsibility to catch up on missed work through negotiation with their teacher. During this "catch up" period students may be required to complete missed assessment task. Any variation to the assessment schedule must be negotiated according to the rules which apply to missed assessment tasks.

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### **Are there any special provisions given?**

Like the HSC exam itself, there are special provisions for students with disabilities. Students who may be eligible for such provisions should discuss these with the Year Adviser and notify their teachers well before the assessment task so arrangements can be made, where possible. Appeals for illness or misadventure must follow the guidelines outlined above.

### **What if students need any further explanation?**

Students must see their Year Adviser and /or the Head Teacher Teaching & Learning as quickly as possible. Assistance is always available but most often the communication will need to first come from the student or their parents.

### **I do a VET course which has work placement – what happens?**

If you have assessment tasks due during your work placement, you must either make arrangements to submit the task before or on the due date or if this is not possible due to the nature of the task, submit an application for special circumstances BEFORE your work placement commences. Attending work placement is not in itself a reason for not submitting your tasks on time.



## Formal Assessment Schedules

The Formal Assessment Schedules for each subject will be distributed and signed for in the relevant subjects by the teacher.

The schedule should be considered a guide – your teacher will issue you with an updated and detailed assessment notification **at least two weeks before each task** with the exception of examinations falling within the gazetted exam periods.

To assist with your planning you should fill in the summary calendar on the back page.

## Informal Assessment

A range of informal tasks that will contribute towards the RoSA grade may include but are not limited to:	
<ul style="list-style-type: none"><li>▪ Practical tasks</li><li>▪ Research or case study reports</li><li>▪ Multimedia presentation</li><li>▪ Co-operative learning tasks</li><li>▪ Investigative and analysis activities</li></ul>	<ul style="list-style-type: none"><li>▪ Class debates and discussions</li><li>▪ Oral presentations</li><li>▪ Topic tests</li><li>▪ Hypothetical interpretation of scenarios</li><li>▪ Case studies</li></ul>

## SPECIAL PROVISIONS THROUGH TO THE HSC

Disability provisions assist students to read examination questions and write their answers. Provisions include rest breaks and extra time. The use of any provision is not written on the student's results.

**Students may need provisions for:**

- a permanent condition, such as diabetes or reading difficulty
- a temporary condition, such as a broken arm, or
- an intermittent condition, such as back pain when sitting for long periods.

To apply for provisions, the school submits an online application to the NSW Education Standards Authority. This application tells us which provisions the student is requesting and includes recent evidence. Evidence may include medical reports, reading results, spelling results, writing samples and teacher comments. Much of the evidence can be collected by the school, but the parents' role is welcome and needed. Parents help by talking with the school, describing the student's needs, and providing the school with medical or other reports.

Applications for provisions should be submitted to us **by the end of Term 1**. Late applications are accepted for an emergency, such as a broken arm, until the time of the examinations.

Once we have decided which provisions are approved or declined, a decision letter is provided to the school. The school will provide the student with a copy of the letter.

If you think that you or your child may require support in completing the Higher School Certificate examinations, please discuss the matter with the Year Adviser, School Counsellor or teacher.

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## ASSESSMENT SCHEDULES

Assessment Schedules will be on the Erina High School Website. The schedule should be considered a guide – your teacher will issue you with an updated and detailed assessment notification at least two weeks before each task with the exception of examinations falling within the gazetted exam period.

It is the school's intention to ensure that the dates listed in this schedule will be maintained where possible; however, it is sometimes necessary to change the dates due to circumstances beyond the control of your teacher.

To assist with your planning you should fill in the summary calendar on the back page.

## YEAR 11 COURSES IN 2022

- Biology
  - Business Studies
  - Community and Family Studies
  - Chemistry
  - Drama
  - English Advanced
  - English Standard
  - English Studies
  - Food Technology
  - Industrial Tech Timber
  - Investigating Science
  - Information Processes and Technology
  - Legal Studies
  - Mathematics Advanced
  - Mathematics Extension
  - Mathematics Standard
  - Modern History
  - Music
  - Personal Development / Health / Physical Education
  - Physics
  - Sport / Lifestyle / Recreation
  - Visual Arts
  - Work Studies
  - VET Construction
  - VET Hospitality
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## Appendix A: Erina High School Academic Integrity Policy

### Responsibilities of School

- Provide students with assessment guidelines.
- Provide advice for students on avoiding plagiarism, collusion and collaboration.
- Provide guidance on referencing required.
- Ensure that students are instructed on the academic skills required in all courses.
- Ensure that all HSC students have an understanding of the Academic Integrity Policy.
- Ensure that pertinent school publications (printed and electronic) have statements that:
  - State clearly that plagiarism and collusion are not acceptable;
  - Provide comprehensive rules on what constitutes collaboration;
  - Provide rules and guidelines on group work and assessment.
- Implement suitable procedures on penalties.
- Provide an appeals process.
- Maintain records of academic misconduct.

### Responsibilities of Students

- Must read, understand and respect the Academic Integrity Policy and rules concerning academic integrity.
- Ensure understanding of the referencing requirements for courses.
- Ensure that original work is submitted, without plagiarising or cheating.
- Understand all aspects of Assessment guidelines.
- Avoid all undertakings that could be considered instances of academic dishonesty.

### Procedures and Penalties for suspected Plagiarism and Collusion

'Plagiarism is when you pretend that you have written or created a piece of work that someone else originated. It is cheating, it is dishonest, and it could jeopardise your HSC exam results.

*(Board of Studies, HSC Assessments and Submitted Works, Advice to Students, 2006)*

'Collusion occurs when two or more people work secretly for the purpose of deliberately misleading others'

*(Board of Studies, HSC: All My Own Work, 2006)*

- When a staff member detects alleged plagiarism by a student, it must be reported to the Head Teacher.
- The Head Teacher and member of staff must make an assessment of whether the alleged plagiarism is either *Intended* or *Unintended* plagiarism.

### Actions to be followed when:

Unintended Plagiarism is detected:

- Counsel the student by explaining the appropriate referencing guidelines and going through this policy with them;

- Issue a written warning which refers to the consequences of any further actions of this nature;
- Review whether the student has received a previous written warning;
- The Head Teacher may also take the following action:
  - student must re-submit the work;
  - student must re-submit another form of assessment;
  - give the student a zero mark;

## Actions to be followed when:

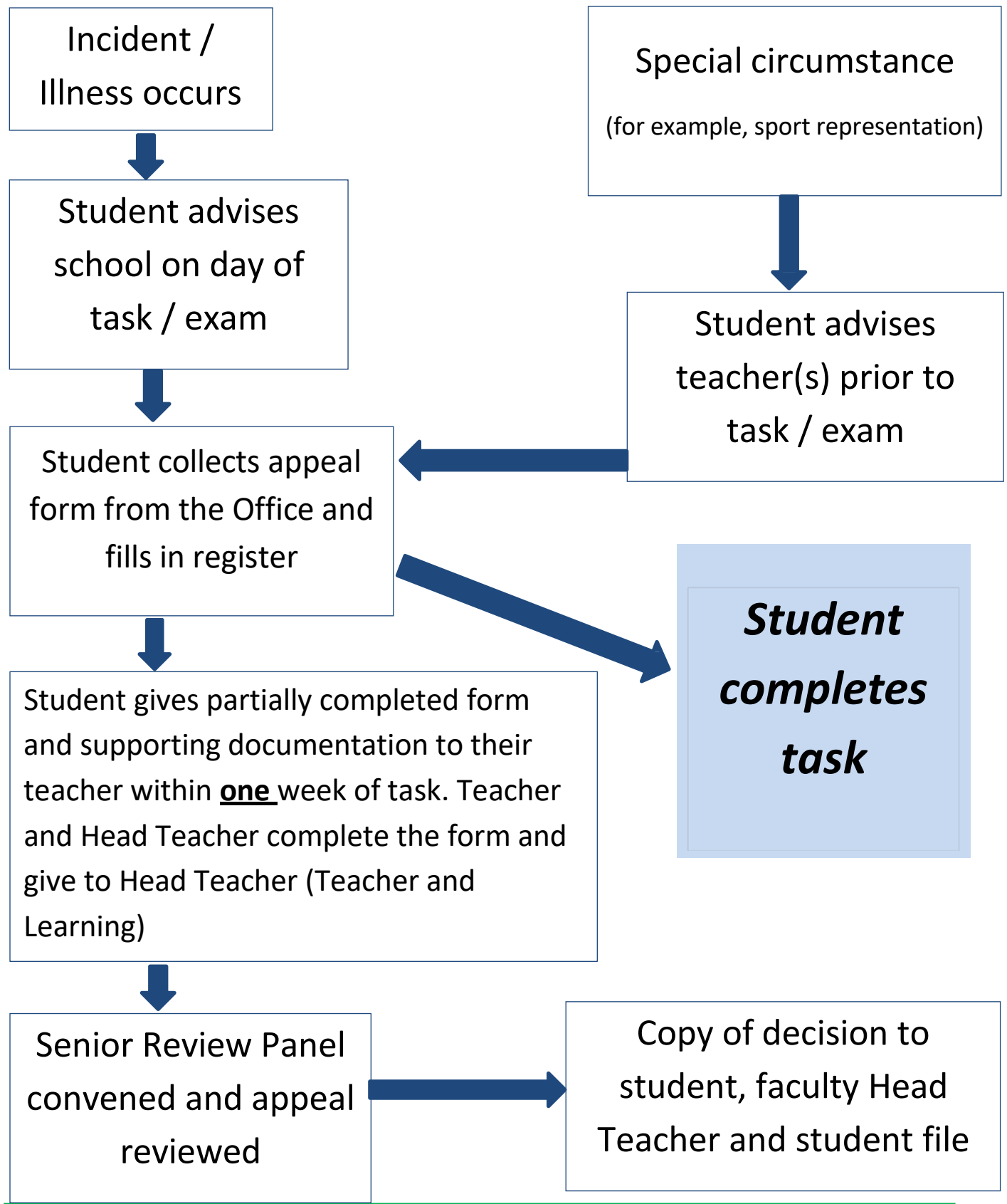
Intended Plagiarism is detected:

- Review whether the student has received a previous written warning.
- Compare the extent of the plagiarism with the student's original work.
- Review how it will adversely affect other students.
- Counsel the student by explaining the appropriate referencing guidelines and going through this policy with them.
- Where the nature of the plagiarism is *not* considered very serious:
  - Issue a Written warning which refers to the consequences of any further actions of this nature;
  - The Head Teacher may also take the following action:
    - ✓ student must re-submit the work;
    - ✓ student must re-submit another form of assessment;
    - ✓ give the student a zero mark.
- Where the nature of the Plagiarism *is* considered very serious:
  - Refer the matter to the Principal, who may:
    - ✓ Issue a Written warning which refers to the consequences of any further actions of this nature
    - ✓ Ask the student to re-submit the work
    - ✓ Ask the student to re-submit another form of assessment.
    - ✓ Give the student zero marks for the work
    - ✓ The student may lose that that course from their HSC award (see Board of Studies, HSC Assessments and Submitted Works, Advise o Students)

## Appeals Process

- A student may appeal against the Assessment and/or actions taken in cases of Plagiarism or Collusion.
- The Appeals Committee will consist of: at least two of the Principal, Deputy Principal, Head Teacher - Teaching and Learning, and Year 11 Adviser
- The student must apply in writing to the Principal.
- The Appeals Committee will confirm or vary any recommendations that were originally made.
- The student will be notified in writing of the Committee's decision and their reasons for their decision.

## Appendix B: Procedure for Submission of Misadventure/Illness Special Circumstance Appeals



## Appendix C: Erina High School Examination Procedures

Formal examinations held in the school hall or other locations are an important part of the school's assessment policy.

Students are expected to conduct themselves in an appropriate manner. It is an expectation that students will not cheat or disrupt others during the progress of an examination.

Students who breach the code of conduct by displaying disruptive, unco-operative or inappropriate behaviour will be warned. If the behaviour continues they will be issued with a red card and will be isolated from the examination. The student may receive zero for the examination.

Students found to be cheating will receive zero for their examination.

### Before the examination:

1. Check your timetable carefully. Misreading the timetable is not a reason for a misadventure appeal.
2. Ensure that you allow sufficient time for travelling to the examination centre. Late arrival due to travel difficulties is not a reason for a misadventure appeal except under extreme circumstances.
3. Ensure you have the appropriate equipment before your examination. You will not be permitted to borrow equipment during the examination.
4. Carry your equipment in a clear plastic bag. You will not be permitted to use a pencil case.
5. Do not bring mobile phones into the examination room. Using mobile phones during an examination (even if you have finished and even if you are just playing games) will result in a zero mark being awarded for that exam.
6. Do not take paper or other written material into the examination.
7. Bags for personal items must be left at the back of the room.

### During the examination

1. Enter the examination hall only after instructions from the supervisor.
  2. Sit in your allocated seat quickly.
  3. Do not touch/open the examination paper until instructed.
  4. Complete the attendance slip and place in the top right hand corner of your desk.
  5. Reading time is provided for all examinations. You must not write in this time.
  6. Write your student number on all examination papers. Do not write your name.
  7. Once the examination has commenced you will not talk or communicate with other students in the room/hall.
  8. If you need to go to the toilet, raise your hand and wait for the permission of the supervising teacher.
  9. You will not be allowed to leave any examination before the end of the allocated time for that examination. If you finish early, sit quietly, check your paper and wait.
  10. At the end of the examination, check you have written your student number at the top of each page used; bundle your papers together neatly.
  11. Wait quietly until you are instructed to leave.
  12. Do not remove any papers from the examination room.
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## Appendix D: Honesty in Assessment

The NSW Board of Studies have issued a statement in relation to Honesty in the HSC which includes the All My Own Work program and special rules relating to submitted works such as major works.

The statement is reproduced below but you should also go to the website and read the attached documents.

The Board and the School treat honesty very seriously – don't ignore their warnings!

*The honesty of students in completing assessment tasks, examinations and submitted works, and of teachers and others in guiding students, underpins the integrity of the Higher School Certificate. Throughout the assessment process, the highest level of honesty is required.*

*Each student's mark will be determined by the quality of the work produced by the student only. To demonstrate honesty, any component of a student's work that has been written, created or developed by others must be acknowledged in accordance with the Board's subject specific documentation. Use or inclusion of material from other sources such as books, journals and electronic sources, including the internet, must be acknowledged. General teaching and learning do not require formal acknowledgement.*

*Dishonest behaviour carried out for the purpose of gaining unfair advantage in the assessment process constitutes malpractice, or cheating. Malpractice in any form, including plagiarism, is unacceptable. The Board of Studies NSW treats allegations of malpractice very seriously and detected malpractice will limit a student's marks and jeopardise their HSC. Should malpractice be suspected, students will be required to demonstrate that all unacknowledged work is entirely their own. Serious and deliberate acts of malpractice amount to corrupt conduct and, where appropriate, the Board of Studies NSW will report matters to the Independent Commission Against Corruption.*

These requirements should be read in conjunction with Board syllabuses and policies in related areas such as malpractice and satisfactory completion of a course. They include:

- [Rules and Procedures for Higher School Certificate Candidates](#)
  - [Assessment Certification and Examination Manual](#)
  - [HSC Assessments and Submitted Works-Advice to Students](#)
  - [HSC Assessments and Submitted Works-Advice to Parents](#)
  - [HSC Assessments and Submitted Works-Advice to Teachers](#)
  - [HSC: All My Own Work](#)
  - [HSC assessment in a standards-referenced framework - A Guide to Best Practice](#)
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## Appendix E: Misadventure Form / Assessment Cover Sheet

### ERINA HIGH SCHOOL- SENIOR SCHOOL ASSESSMENT 10-12 APPLICATION FOR AN ACCIDENT/MISADVENTURE/ILLNESS/SPECIAL CIRCUMSTANCES

If illness, accident, misadventure or special circumstances prevent you from completing an Assessment Task on or before the due date. On the day of returning to the school this form must be completed and handed to the Head Teacher of the particular course.

***Part A: To be completed by the STUDENT and handed to the class teacher.***

Student Name:	Course:
Class Teacher:	Date Due:
Nature of Assessment Task (Eg: Essay)	
Reason for Application: Please circle <b>ILLNESS/APPROVED LEAVE/OTHER SCHOOL COMMITMENT/MISADVENTURE/FAILURE MEET THE SUBMISSION TIME/OTHER</b>	
Explanation: _____ _____ _____ _____ _____	
Attach supporting documents (Eg: Medical Certificate) including letter from a Parent/Carergiver	
Student Signature: _____ Date: _____	

***Part B: To be completed by the CLASS TEACHER before the application is submitted to the Deputy for consideration.***

***Recommendation by Class Teacher/Head Teacher***

Teachers are requested to write a recommendation concerning this application. Alternatively, the teacher could refer this application to the Head Teacher or discuss this application directly with the Deputy Principal or Principal.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Part C: To be completed by the HEAD TEACHER.**

Recommendation:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NB: If there is agreement with the staff member's recommendation there may not be a need for you to attend a meeting of the School Assessment Panel.

**Part D: Decision at Senior School Assessment Panel (please tick or cross).**

- |  |   |
|--|---|
| <input type="checkbox"/> Estimate based on all other Assessment Tasks              | <input type="checkbox"/> Consideration to be given    |
| <input type="checkbox"/> Extension of time granted until _____                     | <input type="checkbox"/> No consideration to be given |
| <input type="checkbox"/> Estimate based on substitute Task being set and completed | <input type="checkbox"/> Other _____                  |
| <input type="checkbox"/> Show as non-attempt: "U" Award Warning to be issued       |   |

Signature of Panel Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

**Part E:**

- |                                  |             |
|----------------------------------|-------------|
| 1. Faculty informed of decision. | Date: _____ |
| 2. Student informed of decision. | Date: _____ |
| 3. Entered on data base.         | Date: _____ |

# ERINA HIGH SCHOOL ASSESSMENT TASK COVER SHEET

<b>Student Name:</b>	<b>Roll Class:</b>
<b>Assessment Task Title</b>	<b>Date submitted</b>
<b>Course</b>	<b>Teacher</b>

### Academic Integrity Statement

I \_\_\_\_\_ declare that this work is my own and  
(Your name in block letters)

that any quotes, information or works have been properly acknowledged and cited in the bibliography.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher signature: \_\_\_\_\_

### WARNING

You are required to keep a complete soft or hard copy of this assessment task and the acknowledgement of submission in case of any unforeseen event relating to your original submission.

✂.....✂.....✂.....✂.....✂.....✂.....✂.....

### Assessment Receipt *(Student Copy)*

Name of student: \_\_\_\_\_ Year: \_\_\_\_\_ Course: \_\_\_\_\_

Task Title: \_\_\_\_\_ Teacher: \_\_\_\_\_ Due Date: \_\_\_\_\_

The task was submitted to \_\_\_\_\_ at \_\_\_\_\_ on \_\_\_\_\_  
(Teacher) (time) (date)

Student signature \_\_\_\_\_ Teacher signature \_\_\_\_\_

- You need to complete and attach this cover sheet to every assessment task that you submit
- Keep the assessment receipt in a safe place as it is your record of submission. Eg staple to your diary page



# STUDENT/TEACHER SUBMISSION OF ASSESSMENT AGREEMENT

This document is an official agreement that you will submit any course work or assessments on the due date if the assessment due date falls during your work placement period.

You will arrange a brief interview time with your teacher before work placement to discuss the time management involved in completing and submitting assessments during your work placement period.

You will record your subject, teacher, name of assessment task and due date.  
This document is to be submitted when your work placement establishment is allocated.

Student Name: \_\_\_\_\_ Year \_\_\_\_\_

Work Placement Dates from \_\_\_\_\_ to \_\_\_\_\_

Subject	Teacher's Name	Assessment Name and No.	Due Date	Student Signature	Teacher Signature

\_\_\_\_\_  
VET Coordinator  
Date: \_\_\_\_\_

\_\_\_\_\_  
Deputy Principal  
Date: \_\_\_\_\_

\_\_\_\_\_  
Principal  
Date: \_\_\_\_\_



**Appendix F: Fill in your assessment summary here:**

	Term 1 - 2022	Term 2 - 2022	Term 3 - 2022
WEEK 1			
WEEK 2			
WEEK 3			
WEEK 4			
WEEK 5			
WEEK 6			
WEEK 7			
WEEK 8			
WEEK 9			
WEEK 10			
WEEK 11			

Remember to change your summary if a task changes.

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