

Holsworthy High School

Assessment Policy Booklet

Year 10, 2024



INFORMATION FOR YEAR 10 STUDENTS AND PARENTS:

It is the school's responsibility to determine whether each student has **satisfactorily studied** each course they have undertaken and whether they have had a **satisfactory record of attendance** and application for the ROSA credential.

Where can students get help?

There are many sources of support for students for assessment items and exams. Students should seek assistance well before the due date if they require support with assignments or exams. Supports include:

- The Class Teacher.
- The Learning Support Team with Ms. Siqueira.
- The Library Centre Teachers.
- The Year Advisers.
- The Subject Head Teacher.
- Homework Club and / or Maths Boost.

RECORD OF SCHOOL ACHIEVEMENT (ROSA):

The ROSA will show a grade from "A" to "E" for each course studied in Years 9 and 10.

The assessment tasks in each subject will be used to award student grades using grade descriptors and syllabus outcomes.

Grades will be standards - referenced to represent the following levels of achievement:

Excellent	(A)
High	(B)
Sound	(C)
Basic	(D)
Elementary	(E)

The school will determine grades, by relating student achievements to performance descriptors which have been set by the NSW Education Standards Authority (NESA) for each subject.

"General Experience Courses" studied in Years 7 and 8 such as non-elective Art and Music will be awarded an 'S' for satisfactory completion or 'U' for unsatisfactory completion.

WHAT IS AN "N" DETERMINATION?

A student may be awarded an "N" Determination in any subject where there is evidence that there has been a failure to meet one or more of the following requirements:

- a. **Participation** in the learning experiences and assessment tasks.
- b. A satisfactory level of **effort** and achievement.
- c. **Achievement** of at least some of the course outcomes.

WHEN WILL ASSESSMENT BEGIN?

Assessment will occur throughout the year, with more weighting placed on assessments later in the year. The following pages indicate the schedule for each subject in detail.




WHAT TASKS WILL BE INCLUDED IN THE ASSESSMENT PROGRAM?

In all subjects, grades will include results from assessments and exams. Yearly Examinations will begin on 4th November (Term 4, week 4). Other assessment tasks will be issued throughout the year as appropriate to the course.

WHAT TYPES OF TASKS?

Tasks will vary from subject to subject according to the nature of the teaching program. Tasks may include written assignments, practical work, performance items and topic tests.



YEARS 10 TO 12 ASSESSMENT FLOWCHART

Assessment Task Issue

Tasks will include detailing marking criteria
Tasks will be issued in class or electronically
Teachers will provide work samples from previous students where appropriate
The assessment will begin in class, and class time will be allocated to work on the task where appropriate
Learning Support and the Library will be provided a copy of the task
A minimum of TWO weeks' notice should be given for all assessment tasks
Tasks should not be due within TWO weeks of exams

Assessment task submission

Submit on the due date and time as indicated on the task. Electronic Submission by 4.00pm where indicated

Incompletion of assessment task or course work

Zero mark awarded unless doctors certificate presented, or significant hardship determined
Student will be given the opportunity to complete the task – N-Warning will only be issued if student does not complete the task or if adequate amount of classwork is not complete
Parent / Carer notified of any mark penalty by teacher
Teachers will contact the parent / carer if a student is completing limited work prior to issuing an N warning for course work

Issue 1st Warning

Letter will be emailed to the parent / carer and the student with instructions for task / requirement
Record of the N-Warning and parent contact will be saved on SENTRAL
Teacher to contact parent regarding N-Warning with resolution plan and supports

Student resolves the task

Student does not resolve the task within two weeks of 1st Warning Letter or receives a further N Warning

Issue 2nd N Warnings

Letter will be emailed to the parent / carer and the student with instructions for task / requirement
Letter will list previous N warnings and status for that subject.
Record of N-Warning and parent contact will be saved on SENTRAL
Head Teacher to contact parent regarding N-Warning and with resolution plan and supports

Student resolves the task

Issue of further Warning letters

Letter will be sent home with instructions for task / requirement.
Letter will list previous N warnings and status for that subject.
Record of N-Warning and parent contact will be saved on Sentral
Head Teacher or Teacher contacts parent regarding N-Warning and with resolution plan

Referral to Year Deputy

Supports coordinated
Determination paperwork at key dates

What are Performance Descriptors?

Performance descriptors indicate the standard reached by a student and in the subject. The grading for subjects is set out below.

NSW EDUCATION STANDARDS AUTHORITY YEAR 10 GENERAL PERFORMANCE DESCRIPTORS.

Grade	General Performance Descriptors
A	A grade indicating excellent achievement in the course. 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	A grade indicating a high level of achievement in the course. The student has a thorough knowledge of 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	A grade indicating satisfactory achievement in the course. 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	A grade indicating basic achievement in the course. 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	A grade indicating elementary achievement in the course. 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.
N	Where "N" appears in place of an A to E grade it indicates that the student has failed to meet one or more of the General Performance Descriptors.

Where an A to E grade appears opposite a course, the student has satisfactorily completed the course by meeting the following requirements in:

- a) **attendance** - meeting the required number of hours for each course.
- b) **participation** in the required learning experiences and assessment tasks.
- c) **effort and diligence.**
- d) **achievement** of at least some of the course goals.

ASSESSMENT TASKS PROCEDURES

- Students will be given at least 2 weeks' notice of any assessment task. Students will be asked to sign a "record of issue/collection of task" form stating the date and time of day the task is due or will have the task electronically issued to them. Students will abide by the guidelines set out in the assessment booklets.
- Assessment tasks must be submitted on the due date and time as stated when the task is issued.
- This booklet provides a guide to probable assessment times and dates but there may be some variation in assessment schedule 'due dates' across the year.
- If a student forgets to bring in a completed task on the due date they can seek permission from the class teacher to submit it electronically to the teacher. If permission is given, students must have sent the task to the teacher by 4pm on that school day.
- Tasks that are not submitted on the due date will receive a zero. These tasks must still be completed and submitted. Failure to complete and submit a genuine attempt at an assessment task may result in a student receiving an "N" Determination for that subject.
- Students who are unable to submit the task on the due date because of illness will be required to bring a **doctor's / medical certificate**. Other exceptional circumstances that prevent the submission of the task will need to be provided in writing to the Principal. The task will need to be handed in on the first day that the student returns to school. In subjects where tasks are performance based (eg Music, Dance, Drama) students may be required to complete their performance in their own time as soon as possible after returning to school.
- In exceptional circumstances the Principal may authorise an estimate to be given for a missed task.
- A zero mark may also be awarded for an assessment task as a result of malpractice (cheating, a non-serious attempt, plagiarism or malpractice in examinations).
- Students who are absent on the day a task is due because of school related activities (eg knockout sport, Work Experience) are responsible for notifying the Teacher of the clash of dates as soon as possible. If required alternative arrangements for submission will then be made in consultation with the Head Teacher.
- If students' choose to prepare and produce work with the use of computer technology it is their responsibility to ensure a hard copy is made well in advance of the due date. Computer and associated technology malfunction, even theft, without evidence of "work in progress", is not a reason for late submission.
- Students who believe they have been unfairly treated in being awarded a zero mark for an assessment task may seek clarification from the Head Teacher of the course

WHAT IS MALPRACTICE

1. Malpractice is any activity undertaken by a student that allows him/her to gain an unfair advantage over others or places other students at a disadvantage. It includes, but is not limited to:
 - copying someone else's work in part or in whole, and presenting it as one's own
 - using material directly from books, journals or the Internet without reference
 - building on the ideas of another person without reference to the source
 - buying, stealing or borrowing another's work and presenting it as one's own
 - submitting work to which another person, a parent, coach or expert has contributed substantially
 - using words, ideas, designs or workmanship of others in practical and performance tasks
 - paying someone to write or prepare material
 - contriving false explanations to explain work not handed in by the due date
 - assisting another student to engage in malpractice
 - Submitting work using ChatBots or other forms of Generative AI without appropriate reference
2. Issues of malpractice will be investigated by the Head Teacher of the respective course, and reported in writing to the Assessment Review Panel with accompanied documentation. The assessment committee will:
 - Advise the student(s) of the lodgement of the issue.
 - Provide the student(s) with an opportunity to respond to the issue.
 - Plan a course of action and communicate this to the student, the student's parents and the Head Teacher.
3. If the malpractice is proven, the Assessment Review Panel will consider a zero for that task. In some circumstances, the panel may decide to invoke a penalty appropriate to the seriousness of the offence. Students are made aware that sharing their task with other students prior to it being submitted may lead to issues construed as malpractice and lead to a zero for that task. Students are encouraged not to share the substance of a hand-in task with other students.
4. In cases of proven malpractice, the Principal will impose a penalty after consultation with the Class Teacher, Head Teacher and Assessment Review Panel.

WHAT ABOUT APPEALS?

If students believe they have been unfairly treated they may appeal. Students should consult their Year Adviser or Deputy Principal for information on how to appeal. This should be done within two weeks of receiving a zero mark.

Students may also appeal against a grade they have been awarded in a subject only on the grounds that it is not consistent with the progressive reporting they had received during the year.

NOTE. An appeal cannot be based on a mark given by a teacher.

ASSESSMENT SCHEDULE
Year 10, 2024

	Component/Task	Time Frame	Weighting
Café Skills	<u>Semester 1</u>		
	Safe food handling	Term 1 Week 1-10	40%
	Café Skills	Term 2 ongoing	40%
	Practical exam	Term 2 Week 4	20%
	<u>Semester 2</u>		
	Coffee Skills	Term 3 Week 1-10	40%
Café operations	Term 4 ongoing	40%	
Practical exam	Term 4 Week 4	20%	

	Component/ Task	Time Frame	Weighting
Ceramics	Semester 1		
	Ceramics Journal	Ongoing*	20%
	Body of Work	Term 2, Week 4	40%
	Art criticism & Art History	Term 2, Week 4	20%
	Research Task	Term 1, Week 10	20%
	Semester 2		
	Ceramics Journal	Ongoing*	20%
	Body of Work	Term 4, Week 4	40%
	Research Task	Term 3, Week 10	20%
	Yearly Exam	Term 4, Week 4	20%

* VAPD, DID & Ceramics Journal – Students need to be assessed against outcomes as they develop

	Assessment Task for ROSA		Due Date	Half Yearly Report Components		Yearly Report Components	
Child Studies	Diverse Needs	15%	T1 W8	Diverse Needs	20%	Childcare Services	30%
	Half Yearly Exam	20%	T2 W5	T1 Course Work	20%	Prac	
	Media & Technology Coursework	15%	T2 W9	Media & Technology	20%	T3 Coursework	20%
	Childcare Services Prac	10%	Ongoing	T2 Coursework	15%	T4 Coursework	20%
	Yearly Exam	20%	T3 W10	Half Yearly Exam	25%	Yearly Exam	30%
		20%	T4 W4				
		100%			100%		100%

ASSESSMENT SCHEDULE
Year 10, 2024

Commerce	Assessment Task for ROSA		Due Date	Half Yearly Report Components		Yearly Report Components	
	Research Task 1	20%	T1 W9	Research Task	40%	Research Task	35%
Research Task 2	20%	T2 W5	Topic Test	35%	Business Report	40%	
Topic test	30%	T3 W9	Coursework: class writing; Case studies	25%	Coursework: class writing; Case studies	25%	
Business Report		T4 W4					
	100%			100%		100%	

Design and Technology	Component/Task	Time Frame	Weighting
	<u>Semester 1</u>		
Design project 1	Term 1, Week 1-10	50%	
Design project 2	Term 2 ongoing	50%	
<u>Semester 2</u>			
Design project 3	Term 3, Week 1-10	50%	
Design project 4	Term 4 ongoing	50%	

Drama	Component/Task	Time Frame	Weighting
	<u>Semester 1</u>		
Elements of Drama Topic Test	Term 1, Week 9	50%	
Duologue Performance	Term 2, Week 6	50%	
<u>Semester 2</u>			
Playbuilding Performance and Logbook	Term 3, Week 7	50%	
Yearly Exam	Term 4, Week 5	50%	

English	Assessment Task for ROSA		Due Date	Half Yearly Report Components		Yearly Report Components	
	Speaking Task	25%	T1 W9	Speaking Task	35%	Essay	35%
Half Yearly Exam	20%	T2 W5	Half Yearly Exam	35%	Yearly Exam	35%	
Essay	25%	T3 W5	Coursework	30%	Coursework	30%	
Yearly Exam	30%	T3 W4					
		100%			100%	100%	

Film and Production	Component/Task	Time Frame	Weighting
	<u>Semester 1</u>		
Film project 1	Term 1, Week 1-10	40%	
Film project 2	Term 2 ongoing	40%	
Coursework	Ongoing	20%	
<u>Semester 2</u>			
Film project 3	Term 3, Week 1-10	40%	
Film project 4	Term 4 ongoing	40%	
Coursework	Ongoing	20%	

Food Technology	Assessment Task for ROSA		Due Date	Half Yearly Report Components		Yearly Report Components	
	Classwork	20%	Ongoing	<u>Semester 1</u>		<u>Semester 2</u>	
Research Tasks	50%	T4 W2	Classwork	20%	Classwork	20%	
Half Yearly Practical Exam	15%	T2 W5	Research Task	50%	Research Task	50%	
Yearly Practical Exam	15%	T4 W4	Half Yearly Exam	30%	Yearly Exam	30%	
		100%			100%	100%	

Geography
(Students study the Geography Course for 1 semester)

Assessment Task for ROSA		Due Date	Half Yearly Report Components	Yearly Report Components
Wellbeing Extended Response Skills Task Semester Exam Class Writing: case studies	30%	As per semester	<u>Semester 1</u> T1 W5 T1 W9 T2 W5 Ongoing	<u>Semester 2</u> T3 W5 T3 W9 T4 W4 Ongoing
	25%			
	30%			
	15%			
	100%			

History
(Students study the History Course for 1 semester)

Assessment Task for ROSA		Due Date	Half Yearly Report Components	Yearly Report Components
Research Task Source based Task Semester Exam Class writing	30%	As per semester	<u>Semester 1</u> T1 W5 T1 W9 T2 W5 Ongoing	<u>Semester 2</u> T3 W5 T3 W9 T4 W4 Ongoing
	25%			
	30%			
	15%			
	100%			

International Studies

Component/Task	Time Frame	Weighting
<u>Semester 1</u>		
Research Task / Report	Term 1, Week 6	40%
Class Writing	Term 2, Week 2	30%
Coursework	Ongoing	30%
<u>Semester 2</u>		
Research Task / Report	Term 3, Week 6	40%
Class Writing	Term 4, Week 2	30%
Coursework	Ongoing	30%

Information Software Technology	Assessment Task for ROSA		Due Date	Half Yearly Report Components		Yearly Report Components	
	Robotics Project	20%	T1 W8	Robotics Project	30%	HTML Practical task	30%
Half Yearly Exam	30%	T2 W5	Half Yearly Exam	50%	Yearly Exam	50%	
HTML Practical Task	20%	T3 W5	Exam Class work	20%	Classwork	20%	
Yearly Exam	30%	T4 W5					
	100%			100%		100%	

IT Timber	Assessment Task for ROSA		Due Date	Half Yearly Report Components		Yearly Report Components	
	Project Mark	40%	T2 W4	Major Project		Major Project	
Project Folio	30%	T4 W4	Progress Mark	60%	Final Mark	40%	
Half Yearly Exam	15%	T2 W5	Half Yearly Exam	40%	Project Folio	30%	
Yearly Exam	15%	T4 W4			Yearly Exam	30%	
	100%			100%		100%	

Maths	Assessment Task for ROSA		Due Date	Half Yearly Report Components		Yearly Report Components	
	Yearly moderated common assessment, and semester components.	80%	T4 W4 Through out the year	Class observation tests/assessments	80%	Class observation tests/assessment	40%
Homework, bookwork, classroom assessment and observations	20%	Coursework		20%	Yearly Exam	40%	
	100%			100%	Coursework	20%	
						100%	

Music

Component/Task	Time Frame	Weighting
<u>Semester 1</u>		
Aural Task	Term 1, Week 6	30%
Performance Task 1	Term 1, Week 10	40%
Musicology Task	Term 2, Week 4	30%
<u>Semester 2</u>		
Performance Task 2	Term 3, Week 4	35%
Composition Task	Term 3, Week 10	30%
Performance Task 3	Term 4, Week 4	35%

Myths and Legends

Component/Task	Time Frame	Weighting
<u>Semester 1</u>		
Research Task / Report	Term 1, Week 6	40%
Presentation	Term 2, Week 6	30%
Class Writing	Ongoing	30%
<u>Semester 2</u>		
Research Task / Report	Term 3, Week 4	40%
Presentation	Term 4, Week 8	30%
Class Writing	Ongoing	30%

PDHPE

Assessment Task for ROSA		Due Date	Half Yearly Report Components		Yearly Report Components	
Module 1	25%	T1 W9	Module 1	30%	Module 3	30%
Module 2	25%	Ongoing	Module 2	30%	Coursework	30%
Module 3	25%	T3 W9	Coursework	40%	Yearly Exam	40%
Yearly Exam	25%	T4 W4				
	100%			100%		100%

Photography and Digital Media

Component/ Task	Time Frame	Weighting
Semester 1		
DID (Digital Imaging Diary)	Ongoing*	20%
Folio	Term 2, Week 4	40%
Art Criticism & Art History	Term 2, Week 4	20%
Research Task	Term 1, Week 10	20%
Semester 2		
DID (Digital Imaging Diary)	Ongoing*	20%
Folio	Term 4, Week 4	40%
Research Task	Term 3, Week 10	20%
Yearly Exam	Term 4 Week 4	20%

Physical Activity and Sports Studies (PASS)

Assessment Task for ROSA		Due Date	Half Yearly Report Components		Yearly Report Components	
Module 1	25%	T1 W9	Module 1	30%	Module 3	30%
Module 2	25%	Ongoing	Module 2	30%	Coursework	30%
Module 3	25%	T3 W9	Coursework	40%	Yearly Exam	40%
Yearly Exam	25%	T4 W4				
	100%			100%		100%

Science	Assessment Task for ROSA		Due Date	Half Yearly Report Components		Yearly Report Components	
	Student Research Project 1	25%	T1 W8	Student Research Project 1	50%	Student Research Project 2	50%
Student Research Project 2	25%	T3 W8	Half Yearly Exam	50%	Half Yearly Exam	50%	
Topic Tests	50%	Ongoing					
	100%			100%		100%	

Student Research Projects

A long form assessment largely completed at school and comprising three major components:

- Research using the school writing strategies
- Firsthand investigation
- Experimental report

Textiles	Component/Task	Time Frame	Weighting
	<u>Semester 1</u>		
Textiles project 1		Term 1, Week 1-10	50%
Textiles project 2		Term 2 ongoing	50%
<u>Semester 2</u>			
Textiles project 3		Term 3, Week 1-10	50%
Textiles project 4		Term 4 ongoing	50%

Visual Arts	Assessment Task for ROSA		Due Date	Semester 1 Components		Due Date	Semester 2 Components		Due Date
	Research Task	10%	T1 W9	VAPD	15%	Ongoing*	VAPD	15%	Ongoing*
VAPD	15%	Ongoing*	Body of Work	35%	T2 W4	Body of Work	35%	T4 W4	
Body of Work	35%	Ongoing*	Research Task	20%	T1 W9	Research Task	20%	T3 W9	
Half Yearly Exam	15%	T2 W5	Half Yearly Exam	30%	T2 W4	Yearly exam	30%	T4 W4	
Yearly Exam	25%	T4 W4							

YEAR 10 ASSESSMENT SCHEDULE

2024 YEAR PLANNER

List all your assessment tasks on the following grid

Week	Term 1	Term 2	Term 3	Term 4
1				
2				
3				
4				YEARLY EXAMS
5				
6				
7				
8				
9				
10				
11		HOLIDAYS	HOLIDAYS	