



**KARIONG MOUNTAINS**  
HIGH SCHOOL  
UNITY ✓ KNOWLEDGE ✓ RESPECT

**2022**

**Year 10 Course**

**Policy and Assessment  
Schedule**

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## **Information for Year 10 Students About the RoSA**

From 2012, eligible students who leave school before receiving their Higher School Certificate (HSC) will receive the NSW Record of School Achievement (RoSA).

The RoSA is a **cumulative credential** in that it allows students to accumulate their academic results until they leave school.

The RoSA records completed Stage 5 and Preliminary Stage 6 courses and grades, and participation in any uncompleted Preliminary Stage 6 courses.

### **Introduction**

By the end of Year 10, the NSW Educational Standards Authority (NESA) requires that all students complete a number of school based assessment tasks designed to measure performance across a wide range of learning outcomes and the grades from these assessments are submitted to NESA, indicating satisfactory completion of course. A standards referenced approach is used for assessing and reporting student achievement.

### **Satisfactory Completion of a Course**

A student will be considered to have satisfactorily completed a course if, in the Principal's view, there is sufficient evidence that the student has:

- (a) followed the course developed or endorsed by NESA
- (b) applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school
- (c) achieved some or all of the outcomes.

Students are also required to 'make a genuine attempt' at assessment tasks in each course. The Principal may determine that, as a result of absences, the course outcomes may not be met.

### **What is Meant by Diligence and Sustained Effort?**

Students display these qualities when they:

- work consistently, to the best of their ability on class activities;
  - make a genuine attempt to complete all assignments, homework and other activities associated with achieving outcomes;
  - participate actively in the range of activities that are part of the learning cycle (discussions, practicals, displays etc);
  - are able to provide evidence of having achieved outcomes through the production of workbooks, portfolios or other applicable pieces of work;
  - attend classes regularly in order to meet the above criteria.
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## The Grading System

The grading system, developed by NESAs, will be used by all schools to ensure state wide comparability. Students will receive a grade from A to E in each subject.

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

N Determination	Where 'N' appears in place of an A to E grade opposite a course, the student has failed to meet the course requirements as determined by NESAs criteria.
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Results in all courses are determined by the student's level of achievement on a set of Performance Descriptors. These descriptors have been developed to describe what a student in a specific course could be expected to be able to do at the end of a course of study.

To allow teachers to have a guide to a student's achievement within the range of Performance Descriptors, a series of assessment tasks are given to all students in each course. Each subject has an assessment schedule to help determine the student's level of achievement in each course.

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## The School's Responsibilities

The school has developed an assessment program for each course. This means the school will:

- Set tasks that will be used to measure student performance in each component of a course.
- Specify the relative values of each of these tasks.
- Inform students in writing of:
  - the components and their weightings for each course
  - when assessment tasks will take place (at least two weeks notice)
  - the mark value of each task in relation to the total number of marks for the course
  - the nature of each assessment task e.g. assignment, test, oral presentation.
- Require the student to sign a register of attendance for class tasks. For all other tasks students will use an acknowledgement slip.
- Provide criteria prior to the task being issued that indicate how the task will be graded.
- Provide the student with meaningful feedback after the task has been marked.
- Ensure that tasks and feedback on these tasks occurs in a realistic timeframe.
- Keep records of student performance in each task.
- Provide the student with information on their progress.
- Give special consideration to students who have submitted an Illness/Misadventure/Variation Application form that has been upheld.
- Develop an assessment schedule that equitably spreads the timing of assessment tasks.
- Inform students in writing when there are course achievement and/or attendance concerns.
- Plan N Award notifications per term to inform students when they are in danger of not receiving a grade in a course.
- Carry out faculty audits to ensure that there is compliance with school and NESAs requirements.

**NOTE:** The school may vary the assessment procedure schedule. However, in this case, students must be informed in writing at least two weeks prior to the scheduled time of the task.

## Student Responsibilities

Students are required to:

- Ensure that they are aware of the requirements for their course.
  - Ensure they have a copy of the school assessment program for each course they are studying.
  - Perform all tasks required and sit for all tests and exams scheduled to be part of this assessment.
  - Submit tasks by the due date.
  - Demonstrate that through effort and achievement, they have met the requirements of the course to the best of their ability.
  - Ensure that all tasks submitted are their own work.
  - Sign a register of attendance for all class tasks and use an acknowledgement slip for all other assessment tasks.
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- Following any absence, complete work which is missed and obtain information given about future assessment tasks.
  - If an assessment task is not going to be done or can not be handed in at the scheduled time, it is the student's responsibility to obtain and submit an Illness/Misadventure/Variation Application form on their FIRST DAY BACK AT SCHOOL. Applications must be signed by the Head Teacher before being sent to the Deputy Principal if an appeal is lodged.
  - Make an application for alternative arrangements to complete an assessment task if they know ahead of time that they cannot be there on the set date. This application must be made at least one week ahead of time unless there are special circumstances.
  - Inform their teacher if there are any circumstances that may have affected their performance in completing the task and submit an Illness/Misadventure/Variation Application form within three days if specific consideration is sought.
  - Inform their teacher, prior to the due date, if they are experiencing any difficulties in completing the assessment task.

### **Late Submission/Non completion**

Students are expected to complete all tasks by the allotted time. Where this does not happen, an Illness/Misadventure/Variation Application form must be completed immediately on return to school, but no later than three days after the scheduled due date. If this is not possible the student must notify the school.

Failure to submit a Misadventure Form will be interpreted as an admission that the student can offer no valid reason for late assessment (or non-attendance) and therefore a penalty of 25% will be applied for 1day late, 50% for 2 days late and zero marks thereafter, when numerical values are used. Where alternative grading systems are applied a comparative penalty will apply.

Where an acceptable reason is given and supported, the student may be:

- (a) granted an extension without penalty
- (b) granted an extension with penalty
- (c) set a substitute task with or without penalty
- (d) given an estimate based on other evidence.

These penalties will affect a student's report grades and comments on work ethic. If too many tasks are not attempted, or submitted in a reasonable time of the due date then the student is putting their assessment grades at risk because they are not demonstrating diligence and sustained effort.

### **Head Teachers' Areas of Responsibility**

Mr Cartner:	Science, Marine Studies, Forensics
Mr Burns	Music, Photography, Visual Arts
Mr Crum	English
Mr Blyth	Mathematics
Ms Miller / Ms Meyer	PDHPE, PASS, Child Studies, Outdoor Rec., Rugby, Dance
Mr Bath	IT Timber, D&T, Food Technology, Building and Construction
Mr Tagg	HSIE
Mr Riley	STEM

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## **Illness/Misadventure/Variation**

Students must submit an Illness/Misadventure/Variation Application form to the Head Teacher for signing and provide independent evidence of their claim.

The documentation provided must be current, specific to the date and time of the task(s) and submitted with the Illness/Misadventure/Variation Application form. Generally, independent evidence cannot be supplied by a person related to the student.

Independent evidence can be obtained from:

- a Doctor (Doctor's Certificate)
- a health professional (e.g. Physiotherapist)
- a J.P. witnessing a statutory declaration
- a Police Officer (in the case of misadventure)
- a School Counsellor.

Zero marks may be given if there is no genuine case or correct procedure has not been followed.

## **Disability Provisions**

The Learning Support Team will consider whether students would benefit from disability provisions associated with assessment tasks. This occurs on a case-by-case basis and parents are invited to contact the school for more information.

## **Malpractice i.e. Copying, Cheating and Plagiarism**

Any student found cheating, copying or plagiarising will be awarded zero marks for any task. Any student who lends material for copying will be similarly penalised.

Students are expected to behave in such a way that their actions do not interfere with the learning of others. Students who disrupt the learning of others during assessment tasks are likely to have their tasks awarded a zero grade as this is considered to be malpractice.

## **Computer/Printer Failure**

If a computer or printer failure occurs when an assignment is due, the student should submit draft work or backup disks as a "work in progress". Otherwise if no evidence is produced a zero mark or late penalty will apply.

Students are strongly advised to always backup on disk their work on a regular and frequent basis.

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## **Appeal**

Students have the right to appeal in writing to the Deputy Principal the decision of the Head Teacher. An Appeal Panel will then be formed.

## **Unsatisfactory (N) Determination**

If a student fails to meet the requirements for satisfactory completion of a course, that is, school warning procedures have not brought about a change in work ethic, the following procedures apply:

- (a) An official NESAs Warning letter will be sent home outlining work to be completed and indicating a reasonable time for the work to be completed and submitted.
- (b) It is the student's responsibility to present the work to the relevant class teacher or Head Teacher. If the work is completed by the required date the warning letter is cancelled. If the work is not completed the student is in danger of receiving an N Determination for that course.
- (c) If a student has one outstanding notification/one unresolved N Award notification and continues to fail to meet the requirements, a second warning letter will be sent. Again, it is the student's responsibility to present the work to the relevant class teacher or Head Teacher. If the work is completed by the required date the second warning letter is cancelled.
- (d) Students with outstanding N award notifications cannot represent the school.
- (e) If a student has two warning letters outstanding, a school letter will be sent informing the student that they are now in danger of receiving a final N Determination.
- (f) If a student has two warning letters outstanding and continues to fail to meet the requirements, he/she will receive an official notification of a Final N Determination being made for the course.
- (g) The N Determination letter informs students of their rights of appeal.

## **Appeals Relating to Final Grade**

These will be heard by a committee consisting of Principal/Deputy Principal, the Year Advisor and the Head Teacher of the subject concerned.

In examining an appeal, the committee will scrutinise only the following:

- (a) Does the weighting specified by the faculty assessment policy conform to the NESAs requirements as detailed in the subject guidelines?
- (b) Do the procedures used by the faculty for determining the final assessment mark conform to the stated faculty assessment?
- (c) Are there any arithmetic or clerical errors in determining the assessment mark?

If the above are found to be in order, the appeal will not be upheld.

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## Sample Letter 1: N Award Warning



### Kariong Mountains High School

10 Festival Drive  
Kariong NSW 2250

Ph: 02 4340 0246

Fax: 02 4340 0259

Email: kariongmtn-h.school@det.nsw.edu.au

Mr and Mrs X  
1 Sample Street  
Sample Suburb NSW 2250

Monday, 3rd July 2022

### **OFFICIAL WARNING – Non-completion of a Stage 5 (Years 9 – 10) Course**

I am writing to advise you that your son, X, is in danger of not meeting the requirements for satisfactory completion of the Stage 5 course in Year 10 Xxx.

This course is mandatory for the award of the Record of School Achievement.

Where the non-completion is in a mandatory course, the student will not be eligible for the award of the Record of School Achievement and may not be eligible to enter Preliminary (Year 11) courses. Any mandatory course not satisfactorily completed appears on the student's transcript of results as 'Not Completed'. Any elective course not satisfactorily completed will not appear on the student's Record of School Achievement.

Criteria for satisfactory completion of a course

For a student to satisfactorily complete a course, NESA requires the principal to have sufficient evidence that the student has:

- (a) followed the course developed or endorsed by NESA; and
- (b) applied himself with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
- (c) achieved some or all of the course outcomes.

Where students have not met one or more of these requirements by the end of the course, the Principal is required to inform NESA that the student has not satisfactorily completed the course.

To date, X has not satisfactorily met c of the Course Completion Criteria. Official warning

NESA requires schools to issue students who are in danger of not meeting course requirements with official warnings in order to give them the opportunity to correct the problem.

This is official warning number 1 we have issued notifying you that X is at risk of not completing the above course.

Yours sincerely,

\_\_\_\_\_  
Class Teacher

\_\_\_\_\_  
Principal

## **Opportunity to correct the problem**

The following tasks or requirements need to be completed by X to correct the problem.

<b>Task Name/Course Requirement/Course Outcome</b>	<b>Percentage Weighting</b>	<b>Date Task Initially Due</b>	<b>Action Required by Student</b>	<b>Date to be Completed by</b>
Assessment Task 3	25%	13/06/2022	Complete Quiz	18/07/2022

To support X in meeting the course requirements, we request that you discuss this matter with him, and encourage and support him to carry out the required actions. If you have any questions about this matter, please contact the school on 02 4340 0246.

Please complete the acknowledgement below and return it to the school. Please feel free to add additional comments if you wish.

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### Acknowledgement of Official Warning

I have received the letter dated 03/07/22 advising me that X is in danger of not meeting the course requirements for Year 10 Xx and am aware that this is official warning number 1.

I am aware that this is a mandatory course. I am aware that any mandatory course not satisfactorily completed appears on the student's transcript of results as 'Not Completed', and that the student will not be eligible for the award of the Record of School Achievement, and may not be eligible to enter Preliminary (Year 11) courses.

Parent/Guardian's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Illness/Misadventure/Variation Application

This form is to be used when circumstances beyond your control occur immediately before or during an assessment task to diminish your performance.

Student's name: \_\_\_\_\_ Application Date: \_\_\_\_\_

Subject: \_\_\_\_\_ Teacher: \_\_\_\_\_

Task No: \_\_\_\_\_ Task Type: \_\_\_\_\_ Task Date: \_\_\_\_\_

NATURE OF APPLICATION (Illness, Misadventure or Variation):

\_\_\_\_\_

*Provide sufficient details to support your case for consideration to sit the task or a substitute task, or to gain an extension of time.*

SUPPORTING EVIDENCE ATTACHED:      YES      NO

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

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

Please submit the application to the relevant **Head Teacher** within TWO DAYS of your return to school. When your absence/late submission is known before the date of the task, this form must be submitted to the relevant Head Teacher at least one week BEFOREHAND.

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Head Teacher Recommendation:

Head Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Appeal Panel Decision (where applicable):

Deputy Principal Signature: \_\_\_\_\_

HT Signature: \_\_\_\_\_ HT Signature: \_\_\_\_\_



