

Hunter School *of the Performing Arts*



Year 10 Assessment Policy

2017

Revised and updated 21/12/16

Assessment
Policy and
Guidelines for
Year 10

IMPORTANT

All submitted tasks must be handed to the designated person (usually either your teacher or Head Teacher) **by 8.55am** on the due date. If submitting electronically, a closing time will be specified after which tasks cannot be submitted.

Table of Contents

A. Introduction	3
B. Satisfactory Completion of Course	3
C. Staff and Student Responsibilities	4
D. Procedures Relating To The Administration Of Tasks	5
1. Conducting Assessment Tasks - What Students Can Expect	5
2. Student Absences	5
3. Class Assessment Tasks	7
4. Submitting Assessment Tasks	9
5. Illness/Misadventure.....	10
6. Awarding Zero Marks	12
7. Malpractice in Tasks.....	12
8. Utilising Special Provisions	13
9. Board of Studies “N” Determination Warning Letters.....	13
10. Student Right of Appeal	14
11. Rules for Examination/Assessment Task	15
12. Responsibilities of the Teacher	18
13. Responsibilities of the Student.....	18
14. Variations To Policy.....	18
E. A Short Guide to HSPA Year 10 Assessment Policy.....	19
F. Supplementary Material	20
A Glossary of Key Terms	21
Notification: Zero Marks Awarded For A Task.....	22
Illness/Misadventure Appeal Form.....	23
Official Warning - Non-Completion of a Stage 5 (Years 9-10) Course.....	25
Record of School Achievement (RoSA	27
Good Scholarship: Principles and Practices	28

Course assessment schedules are provided in a separate booklet.

A. Introduction

Students are required to complete school-based assessment tasks for all Courses. The purposes of internal assessment is to:

- Assist student learning
- Evaluate and improve teaching and learning programs
- Assess student achievement in the course
- Provide evidence of the satisfactory completion of a course

Internal assessment plays an important role in assessing overall student achievement in a course by:

- Assessing student achievement of a wide range of syllabus outcomes.
- Assessing outcomes in a variety of ways
- Providing multiple opportunities for students to demonstrate their achievements
- Providing different ways for students to demonstrate their achievements

Assessment tasks may include tests, written or oral assignments, practical activities, fieldwork and projects. The assessment requirements are determined by the NSW Board of Studies and are set out in the syllabus for each subject.

Final assessment grades (A-E) are submitted to the Board.

B. Satisfactory Completion of Course

Schools are required to indicate that students have met the following criteria in order to be awarded a NSW Record of Achievement.

Satisfactory completion of a course involves:

- Following the course developed and endorsed by the Board; and
- Applying yourself with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
- Achieving some or all of the course outcomes.

While the Board does not stipulate a specific attendance requirement, the school, in accordance with Board policy, has determined that an attendance rate below 85% would make it difficult for a student to meet course completion criteria.

C. Staff and Student Responsibilities

School Responsibilities	Student Responsibilities
Students will be provided with electronic or hard copies of the relevant part of the syllabus for each course.	Students are required to sign a register to indicate receipt of these documents. They are to familiarise themselves with syllabus requirements, course scope and sequence, HSPA Year 10 Assessment policies, procedures and assessment schedules and to retain these documents for the duration of the course.
Students will be provided with a scope and sequence for each course.	
Students will be provided with a HSPA Year 10 Assessment Guide.	
The assessment schedules for each course will include the number, mark values and types of tasks to be set.	
A meeting will be held to explain school policies and procedures, Board of Studies requirements and assessment schedules.	Students are required to attend the meeting and sign a register to indicate that they have received copies of the Year 10 Assessment Guide and have listened to an explanation of school policies and procedures, assessment schedules and Board of Studies requirements.
Students will be given adequate written notice of the nature and timing of assessment tasks. Generally, at least two weeks' notice will be given.	Students will sign a dated register to indicate that they have received written notification of each assessment task.
Meaningful feedback will be provided on students' performance on all assessment tasks.	Students are to use feedback from assessment tasks to guide further improvement.
The school will be bound by our stated policies and procedures in regard to illness, misadventures, malpractice, late submission and non-completion of and in assessment tasks.	Students will be bound by our stated policies and procedures in regard to illness, misadventures, malpractice, late submission and non-completion of and in assessment tasks
Students will be advised in writing when they are not meeting Board of Studies requirements for each course. The notification will include what is necessary to enable the students to meet the requirements satisfactorily.	In order to avoid an "N" Determination in a year 10 course, students will address concerns in relation to meeting Board of Studies requirements within the specified time frame.
Students will be informed of their entitlements to school reviews	Students will utilise the appropriate appeal process when necessary.

D. Procedures Relating To The Administration Of Tasks

1. Conducting Assessment Tasks - What Students Can Expect

- Assessment tasks will focus on specified course outcomes.
- Tasks will provide students with the opportunity to demonstrate what they know and can do and will assist their learning.
- Tasks will be valid and reliable, measure what the task purports to assess and will provide accurate information on each student's achievement.
- Tasks and mark ranges will allow for discrimination between the performances of individual students.
- Students will receive marking guidelines or criteria that provide clear descriptions of the quality of the response required to receive each mark.
- There will be consistent application of marking guidelines.
- Feedback on all tasks will be meaningful and constructive, designed to assist students to improve their performance, will be linked to the specific outcomes and will be provided in a timely fashion.

2. Student Absences

- **Student is absent when assessment task information is given out.**
It is the **responsibility of the student**, upon return to school, to check with each teacher about missed task information (if any) and course work. In the event of absence, students should also refer to the Assessment schedules and Scope and Sequence for each course as a guide to possible tasks.
If the student has not returned to school within three school days, notice of the assessment task will be emailed or posted to the student.
- **Student knows in advance that he/she will be absent on the day of a task**
If the student knows in advance that because of a school endorsed activity or leave, he/she will be absent on the designated day for the completion of a task, then the student must submit an Illness/Misadventure Appeal Form **on or before the date** the task is to be completed. In these circumstances, marks will be awarded without penalty. Unless there is written notification indicating otherwise, the student should expect to complete the task on the **first day of return** to school.

Zero marks may be awarded if:

- a) the student fails to complete the task within the required time. The student will still be required to complete the task and a Board of Studies "N" Determination Warning letter will be sent outlining the necessary action and new time frame. A letter will also be sent to indicate the award of zero marks.
 - b) an Illness/Misadventure Appeal Form is not submitted as outlined above. If the task has been completed, the student will be notified in writing of the award of zero marks. If the task has not been completed, a Board of Studies "N" Determination Warning letter will be sent outlining the necessary action and time frame. The student will still be required to complete the task to meet Board of Studies requirements. A letter will also be sent to indicate the award of zero marks.
 - c) the Illness/Misadventure Appeal is rejected. The student may appeal the decision. If the task has been completed the student will be notified in writing of the award of zero marks. If the task has not been completed, a Board of Studies "N" Determination Warning letter will be sent outlining the necessary action and time frame. The student will still be required to complete the task to meet Board of Studies requirements. A letter will also be sent to indicate the award of zero marks.
- **Student is unexpectedly absent on the day of a task**
An Illness/Misadventure Appeal Form must be submitted on the due date or within twenty four hours of the student's return to school. If this is not possible within THREE days, students are

required to contact the school. A Board of Studies “N” Determination Warning letter may be sent outlining the action and time frame for the student to complete the task. Unless there is written notification indicating otherwise, the student should expect to complete the task on the **first day of return** to school.

Zero marks may be awarded if:

- a) the student fails to complete the task within the required time. The student will still be required to complete the task and a Board of Studies “N” Determination Warning letter will be sent outlining the necessary action and time frame. A letter will also be sent to indicate the award of zero marks
 - b) an Illness/Misadventure Appeal Form is not submitted as outlined above. If the task has been completed the student will be notified in writing of the award of zero marks. If the task has not been completed, a Board of Studies “N” Determination Warning letter will be sent outlining the necessary action and time frame. The student will still be required to complete the task to meet Board of Studies requirements. A letter will also be sent to indicate the award of zero marks.
 - c) the Illness/Misadventure Appeal is rejected. The student may appeal the decision. If the task has been completed the student will be notified in writing of the award of zero marks. If the task has not been completed, a Board of Studies “N” Determination Warning letter will be sent outlining the necessary action and time frame. The student will still be required to complete the task to meet Board of Studies requirements. A letter will also be sent to indicate the award of zero marks.
- **Student knows in advance that he/she will be absent on the day a task is to be submitted**
If the student knows in advance that because of a school endorsed activity or leave, he/she will be absent on the designated day for the submission of a task then the student must submit the task **before the due date or** arrange for the task to be submitted **on the due date**, through alternative means.

Zero marks may be awarded if the student fails to submit the task within the required time. The student will still be required to complete the task and a Board of Studies “N” Determination Warning letter will be sent outlining the necessary action and new time frame. A letter will also be sent to indicate the award of zero marks.

- **Student is unexpectedly absent on the day a task is to be submitted**
If the student is unexpectedly absent on the day a task is to be submitted, the student must submit an Illness/Misadventure Appeal Form within **24 hours of the student’s return to school**. If this is not possible within THREE days, the student must contact the school. A Board of Studies “N” Determination Warning letter may be sent outlining the action and time frame for the student to submit the task. Unless there is written notification indicating otherwise, the student should expect to submit the task on the **first day of return** to school.

Zero marks may be awarded if:

- a) the student fails to submit the task within the required time. The student will still be required to complete the task and a Board of Studies “N” Determination Warning letter will be sent outlining the necessary action and new time frame. A letter will also be sent to indicate the award of zero marks.
- b) an Illness/Misadventure Appeal Form is not submitted as outlined above. If the task has been completed the student will be notified in writing of the award of zero marks. If the task has not been submitted, a Board of Studies “N” Determination Warning letter will be sent outlining the necessary action and time frame. The student will still be required to complete the task to meet Board of Studies requirements. A letter will also be sent to indicate the award of zero marks.
- c) the Illness/Misadventure Appeal is rejected. The student may appeal the decision. If the task has been completed the student will be notified in writing of the award of zero marks. If the task has not been submitted, a Board of Studies “N” Determination Warning letter will be sent outlining the necessary action and time frame. The student will still be

required to complete the task to meet Board of Studies requirements. A letter will also be sent to indicate the award of zero marks.

- **Prolonged or repeated absence**

If a student is absent for more than **two weeks** (ten school days), regardless of the reason, a Board of Studies “N” Determination Warning letter for each course will be issued to indicate the course work and assessment tasks (if any) the student is required to complete. Provided contact has been made with the school, the due dates for any course work and tasks would take account of the student’s individual situation.

Students who are absent on leave during the conduct of an assessment task or tasks, may be required to:

- a) complete the task or comparable task upon return to school
- b) Complete the task or a substitute task under supervised conditions while they are absent

In exceptional circumstances, the Principal or delegate may allow an estimate to be given.

3. Class Assessment Tasks

- **Notification of a Task**

Students will be required to sign a register to indicate receipt of task notification. If the student is **absent** when assessment task information is given out, it is the responsibility of the student, upon return to school, to check with the teacher about missed task information. Students should refer to Assessment schedules and Scope and Sequence for each course as a guide to possible tasks. If the student has not returned to school within three school days, written notice of the assessment task will be mailed home.

- **Attendance**

Students will be required to sign a register of attendance on the day of the task.

- **Attempting the task**

Students must make a **genuine attempt** at the task. If the student is unable to make a genuine attempt at the task because of illness or misadventure, then an Illness/Misadventure Form should be submitted on the day of the task or **within 24 hours**.

If the appeal is upheld, the student will either attempt the task again or, if the integrity of the original task has been compromised, be given a substitute task or receive an estimate based on evidence of achievement on one or more similar task/s. The latter would only be possible if there is at least one other task which measures similar outcomes and is conducted under the same conditions.

Zero marks may be awarded if the student fails to make a genuine attempt at the task and:

- a) has no grounds for an Illness/Misadventure appeal. The student will still be required to make a genuine attempt at the task and a Board of Studies “N” Determination Warning letter will be sent outlining the necessary action and time frame. A letter will also be sent to indicate the award of zero marks.
- b) an Illness/Misadventure Appeal Form is not submitted as outlined above. The student will still be required to make a genuine attempt at the task. A Board of Studies “N” Determination Warning letter will be sent outlining the necessary action and time frame. A letter will also be sent to indicate the award of zero marks.
- c) the Illness/Misadventure Appeal is submitted and is rejected. The student may appeal the decision. The student will still be required to make a genuine attempt at the task. A Board of Studies “N” Determination Warning letter will be sent outlining the necessary action and time frame. A letter will also be sent to indicate the award of zero marks.

- **Student is present at school but does not attempt the task**

If the student is present at school but does not attempt the task, an Illness/Misadventure Appeal Form must be submitted on the day of the task or **within 24 hours**.

If the appeal is upheld, the student will either attempt the original task or, if the integrity of that task has been compromised, be given a substitute task or receive an estimate based on evidence of achievement on one or more similar task/s. The latter would only be possible if there is at least one other task which measures similar outcomes and is conducted under the same conditions. A Board of Studies "N" Determination Warning letter may be sent outlining the necessary action and time frame.

Zero marks may be awarded if:

- a) an Illness/Misadventure Appeal Form is not submitted as outlined above. A Board of Studies "N" Determination Warning letter will be sent outlining the necessary action and time frame. The student will still be required to complete the task to meet Board of Studies requirements. A letter will also be sent to indicate the award of zero marks.
 - b) the student fails to complete the task within the required time. The student will still be required to complete the task and a Board of Studies "N" Determination Warning letter will be sent outlining the necessary action and new time frame. A letter will also be sent to indicate the award of zero marks.
 - c) the Illness/Misadventure Appeal is rejected. The student may appeal the decision. A Board of Studies "N" Determination Warning letter will be sent outlining the necessary action and time frame. The student will still be required to complete the task to meet Board of Studies requirements. A letter will also be sent to indicate the award of zero marks.
- **Student knows in advance that he/she will be absent for a task**

If the student knows in advance that because of a school endorsed activity or leave, he/she will be absent on the designated day for the completion of a task, then the student must submit an Illness/Misadventure Appeal Form **on or before the date** the task is to be completed. In these circumstances, marks will be awarded without penalty. Unless there is written notification indicating otherwise, the student should expect to complete the task on the **first day of return** to school.

Zero marks may be awarded if:

- a) the student fails to complete the task within the required time. The student is still required to complete the task and a Board of Studies "N" Determination Warning letter will be sent outlining the necessary action and new time frame. A letter will also be sent to indicate the award of zero marks.
 - b) an Illness/Misadventure Appeal Form is not submitted as outlined above. If the task has been completed the student will be notified in writing of the award of zero marks. If the task has not been completed, a Board of Studies "N" Determination Warning letter will be sent outlining the necessary action and time frame. The student will still be required to complete the task to meet Board of Studies requirements. A letter will also be sent to indicate the award of zero marks.
 - c) the Illness/Misadventure Appeal is rejected. The student may appeal the decision. If the task has been completed the student will be notified in writing of the award of zero marks. If the task has not been completed, a Board of Studies "N" Determination Warning letter will be sent outlining the necessary action and time frame. The student will still be required to complete the task to meet Board of Studies requirements. A letter will also be sent to indicate the award of zero marks.
- **Student is absent from a task**
- If the student is absent on the day of the task, an Illness/Misadventure Appeal Form must be submitted on the due date or **within twenty four hours** of the student's return to school. If this is not possible within THREE days, students are required to contact the school. A Board of Studies "N" Determination Warning letter may be sent outlining the action and time frame for the student to complete the task.

The student should expect to complete the task on the **first day of return** to school.

Zero marks may be awarded if:

- a) the student fails to complete the task within the required time. The student will still be required to complete the task and a Board of Studies "N" Determination Warning letter will be sent outlining the necessary action and new time frame. A letter will also be sent to indicate the award of zero marks.
- b) an Illness/Misadventure Appeal Form is not submitted as outlined above. If the task has been completed the student will be notified in writing of the award of zero marks. If the task has not been completed, a Board of Studies "N" Determination Warning letter will be sent outlining the necessary action and time frame. The student will still be required to complete the task to meet Board of Studies requirements. A letter will also be sent to indicate the award of zero marks.
- c) the Illness/Misadventure Appeal is rejected. The student may appeal the decision. If the task has been completed the student will be notified in writing of the award of zero marks. If the task has not been completed, a Board of Studies "N" Determination Warning letter will be sent outlining the necessary action and time frame. The student will still be required to complete the task to meet Board of Studies requirements. A letter will also be sent to indicate the award of zero marks

4. Submitting Assessment Tasks

- **Notification of a task**

Students will be required to sign a register to indicate receipt of task notification. If the student is **absent** when assessment task information is given out, it is the responsibility of the student, upon return to school, to check with each teacher about missed task information. Students should refer to Assessment schedules and Scope and Sequence for each course as a guide to possible tasks. If the student has not returned to school within three school days, written notice of the assessment task will be mailed home.

- **Malpractice**

All tasks must be the student's own work, with all sources correctly acknowledged and referenced. Zero marks may be awarded in cases of proven malpractice. The student will still be required to make a satisfactory attempt at the task or an alternative task. A Board of Studies "N" Determination Warning letter will be sent outlining the action and time frame required for the student to complete the task.

- **Submission of a task**

Tasks must be handed to the designated person, usually the class teacher, Head Teacher or Moodle **by 8.55am on the due date**. The relevant teacher and student will sign a register to indicate that the task has been submitted and the date and time of submission. Tasks requiring submission via Moodle will be date and time stamped automatically. No responsibility will be taken for tasks which are not submitted according to these procedures. Electronic submission by email or fax will not be accepted except in rare circumstances with the prior and documented consent of the school. Any approved email submission must be received by the designated person by the date/time required. If submission is required by email, the time stamp on the teacher's email will be designated as the submission time. In the event of email submissions, the school takes no responsibility for technology problems or failure of transmission.

- **When to submit tasks**

Tasks must be submitted on the due date **by 8.55am**. If the student knows in advance that he/she will be absent on the due date, the task must be submitted in advance or arrangements made to ensure the task is submitted on the due date.

- **Student knows in advance that he/she will be absent when a task is due to be submitted**

If the student knows in advance that because of a school endorsed activity or leave, he/she will be absent on the designated day for the submission of a task then the student must submit the task **before the due date or** arrange for the task to be submitted **on the due date**.

Zero marks may be awarded if the student fails to submit the task within the required time. The student will still be required to complete the task and a Board of Studies “N” Determination Warning letter will be sent outlining the necessary action and new time frame. A letter will also be sent to indicate the award of zero marks.

- **Student is absent on the day a task is to be submitted**

If the student is unexpectedly absent on the day a task is to be submitted, the student must submit an Illness/Misadventure Appeal Form within **twenty four hours of the student’s return to school**. If this is not possible within THREE days, the student must contact the school.

A Board of Studies “N” Determination Warning letter may be sent outlining the action and time frame for the student to submit the task. Unless there is written notification indicating otherwise, the student should expect to submit the task on the **first day of return** to school.

Zero marks may be awarded if:

- a) the student fails to submit the task within the required time. The student will still be required to complete the task and a Board of Studies “N” Determination Warning letter will be sent outlining the necessary action and new time frame. A letter will also be sent to indicate the award of zero marks.
- b) an Illness/Misadventure Appeal Form is not submitted as outlined above. If the task has been completed the student will be notified in writing of the award of zero marks. If the task has not been submitted, a Board of Studies “N” Determination Warning letter will be sent outlining the necessary action and time frame. The student will still be required to complete the task to meet Board of Studies requirements. A letter will also be sent to indicate the award of zero marks.
- c) the Illness/Misadventure Appeal is rejected. The student may appeal the decision. If the task has been completed the student will be notified in writing of the award of zero marks. If the task has not been submitted, a Board of Studies “N” Determination Warning letter will be sent outlining the necessary action and time frame. The student will still be required to complete the task to meet Board of Studies requirements. A letter will also be sent to indicate the award of zero marks.

5. Illness/Misadventure

- **Obtaining an Illness/Misadventure Appeal Form**

It is the responsibility of the student to obtain and submit an Illness/Misadventure Appeal Form in the appropriate circumstances. Forms may be obtained from teachers, head teachers or deputy principals. A copy is provided in both this Assessment Booklet, the school diary and website.

- **The purpose of the Illness/Misadventure Appeal process**

The purpose of the Illness/Misadventure Appeal process is to ensure that students are not disadvantaged by circumstances which could not be reasonably predicted and which are beyond their control.

The following are examples where the Illness/Misadventure Appeal process **might be successfully used**: a student will miss an assessment task because of an approved school activity or a student is absent because of illness on the day of an exam.

The following are examples where Illness/Misadventure **would not be approved**: a student truanted from school during the period when a task was held or a student forgets to bring an assessment task on the due day.

- **Computer/Printer Failure**

Computer/printer failure will not be accepted as a reason for failing to submit an assessment task. It is expected that all computer generated work should be saved in more than one format. In the event of computer/printer failure, the student is required to submit the work as saved. Hard copies of the task in progress may also be required.

- **Submitting the Illness/Misadventure Appeal Form**
For an Illness/Misadventure Appeal to be considered, it must be submitted to the correct staff member, usually the class teacher or relevant Head Teacher and within the required time:
- **When to submit an Illness/Misadventure Appeal Form**
 - a) **Student knows in advance of absence on the day of a task.** If the student knows in advance that because of a school endorsed activity or leave, he/she will be absent on the designated day for the completion of a task, then the student must submit an Illness/Misadventure Appeal Form **on or before the date** the task is to be completed. In these circumstances, marks will be awarded without penalty. Unless there is written notification indicating otherwise, the student should expect to complete the task on the **first day of return** to school.
 - b) **Student is absent on the day of a task.** If a student is unexpectedly absent on the day of a task, an Illness/Misadventure Appeal Form must be submitted on the due date or within **twenty four hours** of the student's return to school. If this is not possible within THREE days, students are required to contact the school. A Board of Studies "N" Determination Warning letter may be sent outlining the action and time frame for the student to complete the task. Unless there is written notification indicating otherwise, the student should expect to complete the task on the **first day of return** to school.
 - c) **Student is absent on the day a task is to be submitted.** If the student is unexpectedly absent on the day a task is to be submitted, the student must submit an Illness/Misadventure Appeal Form within **twenty four hours** of the student's return to school. If this is not possible within THREE days, the student must contact the school. A Board of Studies "N" Determination Warning letter may be sent outlining the action and time frame for the student to submit the task. Unless there is written notification indicating otherwise, the student should expect to submit the task on the **first day of return** to school.
 - d) **Student is present but does not attempt a task.** If the student is present at school but does not attempt a task, an Illness/Misadventure Appeal Form must be submitted on **the day of the task or within 24 hours**. If the appeal is upheld, the student will either attempt the original task or, if the integrity of that task has been compromised, be given a substitute task or receive an estimate based on evidence of achievement on one or more similar task/s. The latter would only be possible if there is at least one other task which measures similar outcomes and is conducted under the same conditions. A Board of Studies "N" Determination Warning letter may be sent outlining the necessary action and time frame.
 - e) **Student attempts the task but is unable to make a genuine attempt at the task.** If the student attempts the task but is unable to make a genuine attempt at the task because of illness or misadventure, an Illness/Misadventure Appeal form must be submitted on the day of the task or **within 24 hours**. If the appeal is upheld, the student will either attempt the original task or, if the integrity of that task has been compromised, be given a substitute task or receive an estimate based on evidence of achievement on one or more similar task/s. The latter would only be possible if there is at least one other task which measures similar outcomes and is conducted under the same conditions.
- **Result of Illness/Misadventure Appeal**
Students will receive written notification of the result of the Illness/Misadventure Appeal. Students may appeal the decision.

6. Awarding Zero Marks

Zero marks will be considered:

- When a student fails to make a **genuine attempt** at the task and has no grounds for Illness/Misadventure.. The student may be required to make a genuine attempt at the task or an alternative task and a BOSTES “N” Determination Warning letter will be sent outlining the necessary action and time frame. A letter will also be sent to indicate the award of zero marks.
- In cases of **proven malpractice**. The student may be required to make a satisfactory attempt at the task or an an alternative task and a BOSTES “N” Determination Warning letter will be sent outlining the necessary action and time frame. A letter will also be sent to indicate the zero award and reason for zero.
- When a student completes or submits the task **later** than the specified date, submits an Illness/Misadventure Appeal Form but the **Appeal is rejected**. The student has the right to appeal. A letter will also be sent to indicate the award of zero marks.
- When a student completes or submits the task **later** than the specified date but **does not submit an Illness/Misadventure Appeal Form**. A letter will also be sent to indicate the award of zero marks.
- When a student **fails to complete or submit the task** and does not submit an Illness/Misadventure Appeal Form. The student will still be required to complete/submit the task or an alternative task and a BOSTES “N” Determination Warning letter will be sent outlining the necessary action and time frame. A letter will also be sent to indicate the award of zero marks.

7. Malpractice in Tasks

Malpractice¹ is any activity undertaken by a student that allows them and/or others to gain an unfair advantage over others.

It includes but is not limited to:

- copying someone else’s work in part or in whole, and presenting it as their own
- using material directly from books, journals, CDs or the internet without reference to the source
- building on the ideas of another person without reference to the source
- buying, stealing or borrowing another person’s work and presenting it as their own
- submitting work to which another person such as a parent, coach or subject expert has contributed substantially
- using words, ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement
- paying someone to write or prepare material
- using non-approved aids during an assessment task
- contriving false explanations to explain work not handed in by the due date
- assisting another student to engage in malpractice
- breaching examination rules

A review team will consider any cases of suspected malpractice and recommend appropriate action to the principal should the malpractice be proven. This review team will typically consist of the Deputy Principal and Year Advisor for that year grade, the relevant Head Teacher, and if necessary, the BOSTES liaison officer.

Zero marks for the relevant question(s), section(s) or entire task will be considered in cases of proven malpractice. A Notification of a zero award will also be sent, indicating the reasons for the zero. Students have the right to appeal.

Teachers must be able to certify that work submitted by a student is that student’s own work. It is the student’s responsibility to provide sufficient proof to avoid non-certification of submitted work/tasks.

¹ Source: http://www.boardofstudies.nsw.edu.au/hsc_assessment_policies/hsc_assessment_std_ref_fw.html

Students may receive zero marks for any work/tasks that cannot be certified as being completed by the student.

Students are required to abide by the principles outlined in HSPA's 'Good Scholarship, Principles and Practices' reference guide (see the contents page for details).

8. Utilising Special Provisions

The Board of Studies may approve special examination provisions for students in Years 10,11 & 12 for course work and assessment tasks that contribute to grades on the ROSA (Record of School Achievement) and Higher School Certificate Examinations. Provisions may include braille papers, coloured paper, large print papers, use of a reader and/or writer, extra time, separate exam supervision, medication and rest breaks and food or drink for students with diabetes.

Students with **special needs** (including disability, medical condition or learning difficulty) will be required to provide independent evidence of their diagnosis or illness to the Head Teacher Welfare. The Board of Studies assesses this evidence and provides advice to the school on the provisions that can be granted for course work, assessment tasks and in-school tests. Students in Years 10 & 11 are required to provide medical reports that clearly state the impact of the diagnosis or illness on educational progress, or be assessed for a learning difficulty by the Learning Support Teacher. A formal application is made to the Board of Studies during Year 12 and the Board's decision determines the provisions that are granted for the HSC external exams.

It is the responsibility of the student to apply for special provisions for all assessment tasks conducted at school. This must be done at least TWO school days before the task date. It is recommended that students use the **Illness/Misadventure Appeal Form** to ensure that the teacher has written evidence of the request for special provisions.

Students with an **injury** and who request special provisions in an assessment task to be conducted at school will be required to submit an Illness/Misadventure Appeal Form to the class teacher or Head teacher. This must be done at least TWO school days before the task date.

9. Board of Studies "N" Determination Warning Letters

What is an "N" Determination? N Determinations are issued for the non-completion of requirements in a course. When a student fails to satisfactorily complete a mandatory stage 5 course, the student:

- Is ineligible for the award of the RoSA if they leave school at the end of Year 10
- May be ineligible to enter Preliminary (Year 11) courses

Purpose of the "N" Determination Warning Letters

"N" Determination Warning letters are sent to provide students with the opportunity to redress a situation which may place the award of The Record of Achievement at risk. Specifically, there must be sufficient evidence to indicate that a student has met Board of Studies' requirements for the satisfactory completion of the course:

- followed the course developed or endorsed by the Board; and
- applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
- achieved some or all of the course outcomes.

When are "N" Determination Warning letters sent?

"N" Determination Warning letters are sent when a student fails to meet one or more of the Board of Studies' requirements for the satisfactory completion of the course. While the Board does not stipulate a specific attendance requirement, the school, in accordance with Board policy, has determined that an attendance rate below 85% would make it difficult for a student to meet course completion criteria. An "N" Determination Warning letter would be sent in these circumstances.

The school uses a range of procedures to monitor student progress and ensure that students receive early warning when they are not meeting requirements for the satisfactory completion of a course.

“N” Determination Warning Letters may be result from:

- Teacher, eg incomplete classwork, homework or bookwork.
- Faculty, eg non-serious attempt at an assessment task, malpractice, late or non-submission of an assessment task.
- Mid term reviews.
- Learning Support Team meetings where particular issues are identified, eg prolonged or repeated absences which prevent students meeting course completion criteria.
- Half Yearly report.

What information is provided in an “N” Determination Warning Letter?

- the number of warnings issued in the subject
- the course completion criteria which the student is failing to meet
- the nature of the problem and the time frame
- the action required by the student to rectify the situation and the new time frame.

How does a student resolve the situation?

If the student completes the action required by the specified date, the “N” Determination Warning letter is cleared. Note that students who receive repeated “N” Determination Warning letters are at risk of an “N” Determination, even in circumstances where they have completed the required action.

What happens if the student does not respond to the “N” Determination Warning Letter?

In these circumstances, the “N” Determination Warning remains unresolved. A minimum of two course-specific warnings are required prior to a final “N” Determination being made.

Notification of an “N” Determination

Students will receive official notification from the school of a Final “N” Determination for a course. The letter informs students of their right to appeal to the Principal and the procedures required to do this.

10. Student Right of Appeal

Students have the right to **appeal to the Principal** for a review of the following:

- Illness/Misadventure Appeal decision
- Malpractice decision
- An unresolved disputes over an assessment task
- “N” Determination
- Final Grade
- Appeals will be heard by a **panel** which typically consists of the Deputy Principal, the Head Teacher of the subject concerned, the Year Adviser and the Board of Studies contact person. This panel will make a recommendation to the Principal.

11. Rules for Examination/Assessment Tasks

To ensure fair and proper administration of examination/assessment tasks, the following rules will apply for all examinations/assessment tasks. Consequences may apply for students who breach these rules.

Note: Year 12 students must also follow all applicable BOSTES HSC rules and procedures when sitting HSC examinations.

i) Equipment for the Examinations

- a) You are expected to provide the required equipment, eg calculators, rulers, pens etc. Blue or black pens must be used for writing answers. Pencils or other coloured pens are not to be used unless specified in the examination directions. Specified equipment only may be taken into the exam room. Students will be notified beforehand if they are required to bring other specific equipment.
- b) There is to be no borrowing or sharing of equipment (unless approved by the exam/task supervisor as part of a group task).
- c) Materials or equipment such as mobile phones, cameras and notebooks, study notes or any other materials that may be considered as malpractice and which are not required for the examination or task are to be left in bags in a location determined by the supervising teacher. Mobile phones must be turned off and placed in bags outside of the exam room. Students should not enter the exam with writing on any part of their person.
- d) You may bring a bottle of water in a clear bottle with no labelling. No other food or drink is permitted unless required for a medical condition; in these cases, approval to bring other food or drink into an examination must have been approved by the principal or his/her delegate at least 24 hours prior to the exam/task.
- e) You can wear your watch in to your examinations, but once you sit down you will have to take it off and place it in clear view on your desk. Programmable watches, including smartwatches, will not be allowed in the examination room.
- f) All equipment you bring may be subject to inspection on entry. You will be directed to place any unauthorised equipment or material in a designated area. Examination staff will not be responsible for these items.
- g) It is your responsibility to be aware of, and provide, the equipment you are allowed to bring for each examination. If you are allowed a scientific calculator, check that it is on the approved list (available on Students Online). Make sure any equipment, such as a calculator, is in good working order because an application under misadventure provisions for equipment failure will not be upheld.
- h) You must NOT bring any of the following into the examination room:
 - a mobile phone or smartwatch
 - any electronic device (except a calculator where permitted). This includes communication devices, organisers, tablets (eg iPads, etc), music players or electronic dictionaries
 - paper or any printed or written material (including your examination timetable)
 - dictionaries, except where permitted in Languages examinations
 - correction fluid or correction tape.

ii) Exam Room Procedures

- a) Students are to arrive promptly for the start of an assessment task. For examinations, students should be present at least ten minutes prior to the start of the exam. Students are to enter the room/hall only when instructed to do so by the supervising teacher.
- b) Students who arrive late cannot expect to be given extra time. Students who arrive more than an hour late will not normally be admitted to the examination. No special consideration will be given for students who misread the timetable.

- c) Students who are not wearing uniform should obtain a uniform pass before entering the task/examination. For HSC examinations, school uniform, is not required.
- d) Students must sit at the desks allocated to them.
- e) Students are required to remain in their allocated seats for the duration of a task or examination.
- f) During reading time, you must not write, use any equipment including highlighters, or annotate your examination paper in any way. For examinations in which dictionaries are permitted, you may consult, but not annotate, your dictionary during reading time.
- g) Students will not be permitted to leave the room until the end of the examination. During the HSC Trial Examination only, students will not be permitted to leave (finish) until 1 hour after the start of the examination or leave (finish) during the last 15mins of the examination. These HSC Trials rules mirror those for HSC examinations.
- h) Students must not begin writing until instructed to do so by the examination supervisor
- i) Students must stop writing immediately when told to do so by the supervisor
- j) Completed answers and question papers are to be arranged according to the instructions of the supervising teacher.
- k) Students must not leave the examination room during the examination, except in an emergency. If you have to leave and want to return and resume the examination, you must be supervised while you are absent from the examination room.
- l) Student must not remove any examination papers or related materials from the examination room. Any papers removed from the examination room may be considered as malpractice. Students are to remain seated until directions have been given for leaving.

iii) Conduct During The Examinations

- a) Students should not speak with each other upon entering the exam room, or at any other time during the examination. Any communication should only be with the supervising teacher/exam supervisor.
- b) Students are to follow all instructions given by the supervising teacher and must conduct themselves in a courteous manner at all times. Students should not behave in any way which is likely to disturb the work of another student or adversely affect the conduct of the examination or task.
- c) Any student who is disruptive will have that behaviour noted on his/her paper. Further disruption will result in the confiscation of the paper. The student will then be asked to leave the room and report to the relevant Head Teacher or Deputy Principal. In these circumstances, the examination or task may be treated as a non-serious attempt.
- d) Students will only be permitted to go to the toilet in urgent circumstances. Students must raise their hand not move from their desk until permission is given by an exam supervisor.
- e) Exam/Task supervisors are in charge of students:
 - when assembling before an examination
 - during the examination
 - after the examination until all students have left. Students must follow the supervisors' instructions at all times.
- f) Students must behave in a polite and courteous manner towards the supervisors and other students.

- g) Students must NOT:
- take a mobile phone or programmable watch or device, including smartwatches, into the examination room
 - take any electronic device, including a digital media player or electronic tablet, into the examination room, unless approved by BOSTES
 - speak to any person other than a supervisor during an examination
 - behave in any way likely to disturb the work of any other student or upset the conduct of the examination
 - attend an examination while under the influence of alcohol or illegal drugs
 - take into the examination room, or refer to during the examination, any books or notes, this booklet, the examination timetable, any paper, or any equipment other than the equipment listed in the examination timetable
 - eat in the examination room, except as approved by BOSTES, eg for diabetic students
 - take any writing booklets, whether used or not, from the examination room.
- h) If you do not follow these rules, or if you cheat in the examinations in any way, you may be asked to leave the examination room, and you will be reported to the Deputy Principal. Year 12 students will also be reported to BOSTES, potentially jeopardising the completion of their HSC.
- i) If you do not make a serious attempt at an examination, you may not receive a result for that task. Students are required to attempt a range of question types throughout the examination paper. Simply attempting multiple-choice questions is not sufficient for an attempt to be considered serious.
- j) Answers not written in English, except where required or permitted by the question paper, will have zero marks awarded.
- k) Actions that may be illegal may be reported to the police.

iv) Illness/Misadventure Applications

If illness or misadventure prevented you from attending an examination, or affected your performance in the examination, it is your right and responsibility to lodge an illness/misadventure application.

It is important that you attend the examinations where possible, even in the case of illness/misadventure, The school will not uphold an illness/misadventure application if the reason for your absence is not considered to be sufficiently serious.

Students must follow the rules and procedures for Illness/Misadventure appeals as outlined in the school's assessment policy including:

- a) Students who are unexpectedly unable to attend the examination or assessment task should submit an Illness/Misadventure Appeal Form on the due date or within 24 hours. If this is not possible within three days, the school should be contacted.
- b) Students, who know in advance that they will be absent, should submit an Illness/Misadventure Appeal Form before the due date.
- c) Students who attempt the task but are unable to make a genuine attempt at the task because of illness or misadventure should submit an Illness/Misadventure Appeal form on the day of the task or within 24 hours. It is important that the examination supervisor is aware that the student is unwell or otherwise incapacitated during the examination (especially during the HSC examinations as they will need to submit a report as part of the illness and misadventure process.) Please let an examination supervisor know if you are unwell.
- d) Assessment tasks that require the student to hand in the task must be submitted to the class teacher or head teacher of the faculty before 9.00am on the due date. This also applies to tasks that are submitted electronically.

12. Responsibilities of the Teacher

- Refer to the school calendar and published assessment schedule when planning the assessment and/or submission date
- Notify the relevant Deputy of the proposed date for inclusion on the school calendar.
- Provide students with advanced task notification of the assessment/due date.(Two weeks recommended)
- Provide the students with course outcomes to be assessed, assessment criteria and weightings.
- Notify the students in advance of the task, the exam rules, and consequences of malpractice particularly with reference to the BOSTES “All My Own Work” principles.
- Ensure that the administration of the task minimises any opportunity for malpractice. eg actively supervise the students, ensure seating plan minimises copying or sharing of work in written exams, ensure that non-essential materials are in bags and secure, mobile phones are off and in bags.
- Report any suspected malpractice to the Head Teacher and/or the Deputy Principal

13. Responsibilities of the Student

- Record dates of tasks/submission in school diary or personal organiser
- Notify the teacher of potential clashes with other school events.
- Make a genuine effort to prepare thoroughly for any task or submission.
- Complete tasks on the due date or submit Illness and Misadventure form in accordance with Section D1
- Comply with the school examination rules and instructions provided by the teacher for the task
Report any suspected malpractice or cheating to the supervising teacher

14. Variations To Policy

The Principal reserves the right to alter the school assessment policy should exceptional circumstances present themselves. In such cases, advice from the BOSTES will guide variations.

E. A Short Guide to HSPA Year 10 Assessment Policy

The full policy is available on the HSPA website (Downloads)

SITUATION	RESPONSE
Student is not applying himself/herself with diligence and sustained effort to the set tasks and experiences provided in the course by the school.	An N determination warning letter will be issued, indicating work required to rectify the situation.
Student misses class because of school commitments .	It is the responsibility of the student to inform the teacher in advance, to collect any material issued and to complete set work. Failure to do so may result in an N determination warning letter detailing work required.
Student's attendance is of concern, eg below 85%.	An N determination warning letter will be issued, indicating work required to rectify the situation.
Repeated failure to complete homework .	An N determination warning letter will be issued, indicating work required to rectify the situation.
Non serious attempt at task	Zero marks may be awarded. N determination warning letter sent home. A genuine attempt at the task must be made.
Student knows in advance that he/she is unable to sit for a task on the designated day because of a school endorsed activity or leave.	Student must submit an Illness/Misadventure Appeal Form on or before the designated date for the assessment.
Student knows in advance that he/she is unable to submit a task on the designated day because of a school endorsed activity or leave.	Student must submit the task before the due date or arrange for the task to be submitted on the due date
Student fails to sit for a task on the designated date.	Illness/Misadventure Appeal Form must be submitted on the due date or within twenty four hours of student's return to school. If not possible within 3 days, contact the school. The student should expect to complete the task on the first day of return to school.
Task is submitted after the due time (8.55am) and/or date.	Zero marks maybe awarded unless there are grounds for Illness/Misadventure. If absent, the student should expect to submit the task on the first day of return to school. An Illness/Misadventure Appeal Form must be provided within twenty four hours of the student's return to school. If not possible within 3 days, contact the school. If present, the student should submit an Illness/Misadventure Appeal Form on the day the task is due.
Student is unable to submit Illness/Misadventure Appeal Form within three days of the task	Contact must be made with the school, preferably on the day but within three days and arrangements must be made for submission of the Illness/Misadventure Appeal Form. An N determination warning letter will be issued, indicating negotiated task completion details.
Student submits an Illness/Misadventure Appeal Form within the required time.	Head Teacher considers the appeal in consultation with class teacher and notifies student of the outcome.
Illness/Misadventure appeal is upheld .	Marks awarded for completed task.
Illness/Misadventure appeal is dismissed .	Zero marks may be awarded and letter sent notifying of this. Student may appeal the decision. N determination warning letter sent home if the task has not been submitted. Student is still required to complete the task or an alternative task.
Student fails to submit an Illness/Misadventure Appeal Form as required above	Zero marks may be awarded and letter sent notifying of this. N determination warning letter sent home if the task has not been submitted. Student is still required to complete the task or an alternative task.
Task is not completed or submitted on the due date and student has no grounds for illness/misadventure appeal.	Zero marks may be awarded and letter sent notifying of this. N determination warning letter sent home. Student is still required to complete the task or an alternative task.

F. Supplementary Material

NSW BOSTES Website

www.boardofstudies.nsw.edu.au

- Syllabus for each Stage 5 course
- Past Examination papers and Test scope and specifications statements
- Performance Descriptors for each course
- Computing Skills updates

2. NSW BOSTES ARC (Assessment Resource Centre) Website

www.boardofstudies.nsw.edu.au

- Examples of Assessments, Work Samples graded against A-E Scale/Bands 1-6

3. NSW BOSTES HSC (Higher School Certificate) Website

www.boardofstudies.nsw.edu.au

- Syllabus for each Stage 5 course

4. CSU HSC Online Website

www.boardofstudies.nsw.edu.au

- Syllabus for each Stage 5 course

A Glossary of Key Terms

Account	Account for: state reasons for, report on. Give an account of: narrate a series of events or transactions
Analyse	Identify components and the relationship between them; draw out and relate implications
Apply	Use, utilise, employ in a particular situation
Appreciate	Make a judgement about the value of
Assess	Make a judgment of value, quality, outcomes, results or size
Calculate	Ascertain/determine from given facts, figures or information
Clarify	Make clear or plain
Classify	Arrange or include in classes/categories
Compare	Show how things are similar or different
Construct	Make; build; put together items or arguments
Contrast	Show how things are different or opposite
Critically (analysis/evaluate)	Add a degree or level of accuracy depth, knowledge and understanding, logic, questioning, reflection and quality to (analyse/evaluation)
Deduce	Draw conclusions
Define	State meaning and identify essential qualities
Demonstrate	Show by example
Describe	Provide characteristics and features
Discuss	Identify issues and provide points for and/or against
Distinguish	Recognise or note/indicate as being distinct or different from; to note differences between
Evaluate	Make a judgement based on criteria; determine the value of
Examine	Inquire into
Explain	Relate cause and effect; make the relationships between things evident; provide why and/or how
Extract	Choose relevant and/or appropriate details
Extrapolate	Infer from what is known
Identify	Recognise and name
Interpret	Draw meaning from
Investigate	Plan, inquire into and draw conclusions about
Justify	Support an argument or conclusion
Outline	Sketch in general terms; indicate the main features of
Predict	Suggest what may happen based on available information
Propose	Put forward (for example a point of view, idea, argument, suggestion) for consideration or action
Recall	Present remembered ideas, facts or experiences
Recommend	Provide reasons in favour
Recount	Retell a series of events
Summarise	Express, concisely, the relevant details
Synthesise	Putting together various elements to make a whole



Hunter School of the Performing Arts

109 Lambton Rd
 Broadmeadow NSW 2292
 Ph: 02 4952 3355
 Fax: 02 4956 2428

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

Date

Notification: Zero Marks Awarded For A Task

Dear Parents/Carers

This letter is to notify you that in accordance with the school's assessment policy, your son/daughter, XXXXXX has been given a mark of zero for a task in SUBJECT.

The award of zero marks has been made for the following reason/s: XXXXXX

To satisfy course completion criteria, XXXX is still required to satisfactorily complete the task (**see table below**).

Please discuss the matter with XXXXXXXX and contact the school if further information or clarification is needed.

Yours sincerely,

 Teacher

Task Name/Course Requirement/Course Outcome	Percentage Weighting	Date Task Initially Due	Action Required by Student	Date to be Completed by

 Please detach and return to the school

To: Teacher

I have received the letter dated XXXXXX indicating that XXXXXX has been awarded a zero mark for a task in SUBJECT. I am aware that he/she is still required to complete the task to satisfy course completion criteria.

 Signature of parent/guardian

 Date

 Signature of student

 Date



Hunter School of the Performing Arts

Lambton Road Broadmeadow 2292
Phone (02) 4952 3355 Fax (02) 4956 2428

Illness/Misadventure Appeal Form

This form must be submitted on or, if the student knows in advance, before the day the task is due to be completed or submitted. In the case of absence, it must be submitted within 24 hours of return to school. If the absence is longer, the school must be contacted within three days.

STUDENT: _____ YEAR: _____ DATE: _____

SUBJECT: _____ CLASS TEACHER: _____

NATURE OF TASK: _____ DUE DATE: _____

TASK CIRCUMSTANCE: Indicate one of the following:

- Absent on day of /due date for assessment task
- Present at school on day of the assessment task but task is completed on a later date
- Present at school on the due date for assessment task but the task is submitted late
- Task is submitted on the due date but is incomplete
- Task is, or is to be completed /submitted under extraordinary circumstances, eg illness or injury

REASON(S) FOR THE APPEAL: _____

SUPPORTING EVIDENCE

- The following is attached: _____
- No evidence is attached

CONSIDERATION REQUESTED: Indicate one of the following;

- Extension granted until _____ (requested submission/completion date)
- Substitute task Special Provisions; _____
- Estimate. NOTE: This would only be possible if there is another task which measures similar outcomes and is conducted under the same conditions.

STUDENT'S SIGNATURE

PARENT'S SIGNATURE

Once completed this form must be submitted to the class teacher or relevant Head Teacher

RECEIVED BY _____

DATE: _____

Illness/Misadventure Appeal Form SCHOOL USE ONLY

CLASS TEACHER RECOMMENDATION:

✓ **Support the appeal with:**

- Extension granted until _____ (submission/completion date)
- Substitute task
- Estimate. NOTE: This would only be possible if there is another task which measures similar outcomes and is conducted under the same conditions
- Other (Years 7-9) _____

✓ **Reject the appeal for the following reasons:** _____

HEAD TEACHER

- Accept the recommendation of the class teacher
- Reject the recommendation of the class teacher

Other: _____

Signature of Head teacher: _____

RESULT

Student accepts Illness/Misadventure outcome.
Illness/ Misadventure Appeal Form is to be retained on faculty file

Signature of Student: _____

Student has requested an appeal review.
Illness/Misadventure Appeal Form is to be forwarded to Head Teacher Administration – BOS who will convene the Appeal Panel

Signature of Student: _____

ILLNESS/MISADVENTURE DECISION *To be detached and returned to student*

STUDENT: _____ **YEAR:** _____ **DATE:** _____

SUBJECT: _____ **CLASS TEACHER:** _____

NATURE OF TASK: _____ **DUE DATE:** _____

DECISION: _____

Class Teacher/Head Teacher _____ Date _____

Student Signature _____ Date _____



Hunter School of the Performing Arts

109 Lambton Rd
Broadmeadow NSW 2292
Ph: 02 4952 3355
Fax: 02 4956 2428

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

Mr & Mrs X
First Street
Sydney NSW 2000

Date

Official Warning - Non-Completion of a Stage 5 (Years 9-10) Course

Dear Mrs and Mrs X,

I am writing to advise that your son/daughter, Little X, is in danger of not meeting requirements for the satisfactory completion of the Stage 5 course in Music. 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, the Board requires the principal to have sufficient evidence that the student has:

Followed the course developed or endorsed by the Board; and

- a) Applied themselves with diligence and sustained effort to the set tasks and experiences provided in the Course by the School; and
- b) Achieved some or all of the outcomes.

Where students have not met one or more of these requirements by the end of the course, the principal is required to inform the Board that the student has not satisfactorily completed the course. **XXX is not currently meeting one or more of these requirements.**

Official Warning

The Board 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. Please regard this as the 4th official warning we have issued notifying you that Bon is at risk of not completing the above course.

Opportunity To Correct The Problem

The following tasks or requirements listed overleaf need to be completed by XX to correct the problem.

To support XXX 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 please contact the Head Teacher.

Please complete the acknowledgement below and return it to the school.

Yours sincerely,

Richard Jennings, Principal

Date

Task Name/Course Requirement/Course Outcome	Percentage Weighting	Date Task Initially Due	Action Required by Student	Date to be Completed by

Please detach and return to the Head Teacher

Acknowledgement of Official Warning for X, Year X

I have received the letter dated XXXX advising me that X is in danger of not meeting course requirements for SUBJECT I am aware that this is the Xth official warning.

I am aware that Subject 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 _____

Record of School Achievement (RoSA)

This page is a summary only of the new RoSA credential. More information can be found at <http://www.boardofstudies.nsw.edu.au/rosa/>

The Record of School Achievement (RoSA) is a new credential for all students to recognise school achievement before receiving their Higher School Certificate (HSC).

A cumulative credential – recognising all your academic achievements

- Instead of just showing what your results were at the end of Year 10, the RoSA recognises that many students who leave school before completing their HSC complete some Year 11 courses.
- The RoSA will show your Year 10 grades, as well as any grades for Year 11 (Preliminary) courses completed after that. If you start a course but leave school before completing it, your RoSA will show evidence of your enrolment.
- Your RoSA will also show results of any VET or Life Skills courses you complete in Year 10 and/or Year 11.

A credential for school leavers

- The RoSA will be awarded to all eligible students when they leave school.
- If you transfer from one school to another at the end of Year 10 you will not receive a formal RoSA credential at that time.
- To receive a RoSA you will need to meet your school's attendance requirements.
- You will be able to request a RoSA through your school when you talk to your teachers or principal about leaving and if you are eligible, your RoSA credential will be sent directly to you.
- If you have completed any Life Skills courses you will receive your Life Skills Profile of Student Achievement at the same time as your RoSA.

Fair grades for everyone

- Your RoSA grades will be determined by your teachers, using established guidelines and processes to ensure consistency of judgement.
- Grades for all your courses in Years 10 and 11 will be based on your results in assessment tasks you do throughout the year. Assessment tasks may include tests developed and used in your school.
- The RoSA credential will report on your achievements in Stage 5 courses, using A to E grades
- Teachers are very experienced already in providing grades based on assessments. As part of introducing the RoSA, the Board will provide further support and resources to make sure grades are given fairly and consistently from school to school.

'N' determinations

'N' determinations are issued for the non-completion of requirements in a course. Students who have not complied with the requirements for satisfactory completion of a course at the time of finalising grades cannot be regarded as having satisfactorily completed the course. The principal will then issue an 'N' determination.

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 RoSA.

Where a student fails to satisfactorily complete a mandatory Stage 5 course the student:

- is ineligible for the award of the RoSA if they leave school at the end of Year 10;
- may be ineligible to enter Preliminary (Year 11) courses

Good Scholarship: Principles and Practices

Source: BOSTES: *All My Own Work* <http://amow.boardofstudies.nsw.edu.au> 18/3/15

Good scholarship means three things:

1. Being honest and ethical

You must be honest about what is your own work and what isn't, and about where you got your information.

2. Listing all your sources

Research using different sources of information is an important part of HSC work. Being an ethical researcher and a good scholar means listing all your sources and correctly citing each source.

3. Using your own words

Communicate what you have learnt in your own words. This isn't always easy to do but it is very important and really worth the effort



Source: Google.
Image by Unknown.

Remember, you deserve credit for your own work. Key attributes of good scholarship:

- Being an effective researcher
- Applying effective study habits

What Is Malpractice?

Cheating or malpractice is about doing the wrong thing by behaving dishonestly. It could be:

- copying in an exam from another student or using information secretly brought in
- handing in work that someone else did and saying it is your own (plagiarism)
- making up journal entries for a research project
- using information from the internet or elsewhere (eg books, journals, DVDs), and not acknowledging the source (plagiarism)

You have a responsibility to make sure that you understand the difference between what is honest and what is dishonest in relation to all your work. Cheating is not only bad for you as a person, it is very unfair to other students. It may give you an unfair advantage. At HSPA, zero marks may be awarded in cases of malpractice.

How Do I Acknowledge Sources?

Acknowledging sources means providing written recognition of any ideas that are used or adapted for your work.

- You need to provide the name of the original author and details of where you found the information.
- You may need to acknowledge sources within the body of a work.
- You should acknowledge sources at the end of your work.
- 'Referencing', 'citing' and 'attribution' are terms often used to refer to the acknowledgement of sources.

When and how should sources be acknowledged within the body of an assignment/essay?

a) When?

When you quote, paraphrase, summarise or copy information from the sources you are using to research your work, you must always acknowledge the source. There are two places where you need to acknowledge the source: in the text, and at the end of the text. The place where you use the information in the text of your work should be shown with an 'in-text citation'. At the end of your work, you should provide a reference list of all the works that you have 'cited' in your work. Your teachers will expect you to use an in-text citation and provide a full reference list of the sources used whenever you:

- quote – ie. use someone else's words
- copy – eg. a table, map, image
- paraphrase – ie. put someone else's ideas into your own words
- summarise – ie. create your own short account of someone else's information or ideas

b) How?

You must acknowledge the original author and where you found the material within the resource. This can be done using an in-text citation, a footnote or an endnote. As there are a variety of referencing styles, you should follow your teachers' advice on which to use

How should direct quotes be referenced using in-text citation?

- **Short quotations**

If you quote an author directly and the quotation is a short quotation (as a guide, less than three or four lines), you should place the quotation in quotation marks and identify the source. eg. (Bean, 1983, p.22)

- **Long quotations**

If you quote an author directly and the quotation is a long quotation (as a guide, more than three or four lines), you should set the quotation off from your text by indenting and identify the source.

In the Harvard system used at HSPA, the source can be identified by providing the author's or organisation's name, the year of publication and the page number in brackets.

Example: in-text citation (short or long quotation):

"The stable world of the nineteenth century was coming down in chaos: security was gone." (Bean, 1983, p.22)

Then in your bibliography:

Bean, John (1983), *Nineteenth Century Change*, Peewee Publishers, Paris

How should indirect quotes, paraphrasing or summarising be referenced using in-text citation?

When you are using another person's idea but not quoting directly, you must acknowledge the source. In the Harvard system, the source can be identified by placing the author's or authority's name and the year of publication in brackets before or after referring to it. eg. (Bean, 1983, p.22). The source is then also correctly added to your bibliography.

Footnotes and Endnotes

Footnotes and endnotes are also ways of acknowledging the sources of any material quoted, summarised or paraphrased on any page of a submitted work. Footnotes and endnotes are intended to refer readers to exact pages of the works listed in the reference list.

How should any material quoted, summarised or paraphrased be referenced using footnotes or endnotes?

Insert a number (either in brackets or slightly above the line) in your text at the end of the sentence or immediately following a direct quotation or idea that is being used from a source. For footnotes, the information about the source of each numbered reference is given at the bottom of each page of your text. With endnotes, this information is given in a list at the end of your work.

Footnote example:

In-text citation:

It is very important that everyone supports the mighty Carlton Blues because people who do have proven to be much smarter.¹ One Carlton champion believes that this, in fact, is the secret to living a long and happy life². Although others point to the impossibility of this³, a recent study showed that football crowds in Melbourne generally agreed with this premise.⁴

Footnotes are then placed at the bottom of the page:

1. Beitzel, Harry (2002), *A Football Legend Confesses*, Moore Publishing, Sydney p.42

2. Judd, Chris (2014), *Carlton Is Life*, Thomas Nelson, Melbourne, p.64

3. Sheedy, Kevin (2008), *I've Got the Blues*, Windy Hill Printing, Essendon, p.89-90

4. Kernahan, Stephen (2009), "The Metaphysics of Blue", *Scientific Truths*, vol 3, no.4, p.6

How Do I Write A Bibliography?

A bibliography is an alphabetical list (by author) of all the resources you consulted, quoted, paraphrased or summarised to compile and essay/assignment. The bibliography is included at the end of your essay/assignment. It is also sometimes called a reference list. You **must** correctly acknowledge other people's work which is quoted, summarised or paraphrased in your work in your bibliography. The Harvard System of referencing is used at HSPA.

1. Books

- Author's surname and initials or given name
- Year of publication
- Title of publication
- Title of series (if applicable)
- Volume number (if applicable)
- Edition (if applicable – only 2nd and subsequent reprints have the edition mentioned)
- Publisher
- Place of publication
- Page number or numbers (if applicable)



Source: Google.
Image by Unknown.

Example:

One author: eg Adams-Smith, Patsy (1978), *The Anzacs*, Thomas Nelson, Melbourne.

Two or three authors: eg Boone, L.E. & Kurtz D.L. (1992), *Modern Marketing*, 7th edn, Dryden Press, Hindale, Illinois.

No author: eg *World Book Encyclopaedia*, (1992), World Book Inc, Chicago, vol. 3, p 125

2. Article In A Journal, Magazine Or Newspaper

- Name of author/s of article (if listed)
- Year of publication
- Title of article in inverted commas
- Title of publication
- Volume and number (if applicable)
- Pages



Source: Google.
Image by Unknown.

Example: Dewhurst, C. (1986), "Hot air over the Himalayas", *World Geographic*, vol. 1, no. 3, p.44

3. Films, TV, DVD, Audio

- Title
- Format
- Date of recording
- Place of recording
- Publisher
- Any special credits



Source: Google.
Image by Unknown.

Example: *Aboriginal History* (1999) (DVD), Sydney, NSW, Classroom Video

4. Websites

- Name of author of document (if available)
- Title (underlined) of document
- Title of complete work in italics
- URL (internet address)
- Date of access



Source: Google.
Image by Unknown.

Example: Australia – Poetry International Web, *Welcome to Australian Poetry*, www.australiapoetryinternational.org, 18/10/06

Sample Bibliography

Adams-Smith, Patsy (1978), *The ANZACS*, Thomas Nelson, Melbourne

Bone, L.E. & Kurtz, D.L. (1992), *Modern Marketing*, 7th edn, Dryden Press, Hindale, Illinois.

Dewhurst, C. (1986), "Hot air over the Himalayas", *World Geographic*, vol. 1, no. 3, pp. 44-55

Jeanloz, R. (1988), "The earth's core", *Scientific American*, vol. 249, no. 3, pp. 40-49

Hickman, G. et al (1973), *A New Professionalism for a changing Geography*, Wayland, London

How Do I Write an *Annotated* Bibliography?

Source: Murton R. (2014)

Sometimes teachers will require you to write an ***annotated*** bibliography. This might be to show evidence of deeper understanding, or to prove that you have actually read and understood your references, and not just provided a list.

Questions you can ask pertaining to this source:

- How was this resource useful to your report?
- What did you learn?
- How did you use the information contained therein?
- Was it reliable?
- Where did it come from?
- Is it an opinion piece, a government website, etc?
- Is it designed to persuade or inform you?
- What perspective is it being written from?
- Is it a valid source?
- Is the source current?
- Does it contain up to date information?
- Is it biased or does it contain bias? NOTE – BIAS is not a bad thing – consider the perspective in which it is written
- Demonstrate who wrote the source and what motivations/intentions they had in creating the source
- Significance – consider why this source is important to your topic and whom may it affect

Remember to keep your annotation brief, around one paragraph – 5-8 lines only.

Example:

Rogers, R J (2012), *The Meaning of the Pursuit of Happiness*, Nelson Publishing, Sydney
I found this book to be extremely useful in clarifying the meaning of the pursuit of happiness, a concept that had previously seemed vague and general. The author, James R. Rogers is an associate professor of political science at Texas A&M University, which adds validity to the information contained within this source. It was written mid-2012 and therefore contains valid information. However as the author is also on the Board of Directors for the Texas District of the Lutheran Church, there is some slight bias in the discussion on religion and the declaration of independence. Overall, this is a highly reliable source.

**For more information about Good Scholarship, visit:
BOSTES: All My Own Work <http://amow.boardofstudies.nsw.edu.au>**

