



Kingsgrove High School

Preliminary Course

2024

Assessment Handbook

This document may be downloaded and relevant forms printed from the school

website www.kingsgrove-h.schools.nsw.edu

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GENERAL INFORMATION

1. Introduction

This booklet aims to provide students, parents and caregivers information about assessment for the Preliminary Course.

2. Eligibility for the Higher School Certificate

To qualify for the Higher School Certificate students must satisfactorily complete a Preliminary pattern of study comprising at least 12 units and an HSC pattern of study comprising at least 10 units.

Both patterns must include:

- at least six units from Board Developed Courses;
- at least two units of a Board Developed Course in English;
- at least three courses of two units value or greater (either Board Developed or Board Endorsed Courses);
- at least four courses.

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

- (a) followed the course developed or endorsed by the Board; and
- (b) applied themselves 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.

From 2020, students must demonstrate a minimum standard of literacy and numeracy to be eligible for the award of the Higher School Certificate. Students must demonstrate the minimum standard by achieving Level 3 or above in the NESAs minimum standard online assessment in each domain of reading, writing and numeracy (ACE 4060).

3. School Assessment Policy

The school Assessment Policy is designed so that no student can be unfairly advantaged or disadvantaged by the school's system of assessment. Assessment at Kingsgrove High School encourages the progressive development of skills and knowledge while ensuring:

- consistency across courses and faculties
- fairness in marking and reporting
- coordination of the assessment program to ease the load on students

i. What does the Assessment Policy look like at Kingsgrove High School?

At Kingsgrove High School students are assessed against course outcomes through a range of assessment tasks in each course. An outcome is a description of the learning which has taken place.

A range of tasks are used for assessment and will vary from course to course. These may include but are not limited to:

- Tests which may take a written, practical or oral form
- Class essays, research tasks, assignment, portfolios, log books

- Practical tasks and major works
- Projects

ii. Reporting at Kingsgrove High School

Students' progress in achieving course outcomes is reported twice a year. School reports are made available through the Parent Portal and an opportunity to discuss student achievement is made available at the school, in the form of parent and teacher interviews, shortly after the reports are released through the Parent Portal.

iii. What are the responsibilities of the School?

An assessment schedule has been developed for each course, within the guidelines provided by NESA, incorporating mandatory assessment components and weightings for that course. The school is required to provide students with the following information:

- an Assessment Schedule Calendar, which outlines what components are to be assessed, when the Assessment Tasks are scheduled, and the relative weighting attached to each Assessment Task
- Assessment Tasks will be of the same type and have the same weighting for all classes studying that course.
- adequate written notification in advance of the task (typically 2 weeks)
- at the completion of each task, students will receive:
 - a mark or grade
 - the marking criteria
 - feedback concerning areas for further improvement
 - a rank for that task
 - an indicative cumulative rank; where applicable
- Students will receive all Assessment Notification in soft copy, emailed to their: *<student.name>@education.nsw.edu.au* address.
- All Faculties must also provide a hardcopy which the student must acknowledge by signing the Course Documentation Receipt Register.
- In exceptional circumstances some tasks may be rescheduled or substituted during the course of the year. In such cases, Head Teachers or class teachers will inform students of the new arrangements in writing with adequate notification.
- Where a completed task has been declared void, a new task will be set, and the same requirement of adequate notification is required.
- Official 'N' Determination Warning Letters will be posted home to parents/caregivers outlining the areas of unsatisfactory completion of the HSC course requirements, including if '0' marks are being awarded and the action required by the students with adequate notification of redeeming work.

iv. What are the responsibilities of Students?

- Every student has the responsibility to be familiar with the school's Assessment Handbook, its policy procedures and course information. Students will be required to sign that they have read and understood the Handbook.
- Students must be present for the **whole day** in which an assessment task is scheduled. Failure to attend all timetabled classes without a valid reason will result in a percentage reduction of marks (penalty 25%)*

- It is the responsibility of the student to be present for, or to hand in all assessment tasks at the required time as specified in this booklet and on the task notification.
- In the event of absence on the day a task is due, a student must complete appropriate documentation. If applying for:
 - approved leave, this is required prior to the task, or
 - illness or misadventure, then on the first day of return to school.
- If tasks are submitted via email students need to ensure the task is sent to the correct email address.
- Students must demonstrate they have followed the course; demonstrate sustained diligence and effort in each course; and demonstrate achievement in some or all of the course outcomes.
- Students must complete all set learning tasks (not just assessment tasks) in order to achieve course outcomes.
- Students must attend classes regularly and ensure their **attendance does not fall below 90%** to meet each course requirement. This is a KHS requirement.
- Students absent from school are responsible, upon their return to school, to see their teachers and collect any handout materials /information / or hardcopy task notifications (acknowledge by student on Course Documentation Receipt Register) that may have been given during their absence from class. Activities identified in these documents are to be completed to the best of the student's ability.
- Students' parents / carers must explain their child / ward's absence from school on the first day of return to school, and if illness, by a doctor's certificate, or misadventure, by other appropriate documentation.
- Students are required to participate in all lessons constructively.
- It is important that the student speaks with their class teacher or Head Teacher of the faculty if there is any doubt about the requirements of the course assessment policy.

Students are reminded that they completed a mandatory program, *The HSC: All My Own Work* program in Year 10 2023.

***NOTE: Absence from class prior to the commencement of an Examination Period (Term 1 & Term 3), without acceptable documentation, may result in an N Warning Letter.**

4. Assessment Policy Procedures

Expectations of students

i. Hand-In Assessment Tasks

Hand-in tasks include a range of tasks completed outside of the classroom, and which need to be submitted on a set day, they include tasks such as research essays, written reports and practical work.

All assessment tasks are to be submitted on the due date at the specified time / lesson period. It is the student's responsibility to ensure that tasks are submitted on time.

The tasks are to be submitted to the class teacher or the relevant faculty Head Teacher, attached with the **Assessment Integrity Report**, and students will receive a written confirmation of their submission (a receipt).

In the situation where a task submission is in question, it is the student's responsibility to provide the task submission receipt to the faculty. Failure to do so may lead to a zero '0' mark being awarded. **Students must not leave hand-in tasks on unattended teachers' desks.**

If the student has only completed part of the hand in task, this part must be submitted to the class teacher on the due date. **Failure to submit tasks on time, without a valid reason will result in a percentage reduction of marks – 25% penalty per day or part thereof.**

In the case of illness or misadventure, it is the student's responsibility to follow the policy requirements for consideration.

Students may upload their hand-in assessment task to their subject Google Classroom if this is the arranged process.

ii. **Non-Serious Attempts**

Definition

- Students who do not make a serious attempt at the set task will receive the mark for work completed. Students are reminded that they must make a genuine attempt that contribute in excess of 50% available marks in the course (ACE 8073).
- **Non-serious attempts** include **frivolous or objectionable material** (ACE 9025) or failure to attempt whole questions or components of a task.
- **Non-attempts** include those where only multiple-choice questions are attempted (ACE 9025).
- Students identified as providing non-serious attempts will be asked to resubmit the task to demonstrate course outcomes and feedback provided. The mark awarded for the original task will stand.
- Students who provide answers to examination questions in a language other than English (unless specifically instructed to do so) will have zero '0' marks awarded for those questions.
- Classroom teachers in consultation with Head Teacher (later referred to as HT) will determine if the task is a non-serious attempt.
- The HT will advise the student and their parent/caregiver of the decision through the submission of 'N' Determination Warning Letter.

NOTE:

1. In accordance with NESAs rulings, technology failure or inability to print due to printer breakdown, lack of ink or printer balance will not be accepted as a valid reason for late submission.
2. There is an 'embargo' on Assessment Tasks. The school ensures that no tasks will be held in the week prior to official examination blocks.
3. Students who submit a non-serious attempt must still complete the task in their own time. They will be provided with feedback for their responses, but the original marks will be awarded and the 'N' Determination Warning Letter will be redeemed.

iii. Completing an Assessment Task

Assessment task notification issued (uploaded on Google Classroom and hardcopy), containing date, weighting, type of task and marking rubric

- Adequate notice typically 2 weeks
- Receipt of notification (student signature)
- Record to be stored by HT / Course Coordinator in HSC Monitoring Folder

Task submitted or completed on due date

- Student absent they follow the Illness/misadventure application process.
- Receive acknowledgement of submission from teacher
- Student given mark and rank in task and indicative cumulative rank as part of feedback
- Task marked and returned (Samples kept as per NESAs requirement)

Task returned with marking criteria and suggestions for improvement

Discrepancies resolved by classroom teacher / marker in class or referred to HT for resolution

- Discrepancies must be discussed with teacher at time of task being returned in class
- Student appeals against assessment rankings - appeal must be lodged before leaving school on the final day of task / exam return (Attachment D).

Final mark for task

All written work must be in blue or black pen.

5. Illness/Misadventure Policy

Assessment tasks are intended to measure each student's performance in relation to course outcomes. Students may lodge a Request for Illness/Misadventure (Attachment A) if circumstances occurring immediately before or during the assessment task, beyond their control, affected their ability to complete or submit the task.

The responsibility to submit an Illness/Misadventure request for consideration rests with the student. Students must report to the Head Teacher, Teaching and Learning (later referred to as HT T&L), with the valid documentation on the morning of their first return to school.

NOTE: Documentation submitted at a later date may not be accepted.

This may relate to:

- **Illness** (or accident), that is, illness or physical injuries suffered directly by the student which allegedly affected the student's performance in the tasks (e.g. influenza, an asthma attack, a cut hand). If a student is in doubt, they should discuss this with the HT T&L immediately when they return to school, or after the task if taken ill during the task;
- **Misadventure**, that is, any other event beyond the student's control, which may have affected the student's performance for this assessment task. Examples may include the death of a friend or family member, or involvement in a car accident on the way to the school. If a student is in doubt, they should discuss this with the HT T&L immediately when they return to school, or after the task.

A student may choose to not submit a request for consideration. In this event a '0' mark will automatically be awarded and an 'N' Warning Letter will be issued. If the student has not completed the task, it must still be submitted to redeem the warning.

Chronic Conditions

Students suffering from a chronic illness are only eligible for appeal if the condition is exacerbated immediately before or during the test period, or if the student experiences symptoms during the test which impede performance. In this case the student needs to follow the Illness / Misadventure process.

Special Provisions

Students who have received special provision(s) are only eligible for an appeal if an unforeseen episode occurs during a task. As above, in this case the student needs to follow the Illness / Misadventure process.

Process to follow to supply evidence necessary for Illness/Misadventure

- The student gets a copy of the form from HT T&L or prints a copy of the form (Attachment A).
- The student completes their section, the ***student's comment*** must detail how their performance was affected by the illness or misadventure
- The student's parent / carer completes the relevant section ***Parent's/Caregiver's support comment***
- Independent evidence is required: a medical certificate or other valid documentation is to be attached.
- The student must then approach the HT of the curriculum area in which the course is managed and ask the HT to complete the ***Head Teacher's Recommendation***.
- The form must then be given to the HT T&L for processing. This must be completed within **2 days of returning** to school. (That is, if a student is absent on Monday for a task, and returns on Tuesday, the process must be completed by close of business on Wednesday.)

A medical certificate must be specifically related to the assessment task that is the subject of the appeal and not general in nature. It must include details of the date of onset of the illness, any additional dates of consultation and a statement about how the student's performance in the examination may have been affected.

In cases of misadventure, evidence from other sources (e.g. police statements and/or statutory declarations explaining how the student's performance may have been affected) should be provided with the date and time of the occurrence and subsequent events. It is imperative that the independent evidence clearly states that the student was not able to attempt the assessment task.

A student who presents for an assessment task cannot apply retrospectively for any special consideration due to illness. They must notify the supervisor before the commencement of the task or during the task.

Students must ensure they comply with the process in the following cases:

1. Absence due to illness/misadventure on the day of an in-school Assessment Task.

- The student or family member is requested to contact the HT T&L via phone or email on the morning the task is scheduled to inform the school that the student is going to be absent.

- Students must report to the HT T&L on the first day of their return to school.
- The student must complete a Request for Illness/Misadventure (Attachment A). This form, once it has been completed by all relevant parties must be returned to the HT T&L within two (2) days from returning to school.

2. Absence due to Illness/Misadventure on the day an Assessment Task is due to be submitted

- The student or family member is requested to contact the HT T&L via phone or email on the same day a task is due to be handed in to inform the school that the student is going to be absent.
- On the first day of the student's return to school, the student must submit the task to the relevant Head Teacher of the faculty
- Students must also report to the HT T&L on the first day of their return to school.
- The student must complete a Request for Illness/Misadventure form (Attachment A). This form, once it has been completed by all relevant parties must be returned to the HT T&L within two (2) days from returning to school.

3. Illness/Misadventure during an In-School Assessment

- The student must acknowledge their condition to the supervisor of the task (the class teacher in most cases) before sitting for the task, or if taken ill during the task, where possible, before leaving the room,
- The student must print a copy of the Request for Illness/Misadventure form (Attachment A) and complete the process within two (2) days of the task, unless extended by illness. This is to be submitted to the HT T&L.
- A student who presents for an assessment task and who does not inform the supervisor of the task of their wellbeing, cannot apply retrospectively for any special consideration due to illness. They must notify the supervisor before the commencement of the task or during the task.

4. Illness/Misadventure during Half Yearly and/or Trial Examination period

- The student or family member must inform the HT T&L via phone or email that the student is going to be absent.
- The student must complete a Request for Illness/Misadventure form (Attachment A), for each missed examination and return it to the HT T&L within two (2) days.
- The HT T&L will liaise with the student and may organise a rescheduling of the affected examination(s), where possible in the examination block.

5. Group Performance Illness/Misadventure

- When a group performance cannot go ahead on a scheduled date due to the ill health of, or misadventure to, one or more of the group, the students in the group affected need to complete a group performance Illness/Misadventure form.
- The form (Attachment C) needs to be returned to the HT T&L within two (2) days. The HT T&L will liaise with the Head Teacher and will reschedule an alternative date for the task.
- The student who was ill/ had the misadventure for this group Illness/misadventure application must also complete an individual Request for Illness/Misadventure form (Attachment A) outlining the nature of their individual circumstance.

Please note that this application will be considered separately to the group's application.
In all of the above cases:

- The Request for Illness/Misadventure (Attachment A) must be completed and returned to the HT T&L within two (2) days of the initial return to school. The urgency and accuracy of the procedures are important in enabling the case to be seriously considered.

- Where the request for consideration is satisfactorily supported, arrangements will be made for a student to complete the task or an alternative task at the earliest opportunity.
- **The consequences of not following these procedures may result in a student's application for Illness/Misadventure being rejected.**

i. **Illness/Misadventure Outcomes**

Successful Request for Consideration

If the documented evidence provided supports a student's Request for Consideration for absence/late submission, then the HT T&L will make one of several decisions. In essence, a student will be given permission to sit an alternative task and the mark will be used for Assessment purposes.

Unsuccessful Request for Consideration

If the documented evidence provided does not support a student's Request for Consideration for absence/late submission a percentage reduction in marks will apply. An 'N' Determination Warning letter will be sent to the student's parent/carer informing them of this decision. Incomplete Assessment Tasks must still be completed to rescind the warning letter.

ii. **School Business Consideration**

Excursions and Fieldwork

Some courses require students to undertake compulsory fieldwork or attend compulsory excursions. In the case of unavoidable absence from such activities then students must negotiate alternate arrangements prior to the event. The granting of a concession is at the discretion of the Principal. Students must apply in advance, prior to the Excursion or Fieldwork (Attachment B). If, however, the absence is due to Illness/ Misadventure, then students are to follow this process (Attachment A).

Application for Leave/Approved Leave and School Business

A student who knows they are going to be absent to attend an unavoidable commitment must apply in advance for leave from the Principal. Each case will be adjudged on its merit and must be discussed with the Principal at least one (1) week prior to the leave.

Any request for holiday leave **MUST** be approved by the Principal prior to going on leave. You may be granted leave, but **no dispensation** will be granted for any missed assessment task during the period of extended leave. *

If a student is going to be absent from school because of School Business (for example, attending an excursion for another subject, attending a Sport Carnival, or is representing the school such as an SRC Conference, Work Placement etc.) the student must complete Attachment B prior to the activity.

*** Important Note:**

(ACE 8073)

The NSW Education Standards Authority (NESA) expects students to attempt all assessment tasks set. For all Board Developed Courses (except VET courses and Life Skills courses) NESA requires all students to follow an assessment program and have an assessment mark submitted.

The **minimum requirement** is that the student must make a genuine attempt at assessment tasks that contribute **in excess of 50 percent** of available marks in the course.

A student who does not comply with the assessment requirements and receives a **non-completion determination** in a course will have neither an assessment mark nor an examination mark awarded for that course

6. Malpractice/Plagiarism

NESA requires all schools to keep a register of malpractice. This means any student at KHS who is found to be in breach of the NESA guidelines is to have details of the malpractice recorded in an official 'NESA Register of Malpractice'.

Schools will be required to identify not only the issue, but the penalty the school applies for the **breach identified**. The penalty will be applied on a case by case basis and based on the decision made by the Assessment Review Panel (later referred to ARP).

As defined by NESA, Malpractice is any activity that allows a student to gain an unfair advantage over other students. It includes, but is not limited to:

- copying someone else's work in part or in whole, and presenting it as one's own
- using material directly from books, journals, 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 one's own
- submitting work that another person, such as a parent, coach or subject expert, has contributed to 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
- breaching school examination rules
- cheating in an HSC examination *
- 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.

Where the teacher responsible for a task has reason to suspect malpractice, this must be brought to the attention of the Head Teacher. If proven, then the student will be awarded a zero '0' mark for the task and they could be subject to further action from the school.

Students may appeal any such decision using the procedures existing within the school. In all cases, students must appeal in writing to the HT T&L who will consult with 2 Head Teachers. This application must be made within **two** days of receiving the decision.

***NOTE: NESA HSC rules says that "writing on a body part or clothing" is a breach of exam rules.**

7. Appeals

i. **Appealing an Assessment Task**

Students receive feedback on their performance in a task. This feedback will include achievement against the task marking criteria and possibly additional written comment. A student may appeal the result of an Assessment Task on the basis **of marking processes** by completing a HSC Assessment Task Appeal (Attachment D) and lodging it at the HT T&L **before leaving school**. Evidence must be provided citing the marking criteria and any additional written comment provided

by the marker/s. The appeal will be reviewed by the Assessment Review Panel (ARP) but the result for the task may remain unchanged. Students who have lodged an appeal will be notified of the outcome by the Deputy Principal.

ii. Unacceptable Grounds for Appeal

- Attendance at a known event, for example, a sporting or cultural event, or family holiday where approval has not been given by Principal or Nominee (Attachment D).
- Alleged deficiencies in tuition or long-term matters relating to loss of preparation time.
- Disabilities for which NESAs has already granted special provisions, unless an unforeseen episode occurs during the test (e.g. a hypoglycaemic attack in a diabetic student who has been given special provisions but is still ill [Attachment A for a single student or Attachment B if it is a group task]), or further difficulties which are supported by the supervising teacher and school.
- Long-term illness, such as glandular fever, asthma, epilepsy, unless the student has suffered a 'flare up' of the condition during the test (Attachment B).
- Matters avoidable by the student, (e.g. misreading of timetable, misinterpretation of assessment task).

iii. The Assessment Review Panel (ARP)

The ARP, when it convenes, is comprised of the HT T&L and Deputy Principal. The ARP will consider all appeals. A decision will be made after careful examination and consideration of the evidence provided both by the student and the Faculty. Each party will be notified in writing of the decision made by the ARP. Where a decision cannot be reached, the ARP will submit the Appeal to the Principal for a determination.

It ensures that evidence from all affected parties are heard. There can be no appeal to NESAs against a school's judgement of a student's performance on a particular task. Any disputes over an individual task must be resolved within the school at the time the task is returned and take no longer than 48 hours to resolve.

8. Procedures for consideration for Preliminary Course Illness/Misadventure

Students missing an assessment task and wishing to make application for Illness/Misadventure must follow the procedure outlined below:

Step One: Contact the HT T&L on the day of the task

Student/Parent/Caregiver is requested to inform the school and **contact the HT T&L via phone or email** of the absence on the day of the task



Step Two: On first day of return

It is the student's responsibility to:

1. Report to the HT T&L
2. Complete HSC Course Illness/Misadventure Application (Attachment A) and attach documentation (such as a doctor's certificate), ensure the Parent/Carer and Student comments and signatures are completed, and pass to the Head Teacher for comment and signature.
3. Submit completed application form to the HT T&L within **two (2) days** of their return.

Step Three: Resolution and Feedback

1. The HT T&L reviews documentation.
2. The HT T&L takes advice from the Head Teacher, supplied on the form.
3. Resolution and feedback is given to Head Teacher, Student and Parent/Caregiver (by way of the student copy of the form). Original is kept on the student's file and a scanned copy is sent to the HT T&L and Head Teacher.
4. Mark pending or zero '0' award recorded on the application, plus the 'N' warning letter issued.



Step Four: Appeal

If the student chooses to appeal the decision of the HT T&L, with regard to the request for consideration, then it is the student's responsibility to:

1. Complete HSC Illness/Misadventure Appeal (Attachment E) and supply to the HT T&L with any supporting information within **two** days of Step 3.
2. The Assessment Review Panel (ARP) consists of the HT T&L and Deputy Principal who meet to consider application.
3. ARP decides. The matter is resolved, and feedback is given to Head Teacher and Student and Parent/Caregiver (by way of the student copy of the form).

Or

The ARP defers a decision to the Principal who makes a final decision. The matter is resolved, and feedback is given to Head Teacher, Student and Parent/Caregiver (by way of the student copy of the form).

9. Procedures for consideration for Preliminary Group Performance Illness/Misadventure

Students wishing to make application for Group Illness/Misadventure must follow the procedure outlined below.

Step One:

Students affected complete the Group Illness/Misadventure form (Attachment C)



Step Two: Contact Head Teacher

It is the student's responsibility to:

1. Report to the Head Teacher of the faculty concerned.
2. Complete Group Illness/Misadventure application including Head Teacher comments.
3. Submit application form to the HT T&L within **two (2) days**.

Note: If a student is responsible for this group Illness/Misadventure application, they must also submit Attachment A for individual request for consideration.



Step Three: Resolution and Feedback

1. HT T&L reviews documentation.
2. Resolution and feedback is given to Head Teacher, student and parent/caregiver
3. Mark pending or zero '0' award recorded. 'N' Warning letter sent.



Step Four: Appeal

1. Assessment Review Panel (ARP) consisting of the HT T&L and Deputy Principal will meet to consider application.
2. Resolution and feedback is given to Head Teacher, student and parent/caregiver.
OR
3. The ARP defers a decision to the Principal who makes a final decision. The matter is resolved, and feedback is given to Head Teacher, Student and Parent/Caregiver (by way of the student copy of the form).

10. Attachments

Kingsgrove High School



Academic Integrity Report

Students need to complete and attach this cover sheet to every Assessment Task that they submit.

Student name:	Year:
Assessment Task Title:	Date submitted:
Course:	Teacher:

Academic Integrity Statement

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

that any quotations, information or work have been properly acknowledged and cited in the bibliography or as footnotes.

I understand that any work suspected of plagiarism will be placed under review and a zero mark awarded if found to be plagiarised.

I have read and understood the school assessment procedures.

Student signature:..... Date:

Warning

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



Please complete and retain the following receipt as evidence of submission of task.

Name:

Task:

Teacher's name:

Date:

Teacher's signature:

Attachment A:

Kingsgrove High School

REQUEST FOR ILLNESS/MISADVENTURE

(Please hand to the HT T&L)

Student's DoE Email: _____@education.nsw.edu.au

Student Name: _____

Course: _____ Year (please circle): **10** **11** **12**

Nature of the Task: (please circle)

*Examination
Research Task*

*Performance
Practical Task*

*In Class Assessment
Hand in Task*

*Field Work
Multimodal Task*

Other (please specify): _____

Student's reason for the application (Describe in detail the nature of the issue that affected your ability to complete or submit this assessment task).

Medical Certificate attached Other verification: _____

Student's Signature: _____ Date: _____

Parent's/Caregiver's support comment:

Parent/Caregiver signature: _____ Date: _____

To be completed by Head Teacher

Head Teacher Name: _____ Faculty: _____ Course: _____

Head Teacher Recommendation:

Head Teacher's signature: _____ Date: _____

To be completed by Head Teacher Teaching and Learning

Comment:

HT T&L Signature _____ Date Stamp: _____

Copy to: Student emailed (Original) Student file Relevant HT/CT/DP/YA emailed A/C emailed Recorded in Excel

Attachment B:

**Kingsgrove High School
REQUEST TO RESCHEDULE DUE TO SCHOOL BUSINESS
(Please hand to the HT T&L)**

Student's DoE Email: _____@education.nsw.edu.au

Student Name: _____

Course: _____ Year (please circle): **10** **11** **12**

Nature of the Task: (please circle)

*Examination
Research Task*

*Performance
Practical Task*

*In Class Assessment
Hand in Task*

*Field Work
Multimodal Task*

Other (please specify): _____

Student's reason for the application (Describe in detail why you will be unable to complete or submit an assessment task on the due date).

Documentation or supporting letter attached

Student's Signature: _____ Date: _____

Parent's/Caregiver's support comment:

Parent/Caregiver signature: _____ Date: _____

To be completed by Head Teacher

Head Teacher Name: _____ Faculty: _____ Course: _____

Date of rescheduled task: _____

Head Teacher's signature: _____ Date: _____

To be completed by Head Teacher Teaching and Learning

Comment:

HT T&L Signature _____ Date Stamp: _____

Copy to: Student emailed (Original) Student file Relevant HT/CT/DP/YA emailed A/C emailed Recorded in Excel

Attachment C:

**Kingsgrove High School (Request for Consideration)
Preliminary Course Group Performance Illness/Misadventure Application
(Please hand to the HT T&L)**

Section A:

(To be completed by Class Teacher.)

Teacher: _____ **Course:** _____

List of students affected (attach list of names)

Name of Task: _____ **Date Task Given:** _____

Date Task Due: _____ **Weighting: (%)** _____

Outline reasons for this application.

Attention: If an individual student's illness/misadventure is responsible for this group illness/misadventure application the individual student **MUST** also complete an individual illness/misadventure form (Attachment A) otherwise they may be awarded a mark of zero '0'.

Section B:

(To be completed by the Head Teacher and forwarded to the Assessment Co-ordinator).

Head Teacher: _____ **Faculty:** _____

Course: _____ **Date:** _____

Receipt date of Group Illness/Misadventure form: _____

Task submitted/completed? Yes No

If No, date of rescheduled task: _____ Date completed: _____

Comment: (explain the circumstances that affected the students' performance and how the faculty will support the students.)

Head Teacher signature: _____ Date: _____

Section C:

(To be completed by the Assessment Review Panel.)

ARP members' signatures: _____ Date: _____

Outcome _____

Copy to: Student/Parent/Carer copy Student file Relevant HT/CT/DP/YA emailed
 Recorded in Excel

Attachment D: STUDENT FORM

Preliminary Assessment Task Appeal

To be submitted to the HT T&L

Students Name: _____ Roll Class: _____ Teacher: _____

Subject: _____ Due date of Assessment Task: _____

Title of the affected Assessment Task: _____ Date of this application: _____

Reason for appeal

- the marks awarded with reference to the published marking criteria or rubric.
- the administration of the task. Such as, inequitable processes being applied in the management of a task or student(s) gaining an unfair advantage as a result of cheating, prior knowledge or unauthorised time extension.
- whether the task conforms to the school's assessment policy as described in this assessment handbook. Such as, failing to notify that a task is assessable or not including a notified task in the assessment marks.

Please explain your reasons for the appeal:

Response from your Class Teacher/Head Teacher about your claim. Name:

Appeal Result

Assessment Review Panel: _____

Decision and reason: _____

Panel members' signatures: _____

Copy to: Student emailed (Original) Student file Relevant CRT/HT/DP/YA emailed AC sign
 Recorded in Excel Copies to ARP/HTA, HTE, YA Scanned in folder

Attachment E: ARP FORM

Kingsgrove High School (Request for Consideration)
Preliminary Course Illness/Misadventure Appeal

Student's DoE Email: _____@education.nsw.edu.au

A student will need to complete this form if they wish to appeal against an illness/misadventure decision. This form must be submitted with all necessary documentation to the HT T&L.

Student Name: _____ Course: _____ Teacher: _____

Name of Task: _____ Date Task Given: _____

Date Task Due: _____ Weighting (%): _____

Tick as appropriate (Additional documentation supplied)

Yes (please specify) _____

No

Outline reasons for this application and attach all relevant documentation

Student Name: _____ Date: _____

Student signature: _____ Parent/Caregiver signature: _____

Assessment Review Team

ARP Members: 1 _____ 2 _____ Date: _____

Issued discussed:

Decision reached:

Refer to the Principal:

Resolution: _____

ARP members' signatures: _____

Date: _____

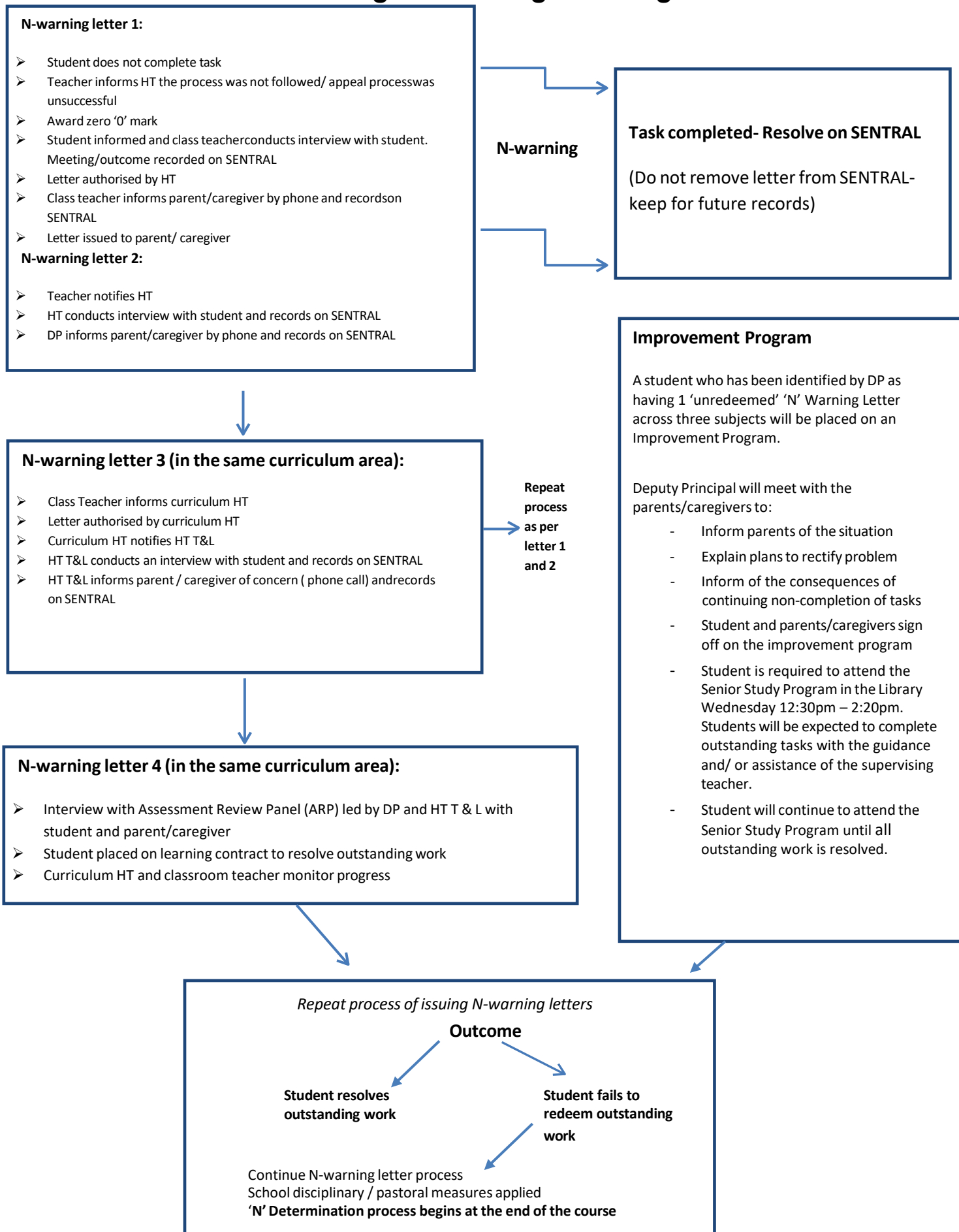
Copy to:

Student/Parent/Carer copy
 AC emailed

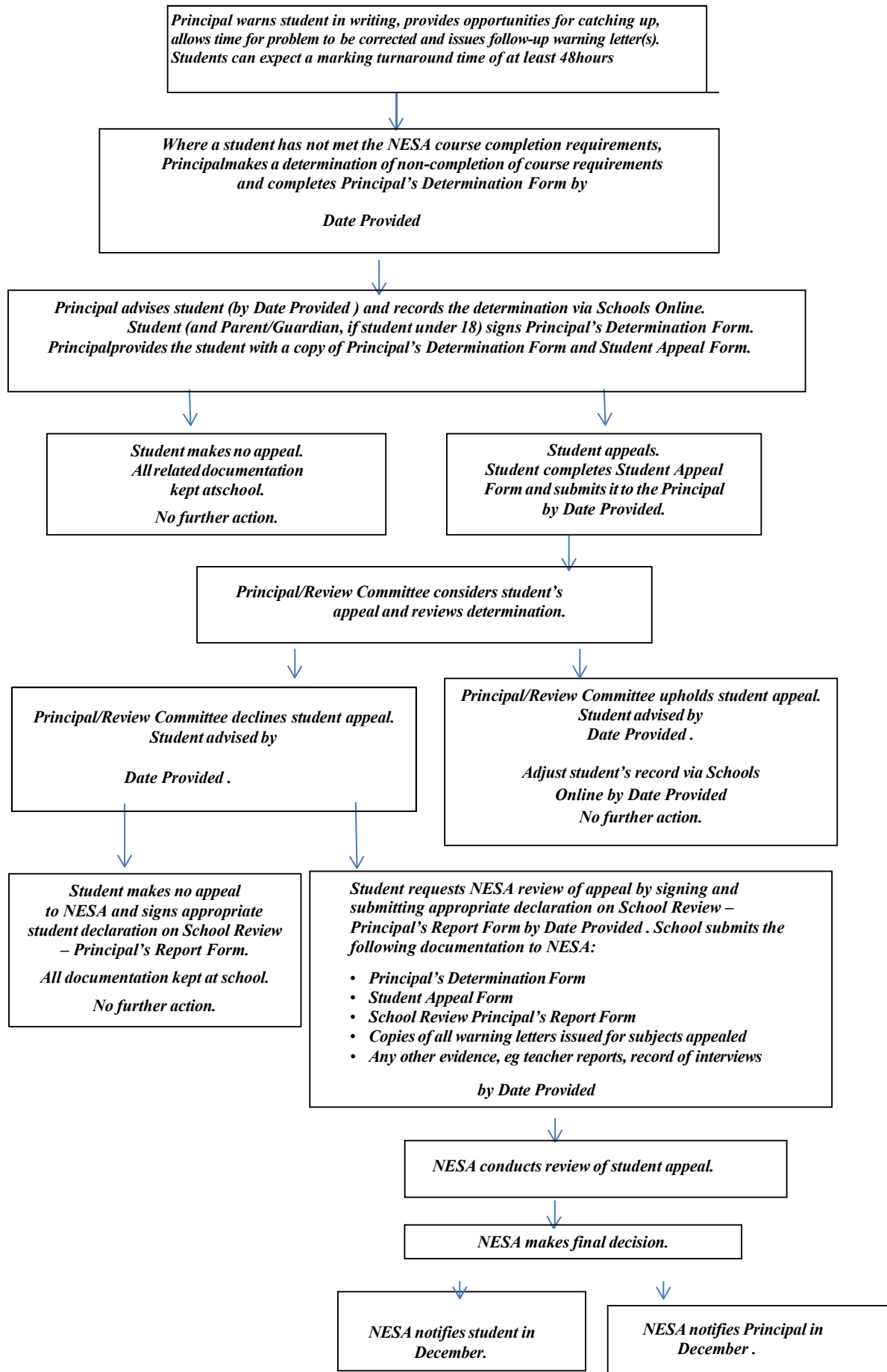
(Original) Student file
 Recorded in Excel

Relevant HT/CT/DP/YA emailed
 ARP/HTA/THE/YA emailed

11. Process for determining 'N' Warnings for Stage 6 Courses



12. Preliminary and HSC Courses Determinations of Non completion of Course Requirements



13. Vocational Education Courses

Vocational Education and Training (VET) Courses

Vocational Education and Training (VET) courses are offered as part of the Higher School Certificate (HSC) or Record of School Achievement (RoSA). VET courses are designed to deliver workplace-specific skills and knowledge and cover a wide range of careers and industries. VET courses for secondary students are developed by NSW Educational Standards Authority (NESA) and are based on national training packages.

VET courses allow students to gain both HSC or RoSA qualifications and a national qualification or a statement of attainment recognised throughout Australia as part of the Australian Qualification Framework (AQF). These qualifications are widely recognised by industry, employers, tertiary training providers and universities and will assist students to progress to various education and training sectors and employment. Public Schools NSW, Ultimo is accredited as a Registered Training Organisation (RTO 90072) to deliver and assess VET qualifications to secondary school students.

It is mandatory for all students studying a VET course to create a Unique Student Identifier (USI) upon enrolment. Students will require a form of identification for the creation of the USI. Examples include a Medicare Card, Australian Birth Certificate, Driver's License, or a valid Passport.

Competency-based training is based on performance standards that have been set by industry. Assessment in all VET courses is competency based. The student is assessed on what they can do (the skills) and what they know (the knowledge), these skills and knowledge will equip them in the workplace. Students are either deemed "competent" or "not yet competent" by the teacher. Students who have successfully achieved competency will have the skills and knowledge to complete workplace activities in a range of different situations and environments, to an industry standard of performance expected in the workplace.

Competency-based assessment materials are designed to ensure each learner has achieved all the outcomes (skills and knowledge) to the level expected in the qualification. Students in VET courses must be able to demonstrate competence regardless of disability. Students will receive documentation showing any competencies achieved for the VET course undertaken.

If the student has already completed part of the course elsewhere or have previous life or work experience in the relevant industry, he/ she may be eligible for Recognition of Prior Learning (RPL) for part of the course, or for 35 Hours work placement in the HSC course. The student does not have to repeat the training or assessment but must produce evidence of competence (which may be demonstrated during a skills and knowledge assessment). The VET committee consisting of the VET teacher, VET Coordinator and a member of the senior executive will determine if the student is eligible.

If a student has completed a unit of competency with another RTO and the student can supply evidence of the same or an equivalent competency, credit transfer is awarded (common examples include a white card course, first aid certificate or a barista course).

Due to the specific requirements of a VET course it is recommended students speak to the VET Coordinator or Careers Adviser before choosing the course to ensure they are fully aware of the requirements and the course is suitable for their individual needs, knowledge and skills.

14. EXAMINATION AND TEST INSTRUCTIONS TO CANDIDATES

1. All work must be done on the paper provided. No other paper may be used. No paper may be brought into or taken from the examination room.
2. The only items to be taken into the examination room are pencils, pens, erasers, a stapler and materials used for specialist subjects e.g. calculators, drawing equipment, etc. Calculators must be hand-held, silent and non-programmable. Calculators, pencil cases may be checked by supervisor.
3. All bags, folders, etc. must be left at the rear of the examination room. No food or drink with exception of bottled water, clear pencil case or proven medical needs are to be at your desk.
4. Any candidate who is detected in any of the following breaches will be reported to the Deputy Principal / Board of Studies and could result in a zero mark being awarded:
 - a) Malpractice or cheating, which includes being found in possession of unauthorised material in the examination.
 - b) Disobedience to any instruction given by a supervisor.
 - c) Causing a disturbance of any kind or upsetting the conduct of the examination.
 - d) Being under the influence of non-prescribed medication, drugs or alcohol.
 - e) Communicating with anyone other than the exam supervisor after raising your hand.
 - f) Absolutely **no mobile phones** or **electronic devices** are to be in your possession or on the desk during an exam. They are to be switched off and left in your school bag at the back of the Hall. You may also leave them with your Deputy, but you must do this well before the time you are expected to be seated in the Hall.
5. All candidates must be seated at least 10 minutes before the start of each examination.
6. Candidates will not be allowed to leave the examination room until the allotted time has elapsed.
7. If you do not make a serious attempt in any examination, you may not receive a mark in that course and may not be eligible for a result in that subject.
8. In the case of illness, accident, or misadventure a candidate may not be given the opportunity to sit for the examination or alternate task at a later time. Where a Doctor's Certificate is supplied it must state your inability to do the examination and be presented to the Head Teacher of that subject immediately upon return. (Refer to Assessment Handbook).
9. **DO NOT FORGET** to phone (9150 4416 ext 137) the school (HT, Teacher & Learning) before the start of an Examination if you are **UNABLE TO ATTEND**.
10. All candidates must present themselves in **FULL SCHOOL UNIFORM**. Any student out of uniform will need a Uniform Pass before entering an exam.

15. NOTIFICATION OF PRELIMINARY ASSESSMENT TASK



KINGSGROVE HIGH SCHOOL
FACULTY
COURSE/SUBJECT
NOTIFICATION OF PRELIMINARY ASSESSMENT TASK

Unit/Module/Option/Topic: (Where does the task come from)	Weighting:	Marks:
	Task Number:	
	Notification Date: Day/Date/Month	
	Date & Time Due: Day/Date/Month	
	How the task is to be submitted:	
Task Type: (Presentation, Research essay, in-class test etc)		

Outcomes to be assessed:

Task Description: (What the task involves)

Marking Criteria/Rubric (What you have to demonstrate to be awarded certain grade or mark)

Hand in tasks / Misadventure & Illness

Hand in assessment tasks are due at the beginning of the period on the due date. Students are responsible for ensuring that the task is ready to be submitted at the beginning of the period. Students are strongly advised to hand write or print the task the day before the task is due. Students are strongly advised to email (or upload onto Google Classroom) their teacher a copy of any task with an ICT component the day before the task is due. Technology and/or computer failure equipment will not be valid grounds for misadventure involving the late submission of assessment tasks.

Hand in tasks will not be accepted without a completed Academic Integrity Report attached.

Any student who is absent from the date of an assessment task must have a medical certificate covering the absence and any subsequent periods of absence. The medical certificate and Misadventure/Illness Form must be submitted to the Head Teacher Teaching and Learning on the first day back from absence.

The following strategies will be used for all students in all classes attempting this task

Pre Task Assistance

- Explanation of Syllabus terms and definitions in the task.
- Marking rubric and Marking Criteria will be explained at notification.
- Sample task modelled in class.
- Identify the key elements. This will include any combination of the following:
 - NESA glossary;
 - type of question
 - scaffold for planning,
 - mind maps to prepare drafts,
 - use of blank syllabus to fill in the learn to/learn about statements.
- Best sample work from past previous cohorts demonstrating standards.

Post Task Feedback

- Worked solutions presented and explained in relation to the marking criteria/rubric.
- Teacher written and/or oral feedback provided on student performance related to the marking criteria/rubric. This may include:
 - Individual or group feedback;
 - The marker of the task or the question provides feedback to all students across all classes;
 - explicit statements about your strengths and weaknesses;
 - your status in the group – may be class or cohort rank, average, etc.
 - what to do, so as to improve.
- Best sample answers are provided and discussed to demonstrate the standards in evidence related to the marking criteria/rubric.

Please Note: You should refer to the *KHS Preliminary Course Assessment Handbook* also available on the school website www.kingsgrove-h.schools.nsw.edu

Marking Criteria

Grade	Criteria	Marks

2024 Preliminary Assessment Schedules

Assessment Schedule for each Course

<p>Ancient History</p> <p>Biology</p> <p>Business Studies</p> <p>Chemistry</p> <p>Chinese Beginners</p> <p>Chinese and Literature</p> <p>Construction (VET Cat B)</p> <p>Community and Family Studies</p> <p>Design and Enterprise</p> <p>English – Advanced</p> <p>English – EAL/D</p> <p>English – Extension 1</p> <p>English – Standard</p> <p>English Studies (ATAR or Non ATAR)</p> <p>Enterprise Computer</p> <p>Food Technology</p> <p>Industrial Technology – Multimedia</p> <p>Industrial Technology–Timber & Furniture Industries</p>	<p>Investigating Science</p> <p>Legal Studies</p> <p>Mathematics Advanced</p> <p>Mathematics Extension 1</p> <p>Mathematic Standard 2 (ATAR)</p> <p>Modern History</p> <p>Numeracy</p> <p>PDHPE</p> <p>Retail Services (VET Cat B)</p> <p>Sports, Lifestyle & Recreation (CEC)</p> <p>Studies of Religion 2</p> <p>Visual Arts</p> <p>Work Studies (CEC)</p>
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DEFINITIONS

- Components are the parts of courses or major areas to be assessed.
- Weightings are the percentages of marks to be allocated to the components

2024 Preliminary Course Assessment Task Schedule for Ancient History

Task		Task 1	Task 2	Task 3
Course Component		Source analysis	Historical Investigation	Yearly Examination
Due Date		Term 1 Week 8	Term 2 Week 8	Term 3 During Exam Period
Outcomes Assessed		AH11-6 AH11-7 AH11-9 AH11-10	AH11-3 AH11-4 AH11-5 AH11-6 AH11-8 AH11-9	AH11-1 AH11-2 AH11-6 AH11-7 AH11-9
Assessment Component	Weighting			
Knowledge and Understanding of course content	40%	20		20
Historical skills in the analysis and evaluation of sources and interpretations	20%	5	5	10
Historical Inquiry and research	20%		20	
Communication of historical understanding in appropriate forms	20%	5	5	10
Weighting	100%	30%	30%	40%

2024 Preliminary Course Assessment Task Schedule for Biology

Task		Task 1	Task 2	Task 3
		Data Analysis and Construction of Model	Depth Study and Research Task	Yearly Examination
Course Component		Module 1 and Module 2: Cells as the Basis of Life and Organisation of Living Things	Module 3 and Module 4: Biological Diversity and Ecosystem Diversity	Cells as the Basis of Life Organisation of Living Things Biological Diversity Ecosystem Diversity
Due Date		Term 1 Week 8	Term 2 Week 9	Term 3 During Exam Period
Outcomes Assessed		BIO11/12—3, BIO11/12-4 BIO11/12-6, BIO11/12-7, BIO11-5, BIO11-8, BIO11-9	BIO11/12-1, BIO11/12-2, BIO11/12-3, BIO11/12-4, BIO11/12-5, BIO11/12-6, BIO11/12-7, BIO11-8, BIO11-9, BIO11-10, BIO11-11	BIO11/12-1, BIO11/12-2, BIO11/12-3, BIO11/12-4, BIO11/12-5, BIO11/12-6, BIO11/12-7, BIO11-8, BIO11-9, BIO11-10, BIO11-11
Assessment Component	Weighting			
Skills in working Scientifically	60%	20	20	20
Knowledge and Understanding	40%	10	10	20
Weighting	100%	30%	30%	40%

2024 Preliminary Course Assessment Task Schedule for Business Studies

Task		Task 1	Task 2	Task 3
Course Component		Stimulus Task	Business Response	Yearly Examination
Due Date		Term 1 Week 9	Term 3 Week 2	Term 3 During Exam period
Outcomes Assessed		P1, P2, P6, P8	P4, P7, P8, P9	P1, P2, P3, P4, P5, P6, P8, P9, P10
Assessment Component	Weighting			
Knowledge and understanding	40%	10	10	20
Communication of business information, ideas and issues in appropriate forms	20%	10		10
Inquiry and research	20%	10	10	
Stimulus-based skills	20%		10	10
Weighting	100%	30%	30%	40%

2024 Preliminary Course Assessment Task Schedule for Chemistry

Task		Task 1	Task 2	Task 3
		Data Analysis or Practical Investigation	Depth Study or Research and Report Presentation	Yearly Examination
Course Component		Module 1	Modules 2,3	Modules 1 - 4
Due Date		Term 1 Week 8	Term 2 Week 10	Term 3 During Exam period
Outcomes Assessed		CH 11/12 - 2 CH 11/12-3 CH11/12-4 CH11/12-7 CH11-8	CH 11/12 - 1 CH 11/12-5 CH11/12-6 CH11/12-7 CH11-9 CH11-10 CH11-11	CH 11/12 - 4 CH 11/12-5 CH11/12-6 CH11/12-7 CH11-8 CH11-9 CH11-10 CH11-11
Assessment Component	Weighting			
Skills in Working Scientifically	60%	15	25	20
Knowledge and Understanding	40%	10	10	20
Weighting	100%	25%	35%	40%

2024 Preliminary Course Assessment Task Schedule for Chinese Beginners

Task		Task 1	Task 2	Task 3
Course Component		Response to spoken/visual texts/oral presentation	Response in English and Chinese to written texts/article	Yearly Exam
Due Date		Term 1 Week 8	Term 2 Weeks 4-5	Term 3 During Exam Period
Outcomes Assessed		1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6	2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 3.1, 3.2, 3.3, 3.4	1.1-1.3, 2.1-2.4, 3.1-3.4
Assessment Component	Weighting			
Speaking	20%	10		10
Listening	30%	20		10
Reading	30%		20	10
Writing	20%		10	10
Weighting	100%	30%	30%	40%

2024 Preliminary Course Assessment Task Schedule for Chinese and Literature

Task		Task 1	Task 2	Task 3
Course Component		Class Test	Half Yearly Exam	Yearly Exam
Due Date		Term 1 Week 8	Term 2 Week 4-5	Term 3 During Exam Period
Outcomes Assessed		1.1, 1.2, 1.3, 4.1, 4.2, 4.3	1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 3.1- 3.8,4.1, 4.2, 4.3	1.1-1.3, 2.1-2.4, 3.1-3.8, 4.1-4.3
Assessment Component	Weighting			
Speaking	10%	10		
Listening	20%		10	10
Reading	40%		20	20
Writing	30%	10	10	10
Weighting	100%	20%	40%	40%



Education

Construction

RTO - Department of Education - 90333, 90222, 90072, 90162

Qualification: CPC20220 Certificate II in Construction Pathways (Release 6) & Statement of Attainment towards CPC20120 Certificate II in Construction (Release 3)

Cohort 2024 - 2025

Training Package CPC Construction, Plumbing and Services Training Package

School Name: Kingsgrove High School

Assessment Schedule Year 11 - 2024

Assessment Tasks for CPC20220 Certificate II in Construction Pathways (Release 6) & Statement of Attainment towards CPC20120 Certificate II in Construction (Release 3) Ongoing assessment of skills and knowledge is collected throughout the course and forms part of the evidence of competence of students.			Task 1 White Card	Task 2 Work safe, stay safe	Task 3 Working it out	Task 4 Project planning	EXAM Preliminary Examination
Code	Unit of Competency	HSC Examinable Unit	Week Term 1 Date	Week Term 2 Date	Week Term 3 Date	Week Term 4 Date	Week Term 2 Date Examination Period
CPCWHS1001	Prepare to work safely in the construction industry		X				
CPCCWHS2001	Apply WHS requirements, policies, and procedures in the construction industry	√		X			
CPCCCM1011	Undertake basic estimation and costing				X		
CPCCOM1015	Carry out measurements and calculations	√			X		
CPCCOM2001	Read and interpret plans and specifications	√				X	
CPCCOM1013	Plan and organise work	√				X	

Depending on the achievement of units of competency, the possible qualification outcome at the completion of Year 11 Statement of Attainment toward CPC20220 Certificate II in Construction Pathways (Release 6) & Statement of Attainment towards CPC20120 Certificate II in Construction (Release 3).

The assessment components in this course are competency based. Students must demonstrate they have gained the knowledge and skills of each unit of competency, to industry standards. Competency assessment is graded as “not yet competent” or “competent”. In some cases, other descriptive words may be used leading up to “competent”.



Education

Construction

RTO - Department of Education - 90333, 90222, 90072, 90162

Qualification: CPC20220 Certificate II in Construction Pathways (Release 6) & Statement of Attainment towards CPC20120 Certificate II in Construction (Release 3)

Cohort 2024 - 2025

Training Package CPC Construction, Plumbing and Services Training Package

School Name: Kingsgrove High School

Assessment Schedule Year 12 - 2025

Assessment Tasks for CPC20220 Certificate II in Construction Pathways (Release 6) & Statement of Attainment towards CPC20120 Certificate II in Construction (Release 3) Ongoing assessment of skills and knowledge is collected throughout the course and forms part of the evidence of competence of students.			Task 5 Option 5.2	Task 6 Tools and equipment	Task 7 Group project	HSC TRIAL EXAM
Code	Unit of Competency	HSC Examinable Unit	Week Term 1 Date	Week Term 2 Date	Week Term 3 Date	Week Term 3 Date Examination Period
CPCCWF2002	Use wall and floor tiling tools and		X			
CPCCCM2013	Undertake basic installation of wall tiles		X			
CPCCCA2002	Use carpentry tools and equipment			X		
CPCCCM2005	Use construction tools and equipment	√		X		
CPCCCA2011	Handle carpentry materials			X		
CPCCVE1011	Undertake a basic construction project				X	
CPCCOM1012	Work effectively and sustainability in the construction industry	√			X	

Depending on the achievement of units of competency, the possible qualification outcome is a CPC20220 Certificate II in Construction Pathways (Release 6) & Statement of Attainment towards CPC20120 Certificate II in Construction (Release 3).

For students sitting the optional HSC exam, an estimated mark is required. This mark can be calculated using the HSC Trial Exam result. HSC Examinable units are specified in the above table.

The assessment components in this course are competency based. Students must demonstrate they have gained the knowledge and skills of each unit of competency, to industry standards. Competency assessment is graded as “not yet competent” or “competent”. In some cases, other descriptive words may be used leading up to “competent”.

2024 Preliminary Course Assessment Task Schedule for Community and Family Studies

Task		Task 1 In Class Task	Task 2 Research Task	Task 3 Class Task
Course Component		8.1 Resource Management	8.2 Individuals and Groups	8.1 Resource Management 8.2 Individuals and Groups 8.3 Families and Communities
Due Date		Term 1 Week 8	Term 2 Week 8	Term 3 Examination Period
Outcomes Assessed		P1.1, P1.2, P3.2, P4.1, P4.2, P5.1, P6.1	P1.1, P1.2, P2.1, P2.2	P1.1, P1.2, P32.1, P42.2, P42.4, P4.1, P4.2
Assessment Component	Weighting			
Knowledge and understanding of course content	40%	10	15	15
Skills in critical thinking, research methodology, analysing and communicating	60%	15	20	25
Weighting	100%	25%	35%	40%

2024 Preliminary Course Assessment Task Schedule for Design and Technology

Task		Task 1	Task 2	Task 3
Course Component		Designer Casse Study	Design Project	Yearly Exam
Due Date		Term 2 Week 2	Term 3 Week 4	Term 3 During Exam Period
Outcomes Assessed		P1.1, P2.1, P2.2, P6.1	P3.1, P4.1, P4.2, P4.3, P5.1, P5.2, P5.3, P6.2	P1.1, P2.2, P5.1, P5.2, P5.3
Assessment Component	Weighting			
Knowledge and understanding	40%	10	10	20
Knowledge and Skills in Designing, Managing and Producing	20%	20	20	20
Weighting	100%	30%	30%	40%

2024 Preliminary Course Assessment Task Schedule for English Advanced

Task		Task 1 Reading to Write	Task 2 Narratives that shape our World	Task 3 Yearly Examination
Course Component		Reflection & Multimodal Presentation	Writing	Reading and Writing
Due Date		Term 1 Weeks 9-10	Term 2 Weeks 9-10	Term 3 During Exam Period
Outcomes Assessed		EA11-3, EA11-5, EA11-9	EALL-1, EA11-2, EA11-3, EA11-5, EA11-7, EA11-9	EA11-1, EA11-3, EA11-5, EA11-6, EA11-8
Assessment Component	Weighting			
Knowledge and understanding of the course content	50%	20	15	15
Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes	50%	20	15	15
Weighting	100%	40%	30%	30%

2024 Preliminary Course Assessment Task Schedule for English EAL/D

Task		Task 1 Texts and Society	Task 2 Module A	Task 3 Yearly Examination
Course Component		Portfolio	Multimodal	Reading and Writing
Due Date		Term 1 Weeks 9-10	Term 2 Weeks 9-10	Term 3 During Exam Period
Outcomes Assessed		EAL11-1A, EAL11-1B, EAL11-2, EAL11-3, EAL11-6, EAL11-7 EAL11-9	EAL11-1A, EAL11-1B, EAL11-2, EAL11-3, EAL11-4, EAL11-5 EAL11-6, EAL11-7 EAL11-8, EAL11-9	EAL11-1A, EAL11-1B, EAL11-2, EAL11-3, EAL11-4, EAL11-5 EAL11-7 EAL11-8
Assessment Component	Weighting			
Knowledge and understanding of the course content	50%	15	20	15
Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes	50%	15	20	15
Weighting	100%	30%	40%	30%

2024 Preliminary Course Assessment Task Schedule English Extension 1

Task		Task 1	Task 2	Task 3
Course Component		Imaginative Response	Multimodal Presentation	Yearly Examination
Due Date		Term 1 Weeks 9-10	Term 3 Weeks 9-10	Term 3 During Exam Period
Outcomes Assessed		EE11-2, EE11-3, EE11-6	EE11-1, EE11-2, EE11-3, EE11-4, EE11-5	EE11-1, EE11-2, EE11-3, EE11-4, EE11-5
Assessment Component	Weighting			
Knowledge and understanding of texts and why they are valued	50%	15	20	15
Skills in complex analysis, composition and investigation	50%	15	20	15
Weighting	100%	30%	40%	30%

2024 Preliminary Course Assessment Task Schedule for English Standard

Task		Task 1 Reading to Write	Task 2 Close Study of Text	Task 3 Yearly Examination
Course Component		Multimodal Presentation & Reflection	Writing	Reading and Writing
Due Date		Term 1 Weeks 9-10	Term 2 Weeks 9-10	Term 3 During Exam Period
Outcomes Assessed		EN11-3, EN11-5, EN11-9	EN11-1, EN11-2, EN11-3, EN11-5, EN11-7	EN11-1, EN11-3, EN11-5, EN11-6, EN11-8
Assessment Component		Weighting		
Knowledge and understanding of the course content		50%	20	15
Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes		50%	20	15
Weighting		100%	40%	30%

2024 Preliminary Course Assessment Task Schedule for English Studies

Task		Task 1 Portfolio (continued throughout the year and assessed in Term 3)	Task 2 Multimodal	Task 3 Yearly Examination
Due Date		Term 3 Week 5	Term 2 Week 4	Term 3 During Exam Period
Outcomes Assessed		ES11-1, ES11-2, ES11-3, ES11-4, ES11-5, ES11-6, EN11-10	ES11-1, ES11-2, ES11-4, ES11-5, ES11-6, ES11-8, ES11-9	ES11-1, ES11-2, ES11-3, ES11-4, ES11-5, ES11-7, ES11-8, ES11-9
Assessment Component	Weighting			
Knowledge and understanding of the course content	50%	15	20	15
Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes	50%	15	20	15
Weighting	100%	30%	40%	30%

2024 Preliminary Course Assessment Task Schedule – Enterprise Computing

Task		Task 1	Task 2	Task 3
Course Component		Project Interactive Media and the User Experience	Project Networking systems and social computing	Yearly examination
Due Date		Term 1 Week 9	Term 2 Week 9	Term 3 During Exam Period
Outcomes Assessed		EC-11-04 EC-11-08 EC-11-09 EC-11-11	EC-11-01 EC-11-03 EC-11-04 EC-11-06 EC-11-07 EC-11-09	EC-11-01 EC-11-02 EC-11-03 EC-11-05 EC-11-06 EC-11-07 EC-11-08 EC-11-09 EC-11-10 EC-11-11
Assessment Component	Weighting			
Knowledge and understanding of course content	50%	20	10	20
Knowledge and skills in the practical application of the content	50%	10	25	15
Task total	100%	30%	35%	35%

2024 Preliminary Course Assessment Task Schedule: Food Technology

Task		Task 1	Task 2	Task 3
Course Component		Food Quality and Practical Task	Research Task & Practical Task	Yearly Examination
Due Date		Term 1 Week 8	Term 2 Week 8	Term 3 During Exam Period
Outcomes Assessed		P2.2, P3.2, P4.1, P4.4	P3.1, P3.2, P4.3, P5.1	P1.1, P1.2, P2.1, P2.2, P3.1
Assessment Component	Weighting			
Knowledge and understanding of course content	40%	5	5	30
Knowledge and skills in designing, researching, analysing and evaluating	30%	10	10	10
Skills in experimenting with preparing food by applying theoretical concepts	30%	15	15	
Weighting	100%	30%	30%	40%

f2024 Preliminary Course Assessment Task Schedule for Industrial Technology - Multimedia

Task		Task 1	Task 2	Task 3
Course Component		Practical Project No.1 & Folio	Practical Project No 2 & Folio	Yearly Examination
Due Date		Term 2 Week 2	Term 3 Week 5	Term 3 During Exam Period
Outcomes Assessed		P2.1 P2.2 P3.1 P3.2 P3.3 P4.1 P4.2 P4.3 P5.1 P5.2 P6.1 P6.2	P2.1 P 2.2 P 3.1 P3.2 P 3.3 P4. 1 P4.2 P 4.3 P5.1 P6.1 P6.2	P2.1 P5,1 P6.1 P6.2 P7.1 P7.2
Assessment Component	Weighting			
Knowledge and understanding of the organisation and management of, and manufacturing processes and techniques used by, the focus area industry.	40%	5	5	30
Knowledge, skills and understanding in designing, managing, problem-solving, communicating and the safe use of manufacturing processes and techniques through the design and production of a quality major project.	60%	25	25	10
Weighting	100%	30%	30%	40%

2024 Preliminary Course Assessment Task Schedule for Industrial Technology - Timber Products and Furniture Industries

Task		Task 1	Task 2	Task 3
Course Component		Industry Case Study	Planning & Production Project	Yearly Examination
Due Date		Term 1 Week 10	Term 1 Week 6	Term 3 During Exam Period
Outcomes Assessed		P1.1 P1.2 P5.1 P7.1 P7.2	P1.2 P2.1 P2.2 P3.1 P3.2 P3.3 P4.1 P4.2 P4.3 P5.1 P5.2 P6.1 P6.2	P1.1 P1.2 P2.2 P6.1 P7.1 P7.2
Assessment Component	Weighting			
Management Communication and Production	60%	10	30	20
Knowledge and Understanding	40%	10	10	20
Weighting	100%	20%	40%	40%

2024 Preliminary Course Assessment Task Schedule – Investigating Science

Task		Task 1 Practical Investigation & Data Analysis	Task 2 Depth Study-Research and Presentation	Task 3 Yearly Examination
Course Component		Modules 1 and 2	Modules 2 and 3	Modules 1-4
Due Date		Term 1 Week 8	Term 2 Week 7-8	Term 3 During Exam Period
Outcomes Assessed		INS11/12-1 INS11/12-2 INS11/12-3 INS11/12-4 INS11/12-5 INS11/12-7 INS11-8 INS11-9	INS11/12-1 INS 11-2 INS11/12-4 INS11/12-5 INS11/12-6 INS11/12-7 INS11-8 INS11-8 INS11-9	INS11/12-4 INS11/12-5 INS11/12-6 INS11/12-7 INS11-8 INS11-9 INS11-10 INS11-11
Assessment Component	Weighting			
Skills in Working Scientifically	60%	20	20	20
Knowledge and Understanding	40%	10	10	20
Weighting	100%	30%	30%	40%

2024 Preliminary Course Assessment Task Schedule for Legal Studies

Task		Task 1	Task 2	Task 3
Course Component		Stimulus Task The Legal System	Media Research/Report	Yearly Exam
Due Date		Term 1 Week 10	Term 2 Week 5	Term 3 During Exam Period
Outcomes Assessed		P1, P4	P7, P8	P4, P7, P9
Assessment Component	Weighting			
Knowledge and understanding	60%	20		40
Inquiry and research	20%		20	
Communication of legal studies information, issues and ideas in appropriate forms	20%	10	10	
Weighting	100%	30%	30%	40%

2024 Preliminary Course Assessment Task Schedule for Mathematics Advanced

Task		Task 1	Task 2	Task 3
Course Component		Class test Topic: F1	Assignment/ investigation Topic: C1	Yearly Examination Topics: F1, T1, T2, C1, E1, S1
Due Date		Term 1 Week 7	Term 3 Week 2	Term 3 During Exam Period
Outcomes Assessed		MA11-1 MA11-2 MA11-8 MA11-9	MA11-1 MA11-5 MA11-8 MA11-9	MA11-1 MA11-2 MA11-3 MA11-4 MA11-5 MA11-6 MA11-7 MA11-8 MA11-9
Assessment Component	Weighting			
Understanding, Fluency and Communicating	50%	20	10	20
Problem Solving, Reasoning and Justification	50%	15	15	20
Weighting	100%	35%	25%	40%

2024 Preliminary Course Assessment Task Schedule: Mathematics Extension 1

Task		Task 1	Task 2	Task 3
Course Component		In-class open-book test Topics Inequalities Trigonometry	Extended modelling and problem-solving task Topic Geometry	Yearly Examination All Preliminary Topics
Due Date		Term 1 Week 6	Term 2 Week 8	Term 3 During Exam Period
Outcomes Assessed		PE2–PE3, PE6	PE2–PE3, PE6	PE2–PE6
Assessment Component	Weighting			
Concepts, skills and techniques	50%	20	10	20
Reasoning and communication	50%	10	20	20
Weighting	100%	30%	30%	40%

2024 Preliminary Course Assessment Task Schedule for Mathematics Standard

Task		Task 1	Task 2	Task 3
		In-class test	Assignment/Investigation	Yearly Examination
Course Component		Subtopics F1.2, A1, M1.1, M1.3	Subtopics S1.1, S1.2, S2	Subtopics A2, F1.1, S1.2, M2 F1.2, A1, M1.1, M1.3, S2, M1.2, S1.1
Due Date		Term 1 Week 8	Term 2 Week 8	Term 3 During Exam Period
Outcomes Assessed		MS11-1, MS11-2, MS11-3, MS11-4, MS11-5, MS11-6, MS11-9, MS11-10	MS11-2, MS11-7, MS11-9, MS11-10	MS11-1, MS11-2, MS11-3, MS11-4, MS11-5, MS11-6, MS11-7, MS11-8, MS11-9, MS11-10
Assessment Component	Weighting			
Understanding, Fluency and Communicating	50%	15	15	20
Reasoning and communication	50%	15	15	20
Weighting	100%	30%	30%	40%

2024 Preliminary Course Assessment Task Schedule for Modern History

Task		Task 1	Task 2	Task 3
Course Component		Historical Investigation	Source Analysis	Yearly Examination
Due Date		Term 1 Week 9	Term 2 Week 6	Term 3 During Exam Period
Outcomes Assessed		MH11-6, MH11-7, MH11-10	MH11-6, MH11-7, MH11-8, MH11-9	MH11-1, MH11-2, MH11-3, MH11-4, MH11-5, MH11-9
Assessment Component	Weighting			
Knowledge and Understanding of course content	40%	5	15	20
Historical skills in the analysis and evaluation of sources and interpretations	20%	5	5	10
Historical Inquiry and research	20%	15	5	
Communication of historical understanding in appropriate forms	20%	5	5	10
Weighting	100%	30%	30%	40%

2024 Preliminary Course Assessment Task Schedule for Numeracy

Task		Task 1	Task 2	Task 3
Course Component		Term Test	Assignment	Assignment
Due Date		Term 1 Week 9	Term 2 Week 9	Term 3 Week 8
Outcomes Assessed		N6-1.2 N6-1.3 N6-2.1 N6-2.2 N6-2.3	N6-1.1 N6-2.2 N6-2.3 N6-3.2	N6-1.1 N6-1.2 N6-2.1 N6-2.2 N6-3.1
Assessment Component	Weighting			
Knowledge and understanding	50%	15	15	20
Skills	50%	15	15	20
Weighting	100%	30%	30%	40%

2024 Preliminary Course Assessment Task Schedule: PD/H/PE

Task		Task 1 Presentation and Report	Task 2 Practical and Analysis	Task 3 Yearly Exam
Course Component		Core 1 Better Health for Individuals	Core 2 The Body in Motion	Core 1- Better Health for Individuals Core 2 – Body in Motion Option – Outdoor Recreation Option – First Aid
Due Date		Term 1 Week 9	Term 2 Week 9	Term 3 During Exam Period
Outcomes Assessed		P5, P15, P16	P7, P8, P9 , P10, P11, P16	P1, P2, P3, P4, P5, P6, P7, P8, P9, P10, P11, P12, P15, P16, P17
Assessment Component	Weighting			
Knowledge and understanding of course content	45%	15	15	15
Skills in critical thinking, research, analysis, and communication	55%	15	15	25
Weighting	100%	30%	30%	40%



Education

PUBLIC SCHOOLS NSW ULTIMO RTO 90072
 RETAIL SERVICES CATEGORY B BOARD DEVELOPED COURSE ASSESSMENT SCHEDULE

Preliminary Year 2024 - HSC 2025

QUALIFICATION: SIR30216 Certificate III in Retail (Release 4)

Training Package: SIR Retail Services (Release 6)

NESA course code
 2 U X 2 YR - 26911
 HSC Exam: 26999
 LMBR UI Code:
 (11 OR 12)
 SIR30216126911B

TERM	Unit Code	Units Of Competency	AQF CORE / ELECTIVE	HSC STATUS	HSC INDICATIVE Hrs.	Assessment Task Cluster & Methods of Assessment	HSC requirements - Exam estimate mark & weighting to total 100%
	7 PRELIMINARY UOCs						
Term 1	SIRXWHS002 SIRXIND002	Contribute to workplace health and safety Organise and maintain a store environment	C E	M E	15 10	Cluster A: Safety and Spotless Written task, online quiz, practical and teacher observation	240 Indicative Hours over 2 years 35 hrs Work placement 40% Preliminary Exam
Term 1-2	SIRXIND001 SIRXCOM002	Work effectively in a service environment Work effectively in a team	C C	M M	20 15	Cluster B: Working in the industry Research, self/peer assessment, simulation, presentation	
Term 2-3	SIRXCEG001 SIRXCEG002 SIRXCEG003	Engage the customer Assist with customer difficulties Build customer relationships and loyalty	C C C	M E E	20 20 20	Cluster C: Customer Service Teacher observation, written task, portfolio of evidence	
	7 HSC UOCs						
Term 4-5	SIRXSLS001 SIRXSLS002 SIRXRSK001	Sell to the retail customer Follow point of sale procedures Identify and respond to security risks	C E C	M M M	15 15 15	Cluster D: Sales & Security Questioning, scenario, role play	35 hrs Work placement 60% Trial HSC Exam
Term 5-6	SIRRMER001 SIRXPDK001	Produce visual merchandise displays Advise on products and services	E E	S S	20 20	Cluster E: Retail General Selling Scenario, direct observation of practical work, written questioning	The final estimate exam mark will only be used as the optional HSC exam mark in the event of misadventure. This mark should be derived from either one or two formal exams. The calculation of the estimate is a school decision.
Term 7	SIRRINV002 SIRRINV001	Control stock Receive and handle retail stock	E E	E E	20 15	Cluster F: Stock Control Written questioning, scenario, direct observation of practical work	
NESA requires students to study a minimum of 240 hours to meet Preliminary and HSC requirements.			Total hours 245			Units of competency from the HSC focus areas will be included in the optional HSC examination.	

2024 Preliminary Course Assessment Schedule for Sports, Lifestyle and Recreation (Non-ATAR)

Task		Task 1 Practical	Task 2 Analysis	Task 3 Yearly Exam
Course Component		Games and Sports Applications	Healthy Lifestyles	Modules 1-12
Due Date		Term 1	Term 2	Term 3 During Exam Period
Outcomes Assessed		1.1, 2.3, 4.4	1.2, 1.3, 1.5, 2.1, 2.2, 2.5	1.1-1.5, 2.1, 2.2, 2.3, 3.1, 3.6, 4.1, 4.4, 4.5
Assessment Component	Weighting			
Knowledge and understanding of course content	50%	25	10	15
Skills in critical thinking, research, analysis and communication	50%	10	25	15
Weighting	100%	35%	35%	30%

2024 Preliminary Course Assessment Task Schedule for Studies of Religion

Task		Task 1	Task 2	Task 3
Course Component		Oral Presentation	Research Task	Yearly Examination
Due Date		Term 1 Week 6	Term 2 Week 4	Term 3 During Exam Period
Outcomes Assessed		P1, P2, P6, P8	P3, P4, P5, P6, P7, P8	P1, P2, P5, P6, P8, P9
Assessment Component	Weighting			
Knowledge and understanding of course content	40%	10	10	20
Source based skills	20%	10	5	5
Inquiry and research	20%	10	10	
Communication of information ideas and issues in appropriate forms	20%		5	15
Weighting	100%	30%	30%	40%

2024 Preliminary Course Assessment Task Schedule for Visual Arts

Task		Task 1	Task 2	Task 3 Yearly Exam
Course Component		Submitted Artwork with Presentation Submitted Body of Work and VAPD. Visual presentation about the development of the Body of Work.	Submitted Artwork Submitted Body of Work and VAPD. Investigating Artmaking Practice Analysis of a selected artist's practice.	Yearly Examination Art Criticism and Art History Written Examination
Due Date		Term 1 Week 10	Term 3 During Exam Period	Term 3 During Exam Period
Outcomes Assessed		P1, P2, P3	P4, P5, P6	P7, P8, P9, P10
Assessment Component	Weighting			
Artmaking	50%	20	30	
Art Criticism and Art History	50%		10	40
Weighting	100%	20%	40%	40%

2024 Preliminary Course Assessment Task Schedule for Work Studies (Non-ATAR)

Task		Task 1	Task 2	Task 3
Course Component		My working Life	Job Applications	Workplace Communication
Due Date		Term 1 Week 8	Term 2 Week 9	Term 3
Assessment Component	Weighting	Presentation	Job Application & Mock Interview	Topic Test
Knowledge and Understanding	30%	10	10	10
Skills	70%	20	30	20
Weighting	100%	30%	40%	30%