

James Cook Boys Technology High School



Year 10 Assessment Handbook 2022

Part A – Junior Assessment Policy & Procedures – Pages 1 – 11
Part B – Assessment Overview – Pages 12 – 13

Junior Assessment Policy & Procedures 2022

What is assessment?	2
1.1 The Common Grade Scale & Standards Referenced Assessment	2
Student Responsibilities	3
2.1 Expectations of students:	3
Nature and Notification of Tasks	4
3.1 Submission of Tasks	4
3.2 Malpractice	4
3.3 Procedures for students when absent from tasks & Appeals Process	5
3.4 Lateness to task	5
3.5 Extensions	5
3.6 Non Presentation/Non Attempt	5
3.7 Letter of Concern for students in Years 7, 8 & 9	6
3.8 Students Accelerated in a Course	6
3.9 Disability Provisions	6
Information for Year 10 students	7
4.1 HSC minimum standards	7
4.2 Record of School Achievement	7
4.3 RoSA Academic Warning Letters for Year 10 Students	8
Related Attachments:	
• Assessment Task Appeals Form - Years 7-10	9
• Student Agreement form	
• Assessment Schedule Overview for Year group	

What is assessment?

Assessment is the broad name for the collection and evaluation of evidence of a student's learning. It is integral to teaching and learning and has multiple purposes. Assessment can enhance student engagement and motivation, particularly when it incorporates interaction with teachers, other students and a range of resources.

School-based assessment tasks may include activities such as examination, tests, written or oral assignments, practical activities, fieldwork, performance and projects.

Assessment:

- provides opportunities for teachers to gather evidence about student achievement in relation to outcomes
- enables students to demonstrate what they know and can do, clarifying student understanding of concepts and promoting deeper understanding
- provides evidence that current understanding is a suitable basis for future learning.

1.1 The Common Grade Scale & Standards Referenced Assessment

The Common Grade Scale A to E is used to report student achievement in junior secondary years in all NSW schools. It is also used in Stage 5, Years 9 & 10 where there is no course specific performance descriptors developed to assign grades for the Record of School Achievement (RoSA).

Standards-referenced assessment refers to the process of collecting and interpreting information about students' learning. It uses syllabus outcomes as key reference points for decisions about students' progress and achievement.

The Common Grade Scale describes performance at each of five grade levels. Within our school reports we use the language next to each grade.

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

Student Responsibilities

2.1 Expectations of students:

Students must attend all classes to satisfactorily complete courses. **A minimum of 80% attendance is generally expected** for students to achieve the outcomes of the course being studied. Unexplained absences, lateness and class attendance patterns will be reviewed regularly to ensure that the students are meeting the course completion criteria and the minimum attendance requirements.

Student Responsibilities include:

- Arriving before 8:40am and must be on time for all scheduled lessons.
- Not leaving the school during the day unless they bring a signed request from their parent/guardian. This is only available for emergency or other unexpected circumstances.
- Not truant a lesson, consequences include recess or after school detention.
- Attend classes on the day before and on the day an assessment task is due.
- All work submitted must be the students' own work.
- The NSW Education Standards Authority expects students to attempt all assessment tasks.
- Students must submit work by the due date.
- Prepare for examinations and make a serious attempt.
- Complete the syllabus including participation in class practical work, homework, oral presentations, assignments and examinations.

On the day of the Assessment Task, the student must attend school and be marked present. **Students need to submit the task on or before the designated date in accordance with the Assessment Notification – within the timetabled lesson.** Students are **NOT** permitted to work on the Assessment Task during school time, besides Recess, Lunch or a designated study period on the day the task is due. Further details are outlined below in the Attendance to school requirements.

Where a student cannot meet a deadline or is absent for the submission or performance of a task the student must apply for special consideration. If there is a valid reason, an '**Assessment Task Appeal Form**' needs to be completed and all supporting documentation has to be submitted to the relevant Head Teacher on the first day back after their absence otherwise a zero mark will be awarded.

Students must make a genuine attempt at assessment tasks which contribute **in excess of 50% of the available marks otherwise they may be deemed unsatisfactory in that course.**

Students who are absent on any day are responsible for ascertaining if an assessment task has been set or issued for any course missed on that day.

Students who transfer into the school after the commencement of the school year and have missed completing any scheduled assessment tasks for their chosen course will be given substitute tasks wherever possible. In some cases **estimates** may be given.

Nature and Notification of Tasks

Students will receive a minimum of 2 weeks notice for each assessment task. Students will sign for their assessment tasks on the notification register.

Notification of assessment tasks will be communicated to the student in writing and include:

- The scope of each task e.g. Probability in Mathematics.
- The form the task will take e.g. 10 short answer questions.
- The proposed timing and duration of the task e.g. Tuesday 24 May, periods 2 and 3, 80 minutes.
- The assessment weighting allocated to the task e.g. 15%.
- The outcomes being assessed.
- The marking guidelines – Notification Information sheet.
- Any additional details (students will require calculators).

Students should consult with their teacher on a regular basis, to confirm the scheduling of tasks and if absent if in case Assessment information is given out.

3.1 Submission of Tasks

Tasks should be handed in to the classroom teacher at the time and method notified by the teacher. This may include electronic submission by Google Classroom or any other technologically based platforms. If the teacher is absent or unavailable, then the task is to be submitted to the Head Teacher of the faculty involved. All tasks should be submitted with your name and the task heading clearly displayed. If a task is not submitted by the due date on the task notification without a completed **'Assessment Task Appeal Form'**, the student will be awarded a Zero mark.

3.2 Malpractice

It is expected that work submitted in fulfilment of Assessment requirements shall be the student's own work. **Examples of malpractice beyond this would include:**

- Plagiarism – excessive use of other sources, not acknowledged.
- Copying – using the work of another person and submitting it as your own.
- Not own work – having someone else complete the task.
- Falsifying receipt documents.
- Offering false documentation in support of an appeal.
- Cheating during a test or exam.
- Misbehaving during exams.

Where the teacher responsible for a task has reason to suspect malpractice, this should be brought to the attention of the Head Teacher as soon as possible. If the Teacher and Head Teacher are in agreement then the student shall be awarded a zero mark for the task and given a full explanation of the decision. The student may then lodge an **'Assessment Task Appeal Form'**.

During any assessment task / exam if a student does any of the following:

- | | |
|---|--|
| • Does anything that disrupts the task or disturbs another student. | • Takes into the room any books, notes, papers or equipment other than what is allowed by the supervising teacher. |
| • Communicates with another student. | • Makes a non-serious attempt. |
| • Looks at another student's work. | • Uses an electronic device. Eg. Phone, Smartwatch, Tablet |
| • Cheats in any way. | |

A Zero Mark will be awarded and students who have been found to have engaged in Malpractice will be recorded on the JCBTHS wellbeing system and may lead to an 'N determination'(Year 10).

3.3 Procedures for students when absent from tasks & Appeals Process

Where a student cannot meet a deadline or is absent for the submission or performance of a task the student must apply for special consideration. **Any application of an extension of time is required before the due date.**

If a student is absent on the day of the task:

- The student or his parent must telephone the school and inform the relevant Head Teacher.
- An **'Assessment Task Appeal Form'** must be lodged with the Head Teacher(s) of the subject(s) concerned at the beginning of the next day the student is in attendance at school.
- A doctor's certificate is required if the application is on medical grounds.

Medical Certificates for Missed Assessment Tasks. Medical Certificates must:

- be written on a named doctor's pad.
- include the day of the missed task.
- show in detail, the nature of the illness.
- show the length of time the student will be unfit for school.
- be produced immediately on return to school.

If the student does not make an application to the Head Teacher(s) concerned on their next school day of attendance after the due date of the missed assessment task a zero mark will be recorded.

If the **'Assessment Task Appeal Form'** is accepted, then the teacher of that course will do one of the following:

- arrange for the student to attempt the task at a different time.
- arrange for the student to attempt an alternative task of a similar nature.
- in exceptional circumstances the Head Teacher may authorise the use of an estimate based on appropriate evidence.

If the **'Assessment Task Appeal Form'** is not accepted, the student will be awarded a zero mark and parent(s)/guardians(s) informed with a **'Letter of Concern'**(Years 7-10) or a **'RoSA Academic Warning Letter'**(Year 10).

3.4 Lateness to task

Students need to be on time for examinations and assessment tasks. If a student arrives late during an examination/assessment task without a valid reason he must undertake the task in the remaining time. If lateness is for a valid reason and supported by evidence, the student will be allowed the normal length of time.

3.5 Extensions

Students who are unable to present for an out of class assessment task / assignment for valid reasons may apply to the teacher for an extension prior to the due date for submission of the task. Requests for extensions are to be made in writing using the **'Assessment Task Appeal Form'**.

3.6 Non Presentation/Non Attempt

If a task is not attempted or submitted by the due date and the student is not exempt, the student will have a 10% deduction each day from the total value awarded to the task for each day that it is late. After five days lateness, a zero mark will be given. Weekends count as two days.

Day 1	Day 2	Day 3	Day 4	Day 5
10%	10% + 10% = 20%	20% + 10% = 30%	30% + 10% = 40%	40% + 10% = 50%

3.7 Letter of Concern for students in Years 7, 8 & 9

Students in Years 7 through to 9 not working with **'sustained diligence and effort'** may be issued a 'Letter of Concern' for not meeting school/course requirements if:

- Class work is incomplete over a prolonged period of time.
- Homework is incomplete over a prolonged period of time.
- Assessments, assignments, practical work, major works, competencies are incomplete.
- A **'Zero Mark'** is awarded for any reason.
- Attendance is unsatisfactory, JCBTHS expects at least 80% attendance to be maintained in courses.

The 'Letter of Concern' process aims to give the student time to complete the mandatory course requirements and rectify the problem and notifying the parent(s)/guardians(s) of the school's concerns.

3.8 Students Accelerated in a Course

Students who have been accelerated in a course should complete all assessment tasks, or the equivalent, that are undertaken by students completing the standard course program. The school will endeavour to minimise the conflicting demands of Year 11 and Year 12 assessment, but this cannot be guaranteed.

During assessment blocks students accelerated in a course will be given *stuvac* the day before their assessment task unless the task is scheduled the day after a weekend or a public holiday. On all other occasions during the assessment block when Year 12 lessons have been suspended, students accelerated in a course must attend all lessons.

If the task is scheduled in the afternoon students are not expected to attend lessons before the task. If the task is in the morning then students are expected to attend all lessons after their assessment task has been completed.

Stuvac is for preparation for exams in an assessment block not for oral presentations or hand-in tasks.

3.9 Disability Provisions

If a student is entitled to disability provisions for examination periods, it is the responsibility of the student to request these provisions for any assessment tasks. This can be negotiated with the Teacher or Head Teacher.

Note the following unacceptable grounds for appeal:

The provisions of the appeals process do not cover disabilities for which the school has already granted disability provisions, unless an unforeseen episode occurs during the assessment task (eg a hypoglycaemic event suffered by a diabetic student or a student who has been isolated but is still ill) or further difficulties occur, the authenticity of which is supported by the supervising staff member.

Information for Year 10 students

4.1 HSC minimum standards

All students will need to meet minimum literacy and numeracy standards as part of their Higher School Certificate.

The minimum standard is a nationally agreed standard of functional literacy and numeracy skills. These are the skills required for everyday life, such as:

- writing a job application
- reading a safety manual
- comparing mobile phone plans
- calculating the quantity of paint needed to paint a room.

The minimum standard will help ensure that students have developed the essential literacy and numeracy skills needed for success in life after school. Students can meet the minimum standard by passing short online reading, writing and numeracy tests in Years 10, 11 or 12.

4.2 Record of School Achievement

The NSW Education Standards Authority (NESA) issues the Record of School Achievement (RoSA) to eligible students who leave school before completing the Higher School Certificate (HSC).

The RoSA is a cumulative credential, meaning it contains a student's record of academic achievement up until the date they leave school. This could be between the end of Year 10 up until and including some results from Year 12.

The RoSA records completed Stage 5 (Year 10) and Preliminary Stage 6 (Year 11) courses and grades, HSC (Year 12) results, and where applicable participation in any uncompleted Preliminary Stage 6 courses or HSC courses.

The RoSA is useful to students leaving school prior to the HSC because they can show it to potential employers or places of further learning.

The RoSA is also available to students who have not demonstrated the HSC minimum standard to receive their HSC.

To qualify for the RoSA you must satisfactorily complete mandatory courses including:

- English
- Mathematics
- Science
- Australian History
- Australian Geography
- Personal Development, Health and Physical Education (PDHPE)
- Satisfactory completion will be determined by looking at your effort and results in class work, assignments and examinations.
- You will need to attend each lesson and complete all class work. The school may refuse to grant a RoSA to a student whose attendance or application at school has been unsatisfactory.
- A NSW Record Of School Achievement can only be earned through **'sustained diligence and effort'** from the student. Students are expected to attend classes and work to the best of your ability.
- Year 10 students that fail to submit a task or meet assessment requirements may be issued an **'Academic Warning Letter'** as part of the RoSA procedures.

4.3 RoSA Academic Warning Letters for Year 10 Students

A NSW Record Of School Achievement can only be earned through **'sustained diligence and effort'** from the student.

Year 10 students may be issued a 'RoSA Academic Warning Letter' for not meeting this requirement if:

- Class work is incomplete over a prolonged period of time.
- Homework is incomplete over a prolonged period of time.
- Assessments, assignments, practical work, major works, competencies are incomplete.
- A **'Zero Mark'** is awarded for any reason.
- Attendance is unsatisfactory, JCBTHS expects at least 80% attendance to be maintained in courses.

The 'RoSA Academic Warning Letter' serve the purpose of notifying the parent(s)/guardians(s) if it looks like a student may receive an **'N' Determination**. This process aims to give the student time to complete the mandatory course requirements and rectify the problem.

If a student receives an **'N' determination** in a mandatory curriculum requirement course, they won't be eligible for the RoSA. If they leave school, they will receive a Transcript of Study that will list the mandatory course(s) that received an 'N' determination.

If a student is given an 'N' determination in a non-mandatory course, the course will not appear on their RoSA or Transcript of Study.

When a 'RoSA Academic Warning Letter' is required, the school will:

- Advise the student in writing with the Academic Warning Letters (Teacher and Head Teacher).
- Ensure Academic Warning Letters are sent to parents informing them their son has missed an assessment task and informing them if attendance and performance have been unsatisfactory (Head Teacher).
- Ensure that written acknowledgement from the student and his parent(s)/guardians(s) is requested.
- Ensure a copy of the warning letter is placed on the faculty file and on the student's central file.
- Provide a copy of the task or work for which the Academic Warning Letter refers to.

If you receive Academic Warning Letters covering three separate assessment tasks in a course you may be deemed to have not met requirements of the course. It is imperative that you redeem yourself of these warning letters by completing the work requested. If the outstanding work to be completed is an assessment task, while the **'RoSA Academic Warning'** determination will be annulled, the assessment mark for that task will be Zero.

Appeals of 'RoSA Academic Warning Letters' may be undertaken using the 'Assessment Task Appeals form' and it's submission to the appropriate Head Teacher.

Assessment Task Appeal Form – Years 7 - 10

Name: _____ Year: _____ Course: _____

Assessment Task: _____ Date of Task: _____

Reason for application (please tick):

- ☐ Absent day of an Assessment Task
- ☐ Other School Commitment on the day of an Assessment Task
- ☐ Extension (due to illness or exceptional circumstances)
- ☐ Absent from Assessment Task, or absent when an Assessment Task is due (due to illness or exceptional circumstances)
- ☐ Special Consideration (due to Illness/Misadventure/Exceptional Circumstances leading up to an Assessment Task, or on the day of an Assessment Task).
- ☐ Appealing a Zero Assessment Mark determination

Reasons supporting application (to be completed by the student):

I have attached (please tick and complete relevant information):

- ☐ Medical Certificate from Dr: _____ Dated : _____
- ☐ Illness/Misadventure Form completed by Dr: _____ Dated : _____
- ☐ Supporting letter from my parent/caregiver
- ☐ Assessment Task (Required if appealing a Zero Assessment Mark determination)
- ☐ Other (please describe) _____

Student Signature : _____ Date: _____

Parent Signature : _____ Date: _____

Head Teacher determination:

- ☐ Appeal Upheld ☐ Appeal Declined

Head Teacher: _____ Signature: _____ Date: _____

Student Acknowledgement of Head Teacher Decision

Student signature: _____ Date of advisement: _____

[This page has been left blank on purpose]

Receipt of Assessment Policy & Procedures 2022

- I have received the Assessment Policy & Procedures 2022.
- I understand that this is an official notification of the school policy with regard to Course Assessment.
- I understand that it is my responsibility to read, understand and follow the procedures for assessment set out within, and to seek help from my class teacher and/or Head Teachers and/or if I have any difficulty meeting my obligations.
- I understand that the Assessment Schedule overview for my courses are attached.
- The school will provide a detailed assessment notification form to students at least 2 weeks prior to the date of submission of an assessment.

Student Name: _____ Year: _____

Student Signature: _____ Date: _____

Parent/Guardian Full Name (Please print) _____

Parent/Guardian Signature: _____ Date: _____

Please return this completed for to your Year Advisor



2022 Assessment Schedule for Year 10 Students

Semester 1

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11
Term 1	Students Return: Tuesday 1st February		School Photo Day	Industrial Timber Online Safety Module: 10%		Swimming Carnival		Science Practical exam: 20% PASS Theory Task 1: 25% Music Various Performance Pieces (Popular Music) 25% Industrial Timber Cutting Board Project: 15% English Elective Task 1: 20% Elective History Source Analysis 25%	Athletics Carnival Commerce Topic Test: 25% Maths Task 1: 20% PASS Open Book Exam 25% STEM Presentation: 25% Photography Darkroom: 25% Visual Design Visual Semiotics: 25% PDHPE Personal Health Profile: 25%	Geography Fieldwork Report: 25% Visual Art Still Life Task: 25% IST Website Project: 25% Science Elective Task 1: 25% History Research Task: 25% Industrial Timber Cutting board 15% Marine and Aquaculture Task 1: 25%	English Task 1: 20%
Term 2	Students Return: Wednesday 27th April				Assessment Period IST Digital Media Project: 25% Music Music and Technology Composition (Music and Technology) 25% Science Elective Task 2: 25% Marine and Aquaculture Task 2: 25% Elective History Research Task 25%	Assessment Period Geography Presentation: 25% History Topic Test: 25% Science Semester 1 Exam: 20% Maths Half Yearly: 30% PASS Theory Task 2: 25% PDHPE Literacy Task - Biography Case Study 25% PASS Event Planning Project: 25%	English Task 2: 25% English Elective Task 2: 30% Commerce Research Project: 25% STEM Portfolio: 25% Photography Elements & Principles of Design 25% Visual Art Fantasy Environment: Task 25% Visual Design Advertising: 25%	Public Holiday Queen's Birthday NO ASSESSMENTS FOR SEMESTER ONE REPORTING	NO ASSESSMENTS FOR SEMESTER ONE REPORTING	Rewards Excursion Semester 1 Report Evening NO ASSESSMENTS FOR SEMESTER ONE REPORTING	



2022 Assessment Schedule for Year 10

Semester 2

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11
Term 3	Students Return: Tuesday 19th July	Industrial Timber Tool Box Project 25%				History Source Analysis Extended Response: 25% Stage 6 Interviews with Parents	Geography Geographical Investigation: 25% Science VALID test: 15% Science Elective Task 3: 25% Marine and Aquaculture Task 3: 25% Elective History Research Task 25%	Commerce Research Report: 25% English Task 3: 30% Maths Task 3: 20% PASS Theory Task 3: 25% PASS Sporting Identity Research Task and Presentation: Visual Art Human Form: 25% Visual Design Object Design Task: 25%	Science Individual Research Project: 25% IST Database Design Project: 25% Music Band Research Task (Australian Music) 25% STEM Portfolio: 25% Photography Photojournalism 25% English Elective Task 3: 25% PDHPE Health Services Research Task: 25%		
Term 4	Students Return: Monday 10th October				Assessment Period Geography Field Study: 25% Commerce Yearly Exam: 25% Science Semester 2 Exam: 15% Science Elective Task 4: 25% Maths Yearly Exam: 30% PASS Theory Task 4: 25% Music Ensemble Performance Task Task 4: 25% English Elective Task 4: 25% Elective History Major Presentation 25% Marine and Aquaculture Task 4: 25% Industrial Timber Coffee Table Project and Portfolio: 50%	Assessment Period English Task 4: 25% History Yearly Exam: 25% Visual Design Interiors & Exteriors: 25% Visual Art City Streets Task: 25% Photography Stop Motion Animation Task: 25% IST Artificial Intelligence Project: 25% STEM Research Project: 25% PDHPE Relationships Topic Test: 25% PASS Fitness Testing 25%	NO ASSESSMENTS FOR SEMESTER TWO REPORTING	NO ASSESSMENTS FOR SEMESTER TWO REPORTING	NO ASSESSMENTS FOR SEMESTER TWO REPORTING	Activity Week Presentation Day	School ends Monday 19th December