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**Year 10 2023**

**Assessment & Reporting Procedures**

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## YEAR 10 ASSESSMENT PROCEDURES

### The purpose of assessment

Assessment is the process of identifying, gathering, and interpreting information about student learning. Assessment is designed to provide information on student achievement and progress in each subject in relation to syllabus standards, and to report on the standard of performance reached. Assessment measures performance throughout the whole course in each subject, including knowledge, understanding, skills and processes. Students are assessed on what they understand, know, and can do.

This booklet lists formal assessment items that are common to all students. Students will also be given tasks that do not appear in this booklet and are required to complete these also. They contribute to students' ability to develop their knowledge, skills and understanding just as much as formal tasks. The Years 7–10 syllabuses advocate assessment *for* learning, and these tasks are important to the development of student awareness about their progress.

The evidence teachers gather about student achievement is used for assessment *of* learning, which takes place at key points in the assessment cycle, such as at the end of each semester, when students receive academic reports indicating their levels of achievement.

Assessment may also be used as a tool to enable students and teachers to identify core strengths and areas for improvement.

### How will assessment be undertaken?

The NSW Education Standards Authority (NESA) has provided a syllabus and a set of performance descriptors for each subject. The syllabus contains a statement of outcomes and content for each course.

NESA recommends a maximum of four assessment tasks for each year group. Assessment tasks may include tests, assignments, projects, research tasks, class presentations, practical tests, class exercises and examinations.

Students will receive a written assessment notification for each assessment task that contains a detailed explanation of the specific nature of the task. This notification will be issued **at least two weeks in advance**. In exceptional circumstances, the school may reschedule or substitute an assessment task with the approval of the Head of Senior School. In such cases, teachers will inform students of the new arrangements, in writing, at least two weeks in advance.

## 1 Schedule of Assessment tasks

### 1.1

- Assessment notifications will be issued to students in class and will be made available on CANVAS Classroom from the date of issue.
- Students will acknowledge Assessment Issue – ‘Comment’ on CANVAS Classroom. Teachers will keep these records on file as the Assessment Register evidence.
- Students who are absent on the day will acknowledge the ‘Assessment Issue’ – ‘Comment’ through CANVAS on their first day of return to school. The original due date applies for all students.
- Students are expected to check CANVAS classrooms daily.

**1.2** Students on school business when an assessment task is due, such as work placement or representative sport, will negotiate with the teacher/ Head of Department an alternate due date **at the time of issue**. Students on work placement must ensure a *Work Placement Notification* form is completed and signed at least two weeks prior to the start date. The student is responsible for approaching the teacher/ Head of Department to negotiate the alternate date. No extensions are provided for these cases.

**1.3** Students who are absent on the due date will submit or complete the task on the first day of return to school. If the student is absent for a practical task, they will negotiate with the teacher/ Head of Department on the day of return to school, the most appropriate date to complete the task. It is the student’s responsibility to see the teacher/Head of Department on the day of return. Students will be required to follow the Illness/Misadventure process (**see assessment forms section**), or the N-determination process will be followed.

**1.4** Where a task has been identified invalid or unreliable a panel will be formed to review the task and determine an outcome. The panel will be formed by the Faculty Head of Department and will generally include the following members:

- Deputy Head of Senior School
- Head of Senior School
- Head of Department of relevant faculty
- Head of Departments
- The make-up of the panel is open to change to allow for the availability of staff

Decisions may include:

- Adjusting the task and re-issue with at least two weeks’ notice

- Issue an alternate task with at least two weeks' notice
- Disregard the task and re-weight remaining tasks
- The Head of Senior School (or delegate) is the final arbitrator. Students and parents/guardians will be notified in writing of the outcome.

## 2 Submission of tasks

### 2.1 Assessment tasks that are completed outside the classroom

Tasks completed outside the classroom are to be submitted by the designated due date and time as specified on each task notification. Tasks are to be submitted by the date and time specified on the assessment task notification. All tasks may be submitted early.

### 2.2 Late submission of tasks

Any task submitted after the designated day and time will be deemed to be late, unless the student has been granted an extension (which students must have applied for **to the relevant Head of Department** using the '**Application for Extension**' form at least two days prior to the due date), or is absent on the day due to illness or another acceptable reason, as indicated in a Medical Certificate or a letter from a parent attached to an '**Illness and Misadventure**' form given to the subject teacher or Head of Department in the next lesson of that subject.

Failure to submit a task on time will result in a mark deduction as follows:

One day late:	10% of total marks
Two days late:	20% of total marks
Three days late:	30% of total marks
Four days late:	40% of total marks
Five days late:	50% of total marks
Six or more days late:	100% of total marks

Concessions can be made at the Head of Departments discretion or for students with PLPs, learning needs or in extenuating circumstances. Misadventure/Appeals in exceptional circumstances may be granted at the Head of Senior Schools discretion.

**NOTE:** For tasks that have not been given approval for extension over a weekend or holiday period, **non-school days do accumulate towards percentage penalties imposed** eg. lateness after a

weekend will accumulate a 3-day penalty (30%). Students should submit tasks by email to avoid penalties over a weekend period.

Teachers may accept tasks submitted late and the task will be marked to ensure students' learning is progressing. However, the mark or grade may not be used, and the task may not be marked as promptly as the rest of the cohort. This also includes circumstances that occur on the evening prior to the submission date where prior written application cannot be made. Any extension time will only be granted in **exceptional circumstances**.

### **2.3 Failure of computer equipment**

Failure of computer equipment is NOT an acceptable reason. Students should develop a pattern of regularly backing up work on a transportable storage device which can be brought to school in the event of any computer failure e.g., printer out of ink.

If late submission of a task is due to sickness (illness or misadventure), a letter must be attached to an 'Illness and Misadventure' form and submitted to the relevant subject teacher or Head of Department within two (2) days of the original due date.

Misadventure/Appeals in exceptional circumstances may be granted at the Head of Senior Schools discretion.

### **2.4 Assessment tasks that are completed in class**

Tests completed in class, such as **tests and** examinations, practicals, performances, speeches, presentations and so on, must be completed on the designated day. Failure to do so requires adequate evidence (**Medical Certificate** or a **letter from a parent** attached to an '**Illness and Misadventure' form**) to be presented to the subject teacher or Head of Department in the next lesson of that subject.

### 3 Absent for an assessment task: Illness or Misadventure

It is the student's responsibility to submit / complete all formal assessment tasks at the specified time. Unless prior application for an extension (using the application for extension form) has been approved by the relevant **Head of Department**, late submission will result in a deduction of marks. If an extension has been granted, and the task is submitted / completed on the new date, no penalty applies.

If a student is to be absent from an assessment task for any reason other than illness, he or she must inform the subject teacher, and Head of Department prior to this absence (e.g. if the student is to represent the school in a curriculum enrichment event such as sport, debating, etc on that day) to make alternative arrangements. In the event of an unexpected issue (e.g., family illness), contact should be made with the school as soon as conveniently possible given the circumstance. The Head of Department of the subject concerned will:

- Allow the student to undertake the same task; or
- Allow the student to undertake a suitable replacement task; or
- Give an estimate for that task only, based on the quality of the student's work in the components being assessed, if the Head of Senior School permits.

If a student is absent from an assessment task, the task must be completed/submitted within two weeks after the due date. If the task is not completed/submitted within two weeks of the due date (and an Illness & Misadventure form is completed and approved), an estimate mark for the task may be given.

If a student will miss an assessment task due to going on vacation, the school must be informed of the student's absence prior to the event and leave must be approved as per the travel policy.

#### 3.1 The illness or misadventure process assists students who:

- Are absent from an assessment task due to illness or unforeseen misadventure, or
- Consider that their performance in an examination/assessment has been affected by illness or misadventure immediately before or during the task.

3.2 If a student is absent for a task due to illness, they must print an '*Illness/Misadventure*' form located in this Student Handbook Assessment forms section and found on the school website. They are required to see the Head of Department of the subject that allocated the assessment task, on the first day they return to school and hand in a completed *Illness/Misadventure* form. Reasons for the absence must be stated, all relevant sections completed, and appropriate documentation attached to the form, e.g., medical certificate.

**3.3** Where a student is absent for more than the day of the task, they must have documentation explaining the entire period of absence.

**3.4** If a student is absent from a task for non-medical reasons, a satisfactory explanation in writing must be provided on an *Illness/Misadventure* form and submitted to the Head of Department of the faculty that allocated the assessment task, on the first day they return to school. Unless the Head of Senior School has approved the leave, a zero mark may be awarded in such circumstances and the N-determination process will be followed. Travel leave is not permitted for students completing Stage 6 studies.

**3.5** Students will be required to complete or submit the assessment task on the first day they return to school. The Head of Department, in consultation with the Deputy Head of Senior School (or delegate), will determine the outcome of the *Illness/Misadventure* application. **(See Assessment forms section)**

**3.6** Copies of all completed *Illness/Misadventure* forms must be given to the supervising Head of Department, and copies to the Deputy Head of Senior School and the Head of Senior School.

### **3.7 Outcome of Illness/Misadventure**

The relevant faculty Head of Department will consider illness/misadventure cases specific to assessment tasks for courses within their faculty. They will judge the presented evidence and decide whether the application is to be accepted or rejected.

If the application is accepted, one of three things may occur:

1. Original or substitute task is to be completed – a zero will be recorded for the original task and the student will be required to complete the original task or a substitute task. Once completed, the mark gained for this task will replace the zero. If not completed, the zero mark remains.
2. Awarded mark remains – the student's performance in the assessment task may be considered unaffected. In this case, the student's original result in the task will remain as marked.
3. Maintain rank applied to task – in exceptional circumstances, where undertaking an alternative task is not possible, the Head of Department in consultation with the relevant the Head of Senior School, may determine that the student's relative assessment rank be maintained. This will be calculated at the end of the entire assessment period. This calculated mark would then replace the zero awarded at the time of the scheduled task.

**If the application is rejected**, then the task must be submitted or attempted in accordance with the school assessment procedures and then one of two things may occur:



1. Original task was submitted or attempted on time – the original task will be marked, and this earned mark will apply.
2. Original task was submitted or attempted late – the original task will be marked; however, a zero mark will be officially awarded.

In all cases, any student wishing to appeal this decision must do so in writing to the Head of Department (see Procedures for an Assessment Appeal Application).

### **3.8 Absence Due to Suspension**

All assessments must be completed at the scheduled time unless students are affected by illness or misadventure. Students absent from school due to suspension will NOT be entitled to apply for an extension or assessment reschedule. At the time of suspension, the Year Advisor will notify the relevant Faculty Head of Department of the student's suspension. The following procedures will then apply:

- Hand-in assessment tasks – the student is responsible for ensuring that all hand-in tasks received prior to the suspension being imposed which are due during the period of suspension are submitted on time, either by delivery to the school by a third party, or online, whichever is applicable.
- In-class assessment tasks – the relevant Faculty Head of Department will reschedule an alternative date for the task, which will be communicated to the student and parent/carer via the class teacher.
- Examinations – the Head of Department will arrange for the student to sit the examination at the scheduled time in an alternative school-based location, which will be communicated to the student, parent/caregiver and class teacher.

The consequences of not following these procedures may result in a zero mark being awarded.

### **3.9 General comments on assessment**

- 1 The grade assessment schedules provide information about the types of tasks which will be set in each subject.
- 2 There may be variation in the number of tasks set or in the description of the task, but students will always be given notice of any change.
- 3 Two weeks **WRITTEN** notice will be given of the date for a set task as a notification sheet.
- 4 If a student is suspended when an assessment task is due/taking place the student must not attend school for the duration of the suspension. Assessment tasks are to be submitted on time either by email or by delivery to the Administration Office or to the Head of Department.

- 5 Work done in assessments must be the student's efforts. It easily becomes apparent to teachers if this is not so. If work is proven to be other than the student's efforts, a zero mark may be awarded. Ignorance of the rule's regarding plagiarism is not a defence: it is the student's responsibility to read **all** information provided.
- 6 Please note that not all tasks are weighted equally and a poor level of achievement in a major task may impact a student's overall performance. At the same time, it should be recognised that significant variation in a student's rank may occur because of relatively small mark differences.
- 7 It is important **to learn** to organise time and effort so that deadlines and other aspects of the assessment scheme are manageable. There are people in the school who are available for advice and guidance.
- 8 Students with extreme external commitments eg. sport or cultural, should seek advice from their **Homeroom Teacher**.

#### 4 Non- Completion of assessment tasks

4.1 Students must complete all assessment tasks. If tasks are not completed, the Head of Senior School may determine that the course has not been studied satisfactorily. In extreme cases a student may be asked to repeat a course, or placed on a level.

#### 5 Malpractice in assessment tasks

Malpractice is dishonest behaviour by a student which provides an unfair advantage over other students.

5.1 In the case of suspected malpractice, an investigation by the Head of Department may take place. The student will be required to provide evidence of their honesty and integrity.

#### 5.2 Malpractice in a Test or Examination

A zero mark will be recorded for malpractice in tests or examinations which are Assessment Tasks. Malpractice in a test or examination is defined as failure to comply with examination requirements, including:

- Failure to follow a teacher or supervisor's instructions
- Communicating with other students during the test or examination
- Disturbing the work of other students or the test or examination itself
- Cheating by reference to other's work or to prepared work brought into the test or examination
- Taking unauthorised equipment, devices or materials into a test or examination room.

### 5.3 Malpractice in an Assessment Task

A zero mark will be recorded for malpractice in class-tasks and submitted tasks which are Assessment Tasks. Examples of malpractice in Assessment Tasks include:

- copying someone else's work in part or in whole, and presenting it as their own
- using material directly from books, journals, CDs, or the internet without reference to the source
- building on the ideas of another person without reference to the source
- buying, stealing, or borrowing another person's work and presenting it as their own
- submitting work to which another person, such as a parent, coach, or subject expert, has contributed substantially
- using words, ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement
- paying someone to write or prepare material
- breaching school examination rules
- 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.

## 6. Appeals Process

A student has the right to appeal the decision of an assessment task that is related to process only and not about individual marking or subject-based issues. Before appealing, a student should be familiar with the contents of these procedures, as rulings by the Appeals Committee will be decided based on:

- The contents of these procedures
- Where the procedures are not explicit, a reasonable interpretation of this handbook or
- Where the procedures do not address the concern, a reading of the intent of the handbook.

### 6.1 How to Appeal

A student will first raise any concerns with the application of these procedures to their classroom teacher. If concerns are not addressed to the satisfaction of the student, the student will speak to the Head of Department about the concern. If concerns are still not addressed to the satisfaction of the student, the students may elect to appeal the decision or handling of the concern to the Appeals Committee. This appeal will initially be made to the Head of Department, who will form the Appeals Committee if required.

### 6.2 The Appeals Committee

An appeals committee will be formed to hear an appeal by a student. This committee will be formed by the Faculty Head of Department and will generally include the following members:

- Head of Department of the relevant faculty
- Deputy Head of Senior School
- Head of Senior School (for Assessment Ranking and HSC matters only)
- The make-up of the Appeals Committee is open to change to allow for the availability of staff to sit on the committee.

### 6.3 Timing of Appeals

All discussions or appeals will occur within the following timeframes:

- Discussion with a teacher about an assessment task – within the timeframe of the lesson

## Non-Completion of coursework and Assessment N- Warning Flowchart

<p><b>Non-completion of course requirements</b></p> <p>A student will be considered to have satisfactorily completed a course if there is sufficient evidence that the student has:</p> <ul style="list-style-type: none"> <li>● followed the course developed or endorsed by NESAs; and</li> <li>● applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and</li> <li>● achieved some or all of the course outcomes.</li> </ul> <p>N-warnings issued for <b>NOT</b> making a <b>'genuine attempt'</b> to fulfill <b>'course completion criteria'</b>. Includes: coursework, homework, participation, practicals, VET work placement.</p>	<p><b>Non-completion of assessment tasks</b></p> <p>A student will be considered to have satisfactorily completed a course if there is sufficient evidence that the student has:</p> <ul style="list-style-type: none"> <li>● followed the course developed or endorsed by NESAs; and</li> <li>● applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and</li> <li>● achieved some or all of the course outcomes.</li> </ul> <p>N-warnings issued for <b>NOT</b> making a <b>'genuine attempt'</b> to fulfill <b>'course completion criteria'</b>. Applies to all school-based assessment and includes malpractice.</p>
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N-determination warning letter (N-warning) issued to students who have not complied with the requirements for satisfactory completion of a course Non-completion of assessment task and/or coursework



- Zero mark awarded
- Student will be given the opportunity to complete the task
- Illness/misadventure form submitted where applicable
- The N-determination process follows if a student does not complete the task or if adequate amount of classwork is not complete. Work should reflect diligent and sustained effort



**1st warning letter issued**

- Task name listed with description of work required
- Copy of the letter and assessment task/coursework issued to the student and a copy sent home
- Completion date set for 2 weeks from date of issue
- N-warning recorded on Sentral
- Head of Department issues letter and Deputy Head of Senior School notified via Sentral notifications



Student resolves N-warning (s)	Student does not complete the task
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**2nd warning letter issued**

- Task name listed with description of work required
- Copy of the letter and assessment task/coursework issued to the student and parent via email and copy sent home
- Completion date set for 2 weeks from date of issue
- N-warning recorded on Sentral
- Head of Department issues letter and Deputy Head of Senior School notified via Sentral notifications
- Head of Department to contact parent



Student resolves N-warning (s)	Student does not complete the task ⇨	Student placed on NDMSP
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**N-DETERMINATION WARNING LETTER ISSUED**

Head of Department

- N-warning with notification to parents
- Issues N-determination letter including Support Program (NDMSP) notice - email to student/parent and copy sent home
- Parent Acknowledgement slip to be returned by student (this is kept on record by HOD in case letter not returned).



**N-determination Mentoring Support Program (MSP):** Student attends the mentoring support program each week for two weeks



Student resolves N-warning (s)	Student fails to resolve N-warning(s) and /or fails to attend the NDMSP
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**No improvement - Student review meeting**

- Student meeting with Head of Department
- Consequences of non-completion of N-warnings outlined (transition option, not proceeding to the following year, suspension/expulsion)



Student resolves N-warning (s)	Student continues fails to resolve N-warning(s) and /or fails to attend the NDMSP
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**No improvement - Student/parent review meeting**

- Student and parent meeting with Head of Department and Deputy Head of Senior School
- Consequences of non-completion of N-warnings outlined (transition option, not proceeding to the following year, suspension/expulsion)
- **N-warning monitoring documentation** prepared for N-determination via NESAs Schools Online



Student resolves N-warning (s)	<p>N-determination meeting</p> <ul style="list-style-type: none"> <li>● Student and parent meeting with Head of Department and Deputy Head of Senior School</li> <li>● Head of Senior School determines eligibility for proceeding to the following year</li> <li>● Transition plan proposed</li> <li>● N-determination submitted to NESAs</li> </ul>
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<p style="text-align: center;"><b>NESA</b></p> <p>N-determination appeal application</p>	<p style="text-align: center;"><b>Letter 1 - Warning of Intention to Expel</b></p> <p>Issued by the Head of Senior School to students who are 17 years of age for 'unsatisfactory participation in learning'.</p>
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**Letter of expulsion considered**

## 7. Steps to manage assessment tasks

### 7.1

- Start tasks early so that you can ask for help if you need it.
- Read the task notification sheet carefully, so you are aware of all requirements.
- Be aware of due dates. Keep your school diary up to date with all assessment activities and other commitments.
- Break tasks into a series of smaller steps and set deadlines for completing each step.
- Record the sources of information you use as you find them so that acknowledgements do not become a major task at the end.
- Frequently save, back up and print any work completed on a computer. The failure of technology is **NOT** an acceptable reason for the late submission of work.
- Keep all your earlier drafts and copies of your tasks/resources.
- Keep a copy of any work you submit for marking.

## 8 Information to be provided to students

**8.1** Each school has the responsibility to tell the students the following information:

- What aspects of the course will be assessed;
- How they will be assessed (the criteria for marking the task), e.g. What essays, tests, practicals will be used.
- The marks and the weighting given to each task; and
- When they are going to be assessed.

The class teacher will hand out written details of each assessment task at least **two weeks** before the date that the task is due. A sample notification is found on the following page of this booklet.

## 9 Examinations

**9.1** Students will sit Half-Yearly and Yearly Examinations in certain subjects. These examinations will be held in Week 6 of Term 2 and Week 4 of Term 4, subject to change to the college yearly calendar.

## 10 Examination rules

- 1 All students must check the examination timetable carefully. Concessions cannot be made (such as extra time given) for students who arrive late for an examination or who miss an examination due to poor organisation.
- 2 Students are to follow all instructions given regarding examination times and venues, report to the venue at least ten minutes before the examination starts and wait for instructions about entry to the examination room.
- 3 Students are to remain in the examination room until time has expired for the examination, all papers have been collected, and the examination supervisor dismisses students from the examination room.
- 4 Students must check with their subject teachers in advance to ensure they take the necessary equipment to each examination. Only equipment necessary for the examination is permitted. Borrowing is not permitted during examinations.
- 5 Students must **NOT**:
  - Communicate verbally or non-verbally with other students;
  - Take a programmable watch into the examination room;
  - Speak to any person other than a supervisor after entering the examination room;
  - Take any electronic device into the examination, unless approved;
  - Behave in any way likely to disturb the work of any other student or upset the conduct of the examination.
  - Take into the examination room, or refer to during the examination, any books or notes, any paper, or any equipment other than the equipment approved for the specific examination;
  - Wear a cap; or
  - Take any food or drinks (other than water) into the examination room, unless you have been granted special provisions. Water in a clear bottle only may be taken into the examination room.
- 6 Only equipment necessary for the examination are to be placed on the examination desk. Pencil cases and other equipment must be placed on the floor under your chair. You must remove your watch and place it in clear view on the examination desk.
- 7 **Mobile phones** must be turned **OFF** and placed in the tray at the front of the room.
- 8 If students need to leave the examination room to use the bathroom, they must raise their hand and wait until a teacher grants permission. Bathroom breaks are **NOT** permitted during the first



15 minutes OR the last 15 minutes of the examination. Exceptions will be made for the use of a bathroom ONLY in the case of an emergency.

- 9 Full school uniform must be worn during the examination period.
- 10 If a student is to miss an examination due to illness or misadventure, the school is to be advised before the examination is held. Parents should ring the school on (02) 9606 2666 and leave a message for the relevant subject teacher and Head of Department.
- 11 Students who miss an examination due to illness, misadventure or absence from school must see the appropriate subject teacher and Head of Department when they return to school. Upon acceptance of a document of explanation (**Illness & Misadventure form** and a **letter from home**), provisions can be made for the student to sit the examination paper at an appropriate time, or other arrangements will be made.

## 11 Mobile phones and electronic equipment

**11.1** Mobile phones must be switched off and in the mobile phones tray kept with the supervising teacher at the start of an examination. Other than NESAs approved calculators (when required), no other electronic equipment/instruments are permitted in examinations, or during in-class assessment tasks. Essential medical appliances are exempt from these conditions. Students will be placed on a level and may receive zero if their phone is activated during an examination or class test.

## 12 Reporting on student progress

Student progress reports are issued twice each year in Semesters 1 and 2.

Achievement levels are recorded for each course outcome by a grade scale using achievement descriptions. The standard of achievement corresponding to each level of the grade scale is shown in the table below.

<b>GRADE **</b>	<b>ACHIEVEMENT</b>	<b>DESCRIPTION</b>
A	Outstanding	The student has extensive knowledge and understanding of content and can 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 content and can apply this knowledge and a high level of competence in the processes and skills. In addition, the student can 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.

\*\* Note that the grade determination process is subject specific, rather than a school-wide process. Each faculty will determine what marks achieve the associated grade (A–E).



*Students need to complete and attach this cover sheet to every assessment task that is submitted*

Student Name:	Year:
Subject:	Teacher:
Assessment Task:	Date Submitted:

**Student Statement**

I \_\_\_\_\_ (your name in block letters) declare that this work is my own and that any quotations, information or works 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.

Any dispute in marks must be taken to the class teacher who will then take the question in dispute to the Head of Department.

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

**Warning**

*Students are required to keep a hard copy of this assessment task in case of any unforeseen accident to original submissions.*

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

Student name:	Teacher name:
Subject:	Task:
Date:	Teacher signature:

# Bellfield College Assessment Task



## Extension Request

***To be completed by the student and submitted to the subject teacher at least two days before the task is due. This form must be approved by the Head of Department.***

*Do not assume approval.*

Student's name: \_\_\_\_\_ Year: \_\_\_\_\_

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

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

Due date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Nature of task: \_\_\_\_\_

Weighting: \_\_\_\_\_%

**Reason why you feel it is necessary to request an extension:**

\_\_\_\_\_  
\_\_\_\_\_

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

**Subject Teacher comments:**

\_\_\_\_\_

Subject Teacher signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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***To be completed by the Head of Department***

Has approval been granted? YES/NO

If yes, the new extension date is: \_\_\_\_/\_\_\_\_/\_\_\_\_

If no, the reason for rejecting this application is:

\_\_\_\_\_  
\_\_\_\_\_

Head of Department signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Deputy Head of Senior School signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# Bellfield College Assessment Task



## Late Submission

Student Name:	Year:
Subject:	Teacher:
Assessment Task:	
<b>Date Submitted:</b>	<b>Due Date:</b>
<b>Date/s of absence:</b>	<b>Total day/s:</b>
Reason for absence on day of task:	
Note: Appropriate evidence must accompany this application. (e.g. Doctor Certificate)	
Student signature:	Parent signature:

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### LATE TASK RECEIPT

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

Student name:	Teacher name:
Subject:	Task:
Due date:	Date submitted:
Penalty:	Teacher signature:

Head of Department Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Deputy Head of Senior School signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



## 2023 Illness/Misadventure – Student Information Guide and Declaration

This form must be completed by the student who is applying for Illness/ Misadventure. Please note:

- Students should endeavour to complete the task or sit for an examination on the prescribed date whenever possible. Students should not assume that an Illness or Misadventure appeal will be upheld by the school.
- If you are able to attend for the assessment task but feel that your performance has been affected through illness or misadventure, you must inform your class teacher (or the person supervising the task) prior to the commencement of the task. For a hand-in task, tell the person collecting the task.
- If you are not able to attend school on the day the task is due for completion, you should phone the school office on 9606 2666 and ask the Office Staff to inform your class teacher and faculty Head of Department of your absence.
- It is the student's responsibility to print the *Illness/Misadventure* form from the Assessment Booklet and ensure all relevant sections of this form are to be completed and signed by the Faculty Head of Department and Deputy Head of Senior School.
- This form is to be completed and returned to the Head of Senior School on the first day that you return to school. In the case of illness appeals, information in section C2 and your medical certificate must cover absences up to the day you return to school. Students should refer to the Assessment Policy contained in the Assessment Booklet for further information regarding Illness or Misadventure appeals.

### Student declaration

I, \_\_\_\_\_

Student Number: \_\_\_\_\_

request that Bellfield College consider my application for Illness Misadventure.

I consider that my assessment task was affected by illness or unforeseen misadventure which occurred immediately before or during the assessment(s). I declare that all the information that I have supplied is true. I give permission for school personnel to obtain further details from any person who has provided evidence in Sections C1 and/or C2, if applicable and considered necessary by the school.

**Student's signature:** \_\_\_\_\_

**Student's contact number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent name:** \_\_\_\_\_

**Parent signature:** \_\_\_\_\_

### **Application Checklist**

- You have correctly recorded your student number
- You have completed section A
- You have had sections B completed by the class teacher/head of department
- You have had sections C1 and/or C2 completed and/or attached the relevant documents
- You have signed the student declaration form
- You have submitted the form to the Head of Department of the faculty for consideration
- You have submitted the form to the Deputy Head of Senior School for review
- You have submitted the form to the Head of Senior School for approval or decline.

## Illness/Misadventure – Section A

Section A – to be completed by the student			
Student name		Student number	
Date	Course name and Assessment	Class teacher	<b>Did you attend the assessment task?</b> Yes or No <b>Name of person informed</b>
<b>Details of Effect on Performance or absence</b> Describe how illness or unforeseen misadventure affected your performance in this task or prevented you from attending this task.			
Student signature		Date	



## Illness/Misadventure - Section B

<b>Assessment task</b> – to be completed by the <b>class teacher/Head of Department</b> <b>Formal written examination</b> – to be completed by the <b>examination supervisor (where possible)</b>			
<b>Student name</b>		<b>Student number</b>	
<b>Name</b>		<b>Signature</b>	
<b>Faculty</b>		<b>Position</b>	
<b>Course</b>		<b>Date</b>	
Please attach a separate sheet if you wish to make further comments that might assist in the consideration of the application.			
<b>Assessment</b>	Record in detail your observations of distress or disadvantage suffered by the student.	Did the student report illness or misadventure? <b>YES/NO</b>	

## Illness/Misadventure – Section C: Independent Evidence

### III Complete section C1 for Illness and/or section C2 for Misadventure

**Section C1 – Independent evidence of illness: to be completed by a medical practitioner.**

The person completing Section C1 must NOT be related to the student.

Students should attend assessments unless it is considered detrimental to their health. Students who are unwell or experience misadventure are advised to seek independent medical advice either immediately before or after the assessment.

The student has agreed in writing to school personnel, obtaining further information relating to the student's application from anyone completing section C1.

<b>Student's name</b>		<b>Student's number</b>	
<b>Diagnosis of medical condition</b>		<b>Date of onset of illness</b>	
<b>Date(s) and time(s) of all consultations/meetings relating to this illness:</b>			
<b>Please describe how the student's condition/symptoms could affect their assessment performance. (If the student was unable to attend an assessment, it is essential that you provide full details in the space provided or on additional sheet(s) and attach them to the application.)</b>			
<b>Any other comments or information which may assist in the assessment of the student's application. (If there is not enough space, please attach additional sheet(s).)</b>			
<b>Name:</b>	<b>Profession:</b>	<b>Place of work:</b>	
<b>Telephone:</b>	<b>Signature:</b>	<b>Date:</b>	

## Illness/Misadventure – Section C: Independent Evidence

**Section C2 – Independent evidence of misadventure:**  
to be completed by a **relevant person** such as a police officer.

The person completing Section C2 must NOT be related to the student.

Students who experience misadventure are advised to obtain independent evidence either immediately before or after the assessment.



The student has agreed in writing to school personnel, obtaining further information relating to the student’s application from anyone completing section C2.

<b>Description of Event:</b>					
<b>Date of misadventure</b>		<b>Are you known to the student?</b>	YES / NO	<b>If YES, nature of relationship</b>	
<b>Were you a witness to the event?</b>	YES / NO	<b>If NO, how did you obtain the evidence you are providing</b>			
<b>Name:</b>		<b>Profession:</b>		<b>Place of work:</b>	
<b>Telephone:</b>		<b>Signature:</b>		<b>Date:</b>	

## Illness/Misadventure – Section D

### Head of Department recommendation and Head of Senior School decision

Section D1 – to be completed by the faculty Head of Department			
Head of Department		Faculty	
Date and time received			
Head of Department			
Comments			
Head of Department signature		Date	
Deputy Head of Senior School signature		Date	

Section D2 – to be completed by the Head of Senior School			
Head of Senior School			
Date and time received			
Head of Senior School decision	<p style="text-align: center;">Upheld                         Declined   </p>		
Resolution eg. alternate task, extended due date			
Head of Senior School signature		Date	



**Subject & Level Alteration**

*To be completed by the student and submitted to the Head of Department*

Student's name: \_\_\_\_\_ Year: \_\_\_\_\_

**Alteration Request:**

I wish to change from \_\_\_\_\_ (Current subject)

to \_\_\_\_\_ (Desired subject/level).

Reason: \_\_\_\_\_

Student's signature: \_\_\_\_\_ Parent's signature: \_\_\_\_\_

**Existing Teacher**

Comments: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**New Subject Teacher:**

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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***To be completed by Head of Department***

NESA requirements met for Preliminary and HSC if request is granted? YES/NO

Comments: \_\_\_\_\_

Has approval been granted? YES/NO

Schools online updated? YES/NO

Student database updated? YES/NO

Head of Department signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Deputy Head of Senior School signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Head of Senior School signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



Student name:	Year:
Subject:	Teacher:
Assessment task:	Date submitted:
Date of appeal:	

**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 unauthorized 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

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***To be completed by Appeal Panel Members***

Decision and Reason

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Panel Members Signature: \_\_\_\_\_