

Quality Learning for our Future

Dubbo School of Distance Education

Preliminary Assessment Policy 2014

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Preliminary Assessment Policy 2014

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The Preliminary Course

Pattern of Study

The pattern of study for Preliminary courses (Year 11) must be as follows:

- at least 12 units
- at least six units from Board Developed courses
- at least two units of English
- at least four subjects
- at least three courses of two units value or greater.

Satisfactory completion of the Preliminary Course, usually in Year 11, is a pre-requisite of entry into an HSC course.

The pattern of study for HSC (Year 12) courses must be as follows:

- at least 10 units
- at least six units from Board Developed courses
- at least two units of English
- at least four subjects
- at least three courses of two units value or greater.

A student may count a maximum of six units from courses in Science in this study pattern.

Satisfactory Completion

A student will be considered to have satisfactorily completed a course if they have:

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

Students who have not complied with the above requirements cannot be regarded as having satisfactorily completed the course. Courses deemed unsatisfactory will not appear on the Record of School Achievement (RoSA).

Change of Course

Students may not change subjects or courses unless the Principal is satisfied that they will be able to complete all the course requirements including assessments.

Accumulation of the HSC

Students may accumulate HSC courses towards the Higher School Certificate over a five year period. This is referred to as Pathways. Students on Pathways are responsible for providing appropriate information to Centrelink. Pathways allows students to vary their study pattern to meet their individual needs.

Acceleration

Subject to the approval of the Principal, students may qualify to accelerate in a course, i.e. enrol in advance of their usual cohort. These courses may be counted towards a student's HSC.

Australian Tertiary Admission Rank

The requirements for the Australian Tertiary Admission Rank (**ATAR**) are determined by the universities and calculated by their technical committee.

To be eligible for an ATAR, a student must complete at least 10 units of HSC courses (including at least two units of English) of courses for which there are formal examinations conducted by the Board of Studies.

These courses must include at least three courses of two units or greater and at least four subjects. At least eight units must be of Category A courses.

Introduction to Assessment

School-based assessment

In year 11, students begin a program of formal school based assessment in all courses.

All assessment tasks are designed to assess what students know and can do in relation to course standards. Each assessment task is linked to syllabus outcomes and students are given the opportunity to demonstrate their level of achievement of the outcomes on a range of different task types such as examinations, tests, practical investigations, oral presentations, performances, essays and research tasks. The nature of assessment tasks varies from subject to subject.

Students must make a genuine attempt in all assessment tasks and complete and submit them on time.

DSODE Assessment Procedures

Number of Tasks

Each KLA develops its own assessment schedule according to course requirements.

The Assessment Calendar

So that students can be informed well in advance, the course program as well as the assessment schedule, indicate the timing of tasks and their general nature. Students are issued with these at the commencement of the Preliminary course.

Changes to the Assessment Calendar

If unforeseen circumstances arise, the course teacher, after consultation with the Head Teacher, may change the timing of an assessment task with due notice to the students involved.

Notice of Timing of Assessment Tasks

Assessment schedules for each course set out the approximate timing of each task. Course teachers will advise by email, phone or in writing of the precise timing and nature of the task at least two weeks before the task is to be administered.

It is the student's responsibility to be alert to the notification and due date of tasks by reference to the course planner. If uncertain a student should communicate directly with the course teacher or head teacher.

Submission of Tasks

It is the student's responsibility to ensure that the assessment task is completed and submitted on time. An assessment task must be submitted to DSODE or the student's supervisor on or before the day the task falls due. All tasks must be signed and dated by the supervisor to indicate compliance with the conditions of the task. Any requests for illness/misadventure or extension of time must be accompanied by the completed form (Appendix 1)

Late Submission of Assessment Tasks

A submitted assessment task will be deemed late if it does not reach DSODE within what is deemed to be a reasonable time (allowing time for dispatch on the due date and transit time only) from the due date. A task will also be deemed late if it is not signed and dated by the supervisor on or prior to the due date. Completed tasks must be posted as a matter of urgency, not convenience.

If a student is unable for any reason to submit a task on/by the due date, it is the responsibility of the student to contact the Head Teacher of the course who will verify the task's completion and determine precisely when it will be posted.

Penalty for Late Submission of Tasks

Any assessment task submitted late (i.e. after the due date), without prior arrangement*, will be awarded a **zero** score. Please refer to the sections covering Extension of Time and Illness/Misadventure on pages 7-8 of this document.

*Prior arrangement will take the form of an Illness/Misadventure/Extension request form completed and submitted for consideration, through the course teacher to the Head Teacher of the KLA. There is a copy of the Illness/Misadventure/Extension request form at the back of this assessment guide and it is also available on the school's website <http://www.dubbo-d.schools.nsw.edu.au/sws/view/34421.node> (select the 'downloads' tab).

Failure to Submit a Task

Where there is no valid reason for not completing an assessment task, a zero mark is recorded for that task. If a student's attempt at a particular task scores zero, it is a matter for the teacher's professional judgement as to whether the attempt is a genuine one. The minimum requirement is that the student makes a genuine attempt at assessment tasks that contribute in excess of 50 percent of available marks in that course.

Extension of Time

Any extension of time must be negotiated *before* the due date through the Head Teacher, who will consider carefully the case presented. An extension will not be given for reasons such as poor planning, shopping excursions, etc. If the Head Teacher is absent, the request for an extension of time is to be negotiated through the Deputy Principal in consultation with the course teacher. The form (Appendix 1) at the back of this booklet is to be used. This form is also available for download from the school's website.

Failure of technology, generally, is not considered acceptable grounds for late submission or non-submission of assessment tasks. Where tasks have been produced on computer, it is the student's responsibility to save work at regular intervals, copy or back-up, and/or produce progressive print-outs or drafts. Should failure of computer equipment result in late work, the same penalties apply as for other late submissions. This form is also available for download from the school's website.

Illness/Misadventure Appeals

If illness/misadventure occurs on the day of the task then the student or supervisor must contact the teacher *immediately* and support this with appropriate documentation (e.g. medical certificate). The illness/misadventure form (Appendix I) at the back of this document must be completed and submitted on the day.

The provisions of the Illness/Misadventure appeals process do not cover:

- attendance at a sporting or cultural event, or family holiday;
- alleged inadequacies of teaching or long-term matters relating to loss of preparation time, loss of study time or facilities

- disabilities for which special provisions have already been granted, unless an unforeseen episode occurs during the examination (eg a hypoglycaemic attack suffered by a diabetic student or a student who has been isolated but is still ill) or further difficulties occur,
- long-term illness such as glandular fever, asthma, epilepsy – unless the student suffered a ‘flare-up’ of the condition immediately before or during the examination(s) or due date of assessment task;
- matters avoidable by the student (eg misreading of timetable; misinterpretation of examination paper, misreading of assessment notification).

Compensation will not be awarded during marking of assessment tasks for the following factors:

- Prolonged illness (a chronic condition)
- Long-term domestic problems
- Holiday trips which affect preparation or performance on a task
- Computer/printer malfunction.

Disability Provisions

For students with special needs, the School provides for those students in line with the procedures and provisions approved by the Board of Studies for external HSC examinations. Students must contact the Head Teacher KLA if they feel they are entitled to provisions in assessment tasks.

Malpractice


If a student is involved in a proven case of malpractice in a task, as deemed by the Head Teacher and Deputy Principal, the student forfeits all marks assigned to the task or to the affected sections of the task.

Malpractice is any activity undertaken by a student that allows them to gain an unfair advantage over others. It includes, but is not limited to:

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

These issues are addressed directly in the Board of Studies course “All My Own Work”.

Plagiarism

'Plagiarism is when you pretend that you have written or created a piece of work that someone else originated. (Board of Studies, [HSC Assessments and Submitted Works, Advice to Students](#) , 2006)

If a task is deemed to be plagiarized either in part or in total, a mark of zero will be awarded. The student will be directed to resubmit the task again which is all their own work. The task will be marked and the student will be given appropriate feedback. No mark will be awarded and the task will not count towards the requirement to submit tasks which make up 50% or more of the assessment for the course.

Non-serious Attempt

An assessment task may be deemed a non-serious attempt if, in the judgment of the course teacher and the Head Teacher, the student has not made a reasonable attempt to complete all sections of the task to their ability level.

A non-serious attempt may include things such as:

- only multiple choice questions completed in an examination paper
- inappropriate comments made or diagrams drawn in response to a question or section

The penalty will be determined by the Head Teacher in consultation with Deputy Principal and may be the awarding of zero marks for the task.

Procedures for reporting on performance

Feedback on Performance

Students are provided with feedback on their performance in assessment tasks and how they might improve on their level of performance. All assessment tasks contain criteria against which performance is judged.

Notification to students in danger of “N” determination

The School issues a formal warning to any student who is in danger of being deemed unsatisfactory in any course. This is a formal letter to the student and parents/care givers and/or supervisor of the student outlining what the student is required to do to rectify the problem. The warning will be timed so as to allow rectification. A follow-up letter is issued if the student is still in danger of not meeting requirements. Formal warning letters advising of a potential “N” determination will be sent to the last advised postal address.

“N” determination advice will be by letter to the last advised postal address. It is the student’s responsibility to notify the school of any change of address or contact details.

“N” Determination

In the event of an “N” determination, the Principal will advise the student of its consequences and their right of appeal.

Procedures for appeals and conducting school reviews

In-school

Students are assessed on actual performance not potential performance. Assessment marks cannot be modified to take into account possible effects of illness or misadventure.

Students may appeal the result awarded only within 3 days of the task being returned to them. The appeal may be based only on process, not on the teacher judgment.

The procedure is as follows:

- the student must immediately inform the course teacher
- the teacher consults with the Head Teacher who makes an adjustment if required.

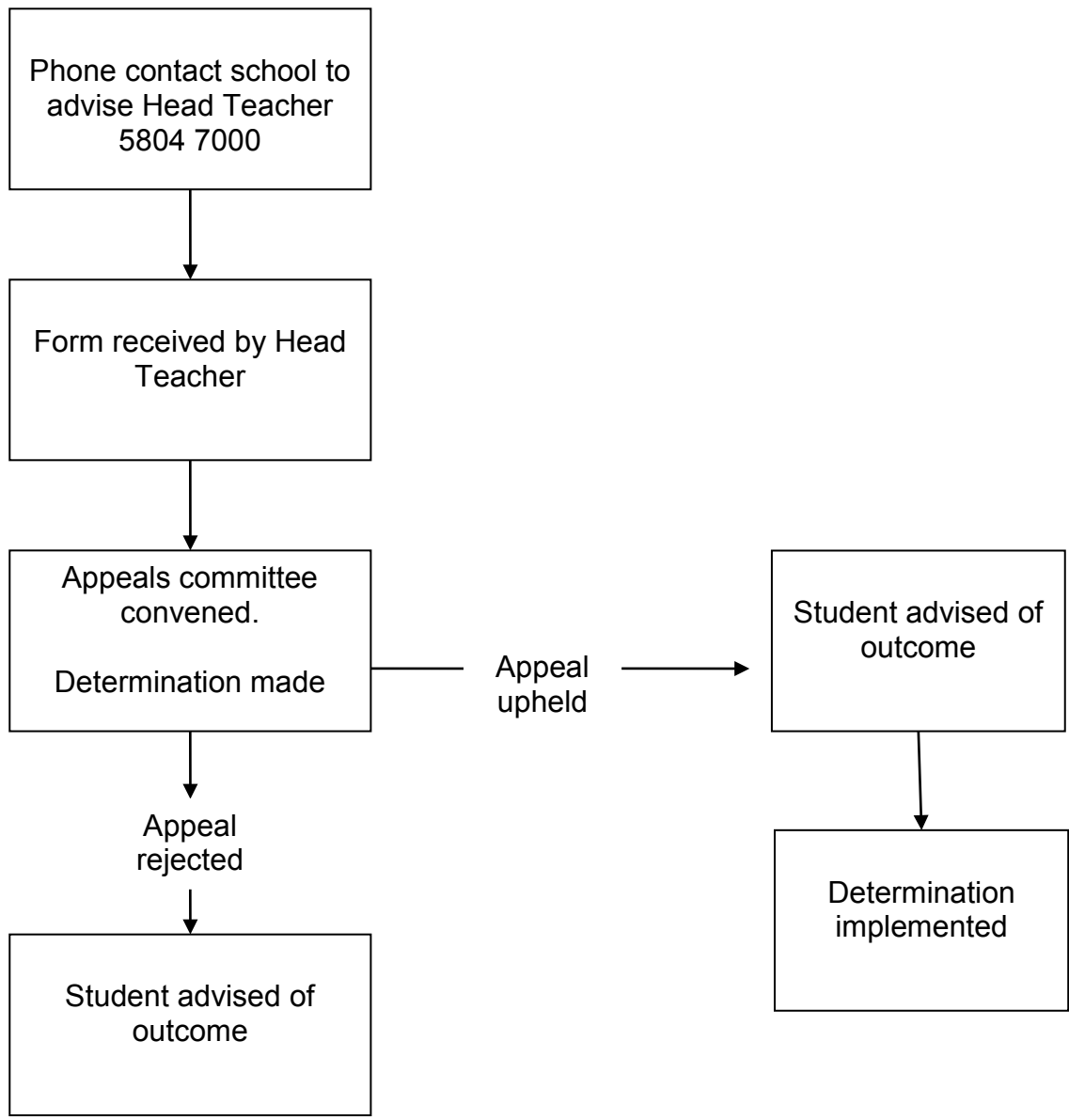
If the student remains dissatisfied, an appeal may be made *in writing* to the Appeals Committee, which makes a ruling.

The student is informed of the result of the appeal.

The Appeals Committee

This committee will consist of the Head Teacher of the course concerned, the Principal or Deputy Principal Secondary and the Year Advisor.

The Appeals Process



Advice to full-time and single-course students on keeping copies of Stage 6 Assessment Tasks

Students must keep a copy all assessment tasks in the rare eventuality that the task is lost in the mail. This copy can be in the form of a photocopy, scanned digital images (jpg files), or digital photographs taken on a camera or mobile phone and stored in a suitable place and format. This copy will: (a) provide you with the opportunity to send a replacement task, and (b) provide proof to your teacher that you have attempted the task.

A task that is lost in the mail should be capable of being re-submitted *without* being re-done. It should *not* be assumed that an estimate will be given for a 'lost' task, and this is especially the case for tasks (such as the Senior Geography Project) which assess outcomes not covered by other assessment tasks.

Tasks that are completed on your *computer* should be printed out and posted, or e-mailed in to your teacher. The electronic file should *not* be deleted from the computer's hard drive *until* you have the marked task back from your teacher. It is also recommended that you back-up assessment tasks on a CD or thumb drive in case of hard drive failure.

Keep your drafts and research notes until you have been notified that your teacher has received the task. If work does go missing it may be possible to submit this 'raw' material to gain some marks, and it stands as proof of your efforts towards completing the task.

If you are concerned that a task will *not* reach your teacher in the mail by the deadline set by your teacher (or may become lost or delayed in the post due to circumstances such as rain or an industrial dispute), you should *fax* or *e-mail* the task to your teacher before placing the hard copy in the post.

The due date for a task is the date by which the task must be posted back to the school. If you are a single-course student who hands their completed task to an in-school supervisor to mail, please inform the supervisor of the due date on that task and emphasise that it must be posted by then.

If you wish to have written proof from the Post Office that your work has been posted to the school, you will have to use Registered Post (at your own expense).

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ILLNESS/MISADVENTURE/EXTENSION REQUEST FORM (APPENDIX 1)

**This form must be submitted to the Head Teacher
prior to the due date of the task.**

School contact phone number: 02 5804 7000

Fax number: 02 6884 0777

Student name: _____

Subject: _____ Teacher: _____

Date of submission of this form: _____

Task you are seeking special consideration for: _____

Date task is due: _____

Are you seeking special consideration for: (tick)

Illness

Misadventure

Genuine reason for extension

(Attach all necessary medical and other certificates)

Provide details and reasons for your request:

Student's signature: _____

Date: _____

Parent's/caregiver's signature: _____

Office use only

Decision: _____

Date due: _____ Signature: _____