Special Note:

In addition to reading this document, students are referred to the special publication of the Board of Studies Rules and procedures for 2015 HIGHER SCHOOL CERTIFICATE Candidates.
## CONTENTS

Information for students & parents .................................................. 3
General Requirements ........................................................................ 4
Illness/Misadventure ......................................................................... 5
Extended Absences with Leave .......................................................... 5
TAFE Assessments ............................................................................. 5
Appeals & Reviews ............................................................................ 6
  a) Grounds for review at the school level
  b) Methods for lodging a request for HSC Assessment Review
  c) Conduct of the Review
  d) Appeals to the Board

Lateness of Assignment Tasks ............................................................ 7
Attendance the day of Assessable Tasks .............................................. 7
Cheating in Exams or Assessable Tasks .............................................. 7
Reporting Progress ........................................................................... 7/8
Examination Instructions .................................................................. 8
Special Note on Presentation of Assessment Tasks ......................... 9
Assessment of VET courses ............................................................... 9/10
2015 - 2016 Calendar ........................................................................ 11-14
INFORMATION FOR STUDENTS AND PARENTS

School Assessment is intended to measure the student’s total achievement in a course, and to include a measure of those course objectives which are not tested by external examination.

The Board of Studies supervises the HSC. examination in NSW. The Board oversees the production of the examination papers, the marking of the papers and the provision of the Higher School Certificate. Assessment Guidelines on every subject examined by the HSC, that outline the basis on which the Assessment Mark should be calculated are produced by the Board of Studies. The Board has provided schools with a framework for producing Assessment Schedules covering the areas or skills that are to be assessed.

Each faculty of Blakehurst High School has prepared an Assessment Schedule for its HSC courses. These plans require the students to complete various tasks of a physical, written, oral, graphic or numeric nature. The HSC Assessable Tasks start in Term 4 after satisfactory completion of the Preliminary Course and continue until just before the HSC examinations.

The main purpose of the tasks is to determine which outcomes have been achieved by each student and to what degree they have been achieved, and to determine the spread of ability and performance amongst the students in each subject. This is commonly referred to as the Rank Order, a measure of the student’s achievement relative to other students.

When students receive their Higher School Certificate they normally receive two marks for each course completed at school:

a) a Scaled Exam Mark, based on the external examination at the end of Year 12 and

b) a Moderated Assessment, based on the ranking awarded to the student in that subject

The final mark is an average of these two marks. This mark will be accompanied by a description, in a performance band, of the standard the mark represents in terms of what a typical student knows and can do at that level of achievement.

The Board does NOT calculate an aggregate score for each student. The determination of the Australian Tertiary Admission Rank (ATAR) is done by the University Admission Centre. However, it must be stressed that BOTH the Scaled Exam Mark and the Moderated Assessment count towards the Course Score in the subject.

Students should be aware that when schools present subject assessments, what is important is not only the student’s position in the school’s ranking but also by how far each student is ahead of the person behind and by how far each student is behind the person ahead of them. Therefore, it is most important that students do their very best in all assessable tasks.
Since there are only limited tasks in most of the assessment plans, it is important to realise that in order to gain competence in the skills required to complete these tasks and/or the HSC examinations, there will be other non assessable tasks required from the students. These tasks will not be directly included in calculating the HSC assessments. However, if students do not attempt these non assessable tasks they will not only have missed out on important practice and feedback from their teachers, but they may also have their candidature for the HSC cancelled for not having satisfactorily completed a subject.

All assessment schedules for the HSC courses offered at Blakehurst High School are available through the relevant faculty and are on the school intranet. Each student should ensure that (s)he collects a copy for each course undertaken. Each schedule indicates the type of tasks which will be required to complete the school assessment. Each schedule indicates the value or weight of each of the tasks relative to the total assessment value. Also included is an indication of when each faculty plans to present assessment tasks.

Final dates for the submission of assessment tasks will be given by classroom teachers. It is the responsibility of each student to be aware of the timing of assessable tasks. Not knowing about a deadline will not be an acceptable excuse for lateness.

All assessment tasks not completed “in class” will require a cover sheet which certifies the work to be the student’s own work. All relevant references must be cited.

There are special requirements for students in Content Endorsed Courses (CEC) and TAFE courses. Students should check with their teachers as to the requirements for these courses.

If for any reason, an assessment task produces invalid or unreliable results, the Head Teacher responsible for that course will consult with all teachers involved with the course. A meeting of all students entered in that course will then be convened. Such a meeting may authorise a replacement assessment task to be set.

GENERAL REQUIREMENTS

The Board of Studies expects students to undertake all Assessment Tasks set. The minimum requirement for Board courses is that the student undertake tasks which contribute in excess of 50% of available marks. Students who do not comply will have neither a moderated Assessment mark nor an examination mark awarded for that course. When an Assessable Task is not submitted the student will receive an ‘NS’ for that task.

Any case of plagiarism or non serious attempt will be recorded as not submitted.
ILLNESS/MISADVENTURE

If absent from an assessable task due to illness or a proven misadventure, the student must:

- notify the school by phone as soon as practicable.
- Provide a doctor's certificate to explain such absence. This certificate must make specific reference to the student being unfit to complete a HSC assessment task. Back dated medical certificates are not acceptable. This certificate must be presented to the Deputy Principal on the first occasion the student returns to the school even if it is during the exam period.
- Collect an Illness / Misadventure form from the Deputy Principal. This form must be completed and returned to Mr Ovens with approved documentation (Doctor’s Certificate or equivalent)
- substantiate any misadventure (seek advice for type of documentation required)
- report, before roll call on the first day back at school, to the Head Teacher of the Faculty for which the assessment task was due, to organise for a substitute task.

Repeated absences from tasks even with medical certificates may lead to a review of the student’s eligibility for including that subject in their total units.

NOTE: For assessment tasks set in advance and to be completed over a longer period of time, medical certificates covering only the final days will not be sufficient.

The school assessment mark will not compensate a student for factors such as extended illness, misadventure or domestic problems. In such circumstances, marks will be based on a substitute task. Only in exceptional circumstances will an estimate be given for an assessable task and this is done at the discretion of the Principal.

EXTENDED ABSENCES WITH LEAVE

If a student is absent for an extended period with leave (eg. overseas) then substitute tasks are to be negotiated with each subject area or the tasks subsequently undertaken may be weighted again to obtain the final assessment. The student will be informed of this prior to the tasks. Principal’s leave must be applied for prior to any extended absence. Application forms can be obtained from the Front Office.

TAFE COLLEGE ASSESSMENTS

Students undertaking courses at TAFE colleges receive all assessment details from their TAFE teachers. The school has no input regarding the requirements, procedures or timing of TAFE course assessments.
APPEALS AND REVIEWS

A) GROUNDS FOR REVIEW AT THE SCHOOL LEVEL

Students may only ask for a review of their assessment ranking (or order of merit listing) in a subject on the following grounds:

* The weightings specified by the faculty in its assessment program do not conform with the Board’s requirements as detailed in the Subject Syllabus documents.

* The assessment procedures used by the school for determining the final assessment mark do not conform with its stated assessment program (in particular, the weightings used for the various assessable tasks are not consistent with those specified in the program)

* There are computational/clerical errors in the determination of an assessment mark.

At no stage can a student appeal against a mark that he/she has been awarded for an assessable task during the assessment program, but only against his/her final ranking within that subject.

B) METHOD FOR LODGING A REQUEST FOR HSC ASSESSMENT REVIEW

In order to request a school Review of Assessment a student must:

* Submit a notice of request for Review of Assessment Ranking on the standard form, available from the Deputy Principal, clearly stating the grounds for the appeal; and

* Submit the request within TWO (2) school days of the LAST HSC examination for this school to the Principal.

(NOTE: Your final assessment rank is available for collection immediately after the last HSC examination conducted at this school. This is only available on the Board of Studies web site, using the student’s PIN number to gain access.)

C) CONDUCT OF THE REVIEW

The review will be conducted by a panel consisting of the School Principal (or designate), the relevant Head Teacher, the Head Teacher of another faculty and the Year Adviser or a teacher nominated by the student.

Students may have access to all their own records, but items relating to other students may not be available.

The review panel will inform the student of the decision giving full and detailed reasons, in writing, to support the decision.

D) APPEALS TO THE BOARD

A student may appeal to the Board of Studies but only on the grounds that the review made by the school did not comply with the Board’s requirements. This may be done by requesting a standard form from the Principal. All appeals of this nature must be made by the Board’s deadline which is within one week of the final examination.
LATENESS OF ASSIGNMENT TASKS

Wherever possible assignments will be due on Mondays or Tuesdays. All assignments must be handed in by the end of the school day on the day due, unless otherwise specified. If not they will be treated as late and the following penalties apply:

1) The work will be corrected but no marks will be awarded. The student will be given advice on ways to improve but the mark recorded will be zero.

2) After three (3) days late an assignment not handed in is considered to have not been submitted and receives an ‘NS’. In special circumstances, an assignment submitted more than three days late, provided it is of an adequate standard, will be accepted, with a mark of zero (0) rather than “NS”. This could affect the eligibility of the student for inclusion of this course in their HSC.

Students should not leave assignments until the last minute. No allowance will be made for students whose illness is restricted to the final days before a long term assignment is due.

If a student knows in advance that she/he will be absent on the day an assignment is due (eg. on excursion) the work must be handed in before the due date. This also applies to students on work experience.

ATTENDANCE ON THE DAY OF ASSESSABLE TASKS

So that no student will be given an unfair advantage over others, students must attend ALL lessons (including Roll Call and period zero) on any day they have an assessable task or substitute task scheduled. Otherwise they will not be eligible to have the task submitted and will receive an ‘NS’ for that Task. In the case of genuine illness, a medical certificate will be required. In other exceptional circumstances, a student’s case may be considered by the school’s Review Panel which consists of the Principal (or Principal’s designate) and two Head Teachers.

CHEATING IN EXAMS OR ASSESSABLE TASKS

Examination and Assessment Rules are to be strictly adhered to in all circumstances. These rules are set out in detail in the Board of Studies booklet “Rules and Procedures - Higher School Certificate”.

Any student found to have cheated in an examination or an Assessable Task will have his/her paper or task cancelled and a zero awarded.

Parents will be informed, in writing, of any breaches of the rules.

REPORTING PROGRESS

School reports will be issued to all students at the conclusion of the half yearly and Trial Higher School Certificate examinations in Year 12. Students will receive a progressive assessment ranking on each of their reports, which will give an indication of their overall ranking at that point in time.
If students have questions about marks awarded for ANY task, they must raise them with their teacher when the task is returned from marking. If, after consultation with the teacher, they still have a problem, they should consult with the Head Teacher of the faculty concerned and then the Principal if there is still concern.

The Board of Studies will issue each student an HSC Assessment Sheet indicating his or her Assessment Rank in each subject within the school. No marks are shown. This information is only available on the Board of Studies website and may be accessed by using the student’s PIN number.

**EXAMINATION INSTRUCTIONS**

* All students must **be seated** at least five minutes before the examination is due to commence. This means that students should arrive at school at least 15 minutes before the scheduled starting time.

* Any student found to have taken a **mobile phone** into the examination room may have his or her papers cancelled.

* Watches are to be placed in clear view on the examination desk.

* **STUDENTS MUST NOT BRING THEIR OWN WRITING PADS.** All necessary writing paper will be provided and is **NOT** to be removed from the examination room.

* Any special equipment required (e.g. set square, calculators) must be provided by the student.

* Any article that could be construed as an aid must not be taken to the examination tables, e.g. books, notes, loose sheets of paper etc. All materials are subject to checking.

* There are to be no communications of any sort between students while inside the examination room. In particular, the borrowing of equipment or materials is prohibited.

* All students must ensure that they have more than one set of new pens, pencils, etc. and tissues.

* All students are asked to be as quiet as possible when leaving the examination room at the conclusion of their examination.

* No student will be permitted to leave the examination room early.

* During the examination period, students are required to be at school only when they are doing an examination. On those occasions when they do not have an examination, they may go to the library or home to study.

* Please consult the timetable carefully. **NO** allowance will be made where candidates fail to attend an examination because of an alleged misreading of the timetable. Times for start and finish of examinations vary. Please read the timetable carefully. Each student will be issued with a copy of the timetable through roll call. A copy will also be
posted on the official notice board, in the corridor outside the DP’s office.

* Any student who is unable to attend an examination due to illness, must notify the school by phone as soon as practicable. A doctor’s certificate is required to explain such absences. This certificate must be presented to the Deputy Principal Curriculum and an Illness / Misadventure form completed on the first occasion the student returns to school, even if this is during the examination times. The certificate must make specific reference to the examination.

* Any student who is absent from an examination, must report to the relevant Head Teacher(s) immediately after illness/misadventure to arrange an alternative time for missed exams(s). Failure on the student’s part to arrange an alternative time immediately after the illness/misadventure will result in a zero for that exam.

* NORMAL LESSONS recommence on the first school day after the final timetabled exam. All students MUST be in attendance. This is especially important so that teachers may complete syllabus requirements.

* Students are required to wear full school uniform during examinations.

**Special Note Regarding Presentation of all Assessment Tasks**

All assessment tasks must be presented in hard copy format on A4 paper unless specifically stated otherwise. This means that assignments on thumb drives or computer disk are not acceptable. All non in-class assessment tasks must include the school cover page which requires specific information regarding the ownership of work.

Claims that computer malfunction caused late submission of assignments will not be accepted unless they can be substantiated by the production of draft work in hard copy format.

Best practice in relation to the use of computer technology and assignment work involves

a) Hard copy of initial work, notes, planning
b) Regular saving or backup of work,

If this process is followed, any hardware or software malfunction can be legitimately supported by the production of the above draft work.

**Assessment of Industry Curriculum Framework Courses (VET Courses)**

For all courses in the Industry Curriculum Frameworks, all assessment is competency based. An assessment mark is not required by the Board of Studies except in cases of misadventure at HSC. This mark will be based on examination marks from HSC Half Yearly Examinations and Trial HSC Examinations and other assessments. The Board of Studies requires a list of units of competency achieved to be submitted.

For 240 hour courses (i.e. 2 unit courses) there are three assessment components:

- Internal competency based assessment,
- External written examination (optional)
- Work placement. **Note that this is a mandatory requirement**
**Internal Assessment Requirements**
- Assessment tasks are competency based,
- Judgement of competency is made on the basis of performance against performance criteria. The criteria are set out under each element of competency in the industry curriculum framework;
- A student’s performance is determined as being either competent or not yet competent;
- Judgement is made on the basis of evidence that may be in a variety of forms;
- Assessment tasks will enable students to show that they can apply knowledge to particular circumstances and integrate skills and knowledge learned;
- The units of competency within each course are not divided into Preliminary and HSC;
- In each course the student is assessed as successfully achieving the units of competency across the Preliminary and HSC years.

**External Assessment Requirements**
- The optional examination is a two hour written paper and is worth 100 marks. The paper is marked out of 80. The total marks gained are then converted to a final mark out of 100;
- Students will be required to notify the Board of Studies during the HSC year if they do not wish to present for the examination;
- The external examination will test a sample of the units of competencies outlined in the examination specifications;
- No internal assessment mark is required for submission to the Board of Studies;
- The examination result is independent of the competency-based assessment undertaken during the course and has no impact on student eligibility for AQF qualifications. The external examination only may contribute to the calculation of the student’s ATAR;
- The examination will provide 100% of the mark for ATAR purposes.

**Note:** The purpose of the HSC examination is to provide a mark for the Australian Tertiary Admission Rank. Only students who wish their VET course to be included in their ATAR need to sit for the final examination.

**Recognition of Prior Learning (RPL)**
A student’s prior learning and experience, including study in other systems and life/work experience may exempt the student from certain requirements.
A student who has achieved units of competency through study or experience other than the VET Curriculum Framework course(s) is not required to be assessed for recognition of those units of competency as long as a qualified assessor from an RTO has assessed those competencies. (For full details of this, check with the HT Vocational Education)

**VET courses are covered by two sets of conditions.** Students must meet the conditions set by ASQA to gain the award or certificate for the VET course. In addition, for the purposes of gaining a Higher School Certificate, they must also meet Board of Studies rules regarding assignments, progress and serious effort. It is possible to gain credit for the purposes of the HSC without meeting ALL competencies, but this requires proven serious effort and meeting some outcomes.
## Term 4 - 2015

<table>
<thead>
<tr>
<th>Week</th>
<th>Subject(s)</th>
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<td>4</td>
<td>Industrial Technology</td>
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<td>5</td>
<td>Greek Beginners; Italian Beginners; Japanese Beginners, Music 1</td>
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<td>6</td>
<td>English(ESL), French Beginners, Industrial Technology</td>
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<td>7</td>
<td>Modern History, Textiles and Design, Business Studies, PD/H/PE, Physics, Food Technology,</td>
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<td>8</td>
<td>English Standard; English Advanced; Ancient History, Biology, Physics; Chinese Background Speakers; Greek Continuers; Italian Continuers, Engineering Studies; Information Processes and Technology; Society and Culture, Legal Studies; Industrial Technology, Visual Arts, Earth and Environmental Science, French Continuers</td>
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<td>9</td>
<td>French Beginners; Greek Beginners; Italian Beginners; Japanese Beginners; Legal Studies; Mathematics Extension 2; Geography, Music 1, General Mathematics 1 and 2, Visual Arts, Economics, Mathematics; Mathematics Extension 1, English Studies, Community and Family Studies;</td>
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<tr>
<td>10</td>
<td>Textiles and Design</td>
</tr>
<tr>
<td>11</td>
<td><strong>ACTIVITIES - ASSESSMENT FREE WEEK</strong></td>
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<tr>
<td>Week</td>
<td>Term 1 – 2016</td>
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<tr>
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<td>1</td>
<td><strong>ASSESSMENT / EXCURSION FREE WEEK</strong></td>
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<tr>
<td>2</td>
<td>Society and Culture, Drama, Industrial Technology,</td>
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<tr>
<td>3</td>
<td>Greek Continuers, Italian Continuers, Drama, Chemistry, French Continuers, Textiles and Design,</td>
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<tr>
<td>4</td>
<td>Modern History, Information Processes and Technology; English Extension 1, Industrial Technology, Drama</td>
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<td>6</td>
<td>Visual Arts, PD/H/PE, Industrial Technology, Sport, Lifestyle and Recreation, Legal Studies, Ancient History</td>
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<td>7</td>
<td>Community and Family Studies, Drama, Music 1 and 2, Textiles and Design, English Advanced, English Standard</td>
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</tbody>
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| 8     | **ASSESSMENT / EXCURSION FREE WEEK**  
(HALF-YEARLY EXAMS - BEGIN AT THE END OF THE WEEK) |
<p>| 9     | <strong>HALF-YEARLY EXAMS</strong> |
| 10    | <strong>HALF-YEARLY EXAMS</strong> |</p>
<table>
<thead>
<tr>
<th>Week</th>
<th>Term 2 - 2016</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Community and Family Studies</td>
</tr>
<tr>
<td>2</td>
<td>Engineering Studies, Information Processes and Technology, Society and Culture</td>
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<td>3</td>
<td>Food Technology, English Extension 1</td>
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<td>4</td>
<td>Textiles and Design, Drama</td>
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<td>5</td>
<td>Physics; Sport, Leisure and Rec, Music 1, English Standard</td>
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<td>6</td>
<td>Food Technology; Industrial Technology, English(ESL), Business Studies; Geography, Earth and Environmental Science</td>
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<td>7</td>
<td>Community and Family Studies; Mathematics, General Mathematics 1 and 2; Ancient History, Music 1, English Standard; English Advanced</td>
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<td>8</td>
<td>Textiles and Design; Chinese Background Speakers; Mathematics Extension 1; Legal Studies, PD/H/PE, Society and Culture, Chemistry, Biology</td>
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<td>9</td>
<td>Mathematics Extension 2, Chemistry; Italian Continuers; Greek Continuers, Greek Extension, Japanese Continuers, Japanese Beginners, Japanese Extension, Modern History; Information Processes and Technology; Drama, English Studies, Economics, French Beginners, French Continuers, History Extension</td>
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<td>Visual Arts</td>
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<td>Week 1</td>
<td>Textiles and Design, Engineering Studies; English(ESL), Visual Arts,</td>
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<td>Week 2</td>
<td><strong>ASSESSMENT / EXCURSION FREE WEEK</strong>&lt;br&gt;<strong>(TRIAL EXAMINATIONS - BEGIN AT THE END OF THE WEEK)</strong></td>
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<tr>
<td>Week 3</td>
<td><strong>TRIAL EXAMINATIONS</strong></td>
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<td>Week 4</td>
<td><strong>TRIAL EXAMINATIONS</strong></td>
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<td>Week 5</td>
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<tr>
<td>Week 6</td>
<td>PD/H/PE, English Studies, English Standard, English Advanced, Food Technology</td>
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<td>Week 7</td>
<td><strong>ASSESSMENT MARKS FINALISED</strong></td>
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<td>Week 8</td>
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<td>Week 9</td>
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