

# ASSESSMENT POLICY

HSC COURSE

10/2/98

## 1. ASSESSMENT PERIOD

**BOARD DETERMINED COURSES:** The assessment period will begin in Term 4 of Year 11 and continue until the completion of the final Assessment Task in Term 3 of Year 12.

**JSST COURSES:** The Assessment period will begin in Term 1 Year 12.

## 2. TYPES OF TASKS

- It is important that a variety of assessment tasks be used as it is seen that this will increase the accuracy of the final assessment.
- The Board advises that wherever possible take home tasks are to be avoided because of the difficulties in determining originality of the work. (If research is considered important students could be given a question to prepare in advance but complete in class).
- In planning a task it is essential that it be set within the parameters of the subject Assessment Guideline.
- The task should be effective in discriminating among the students as much as possible.

## 3. SCHEDULING TASKS

### 3.1 Non Assessment Periods

- In general no tasks are to be scheduled in the week prior to any major exam block, nor in the first week of Year 12.

### 3.2 Maximum/Minimum Number of Tasks

- The ACE manual states that three (3) to five (5) tasks of **various** types are probably sufficient to assess the components of a course.
- It is important to schedule the tasks across the full assessment period and not to cluster tasks near exams or towards the end of the assessment period.

### 3.4 Assessment Grids

- A copy of the Assessment Grid showing the value of the assessment component on each task is to be given to the Curriculum Co-ordinator at the beginning of the assessment period.

### 3.5

- Tasks are to be scheduled via planner posted in the Deputy Principal's Office. Only **one** task is to be scheduled per day. Co-ordinators and teachers-in-charge will be notified as to the date when tasks are to be registered.
- From this planner a printed schedule is prepared. A copy of this will be provided for each teacher and student.
- Under no circumstances are dates to be changed or tasks withdrawn without the prior knowledge of the Deputy Principal.
- This is to be issued to each student at the commencement of the assessment period in Year 11. A handbook, outlining assessment policy and the number of tasks in each subject and the corresponding weight of each task is provided for each student.

### 3.6 ORAL/AURAL ASSESSMENT TASKS

- These like all other tasks are to be recorded on the Assessment Calendar.
- Students are to be informed of the criteria to be used in assessing the task e.g. content, expression, presentation.
- There is to be no bias in the order of students selected to present their task...alphabetical order should never be used.

### 3.7 Minimum/Maximum Task Weighting

- An individual task would not normally be worth less than 10%, nor more than 40%, of the total weighted mark.

## 4. MARKING PRACTICES

### 4.1 Parallel Classes

- When there is more than one class in a particular course it is mandatory for either double marking or section marking to be used.

### 4.2 Non Discriminatory Tasks

- If a task is found to have been non discriminatory the following procedures are to be followed:
  - the students must be notified in writing
  - the marks **must** be recorded and included in the final assessment
  - the weighting of the task may be reduced
  - conduct a further test of that component

“Not to follow these procedures could attract an appeal from students who did well on the component. They could argue that their achievement on that component had not been rewarded to

the extent promised by the Assessment Policy.” (Assessment Issues No. 3, Some Basic Ideas for HSC Assessment.

## 5. **RECORDING MARKS**

### 5.1 Teacher Records

- It is advisable that every teacher keep a record of marks obtained by the student on each assessment task.

### 5.2 Faculty Records and Central Office Register

- Upon the completion of each task a record of the raw mark obtained by each student is to be provided to the subject co-ordinator or teacher-in-charge.
  
- It is the responsibility of the subject co-ordinator or teacher-in-charge to ensure that:
  - the record of raw marks for each student is updated
  - a copy of the updated record is provided to the Curriculum Co-ordinator for filing in the central register after each task.
  - a second copy of the updated record is kept off the premises.

## 6. **RETURNING A TASK**

- No task is to be returned to students until the results of any appeal (s) are known.
- In returning tasks respect the privacy and confidentiality of each student.

## 7. **REPORTING RESULTS**

### 7.1 Individual Task Ranking

- It is compulsory that every student receive an individual ranking on each task, showing her position in relation to the total number of students in the group.

### 7.2 Cumulative Rank

- It is school policy that a cumulative rank be provided in each subject for each student at each report period. (See Section 11.2)

## 8. **ISSUES RELATED TO TASK COMPLETION**

### 8.1 Submission of work

- Any task set to be completed by students in their own time must be submitted by 8.45am on the due date.
  
- No teacher is to personally accept a task.

- Students are to submit their tasks to one of the Secretaries together with the Assessment Task Receipt. This receipt will be stamped and returned to the student and is her proof of submission.
- It is the responsibility of the individual teacher to hand out receipt slips to the students when the student provides details of the Assessment Task.
- Tasks should be collected by Staff from the Office as soon as possible after 9.00am.

**Note:** An exception to the above procedure applies to both English and Visual Arts. With these two subjects students are to hand the task to the Subject teacher at the start of the scheduled lesson on the day the task is due and have their task receipt slip signed and dated.

## 8.2 Late Submissions

- No task is to be accepted after the due date. Lateness is a matter for appeal.

## 8.3 Absenteeism

### 8.3.1 Illness/Misadventure

- The student must contact the school as soon as possible after 7.45am on the day of the task.
- If a student is absent for a task, this is a matter between the student and the Academic Review Committee. The student must appeal and a doctor's certificate must accompany the appeal.
- A student may sit for the task immediately on her return but nothing should be done with this task pending the result of the appeal.
- No arrangement is to be made with a student concerning an extension of time for completing a task unless Committee approval has been granted.

### 8.3.2 Extended Absence

- In the event of a student being absent due to exceptional circumstances (e.g. illness/overseas) the Principal will authorise a substitute task or estimate based on other evidence.

## 8.4 Malpractice

- In any case of suspected malpractice, the teacher is responsible for reporting the matter to the subject co-ordinator who in turn, must duly report the matter to the Academic Review Committee.

- If a candidate's work is found to exhibit malpractice a 'zero score' will be allocated in which case the parents of the student will be informed.

#### 8.5 Unsatisfactory Completion of Tasks

- If a task is not done and a zero mark is awarded, it is to be reported to the A.R.C. The Committee will then inform the parents in writing.
- At the completion of each term the subject co-ordinator or teacher-in-charge must refer any student who has completed fewer than 50% of the tasks set to that date to the Academic Review Committee. The Committee will in turn refer the matter to the Principal who will inform the parents in writing and arrange an interview with them.

N. B. Early warning must be given to those students who are in danger of not completing more than 50% of tasks.

#### 8.6 Parallel Classes

##### 8.6.1 Revision/Preparation

- If revision is to be undertaken before a task, all teachers must agree on the procedures to be used, for example, where a revision sheet is to be issued it is essential that students in all groups receive a copy.

##### 8.6.2 Administering a Task

- It is essential that where a common task is being set across groups a time be organised when all students can sit for the task simultaneously or in consecutive periods (not either side of a break). Arrangements for this are to be made with the Deputy Principal.

##### 8.6.3 Marking (see Section 4.1)

#### 8.7 Arrangements for Students with Disabilities

- The Board of Studies accepts that special arrangement be made where a "disadvantage for a given individual results from an impairment or disability that limits or prevents the fulfilment of a role that is normal for that individual".
- Arrangements may include brailing of papers, provision of large papers, use of an amanuensis, extension of time, rest breaks, use of a typewriter, provision of a special examination room, separate supervision, or other arrangements judged necessary.
- The determination of such arrangements would depend on the Academic Review Committee's recommendations.

## 9. NEW STUDENTS

### 9.1 Repeating Students

- In the case of a student repeating a HSC course, only Assessment Tasks completed during the course of the repeat year are to be taken into account.

### 9.2 Transfers from Other Schools

- For these students the final assessment is to be based on tasks which have been completed since the time of arrival at the new school.

In the case of students 9.1, 9.2, it is necessary to obtain a ranking of the student for Year 12 tasks only. The ranking which students 9.1, 9.2 obtain in this process becomes their cumulative ranking as if they had sat for all tasks.

## 10. ASSESSMENT “REVIEWS”

### 10.1 Academic Review Committee

- This panel consists of the following permanent members:

-Curriculum-Co-ordinator

-Deputy Principal

-Year 11/12 Guidance Co-ordinator

Other staff members may be invited to join the panel to consider particular appeals. The Committee will usually seek the relevant teacher’s or Co-ordinator’s advice before a decision is made. The Committee’s decision is final.

### 10.2 School Review of Marks

- Before all assessment marks are submitted to the Board a panel consisting of Co-ordinators and Teachers-in-Charge of subjects will check the conversion of marks in all subjects.

**NOTE:** It is essential that a hand written original record sheet be available.

### 10.3 Individual Task Review

- If a student wishes to appeal on a particular task she must be directed to the guidance Co-ordinator to obtain an appeal form. The matter will then be referred to the Academic Review Committee with the addition of the Subject Co-ordinator or Teacher-in-Charge.

### 10.4 Final Review

- Any student who considers that her placement in the order of merit for any course is not correct may seek a school review.

- The review will be conducted by the Academic Review Committee with the inclusion of the Co-ordinator or Teacher-in-Charge of the subject in question.
- In carrying out the review the Committee will ascertain whether:-
  - (a) The weightings specified in the subject assessment program conform with the Board's requirements in the subject guides.
  - (b) The procedures used in determining the final assessment mark conform with the stated assessment program (in particular the weightings used for the various assessment tasks should be consistent with those specified in the assessment program).
  - (c) There are no computational or other clerical errors in the determination of the assessment mark.

## 11. **CHANGED ANNOUNCED POLICY**

### 11.1 Change in Task Schedule

The Subject Co-ordinator or Teacher-in-Charge must first discuss with the Deputy Principal the need for a change in task scheduling. Once a new date has been decided upon, the Subject Co-ordinator must inform **all** students in writing of the new date, at least two (2) weeks prior to the date.

### 11.2 Cancellation of a Proposed Task and/or alterations to Task Weightings.

- If a task is to be cancelled or weightings altered the Deputy Principal **must** be consulted.
- A copy of the new Assessment Grid must be given to the Deputy Principal.
- A new assessment policy showing the revised number of tasks and weightings will need to be issued, a copy of which **must** be issued to
  - the Year 11/12 Guidance Co-ordinator
  - all concerned students
  - all concerned teachers.

**NOTE:** It is essential to remember that weightings cannot be altered on previously completed tasks.

## 12 COMMUNICATION WITH PARENTS

12.1 (see Section 8.5)

12.2 Unsatisfactory Completion of Tasks

- (see Section 8.5)

12.3 Reports

12.3.1 Term Reports

On two occasions during the Assessment Period, students will be issued with a formal report which will show

-a cumulative rank, and

-the number of tasks completed compared with the total number of tasks set.

12.3.2 Reports (other)

Interim report forms and individual subject forms are available if it is seen as advisable at any time to communicate with parents.