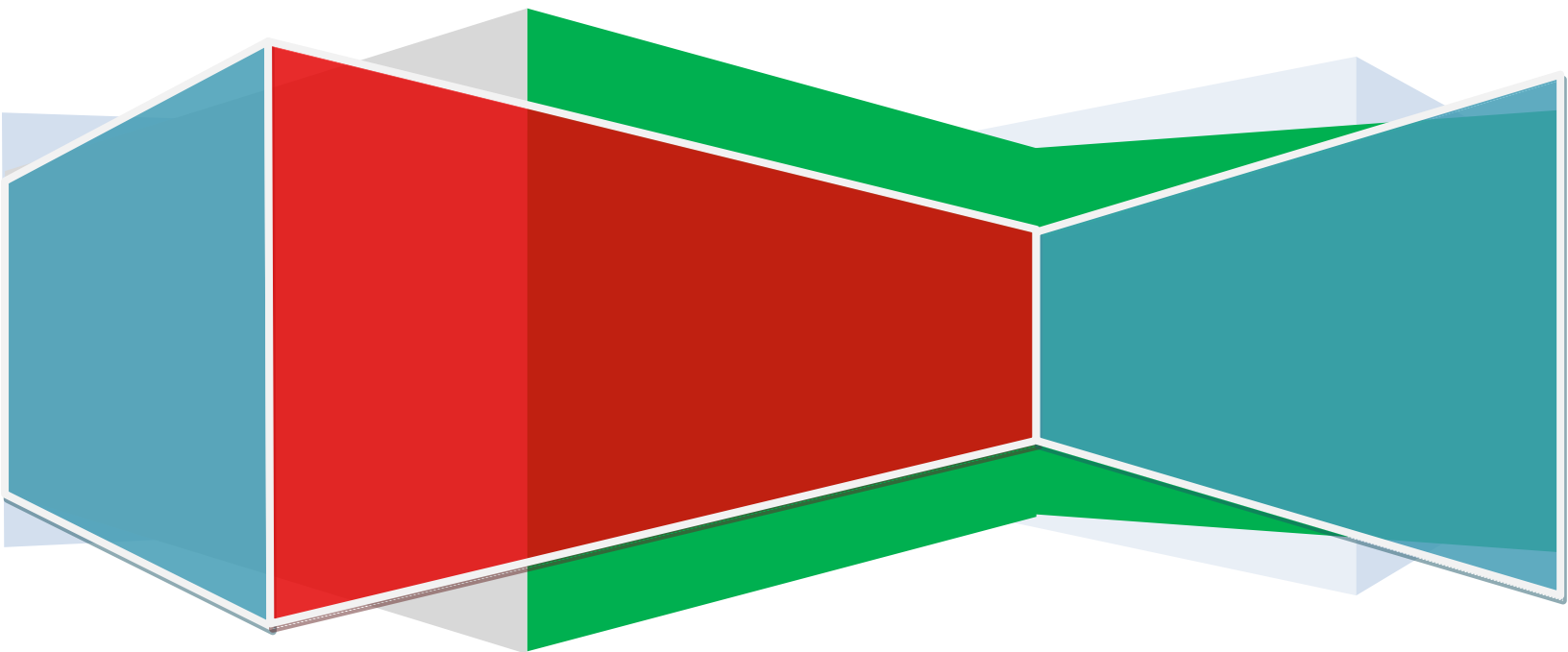




STAGE 6
HSC (Year 12)
ASSESSMENT BOOKLET
2017



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Section Three	<u>Individual Course Assessment Schedules</u> Section Three contains subject-specific assessment schedules. The specific due dates of these tasks will be delivered in writing approximately two weeks prior to the task (due by) date.

Disclaimer

The Assessment Policy and the procedures detailed in your Assessment Booklet are intended to ensure that:

- i) each student's school assessment mark is an accurate reflection of the student's work, and
- ii) the mark has been derived in a manner that is fair to all students.

At any time the College reserves the right to change any part of this policy and these procedures so that an individual student, or a group of students, cannot gain an unfair advantage over others, due to circumstances that the College is unable to predict and/or change.

Every effort has been made to ensure that the task types and assessment dates in your Assessment Booklet are accurate. However, there may be times when it is necessary to make changes to assessments and/or dates. Any and all changes will be authorised by the Director of Curriculum and students will be informed by the class teacher.

Higher School Certificate Assessment Policy and Procedures

Introduction

The Higher School Certificate Reporting Procedures

What do students receive at the end of the HSC?

Each student will have two marks reported on their Year 12 Record of Achievement for each **Board Determined Course** they study – an Examination Mark and a Moderated Assessment Mark – both out of 100. 1 Unit Board courses (Extension 1 courses) are out of 50.

The Moderated School Assessment mark will form 50% of a student's HSC mark.

School based internal assessment

What is meant by assessment?

Assessment is the measure of actual student performance in various tasks. It is not a measure of potential performance or an estimate of general ability.

Assessment represents an integral part of the teaching and learning process and as such all assessment tasks set, must be completed.

Why is there school assessment?

Higher School Certificate school-based assessment allows students to receive credit for:

- achievement in those areas of study that cannot be fully covered by the HSC Examination, for example oral skills, practical work, research tasks etc.
- progressive efforts throughout the course rather than relying solely on their performance in the HSC Examination.

What is meant by "formal" and "informal" assessment?

Formal assessment refers to the schedule of tasks provided to each student for each course which have designated completion dates and which are calculated to determine their school-based assessment mark.

Informal assessment tasks and class work not included in the formal assessment schedule are significant as they:

- assist in skill and knowledge development
- provide opportunities for students to consolidate conceptual understanding
- provide evidence of sustained and diligent effort

Because of this, students are expected to participate in and complete all set tasks, whether formal or informal.

The completion of both of these types of tasks/experiences goes towards determining whether a student has met the course completion criteria.

All My Own Work

At the beginning of Year 11, students completed the *All My Own Work* online course. This outlined information and issues surrounding plagiarism and how this can be avoided. At the start of the HSC year, students should revisit this website to refresh their understanding of this critical issue so that they can ensure the work they submit is their own work and that it is referenced correctly.



SECTION ONE

HSC Assessment Policy

Higher School Certificate (Year 12) Assessment Policy

The following policy relates to Assessment Tasks in all Higher School Certificate (HSC) courses conducted at St Peter's Anglican College.

1 What is meant by an Assessment Schedule?

An Assessment Schedule is the listing of assessment tasks students are required to complete for each course. This booklet provides the number, weighting and Term/Week in which the task is finally due. The classroom teacher will provide, in writing, the specific task requirements and Latest Submission Time approximately two weeks prior to the due date. This will include the day and period due.

2 What must I do to have satisfactorily studied a course?

A student must make a serious and satisfactory attempt at all Assessment Tasks and class tasks in each course in which they are entered. To have satisfactorily studied a course a student must:

- follow the course developed/endorsed by the Board
- apply themselves with diligence and sustained effort to the set tasks
- achieve some or all of the course outcomes.

When a student fails to hand in or attend an assessment task and provides no relevant, acceptable documentation, the parents will be informed in writing of this non-completion. This requires the student to complete the task by the date indicated on the letter to ensure they achieve the relevant course outcomes of the task assessed. Penalties for late submission apply and are detailed below.

Any student who fails to complete Assessment Tasks worth in **excess of 50 percent** of the available marks will be issued with an "N" (Non-Completion) notice, which will disqualify them from this particular course. This **may** in turn disqualify them from receiving the HSC and possibly an ATAR. This may occur as students need a minimum of 10 units to receive a HSC and an ATAR. "N" warnings are sent to parents in writing if this eventuality appears likely.

3 What is the Syllabus Outline?

Each Board Developed Course and Content Endorsed Course follows a Syllabus developed by the Board of Studies. Students should expect to receive a copy of relevant syllabus outlines from their class teachers. These can be used by students to track their progress through a unit and for the development of unit summaries for revision purposes. Syllabus documents can also be obtained from the Board of Studies website: www.boardofstudies.nsw.edu.au

4 What are my responsibilities with regards to examinations tasks?

For details of expectations during examination-type tasks, refer to the *Appendix 1*. However, please note that if a student is found to have notes, texts or summaries of the subject being examined with them during an examination (whether they use them or not) it will be assumed that it was for the purpose of using them during the examination and they may be awarded a zero determination for that task. Each instance of a breach of rules is treated separately and penalties may be imposed as a result.

5 What happens if I don't submit my own work?

All work submitted for an Assessment Mark must be solely completed by the student.

In cases where an Assessment Task is completed either entirely or partially beyond College supervision (at home) a student may be asked to present written documentation that clearly states the work presented is the student's original work. In the case of some Research Tasks, Major Works or Projects, a student log or evidence of early drafts may be required by the teacher and must be presented upon request. If doubt arises regarding the authenticity and originality of the submitted work, the Director of Curriculum will be asked to consider the matter. Should she decide against the student, a zero determination may be made.

The student may appeal this decision within three days of written notification of the zero being given. The procedure for this is outlined below.

When instances of collusion, plagiarism and copying are substantiated, the following penalties will be applied:

- Research Tasks – a zero determination for the section or sections affected, or for the entire task.

- Examinations – in the case of cheating, a zero determination for the whole paper. In both cases, should it be determined that a student willingly assisted another student, then that student may also be awarded a zero determination.

6 How will I be notified of an Assessment Task?

At the beginning of the HSC course students will be notified of the assessment schedule for each course. This will include the nature, weighting and approximate Latest Submission Time of each task and will be included in the HSC Assessment Booklet.

To ensure students have adequate time to prepare for an assessment task, they will be informed in writing of specific details pertaining to each assessment task approximately two weeks before its Latest Submission Time. This will be provided by their class teacher and will include information about how and when the task must be completed. Half Yearly and Trial Examinations will not require written notice to students as they are entered on the College Calendar.

7 What happens if I am absent when an assessment task is given out?

It is the student's responsibility to obtain from the teacher information about any assessment tasks which may have been notified in their absence. They should email their class teacher and specifically request the task be sent to them if the absence is prolonged. They should go and see their teacher on the first day of their return and discuss the matter with them. Absence on the day of notification in itself is not grounds for an extension. It is your responsibility to refer to the schedule provided and know when to expect notification and seek it out. For prolonged absences it may be appropriate to apply for an extension. This process is outlined below. Please note that documentary evidence for the absence will be required.

8 How will I be informed of my Assessment Results?

Students will be awarded a result for each Assessment Task. Formal notification of a student's progress and results in each course will be provided by a formal College Report in either Term 1 or Term 2 and at the official end of the HSC Course.

Marks/Results for individual Assessment tasks can only be queried at the time the tasks are returned to students. Students must approach their class teacher/Head of Department immediately, as queries will not otherwise be considered.

9 What is the Latest Submission Time (LST)?

When you are issued with an Assessment Task, you will have sufficient time to complete the task. The task will have the Latest Submission Time (LST) indicated. You should consider this to be the last time you can submit the task. Always aim to submit it before the LST. Submit your Assessment Task as soon as you have finished it.

10 How do I submit an Assessment Task?

Students are required to submit/complete all assessment tasks on the day and by the time indicated by their class teacher (LST). Failure to do so will result in the unsatisfactory completion of the task. Specific instructions regarding submission of tasks will be provided on the individual assessment task notification sheet. If no specific directions are given, the default procedure is to hand the task to the class teacher in the period you have that teacher on the LST.

11 Can I email an assessment task to my teacher?

It is the responsibility of the student to submit a hard copy of each Assessment Task by the LST. Teachers will not print copies of tasks for students.

You should ALWAYS email a copy of your work to your teacher if:

- * You are having trouble printing and wish to have proof of the completion of the task
- * You are away on the day the task is due and wish to have proof that the task is done to support your Application for Extension or Alternative Task Form Appendix 3. You will need to email by the Period the task is due. This is "proof" that the task has been attempted.
- * You have not completed the task by the LST and have no valid reason – you can be marked on what you submit if it is a serious attempt at the task. It is much better to hand in something than nothing at all. In all cases, if emails are not received by the teacher, the student will be required to show that the email was sent by opening their "Sent" box and retrieving the email at school.

You should always use your College email account to communicate with your teachers.

The emailed task must be able to be opened and read. Teachers are not expected to deal with corrupted/incompatible files.

12 What happens if my teacher is absent on the LST?

Unless otherwise informed in the Period the task is due, you should submit the task to the relevant Head of Department on or before the time indicated on the notification sheet..

13 What happens if I fail to attempt or submit a task (including being absent on the Latest Submission Time) and I believe I have a valid reason?

If a student is unable to attend or submit a particular task on or by the set date of that task, the following procedures must be followed:

(a) The College must be notified directly on or before the morning of the task or LST. Students should ask the Office to inform the class teacher that they are away. If the absence is foreseeable, the notification should be made before the day of the task. The College Office can be contacted on 02 4471 5111. Students should ask the office to notify the relevant class teacher of the absence. This alone does not constitute an extension on the task.

(b) In all cases of absence on the due date, the student must submit an Application for Extension or Alternative Task Form Appendix 3 with relevant documentation* to the relevant Head of Department before the commencement of the student's first period on the day of their return to school. The day or days absent must be indicated on the documentation which must include all days absent from school up to and including the task date or from the task date until the day preceding the date of return. Undocumented absence beyond this or these dates may result in a zero determination.

Students should attach a copy of what they have completed of the task to show that they have actually worked on it prior to the LST.

Students should not assume that their Application will be accepted so they should endeavour to fulfil all assessment requirements by the LST.

**Please note: "Other relevant documentation" includes such things as Doctors' Certificate in the case of illness, funeral notices, police reports (in the case of a motor vehicle accident), hospital documentation (in case of illness of a family member), or other equivalent professional (objective) documentation.*

(c) If a student is present at school but does not hand in a task due to what they believe to be a valid reason, they should follow (b) above. They should present the teacher with what they have done of the task, even in draft form.

If the reason for not submitting/attempting a task is deemed valid, the student may be given an extension of the same task or a substitute task. In extreme circumstances, if the above is not possible, an estimate may be given. This would require discussion by the class teacher, Head of Department and the Director of Curriculum.

14 What happens if I have an appointment on the day of an Assessment Task?

An appointment made for the date of an Assessment Task or on LST, is not an acceptable reason for failure to submit unless there is an emergency as evidenced by acceptable documentation. In such a case the procedures outlined in 12(a), (b) and (c) should be followed.

If an appointment is made in advance, the student is expected to submit the task **prior to the appointment**. If it is an in class assessment, an alternative appointment date should be made. Students should always be aware of their assessment schedules so that such clashes can be avoided. Students are encouraged to discuss ANY related issues with their class teacher and/or Department Head well before the LST so that solutions can be found.

15 What happens if I am absent for an examination?

Examination periods are indicated in the College Diary and on the Assessment Schedule in this booklet. It is the responsibility of the student to inform their parents or guardians of these dates so that student attendance during these periods is a priority.

If the absence occurs during an **examination period**, the student must follow the steps in 12 (a) and (b) then return on the first day after expiry of the period covered by the certificate or documentation, whether they have a scheduled examination on that day or not. Upon return to the College, they are to report immediately to the Director of Curriculum with a completed Application for Extension or Alternative Task Form Appendix 3. Rescheduling of the missed examinations will take place, should the reasons for

the absence be acceptable. Failure to do so may lead to a zero being awarded to the student for the relevant examination.

Generally, students will not be able to sit for an examination before the due date.

16 What happens if I am on College Approved Leave when an Assessment Task is due?

A student requiring Leave must obtain written permission from the Principal before the taking of the leave. They should inform the Principal of any Assessment Tasks due during the proposed Leave. If Leave is granted, they must present this to the relevant Head of Department before the Leave is taken. The Head of Department may determine that:

- the task be handed in BEFORE the Leave is taken
- an Application for Extension or Alternative Task Form Appendix 3 is to be completed.

The granting of LEAVE does not automatically constitute an extension on an Assessment Task.

17 What if I don't hand in a task because I have computer problems?

No allowance will be made for computer problems including:

- Loss of data
- Failure to print
- Corrupted files etc

To minimise computer problems, always:

- Print each page after completion
- Back up your files on both the computer hard disk and a USB stick
- Email the work to yourself progressively (you can then access it at school from your sent box)
- Don't leave the printing of a task to the last day. Give yourself time to work on a solution to any technical problems.

It is the student's responsibility to ensure that appropriate steps have been taken to minimise computer problems. Planning to submit Assessment Tasks before the LST will also help avoid problems in this area.

18 How do I use the Application for Extension or Alternative Task Form?

This form must be completed and the process outlined on it followed. The student can discuss their situation with the class teacher but needs to submit the form to the relevant Head of Department as soon as possible. The final decision regarding the College's action will be made by the Director of Curriculum. See Appendix 3.

19 What happens if I don't have a valid reason for the late submission of an assessment task?

You will be awarded a zero mark for that task. A "Non-completion of an HSC Course" Official Warning Letter Appendix 4 will be issued.

20 What happens if I don't have a valid reason for a non-attempt of an assessment task?

You will be awarded a zero mark for that task. A "Non-completion of an HSC Course" Official Warning Letter Appendix 4 will be issued.

21 What happens if I don't have a valid reason for an absence on the day of an assessment task?

You will be awarded a zero mark for that task. A "Non-completion of an HSC Course" Official Warning Letter Appendix 4 will be issued

22 What happens if I am awarded a zero mark for an assessment task?

In this case, the task response *must still be submitted* so that the student can show that they have achieved some of the outcomes of the course. It *will be marked* and returned to the student *with feedback*. The mark, however, *will not* contribute to the school-based assessment mark in that course.

23 Will my parent or caregiver be informed of the award of a zero mark?

In situations where any of the penalties outlined above are imposed, parents will be informed in writing as soon as possible. The notification letter must be signed by the parent(s) and returned to the Director of Curriculum immediately.

These "Non-completion of a HSC Course" Official Warning Letters Appendix 4 carry formal warning of the possibility of an "N" determination. This will occur if a student fails to complete Assessment Tasks worth in excess of 50 percent of the available course marks, fails to achieve the outcomes of the course, or fails to satisfactorily participate in the course. Where a student is in danger of receiving an "N", their parents will be notified in writing allowing sufficient time for the student to remedy the problem.

24 Can I appeal a zero mark, an “N” Determination or my final HSC Assessment Rank?

If a zero mark is awarded for a task, a student is entitled to appeal. They should complete the HSC Assessment Appeal Form *Appendix 2* (within 3 school days of the receiving notification) and follow the instructions on this form.

Should an “N” determination be made in a course, the student is entitled to appeal first of all to the College Assessment Appeals Committee* (within 3 school days of the receiving notification) using *Appendix 2*.

If a student wishes to appeal their final HSC Assessment Rank they may do so (within 3 school days of the receiving notification) using *Appendix 2*. If unsuccessful, they can appeal to the Board of Studies provided they do so within the given time. Should a student wish to take this course of action they must see the Director of Curriculum immediately for the appropriate form and process to be followed.

Requests for a review must be made on at least one of the following:

- The weightings used were not those as indicated in the syllabus (Year 12 component)
- The College’s policy has not been followed
- Clerical or computational errors.

**This committee is made up of the Director of Curriculum and the Principal.*

**Step-by-Step
Procedure for Completing Assessment Tasks**

Procedures	Student Responsibilities
1. Students receive assessment policy	* Read and highlight relevant information and subjects studied. * Devise Assessment timetable.
2. Students receive task instructions.	* Students read task requirements. If uncertain about any component of the task they should discuss it with their teacher or relevant Head of Department. *If absent for extended period, email teacher and ask for task, complete Extension process if applicable. *Attend school the day a task is held. *Hand in task before or during the period the day the task is due. (LST) *If away on the LST, hand in before LST.
3. Requirements and /or expectations if absent from task/school	* If absent on day of task completion/LST, complete the following: - notify school office that morning - on first day of return speak to relevant Head of Department with <u>APPLICATION FOR EXTENSION OR ALTERNATIVE TASK FORM</u> and appropriate documentation.
4. Requirements if prior knowledge of absence from task or LST.	* Complete <u>APPLICATION FOR EXTENSION OR ALTERNATIVE TASK FORM WITH</u> relevant documentation and present to relevant Head of Department well before LST. * Follow instructions given.
5. Requirements if absent from examination period	* Notify school office the day of exam(s). * On first day of return to school meet with Director of Curriculum with <u>APPLICATION FOR EXTENSION OR ALTERNATIVE TASK FORM</u> with relevant documentation. * Follow instructions given.

SECTION TWO

Forms & Documents

APPENDIX 1



ST. PETER'S ANGLICAN COLLEGE

EXAMINATION RULES AND PROCEDURES

You must not:

- a) take a mobile phone or programmable watch into the examination room
- b) take any electronic device including a digital media player into the examination room
- c) speak to any person other than a supervisor during an examination
- d) behave in any way likely to disturb the work of any other student or upset the conduct of the examination
- e) take into the examination room, or refer to during the examination, any books or notes, this booklet, the examination timetable, any paper, or any equipment other than the equipment listed in the examination timetable
- f) eat in the examination room except as approved by the College
- g) take any writing booklets or examination papers from the examination room

You must:

- a) Arrive at the examination room 10 minutes before the exam start time. It is your responsibility to read the examination timetable correctly and to attend all your require exams.
- b) Bring all equipment in a plastic sleeve for checking. No pencil cases will be admitted.
- c) Only use your Board of Studies student number, not your name, on examination papers
- d) Plan to stay for the full examination time, using it to complete, check, correct and recheck your answers

Missed Examinations:

- a) In extreme circumstances, if you are unable to attend school and sit for one or more examinations, you must contact the College on the morning of the examination. You will be required to complete an APPLICATION FOR EXTENSION OR ALTERNATIVE TASK FORM and provide acceptable documentation to support your reason for absence. If ill, you will need a doctors' certificate. If the reason for absence has been accepted you will be required to sit your examination in the catch up examination period. **This period is any vacant time slot within the exam period and for two days after the examination period is completed.**
- b) If you miss an examination simply because you have misread the timetable, you must contact the College immediately. This is not an acceptable reason for absence. You will receive an examination mark of zero. However, you will be required to sit the examination during the catch up period so that outcomes of the course can be fulfilled.
- c) If you arrive late for an examination, no additional time will be provided.

General:

- a) No responsibility will be taken for the safe-keeping of any unauthorised material or equipment surrendered to supervisors before or during the examinations.
- b) If you do not follow these rules, or if you cheat in the examinations in any way, you may be asked to leave the examination room and will be reported to the Director of Curriculum. You may receive zero marks for that examination paper and as a consequence you may be ineligible for a Higher School Certificate.
- c) If you do not make a serious attempt at an examination, you may not receive a result in that course and may not be eligible for the award of the Higher School Certificate. Teachers will bring to the Director of Curriculum's attention examination answers that contain frivolous or objectionable material.
- d) Answers not written in English, except where required or permitted by the question paper, will have zero marks awarded.
- e) College uniform is to be worn.
- f) Students should not leave an examination early. At the very least, students need to follow the HSC regulation of not leaving in the first hour or in the last 15 minutes.

APPENDIX 2



ST. PETER'S ANGLICAN COLLEGE
HSC ASSESSMENT APPEAL FORM

This form is to be used to lodge any appeals relating to HSC Assessments within the school and to the Final HSC Assessment Rank.

Category (please tick one)

- Appeal** in relation to the award of a zero mark
- Appeal** in relation to the award of an "N" determination
- Appeal** in relation to the final HSC Assessment Rank

Name: _____ Date: _____

Course: _____ Class: _____

Task Title: _____ Weighting: _____

Directions.

1. State the full nature of your Appeal, clearly indicating all details. The appeal must contain **evidence** to support your case.
2. This form must be lodged with the **Director of Curriculum within three school days** of the return of the task/award of an "N" determination/notification of HSC Rank.

Nature of Appeal:

.....

.....

.....

.....

.....

.....

Evidence Provided:

.....

.....

.....

Signed: _____

<p>Result of Appeal</p> <p>Director of Curriculum: _____ Date: _____</p>



ST. PETER'S ANGLICAN COLLEGE

APPLICATION FOR EXTENSION OR ALTERNATIVE TASK FORM

This form is to be used to apply for an extension to the LST of a task if you were absent for a valid reason on the LST OR if you consider you have grounds for an extension well before the due date. The Director of Curriculum makes the final decision on whether an extension will be granted.

Name: _____ Date: _____

Course: _____ Class: _____

Task Title: _____ Weighting: _____

Directions.

Outline the reasons for your Application for Extension. Your application must contain **evidence** (Eg. Documentation explaining absences, Leave Approval)

<p>If Application for Extension is being made BEFORE the LST (submit form minimum of ONE WEEK before LST):</p> <ol style="list-style-type: none"> 1) Present this form with supporting evidence to the relevant Head of Department a minimum of ONE week before the LST for comment. 2) The Head of Department will forward this form to the Director of Curriculum for discussion and decision. 3) The student will be notified of the decision a minimum of 3 days before the LST. 	<p>If Application for Extension is being made AFTER the LST, as a result of absence with valid reason on LST:</p> <ol style="list-style-type: none"> 1) Inform College of absence on task's LST. 2) On first day of return after absence, present completed form to Head of Department for comment. 3) The Head of Department will forward this form to the Director of Curriculum for discussion and decision. 4) Student is notified of decision and next step. 5) In the case of absence for examination, inform College of absence on the day then submit this form directly to the Director of Curriculum on the first day you return.
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Reasons for Application for Extension (continue over the page if necessary):

.....

Evidence Provided:

.....

In applying for this extension or alternative task, I guarantee that am not taking UNFAIR ADANTAGE over other students in tis course.

Signed: _____

Head of Department: I have noted the above application and request that an extension of time/alternative task SHOULD/SHOULD NOT be granted.

Extension time: _____ Days. Task is now due on _____

Comment:.....

Signature: Date:

Result of Application	
Director of Curriculum:	Date:

APPENDIX 4

SAMPLE WARNING LETTER – Non-Completion of a HSC Course

Dear _____
PARENT/GUARDIAN

OFFICIAL WARNING
Non-completion of an HSC Course

I am writing to advise that your son/daughter _____ is in
NAME
danger of not meeting the Course Completion Criteria for the Higher School Certificate course,

COURSE NAME

The Board of Studies requires schools to issue students with official warnings in order to give them the opportunity to redeem themselves. Please regard this letter as the _____ (eg 1st, 4th) **official warning** we have issued concerning _____.

COURSE NAME

A minimum of two course-specific warnings must be issued prior to a final 'N' determination being made for a course.

Course Completion Criteria

The satisfactory completion of a course requires principals to have sufficient evidence that the student has:

- (a) **followed** the course developed or endorsed by the Board; and
- (b) **applied** themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
- (c) **achieved** some or all of the course outcomes.

Where it is determined that a student has not met the Course Completion Criteria, they place themselves at risk of receiving an 'N' (non-completion of course) determination. An 'N' determination will mean that the course will not be listed on the student's Record of Achievement. In Year 12, students must make a genuine attempt at assessment tasks that contribute in excess of 50% of available marks. Completion of tasks worth exactly 50% is not sufficient; tasks worth in excess of 50% must be completed.

To date, _____ has not satisfactorily met _____
STUDENT NAME *INDICATE (a), (b) OR (c)*
of the Course Completion Criteria.

The table overleaf lists those tasks, requirements or outcomes not yet completed or achieved, and/or for which a genuine attempt has not been made.

In order for _____ to satisfy the Course Completion
STUDENT NAME
Criteria, the tasks, requirements or outcomes listed overleaf need to be satisfactorily completed/achieved.

Please discuss this matter with _____ and contact the
STUDENT NAME
school if further information or clarification is needed.

Yours sincerely,

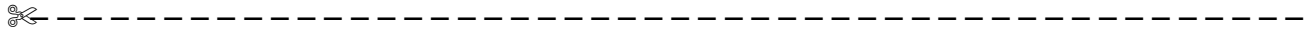
CLASS TEACHER/HEAD TEACHER

PRINCIPAL

DATE

To satisfy the Course Completion Criteria, the following tasks, requirements or outcomes need to be satisfactorily completed by _____.
STUDENT NAME

Task name/course requirement/course outcomes	Date(s) course requirement(s) originally due (if applicable)	Action required by student	Date to be completed by (if applicable)



PLEASE DETACH THIS SECTION AND RETURN TO THE SCHOOL

Requirements for the Satisfactory Completion of a Higher School Certificate Course

- I have received the letter dated _____ indicating that _____
STUDENT NAME
 is in danger of not having satisfactorily completed _____
COURSE NAME
- I am aware that this course may not appear on his/her Higher School Certificate Record of Achievement.
- I am also aware that the 'N' determination may make him/her ineligible for the award of the Higher School Certificate.

Parent/Guardian's signature: _____ Date: _____

Student's signature: _____ Date: _____

SECTION THREE

Individual Course Assessment Schedules

COURSE: ANCIENT HISTORY 2017

	TASK 1	TASK 2	TASK 3	TASK 4	WEIGHTING
TASK TITLE/TYPE	Pompeii Investigation (Core)	Source Study/ Half-yearly Exam (Core & Minoans)	In-Class Research Essay (Egypt)	Trial Examination (All topics)	
TIMING	Term 4 Week 6	Term 1 Week 8/9	Term 2 Week 6	Term 3 Week 4/5	
OUTCOMES	H1.1, 2.1, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 4.2	H3.1, 3.2, 3.3, 3.4	H1.1, 2.1,3.1, 3.6, 4.1, 4.2	H1.1, 2.1, 3.1, 3.3, 3.4, 3.5, 4.1, 4.2	
COMPONENT					
Knowledge and understanding of course content	5	10	5	20	40
Source-based skills: analysis, synthesis and evaluation of historical information from a variety of sources	5	10		5	20
Historical inquiry and research	5		15		20
Communication of historical understanding in appropriate forms	5		10	5	20
TOTAL%	20	20	30	30	100

COURSE: BIOLOGY 2017

TASK TITLE/TYPE	TASK 1	TASK 2	TASK 3	TASK 4	TASK 5	WEIGHTING
	Practical Investigation	Half Yearly Exam	Open Ended Investigation	Data Analysis	Trial Examination	
TIMING	Term 4 Week 8	Term 1 Week 8/9	Term 2 Week 3	Term 2 Week 9	Term 3 Week 4/5	
OUTCOMES	H11, H12, H13, H14, H15	H1, H2, H3, H4, H5, H6, H8, H9, H10, H11, H12, H13, H14, H15	H3, H4, H8, H11, H12, H13, H14	H1, H3, H4, H5, H13, H14	H1, H2, H3, H4, H5, H6, H7, H8, H9, H10, H11, H12, H13, H14, H15	
COMPONENT						
Knowledge and understanding of course content in Biology		10		10	20	40
Skills in planning, conducting and communication on first-hand investigations	15		15			30
Skills in scientific thinking, problem-solving and in communicating understanding and conclusions	5	5	5	5	10	30
TOTAL%	20	15	20	15	30	100

COURSE: BUSINESS STUDIES 2017

	TASK 1	TASK 2	TASK 3	TASK 4	WEIGHTING
TASK TITLE/TYPE	Marketing Plan Analysis	Half Yearly Examination	Human Resources Task	Trial Examination	
TIMING	Term 4 Week 9	Term 1 Week 8/9	Term 2 Week 8	Term 3 Week 4/5	
OUTCOMES	H4, H6 H7, H8, H9	H2, H4, H5,H10	H5, H8, H9, H10	H1, H2, H3, H4, H5, H6, H8, H9, H10	
COMPONENT					
Knowledge and understanding of the course content 40%	10	5	10	15	40
Inquiry and Research 20%	10		10		20
Stimulus – based Skills 20%		10		10	20
Communication of business information in appropriate forms 20%	5	5	5	5	20
TOTAL 100%	25	20	25	30	100

COURSE: CHEMISTRY 2017

	TASK 1	TASK 2	TASK 3	TASK 4	TASK 5	WEIGHTING
TASK TITLE/TYPE	DATA ANALYSIS	MID-YEAR EXAM	RESEARCH PROJECT	OPEN-ENDED INVESTIGATION	TRIAL EXAM	
TIMING	Term 4 Week 7	Term 1 Week 8/9	Term 2 Week 6	Term 3 Week 2	Term 3 Week 4/5	
OUTCOMES	H: 7, 8, 9, 10, 11, 12, 13 & 14	H: 1-15	H: 1, 3, 4, 5, 8, 10, 12, 13, 14 & 15	H: 4, 8, 10, 11, 12, 3, 14 & 15	H: 1-15	
COMPONENT						
Knowledge and understanding	5	5	7	5	18	40
Skills in planning and conducting investigations	3	2	3	12	10	30
Skills in scientific thinking	7	3	5	3	12	30
TOTAL%	15	10	15	20	40	100

COURSE: DESIGN AND TECHNOLOGY 2017

	TASK 1		TASK 2	TASK 4	TASK 5	WEIGHTING
TASK TITLE/TYPE	Presentation based on MDP	Mid Course examination	Case study of Innovation	Folio review	Trial Examination	
TIMING	Term 1 Week 2	Term 1 Week 8/9	Term 2 Week 2	Term 2 Week 10	Term 3 Week 4/5	
OUTCOMES	H4.1, H4.2, H4.3, H5.1, H5.2	H1.1, H1.2, H2.1, H2.2, H3.1, H6.2	H2.2, H3.1, H3.2, H6.2	H5.1, H5.2	H1.1, H1.2, H2.1, H2.2, H3.1, H6.2	
COMPONENT						
Knowledge and Skills in: Innovation and Emerging Technologies	5		20		15	40
Designing and Producing	10	20	5	10	15	60
TOTAL%	15	20	25	10	30	100

COURSE: ENGLISH – ADVANCED 2017

	TASK 1	TASK 2	TASK 3	TASK 4	TASK 5	WEIGHTING
TASK TITLE/TYPE	AOS Representation Task	Poetry Response	Half Yearly exam	Speaking Task	Trial Exam	
TIMING	Term 4 Week 7	Term 1 Week 5	Term 1 Week 8/9	Term 2 Week 5	Term 3 Week 4/5	
OUTCOMES	2,3,7,8,9,10, 11,12,12A,13	2,3,7,8,9,10	2,3,4,7,8,10, 11,13	1,2,2A,3,4,5,7 ,8,9, 10	1,2,2A,3,4,5,6 ,7,8,10	
COMPONENT						
Listening		15				15
Speaking				10		15
Reading	10		5		10	25
Writing		5	5	10	10	30
Viewing / Representation	10			5		15
TOTAL%	20	20	10	30	20	100

COURSE: ENGLISH – STANDARD 2017

	TASK 1	TASK 2	TASK 3	TASK 4	TASK 5	WEIGHTING
TASK TITLE/TYPE	Listening task	AOS Essay	Module B Novel Exam	Module C Film Speech	Module A Play Trial Exam	
TIMING	Term 4 Week 7	Term 1 Week 2	Term 1 Week 8/9	Term 2 Week 5	Term 3 Week 4/5	
OUTCOMES	2,3,7,8,9,10, 11,12,13	2,3,8,12,13	2,3,4,6,7,8, 11	2,3,4,5,7,8,9, 10	1,2,3,4,6,8, 10, 12,13	
COMPONENT						
Listening	15					15
Speaking				15		15
Reading		10	5		10	25
Writing	5	5	5	5	10	30
Viewing / Representation		5		10		15
TOTAL%	20	20	10	30	20	100

COURSE: ENGLISH – Extension 1, 2017

	TASK 1	TASK 2	TASK 3	Weightings
TASK TITLE/TYPE	Creative and oral response	Critical essay	Trial Exam	
TIMING	Term 1 Week 3	Term 2 Week 3	Term 3 Week 4/5	
OUTCOMES COMPONENT	1,2,4	1,2,3	1,2,3	
Knowledge and understanding of complex texts and how and why they are valued.	5	10	10	25%
Complex analysis, sustained composition and independent investigation	10	5	10	25%
TOTAL%	15	15	20	50%

COURSE: FRENCH - CONTINUERS 2017

	TASK 1	TASK 2	TASK 3	Task 4	TASK 5	WEIGHTING
TASK TITLE/TYPE	Speaking Task	Mid-Year Exam	Reading and Responding	Trial HSC Conversation Task	Trial HSC Written Examination	
TIMING	Term 4 Week 7	Term 2 Week 8/9	Term 2 Week 6	Term 3 Week 1	Term 3 Week 4/5	
OUTCOMES	1.1, 1.2, 1.3, 1.4, 4.1	1.1, 1.2, 1.3, 1.4, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 2.1, 2.2, 2.3, 4.1	3.1, 3.2, 3.3, 3.4, 3.5, 3.6	1.1, 1.2, 1.3, 1.4, 4.1	1.1, 1.2, 1.3, 1.4, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 2.1, 2.2, 2.3, 4.1	
OBJECTIVES	1 & 4	1,2,3 & 4	3	1 & 4	1,2,3 & 4	
Speaking	10			10		20
Listening and Responding		10			15	25
Reading and Responding		10	15		15	40
Writing in French		5			10	15
TOTAL%	10	25	15	10	40	100

COURSE: FOOD TECHNOLOGY 2017

TASK TITLE/TYPE	TASK 1	TASK 2	TASK 3	TASK 4	TASK 5	WEIGHTING
	The Australian Food Industry <i>Research Task</i>	Food Manufacture <i>Case Study</i>	Food Product Development <i>Practical Task</i>	Contemporary Food Nutrition <i>Extended response essays</i>	Trial Examination	
TIMING	Term 4 Week 6	Term 1 Week 6	Term 2 Week 7	Term 3 Week 1	Term 3 Week 4/5	
OUTCOMES	H1.2, H1.4, H3.1,	H1.1, H1.3, H4.2	H1.1, H2.1, H4.1, H5.1	H3.2, H5.1	H1.1, 1H1.2, H1.3, H1.4, H2.1, H3.1, H3.2, H4.2	
COMPONENT						
Knowledge and understanding about the Australian food industry, food manufacture, food product development and contemporary food issues (marketplace)	5				15	20
Research, analysis and communication	10			10	10	30
Experimentation and preparation		10	20			30
Design, implementation and evaluation		5	5	10		20
TOTAL%	15	15	25	20	25	100

COURSE: INFORMATION PROCESSES AND TECHNOLOGY 2017

	TASK 1	TASK 2	TASK 3	TASK 4	TASK 5	WEIGHTING
TASK TITLE/TYPE	Task 1 Individual Project	Half-Yearly Exam	Task 3 Individual Project	Task 4 Individual Project	HSC Trial Examination	
TIMING	T4 W8	T1 W 8/9	T2 W4	T3 W1	T3 W4/5	
OUTCOMES	H1.2, H1.2, H2.1, H2.2, H3.2, H4.1, H5.1, H5.2, H7.2	H1.2, H2.1, H3.1, H4.1, H5.1, H5.2	H1.1, H1.2, H2.1, H2.2, H3.1, H3.2, H6.1, H6.2, H7.1, H7.2	H1.1, H1.2, H2.1, H2.2, H3.1, H3.2, H6.1, H6.2, H7.1, H7.2	H1.2, H2.1, H2.2, H3.1, H4.1, H5.2, H6.1, H6.2,	
COMPONENT						
Project Management	5	5	5	5		20
Information Systems and Databases	10	5			5	20
Communications Systems	5	5		5	5	20
Transaction Processing Systems			15		5	20
Multimedia Systems				15	5	20
TOTAL%	20	15	20	25	20	100

COURSE: LEGAL STUDIES 2017

	TASK 1	TASK 2	TASK 3	TASK 4	WEIGHTING
TASK TITLE/TYPE	Crime: Case study	Half Yearly Examination	Research and extended response	Trial Examination	
TIMING	Term 4 Week 8	Term 1 Week 8/9	Term 2 Week 7	Term 3 Week 4/5	
OUTCOMES	H1, H7, H8, H9, H10	H1, H2, H4, H5, H6, H9, H10	H1, H2, H4, H5, H6, H7, H8, H9, H10	H1, H2, H3, H4, H5, H6, H7, H9, H10	
COMPONENT					
Knowledge and understanding of course content	5	20	10	25	60
Research	10		10		20
Communication	5	5	5	5	20
TOTAL%	20	25	25	30	100

COURSE: GENERAL MATHEMATICS 2017

	TASK 1	TASK 2	TASK 3	TASK 4	WEIGHTING
TASK TITLE/TYPE	In Class Test	Half Yearly Examination	Assignment Plus In class Component	Trial Examination	
TIMING	Term 4 Week 9	Term 1 Week 8/9	Term 2 Week 8	Term 3 Week 4/5	
OUTCOMES	H1, H2, H3, H4, H5, H6, H7,H8, H9, H10, H11	H1, H2, H3, H4, H5, H6, H7,H8, H9, H10, H11	H1, H2, H3, H4, H5, H6, H7,H8, H9, H10, H11	H1, H2, H3, H4, H5, H6, H7,H8, H9, H10, H11	
COMPONENT					
Concepts, skills and techniques Use of concepts, skills and techniques to solve mathematical problems in a wide range of theoretical and practical contexts	15	15	5	15	50
Reasoning and communication Application of reasoning and communication in appropriate forms to construct mathematical arguments and proofs and to interpret and use mathematical models		15	10	25	50
TOTAL%	15	30	15	40	100

COURSE: MATHEMATICS 2017

	TASK 1	TASK 2	TASK 3	TASK 4	WEIGHTING
TASK TITLE/TYPE	In Class Test	Half Yearly Examination	In Class Test	Trial Examination	
TIMING	Term 4 Week 9	Term 1 Week 8/9	Term 2 Week 8	Term 3 Week 4/5	
OUTCOMES	H1, H2, H3, H4, H5, H6, H7,H8, H9	H1, H2, H3, H4, H5, H6, H7,H8, H9	H1, H2, H3, H4, H5, H6, H7,H8, H9	H1, H2, H3, H4, H5, H6, H7,H8, H9	
COMPONENT					
Concepts, skills and techniques Use of concepts, skills and techniques to solve mathematical problems in a wide range of theoretical and practical contexts	15	15	5	15	50
Reasoning and communication Application of reasoning and communication in appropriate forms to construct mathematical arguments and proofs and to interpret and use mathematical models		15	10	25	50
TOTAL%	15	30	15	40	100

COURSE: MATHEMATICS EXTENSION 1 2017

	TASK 1	TASK 2	TASK 3	TASK 4	WEIGHTING
TASK TITLE/TYPE	In Class Test	Half Yearly Examination	In Class Test	Trial Examination	
TIMING	Term 4 Week 8	Term 1 Week 8/9	Term 2 Week 10	Term 3 Week 4/5	
OUTCOMES	HE1, HE2, HE3, HE4, HE5, HE6, HE7	HE1, HE2, HE3, HE4, HE5, HE6, HE7	HE1, HE2, HE3, HE4, HE5, HE6, HE7	HE1, HE2, HE3, HE4, HE5, HE6, HE7	
COMPONENT					
Concepts, skills and techniques Use of concepts, skills and techniques to solve mathematical problems in a wide range of theoretical and practical contexts	3	10	2	10	25
Reasoning and communication Application of reasoning and communication in appropriate forms to construct mathematical arguments and proofs and to interpret and use mathematical models	2	5	3	15	25
TOTAL%	5	15	5	25	50

COURSE: MODERN HISTORY 2017

	TASK 1	TASK 2	TASK 3	TASK 4	WEIGHTING
TASK TITLE/TYPE	World War I Investigation (Core)	Source Study / Half-yearly Exam (Core & Europe)	In-class Research Essay (Russia)	Trial Examination (All topics)	
TIMING	Term 4 Week 5	Term 1 Week 8/9	Term 2 Week 4	Term 3 Week 4/5	
OUTCOMES	H1.2, 2.1, 3.2, 3.3, 3.4 4.1, 4.2	H1.1, 1.2, 3.1, 3.2, 3.3, 4.1, 4.2	H1.2, 2.1,3.1,3.2, 3.5, 4.2	H1.1, 1.2, 2.1, 3.1, 3.2, 3.3, 4.1, 4.2	
COMPONENT					
Knowledge and understanding of course content	5	5	10	20	40
Source-based skills: analysis, synthesis and evaluation of historical information from a variety of sources	10	5		5	20
Historical inquiry and research		10	10		20
Communication of historical understanding in appropriate forms	5		10	5	20
TOTAL%	20	20	30	30	100

COURSE: MUSIC 1 2017

	TASK 1	TASK 2	TASK 3	TASK 4	TASK 5	WEIGHTING
TASK TITLE/TYPE	Composition	Viva Voce	Half Yearly Aural and Performance	Core Performance and Elective 3	Trial Performance and Aural Examination	
TIMING	Term 4 Week 8	Term 1 Week 10	Term 1 Week 8/9	Term 2 Week 7	Term 3 Week 4/5	
OUTCOMES	H1, H3, H5, H7, H8, H9, H10, H11	H2, H4, H6, H8, H10, H11	H4, H6, H8, H10, H11	Depends on Elective chosen by student	Depends on Elective chosen by student	
COMPONENT						
Performance				5	5	10
Composition	10					10
Musicology		10				10
Aural			10		15	25
Elective 1			8		7	15
Elective 2			7		8	15
Elective 3				7	8	15
TOTAL%	10	10	25	12	43	100

COURSE: PDHPE 2017

	TASK 1	TASK 2	TASK 3	TASK 4	WEIGHTING
TASK TITLE/TYPE	Research task	Half yearly examination	Research task	Trial Examination	
TIMING	Term 4 Week 8	Term 1 Week 8/9	Term 2 Week 9	Term 3 Week 4/5	
OUTCOMES	H11,16,17	H1,2,3,4,5, 7,8,9,10,11,16 ,17	H8,13,16,17	H1,2,3,4,5,78, 9,10,11,1617	
COMPONENT					
Knowledge and understanding of: <ul style="list-style-type: none"> • factors that affect health • the way the body moves 		20		20	40
Skills in: <ul style="list-style-type: none"> • influencing personal and community health • taking action to improve participation and performance in physical activity 	10		10	10	30
Skills in critical thinking, research and analysis	10		20		30
TOTAL%	20	20	30	30	100

COURSE: PHYSICS 2017

	TASK 1	TASK 2	TASK 3	TASK 4	TASK 5	WEIGHTING
TASK TITLE/TYPE	Practical Investigation & Data Analysis	Mid Year Exam	Open-ended Investigation	Data Analysis	Trial Examination	
TIMING	Term 4 Week 4	Term 1 Week 8/9	Term 2 Week 5	Term 2 Week 9	Term 3 Week 4/5	
OUTCOMES	H 6,7,11,12, 13, 14, 15	H 1, 2, 3, 4, 6, 7, 8, 11, 12, 13, 14	H 1, 3, 4, 5, 8, 9, 10, 13	H 9,10, 12,13, 14	H 1-15	
COMPONENT						
Knowledge and understanding of course content in Biology	2.5	10	10		17.5	40
Skills in planning, conducting and communication on first-hand investigations	7.5	2.5	5	10	5	30
Skills in scientific thinking, problem-solving and in communicating understanding and conclusions	10	2.5	5	5	7.5	30
TOTAL%	20	15	20	15	30	100

COURSE: VISUAL ARTS 2017

	TASK 1	TASK 2	TASK 3	TASK 4	TASK 5	WEIGHTIN G
TASK TITLE/TYPE	Development of body of work Investigations of artmaking in VAPD, including experiments, related artists and written reflections	In class essay based on case studies	Development of body of work – Including VAPD and works under development	Development of Body of Work – works under development , VAPD, oral or written presentation about intentions, conceptual framework relationships and viewpoints	Trial Examination	
TIMING	Term 4 Week 9	Term 1 Week 7	Term 2 Week 5	Term 3 Week 2	Term 3 Week 4/5	
OUTCOMES	H1 H2 H3 H4	H7 H8 H9	H1 H2 H3 H4 H5	H1 H2 H3 H4 H5 H6	H7 H8 H9 H10	
COMPONENT						
ARTMAKING	10		15	25		50
ART CRITICISM & ART HISTORY		25			25	50
TOTAL%	10	25	15	25	25	100

HSC ASSESSMENT TASK SUMMARY: *Alterations may be necessary once the 2017 Timetable has been developed. Courses grouped in lines.*

TERM	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	WEEK 9	Week 10	Week 11
4, 2016 (9 weeks)				Physics	Modern	Ancient Food	English A English S French Chemistry	Biology PDHPE Legal IPT Music Maths Ext1	Gen Maths Maths Art Business		
1, 2017 (11 weeks)		D&T English S	English Ext1		English A	Food	Art	EXAMS	EXAMS	Music	
2, 2017 (10 weeks)		D&T	Biology English Ext1	IPT Modern	English A English S Art Physics	Ancient Chemistry French	Food Music Legal	Gen Maths Maths Business	Biology PDHPE Physics	D&T Maths Ext1	
3, 2017 (9 weeks)	Food IPT French	Chemistry Art		Trial EXAMS	Trial EXAMS						
<p><i>Main period (some may be before or after this period indicated) when HSC practical examinations/works due: Music, D&T, VisArts, Languages BOS will advise us of exact dates later in 2017</i></p>											