Dungog High School

Higher School Certificate Course

Assessment Policy

2016
Contents

Section 1: Eligibility requirements for the Award of a Higher School Certificate ........................................... 3
  Eligibility Requirements for the Award of a Higher School Certificate
  Pattern of Study
  Satisfactory Completion of a Course / Course Completion Criteria
  Attendance
  Change of Subjects / Courses

Section 2: Assessment in the Higher School Certificate Year ............................................................................. 4
  Assessment in the Higher School Certificate Year
  Starting Time
  The Assessment "Calendar"
  Study Sessions
  Time Management
  Notification Slip
  Value
  Assessment Tasks
  Ranking
  Request for Extension of Time
  Factors Influencing the Quality of Tasks Submitted
  Student Sick on Day of Assessment Task
  Collusion / Plagiarism
  Special Provisions
  Students Transferring to Dungog High School
  Invalid Tasks/part of Tasks or Non Discriminating Tasks

Section 3: Assessment in VET courses .............................................................................................................. 7
  Recognition of Prior Learning (RPL)
  Unit Assessment
  Hospitality Practical Tasks
  Work Placement

Section 4: Non-Assessment Tasks ....................................................................................................................... 8
  Non-Assessment Tasks
  Failure to Complete Non Assessment Tasks
  Concern Regarding Application in Higher School Certificate Course

Section 5: Supporting students with outstanding tasks ..................................................................................... 9

Section 6: Application for extended leave form - travel .................................................................................... 9

Section 7: Appeals Process ................................................................................................................................. 9

Section 8: Appeals Process (VET Courses only) ................................................................................................ 12

Section 9: Assessment and Examination Rules for Senior Students ................................................................. 12

Section 10: Glossary of Key Words .................................................................................................................... 13

Section 11: Web Addresses ............................................................................................................................... 15

Section 12: Procedure for Evaluating HSC Course Assessment Policies .......................................................... 16

Appendix: Illness / Misadventure Form .............................................................................................................. 17

Appendix: Official Warning Letter: Non-completion of HSC course ............................................................... 18
Section 1: Eligibility requirements for the Award of a Higher School Certificate

1.1. To be eligible for the award of the Higher School Certificate you must have:
   1.1.1. gained the School Certificate or such other qualifications as the Board of Studies considers satisfactory;
   1.1.2. attended a government school, an accredited non-government school, an institute of TAFE or a school outside
          NSW recognised by the Board;
   1.1.3. satisfactorily completed courses that comprise the pattern of study required by the Board for the Award of the
          Higher School Certificate;
   1.1.4. sat for and made a serious attempt at the required Higher School Certificate examination(s) and courses;
   1.1.5. completed Preliminary Higher School Certificate.

1.2. Pattern Of Study

To qualify for the Higher School Certificate you must satisfactorily complete a Preliminary pattern of study comprising
at least 12 units and an HSC pattern of study comprising at least 10 units. We recommend that students study 12 Units
in the Higher school certificate year.

Both patterns must include:
   1.2.1. at least 6 units from Board-developed courses;
   1.2.2. at least two units of a Board-developed course in English;
   1.2.3. at least three courses of two units value or greater (either Board-developed or Board-endorsed courses);
   1.2.4. at least four subjects.

   To satisfy the pattern of study requirements for the Higher School Certificate you may count a maximum of six
   Preliminary units and six HSC units from courses in science.

1.3. Satisfactory Completion Of A Course / Course Completion Criteria

Students must satisfactorily complete the Preliminary course before commencing the corresponding Higher School
Certificate Course. The following course completion criteria refers to both Preliminary and Higher School Certificate
courses. Course completion criteria

A student will be considered to have satisfactorily completed a course if in the principal's view, there is sufficient
evidence that the student has:
   1.3.1. followed the course developed or endorsed by the Board; and
   1.3.2. applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course
          by the school;
   1.3.3. achieved the outcomes of each course to a degree acceptable by the school.

1.4. Attendance

Principals may determine an appropriate attendance pattern which will enable students to achieve the outcomes of
each course studied. That is, Principals may determine that as a result of absences, the course(s) completion criteria
has not been met.

Students will be warned of the consequences of cumulative absences. Students whose attendance is called into question will be required to prove to the Principal’s satisfaction, following a review of their performance, that they are meeting the course completion criteria.

1.5. **Change Of Subjects / Courses**

   Students may drop a 1 unit or 2 unit subject at the beginning of Term 4 if they pick up an extension course which may be offered in: English, Mathematics, History, Music, some languages and VET courses.

   All other students cannot drop a course until after the final Preliminary HSC reports have been received and “Year 11 Dropping a Subject form” (obtained from Head Teacher Administration) has been completed and returned.

   Students may change from a full-time pattern of study to a part-time (Pathways) pattern with the Principal’s approval. Other course changes will not be permitted.

---

**Section 2: Assessment in the Higher School Certificate Year**

2.1. **Starting Time**

   Tasks may commence in Term 4 of the preliminary year.

2.2. **The Assessment "Calendar" (Faculty Assessment Booklet)**

   The Assessment "Calendar" indicates the date which the tasks in various subjects take place. It is aimed for students managing their time and providing warning well in advance for students, that tasks will fall due.

   Students should note that the assessment calendar is a guideline. It can be subject to alteration for a variety of reasons eg. teacher absence, widespread student illness etc. Under such circumstances a later date would be established, and student notified of the variation to timing and or content.

2.3. **Study Sessions**

   In order to assist students with examination preparation, no assessment task will be held, or fall due in the 2 weeks prior to major examinations. An in class assessment task can be held in subjects that do not have an examination. This assessment task will be held during the class time of that subject.

2.4. **Time Management**

   Clearly the solution is not to concentrate on any one area of senior courses at the expense of another. Students should organise and plan their study time in advance so that both Assessment and Non-assessment Tasks receive adequate attention. Time off school should not be taken for anything but legitimate reasons, such as sickness.

   Students are advised that their attendance will be closely monitored. Particular attention will be given to days just prior to Assessment Task submission in all subject areas. This should allow any undesirable patterns to be detected,
and parents informed of this.

Students studying courses that require the submission of a major project / performance need to be aware that the Higher School Certificate Examination dates for these tasks are set by the Board of Studies. The school has no control over these dates. This can cause crowding of tasks near the Trial Higher School Certificate Examinations.

2.5. Notification Slip

Students will receive a notification slip at least two weeks prior to the due date for a task. The slip will provide information on:

2.5.1. when the task will be assessed (day);
2.5.2. what will be assessed;
2.5.3. how it will be assessed;
2.5.4. the relative value of the task;
2.5.5. course outcomes assessed.

The assessment slip will be either taken down by students or supplied complete by the teachers. Each student will be required to sign a register when they receive an assessment task.

2.6. Value

The composition of the assessment tasks varies for each subject and is detailed in the subject information which will be distributed by your course / subject teachers.

2.7. Assessment Tasks

Assessment Tasks, which include Formal Examinations, are an ongoing process which takes place in Year 12. Component marks for various tasks accumulate to provide a final mark (per subject).

2.7.1. Composition of the Mark

2.7.1.1. While assessment tasks provide a substantial element, there are many other aspects taken into account which cannot be readily measured in either internal examinations or a single external examination. These vary from subject to subject and include:

   2.7.1.1.1. Aural (listening) skills;
   2.7.1.1.2. Communication skills;
   2.7.1.1.3. Understanding of concepts;
   2.7.1.1.4. Research skills;
   2.7.1.1.5. Practical skills etc.

2.7.2. Marks awarded for assessment tasks

These are provided, and allow students to determine their relative ranking for each task.

The various forms, policies and descriptions which follow are common to all faculties and the subject taught by them in this school.

2.8. Ranking

Ranking is a student’s standing or rating relative to other students undertaking the same course. Ranking for individual assessment tasks is given to students, and a cumulative ranking is provided on the following reports:
2.8.1. Year 12 Half Year

2.8.2. Year 12 Final End of Course

Reports also give students feedback on their level of achievement of their course outcomes.

2.9. Request for Extension of Time

These applications are to be submitted to the class teacher on a Misadventure/Illness appeal form prior to the day of the assessment. They will be judged by the Head Teacher in conjunction with the class teacher. Students must not assume that application for extension of time will be automatically accepted and therefore should submit such applications as early as possible. (NB Failure of computer hardware or software will not normally be considered as valid reason for extension of time to be granted).

2.10. Factors Influencing the Quality of Tasks Submitted

In the marking of Assessment Tasks schools are not permitted to compensate for factors such as extended illness, misadventure or domestic problems etc. which may have affected a student's performance. Teachers will award a mark or grade for what is actually submitted. We do not make allowances for conditions or potential in the marking scheme.

2.11. Student Sick on Day of Assessment Task

If a student is sick on the day of an Assessment Task they should take the following steps:

2.11.1. notify Head Teacher via phone call to school

2.11.2. obtain a medical certificate.

2.11.3. A student must provide a reason if no medical certificate is provided. It is at the Principal’s discretion whether this reason is acceptable and if the appeal will be considered.

2.11.4. Illness/Misadventure Appeal Forms are available on the school website. The Appeal form must be presented to the Head Teacher with supporting material within 48 hours of return to school.

2.12. Collusion / Plagiarism

Where it is evident that students have colluded to prepare a submitted task i.e. two or more students have together prepared and shared a submission for an assessment task, or the student has copied the material presented as the assessment task from another source, a reduced award will be given.

The head teacher, with approval of the principal, may select either of the following options:

2.12.1. a zero award for all students involved;

2.12.2. students re-submit the task with a mark penalty applied.


Special provisions may be provided to assist students with assessment tasks and examinations if the student has a special need which would prevent him or her from:

2.13.1. reading and interpreting school based assessments including tests.

2.13.2. communicating their responses
Special provisions are granted so that specific syllabus outcomes can be assessed accurately without students with special needs being disadvantaged.

Students who wish to apply for special provisions should see Ms H Dibley or the School Counsellor.

2.14. **Students Transferring to Dungog High School**

The previous school is to provide assessment marks for HSC Courses for students who transfer after 30th June in the year of the HSC examination. The marks will be developed from assessment information collected during the student’s period at the school. For the purpose of moderation these students will be regarded by the BOS as being members of the previous school.

Where a student transfers to a school where a course being studied is not available, the course being studied may be continued through distance education, OTEN, an outside tutor, at another school or Institute of TAFE. If none of these options is available to the student, the principal may permit the student to change subjects/courses/units within the regulations outlined in section 11.11.2 of the BOS ACE manual.

2.15. **Invalid tasks/parts of tasks or non-discriminating tasks.**

If the class teacher has a concern that an assessment task has not functioned as required, or there are problems in the task’s administration they are to notify their Head Teacher immediately. The Head Teacher, with approval of the school principal, will determine a suitable approach, such as reducing the weighting assigned to the task and adding an additional task (with sufficient notice), and adjusting weightings accordingly. In extreme cases, an invalid task may need to be discarded completely, or a replacement task may be organised. Students will be notified of the determination and given two school days to appeal the decision in writing to the school principal, before the determination is implemented.

**Section 3: Assessment in VET courses**

3.1. Assessment is ongoing and competency based. An integrated (holistic) approach is used - a number of elements of competency or several units of competency are assessed together. Assessment may be through written tasks, practical tasks and / or teacher observation. Students are notified of the outcomes being assessed.

3.2. **Recognition of Prior Learning (RPL)**

A student may apply for Recognition of Prior Learning (RPL). RPL allows students to achieve competencies as a result of formal and informal training regardless of how, when or where the learning occurred. Students must apply to class teacher using the Application for RPL. (See Appendix)

3.3. **Unit Assessment**

Assessment may be conducted for individual units of competency or for groups of units of competency. All performance criteria needs to be met to demonstrate the achievement of an element of competency and all elements of competency must be achieved in order to demonstrate the achievement of a unit of competency. Skill assessment
is assessed as Competent / Not Competent.

Teachers will usually organise a number of chances for students to demonstrate competency. Students may seek further opportunities to demonstrate those competencies, but these need to occur without disruption to the work of fellow students.

Should a student require additional attempts to achieve competence, students must negotiate with their teacher, providing sufficient time for additional assessment opportunities to be completed, prior to Board of Studies entries.

3.4. Hospitality Practical Tasks

In cases of student absence from practical assessment or need for reassessment involving food items, if not feasible to reassess in an alternate class practical task students will be required to supply their own ingredients for reassessment.

Assessment in all outcomes covered to date in class to be completed by end of each term.

3.5. Work Placement

Work placement is compulsory for all students in all Vocational Education subjects to achieve mandatory course requirements.

Section 4: Non-Assessment Tasks

4.1. Non-assessment tasks, as set by the classroom teacher, need to be completed by the specified time. Students unable to complete the task by the specified date should ask the teacher for an extension at least two school days before the task is due. These tasks ensure that a student has adequately studied a course, and this cannot be achieved through Assessment alone. Extensions will not automatically be granted and only one extension will be given if it is appropriate.

4.2. Non-assessable task should be completed on time because:

4.2.1. The teacher needs all the class work so that all tasks can be marked at the same time. This will ensure fair marking.

4.2.2. Your workload has been organised in such a way that you gain the maximum amount of benefit from tasks.

4.2.3. The teacher needs to know the areas of course work where you are having difficulty. Problem areas can be identified and remedied as soon as possible.

4.2.4. These tasks should be seen as being revision for examinations and assessment tasks.

4.3. Failure To Complete Non Assessment Tasks

Failure to complete non-assessment tasks can result in any or all of the following:

4.3.1. The matter will be recorded by the teacher and reported to the Head Teacher and the Year Coordinator;

4.3.2. An unsatisfactory comment may be made on the student’s report;

4.3.3. A letter to parents or an interview with parents informing them of unsatisfactory progress;

4.3.4. Students may be detained to complete the task under the supervision of the teacher;
4.3.5. Students can be deemed as not having satisfied the course requirements and issue of the HSC in that subject could be in question.

4.4. **Concern Regarding Application In Higher School Certificate Course**

A warning letter will be issued to a student if the Principal has sufficient evidence that the student has not:

4.4.1. **followed** the course developed or endorsed by the Board; and
4.4.2. **applied** themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school;
4.4.3. **achieved** the outcomes of each course to a degree acceptable by the school.

**Section 5: Supporting students with outstanding tasks**

If a student has more than one (1) outstanding task in a subject area they will report to the Library during sport time. A staff member will be assigned to the Library each week to support HSC students. If a student fails to utilise the support structures provided during this selected time, this will result in disciplinary actions.

**Section 6: Application for extended leave form - travel**

Students need to complete this form signed by the principal if they are away for an extended period (over 1 week) of time and it affects assessment tasks.

**Section 7: Appeals Process**

7.1. Refer to the following flowchart for information on grounds for appeal, how to lodge an appeal and the appeals process.

7.2. The provision of the appeals process does not cover:

7.2.1. long term illness such as glandular fever, asthma and epilepsy unless there is a flare-up during the examination. (Chronic sickness is not in itself an acceptable basis for appeal)
7.2.2. matters that could have been avoided by the student. eg
    7.2.2.1. forgetting to hand in a task
    7.2.2.2. misreading a timetable
    7.2.2.3. excursion or extra curricula event that prevents the student sitting the task on the set/due date - if HT or teacher not informed before hand
7.2.3. matters relating to the loss of time towards the end of tasks preparation period
7.2.4. alleged inadequacies of teaching
7.2.5. long term family situations
7.2.6. matters relating to failure to perform at usual standard in assessment tasks other than exams
7.2.7. computer failure or malfunction generally will not be grounds for appeal.
7.3. **Appeals Time-frame**

Misadventure/Illness appeals must be submitted:

7.3.1. prior to the due date for requests for extension of time

7.3.2. prior or on the due date for “failure to submit task” or “failure to sit for school set exam”

7.3.3. if appeal is based on illness, appeal must be presented within 48 hours of return to school.

7.4. Students are advised that appeals for late submission, misadventure or illness will be strengthened if they contact the school by phone, on or before the due date, and submit medical certificates if applicable.
RoSA, Preliminary and HSC Assessment Flow Chart

If a student knows beforehand that they are going to be absent on the day that an assessment task is due, or is to be conducted, the student must notify their class teacher beforehand. Leave approval may need to be sought.

NOTE: There are no grounds for an appeal in regard to the mark awarded to a completed assessment task. If a candidate becomes ill during the course of an examination an Illness/Misadventure Appeal must be lodged as per policy.
Section 8: Appeals Process (VET Courses only)

Students have access to an appeals process if they feel in any way dissatisfied with the assessment process.

Difficulties over assessment should be approached informally at first with a view to resolving them through discussion between student and assessor(s). If not resolved by discussion, between teacher and student, the teacher’s direct supervisor will convene and mediate a further informal meeting.

However, if the informal approach fails to resolve the concerns, a formal appeals process should be initiated. Formal appeals need to be based on identified problems with the assessment process rather than an unsuccessful assessment result. The student lodges a formal appeal in writing to the Principal clearly stating their grounds for appeal (see the Principal).

The school must record all appeal submissions. At the request of the school an appeals panel is convened to review the assessment process and to decide whether or not there are justifiable grounds for appeal. The panel may call for the student and the assessor to present their views in person before reaching a decision.

The panel will comprise of a qualified VET teacher from another school a RTO representative and a community representative.

If the student's appeal is upheld, the RTO arranges a re-assessment process with the student. The student should have the right to request that different assessor(s) be involved in the alternative assessment to avoid any fears of recrimination.

If the appeal is rejected, the student has the right to lodge a further appeal with Maitland Office. When this next course of action is taken, all assessment records and details of the appeal process need to be made available to the training authority to assist their deliberations.

Section 9: Assessment and Examination Rules for Senior Students

9.1. As senior examinations are an important component of the final assessment mark, the importance of adhering to the examination rules cannot be stressed too highly. These rules are:

9.1.1. No student will leave the school grounds during the period of examination unless prior arrangements have been made with the Year Co-ordinator. At the completion of the examination students may leave the school grounds.

9.1.2. Only authorised equipment or material shall be used by students during examinations or assessment tasks. The subject department responsible for the paper/task will specify authorised equipment etc.

9.1.3. No borrowing of equipment will be permitted during the examination.

9.1.4. Writing paper is issued by the school. No other paper is to be in a student's possession.

9.1.5. Students' bags, folders etc. are to be left outside in area designated by exam supervisor.

9.1.6. It is each student's responsibility to ensure:

9.1.6.1. That your name or examination number is placed on each page.

9.1.6.2. That all pages are handed in at the conclusion of the examination. Any work inadvertently taken from the room will not be accepted for marking.

9.1.6.3. That all pages handed in are securely fastened together.

9.1.7. Leaving the examination room early is not permitted.

9.1.8. Late arrivals will be treated in the same manner as in the HSC. That is, generally no additional time will be allowed except in major emergencies affecting a number of candidates, eg. floods, transport strikes, etc.

9.2. Malpractice occurs if a student is in possession of unauthorised information during a test, examination or assessment task. Malpractice can result in the award of zero for the examination or task. Students should note that the following factors are not relevant in instances of malpractice:
9.2.1. the quantity or quality of the information
9.2.2. the motives or intent of the student
9.2.3. establishing that the information was used by the student
9.2.4. It is therefore extremely important that all students should check to see that they have not inadvertently taken information into the examination room eg. notes used for study. Such notes would constitute malpractice unless given to the supervisor before the examination commences.

9.3. Students will sit in places determined by the supervisor.

9.4. Students are to wear school uniform.

9.5. No eating of foodstuffs in the examination room. An exception may be made for medicinal substances, such as throat lozenges, but permission must be obtained from the examination supervisors. Bottles of water are permitted.

9.6. Students will remain seated at the end of the examination until all examination material is collected and then will leave the room under the directions of the supervisors.

9.7. Students will only be allowed to visit the toilet after obtaining permission from the supervisor and will be accompanied by a supervisor to the toilet area.

9.8. No talking is permitted in the examination room once the exam has commenced and until all papers are collected.

9.9. Under no circumstances should a mobile phone be taken into any exam situation and possession of a mobile phone will be treated as intent to cheat.

9.10. Students who become sick during the course of the examination and are unable to continue are to notify the supervisor and then report to the front office. Students who leave the exam room sick cannot reenter and recommence this exam.

9.11. Remove your watch and place it in clear view on the desk in front of you. It cannot be a programmable watch or iwatch.

Section 10: Glossary of Key Words

Syllabus outcomes, objectives, performance bands and examination questions have key words that state what students are expected to be able to do.

A glossary of key words has been developed to help provide a common language and consistent meaning in the Higher School Certificate documents.

Using the glossary will help you understand what is expected in responses to examinations and assessment tasks.

<table>
<thead>
<tr>
<th>Account</th>
<th>Account for: state reasons for, report on. Give an account of: narrate a series of events or transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analyse</td>
<td>Identify components and the relationship between them; draw out and relate implications</td>
</tr>
<tr>
<td>Apply</td>
<td>Use, utilise, employ in a particular situation</td>
</tr>
<tr>
<td>Appreciate</td>
<td>Make a judgement about the value of</td>
</tr>
<tr>
<td>Assess</td>
<td>Make a judgement of value, quality, outcomes, results or size</td>
</tr>
<tr>
<td>Calculate</td>
<td>Ascertain/determine from given facts, figures or information</td>
</tr>
<tr>
<td>Clarify</td>
<td>Make clear or plain</td>
</tr>
<tr>
<td>Classify</td>
<td>Arrange or include in classes/categories</td>
</tr>
<tr>
<td>Compare</td>
<td>Show how things are similar or different</td>
</tr>
<tr>
<td>Construct</td>
<td>Make; build; put together items or arguments</td>
</tr>
<tr>
<td>Contrast</td>
<td>Show how things are different or opposite</td>
</tr>
<tr>
<td>Critically (analyse / evaluate)</td>
<td>Add a degree or level of accuracy depth, knowledge and understanding, logic, questioning, (analyse/reflection and quality to (analysis/evaluation)</td>
</tr>
<tr>
<td>Deduce</td>
<td>Draw conclusions</td>
</tr>
<tr>
<td>Define</td>
<td>State meaning and identify essential qualities</td>
</tr>
<tr>
<td>Demonstrate</td>
<td>Show by example</td>
</tr>
<tr>
<td>Describe</td>
<td>Provide characteristics and</td>
</tr>
<tr>
<td>Discuss</td>
<td>Identify issues and provide points for and/or against</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------------------------------------</td>
</tr>
<tr>
<td>Distinguish</td>
<td>Recognise or note/indicate as being distinct or different from; to note differences between</td>
</tr>
<tr>
<td>Evaluate</td>
<td>Make a judgement based on criteria; determine the value of</td>
</tr>
<tr>
<td>Examine</td>
<td>Inquire into</td>
</tr>
<tr>
<td>Explain</td>
<td>Relate cause and effect; make the relationships between things evident; provide why and/or how</td>
</tr>
<tr>
<td>Extract</td>
<td>Choose relevant and/or appropriate details</td>
</tr>
<tr>
<td>Extrapolate</td>
<td>Infer from what is known</td>
</tr>
<tr>
<td>Identify</td>
<td>Recognise and name</td>
</tr>
<tr>
<td>Interpret</td>
<td>Draw meaning from</td>
</tr>
<tr>
<td>Investigate</td>
<td>Plan, inquire into and draw conclusions about</td>
</tr>
<tr>
<td>Justify</td>
<td>Support an argument or conclusion</td>
</tr>
<tr>
<td>Outline</td>
<td>Sketch in general terms; indicate the main features of</td>
</tr>
<tr>
<td>Predict</td>
<td>Suggest what may happen based on available information</td>
</tr>
<tr>
<td>Propose</td>
<td>Put forward (for example a point of view, idea, argument, suggestion) for consideration or action</td>
</tr>
<tr>
<td>Recall</td>
<td>Present remembered ideas, facts or experiences</td>
</tr>
<tr>
<td>Recommend</td>
<td>Provide reasons in favour</td>
</tr>
<tr>
<td>Recount</td>
<td>Retell a series of events</td>
</tr>
<tr>
<td>Summarise</td>
<td>Express, concisely, the relevant details</td>
</tr>
<tr>
<td>Synthesise</td>
<td>Putting together various elements to make a whole</td>
</tr>
</tbody>
</table>

It is important to note that exam questions for the Higher School Certificate will also continue to use self-explanatory terms such as 'how', or 'why' or 'to what extent'. While key words have a purpose, they will not set limits on legitimate subject-based questions in exam papers.
**Key Words And Levels Of Response**

Along with the mark value and space provided in exam booklets, the key words can help you to judge how much an answer needs to cover.

The table below provides a general guide to the kind of response required by each of the key words. The table is not intended to be prescriptive, and you will notice that some key words appear in more than one row.

<table>
<thead>
<tr>
<th>Groupings of Syllabus knowledge, skills and understandings</th>
<th>Groupings of key words</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skills in analysis and critical thinking.</td>
<td>Analyse, distinguish, examine, explain, extract, investigate</td>
</tr>
<tr>
<td>Skills in application and performance</td>
<td>Demonstrate, discuss, apply, calculate, construct</td>
</tr>
<tr>
<td>Knowledge, recall and understanding</td>
<td>Define, describe, explain, give an account, identify, outline, recall, recount</td>
</tr>
<tr>
<td>Skills in evaluation</td>
<td>Appreciate, assess, discuss, evaluate, justify, predict, account for</td>
</tr>
<tr>
<td>Skills in problem solving</td>
<td>Apply, calculate, clarify, compare, contrast, construct, deduce, demonstrate, investigate, predict, propose, recommend</td>
</tr>
<tr>
<td>Skills in synthesis and creative thinking</td>
<td>Classify, extrapolate, interpret, summarise, synthesise</td>
</tr>
</tbody>
</table>

The left-hand column in the table is a grouping of the knowledge, skills and understanding typically found in Stage 6 syllabuses.

The key words from the glossary are grouped in the right hand column alongside the groupings of knowledge, skills and understanding.

The terms in the right-hand column such as 'describe', 'identify' and 'outline' are typically used in questions requiring recall of knowledge. Questions using these terms generally require less depth and are worth fewer marks than questions using terms such as 'assess', 'evaluate' and 'justify' which call for higher-order thinking. The latter generally require an answer of greater depth and usually attract higher marks.

Other terms such as 'explain' and 'discuss' can vary considerably in the mark value and depth of response required.

**Section 11: Web Addresses**

NSW Department of Education and Communities  
www.schools.nsw.edu.au

Board of Studies, NSW  
www.boardofstudies.nsw.edu.au

Higher School Certificate Results  
www.hscresults.nsw.edu.au

Universities Admission Centre  
www.uac.edu.au

TAFE New South Wales  
www.tafensw.edu.au

Charles Sturt University  
www.csu.edu.au
Section 12: Procedure for Evaluating HSC Course Assessment Policies

In term 3 each year a current copy of the school’s “HSC Course Assessment Policies” is seen by each member of the school executive for evaluation/ review, suggested changes and additions. The Deputy Principal Teaching & Learning collates the following year’s document and checks that it contains all the information suggested by the Board of Studies.

Parents or students with suggestions for future policy documents should discuss or give them in writing to a member of the school executive staff. Please note that this document is to be used in conjunction with Board of Studies “Rules and Procedures for the HSC” that each candidate receives and signs for at the beginning of their HSC course.
## Appendix: Illness / Misadventure Form

### STUDENT SECTION

<table>
<thead>
<tr>
<th>Student Name: ____________________________</th>
<th>Year: _____</th>
<th>Subject: ______________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task: _________________________________</td>
<td>Date of Task: ____________________</td>
<td></td>
</tr>
</tbody>
</table>

Reason **extension / estimate / new date (please circle)** is required: (documentary evidence from parent/doctor must be provided if you are claiming illness – in line with Board of Studies requirements)

____________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

I hereby request an extension of time / new date / forward date to complete the task

<table>
<thead>
<tr>
<th>Student signature: __________________________</th>
<th>Date: _____ / _____ / _____</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent signature: __________________________</td>
<td>Date: _____ / _____ / _____</td>
</tr>
</tbody>
</table>

### HEAD TEACHER SECTION

After consultation with the classroom teacher I **have / have not** granted the student:

____________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Classroom Teacher signature: __________________________ | Date: _____ / _____ / _____ |

Head Teacher signature: __________________________ | Date: _____ / _____ / _____ |

### REVIEW COMMITTEE SECTION (only completed if Head Teacher decision is appealed)

Based on the above recommendation I **have / have not** granted the student:

____________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Principal / Deputy signature: __________________________ | Date: _____ / _____ / _____ |

### DECISION NOTIFICATION

Student Notified: Date: _____ / _____ / _____ | Time: ______________ | Copy of decision given: Y N

Parent Notified (phone): Date: _____ / _____ / _____ | Time: ______________

Teacher signature: __________________________ | Date: _____ / _____ / _____ |
Appendix: Official Warning Letter: Non-completion of HSC course

Date: __________________________

Dear __________________________

Re: OFFICIAL WARNING - Non-completion of a Higher School Certificate Course

I am writing to advise that __________________________ (Name) is in danger of not meeting the Course Completion Criteria for the Higher School Certificate Course, __________________________ (Course).

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 1st, 2nd (Circle) 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

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, your child has not satisfactorily met section ________ of the Course Completion Criteria*.

(Indicate a), b) or c)

*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.

Please detach this section and ask your child to give it to the Head Teacher the next time they attend school.

REQUIREMENTS FOR THE SATISFACTORY COMPLETION OF A HIGHER SCHOOL CERTIFICATE COURSE

I have received the letter dated ______________ indicating that _______________________ (Student full 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: ______________
The following table 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 your child to satisfy the Course Completion Criteria, the following tasks, requirements or outcomes need to be satisfactorily completed:

<table>
<thead>
<tr>
<th>Task Name/Course Requirement/Course Outcome</th>
<th>Date Task Initially Due (if applicable)</th>
<th>Action Required by student</th>
<th>Date to be completed by (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please contact the school if further information or clarification is needed.

Yours sincerely

_________________________        ________________________
                        ___________________________
Class Teacher          Head Teacher        Principal

Note for student

If the Deputy Principal has not met with you regarding this warning letter please arrange for a meeting time.

The focus of this meeting will be:

- clarification of the requirements for the award of a HSC
- how to avoid receiving warning letters and ‘N’ awards
- planning and organising school work
- improvement programs
- general support.