



SENIOR ASSESSMENT PROCEDURES

Rationale:

Picton High School ensures that the Year 10 Qualification, Preliminary Course Qualification and Higher School Certificate assessments meet **NSW Education Standards Authority (NESA)** requirements.

<http://www.educationstandards.nsw.edu.au/wps/portal/nesa/home>

<http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/hsc-all-my-own-work>

Aims:

Every student will be made fully aware of the NSW Education Standards Authority, School and KLA requirements for the Year 10 Qualification, Preliminary Course Qualification and Higher School Certificate Assessment.

Procedures:

- Every student is expected to submit all assessment tasks by the due date. An assessment task not submitted on time will be given a zero mark along with an 'Official Warning – Non-Completion' letter, in accordance with NESA requirements.
- The final time for submission of an externally completed assessment task (e.g. assignment completed at home) will be 3.20pm on the day the assessment task is due, *including electronic submission of assessment tasks*. All internal assessment tasks (e.g. within class tests) must be completed on the designated day.
- Acceptable reasons for the late submission or absence from an assessment task include illness, accident or misadventure. If a student cannot attend an examination or submit an assessment on time, due to illness or misadventure, that student needs to obtain appropriate documentation such as a medical certificate, a subpoena from a court or a death certificate. This documentation must be submitted to the Faculty Head Teacher for assessment tasks and/or the Head Teacher Secondary Studies for any missed examinations.
- The Head Teacher will consider the documentation provided and determine if the reason is acceptable and will advise the student of the appropriate opportunities to re-sit or resubmit the assessment. A technological issue is not an acceptable reason for late submission.
- Please Note: Family holidays and other non-emergencies are not justifiable reasons for submitting an assessment task after the due date; or for being absent from an examination; and will result in a zero mark being recorded along with an 'Official Warning – Non-Completion' letter.
- When a student fails to submit an assessment task by the due date, the student and their parents will be advised in writing. An **official N warning notification letter** will be sent home informing the student and parents of the missing task and the impact of non-completion of this task on the course completion.
- Even though a student fails to submit an assessment task by the due date, that task must still be submitted. Failure to complete a task may be used as evidence that a student has not applied themselves with diligence and sustained effort and may have ramifications for course eligibility.
- **Year 10 students-** need to successfully satisfy all assessment requirements for all courses. Students who are presented with 2 or more official N warning notification letters in any one subject, will be deemed as 'causing concern' and appropriate interventions with the senior review panel may be applied.
- **Year 11 students-** need to successfully satisfy all of the assessment requirements for all preliminary courses (a total of 12 units of study) to be eligible to move on to the HSC course work (even if you intend to drop that subject in the HSC you must first successfully complete it). Students who are presented with 2 or more 'Official Warning – Non-Completion' letters in any one subject, will be deemed as 'causing concern' and appropriate interventions with the senior review panel may be applied.
- **Year 12 students-** that fail to complete tasks whose weightings total more than 50% of the total assessment mark in a particular subject, without a valid reason, could be issued with an 'N' determination in that subject in the HSC. This could deem a student ineligible to receive a HSC.
- When a student fails to complete an assessment task due to a valid reason then the student could be given a substitute task. If this is not possible then an estimate mark may be given.
- Work submitted must be only that of the student. If a child plagiarises part or all of a task then they will be given a zero mark, an 'Official Warning – Non-Completion' letter will be issued and the task will need to be re-submitted.
- If a student is concerned with the result following the marking of a task, then they have a right of appeal. An appeal must be lodged as soon as possible after the return of the task using the appropriate appeal form and submitted to the Head Teacher of the appropriate subject for review.
- **Evaluation** This policy will be reviewed as part of the school's three-year review cycle.