Frequently Asked Questions

1. **Why do I have to complete assessment tasks?**
The purpose of a separate school assessment is to provide an indication of a student's achievement based on:
   (a) a wider range of syllabus outcomes than is measured by an external examination
   (b) marks obtained throughout each course rather than at a single examination.
The assessment marks submitted by the school for a particular course are intended to measure the student's achievement against standards set by BOSTES.

2. **When do the assessments start?**
With the exception of Mathematics Extension 1, assessments for the HSC course must not commence until after the completion of the Preliminary course. Students who have been allowed to enter the HSC course on probation will need to complete outstanding Preliminary assessment tasks concurrently with HSC assessment tasks.
Assessment for the Mathematics Extension 1 HSC course can be based on the whole of Mathematics Extension 1 (both Preliminary and HSC courses). However, assessment for Mathematics Extension 1 should not begin until the school program of HSC assessments for other subjects begins (this is usually no earlier than Term 4 of the Year 11 school year).

3. **What tasks are assessment tasks?**
Not all work marked by your teachers is used for HSC Course Assessment. Other work is given to you to develop your knowledge and skills, and to prepare you for tasks that are assessable and to assess your learning.
If a task is assessable you will be:
   i) provided with an assessment task notification in writing. This will contain information about the nature of the task and will indicate what percentage of the total assessment it will be worth.
   ii) given at least 2 weeks prior notice of the due date.

This school has a policy that no:
   (a) single assessment task is worth less than 10% of the total subject assessment mark.
   (b) assessment tasks are to be due 7 days prior to a Mid Course Examination, 14 days before a Trial HSC Examination or after the Trial HSC Examination.

4. **What happens if I know I am going to be absent to complete an assessment task?**
Students who know in advance they will be absent for a task must inform their teacher in writing prior to the due date, as soon as they are aware of the impending absence. This must be signed by a parent/carer.

5. **What if I am absent when an assessment task is set?**
Part of the reason for this booklet is to help you organise and take responsibility for your own progress. If you are absent from school, it is your responsibility to find out what work you have missed and whether the exact timing of tasks has been set.
If your absence is through extended sickness, injury or an emergency, it is then up to you to follow the Illness/ Misadventure procedure in order to have alternative arrangements considered.
Students must make every effort to phone the school before classes begin on the day of the scheduled assessment task. They must then see the relevant Head Teacher on the first day of their return, before attending class, to collect and complete an Illness/Misadventure form to apply for a late submission.

6. **What if I do not submit an assessment task?**
Assessment tasks assess the knowledge and skills of a student against syllabus outcomes. It is the student’s actual performance not potential performance. It is the students’ performance in these tasks that culminates in the student’s assessment mark and rank.
Your teacher will automatically send a Course Warning Letter when a task is not handed in by the due date.
1. If you are absent from an examination, test, or when an assessment task is due you **must**:
   i) collect an Illness/Misadventure form from the Principal/Deputy Principal/Head Teacher for each task missed,
   ii) complete the form with relevant details and attach a medical certificate for illness,
   iii) hand the completed form to the Head Teacher of the subject area of the task missed.

The Head Teacher will consult with the teacher and a decision will be made.

There is an appeals process that is considered by the Principal which is outlined on the form.
If it is due to illness, supported by a medical certificate, or endorsed leave:
   a) The teacher may give you an extension of time
   b) The teacher may set a substitute task
   c) In exceptional cases the Principal may authorise the use of an estimate based on other appropriate evidence.

1. If there is no valid reason you will score zero.

### 7. What if I submit an assessment task late?

Students who submit an assessment task late will get zero.
Your teacher will automatically send a *Course Warning Letter* when you do not hand in a task by the due date.

Assessment tasks not submitted by the due date will be marked for the students in order to determine the students achieved knowledge and skills.

### 8. How will my Principal warn me if I am at risk of not completing course and internal assessment requirements?

If it appears that a student is at risk of not meeting the course and internal assessment requirements in a subject, a warning must be given.

The Principal must:
   a) advise the student in writing, in time for the problem to be corrected, specifying details of action required by the student and alerting the student to the possible consequences of an ‘N’ determination;
   b) advise parents/carers in writing if the student is under 18;
   c) request from the student and/or parents/carers a written acknowledgement of the warning;
   d) issue at least one follow-up warning letter (if the student is still at risk of not meeting requirements);
   e) retain a copy of the warning notice and other relevant documentation.

### 9. How can I ensure that I satisfactorily complete my courses?

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

The Principal has the right to determine whether absences have caused a student to be in danger of not fulfilling course completion criteria. As a general rule, students may be considered *at risk* if their attendance rate falls below 85%. As soon as a student appears to be *at risk*, the student must be warned in writing (and parents/carers should be notified if the student is under 18 years of age). This warning must be given in sufficient time to allow the student to meet the course completion criteria. Should the criteria not be met an ‘N’ will be awarded and the student may not progress to the related HSC course. Students may appeal against the decision of an ‘N’ award.

### 10. What is malpractice and what are the consequences?

The following are considered as malpractice:
   a) cheating during an assessment task
   b) copying from another student and claiming that work as your own
   c) allowing other students to copy your work
   d) plagiarism of material with no due acknowledgment.

In any of these cases you will receive a score of zero for that task and it will be noted as a non-attempt.
11. What if I would like to change subjects, courses or units?
Students studying a HSC course may not change subjects or courses unless the Principal is satisfied that they have satisfactorily completed the Preliminary course in the subject they wish to enter and that they will be able to complete all HSC course requirements, including assessment. Completion of the relevant transfer form is required.

12. What if I change schools?
Students who transfer to a new school prior to June 30th in the HSC year will complete assessed tasks set from the date of enrolment at that school and for moderation purposes, will then be included in the new school cohort.
Students who transfer to a new school after 30th of June in the HSC year will be assessed from assessment information collected by their former school and will be treated as a member of their former school for moderation purposes.

13. What if I repeat Year 12?
Students may repeat one or more HSC subjects within a five year period.

Students, who repeat Year 12, will have their assessment based on work in Year 12 of the repeat year only. Students studying courses requiring the submission of major works or research projects may not resubmit for marking any major works or projects entered and marked in a previous year, without permission from the BOSTES.

14. How will I receive information about my performance?
For each task you will be told your assessment mark and your ranking in that task.
You will receive two school reports.

The Mid Course Report will record:
- your mark in the Mid Course Examination for each course studied
- a list of outcomes for the course and an indication of the level which you have achieved those outcomes
- a personal profile of your work and study habits
- your teacher's comment

The Final Report will record:
- your rank in Trial HSC Examination for each course studied, as well as your final assessment rank
- a list of outcomes for the course and an indication of the level to which you have achieved those outcomes
- a personal profile of your work and study habits
- your teacher's comment

NOTE: Marks for one-unit subjects (e.g., Extension 1 Mathematics) will be out of 50, two unit subjects out of 100.

15. What if I disagree with my cumulative assessment rank?
You are not told your final assessment mark but you will be told of your cumulative HSC assessment rank.

Other than when you first receive an assessment task mark, you cannot seek review against the mark awarded for individual assessment tasks, i.e., when your teacher returns a marked assessment task in class that is the time to query the mark.