This information booklet is prepared to provide students and their parents with information on assessment for Stage 4 and 5 at Merewether High School.

Stage 4 generally refers to a program of study which corresponds to scholastic Years 7 and 8. Stage 5 generally refers to a program of study which corresponds to scholastic Years 9 and 10.

Class teachers provide students with specific course outline information that indicates:
- outcomes for each course of study
- assessment tasks to be completed for each course of study
- approximate dates for assessment tasks to be completed

If a student has not received any of these outlines, they should immediately obtain a copy of the required outline from the relevant teacher.

**Course Completion Criteria**

The following course completion criteria refers to both Stage 4 and Stage 5 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 the Office of the Board of Studies; 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.

Satisfactory completion of courses is judged, among other things, by the student’s level of involvement in class, assignments, homework and class tasks completed and the student’s level of achievement.

In circumstances where the class teacher believes that a student is not performing at an acceptable standard, a student improvement notification (SIP) will be issued. This requires students to address the performance concerns and make improvements towards the achievement of course outcomes.

If at any time it appears that a student is at risk of being given an ‘N’ (Non-completion of course requirements) determination in any course, the principal will warn the student as soon as possible and advise the parent or guardian in writing. This warning will usually be given in time for the problem to be corrected. If the first warning letter is not effective, a further warning letter(s) will be sent.

Students, who have not complied with the above requirements at the time of finalising assessments, cannot be regarded as having satisfactorily completed the course. The principal will then issue an ‘N’ determination. Students who receive an ‘N’ determination in a mandatory course are not eligible for accreditation of that course on their Record of School Achievement (ROSA).
**Changes of Courses**

In the case of Stage 5 courses, the principal may allow a change of subject or course provided that he or she is satisfied that the student can satisfactorily complete the new course. Normally a change of subject or course would not be allowed after week 6 of term 1.

In addition to mandatory courses, students must complete at least 1, 200hr elective course for accreditation.

Opportunity for acceleration in specific courses will be offered where appropriate.

**What is Assessment?**

Assessment is intended to indicate students’ achievements throughout their course of study. A student’s relative achievements are based upon:

- a wider range of syllabus outcomes than may be measured by the formal examination at the end of Stage 5, and
- multiple measures and observations made throughout the course rather than at a single final examination. Measuring achievement at points during the course provides a better indication of student achievement.

Assessment better caters for any knowledge and skills outcomes relevant to specific settings (eg research, fieldwork or practical skills), thus broadening the base of the assessment.

The purpose of assessment is to judge competence on the basis of performance. This judgement is made on the basis of evidence which may be in a variety of forms. Information gained from assessment may be used to evaluate the effectiveness of teaching and learning programs.

Teachers will assess the students’ actual performance, not potential performance. Assessment marks will not be modified to take into account possible effects of illness or domestic situations. The school may offer substitute tasks or, in exceptional circumstances, estimates based on other tasks. A student’s performance is judged against a prescribed standard, not against the performance of other students.

**Completion of Assessment Tasks**

Assessment tasks will be scheduled to be completed and submitted to teachers for marking on or by specified dates. Attendance, on the day the assessment task is either to be performed or submitted, is essential.

The school expects students to attempt all assessment tasks set. Such tasks must be submitted on or before their due date. Students who do not comply with the assessment requirements in any course will jeopardise course completion criteria.

1. If a student is unable to complete any assessment task by the due date, he or she should hand it in unfinished and receive marks according to the quality of the work done.

2. If however, the student:
   (a) does not hand in any evidence of work by the due date; or
   (b) is absent from an assessment task,
   he or she will automatically be awarded a zero mark.
III. If a student is found to have engaged in malpractice in an assessment task a zero mark will be awarded.

In either II (a) or (b) above the student may appeal to the class teacher within two days following the specified due date for the task or on the first day of return to school after an absence which encompasses the due date. Students are strongly urged to supply evidence to support consideration of their claim in such circumstances.

If an appeal is not lodged under these conditions then the awarded mark will stand.

After considering the reasons for appeal the class teacher in consultation with the Head Teacher will decide whether:

I. to grant an extension of time for the assessment task without penalty, or
II. to permit a substitute assessment task to be set, or
III. to give an estimate based on other evidence, or
IV. to confirm the grade/mark which the class teacher has already given, or zero.

The student will be informed of the outcome of the appeal by the HT within 48 hrs of the appeals decision. SIP/N Award notifications will be forwarded by the school if the appeal is not successful.

The student’s academic report in the course concerned will show an outcome grade of "L" indicating the task was not submitted by the due date if the appeal is not successful.

Notes

a) There is no ground for appeal against the value of the grade/mark awarded.

b) Medical certificates and/or other supplementary evidence may be requested to cover absences.

c) The NSW Board of Studies guidelines for illness and misadventure shall form the basis for determination of appeals.

Attendance and Application

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. Principals must give students early written warning of the consequences of absences in terms of course completion criteria. If the first warning letter is not effective, a further warning letter(s) should be sent.

Granting of Leave

The principal may grant students leave for legitimate reasons such as illness, physical injury or holidays. If leave has been granted during the year there will be no effect on course completion requirements provided that compensatory assessments during the period of absence have been completed, or the student has been able to catch up on missed work on their return to school. If absence is prolonged and work is not possible during the period, the principal may judge that it is not feasible to make up the work during the year. Any extensive period of unexplained absence may result in non-completion of a course(s) and may impact on accreditation of courses for the ROSA.

Where the period of leave requested is extensive, the student must demonstrate to the principal that outcomes in each course will be achieved.
Merewether High School Reporting / Examination Policy

Formal examinations are conducted at the mid course and end of year for all year groups 7 - 10. No assessment tasks will be due for the period of 1 week immediately preceding school formal examinations.

In addition to school based formal examinations, students will also be required to complete the external assessment program as follows.

- National Assessment Program Literacy and Numeracy (NAPLAN) – Years 7 and 9
- Essential Science Skills Assessment (ESSA) – Year 8

School reports will be issued as follows:

- Years 7, 8, 9, 10 – Semester 1 Report + Semester 2 Report

Report Grades

<table>
<thead>
<tr>
<th>Grade</th>
<th>Meaning*</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Outstanding level of achievement</td>
</tr>
<tr>
<td>B</td>
<td>Highly developed competency</td>
</tr>
<tr>
<td>C</td>
<td>Competent</td>
</tr>
<tr>
<td>D</td>
<td>Developing competency</td>
</tr>
<tr>
<td>E</td>
<td>Experiencing difficulty</td>
</tr>
</tbody>
</table>

Reports will also indicate a Course Mark as a numerical value.

* Faculty assessment documents detail appropriate meanings for the above grades and course mark in accordance with the NSW Board of Studies performance descriptors.

Parent Teacher Interviews

Parents are encouraged to contact the school on 4969 3855 to arrange an appointment to discuss any concerns they may have relating to the education, progress or welfare of their child. In addition, parent teacher interviews are scheduled for each year group.

Further details and online booking information will be distributed in due course.

The Record of School Achievement - RoSA

The Record of School Achievement (RoSA) is the credential awarded by the NSW Board of Studies for students who leave school after Year 10 and before they receive their Higher School Certificate (HSC).

The RoSA has been designed to provide grades for all Stage 5 (Year 10) and Stage 6 (Preliminary) courses completed during secondary education.
While formal RoSA credentials are only for school leavers, all Year 10 students will be able to access their results electronically and print a transcript of their results.

Only students who leave school and who satisfy eligibility requirements for the RoSA will receive the formal credential.
To be eligible, students are required to study mandatory courses in each year in Years 7-10 in English, Mathematics, Science, Human Society and its Environment and Personal Development, Health and Physical Education. At some time during Years 7-10, students are also required to complete mandatory study in Creative and Performing Arts, Technology and Applied Studies and Languages Other Than English.

Students who leave school and who are not eligible for a RoSA will be able to receive a Transcript of Study at their time of departure. The Transcript of Study will contain the same information as the RoSA for courses satisfactorily completed. All students will also have access to a record of their grades through Students Online. Students who receive their HSC will be able to receive a RoSA at the same time as their HSC, detailing their achievement in their earlier years of study. The RoSA for students completing Stage 5 will list all mandatory and additional Stage 5 courses along with the grade awarded.

To qualify for the RoSA a student must have:

- attended a government school, an accredited non-government school or a recognised school outside NSW
- completed courses of study that satisfy the Board’s curriculum and assessment requirements for the RoSA
- complied with all requirements imposed by the Minister or the Board and
- completed Year 10.

The grades awarded in RoSA are based on a moderated school assessment consistent with a set of Course Performance Descriptors developed by the Office of the Board of Studies. They indicate a student’s full range of achievements in each course, providing a detailed report of the student's overall performance.

The Years 7–10 curriculum is designed to provide a basis for the courses of study offered for the Higher School Certificate.

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This assessment policy of Merewether High School is in line with the respective policies and procedures of the NSW Department of Education and Communities and the NSW Office of the Board of Studies' procedures. It is essential that the appropriate course outline documents be read thoroughly. For further details or specific enquiries on the assessment policy, please contact the respective class teacher, KLA Head Teacher or the Deputy Principal.
If you know beforehand that you are going to be absent on the day that an assessment task is due or a test used for assessment is held, you must make arrangements beforehand with your class teacher. It may involve applying to the principal for leave of absence to be granted for your absence.

**Stage 4/S Assessment Flow Chart**

If no appeal, zero stands and SIP/N Award warning letter issued

NOTE:
1. There is no appeal in regards to the mark/grade awarded to a completed assessment task, regardless of sickness during that task.
2. Computer/printer malfunction will not be accepted as a reason for failure to submit assessment tasks on time. Students have access to technology for task completion and printing in the school library. Students are encouraged to make regular back-ups of their work and keep draft/working copies of their tasks as evidence of progress on the set task. Failure to provide such evidence as part of an appeal may result in zero marks being awarded.
<table>
<thead>
<tr>
<th>Merewether Assessment Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I know that I am going to be absent on the day a task is to be handed in.</strong></td>
</tr>
<tr>
<td>- Present task early or arrange for the task to be delivered to the school on time.</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>- Apply to the principal for leave and submit an appeal to the class teacher.</td>
</tr>
<tr>
<td>AND</td>
</tr>
<tr>
<td>- Present task on first day back.</td>
</tr>
<tr>
<td><strong>I know that I am going to be absent on the day a task is to be sat for at school.</strong></td>
</tr>
<tr>
<td>- Apply to the Principal for Leave and submit an appeal to the class teacher.</td>
</tr>
<tr>
<td>AND</td>
</tr>
<tr>
<td>- Sit for task on the day that I return or at a mutually agreed time if arranged beforehand.</td>
</tr>
<tr>
<td><strong>Assessment Task due today.</strong></td>
</tr>
<tr>
<td>- Assessment task presented/completed today.</td>
</tr>
<tr>
<td><strong>Assessment task not completed on time.</strong></td>
</tr>
<tr>
<td>- Present incomplete task on time.</td>
</tr>
<tr>
<td><strong>Assessment task not handed in/completed on time.</strong></td>
</tr>
<tr>
<td>- Present late.</td>
</tr>
<tr>
<td>- Zero awarded.</td>
</tr>
<tr>
<td>- Submit an appeal to the class teacher.</td>
</tr>
<tr>
<td><strong>NOTE:</strong></td>
</tr>
<tr>
<td>It is the student’s responsibility to save/backup data regularly – any drafts of material should be submitted with the appeal as evidence of learning.</td>
</tr>
<tr>
<td>Computer Failure/Email not working/Printer not working – Zero awarded.</td>
</tr>
<tr>
<td><strong>I am absent on the day that the assessment is to be presented/completed.</strong></td>
</tr>
<tr>
<td>- Send in my completed task with a friend/parent.</td>
</tr>
<tr>
<td><strong>I am absent on the day that the assessment is to be presented/completed.</strong></td>
</tr>
<tr>
<td>- Task not sent in or completed.</td>
</tr>
<tr>
<td>- Zero awarded.</td>
</tr>
<tr>
<td>- Submit an appeal to the class teacher.</td>
</tr>
<tr>
<td><strong>NOTE:</strong></td>
</tr>
<tr>
<td>- Any task completed after other students may be used to obtain an estimate mark/grade.</td>
</tr>
</tbody>
</table>
Section A

Section A is to be completed by the student due to failure to complete a specified course assessment task on time, or due to absence from an assessment task due to illness, accident or misadventure.

Name: ........................................................................................................... Year: ........................................

Course: ........................................................................................................... Class: ........................................

Nature of Task: ......................................................................................................

.................................................................................................................................

.................................................................................................................................

Date Scheduled: ..............................................................

Class Teacher: .......................................................... Head Teacher: ........................................

Reason for appeal: (State details to support your application or attach statement)

.................................................................................................................................

.................................................................................................................................

Medical certificate/other evidence is attached Yes ☐ No ☐

_________________________ ___________________________ _______________________________

Student’s signature Date lodged Parent/Caregiver’s signature

Section B

Teacher Recommendation:

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Head Teacher Recommendation:

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Outcome:

Complete the same / substitute task (delete one) ☐

Estimate based on the evidence ☐

Reason unacceptable – mark confirmed ☐

Student told of decision by Head Teacher (within 48 hrs) Date: .........................

Appeal entry lodged in Sentral ☐