



Deniliquin High School

Year 11

Assessment Program

2019

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Week	2019 - Term 1 11 Weeks	2019 - Term 2 10 Weeks	2019 – Term 3 10 Weeks
1			
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Stage 6 – Year 11 & 12 Course Assessment Procedures

1. What is the purpose of this booklet?

The purpose of this booklet is to provide information about:

- School assessment of student's progress in Years 11 and 12.
- Your rights and responsibilities under this system.

2. What are Year 11 and Year 12 Courses?

- Year 11 Courses are normally completed in the first three terms of Year 11. *Students must satisfy the requirements of a Year 11 course **before** proceeding to the Year 12 course in that subject.*
- Year 11 courses are assumed knowledge for the HSC Examination.

3. What is an Assessment Mark?

- An Assessment Mark represents your *achievement of outcomes* listed in the syllabus for each course studied.

4. What is the purpose of Assessment Marks?

- To allow a wide range of subject skills and knowledge to be assessed.
- Assessment takes place at stages throughout the course, rather than by a single examination at its end.

5. Are non-assessment tasks important?

- Yes! You must satisfy **ALL** the requirements of a syllabus – this includes all in-class and homework tasks set by your teachers. This demonstrates due diligence and sustained effort.
- *Failure to attempt these tasks, such as class work and homework set by your teachers, means that the NSW Education Standards Authority (NESA) requirements for completing a Year 12 or Year 11 Course are not satisfied.*

6. How will assessments be compiled?

- Each Faculty, using NESA guidelines, has developed procedures for compiling an Assessment Mark by the end of each course.
- Guidelines indicate the outcomes being assessed in each assessment task, the percentage of the final mark each of these areas is worth, and what forms of assessment will be used.
- Details of the procedures used for each subject are included in this booklet.

7. When will assessment take place?

- For Year 12 courses, assessment may begin in Term 4 of Year 11 and will be completed by Term 3 in Year 12. For Year 11 courses, they occur in Terms 1-3 of Year 11.
- In most cases, a period of at least ONE WEEK prior to every formal examination will be kept free of other Assessment Tasks.

8. How will I be notified of impending assessment tasks?

- You will receive written notice of impending Assessment Tasks *at least two weeks before the due date.*
- Notice will be given in a standardised format across all subjects. It will include information regarding outcomes, time-frames, marking schemes and clearly outline expectations. (Appendix A)

- 9. How will assessment results be reported to students?**
- Detailed feedback will be given on the outcomes you have achieved. You will also be awarded a mark or grade for each assessment task completed (except in some Vocational Education Courses).
 - Cumulative rankings will be indicated on each school report sent home during the Year 11 and Year 12 Course.
- 10. What provisions are made for assessment work affected by illness or misadventure?**
- If you are having problems with a particular assessment task because of illness or misadventure, you may ask for special consideration.
 - *Written application must be made on the appropriate form (Appendix B), and submitted to the Class Teacher, at least 3 days before the task is due.* The matter will then be referred to the Head Teacher. You may be asked to produce evidence of the progress you have made on the set task, and may need to produce a Medical Certificate.
- 11. What happens if special accommodations or adjustments are required for me to complete an assessment task?**
- When students are provided with adjustments to support their learning, accommodations will be provided during assessment activities, including examinations.
 - The staff will liaise with the student and parents to determine the most suitable adjustment and levels of support.
 - Approval for these provisions are applied for under *Disability Provisions* with the NESAs. Medical or other supporting documentation will be sought to help determine appropriate levels of support needed.
- 12. How should an Assessment Task be submitted?**
- *All Assessment Tasks must be handed in by 9am on the date due, unless they are in-class tasks.*
 - Teachers will ask you to sign an assessment register.
- 13. What happens if my Assessment Task is late?**
- *Unless there are extenuating circumstances, a ZERO mark will be awarded (refer to Question 10). If there are extenuating circumstances, the Head Teacher will consult with the Principal as to whether or not a zero mark will be awarded.*
 - You will still be required to complete the task in order to judge your achievement of course outcomes.
- 14. What about assessment work which is not handed in?**
- In order to have studied a course satisfactorily, the NESAs expects you to have completed all assessment work.
 - *If you fail to complete assessment work, and have not been granted special consideration, a ZERO must be recorded for it.*
 - Parents will be notified in writing by the Head Teacher, when a zero mark is given.
 - If you do not make a genuine attempt at assessment tasks which total 50% or more of available marks, you are deemed not to have studied the course satisfactorily.
- 15. What happens in the case where a teacher is concerned about cheating or malpractice on an assessment task?**
- In such cases the teacher will immediately bring this to the attention of the student(s) involved and make a report to the Head Teacher.
 - A ZERO mark may be awarded, depending on the severity of the situation.
 - Parents will be notified in writing by the Head Teacher, when a zero mark is given.

- 16. What happens if I know that I will be away on the day an in-class task is scheduled (excursion, sporting event, appointment)?**
- You must complete and submit a "Consideration of Absence" form (Appendix C) to the Head Teacher *as soon as the issue arises*.
 - Supportive evidence should be attached (eg. Medical Certificate or Parental Letter).
 - The Head Teacher will consider the application, and a decision issued promptly to the Student and to the Class Teacher.
 - An alternate Assessment Task may be issued for you to complete to allow course outcomes to be assessed.
- 17. What if I am absent unexpectedly on the day an assessment task is scheduled?**
- *You should telephone the school (talk to the Year Adviser, Head Teacher, Deputy Principal or Principal) and explain the reason for absence.* Then on the day you return to school, report to the Head Teacher of the subject concerned, and complete a "Consideration of Absence" form (Appendix C)
 - Supportive evidence should be attached (eg. Medical Certificate or Parental Letter), and the form returned to the Head Teacher.
 - The Head Teacher will consider the application, and a decision issued promptly to the Student and to the Class Teacher.
 - A student may be required to sit for the exam when they return to school or an estimate will be allocated at a later date based on their performance in similar tasks for that subject.
- 18. What happens if I do not make a serious attempt to complete an examination?**
- All students are expected to make a serious attempt at all exams. A non-serious attempt will immediately result in a NESA warning letter being sent home and is placing a student in danger of receiving an 'N' determination (unsatisfactory) for that course. A non-serious attempt could be a situation where a student answers very few questions on a paper, or the responses made are nonsensical or obscene.
- 19. What happens to assessments if I change schools or repeat courses?**
- No action is necessary for students who transfer to another school before assessments begin. Your new school will assess you.
 - The NESA provides guidelines for assessing students who transfer at a later stage of a course.
 - If you repeat a Year 11 or Year 12 course, the Assessment Mark will be based only on work done in the most recent attempt.
- 20. What records is the school required to keep?**
- The school must keep a record of all Assessment Marks that students gain in every assessment task of each Year 11 or Year 12 course.
 - The school is required to keep documentary evidence of work submitted by a range of students in each subject. Original work would normally be returned to students following assessment.
- 21. Do school Year 11 Course Assessment Marks appear on the HSC testamur?**
- No! The school retains Year 11 Course Assessment Marks.
 - *Any student who does not fulfil the assessment requirements of a Year 11 course may not be eligible to undertake Year 12 in that course.*
- 22. Must I attend school regularly?**
- Yes! You are expected to be present on each school day unless you are ill. In simple terms it is not possible for any student to successfully complete the outcomes of the courses they are studying if they are missing a lot of school.
 - Missing substantial amounts of school may be reason for a NESA warning letter.

- 23. What are my options if I fail to satisfy the requirements of a Year 11 or Year 12 course?**
- Option 1: Repeat the course in a later year, and “Accumulate” the HSC over a longer period (up to 5 years)
 - Option 2: Repeat all Year 11 Courses or all Year 12 Courses
 - Option 3: Negotiate with the Principal to continue “On Probation” during Term 4 of the Preliminary Course.
- 24. What do I do if I disagree with an assessment mark? Is there a way to appeal against an assessment task result?**
- In the first instance, you should discuss the situation with your classroom teacher.
 - Should the classroom teacher be unable to satisfy your queries, you must talk with the Head Teacher in charge of your subject and complete an Assessment Appeal Form. (Appendix D)
 - The Head Teacher will then complete the form with you and it will be submitted to the Deputy Principal for judgement by a panel.
 - The panel will make a decision and the result will be reported to you. In extraordinary cases where the panel is unable to make a decision the Principal is able to call upon an outside arbitrator from the Department of Education to make a judgement.
 - In the event that a student is not satisfied with this process an appeal to the NESAs is then possible
- 25. What do I do if I feel that a course(s) has not been taught as per the requirements of the syllabus?**
- In the first instance, you should discuss the situation with your classroom teacher.
 - Should the classroom teacher be unable to satisfy your queries, you must talk with the Head Teacher in charge of your subject and/or the Deputy Principal or Principal.
 - You may then wish to complete an Appeal Form which will be submitted to a panel convened by the school. The panel will make a decision and the result will be reported to you. In extraordinary cases where the panel is unable to make a decision the Principal is able to call upon an outside arbitrator from the Department of Education to make a judgement.
 - In the event that a student is not satisfied with this process an appeal to the NESAs is then possible.

26. What happens in the event of a significant problem that prevents the completion of the assessment task (invalid task)?

- Invalid Tasks occur when a force external to the conditions of a task exist that may diminish the opportunity for students to optimally perform. Examples of reasons for invalid task include, but are not limited to:
 - An emergency evacuation or lock down occurring down during a task
 - A black-out; electrical fault or system fault within the school
 - Part of a task being unclear (copy is unrecognisable on some or all of the tasks)
 - Students having seen and / or practiced the task prior to having to actually complete it
- As a consequence of this, the school will form a panel (consisting of the Principal, Deputy Principal, Senior School Coordinator and Head Teacher responsible) to determine the correct and most appropriate course of action that best benefits students and the satisfactory achievement and assessment of their learning outcomes. This will include, but is not limited to:
 - Looking at the sequence of the task and where the majority of students got to and using this data to record results
 - Changing the date and the task to a more appropriate time
 - Marking only the portions of the task that is best reflective of the students time on task
- The determination will be communicated to all students via a class or subject cohort meeting where all students receive the same, singular message, and to parents, via a letter explaining the process and the outcome. The turnaround time between task and determination should be no more than three school days.
- The Deniliquin High School policy regarding Invalid Tasks aligns with NESA requirements in terms of students having equitable access to curriculum and to assessment of said curriculum, and that students be given every opportunity to maximise potential in the assessment of curriculum.

If you have any concerns with any aspect of the Assessment Procedures please talk to your teacher, your Year Adviser, the Senior School Co-ordinator or the Deputy Principal or Principal.

Honesty in Year 11 & HSC Assessment – the Standard

This standard sets out the NESAs requirements concerning students submitting their own work in Year 11 or HSC assessment. Candidates for the Year 11 or Year 12, as well as their teachers and others who may guide them, are required to comply with the standard.

The honesty of students in completing assessment tasks, examinations and submitted works, and of teachers and others in guiding students, underpins the integrity of the Year 11 and Year 12 courses. Throughout the assessment process, the highest level of honesty is required.

Each student's mark will be determined by the quality of the work produced by the student only. To demonstrate honesty, any component of a student's work that has been written, created or developed by others must be acknowledged in accordance with the Board's subject-specific documentation. Use or inclusion of material from other sources such as books, journals and electronic sources, including the internet, must be acknowledged. General teaching and learning do not require formal acknowledgement.

Dishonest behaviour carried out for the purpose of gaining unfair advantage in the assessment process constitutes malpractice, or cheating. Malpractice in any form, including plagiarism, is unacceptable. The NESAs treats allegations of malpractice very seriously and detected malpractice will limit a student's marks and jeopardise their Year 11 or HSC result. Should malpractice be suspected, students will be required to demonstrate that all unacknowledged work is entirely their own. Serious and deliberate acts of malpractice amount to corrupt conduct and, where appropriate, the NESAs will report matters to the Independent Commission Against Corruption.

How can I best manage my assessment tasks?

- Be aware of due dates. Keep an up-to-date diary of all assessment tasks and other commitments.
- Use a wall calendar or small whiteboard in an area such as your family room or your kitchen to note due dates if you want others in your household to help you remember deadlines.
- Start tasks early so that you can ask for help if you need it.
- Break tasks into a series of smaller steps and set deadlines for completing each step.
- Record the sources of information you use as you find them so that acknowledgements do not become a major task at the end.
- Frequently save and back up any work completed on a computer. The failure of technology is generally not an acceptable excuse for submitting your work late.
- Keep all your earlier drafts and copies of your resources.
- Keep a copy of any work you submit for marking.

What is cheating in Year 11 or Year 12 assessment?

Cheating, or malpractice, is dishonest behaviour by a student that gives them an unfair advantage over others.

Here are some examples of behaviour considered to be cheating:

- copying, buying, stealing or borrowing part or all of someone else's work, and presenting it as your own
- using material directly from books, journals, CDs or the internet without acknowledging the source
- submitting work that contains a large and unacknowledged contribution from another person, such as a parent, coach, tutor or author
- paying someone to write or prepare material that is associated with a task, such as drafts, process diaries, logs and journals.

The above are examples of plagiarism.

What is plagiarism?

Plagiarism is when you pretend that you have written, created or developed a piece of work that someone else originated. It is cheating, it is dishonest and it will jeopardise your HSC results. The following are common questions about plagiarism.

Q Is it plagiarism if I copy someone else's work exactly and claim it is my own work?

A Definitely yes!

Q Is it plagiarism if I change some of the words or the order of sentences in the passage I am copying?

A Yes. You are using someone else's thoughts and words without acknowledgement.

Q Is it plagiarism if I memorise a story or essay written by someone else, and then reproduce all or parts of it in my English exam?

A Yes. This is plagiarism.

Q Is it plagiarism if someone else proofreads my written work and changes my final draft?

A It is not plagiarism to have someone correct your spelling and grammar. However, if a parent or tutor or anyone else makes major changes to the wording of your draft, the final version is no longer your own work.

Q Is it plagiarism if I get ideas from my reading and research and use them to support and develop my own ideas, but acknowledge the original source in the work I hand in?

A No, this is not plagiarism. You have acknowledged where your ideas came from. It is legitimate to build on ideas from others provided you don't claim they are your own.

Q Is it plagiarism if I quote from a source and indicate this using quotation marks, footnotes or in other ways, and then acknowledge the source in my text and/or in my bibliography?

A This is not plagiarism. You have taken steps to show you are presenting someone else's words or ideas.

How do I acknowledge sources?

Your teachers can tell you exactly how they would like to see you acknowledge sources. For written works this usually will be in a bibliography. You will need to check how the bibliography should be presented for each of your projects. For some projects, such as practical works for Industrial Technology or Design and Technology, you must keep a folio or journal. In it you can show your influences and any practical help you received (for example a professional welder to join pieces of your work together), ideas that inspired you, as well as a bibliography.

Remember that acknowledging your sources is also a good way to show your teacher the extent of the reading and research you have done. Acknowledgements prove that you have engaged with other people's ideas in order to develop your own view.

Why does honesty matter in the Year 11 and Year 12 courses?

Honesty is very important in all aspects of life and is an essential part of academic research. The Higher School Certificate are well-respected and widely recognised educational credential.

Many students use these to enter employment and further education.

Cheating is absolutely unacceptable as it undermines the integrity of the qualification.

Why do people cheat and what are the consequences?

Some people cheat because they are under pressure. They can be under pressure because they have not organised their time and feel they have to take shortcuts to meet the course requirements. Others are under pressure because they are trying to achieve unrealistic academic goals. It is important to speak to your parents and teachers if you feel this kind of pressure.

Some people cheat because they don't understand the seriousness of what they are doing and tell themselves it doesn't matter. Some people cheat accidentally because they do not understand plagiarism.

The NESAs treat cheating very seriously. It investigates allegations of cheating and penalises students caught cheating in written examinations and in projects or practical works.

Detected malpractice will limit a student's marks and jeopardise their achievement of satisfying the Year 11 and Year 12 courses.

One or more of the following will apply:

- reduced marks for part or all of the examination
- zero marks for part or all of the examination
- an interview with a 'malpractice' panel at the NESAs
- loss of one or more courses towards the HSC award
- damage to your ability to apply for entry to TAFE or university courses or scholarships.

Cheating in school assessment tasks is dealt with at school. Your teachers must be satisfied that the work you are presenting is your own, particularly in tasks that require work to be done at home, and that any help that you have received has been acknowledged. Schools may use procedures similar to NESAs' rules, such as signed declarations of authenticity.

Cheating in school assessment tasks also has serious consequences. You may receive zero marks for the task, and depending on the task, you may lose that course from your HSC award. Your school may refuse to certify practical works or projects as 'authentic work' before sending them to the NESAs. Your school may take further disciplinary action. Apart from anything else, if you are caught cheating you are likely to lose the trust of your fellow students and your own self-respect.

It is important to have support from teachers, parents and friends when you are working on your assessments, but you must not let them do the work for you. Remember that doing your own work is not only about learning, it adds to your overall sense of achievement in completing your Year 11 or Year 12 courses.

A summary of student rights and responsibilities in Year 11 and Year 12 assessment

You have the following rights:

- to be informed of the assessment policies of your school and the NESA
- to receive clear guidelines relating to the requirements of each assessment task
- to be told in advance of the due date for each assessment task
- to receive feedback that assists you to review your work
- to query the mark for an individual task at the time it is returned to you
- to request a review of the calculation of the final assessment mark if you believe your final assessment rank is incorrect.

You have the following responsibilities:

- to become familiar with and follow the assessment requirements set by your school and the rules in the Rules and Procedures for Year 11 Candidates booklet
- to complete all set tasks on time, or talk to your teacher about what is required if you can't meet a deadline
- not to engage in behaviour which could be considered cheating or malpractice, including plagiarism.
- to ensure that all assessment work is your own or acknowledge the contribution of others
- to follow up any concerns you have with tasks at the time they are marked and returned.

Further help

If you are unsure about anything you have read in this guide ask a teacher or your Year Adviser for help.

All the NESA rules and resources mentioned here are available on the NESA's website at **educationstandards.nsw.edu.au/wps/portal/nesa/home**

Pattern of Study Requirements Checklist

Do you meet the following PATTERN OF STUDY REQUIREMENTS?

At least 12 units of Year 11 Course subjects
At least 6 units of Board Developed Courses
At least 2 units of Board Developed Course in English
At least 3 courses of 2 units value (or greater)
At least 4 subjects
No more than 6 units of courses in Science can count towards HSC eligibility

If you wish to receive an Australian Tertiary Admission Rank (ATAR)

The ATAR is based on the scaled aggregate of **10 units** of Board Developed HSC courses comprising:

- a) the best 2 units of English;
- b) the best 8 units from the remaining units;
- c) no more than 2 units of *Category B* courses may be included
(Please note: *Category B* courses included Industrial Technology, Metal Engineering, Primary Industries, Construction, Hospitality)

1. Your best 2 units of English are included in the ATAR calculation. How many units of Board Developed English do you study?
2. You need at least 8 units of other Board Developed courses. How many of these courses do you study?
3. You must complete at least 3 courses of 2 units or greater. How many of these courses do you study?
4. You must study at least 4 subjects (Extension courses do not count as extra subjects) How many subjects do you study?
5. Board Endorsed Courses do not count towards your ATAR. How many units of Board Endorsed subjects do you study?
6. No more than 2 units of <i>Category B</i> courses may be included. How many Category B units do you wish to include in your ATAR?

If you wish to count a Category B Course in your ATAR,
you must undertake the optional HSC exam in that Course

Agriculture 2 UNIT

Year 11 2019

Schedule of Assessment Tasks

Task No	When Assessment will occur	Content	Method of Assessment	Task Weight	My Mark	My Rank
1	Term 2 Week 3	Overview and Farm Product Study	In class Task	30		
2	Term 3 Week 5	Plant OR Animal Production/Experimental design	In class Task	30		
3	Term 3 Week 10	Whole course	Examination	40		

When you have completed these tasks, you will have earned a percentage mark, made up of the components specified in the Subject Manual

Further information on assessment in this subject may be obtained from your Class Teacher, or from the appropriate Head Teacher.

Biology 2 UNIT

Year 11 2019

Schedule of Assessment Tasks

Task No	When Assessment will occur	Content	Method of Assessment	Task Weight	My Mark	My Rank
1	Term 1 Week 11	Module 1 - Cells	Practical Investigation	30%		
2	Term 3 Week 2	Module 3 & 4 - Field work	Depth Study	30%		
3	Term 3 Week 10	Examination	Examination	40%		

When you have completed these tasks, you will have earned a percentage mark, made up of the components specified in the Subject Manual

Further information on assessment in this subject may be obtained from your Class Teacher, or from the appropriate Head Teacher.

Business Studies 2 UNIT

Year 11 2019

Schedule of Assessment Tasks

Task No	When Assessment will occur	Content	Method of Assessment	Task Weight	My Mark	My Rank
1	Term 1 Week 8	Contemporary Issues in Business World	Report	30%		
2	Term 2 Week 6	Operations/Marketing	Class Test	30%		
3	Term 3 Week 10	Whole Course	Examination	40%		

When you have completed these tasks, you will have earned a percentage mark, made up of the components specified in the Subject Manual

Further information on assessment in this subject may be obtained from your Class Teacher, or from the appropriate Head Teacher.

Computing Applications

2 UNIT Year 11 2019

Schedule of Assessment Tasks

Task No	When Assessment will occur	Content	Method of Assessment	Task Weight	My Mark	My Rank
1	Term 2 Week 4	Emerging Technology Trends	Report	20%		
2	Term 3 Week 6	Major Project	Project	40%		
3	Term 3 Week 10	Practical Work	Portfolio	40%		

When you have completed these tasks, you will have earned a percentage mark, made up of the components specified in the Subject Manual

Further information on assessment in this subject may be obtained from your Class Teacher, or from the appropriate Head Teacher.

Chemistry

2 UNIT

Year 11 2019

Schedule of Assessment Tasks

Task No	When Assessment will occur	Content	Method of Assessment	Task Weight	My Mark	My Rank
1	Term 2 Week 4	Module 3: Reactive Chemistry	Practical Test	30%		
2	Term 3 Week 6	Module 4: Drivers of Reactions	Depth study	30%		
3	Term 3 Week 10	All topics to date	Examination	40%		

When you have completed these tasks, you will have earned a percentage mark, made up of the components specified in the Subject Manual

Further information on assessment in this subject may be obtained from your Class Teacher, or from the appropriate Head Teacher.

Community and Family Studies 2 UNIT Year 11 2019

Schedule of Assessment Tasks

Task #	When	Area(s) to be assessed	Task Format	Weighting	My Mark	My Rank
1	Term 2 Week 2	Resource Management	Interview and Case Study	30%		
2	Term 3 Week 6	Individuals and Groups	Leadership Media Analysis	30%		
3	Term 3 Week 10	Whole course	Examination	40%		

When you have completed these tasks, you will have earned a percentage mark, made up of the components specified in the Subject Manual

Further information on assessment in this subject may be obtained from your Class Teacher, or from the appropriate Head Teacher.

English Advanced 2 UNIT Year 11 2019

Schedule of Assessment Tasks

Task No	When Assessment will occur	Content	Method of Assessment	Task Weight	My Mark	My Rank
1	Term 1 Week 10	Reading to Write	Creative/reflection task	30%		
2	Term 2 Week 9	Module A – Narratives That Shape our World	Multi-modal task	40%		
3	Term 3 Week 10	End of Course Exam	Examination	30%		

When you have completed these tasks, you will have earned a percentage mark, made up of the components specified in the Subject Manual

Further information on assessment in this subject may be obtained from your Class Teacher, or from the appropriate Head Teacher.

English Standard 2 UNIT

Year 11 2019

Schedule of Assessment Tasks

Task No	When Assessment will occur	Content	Method of Assessment	Task Weight	My Mark	My Rank
1	Term 1 Week 10	Reading to Write	Creative/reflection task	30%		
2	Term 2 Week 9	Module A – Contemporary Possibilities	Multi-modal task	40%		
3	Term 3 Week 10	End of Course Exam	Examination	30%		

When you have completed these tasks, you will have earned a percentage mark, made up of the components specified in the Subject Manual

Further information on assessment in this subject may be obtained from your Class Teacher, or from the appropriate Head Teacher.

English Studies

2 UNIT

Year 11 2019

Schedule of Assessment Tasks

Task No	When Assessment will occur	Content	Method of Assessment	Task Weight	My Mark	My Rank
1	Term 1 Week 10	Achieving Through English	In-class exam	20%		
2	Term 2 Week 9	Playing the Game	Portfolio	40%		
3	Term 3 Week 8	On the Road	Multi-modal presentation	40%		

When you have completed these tasks, you will have earned a percentage mark, made up of the components specified in the Subject Manual

Further information on assessment in this subject may be obtained from your Class Teacher, or from the appropriate Head Teacher.

Food Technology 2 UNIT

Year 11 2019

Schedule of Assessment Tasks

Task No	When Assessment will occur	Content	Method of Assessment	Task Weight	My Mark	My Rank
1	Term 2 Week 4	Food Quality	Practical and Evaluation Report	30%		
2	Term 3 Week 6	Food Availability and Selection Nutrition	Dietary Analysis	30%		
3	Term 3 Week 10	Yearly Exam	All content	40%		

When you have completed these tasks, you will have earned a percentage mark, made up of the components specified in the Subject Manual

Further information on assessment in this subject may be obtained from your Class Teacher, or from the appropriate Head Teacher.

Industrial Technology (Timber Products and Furniture Technologies) 2 UNIT Year 11 2019

Schedule of Assessment Tasks

Task #	When	Area(s) to be assessed	Task Format	Weighting	My Mark	My Rank
1	Term 1 Week 9	Industry Study	Written Report	20%		
2	Term 3 Week 5	Chest	Project and Folio	40%		
3	Term 3 Week 10	Whole Course	Examination	40%		

When you have completed these tasks, you will have earned a percentage mark, made up of the components specified in the Subject Manual

Further information on assessment in this subject may be obtained from your Class Teacher, or from the appropriate Head Teacher.

Information Processes & Technology

2 UNIT Year 11 2019

Schedule of Assessment Tasks

Task No	When Assessment will occur	Content	Method of Assessment	Task Weight	My Mark	My Rank
1	Term 2 Week 4	Emerging Technology Trends	Report	20%		
2	Term 3 Week 6	Major Project	Project	40%		
3	Term 3 Week 10	Preliminary Content	Exam	40%		

When you have completed these tasks, you will have earned a percentage mark, made up of the components specified in the Subject Manual

Further information on assessment in this subject may be obtained from your Class Teacher, or from the appropriate Head Teacher.

Investigating Science

2 UNIT

Year 11 2019

Schedule of Assessment Tasks

Task No	When Assessment will occur	Content	Method of Assessment	Task Weight	My Mark	My Rank
1	Term 1 Week 11	Module 1	Depth Study	30%		
2	Term 2 Week 10	Modules 2 & 3	Depth Study	30%		
3	Term 3 Week 10	Final Examination	Examination	40%		

When you have completed these tasks, you will have earned a percentage mark, made up of the components specified in the Subject Manual

Further information on assessment in this subject may be obtained from your Class Teacher, or from the appropriate Head Teacher.

Legal Studies 2 UNIT Year 11 2019

Schedule of Assessment Tasks

Task No	When Assessment will occur	Content	Method of Assessment	Task Weight	My Mark	My Rank
1	Term 1 Week 7	Sources Of Law	Research Report	25%		
2	Term 2 Week 5	Law Reform	Essay	35%		
3	Term 3 Week 10	Final Examination	Examination	40%		

When you have completed these tasks, you will have earned a percentage mark, made up of the components specified in the Subject Manual

Further information on assessment in this subject may be obtained from your Class Teacher, or from the appropriate Head Teacher.

Mathematics

2 UNIT

Year 11 2019

Schedule of Assessment Tasks

Task No	When Assessment will occur	Content	Method of Assessment	Task Weight	My Mark	My Rank
1	Term 1 Week 11	Functions and Graphs	Project	30%		
2	Term 2 Week 7	Topics to be notified	Class Test	30%		
3	Term 3 Week 10	All topics to date	Examination	40%		

When you have completed these tasks, you will have earned a percentage mark, made up of the components specified in the Subject Manual

Further information on assessment in this subject may be obtained from your Class Teacher, or from the appropriate Head Teacher.

Mathematics Standard 2 UNIT

Year 11 2019

Schedule of Assessment Tasks

Task No	When Assessment will occur	Content	Method of Assessment	Task Weight	My Mark	My Rank
1	Term 1 Week 11	All topics to date	Class Test	35%		
2	Term 3 Week 3	Driving	Investigation	30%		
3	Term 3 Week 10	All topics to date	Examination	35%		

When you have completed these tasks, you will have earned a percentage mark, made up of the components specified in the Subject Manual

Further information on assessment in this subject may be obtained from your Class Teacher, or from the appropriate Head Teacher.

Mathematics Standard (Rhombus) 2 UNIT Year 11 2019

Schedule of Assessment Tasks

Task No	When Assessment will occur	Content	Method of Assessment	Task Weight	My Mark	My Rank
1	Term 1 Week 11	Algebra and Equations	Project	30%		
2	Term 3 Week 3	Driving	Project	40%		
3	Term 3 Week 10	All topics to date	Examination	30%		

When you have completed these tasks, you will have earned a percentage mark, made up of the components specified in the Subject Manual

Further information on assessment in this subject may be obtained from your Class Teacher, or from the appropriate Head Teacher.

Music 2 UNIT Year 11 2019

Schedule of Assessment Tasks

Task No	When Assessment will occur	Content	Method of Assessment	Task Weight	My Mark	My Rank
1	Term 1 Week 8	Topic 1 – Research/Viva Voce & Aural Analysis	Musicology Aural	25% 10%		
2	Term 2 Week 6	Topics 2 – Composition & Performance	Portfolio Performance	25% 10%		
3	Term 3 Week 10	Topics 1,2 & 3 – Yearly Aural Exam Performance	Aural Performance	15% 15%		

When you have completed these tasks, you will have earned a percentage mark, made up of the components specified in the Subject Manual

Further information on assessment in this subject may be obtained from your Class Teacher, or from the appropriate Head Teacher.

PDHPE

2 UNIT

Year 11 2019

Schedule of Assessment Tasks

Task No	When Assessment will occur	Content	Method of Assessment	Task Weight	My Mark
1	Term 2 Week 5	Core 1 & Core 2	Research Task	40%	
2	Term 3 Week 7	Options	Scenario	30%	
3	Term 3 Week 10	Whole Course	Examination	30%	

When you have completed these tasks, you will have earned a percentage mark, made up of the components specified in the Subject Manual

Further information on assessment in this subject may be obtained from your Class Teacher, or from the appropriate Head Teacher.

SLR

2 UNIT

Year 11 2019

Task No	When Assessment will occur	Content	Method of Assessment	Task Weight	My Mark	My Rank
1	Term 2 Week 2	Module 8.7 – Games and Sport Applications 11	Prac/theory test	40%		
2	Term 3 Week 6	Module 8.5 and Module 8.12	Assignment	40%		
3	Term 3 Week 10	Module 8.4	Practical Exam/Scenario	20%		

When you have completed these tasks, you will have earned a percentage mark, made up of the components specified in the Subject Manual

Further information on assessment in this subject may be obtained from your Class Teacher, or from the appropriate Head Teacher.

Visual Art

2 UNIT

Year 11 2019

Schedule of Assessment Tasks

Task No	When Assessment will occur	Content	Method of Assessment	Task Weight	My Mark	My Rank
1	Term 2 Week 3	Figurative Traditions: Series of Works	Artmaking (artworks and VAPD) Art Criticism and Art History	30%		
2	Term 3 Week 7	Sense of Place: Folio of Works	Artmaking VAPD	40%		
3	Term 3 Week 10	Preliminary Yearly Examination	Examination	30%		

When you have completed these tasks, you will have earned a percentage mark, made up of the components specified in the Subject Manual

Further information on assessment in this subject may be obtained from your Class Teacher, or from the appropriate Head Teacher.

Assessment Schedules for VET Courses

Formal Assessment

Assessment in VET courses is competency based. This means that you need to demonstrate that you have gained, and can apply the specific knowledge and skills for the unit of competency to be deemed competent in that unit. Evidence of competence will be collected in a variety of ways e.g. written tasks, practical demonstration, portfolio or assignment.

You may be deemed 'Competent' if performance in all required assessment activities is satisfactory OR 'Not Yet Competent' if you are still developing skills and/or your performance is at an unsatisfactory level. There is no pass or fail. This means that a course mark is not allocated. For this reason, the assessment schedule for Yr 12 VET courses is in a different format to other Board Developed Courses.

Formal Assessment will be scheduled only when you have developed the necessary skills, and underpinning knowledge to demonstrate competency.

Your trainer will keep a record of units of competency achieved. You may request to see this record at any time to determine your progress. Alternately you will be supplied with a competency log for maintaining a record of units achieved. You are entitled to seek advice about options for further training and assessment for competencies 'not yet achieved'. You will also receive a report from the school each semester indicating competencies achieved to date.

The achievement of units of competency, will lead to a Certificate at AQF level I, II or III or a Statement of Attainment (SOA) towards the AQF qualification. A transcript will be issued by the NSW Board of Studies on behalf of Public Schools NSW – Wagga Wagga, Registered Training Organisation (RTO) 90333 for successful completion.

Recognition of Prior Learning (RPL) is available by submitting evidence of skills and knowledge relevant to the unit/s of competency for assessment by your trainer.

Credit Transfer will be given for units of competency previously achieved with another RTO. Refer to RTO Student Guide for further information and process

Work placement is a mandatory YR 12 component. A minimum of 70 hours must be completed during a 240 hour course. Note that:

- You will not be permitted to participate in a work placement if you are not deemed 'work ready' by your trainer.
- An 'N' determination will be issued if work placement is not satisfactorily completed. This means that the course will not count towards your YR 12 pattern of study. However, you will still receive a Statement of Attainment which indicates the units of competency achieved towards the qualification.
- The scheduled date for work placement is shown in the assessment summary

The Optional HSC Examination is:

- Independent of the competency based assessment requirements for the Australian Qualifications Framework (AQF) VET qualification
- Optional for students completing the 240 hour course and is intended for Australian Tertiary Admissions Rank (ATAR) purposes only.
- The satisfactory completion of the course will still appear on your HSC if the optional exam is not undertaken.

If you intend to use your VET course towards the calculation of the ATAR, the school must submit an estimated mark of your likely performance in Yr 12. This will only be used in the case of an illness/misadventure appeal. You will be asked to complete a trial examination to practice appropriate written tasks under examination conditions to determine the estimated mark.

YR 12 VET Hospitality

SIT20316 Certificate II in Hospitality

SCHEDULE OF ASSESSMENT

SIT20316 Certificate II in Hospitality	Observation of practical work	Product Assessment	Oral questioning	Written assignment, test, quiz	Role play, oral presentation	Third party report	Self-assessment	Other, HSC examinable
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Cluster 1 Working Together new cluster

BSBWOR203 Work effectively with others			Y	Y				Y Goal setting
BSBCMM201 Communicate in the Workplace			Y	Y				

Cluster 2 Safe and hygienic food preparation-new cluster

Part A Hygienic Food Preparation								
SITXFSA001 Use hygienic practices for food safety	Y	Y	Y	Y				Y CCP
Part B Safe Food Preparation								
SITHCCC001 Use food preparation equipment	Y	Y	Y	Y				Y CCP
SITXFSA002 Participate in safe food handling practices	Y	Y	Y	Y				Y CCP

Cluster 3 Café Skills- new assessment requirement

SITHFAB005 Part A Prepare and serve espresso coffee	Y	Y		Y		Y		Y Portfolio
SITHFAB004 Part B Prepare and serve non-alcoholic beverages	Y	Y		Y		Y		Y Portfolio

Cluster 4 Safe and Sustainable work practices

SITXWHS001 Participate in safe work practices	Y		Y	Y	Y			Y Structured activity
BSBSUS201 Participate in environmentally sustainable work practices			Y	Y				Y Audit

Cluster 5 **Interacting with diverse customers**

SITXCCS003 Interact with customers	Y		Y	Y	Y			
SITXCOM002 Show social and cultural sensitivity	Y		Y	Y	Y PPT			

Cluster 6 **Serving food and beverages – new assessment requirement**

SITHFAB007 Serve food and beverage	Y			Y		Y		Y Portfolio
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Cluster 7 **Keeping up to date with industry**

SITHIND002 Source and use information on the hospitality industry				Y				
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Cluster 8 **Use hospitality skills effectively – new assessment requirement**

SITHIND003 Use hospitality skills effectively	Y			Y		Y		Y Portfolio
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YR 12 Construction
Certificate II in Construction Pathways CPC20211

SCHEDULE OF ASSESSMENT

Assessment Plan			Evidence gathering techniques							
Competency codes	Units of competency	Hours	Observation of practical work	Product assessment	Oral questioning	Written assignment, Test, Quiz	Role play, oral presentation	Third party report	Self-assessment	
CPCCOHS1001A	Work safely in the construction industry (white card)	8	✓		✓	✓		✓	✓	
Cluster 1: Working safely in the construction industry										
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	15	✓		✓	✓		✓	✓	
CPCCCA2011A	Handle carpentry materials	20	✓	✓	✓	✓		✓	✓	
Cluster 2: Measure up										
CPCCCM1015A	Carry out measurements & calculations	20	✓	✓		✓			✓	
CPCCCA2002B	Use carpentry tools and equipment	10	✓	✓	✓	✓		✓		
Cluster 3: Reading plans and levelling										
CPCCCM2001A	Read and interpret plans and specifications	20	✓		✓	✓				
CPCCCM2006B	Apply basic levelling procedures	15	✓		✓	✓				

Cluster 4: Prepare for concreting										
CPCCCO2021A*	Handle concreting materials	15	✓	✓		✓			✓	
CPCCCM2004A	Handle construction materials	20	✓			✓		✓		
Cluster 5: Group Project										
CPCCCM1013A	Plan and organise work	10	✓	✓		✓		✓	✓	
CPCCCM2005B	Use construction tools and equipment	20	✓	✓		✓		✓	✓	
Cluster 6: Skills into action										
CPCCCM1012A	Work effectively and sustainably in the construction Industry	25				✓		✓	✓	
CPCCCM1014A	Conduct workplace communication	10				✓	✓	✓		
NB: You must complete either Option 1 or Option 2 in Cluster 7 to gain the qualification and be eligible for the HSC.										
Cluster 7: Option 1 - Joinery										
CPCCJN2001A	Assemble components	15	✓	✓		✓			✓	
CPCCJN2002B	Prepare for off-site manufacturing process	10	✓	✓		✓			✓	

**YR 12 VET Primary Industries
AHC20110 Certificate II in Agriculture**

SCHEDULE OF ASSESSMENT

Assessment Plan		Evidence gathering techniques							
Competency codes	Units of competency	Observation of practical work	Product assessment	Oral questioning	Written assignment, Test, Quiz	Role play, oral presentation	Third party report	Self-assessment	Other
Cluster 1 – Participate in WHS Processes									
AHCWHS201	Participate in WHS processes	✓		✓	✓		✓		
Cluster 2 – Working in the Industry									
AHCWRK209 AHCWRK204 ACHWRK205	Participate in environmentally sustainable work practices Work Effectively in Industry Participate in workplace communications	✓		✓	✓	✓	✓		
Cluster 3 – Weather									
AHCWRK201	Observe and report on weather	✓			✓		✓		
Cluster 4 - Chemicals									
AHCCHM201 AHCPMG201	Apply Chemicals Under Supervision Treat Weeds	✓			✓	✓			



Assessment Task

Notification

Year 11/12 - _____

Teacher: _____

Task Number: _____

Notification Date: _____ Term - Week _____

Weight: _____

Due Date: _____ Term – Week _____

Outcomes *(list of syllabus outcomes being assessed)*

-
-
-

Task Description and Instructions

(Explains the task and outlines suggested format for presentation)

Assessment Criteria

(Outline of how the task will be assessed. This may include a marking rubric)

Tasks that are not entirely a student's own work, or considered to be a non-serious attempt, will result in a 0-mark awarded and a NESAs warning letter.

APPENDIX B



Application for an Extension – Assessment Task Affected by Illness or Misadventure

Name:

Date:

Subject:

Teacher:

Task Concerned:

I hereby apply for an Extension based on consideration of the following factor(s) which affected my performance in this Assessment Task (*Documentary evidence from Doctor/Parent should be provided*): In applying for this special consideration, I assure the Principal that I am not seeking unfair advantage over other students in this course.

STUDENT'S SIGNATURE:

PARENT/CAREGIVER SIGNATURE:

DECISION OF HEAD TEACHER:

TEACHER'S SIGNATURE:

DATE:

APPENDIX C



Application for an Extension – Consideration of Absence on Due Date of Assessment Task

Name:

Date:

Subject:

Teacher:

Task Concerned:

I hereby apply for consideration of my absence for the Assessment Task outlined above. Documentary evidence is/is not attached.

The facts as outlined below, which affected my ability to complete this Assessment Task by the Due Date, are an accurate record of my situation:

STUDENT'S SIGNATURE:

PARENT/CAREGIVER'S SIGNATURE:

DECISION OF HEAD TEACHER:

HEAD TEACHER'S SIGNATURE:

DATE:



Application for Appeal

NAME:

DATE:

SUBJECT:

TEACHER:

TASK CONCERNED:

Please give details in the space below your concern / complaint with regard to the above Year 11 or Year 12

Assessment Task

Students Signature:

Date:

Teacher /Head Teacher Signature:

Date:



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