



# Deniliquin High School

HSC

Assessment Program

2018 - 2019

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## ASSESSMENT CALENDAR YR 12 2018-2019

Week	2018 Term 4 <i>(10 week term)</i>	2019 Term 1 <i>(11 week term)</i>	2019 Term 2 <i>(10 week term)</i>	2019 Term 3 <i>(10 week term)</i>
1	Excursion	Heat Week		Maths ST1 Science Extension
2			CAFS Music	Biology
3			Science Extension	Music
4		Industrial Tech – Timber Science Extension	Ancient History Business Studies	
5	Ancient History Business Studies	Music Ancient History Business Studies	English Studies	
6	Biology Physics	Visual Arts	Maths (Mathematics, ST2, Ext1) English Extension 2	<b><u>Trial Exams</u></b>
7	CAFS Visual Arts	English (ADV, STA and EST)	Physics	Music (Prac)
8	English (ADV, STA and EST)	Maths (Mathematics, ST1, ST2, Ext1) Physics	Legal Studies Investigating Science PDHPE English Extension 1	
9	Maths (Mathematics, ST1, ST2, Ext1) Investigating Science Legal studies PDHPE	Biology English Extension 2	CAFS English (ADV,STA) Visual Arts	
10	Agriculture Chemistry English Extension 2 Industrial Tech – Timber Modern History	Agriculture Chemistry English Extension 1 Modern History	Agriculture Chemistry Industrial Tech – Timber Modern History	
11		Investigating Science Legal Studies PDHPE		

# **ASSESSMENT PROCEDURES IN THE HIGHER SCHOOL CERTIFICATE**

The award of the Higher School Certificate is based on the performance of students in a number of different areas-

- ◆ An internal assessment program that is devised by the school but must meet the requirements of each of the syllabuses devised by the NSW Educational Standards Authority (NESA).
- ◆ External exams conducted by the NESA that are held in October and November of the Yr 12 year

Both the internal assessment result and the HSC exam result are reported on a student's HSC Record of Achievement (see the sample on the following page).

The main purpose of the internal assessment program is to allow a wide range of subject skills and knowledge to be assessed. It also allows assessment to take place at stages throughout the course, rather than just by a single examination at its end, and so students get credit for their achievements throughout each course.

At the end of the assessment program students are given a rank compared to other students in the course, and staff also assess the 'gap' between the performances of students based on their work in the assessment schedule. A problem with internal assessment however, is that it's impossible to compare the performance of a student at one school compared to that of another, as all schools devise their own assessment tasks. To compensate for this students also sit external exams in most subjects.

The main purpose of the HSC exams is to test the skills and knowledge of all candidates under exam conditions where all students, no matter what school they have attended, have to respond to the same questions under exactly the same conditions. This ensures real certainty into judgements as to how well students have performed.

There are some key points that students must be aware of –

- ◆ The internal assessment results as determined by each school are not necessarily what appears on a student's HSC Record of Achievement
- ◆ Schools send their internal assessments results to NESA and they moderate them in line with the performance of students in the HSC exam. In simple terms, the better the performance of the group in the exam - the higher the assessments. Students will be given more information on this later.

In summary the key points are –

- ◆ All students need to read this booklet very, very carefully and be familiar with all assessment requirements
- ◆ All students need to strive to achieve the best possible assessment results
- ◆ Performance in the HSC exam is absolutely critical in regard to a student's overall achievement in the HSC
- ◆ In this regard students must recognise that all work – including all class work, all homework, as well as assessment work is important – the better this is done the better students are likely to achieve under exam conditions.

All rules and regulations governing the provision of the HSC are available online at <http://ace.bos.nsw.edu.au>. I highly recommend that parents and students familiarise themselves with this website.

Should students have any concerns about any aspect of the assessment or exam process, please speak to your Teacher, Year Adviser or with Mrs Van Lieshout or Mr Warren.

Glen Warren, Principal

# HIGHER SCHOOL CERTIFICATE

## Record of Achievement



*This is to certify that Sample Student of Sample High School  
has received the results shown below:*

Year	Unit Value	Course	Assessment Mark	Examination Mark	HSC Mark	Performance Band
2001	2	English Standard	80	78	79	4
	2	Mathematics	90	92	91	6
	2	Chemistry	76	73	75	4
	2	Legal Studies	63	63	63	3
	2	PD, Health, Phys Ed	87	88	88	5
2000	2	English Standard (Preliminary)				
	2	Mathematics (Preliminary)				
	2	Chemistry (Preliminary)				
	2	Legal Studies (Preliminary)				
	2	French Beginners (Preliminary)				
	2	PD, Health, Phys Ed (Preliminary)				

### ELIGIBLE FOR HIGHER SCHOOL CERTIFICATE

Student Number: 65487965



Dated at Sydney on 6th January 1998  
Issued by the Board of Studies without alteration or erasure.

*Judson Stanley*  
President

# **DENILIQUIN HIGH SCHOOL**

## **STAGE 6 - YR 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 Yr 11 and Yr 12 Courses?**

- Yr 11 Courses are normally completed in Year 11. *Students must satisfy the requirements of a Yr 11 course **before** proceeding to the Year 12 course in that subject.*
- Yr 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.
- *Failure to complete these tasks, such as class work and homework set by your teachers, means that NESAs requirements for completing a Year 12 or Year 11 Course are not satisfied.*

#### **6. How will assessments be compiled?**

- Each Faculty, using Board of Studies 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. Yr 11 courses 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*. The only exceptions to this are mid-year, end-of-year and Trial HSC exams where students are informed many weeks in advance.
- Notice will be given in a standardised format across all subjects. It will include information regarding outcomes, timeframes, marking schemes and clearly outline expectations.

#### **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 YR 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 BOS. 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, with the official DHS cover sheet attached (Appendix C) unless they are in-class tasks.*
- The cover sheet is to be completed by you, and the Receipt signed by the Teacher and returned to you (this is to protect both you and the Teacher).
- Cover sheets are available at Henry Street Office.
- Teachers will also 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, 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 D) 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 D)
- 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 choose 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 my task is interrupted by factors beyond my control?**

- A task that is interrupted by external factors is called an **Invalid Task**.
- 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
- If this happens, 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 decision 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 NESAs 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.

### **19. 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 Board of Studies warning letter being sent home and is placing a student in danger of receiving an 'N' award (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.

### **20. 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.
- NESAs provides guidelines for assessing students who transfer at a later stage of a course.
- If you repeat a Higher School Certificate course, the Assessment Mark will be based only on work done in the most recent attempt.

### **21. 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 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.

### **22. Do school Yr 11 Course Assessment Marks appear on the HSC?**

- No. The school retains Yr 11 Course Assessment Marks.
- *Any student who does not fulfil the assessment requirements of a Yr 11 Course may not be eligible to undertake Yr 12 in that Course.*

### **23. 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.

### **24. What are my options if I fail to satisfy the requirements of a Yr 11 or Yr 12 course?**

- Option 1: Repeat the course in a later year, and "Accumulate" Yr 12 over a longer period (up to 5 years)
- Option 2: Repeat all Yr 11 Courses or all Yr 12 Courses
- Option 3: Negotiate with the Principal to continue "On Probation" during Term 4 of the Yr 11 Course.

**25. 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.
- 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 Appeals Panel includes the Principal, Deputy Principal and Senior School Coordinator.
- 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 NESAs is then possible

**26. What happens if there is a problem that affects all students in a particular assessment task?**

- In the first instance if a student or a group of students have a concern about a task they should discuss the situation with the 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 if appropriate.
- If a teacher believes that the results of a task are either invalid or questionable they will bring it to the attention of the students and immediately refer the matter to the Head Teacher.
- In either of the above cases the matter must then immediately be reported to the Deputy Principal and Principal for a judgement.

**27. 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 NESAs is then possible.

**28. What happens in the event of a significant problem that prevents the completion of the assessment task?**

- An alternate Assessment Task may be issued for you to complete, allowing the course outcomes to be assessed.

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

# Honesty in Assessment - the Standard

This standard sets out NESAs requirements concerning students submitting their own work in assessment. Candidates for the Higher School Certificate, 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 Higher School Certificate. 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 NESAs 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. NESAs treats allegations of malpractice very seriously and detected malpractice will limit a student's marks and jeopardise their HSC. 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, 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 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 Yr 12?**

Honesty is very important in all aspects of life and is an essential part of academic research.

The Higher School Certificate is a well-respected and widely recognised educational credential.

Many students use Year 12 to enter employment and further education.

Cheating is absolutely unacceptable in Year 12 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.

NESA treats cheating very seriously. It investigates allegations of cheating and penalises students caught cheating in YR 12 written examinations and in projects or practical works.

Detected malpractice will limit a student's marks and jeopardise their HSC.

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 NESA
- 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 NESA's 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 NESA. 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 school.

### **A summary of student rights and responsibilities in YR 12 assessment**

#### ***You have the following rights:***

- to be informed of the assessment policies of your school and 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 Higher School Certificate 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 NESA rules and resources mentioned here are available on NESA's website at  
**[www.boardofstudies.nsw.edu.au](http://www.boardofstudies.nsw.edu.au)**

**2018 YR 12 COURSE**  
**PATTERN OF STUDY REQUIREMENTS**  
**CHECKLIST**

**Do you meet the following PATTERN OF STUDY REQUIREMENTS?**

At least 10 units of Yr 11 Course subjects
At least 6 units of Board Developed Courses
At least 2 units of a Board Developed Course in English
At least 3 courses of 2 units value (or greater)
At least 4 subjects
No more than 7 units of courses in Science can count towards YR 12 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 YR 12 courses comprising:

- a) The best 2 units of English;
- b) The best 8 units from the remaining units;
- c) No more than two units of **Category B** courses may be included.

NB: **Category B** courses include English Studies, Maths Standard 1, Metal Engineering, Primary Industries, Construction & Hospitality.

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

# YR 12 2019 AGRICULTURE 2 UNIT

## SCHEDULE OF ASSESSMENT TASKS

<b>TASK No.</b>	<b>WHEN ASSESSMENT WILL OCCUR</b>	<b>CONTENT</b>	<b>METHOD OF ASSESSMENT</b>	<b>TASK WEIGHT</b>	<b>MY MARK</b>	<b>MY RANK</b>
<b>1</b>	Term 4 Week 10	Farm Product Study	In class task analysis	25%		
<b>2</b>	Term 1 Week 10	Plant Production	In class task Practical	25%		
<b>3</b>	Term 2 Week 10	Elective/Animal Production	In class task Test	20%		
<b>4</b>	Term 3 Week 6	Trial HSC	Exam	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.

# YR 12 2019 ANCIENT HISTORY 2 UNIT

## SCHEDULE OF ASSESSMENT TASKS

<b>TASK No.</b>	<b>WHEN ASSESSMENT WILL OCCUR</b>	<b>CONTENT</b>	<b>METHOD OF ASSESSMENT</b>	<b>TASK WEIGHT</b>	<b>MY MARK</b>	<b>MY RANK</b>
<b>1</b>	Term 4 Week 5	Cities of Vesuvius	Source Analysis	20%		
<b>2</b>	Term 1 Week 5	Greek World: 500-440 BCE	In-class Essay	25%		
<b>3</b>	Term 2 Week 4	Spartan Society	Research and Presentation	25%		
<b>4</b>	Term 3 Week 6	All Topics	Trial HSC 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.

# YR 12 2019 BIOLOGY 2 UNIT

## SCHEDULE OF ASSESSMENT TASKS

TASK NO.	WHEN ASSESSMENT WILL OCCUR	CONTENT	METHOD OF ASSESSMENT	TASK WEIGHT	MY MARK	MY RANK
1	Term 4 Week 6	Depth Study	Report	25%		
2	Term 1 Week 9	Skills Test	In-class Test	15%		
3	Term 3 Week 2	Depth Study	Presentation	30%		
4	Term 3 Week 6	Trial HSC 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.

# YR 12 2019 BUSINESS STUDIES 2 UNIT

## SCHEDULE OF ASSESSMENT TASKS

TASK NO.	WHEN ASSESSMENT WILL OCCUR	CONTENT	METHOD OF ASSESSMENT	TASK WEIGHT	MY MARK	MY RANK
1	Term 4 Week 5	Operations	Class Test	20%		
2	Term 1 Week 5	Marketing	Marketing Report	25%		
3	Term 2 Week 4	Finance	Stimulus Response	25%		
4	Term 3 Week 6	All Topics	Trial HSC Exam	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.

# YR 12 2019 CHEMISTRY 2 UNIT

## SCHEDULE OF ASSESSMENT TASKS

TASK NO.	WHEN ASSESSMENT WILL OCCUR	CONTENT	METHOD OF ASSESSMENT	TASK WEIGHT	MY MARK	MY RANK
1	Term 4 Week 10	Module 1- Practical Depth Study - Titration	Report	30%		
2	Term 1 Week 10	Module 5 -Equilibrium and Acid Reactions	In-Class Test	15%		
3	Term 2 Week 10	Module 7 –Organic Chemistry - Depth Study	Presentation	25%		
4	Term 3 Week 6	Trial HSC 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.

# YR 12 2019 COMMUNITY & FAMILY STUDIES 2 UNIT

## SCHEDULE OF ASSESSMENT TASKS

TASK NO.	WHEN ASSESSMENT WILL OCCUR	CONTENT	METHOD OF ASSESSMENT	TASK WEIGHT	MY MARK	MY RANK
1	Term 4 Week 7	Parenting and Caring	Support Services Presentation	15%		
2	Term 2 Week 2	Independent Research Project	Plan, diary, product	20%		
3	Term 2 Week 9	Groups in Context Individuals and Work	Media Folio Case Study	35%		
4	Term 3 Week 6	Trial Examination on all topics	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.

# YR 12 2019 ENGLISH ADVANCED 2 UNIT

## SCHEDULE OF ASSESSMENT TASKS

<b>TASK NO.</b>	<b>WHEN ASSESSMENT WILL OCCUR</b>	<b>CONTENT</b>	<b>METHOD OF ASSESSMENT</b>	<b>TASK WEIGHT</b>	<b>MY MARK</b>	<b>MY RANK</b>
1	Term 4 Week 8	Texts and Human Experiences	Multimodal	25%		
2	Term 1 Week 7	Textual Conversations	Extended Response Comparative	25%		
3	Term 2 Week 9	The Craft of Writing	Creative Portfolio	25%		
4	Term 3 Week 6	Trial Examination of all Modules	Exam	25%		

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.

# YR 12 2019 ENGLISH STANDARD 2 UNIT

## SCHEDULE OF ASSESSMENT TASKS

TASK NO.	WHEN ASSESSMENT WILL OCCUR	CONTENT	METHOD OF ASSESSMENT	TASK WEIGHT	MY MARK	MY RANK
1	Term 4 Week 8	Texts and Human Experiences	Multimodal	25%		
2	Term 1 Week 7	Language, Identity and Culture	Extended Response Comparative	25%		
3	Term 2 Week 9	The Craft of Writing	Creative Portfolio	25%		
4	Term 3 Week 6	Trial Examination of all Modules	Exam	25%		

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.

# YR 12 2019 ENGLISH STUDIES 2 UNIT

## SCHEDULE OF ASSESSMENT TASKS

<b>TASK NO.</b>	<b>WHEN ASSESSMENT WILL OCCUR</b>	<b>CONTENT</b>	<b>METHOD OF ASSESSMENT</b>	<b>TASK WEIGHT</b>	<b>MY MARK</b>	<b>MY RANK</b>
1	Term 4 Week 8	Texts and Human Experiences	Multimodal	25%		
2	Term 1 Week 7	We Are Australians	Folio	30%		
3	Term 2 Week 5	Digital Worlds	Group Presentation	25%		
4	Term 3 Week 6	Trial (Texts and Human Experiences)	Exam	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.

# YR 12 2019 ENGLISH EXTENSION 1 1 UNIT

## 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	Worlds of Upheaval	Multimodal	30%		
3	Term 2 Week 8	Literary Worlds	Creative	40%		
4	Term 3 Week 6	Trial	Exam	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.

# YR 12 2019 ENGLISH EXTENSION 2 1 UNIT

## SCHEDULE OF ASSESSMENT TASKS

TASK NO.	WHEN ASSESSMENT WILL OCCUR	CONTENT	METHOD OF ASSESSMENT	TASK WEIGHT	MY MARK	MY RANK
1	Term 4 Week 10	Proposal for Major Work	Viva Voce	30%		
3	Term 1 Week 9	Investigation	Literature Review	40%		
4	Term 2 Week 6	Major work process	Critique	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.

# YR 12 2019 INDUSTRIAL TECHNOLOGY- (TIMBER PRODUCTS AND FURNITURE TECHNOLOGIES) 2 UNIT

## SCHEDULE OF ASSESSMENT TASKS

TASK NO.	WHEN ASSESSMENT WILL OCCUR	CONTENT	METHOD OF ASSESSMENT	TASK WEIGHT	MY MARK	MY RANK
1	Term 4 Week 10	Industry Study	Report	15%		
2	Term 1 Week 4	Design and Planning: Major Project	Presentation	30%		
3	Term 2 Week 10	Planning and Management: Major Project	Mock Major Project Presentation with Peer Assessment	35%		
4	Term 3 Week 6	Trial Examination on all areas	Examination	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.

# YR 12 2019 INVESTIGATING SCIENCE 2 UNIT

## SCHEDULE OF ASSESSMENT TASKS

<b>TASK NO.</b>	<b>WHEN ASSESSMENT WILL OCCUR</b>	<b>CONTENT</b>	<b>METHOD OF ASSESSMENT</b>	<b>TASK WEIGHT</b>	<b>MY MARK</b>	<b>MY RANK</b>
<b>1</b>	Term 4 Week 9	Depth Study – First Hand Investigations	Log book and Test	20 %		
<b>2</b>	Term 1 Week 11	Research Task	Take home task and in class test	20 %		
<b>3</b>	Term 2 Week 8	Depth Study – Scientific Investigation	Report	30 %		
<b>4</b>	Term 3 Week 6	Trial HSC Examination	Exam	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.

# YR 12 2019 LEGAL STUDIES 2 UNIT

## SCHEDULE OF ASSESSMENT TASKS

TASK NO.	WHEN ASSESSMENT WILL OCCUR	CONTENT	METHOD OF ASSESSMENT	TASK WEIGHT	MY MARK	MY RANK
1	Term 4 Week 9	Crime	Essay	20%		
2	Term 1 Week 11	Human Rights	Report	20%		
3	Term 2 Week 8	Family Law	Essay	25%		
4	Term 3 Week 6	Trial HSC Examination	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.

# YR 12 2019 MATHEMATICS 2 UNIT

## SCHEDULE OF ASSESSMENT TASKS

TASK NO.	WHEN ASSESSMENT WILL OCCUR	CONTENT	METHOD OF ASSESSMENT	TASK WEIGHT	MY MARK	MY RANK
1	Term 4 Week 9	Locus and the Parabola Geometrical Applications of Calculus	Class test	20%		
2	Term 1 Week 8	Integration Exponentials and Logarithms	Class test	20%		
3	Term 2 Week 6	Trigonometric Functions Applications of Calculus to the Physical World	Class test	30%		
4	Term 3 Week 6	Whole Course	Trial HSC Exam	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.

# YR 12 2019 MATHEMATICS EXTENSION 1 UNIT

## SCHEDULE OF ASSESSMENT TASKS

TASK NO.	WHEN ASSESSMENT WILL OCCUR	CONTENT	METHOD OF ASSESSMENT	TASK WEIGHT	MY MARK	MY RANK
1	Term 4 Week 9	Topics as notified	Class test	20%		
2	Term 1 Week 8	Topics as notified	Class test	25%		
3	Term 2 Week 6	Topics as notified	Class test	25%		
4	Term 3 Week 6	Whole Course	Trial HSC Exam	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.

# YR 12 2019 MATHEMATICS STANDARD 1 2 UNIT

## SCHEDULE OF ASSESSMENT TASKS

TASK NO.	WHEN ASSESSMENT WILL OCCUR	CONTENT	METHOD OF ASSESSMENT	TASK WEIGHT	MY MARK	MY RANK
1	Term 4 Week 9	Networks – The Gooniyandi people	Project	30%		
2	Term 1 Week 8	Build your own disease	Project	30%		
3	Term 3 Week 1	Statistics	Project	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.

# YR 12 2019 MATHEMATICS STANDARD 2 2 UNIT

## SCHEDULE OF ASSESSMENT TASKS

<b>TASK NO.</b>	<b>WHEN ASSESSMENT WILL OCCUR</b>	<b>CONTENT</b>	<b>METHOD OF ASSESSMENT</b>	<b>TASK WEIGHT</b>	<b>MY MARK</b>	<b>MY RANK</b>
<b>1</b>	Term 4 Week 9	Networks	Project	20%		
<b>2</b>	Term 1 Week 8	Topics as notified	Class Test	25%		
<b>3</b>	Term 2 Week 6	Topics as notified	Class Test	25%		
<b>4</b>	Term 3 Week 6	Whole Course	Trial HSC 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.

# YR 12 2019 MODERN HISTORY 2 UNIT

## SCHEDULE OF ASSESSMENT TASKS

<b>TASK No.</b>	<b>WHEN ASSESSMENT WILL OCCUR</b>	<b>CONTENT</b>	<b>METHOD OF ASSESSMENT</b>	<b>TASK WEIGHT</b>	<b>MY MARK</b>	<b>MY RANK</b>
<b>1</b>	Term 4 Week 10	Power and Authority in the Modern World	In Class Essay	20%		
<b>2</b>	Term 1 Week 10	National Study: Russian and Soviet Union Peace and Conflict: The Pacific	Class Test	25%		
<b>3</b>	Term 2 Week 10	Change in the Modern World	Research and Presentation	25%		
<b>4</b>	Term 3 Week 10	All Topics	Trial HSC 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.

# YR 12 2019 MUSIC 2 UNIT Course 1

## SCHEDULE OF ASSESSMENT TASKS

<b>TASK NO.</b>	<b>WHEN ASSESSMENT WILL OCCUR</b>	<b>CONTENT</b>	<b>METHOD OF ASSESSMENT</b>	<b>TASK WEIGHT</b>	<b>MY MARK</b>	<b>MY RANK</b>
<b>1</b>	Term 1 Week 5	Musicology/Aural	Research Task	20%		
<b>2</b>	Term 2 Week 2	Core topic	Performance & Composition	20%		
<b>3</b>	Term 3 Week 3	Elective topics	Performance	30%		
<b>4</b>	Term 3 Week 6	Trial Exam	Aural & Performance	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.

# YR 12 2019 PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION 2 UNIT

## SCHEDULE OF ASSESSMENT TASKS

TASK NO.	WHEN ASSESSMENT WILL OCCUR	CONTENT	METHOD OF ASSESSMENT	TASK WEIGHT	MY MARK	MY RANK
1	Term 4 Week 9	Core 2: Factors Affecting performance	Take home task	20%		
2	Term 1 Week 11	Option 3: Sports Medicine & Option 4: Improving Performance	Scenario	30%		
3	Term 2 Week 8	Core 1: Health Priorities in Australia	Research Task	20%		
4	Term 3 Week 6	All topics	Trial Exam	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.

# YR 12 2019 PHYSICS 2 UNIT

## SCHEDULE OF ASSESSMENT TASKS

TASK NO.	WHEN ASSESSMENT WILL OCCUR	CONTENT	METHOD OF ASSESSMENT	TASK WEIGHT	MY MARK	MY RANK
1	Term 4 Week 6	Practical Task – Projectile Motion	In class practical	20%		
2	Term 1 Week 8	Skills Test – In class. Modules 5 & 6	In class test	20%		
3	Term 2 Week 7	Depth Study – The Nature of Light	Depth study	30%		
4	Term 3 Week 6	Trial HSC Exam - All content to date	Formal 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.

# YR 12 2019 SCIENCE EXTENSION 1 UNIT

## SCHEDULE OF ASSESSMENT TASKS

TASK NO.	WHEN ASSESSMENT WILL OCCUR	CONTENT	METHOD OF ASSESSMENT	TASK WEIGHT	MY MARK	MY RANK
1	Term 1 Week 4	Section 1 Skills	Test	30 %		
2	Term 2 Week 3	Section 2 Skills	Presentation	30 %		
3	Term 3 Week 1	Scientific Research Report	Report	40 %		
4	Term Week	N/A				

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.

# YR 12 2019 VISUAL ARTS 2 UNIT

## SCHEDULE OF ASSESSMENT TASKS

TASK NO.	WHEN ASSESSMENT WILL OCCUR	CONTENT	METHOD OF ASSESSMENT	TASK WEIGHT	MY MARK	MY RANK
1	Term 4 Week 7	Case Study Task: (In-depth analysis of selected art movement and development of critical and historical discourse of three artists)	Research	15%		
2	Term 1 Week 6	Development of Body of Work – BOW: (progress submission through the frames)	BOW & VAPD	30%		
3	Term 2 Week 9	Art Criticism & Art History knowledge: (ALARM and essay)	In-class Essay	25%		
4	Term 3 Week 6	Art Criticism & Art History BOW – Final Submission	Trial HSC Exam BOW & VAPD	10% 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.

# **Assessment Schedule for YR 12 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 Metals and Engineering  
MEM10105 Certificate I in Engineering  
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	worksheets	Self-assessment	Other include the Assessment event title/ number if
Prerequisite - Manufacturing, engineering and related services industries induction NB: This unit will not appear as part of the eBos records					✓		✓		
<b>Cluster 1-Working Safely in the Metals Industry</b>									
MEM13014A	Apply principles of occupational health and safety in the work environment	✓			✓		✓		
MEM 11011B	Undertake manual handling	✓	✓		✓		✓		
<b>Cluster 2-Using Hand Tools</b>									
MEM14004A	Plan to undertake a routine task	✓	✓		✓		✓		
MEM18001C	Use hand tools	✓	✓		✓		✓		
<b>Cluster 3-Using Power Tools</b>									
MEM18002B	Use power tools/hand held operations	✓	✓		✓		✓		
MEM12023A	Perform engineering measurements	✓	✓		✓		✓		
<b>Cluster 4-Calculating and Cutting</b>									
MEM05005B	Carry out mechanical cutting	✓	✓		✓		✓		
MEM12024A	Perform computations	✓	✓		✓		✓		

**Cluster 5-Workshop Machines**

MEM05012C	Perform routine manual metal arc welding	✓	✓		✓		✓		
MEM07032B	Use workshop machines for basic operations	✓	✓		✓		✓		

**Cluster 6-Skills into Action**

MEM15002A	Apply quality systems	✓	✓		✓		✓		
MEM15024A	Apply quality procedures	✓	✓		✓		✓		
MEM16007A	Work with others in a manufacturing, engineering or related environment	✓	✓		✓		✓		

**Cluster 7-Technical Drawing (HSC unit only)** NB: This unit will not appear as part of the eBos records

MEM09002B	Interpret technical drawing				✓		✓		
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**Cluster 8a or 8b or 8c Options- Select one competency only from Option 8a, 8b or 8c to qualify for Certificate 1**

Option 8c	MEM16008A	Interact with computing technology	✓	✓		✓		✓	
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**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
<b>Cluster 1 Working Together new cluster</b>								
BSBWOR203 Work effectively with others			Y	Y				Y Goal setting
BSBCMM201 Communicate in the Workplace			Y	Y				
<b>Cluster 2 Safe and hygienic food preparation-new cluster</b>								
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
<b>Cluster 3 Café Skills- new assessment requirement</b>								
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
<b>Cluster 4 Safe and Sustainable work practices</b>								
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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<b>Cluster 2: Measure up</b>									
CPCCCM1015A	Carry out measurements & calculations	20	✓	✓		✓			✓
CPCCCA2002B	Use carpentry tools and equipment	10	✓	✓	✓	✓		✓	
<b>Cluster 3: Reading plans and levelling</b>									
CPCCCM2001A	Read and interpret plans and specifications	20	✓		✓	✓			
CPCCCM2006B	Apply basic levelling procedures	15	✓		✓	✓			
<b>Cluster 4: Prepare for concreting</b>									
CPCCCO2021A*	Handle concreting materials	15	✓	✓		✓			✓
CPCCCM2004A	Handle construction materials	20	✓			✓		✓	
<b>Cluster 5: Group Project</b>									
CPCCCM1013A	Plan and organise work	10	✓	✓		✓		✓	✓
CPCCCM2005B	Use construction tools and equipment	20	✓	✓		✓		✓	✓
<b>Cluster 6: Skills into action</b>									
CPCCCM1012A	Work effectively and sustainably in the construction Industry	25				✓		✓	✓
CPCCCM1014A	Conduct workplace communication	10				✓	✓	✓	
<b>NB: You must complete either Option 1 or Option 2 in Cluster 7 to gain the qualification and be eligible for the HSC.</b>									
<b>Cluster 7: Option 1 - Joinery</b>									
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
<b>Cluster 1 – Participate in WHS Processes</b>									
AHCWHS201	Participate in WHS processes	✓		✓	✓		✓		
<b>Cluster 2 – Working in the Industry</b>									
AHCWRK209 AHCWRK204 ACHWRK205	Participate in environmentally sustainable work practices Work Effectively in Industry Participate in workplace communications	✓		✓	✓	✓	✓		
<b>Cluster 3 – Weather</b>									
AHCWRK201	Observe and report on weather	✓			✓		✓		
<b>Cluster 4 - Chemicals</b>									
AHCCHM201 AHCPMG201	Apply Chemicals Under Supervision Treat Weeds	✓			✓	✓			



## APPENDIX A

PRELIMINARY / HSC COURSE ASSESSMENT TASK
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**Subject –**

**Teachers –**

**Notification Date –**

**Due Date –**

**Value of Task –**



**Task Outline:**

**Outcomes to be Assessed:**

**Assessment Criteria (what you will be assessed on):**

**Special Requirements / Other Relevant Information:**

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 NESA warning letter.
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**Marking Criteria:**



# APPENDIX C

## DENILIQVIN HIGH SCHOOL SUBMISSION OF ASSESSMENT MATERIAL

**NAME:**

**COURSE:**

**TEACHER:**

**CLASS:**

**FACULTY:**

**ASSESSMENT:**

**DATE DUE:**

**MARK/GRADE:**

**POSITION:**

**COMMENTS:**

I declare that the material submitted is essentially my own work.

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Student's Signature

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## **DENILIQVIN HIGH SCHOOL** **RECEIPT OF ASSESSMENT MATERIAL**

**NAME:**

**CLASS:**

**ASSIGNMENT:**

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Teacher's Signature

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Date

**APPENDIX D**

**DENILQUIN HIGH SCHOOL**  
**CONSIDERATION OF ABSENCE ON DUE DATE OF**  
**ASSESSMENT TASK, ASSIGNMENT OR IN-CLASS TEST**

**NAME:**

**DATE:**

**SUBJECT:**

**TEACHER:**

**Brief Description of Assessment 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'S SIGNATURE:**

**DECISION OF HEAD TEACHER:**

**HEAD TEACHER'S SIGNATURE:**

**DATE:**







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