

Policy and Procedures on 'N' Determination Year 10, 11 and 12

NAME OF POLICY:	St Andrews Cathedral School Policy and Procedures on 'N' Determination
DATE OF APPROVAL:	September 2017
APPROVAL AUTHORITY:	Deputy Principal
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POLICY STATUS:	Current
CONTACT PERSON:	Director of Learning Senior College
DISSEMINATION:	Available on 'Schoolology' and Parent Portal
REPLACING POLICY:	St Andrews Policy on 'N' Determinations 2016
RELATED POLICIES:	Year 10 Assessment Procedures 2018 Year 11 Assessment Procedures 2018 Year 12 Assessment Procedures 2018

(Registered and Accredited Individual Non-government Schools (NSW) Manual Sections 5.1, 5.2)



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Policy for 'N' Determination

A student is considered to not have satisfactorily completed a course if, in the Head of School's view, there is insufficient evidence that the student has:

- followed the course developed or endorsed by the Board;
- applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
- achieved some or all of the course outcomes.

NESA does not set a minimum attendance for the satisfactory completion of a course. The Head of School may determine that, as a result of absence, the above course completion criteria might not be met. Clearly, such absences are serious and the Head of School must give students early written warning of the consequences of non-completion of course requirements. The warning must relate the student's absence to the non-completion of the course requirements.

It is the responsibility of the class teacher to inform the Leader of Learning who in turn will inform the Director of Learning Senior College when any of the criteria are not being met.

1.1 Warning Letter Procedures in the Lead up to 'N' Determination

- Parents will be notified by the Leader of Learning and/or their delegate by phone or email when the student has not submitted work within the required timeframe.
- The Leader of Learning will inform the Director of Learning Senior College of students failing to meet the above criteria and Academic Administration will issue the Leader of Learning with a warning letter for completion in line with NESA guidelines. The student and parent/s will be advised by the Leader of Learning and/or their delegate of the warning letter they are about to receive.
- The letter, signed by the Director of Learning Senior College and the relevant Leader of Learning, will be forwarded to the parent or guardian.
- The Director of Learning Senior College will request written notification from the parent/guardian that the warning letter was received.
- The Director of Learning Senior College will retain a copy of the warning letter and other relevant documentation.
- A follow-up warning letter will be issued if the problem is not rectified or other breaches occur.
- After two warning letters the procedure for the advice of 'N' Determination will take place.

1.2 Procedures - Advice of 'N' Determination

If at any time it appears that a student is at risk of receiving an 'N' Determination in any course, for any reason, the relevant Leader of Learning will meet with the Director of Learning Senior College and relevant Head of House to discuss the issue. The following procedure will be followed:

- The student will be given appropriate opportunities to meet course requirements (See 1.3)
- If they do not meet the course requirements the parents and student will be required to meet with the Head of Senior College and Director of Learning Senior College and their Head of House to discuss a final opportunity to meet the course requirements.
- If the student does not meet the requirements, the student will be issued with an 'N' Determination and the Head of School will be notified.



The school undertakes that written warnings are issued in a timely manner. It is imperative that Leaders of Learning have processes in place to monitor student progress, particularly on major works that are completed over a long period of time. Failure to submit a major work by the due date should not be the initial cause of concern – lack of sufficient progress will have been detected and documented by the classroom teacher via email to the Leader of Learning.

1.3 Procedures - Awarding 'N' Determinations

NESA has delegated to the Head of School the right to determine whether a candidate has satisfactorily completed the mandatory curriculum requirements set out by NESA for the ROSA and whether or not an HSC candidate has satisfactorily completed each subject.

If the Head of School is being asked to indicate that a student has not applied themselves with diligence and sustained effort, it should be clear that all avenues have been exhausted. This would require documentation that would include:

- notification to parents via phone call or email;
- evidence of correspondence and/or meetings between the parents and classroom teacher;
- consultation with the student's Head of House and/or tutor;
- the issue of academic detentions/catch-up classes
- the use of supervised study periods in place of 'free' periods

Once two warning letters have been sent home, and the student has failed to rectify the situation, the Head of School may make an 'N' Determination. This will be notified to NESA via Schools Online. The Director of Learning Senior College is responsible for ensuring this information is entered correctly.

The Head of School, in consultation with the Director of Learning Senior College will complete the Head of School's 'N' Determination form https://bosho.boardofstudies.nsw.edu.au/Download/Docs/Stage_5_N-Determination_package.pdf and forward a copy to both the student and their parents or guardians. A copy of the Student Appeal form should also be forwarded https://bosho.boardofstudies.nsw.edu.au/Download/Docs/Stage_5_N-Determination_package.pdf. The student and their parents or guardians must be advised in writing of their right to appeal the Head of School's decision.

1.4 Procedures - Appeal process for 'N' Determinations

Following receipt of the letter there are two courses of action available to the student – they may accept the 'N' Determination or they may lodge an appeal.

If a student does not wish to appeal, the matter is finalised and the 'N' Determination stands. If the student wishes to appeal, they must forward this in writing to the Head of School. Following receipt of the appeal form, a school review will be conducted. An Assessment Review Panel, consisting of the Director of Learning Senior College, Head of Senior School, the relevant Leader of Learning, the student's Head of House and the teacher of the subject concerned will be formed.

The following items will be reviewed:

- the student's level of involvement in classwork;
- the proportion of assignments and homework completed in the subject;
- measures taken to improve the student's progress (see points listed previously) and whether their application improved after the warnings and counselling;
- the existence of any family or personal problems known to the Head of House;
- evidence that sufficient warnings had been delivered and acknowledged.



Based on the recommendation of the Assessment Review Panel, the Head of School may revise the 'N' Determination. If it is to be removed, The Director of Learning Senior College must notify NESA and the student concerned in writing. The letters will be drafted by the Director of Learning Senior College and signed by the Head of School.

Following a successful appeal at school level, all documentation including the original Head of School's 'N' Determination form, the student appeal form and the Head of School's report from the school review, should be retained by the Director of Learning Senior College. It is not necessary to send any of this documentation to NESA.

If the 'N' Determination stands, the Head of School will notify the student concerned in writing using the NESA form.

https://bosho.boardofstudies.nsw.edu.au/Download/Docs/Stage_5_N-Determination_package.pdf

On receipt of notification of the decision, the student may choose to make no further appeal and accept the 'N' Determination. Alternatively, they may seek a NESA review of the Head of School's decision.

The NESA review will be based purely on the Head of School's 'N' Determination form, the student appeal form and the Head of School's report from the school review that was conducted. Copies of the warning letters that were issued should also be forwarded to NESA. NESA will notify both the student and the school of the outcome of the appeal.

Each year the Events Timetable distributed by NESA will clearly indicate dates by which 'N' Determinations must be issued and any subsequent appeals carried out.

3. Further Information

Any questions regarding the processes outlined in this document should be directed to the Director of Learning Senior College.