



ST ANDREW'S CATHEDRAL SCHOOL

# HSC Assessment Policy and Procedures

Year 12 2019



ST ANDREW'S  
CATHEDRAL  
SCHOOL  
FOUNDED 1885



# HSC Assessment Policy and Procedures - 2019

(Registered and Accredited Individual Non-Government Schools (NSW) Manual Section 5.2)

<b>NAME OF POLICY:</b>	<b>HSC Preliminary Assessment Policy and Procedures 2019</b>
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<b>CONTACT PERSON:</b>	<b>Director of Learning Senior College</b>
<b>DISSEMINATION:</b>	<b>Available on 'Schoology'</b>
<b>REPLACING POLICY:</b>	<b>Preliminary HSC Assessment Policy and Procedures 2018</b>
<b>RELATED POLICIES:</b>	<b>N-Determination Policy 2019 Disability Provisions Policy 2019 Appeals Due to Illness/Misadventure Policy</b>



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## 1. Introduction

Assessment for the HSC is an important component of a student's senior schooling. The approach of St Andrew's Cathedral School is to ensure that any assessment provides valid and reliable evidence of a student's performance against the outcomes in the NESA (NSW Education Standards Authority) Stage 6 syllabus documents.

The School's approach to managing assessment in Year 11 and Year 12 is consistent with the expectations of NESA and reflects the rules and procedures that govern the HSC.

### 2.1 Assessment Scheduling

#### 2.2 Assessment Programs for Individual Subjects

Students will receive their assessment schedule for each of their subjects on *Schoology*. This program will, for each subject, indicate:

- the number of assessment tasks,
- the nature of each assessment task,
- the syllabus outcomes covered by each task,
- the weighting of each task and
- the date and time of each task.

This program will be distributed by the relevant Leader of Learning at the commencement of the HSC course.

When establishing an assessment program, Leaders of Learning will ensure that assessments are based on syllabus objectives and outcomes that specify what students know, understand and are able to do. A variety of assessment tasks and contexts will be provided so that students are given opportunities to demonstrate their achievement of outcomes in an authentic manner, these are outlined in each syllabus document (and are available on the [NESA website](#)). The number of assessment tasks in each subject over the year (including any examinations) is consistent with the requirements set out in each subject's Stage 6 syllabus document.

#### 2.3 Scheduling Assessment Tasks

All assessment tasks are scheduled by the Director of Learning Senior College. Dates and times are published in Term 4 (the start of the HSC course) for all HSC assessment tasks that will occur in Term 4.

Dates and times are published at the commencement of Term 1 (the start of the academic year) for all HSC assessment tasks that will occur in across Terms 1-3 of the HSC year.

The dates of each examination period are published at the commencement of Term 1. Timetables for an examination period will be published in the weeks prior to each examination period.

The schedule(s) published by the Director of Learning Senior College or their delegate constitutes fair and timely notice to students of the dates of all HSC assessment tasks, and the nature of each individual assessment task.

Any changes to published HSC assessment dates or times are made by the Director of Learning Senior College and will be confirmed in writing to students. Any concerns regarding published dates of HSC assessment tasks should be raised with them.

## 2.4 Communication regarding Assessment Tasks

Students are advised of the details of HSC assessment in a variety of ways.

- *The HSC Assessment Schedule on Schoology*  
This document outlines the nature, weighting, outcomes and timing of each individual HSC assessment task.
- *Schoology Assessment Notifications*  
Individual subject teachers will communicate subject-specific assessment programs through Schoology on their course pages.
- *Individual Assessment Tasks*  
Copies or advice of specific HSC assessment tasks will be distributed to students on timelines established by each individual Leader of Learning.

It is the responsibility of students to be aware of the nature and dates of individual assessment tasks, and to familiarise themselves with the requirements of individual tasks.

## 3.1 Completion of Assessment Tasks

Students are required to meet the published deadlines and conditions for HSC assessment tasks.

Deadlines and/or conditions are only varied for individual students in individual tasks in the cases of documented illness and misadventure (see Section 4.0) and may only be approved by the Director of Learning Senior College.

## 3.2 Attendance at a scheduled HSC Assessment Task

This information relates to HSC Assessment Tasks that are completed at a specified date and time, for example examinations, tests, practical tasks, presentations or performances.

Students that fail to attend or complete an assessment task at the scheduled time will receive a mark of zero for that particular task.

Exception: see Section 4.0 regarding documented Illness and Misadventure

Students who arrive late for an assessment task (including examinations) will be able to commence the task, but they will not receive any additional time in lieu of their late arrival. Sleeping in, being held up in traffic, or misreading a timetable are not valid (unforeseen) circumstances for missing an assessment task.

Students arriving late to an assessment task (including examinations) should attend the task and commence it at the first available opportunity. No extra time will be given, and students will finish the task at the scheduled time.

Students must attend school for the full day on the day that an assessment task is due. If a student is absent for a part of the school day and arrives late at school to either hand in an assessment task or complete an in-class assessment, they must submit a valid, original medical certificate. Students who arrive late for an assessment task, and who believe that unforeseen circumstances beyond their control contributed to the lateness should report to the Director of Learning Senior College who will determine the appropriate course of action after completing the task.

Students who have an assessment task scheduled on a particular day must not absent themselves from their other timetabled classes on that day in order to prepare for the task. The consequences of being absent from class are an automatic Friday school detention. Students who fail to attend timetabled classes prior to an assessment task and are found to be preparing for it will be considered to be seeking unfair advantage over their peers (See Section 6: Academic Malpractice).

### 3.3 Submission of a scheduled HSC assessment task

This information relates to HSC Assessment Tasks that are to be submitted on a specified date and time. For example assignments, research papers, practical work, performances, oral presentations or prepared materials.

#### 3.3.1 Submission times

All submitted HSC assessment tasks are to be submitted by 8:30am on the scheduled day in the format requested by the relevant Leader of Learning:

Electronically via *Schoology* or email; and/or in hard copy (from 8:00 -8:30am)  
*Exception: Major works in practical subjects. Submission location and time to be advised by the relevant Leader of Learning.*

Tasks submitted after 8:30am will be considered to be late submissions. Students must take responsibility for confirming the submission of their tasks when submitted electronically, either through *Schoology* or via email.

Students submitting in hard copy must do so at the centralised collection and sign their submission in. Any late submission must be directly to the Leader of Learning or class teacher.

Students who have approved leave (granted by the Head of School or their delegate) or a school organised event and will be absent on the day of submission of a task must submit the task by the published date. Extensions are not granted for submissions on account of leave. Students who have commitments that will prevent them from attending school by 8:30am (such as a scheduled appointment) should ensure the task is submitted by this deadline. Extensions may only be granted by the Director of Learning Senior College.

#### 3.2.2 Late submission of HSC Assessment Tasks

Should a student submit an assessment task late, the task will be marked on its merits according to the published marking criteria, and the student will receive feedback on their performance in the task. After the mark is confirmed, the following penalties will apply:

Late Submission	Mark Penalty
1 Day (Up to 24 hours late)	10%
2 Days (24 – 48 hours late)	30%
3 Days (48 – 72 hours late)	60%
3 Days or more	100% (No marks awarded)

Students who do not submit an assessment task within three days will be issued with a warning letter regarding an N-Determination for the subject in question. (See Policy on N-Determinations).

## 4. Illness/Misadventure in Assessment

On occasions, genuine illness or misadventure may prevent a student from completing an assessment task as scheduled or in full. This might mean:

- Absence on the day of the submission or completion of an assessment task;
- Submitting an incomplete task;
- Failing to finish or complete a set assessment task (test or similar);
- Having performance in an assessment task negatively affected (test or similar task).

Illness in the days immediately preceding an assessment task (either completing or submitting) will not be taken into account in the marking process, nor will extensions be granted. Students are expected to prepare for assessment tasks over time and not rely on last minute preparation.

### 4.1 Appealing for consideration due to Illness/Misadventure

Students must complete all sections of the Illness/Misadventure Appeal form and submit it to the Director of Learning Senior College. The form is available on the Year 12 *Schoolology* page.

Any appeal due to illness requires an original doctor's certificate. The certificate must:

- cover the day of the assessment and any subsequent days up to the student's return to school.
- Identify the nature of the illness
- Be issued by a doctor who is not a member of the student's family
- Be issued on or before the day of the assessment task. Retrospective certificates will not be accepted.

Students must submit the documentation to the Director of Learning Senior College on the next day they are cleared to attend school. Should a student fail to do so, any assessment work will be treated as a late submission and subject to the mark penalties.

On receipt of an Illness/Misadventure Appeal, students will be advised of the outcome of their appeal via email from the Director of Learning Senior College.

### 4.2 Completing and submitting missed tasks

Students should assume that missed assessments will be submitted or completed on the first day they return to school, and be prepared to do so.

To ensure the validity of any assessment completed after the scheduled date the Leader of Learning at their discretion, may alter the questions on the original assessment task and will arrange a suitable time for the assessment task to be undertaken as soon as possible.

In some cases, to be determined by the Director of Learning Senior College in consultation with the Leader of Learning, it may not be possible to submit or complete an assessment task beyond a specified date. Should a student's Illness/Misadventure Appeal be upheld, this will be regarded as a Missed Assessment Task.

#### 4.2.1 Determining results for Missed Assessment Tasks

If the outcome of an Illness/Misadventure Appeal is that an assessment must be considered to be a missed assessment task, the result for this assessment task will be replaced by the z-score average of a student's results on similar tasks in that particular subject, and/or their rank in other assessments.

This adjustment will be made at the end of the HSC course by the Assessment Committee, when the student has completed all other tasks in the Assessment Program for that subject.

However, despite the validity of any illness or misadventure, this can only occur for the minority of assessment in any one subject. All students must complete the majority of their assessment for each subject in valid and comparable conditions to the rest of the cohort.

#### **4.4 Illness/Misadventure during or influencing performance in Assessment**

Illness or misadventure that affects a student's performance in an assessment task can only be taken into consideration should they inform the supervising teacher that they are unwell or affected by circumstances beyond their control prior to the assessment task commencing.

Students should complete an Illness/Misadventure form with the required documentation. Original Doctor's certificates must be provided and dated on the day of or prior to the assessment task.

Students cannot appeal retrospectively, or after the return of results.

##### **4.4.1 Determining results for assessment tasks affected by Illness/Misadventure**

The assessment task, as completed, will be marked on its merits against the marking criteria, and will receive feedback.

If the Illness/Misadventure Appeal is upheld and the mark achieved is significantly below the student's average performance (based on other valid assessment data), the result will be replaced by the average of their results on the similar assessment tasks, and/or determined on the basis of their rank in other assessment.

This adjustment will be made at the end of the HSC course, when the student has completed all other tasks in the Assessment Program for that subject.

However, despite the validity of any illness or misadventure, adjustments can only occur for the minority of assessment in any one subject. All students must complete the majority of their assessment for each subject in valid and comparable conditions to the rest of the cohort.

## **5. Special Consideration in HSC Assessment and Examinations**

Applications for consideration for disability and HSC Examination provisions may be obtained from the Director of Enrichment and Learning.

NESA may approve disability provisions if a student has a special need that would, in a normal examination situation, prevent them from accessing and interpreting examination questions or communicating their response.

If the application is approved by NESA, the School will implement disability provisions for school-based assessments. The School will only implement disability provisions once they have been approved by NESA.

Students may not appeal the results on internal assessment tasks on the basis of not receiving a disability provision for an assessment if they have not applied/did not apply for and received provisions by NESA.

## 6.1 Academic Malpractice

### 6.2 Definition

Academic malpractice describes any actions by a student that seeks unfair advantage over their peers in the completion of an assessment task.

It refers to matters such as (but not exclusive to):

- Plagiarism (of published sources or other student work)
- Using unauthorised notes, materials or an electronic device (including mobile phones) while completing a task
- Frivolous or non-serious attempts at assessment
- Misrepresenting absence to seek advantage

### 6.3 Consequences of Academic Malpractice

In cases of suspected malpractice, the student will be required to meet with the Assessment Review Panel, made up of the Director of Learning Senior College, the Head of Senior College and the relevant Leader of Learning. The student will be given at least 24 hours' notice of the meeting and should be accompanied by a parent or other appropriate support person. Detailed notes will be taken during the meeting and kept as an official record on the student file. The student will be advised of the findings of the panel and the basis for their decision. The student may appeal to the Head of School if they disagree with the decision. The decision of the Head of School will be final.

In incidents of confirmed academic malpractice:

- A student will receive a mark of zero for the task in which they sought unfair advantage
- A detention will be issued, and
- Details of the student's actions will be entered into the NESA Register of Malpractice (a statutory requirement of all NSW schools for HSC Assessment Tasks)

### 6.4 Plagiarism

Plagiarism refers to the use of other people's ideas, words or work without acknowledging them as the original source.

Students who copy other people's work are misrepresenting it as their own. Plagiarism can be unintentional (due to poor research and writing skills) or deliberate (in seeking to copy someone else's ideas). In both cases, it is considered to be academic malpractice.

Plagiarism can include (but is not exclusive to):

- Copying from materials published by others, without directly acknowledging the source in appropriate ways.
- Having someone else write material or complete work (in the case of a practical work) on your behalf
- Submitting work written by another student
- Copying work from another student with or without their knowledge

The School uses academic honesty applications (including Turnitin) to confirm the authenticity of student work.

In circumstances where up to 50% of a submitted work meets the description of plagiarism, all identified work will be disregarded and the residual work marked on its merits. In circumstances where in excess of 50% of submitted work is plagiarised, the task will receive a result of zero.

## 6.5 Malpractice in test or examination-style tasks

Calculators, watches, or other electronic devices capable of storing data (including mobile phones) are forbidden when completing assessment tasks. Candidates are permitted to use their own silent, non-programmable calculators, but only in accordance with procedures determined in individual subjects. Drawing equipment (including approved Mathaids) may be allowed in particular subjects with the pre-approval of the Leader of Learning.

Mobile phones or devices capable of storing data must not be taken into any assessment task. Students found to be in possession of a mobile phone or device will receive a mark of zero on that particular assessment task (even if the device is switched off). This decision is final and the penalty will be imposed automatically.

No books, papers, notes or written material may be taken into any examination (or test) without the pre-approval of the Leader of Learning. Pencil cases, calculator covers, drawing equipment, etc. must not have any written material on them. Any material written on a student's hands, arms or other parts of their body will be assumed to be for the purpose of advantaging them in the task.

Students found to have notes in their possession during an assessment task will receive a mark of zero on that particular assessment task.

Students must not copy from another student or allow their work to be copied. Students must not allow their answers to lie on desks in such a way as to be visible to others (they should turn them face down) or allow any papers to lie on the floor (including working paper). Students must not take out from the assessment room any examination answer booklets, whether used or unused.

Under no circumstances may a candidate talk to or communicate in any form with another candidate.

Breaching any of the rules listed above constitutes academic malpractice.

## 6.6 Seeking unfair advantage

Students must attend all scheduled lessons on the day of an assessment task. Any lateness or absence prior to completing an assessment will require prior approval from the Director of Learning Senior College and/or an original doctor's certificate explaining the absence.

Students should ensure they attend school on the day prior to completing an assessment task, and meet their commitments to classes and their other obligations. Students absent on the day prior to an assessment without approved leave should be prepared to provide an original doctor's certificate on request.

In some assessments a word limit will be stipulated. Those responses that are deemed to be excessively long will be penalised. The student will be asked to resubmit their piece of work within 24 hours of being notified of its excessive length. The resubmitted piece of work must be a shortened version of the original. No new work may be included. The work will be marked against the published criteria and a 10% penalty will be applied.

## 6.7 Non-Serious Attempts at Assessment

NESA regards frivolous or non-serious attempts at assessment tasks to be examples of academic malpractice. Non-serious attempts include responses with limited engagement with the requirements of the task or unrelated and objectionable material.

A non-serious attempt at an assessment task will result in an N-determination warning letter being issued. A student identified as making a non-serious attempt at an assessment task will be required to redo the task. The original mark will still count.

## 7.1 Assessment Marks and Ranks

### 7.2 Results on individual assessment tasks

After the completion and marking of an assessment task, students will be given:

- their marked work
- the marking guidelines
- feedback on their performance
- an opportunity to discuss the task with their teacher and/or markers

Any appeals regarding the marking of an individual task must be resolved at the time when the task is returned to the student. Students must raise any concerns with the class teacher at the time in which the task is returned.

- In the case of essays, an intention to consider an appeal should be lodged with the teacher before the end of the lesson when the work is returned. In such a case, the teacher will initial each full page of the essay and also draw a line at the end of it. The student may then take the essay home, read the marker's comments carefully and consider further whether to proceed with an appeal. Any such appeal must be made within two days.
- In every other circumstance, once a student removes their marked work from the classroom no changes to the mark can be made.

Any appeals regarding the result on an assessment task will be resolved by the relevant Leader of Learning. Unresolved and final appeals should be made to the Director of Learning Senior College.

### 7.3 Cumulative Assessment Results

Students will not receive cumulative HSC assessment marks from either the School or NESAs.

Students will receive an Assessment Rank Order indicating their rank in each subject at the completion of the HSC Course. Following each assessment task, a student's raw mark is converted to a z-score on *Edumate*. The z-score represents the distance between the student's raw score and the assessment mean in units of the standard deviation. The z-score is negative when the raw score is below the mean and positive when it is above the mean. Weightings are applied to each of the individual z-scores to achieve a final z-score for each boy in each subject. This final list of z-scores determines a student's final ranking in a subject. Rank orders are kept progressively and available to the students at the completion of each assessment task on *Edumate*.

If it is necessary to estimate a student's result on a particular assessment task due to an upheld Illness/Misadventure appeal, that estimate will be based on the average of the z-scores achieved by that student on all other assessment tasks in that particular subject.

### 7.4 Appeals on HSC Assessment rank order

Should a student, on receiving their Assessment Rank Order at the end of the HSC Course, believe that there is an error, they should contact the Director of Learning Senior College immediately to resolve the issue.

If a student considers the resolution inaccurate, they may lodge an appeal with NESAs against their HSC assessment ranking in a particular subject. The Director of Learning Senior College will supply the NESAs documentation to be completed and submitted prior to the date outlined by NESAs.

Performance in individual assessment tasks will not be reviewed or remarked as part of an appeal process. Retrospective illness/misadventure appeals on individual assessments are not accepted as grounds for appeal.

On receiving an appeal, the School will convene an Assessment Review Panel comprising the Director of Learning Senior College, the Head of Senior College, and the relevant Leader of Learning who will formally review and evaluate the validity of the rank-order in question and report to both the student and NESA. Should it be necessary, further information on this process can be obtained from the Director of Learning Senior College.

## 7.5 Reliability of assessment data

The practices and procedures associated with the delivery, marking and moderating assessment at the School are designed to ensure the quality of both the nature of assessment and the validity of the data it creates.

If a Leader of Learning is concerned that an assessment task has produced invalid or unreliable results they will meet with the Director of Learning Senior College and the Head of Senior College to review the results. At no stage will raw marks from an assessment task be discarded. If it is determined that the results are invalid or unreliable and cannot be moderated legitimately to result in a statistically sound spread of student results, the task will be declared void and will be rescheduled. Given the timing and circumstances, it may be necessary to modify the length or nature of the task. Students will be given a minimum of two weeks written notice of any rescheduling of a task under these circumstances.

Students should raise any concerns that they have in regard to the School's assessment processes and procedures with the relevant Leader of Learning (if subject specific) or with the Director of Learning Senior College if of a general nature.

## 8.0 HSC Examinations

HSC Examinations are administered by NESA through their appointed representative at the School, the HSC Presiding Officer.

Students should ensure they are familiar with the procedures governing HSC Examinations. Issues affecting student performance in or completion of HSC Examinations are the responsibility of [NESA](#).

Any appeals for illness/misadventure relation to HSC Examinations are the responsibility of the student and must be made to the Presiding Officer. Students must make the Presiding Officer aware of their intention to submit an illness/misadventure appeal prior to the commencement of an examination. The necessary forms may be obtained from either the Director of Learning Senior College or the Presiding Officer. All appeals must be lodged before the date shown in the Higher School Certificate Events Timetable. Those relating to oral and practical examinations must be submitted within one week of the examination or submission date. Full details of submission procedures are given on the NESA form. Any queries should be referred to the Director of Learning Senior College.