

Oran Park Anglican College



STAGE 6

Policies and procedures for eligibility
for the award of HSC

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Stage 6 Information on Policy and Procedures 2018-2019

1. Introduction

This booklet summarises the requirements and expectations for the Preliminary Year leading to the Higher School Certificate in 2019. It includes:

- Rules and Regulations
- College Policies and Procedures

2. Higher School Certificate Eligibility

The NSW Education Standards Authority (NESA) are responsible for setting all regulations for the Higher School Certificate. This Certificate is generally awarded to eligible students at the completion of two years of senior secondary education that is Years 11 and 12.

In order to qualify for a Preliminary Record of Achievement, students are required to:

- have completed Year 10 or an equivalent qualification
- attend an accredited school
- satisfactorily complete courses that meet the pattern of study requirements
- sit for and make a serious attempt at the required examinations and assessment tasks.

The Higher School Certificate is accompanied by a Record of School Achievement (ROSA) which lists all courses studied in Years 11 and 12 and the performance grades achieved within each course.

3. Attendance

Because a high level of attendance at lessons is necessary to achieve satisfactory completion of the course, students are expected to attend all lessons in their subjects, unless reasons for not attending are substantial. The College expects all students to maintain satisfactory attendance to make sure that courses are completed and all course requirements are met.

Leave During Term Time – For family holidays, Elite Sport or Employment in the Entertainment/Hospitality Industry

In 2014 the NSW Government introduced amendments to the legislation relating to leave applications and, commencing in 2015, the Minister for Education instituted changes to the process of the recording of attendance and applying for absence from School.

Any family holiday taken during term time will be counted as absence. Families are requested to holiday **or travel during school vacation time only**. Instead, if “in-term holidays” are unavoidable, parents should apply for leave in writing using the Extended Leave Form, directly to the Principal providing essential details at least four weeks prior to the time of leave. These forms are available via the Student Reception.

An Application for a **Certificate of Exemption is required for all non-holiday related requests for leave.** (These include for example, exceptional circumstances, elite non-school sport, participation in the elite arts program, employment in the entertainment industry). Parents need to submit an **Application for Exemption from Attendance at School Form** to the Principal for approval at least two weeks prior to the requested Exemption period.

If the reason for requesting leave is in keeping with the requirements under the Education Act and considered to be in the student's best academic interests, the Principal will accept the request and if leave is granted, the absence will be recorded as "L" (Leave/Absence). If the Principal does not accept the request for leave, it will be recorded as "A" (Unexplained or Unjustified Absence). If leave is approved by the Principal, a Leave Approval letter will be issued and emailed to parents. Parents will be notified by letter if leave is not approved.

A copy of all Leave/Exemption documents will be kept on the student's file. In the case of Certificates of Exemption, the original must be kept by the parents.

The following must be taken into consideration when applying for Leave/Exemption:

In general, the taking of long periods of leave is discouraged. **Vacations taken outside normal school holidays will not normally be accepted as a valid reason for absence from, or non-submission of, an assessment task.** However, application to the Principal must be made well in advance to minimise disruption to a student's educational progress. When the period of leave requested is extensive, the student must demonstrate to the Principal that outcomes in each course will be achieved.

Leave during Years 10 to 12 is extremely difficult because of the NSW Education Standards Authority Assessment requirements. Students/Parents who are seeking leave will need to consult with the Senior School Coordinator, to determine how they might complete all NSW Education Standards Authority Assessment and Coursework requirements well before plans and bookings are made for any absence. Breaches of the NSW Education Standards Authority rules can result in the non-award of the external certificate. If exceptional leave is approved any hand-in assessment task that falls within the leave period must be completed prior to departure or submitted by the due date electronically unless a suitable arrangement can be made with the Senior School Coordinator, to complete the task at a later date. Formal documentary evidence will need to be provided to justify leave when an assessment task is scheduled during the leave period. Any class work must be caught up.

If the student takes leave that is not approved they will receive a mark of zero for any hand-in assessment task that is not submitted by the due date or any in-class task or examination that falls in that period. In addition, students must still complete the missed task upon their return to College.

College fees continue to be payable during these absences. **Teachers are unable to provide detailed work for extended periods but can make suggestions for study whilst the student is away.**

4. Units

All courses have a unit value, which refers to the class time allocated to the subject.

Number of units	Minimum total time	Typical time per week	Number of 55-minute lessons in a ten day timetable	Maximum marks in HSC
1 unit	60 hours	2 hours	5 periods	50 marks
2 units	120 hours	4 hours	9 periods	100 marks

5. Pattern of Study – Subjects and Units

Typically, each course of study involves at least 240 hours of class time over two academic years. The course is split into two portions:

- the Preliminary Course
- the HSC course

Each of these portions has its own outcomes, content and requirements for formal assessment.

Preliminary Studies refers to subjects and courses typically studied in Year 11.

Preliminary courses:

- are usually studied over three terms
- are usually completed by the end of Term 3 of “Year 11”

A student must:

- satisfactorily complete the Preliminary course to be eligible to attempt the HSC course in a subject
- complete at least 12 units of Preliminary courses, including at least 2 units of English

HSC Studies refers to subjects and courses typically studied in Year 12.

HSC courses:

- are usually studied over four terms
- typically commence in Term 4 of Year 11
- are completed by the end of Term 3 of the following year

To qualify for the Higher School Certificate a student must satisfactorily complete a Preliminary pattern of study comprising at least 12 units and a HSC pattern of study comprising at least 10 units. Both patterns must include:

- at least six units of Board Developed Courses
- complete at least 10 units of HSC courses, including at least 2 units of English
- at least three courses of two units value or greater (either Board Developed or Board Endorsed Courses)
- study at least 4 subjects, a maximum of six units from courses in Science in each study pattern

6. Australian Tertiary Admission Rank (ATAR)

The ATAR is a number between 0 and 99.95 with increments of 0.05. It provides a measure of your overall academic achievement in the NSW HSC in relation to that of other students, and it helps universities rank applicants for selection.

It is calculated on behalf of the universities and released by UAC. The ATAR is a rank, not a mark. Your ATAR indicates your position relative to the students who started Year 7 high school with you. An ATAR of 80.00 indicates that you have performed well enough in the HSC to place you 20% from the top of your Year 7 group, had all students in this group completed Year 12 and been eligible for the ATAR.

It is important to note that your ranking depends solely on your performance in the HSC.

ATARs are calculated for all ATAR-eligible students, but not all students are notified. Only NSW HSC students who indicate on their HSC entry forms that they wish to be notified of their ATAR will receive an ATAR Advice Notice from UAC in the mail at about the same time they receive their HSC results from the NESAs (NSW Education Standards Authority).

Are you eligible for an ATAR?

To be eligible for an ATAR you must satisfactorily complete at least 10 units of ATAR courses. These ATAR courses must include at least:

- eight units from Category A courses
- two units of English
- three Board Developed courses of two units
- four subjects.

How is your ATAR calculated?

Your ATAR is based on an aggregate of scaled marks in 10 units of ATAR courses comprising:

- your best two units of English and
- your best eight units from the remaining units.

No more than two units of Category B courses can be included.

7. Course Completion

For each course, students must:

- follow the course specified by the NESAs
- apply themselves with diligence and sustained effort to the set tasks and experiences
- achieve some or all of the course outcomes

The College is required to certify that students have satisfied these expectations.

8. Assessment Plan

Each student's achievement in each course will be measured through formal assessment. This assessment will determine what a student knows, understands and is able to do. There will be a variety of assessment tasks in each course.

The assessment plan in each course is designed to measure the extent to which each student achieves the defined outcomes of the course. In Preliminary courses the formal assessments are the major indication of satisfactory completion. In HSC courses the formal assessments all contribute to the assessment mark which is reported as part of the student's HSC results. The Assessment mark is not to be regarded as an indication of how the student will perform in the HSC examination.

Students should keep all completed assessment tasks until after the HSC examinations.

The plans and calendar weeks, for formal assessment in each subject will be issued in an Assessment Handbook.

9. Assessment Policy

Number and type of tasks to be used

- Three tasks in Preliminary Courses and three to four tasks including the trial HSC are considered sufficient to adequately assess the components of most courses according to NESA
- The Assessment tasks should be appropriate to the outcomes and components of the course being assessed, for example tasks could include assignments, fieldwork studies and reports, model making, oral reports, research projects, practical tests and open-ended investigations, viva voce and improvisations.

Procedures for informing students

All students will be given and sign for a Preliminary/HSC Assessment booklet at the beginning of the Preliminary/HSC Course. This will contain the Assessment Schedule for each task and the week and term it will be administered.

Submission of Tasks

- a. The assessment tasks listed in the Assessment booklet will measure achievement of the outcomes of the Preliminary/HSC course and will determine the marks in the College ranks and grades reports.
- b. In addition to the Assessment book students will be given written notice of the assessment task a minimum of two weeks before the assessment is due containing:
 - A detailed description of the task
 - The outcomes being assessed
 - The weighting of the task
 - The marking criteria

- c. Assessment tasks will occur in the weeks designated in this booklet unless there is prior written notification from the Head of Senior School or the relevant Subject Co-ordinator.
- d. The relevant Subject teacher/coordinator will determine on which day of the designated week the assessment will fall. The Senior School Coordinator will meet with Subject Coordinators to determine a Year 11/12 Assessment due date calendar.
- e. All Assessments must be submitted by 3.30pm on the day they are due.
- f. If a task is submitted after 3.30 pm on the day it is due the student will receive zero.
- g. All hand in assessments must contain an assessment task cover sheet containing a tear off slip which is signed and returned to the student when the assignment is handed in. A copy of the cover sheet can be found at the back of this book.
- h. If assignments are submitted electronically they must be submitted through a system where the time of submission is recorded (eg. Canvas, Email).
- i. All assessment tasks must be a printed hard copy of the task unless specifically stated. Computer hardware or software failure will not be accepted as an excuse for late submission. Students cannot submit assessments via email unless specifically stated. When working on assessments students are advised that it is wise to have a backup computer copy of all tasks including backing up in the cloud eg OneDrive as well as draft printed copies. Electronic submission of a specific task is only permissible using systems such as Canvas or email for example, where this has been specified in the written notification of a specific task.
- j. If a student is ill or unable to complete an assessment for a valid reason they must
 - Ring the College office before 8.30 am on the day of the assessment to notify the College of the absence.
 - Download the “Illness/Misadventure” form from the College website and have it completed by a doctor or other suitable person.
 - Return the form to the Head of Senior School on return to College.
 - At that point the student will be required to complete the task or an alternate task designated by the Subject Coordinator/Teacher.
- k. Zero marks may be awarded when a student has not made a genuine attempt, or does not have a valid reason for not completing a task, or there is evidence of serious malpractice, such as plagiarism and cheating at examinations as determined by the Head of Senior School in consultation with the Subject Coordinator/Teacher. In addition, students are still required to complete or resubmit the task.
- l. Disability provisions similar to those given for the HSC examination will only be given to students for major examinations. They may be given in other school-based assessment tasks at the discretion of the subject coordinator and the Learning Support Coordinator.

Misadventure/Illness and Extensions

Misadventure/ illness is an event immediately prior or during an assessment that is beyond the student’s control and which allegedly affected the student’s performance in that assessment. (ACE manual Ref 9023).

Students can appeal for Misadventure/Illness using a Student Request Form available from Student Reception or it can be downloaded from the College website. It must be completed by a Doctor or other suitable person depending on the circumstances.

- m. The Head of Senior School, in consultation with the Subject Coordinator, will determine alternative arrangements for any missed assessment task.

- n. Extension of time may be granted only in very exceptional circumstances. Students are not to consider that extensions of time will be granted automatically for assessment tasks. In very exceptional circumstances, it is the student's responsibility to submit a request for this special consideration from the Head of Senior School well before the due date of the assessment task. Students will need to apply to the Head of Senior School before the due date, using the form from the website or from Student Reception in order to be granted an extension. **Vacations taken outside normal school holidays will not normally be accepted as a valid reason for absence from, non-submission of, an assessment task.**
- o. Malpractice is any activity undertaken by a student that allows them to gain an unfair advantage over others. It includes, but is not limited to:
- copying someone else's work in part or in whole, and presenting it as their own
 - using material directly from books, journals, CDs or the internet without reference to the source
 - building on the ideas of another person without reference to the source
 - buying, stealing or borrowing another person's work and presenting it as their own
 - submitting work to which another person such as a parent, coach or subject expert has contributed substantially
 - using words, ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement
 - paying someone to write or prepare material
 - breaching school examination rules
 - using non-approved aides during an assessment task
 - contriving false explanations to explain work not handed in by the due date
 - assisting another student to engage in malpractice.

Any student found guilty of malpractice in an assessment task shall lose between 10% and 100% of the mark depending on the nature of the malpractice. In the event that malpractice affects more than 50% of a submitted task, this may be considered severe malpractice and may result in a zero mark being awarded. The penalty will be determined by the, Head of Senior School and Subject Co-ordinator of the subject involved.

- p. Failure to submit an assessment task on the due date because of truancy (that is unauthorised absence) will automatically result in zero marks being awarded for that task.
- q. The Head of Senior School, in consultation with the Subject Coordinator, will determine an alternative task in the result of a non-completion, non-serious attempt and/or plagiarism.
- r. Failure to complete an Assessment Task within the allocated time provided, either as an in class period task or for that element of a larger task will result in a zero being awarded.
- s. Even though zero marks may result due to lateness, students still must submit the task. Failure to submit or complete work is also grounds for an 'N' determination for that task i.e. Non Completion of a task. Non-completion of a task may put the student's HSC in jeopardy.

10. Assessment Review

- t. A student may seek clarification about assessment results from their teachers. This may result in re-marking of the task or a section of the task. After this process, a student may submit an appeal against the administration of any assessment task. The student must complete the form "Application for Appeal" within a week of a problem occurring and will be considered by an appeals committee comprising the Principal, the Head of Senior School and the relevant Subject Coordinator.
- u. An assessment review should focus on the College's procedures for determining the final assessment mark. Students are not entitled to seek a review of a teacher's judgements of the worth of individual performance in assessment tasks at the end of the course. The marks or grades awarded will not be subject to review as part of this process. Any disputes over an individual task must be resolved at the time a task is returned.

11. Special Requirements for VET courses and Major Works

VET students have to complete mandatory 35 hours of industry workplace requirements in each year of the Preliminary and HSC courses.

Students studying courses with a Major Work practical component must complete their work at school. Special Requirements for work that is done at home must follow NSW Education Standards Authority guidelines to enable certification by the class teacher.

Students who are submitting Major Works in Visual Arts, Design and Technology etc. must ensure that their submitted work(s) comply strictly with the NESA requirements, in terms of deadlines, size dimensions, weight, volume, running time limits (for film or video works), nature of materials used etc. The Education Standards Authority will not accept works that are oversized, overweight, over the prescribed running time or constructed of prohibited material.

These requirements are set out in the ACE Manual and in the relevant Subject Manuals. These can be found on the NSW Education Standards Authority web site, at www.boardofstudies.nsw.edu.au

12. Achievement in HSC Courses and Feedback

For Preliminary and HSC Courses the College will report on each student's achievement against the NSW Education Standards Authority outcomes.

Marks awarded for assessment tasks must reflect the differences in student performance. This is achieved by the making guidelines using the full range of marks available for the task.

- Information on marking guidelines may be found [here](#)

- This does not mean that marks must be spread across the whole range nor does it mean that they must fall between 50 and 100 which is the range of most marks when assessments have been moderated.

Students must receive full written feedback on all assessment tasks.

13. 'N' Determinations

A student who fails to meet the requirements in any course can receive an 'N' for that course, to indicate this non-completion. Courses that are not satisfactorily studied will not be listed on the Record of School Achievement (ROSA).

Prior to an 'N' being awarded the student and the parent/guardian will be given written warnings. Students who do not complete an assessment task will be sent a N award warning letter as per the NSW Education Standards Authority Policy with a new date by which the task has to be completed. These warnings will be early enough for the student to correct the problem and meet course requirements. If the task is not completed by that date a second warning letter will be sent. If not completed the student will be interviewed by the Head of Senior School who will notify the student of the possibility of a 'N' determination in that subject.

An 'N' can lead to a student not satisfying the requirements for a Preliminary course. As a consequence the student will be ineligible for the HSC course in that subject.

14. Student Entry

The College is responsible for completing a formal entry for each student who takes Preliminary and HSC courses. This will be done by the Head of Senior School.

15. Student Transfers to the College

Any student who transfers into the College after the 30 June the previous school is responsible for providing assessment marks.

16. Accumulation of Preliminary and HSC courses

It is possible to accumulate Preliminary and/or HSC courses over a period of up to five years. Accumulation of courses will normally happen only after formulation of a detailed plan, in consultation with the appropriate College staff.



Submission of Preliminary or HSC Assessment Task

(Attach this form as the front cover of any submitted assessment task)

Student Number: _____

Course: _____

Due Date of Submission: _____

Name or Description of Task: _____

Certification:

- I certify that the work being submitted is my own.
- Any material copied from textbooks, journals, CD-ROM's or the internet is clearly identified and acknowledged.

Student's Signature: _____ **Date:** _____

Receipt (completed by student, checked and signed by teacher or designated staff member)

Name of teacher (to whom task is due): _____

Name of teacher or staff member receiving task: _____

Teacher Signature: _____

Date: _____ Time: _____

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Receipt (completed by student, checked and signed by teacher or designated staff member)

Submission of _____
(name of task)

Student Number: _____

Name of teacher (to whom task is due): _____

Name of teacher or staff member receiving task: _____

Teacher Signature: _____

Date: _____ Time: _____

Second receipt to be returned to student