



STUDENT ASSESSMENT HANDBOOK

HIGHER SCHOOL CERTIFICATE

2021

Please note: Tear off & return 'Acknowledgement Slip' on back page

Contents

Part 1

Assessment Policy and Procedures

1. Assessment Policy Summary	3
2. Responsibilities.....	5
3. Issues with Assessments	8
4. Official Warning Letters	11
5. Examinations	12
6. Assessment Advice for HSC VET Courses.....	14
7. Links and Resources.....	15
ASSESSMENT SCHEDULES.....	16
Agriculture	17
Ancient History	18
Biology	19
Business Studies	20
Chemistry	21
Community and Family Studies.....	22
Construction Certificate II Pathways CPC20211.....	23
Assessment Summary for CPC20211 Certificate II in Construction Pathways	24
Earth and Environmental Science	25
English Advanced.....	26
English Extension 1	27
English Extension 2	28
English Standard.....	29
English Studies.....	30
Food Technology	31
Hospitality - SIT20316 CERTIFICATE II	32
Industrial Technology –Multi Media	34
Industrial Technology –Timber Products & Furniture.....	35
Legal Studies.....	36
Mathematics Advanced.....	37
Mathematics Extension 1	38
Mathematics Standard 1	39
Mathematics Standard 2	40
Modern History	41
Music	42
Personal Development, Health and Physical Education	43
Physics	44
Society and Culture	45
Software Design & Development	46
Textiles and Design.....	47
Visual Arts.....	48
Forms-This section provides samples of forms used in relation to assessment.....	49
1. Official N-warning Letter Sample.....	49
2. Illness/Misadventure Application.....	51
(2A) Independent Evidence of Illness	52
(2B) Independent Evidence of Misadventure.....	53
3. Assessment Appeal Application	54
Acknowledgement Slip	58

PART 1

ASSESSMENT POLICY AND PROCEDURES

1. Assessment Policy Summary

With regard to assessment NESA (NSW Education Standards Authority) requires that each school be responsible for:

- establishing policies and procedures across the school which ensure a consistent approach
- ensuring the valid distribution of grades in different subjects
- ensuring that students and their parents are aware of the system and in particular that students are informed of their responsibilities and the details of the assessment program
- setting up procedures for appeals

This document provides a description of those processes as they pertain to **Moruya High School** and is to be read in conjunction with the **Moruya High School** Assessment Policy as well as the [Core Rules: Student discipline in NSW Government Schools](#).

Core Rules

Student discipline in NSW Government Schools

All students in NSW Government schools are expected to:

- Attend every school day, unless they are legally excused, and be in class on time and prepared to learn.
- Maintain a neat appearance, including adhering to the requirements of the school's uniform or dress code policy.
- Behave safely, considerately and responsibly, including when travelling to and from school.
- Show respect at all times for teachers, other school staff and helpers, including following class rules, speaking courteously and cooperating with instructions and learning activities.
- Treat one another with dignity and respect.
- Care for property belonging to themselves, the school and others.

Behaviour that infringes on the safety of others, such as harassment, bullying and illegal or anti-social behaviour of any kind, will not be tolerated.



Source: https://www.det.nsw.edu.au/policies/student_serv/discipline/stu_discip_gov/core_rules.pdf

HSC REQUIREMENTS

To qualify for the Higher School Certificate students 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 from Board Developed Courses
- at least two units of a Board Developed Course in English
- at least three courses of two units value or greater (either Board Developed or Board Endorsed Courses)
- at least four courses

To satisfy pattern of study requirements for the Higher School Certificate a student may count a maximum of six units from courses in Science in each study pattern. A student will be considered to have satisfactorily completed a Preliminary and HSC course if, in the Principal's view, there is sufficient 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.

HSC ASSESSMENT

The Higher School Certificate (HSC) is the highest educational award in secondary education in New South Wales. It is awarded to students who have satisfactorily completed Years 11 and 12 at secondary school. To be eligible, students must meet HSC course requirements and sit for the state-wide [HSC examinations](#). Read more about [how the HSC works](#) on Students Online.

Students will complete school-based assessments as part of their HSC, which together contribute 50% of their final HSC mark for a course (except VET courses). Assessment tasks allow students to show what they know, understand and can do in ways that may not be possible in a written examination. Tasks may include tests, written assignments, practical activities, fieldwork and projects.

Honesty in HSC Assessment – the Standard

This standard sets out the NESAs requirements concerning students submitting their own work in HSC 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 the NESAs subject specification documentation. Use of 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 malpractice very seriously and any 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 deliberate acts of malpractice amount to corrupt conduct and, where appropriate, NESAs will report matters to the Independent Commission Against Corruption.

These requirements should be read in conjunction with NESA syllabuses and policies in related areas such as malpractice and satisfactory completion of a course. They include:

- [Honesty in HSC Assessment – the Standard](#)
- [Rules and Procedures for Higher School Certificate Candidates](#)
- [Assessment Certification and Examination Manual](#)
- [Advice for students about HSC assessment](#)
- [HSC Assessment and Submitted Works – Advice to Students](#)
- [HSC Assessments and Submitted Works-Advice to Parents](#)
- [HSC Assessments and Submitted Works-Advice to Teachers](#)
- [HSC: All My Own Work](#)
- [HSC assessment in a standards-referenced framework - A Guide to Best Practice.](#)

2. Responsibilities

THE RESPONSIBILITIES OF THE SCHOOL

The school is required to provide students with the following information:

- an assessment schedule that has been developed for each course, within the guidelines provided by the NESA, incorporating mandatory assessment components and weightings for that course
- NESA document [HSC Rules and Procedures Guide](#) .
- an assessment schedule, which outlines what components of each course are to be assessed, when the assessment tasks are scheduled and the relative weighting for each assessment task. **The schedule of tasks for each course appears in Part 2 of this booklet.** Students will be informed of assessment policy and procedure and sign in acknowledgement of this (see 'Forms' in PART 3 of this document)
- written notification provided to students at least two (2) weeks in advance of the scheduled assessment task
- at the completion of each task, students will receive:
 - a mark for that task
 - the marking criteria and
 - feedback concerning areas for further improvement
- in exceptional circumstances, some tasks may be rescheduled or substituted during the course of the year. In such cases, Head Teachers or class teachers will inform students of the new arrangements at least two weeks in advance.
- where a completed task has been declared void, a new task will be set, and the same requirement of two week's notification is required.

THE RESPONSIBILITIES OF THE STUDENT

To meet the assessment requirements for HSC courses, the student will:

- be aware of their assessment schedule and contact their teacher if they do not obtain the necessary information
- make a serious attempt at all assessment tasks for each course that they are studying (If a student is deemed to have made a non-serious attempt, a mark of ZERO may be awarded for the task and the student will need to re-submit the task. This will be in consultation between the student, the class teacher, and the Head Teacher.)
- be responsible to be present for, or to hand in all assessment tasks at the required time as specified by this booklet, the assessment calendar, and the specific task notification
- complete assessment tasks according to assessment schedules. **The schedule of tasks for each course appears in Part 2 of this booklet**
- follow all instructions given for the task
- follow the rules of conduct for examinations
- submit work on the due date (If you are absent on the day of a task due to illness, you must let your teacher know. You MUST obtain a medical certificate for the time you are away.)
- comply with all the NESAs requirements for Major Projects / Works
- demonstrate they have followed the course; demonstrate sustained diligence and effort in each course; and demonstrate achievement in some or all of the course outcomes
- complete all set learning tasks (not just Assessment Tasks) in order to achieve course outcomes even when absent from class
- attend classes regularly and ensure their **attendance does not fall below 90%** to meet each course requirement
- contact their class teacher or Head Teacher of the faculty if there is any doubt about the requirements of the course assessment policy
- be responsible for completing and submitting Assessment Tasks by submitting their assessment task prior to 8:50am local time on or before the due date, via the method specified by the class teacher
- anticipate for known educational or family activities that may clash with due dates (for example band camp, representative sport, debating) by negotiating with their teacher an alternative submission date that is prior to the published due date. In the case of an extended family holiday (which must be approved by the school principal) it may be possible to negotiate a due date that is after the published date. Students need evidence in writing and must complete an ***Illness/Misadventure form*** (see **PART 3 of this booklet**).

THE RESPONSIBILITIES OF THE TEACHER

In order to support students to successfully meet the NESAs requirements for HSC courses and assessment, teachers will:

- develop an assessment schedule of 3 tasks for Year 11 and 4 tasks for Year 12 of various types for 2 unit courses in line with NESAs requirements. eg formal examinations, practical tests, oral presentations
- allocate weightings to each of the tasks in accordance with the component weightings and the school's judgment of the relative importance of each task
- supply their students with detailed information (Assessment task notifications) about each assessment (**The schedule of tasks for each course appears in Part 2 of this handbook.**)
- provide written notification to students at least two (2) weeks in advance of the scheduled assessment task
- ensure each assessment task notification includes:
 - topic/module being assessed
 - day and date due
 - weighting of the assessment
 - syllabus outcomes to be assessed

- the nature of the task eg: oral recording, extended response, typed report etc
 - description of the task requirements
 - marking criteria and/or marking guidelines
 - any special arrangements required.
- arrange for disability provisions for the completion of assessment tasks for those students who were granted such provisions by the Learning and Support Teacher (LaST), or in accordance with the adjustments and accommodations agreed upon in the student's current Individual Learning Plan
 - provide feedback for each assessment by doing the following:
 - return assessment tasks to students within 2 weeks of submission
 - provide appropriate and specific feedback about the student's performance in the task
 - include marks where appropriate
 - make accurate judgments concerning each student's achievement in relation to the course
 - return the task with marking guidelines, and strategies and suggestions for improvement
 - collate and maintain the assessment marks and related information during the course
 - refer appeals and variations to the curriculum Head Teacher and/or DP and/or Principal for determination, under exceptional circumstances, following the outlined Assessment Task Appeals process
 - if a change of date for completion of a task is required there is no need for a further two weeks' notice provided the task is not being brought forward
 - under certain circumstances, teachers may find it necessary to vary their Assessment Schedules. If this should occur, students will be informed in writing.

THE RESPONSIBILITIES OF THE HEAD TEACHERS

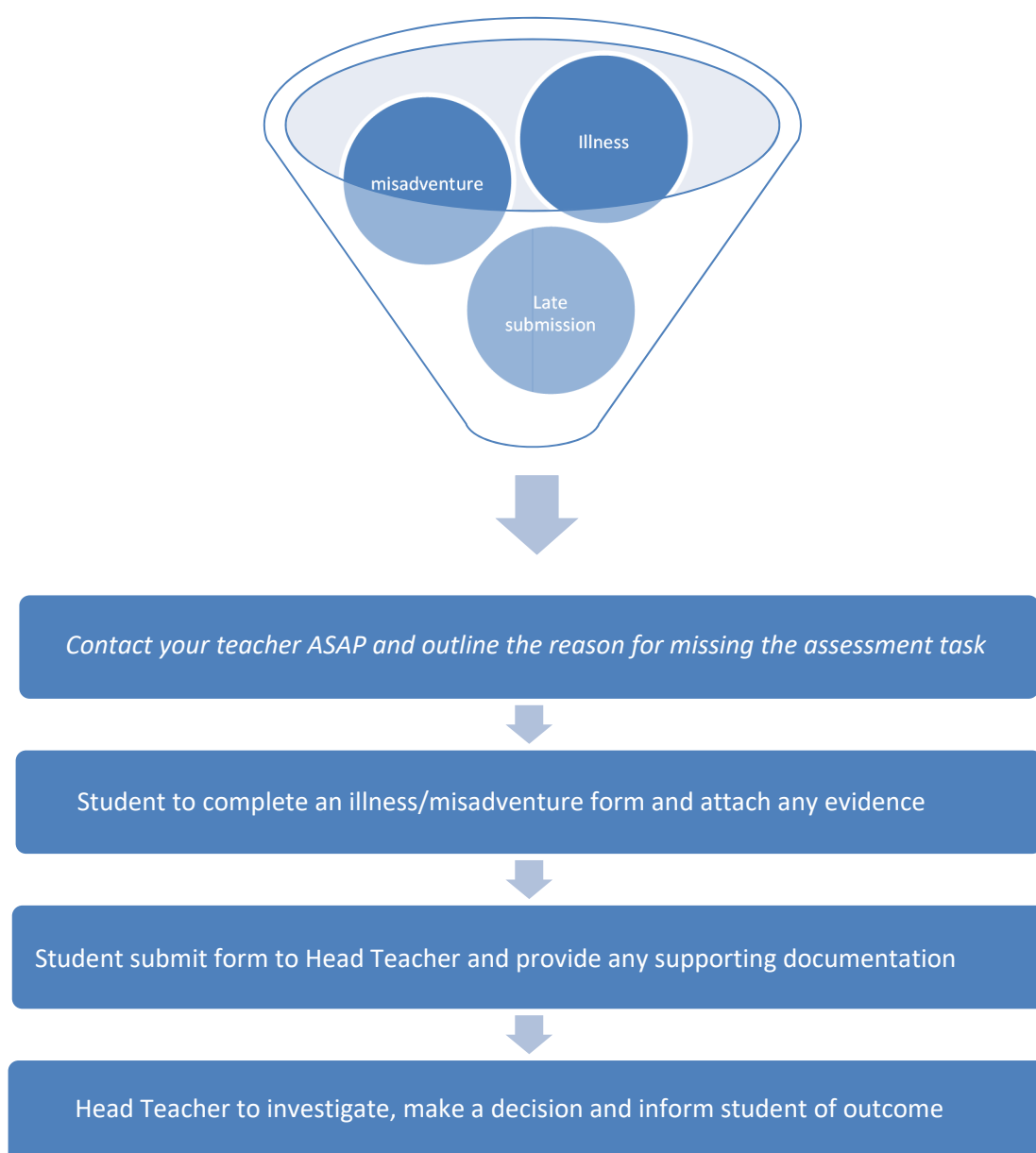
In order to support students to successfully meet the NESAs requirements for HSC courses and assessment, Head Teachers will:

- advise the DP of any alternative arrangements for the task that may be approved
- keep a copy of the task in print and/or electronic form in case the original is mislaid
- make decisions about extensions, malpractice, illness/misadventure in consultation with teachers and senior executive as appropriate
- follow up any concerns with assessment tasks at the time they are marked and returned (See Appeals Procedure for school-based assessment task)
- check assessment schedules to ensure they accurately reflect course component weightings and a balance of skills, knowledge and understanding
- ensure all students must follow the principles and practices of good scholarship, as described in the [HSC: All My Own Work](#) program
- ensure all students must comply with the standard set out by the NESAs in [Honesty in HSC Assessment – the Standard](#)
- maintain 'markbooks' and/or centralized systems of record keeping to suit the reporting methods used by Moruya High School
- ensure that all classes doing the same assessment task for the same course are dealt with equitably.

3. Issues with Assessments

All issues with assessments must be dealt with using the illness/misadventure form provided (see Part 3). This form must be printed, completed and signed by the student and parent/guardian, and then provided to the Head Teacher of the faculty concerned. The forwarding of documents **MUST** occur within 2 working days.

The Head Teacher will review your application and the supporting documentation before deciding to uphold or decline each component of your application. He/She will review your statements, including the medical or misadventure evidence. Each incident is treated independently, which is why it is important to have comprehensive evidence. The Head Teacher is responsible for monitoring these issues with assessments and if a pattern is detected, then referral to the Deputy and/or Principal may be required for further action. This process is summarised in the diagram below.



LATE SUBMISSION OR NON-COMPLETION OF AN ASSESSMENT TASK

Should a task be submitted late, a zero will be issued. A student needs to clearly identify if special consideration is sought for the late submission AND the reason for such a request, using the *illness/misadventure form*. Inadequate preparation and/or lack of time management for the task are not grounds for an extension. Technology breakdown is also generally not grounds for an extension. It is the student's responsibility to back up all work and keep copies in different places (eg: USB, email to yourself, hard drive, hard copy, online/cloud storage or equivalent).

ILLNESS/MISADVENTURE

An extension for a task may be granted in exceptional circumstances, such as illness or misadventure (eg: accident, unforeseen event). Students are required to submit an *illness/misadventure form*. Where medical or extraordinary circumstances will prevent completion of the task by the due date, students should notify the teacher immediately.

When students are absent from class on the day of an "in-class" assessable task, they should expect to complete the assessable item on their first day of return to school with a completed *illness/misadventure form*.

NESA SPECIAL PROVISIONS

The NESA may grant special provision to students who have medical conditions that require, for example, rest breaks, food, special furniture. Where provisions are likely to be granted by the NESA they will also be available to students during the Trial HSC exams. Students who have special needs should discuss them with the school counsellor/Learning Support Teacher as early as possible so that appropriate documentation can be completed.

EXCURSIONS AND SCHOOL EVENTS

Timetabled assessment tasks must take precedence over all other school activities. Students are required to sit for the assessment task or submit a hand-in task as scheduled. No allowance will be made for students who attend an excursion for another subject instead of fulfilling their HSC Assessment obligations on the given date.

MALPRACTICE

All work presented in assessment tasks and HSC examinations (including submitted works and practical examinations) must be your own or must be acknowledged appropriately. Malpractice, including plagiarism, could lead to you receiving ZERO marks for the task or examination, and will jeopardise your HSC results.

Malpractice is any activity that allows you to gain an unfair advantage over other students. It includes, but is not limited to:

- copying someone else's work in part or in whole, and presenting it as your 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 your own
- submitting work that another person, such as a parent, coach or subject expert, has contributed to substantially
- using words, ideas, designs or the work of others in practical and performance tasks without appropriate acknowledgement
- paying someone to write or prepare material
- breaching school examination rules and/or breaching HSC exam rules
- disrupting an assessment task in any way

- cheating
- assisting others to cheat
- using non-approved aids during an assessment task
- contriving false explanations to explain work not handed in by the due date
- assisting another student to engage in malpractice

In the case of suspected plagiarism, students will be required to provide evidence that all unacknowledged work is entirely their own. Such evidence might include, but is not limited to, the student:

- providing evidence of and explaining the process of their work, which might include diaries, journals or notes, working plans or sketches, and progressive drafts to show the development of their ideas
- answering questions regarding the assessment task, examination or submitted work under investigation, to demonstrate their knowledge, understanding and skills

The **HSC: All My Own Work** program is designed to help Higher School Certificate students to follow the principles and practices of good scholarship. This student understanding and valuing ethical practices when locating and using information as part of their HSC studies

SCHOOL-BASED ASSESSMENT TASK APPEALS PROCEDURE

In the event that a student questions or has concerns relating to marked assessment tasks, these must be raised with the teacher within one week of receipt of the marked task. All appeals should be directed to the Deputy Principal within 5 days of the decision.

In particular, appeals can only be made on the basis of:

- the weightings specified by the school not conforming with the Board's requirements
- the procedures used by the school for determining the final assessment mark do not conform with its stated program
- breach of the Moruya High School Assessment Policy
- there being computational or other clerical errors in determination of the assessment mark

If necessary, appeals may be referred to the Principal for determination.

4. Official Warning Letters

A student will be considered to have satisfactorily completed a course if, in the principal's view, there is sufficient evidence that the student has:

- **followed** the course developed or endorsed by the Board; and
- **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

Where students do not complete components of the course, and do not subsequently provide documented explanation, official warning letters of concern (**'N' determination warning letters, see sample in PART 3**) will be sent to parents/caregivers outlining the areas of unsatisfactory completion of course requirements, including ZERO marks being awarded.

NON-SERIOUS ATTEMPT

A non-serious attempt may be described as any or all but is not limited to the following:

- failure to submit an assessment task
- submitting a frivolous attempt at an assessment task
- failure to submit, on request, evidence of weekly work completed

Where a student fails to comply with the NESA or school requirements for the satisfactory completion of a Preliminary or HSC course, the student will receive an official warning letter from the school outlining the nature of any outstanding work or assessment tasks and a reasonable time frame in which to complete it.

The warning letter is designed to give students the opportunity to redeem themselves. It will contain details of work to be completed and the timeframe for completion and return. To redeem an official warning letter, the student must comply with the letter's requirements in full.

Failure to submit assessment items to a reasonable standard will make it impossible for the Principal to determine if the student has achieved course outcomes. It may also indicate that a student has not applied themselves with diligence and sustained effort. In the case of failure to submit an assessable item, the Principal or their delegate will follow the N-Determination process.

AWARD OF ZERO FOR 50% OF THE ASSESSMENT MARK IN A SUBJECT

If a student is awarded 0 marks for the equivalent of 50% of the total assessment mark for a subject, because these tasks have been missed, the Principal cannot certify that the course has been satisfactorily studied.

In this case the course will not be included in the HSC results. This may mean that the student will not be eligible for the award of a Higher School Certificate, as a minimum of 10 units must be satisfactorily presented.

5. Examinations

RULES FOR THE CONDUCT OF A STUDENT IN EXAMINATIONS

If an assessment task is an examination, a student must:

- not speak to any person other than a supervisor during the examination
- not behave in any way likely to disturb the work of any other student, or upset the conduct of the examination.
- not take into the examination room, anything other than the aids specified. A list of specified aids, if any, will be issued to you before the examination.
- not cheat, copy or plagiarise from textbooks, the Internet or prepared materials.

The Year 11 Yearly examinations for all courses at Moruya High School will **commence Week 9 of Term 3, 2021.**

The Year 12 Trial examinations for all courses at Moruya High School will **commence Week 4 of Term 3, 2021.**

Further information, including the scope, format and timetable for these examinations will be provided for students 2 weeks prior to each examination period.

It is important that students attend the exams where possible even if he/she believe the performance in the exam will be affected. If a student cannot attend an exam because of illness or misadventure, notify the Deputy Principal immediately. Students should never risk harm in order to attend an exam, or attend an exam against medical advice.

Students must obtain documentary evidence generally on the day of the exam to support the illness/misadventure application. If a student did not sit the exam this evidence must indicate why the student was unable to attend.

EXAMINATION PROCEDURES FOR YEARS 11 AND 12

The following rules are to be observed by all students in relation to Half-Yearly, Yearly and Trial HSC examinations. Read them carefully and be aware of them prior to attending any examination. If you have any concerns regarding exams, see the Exam Co-ordinator.

1. You have the responsibility to know your examination timetable and to be at the right place at the right time.
2. You must complete your exam at the time specified on the timetable. Exam timetables are made available at least 2 weeks prior to an exam period and changes will not be made except for illness or misadventure (see item 17). **Do not plan holidays or other events in the exam periods below.**
Year 11: Yearly Exams – Term 3 Weeks **9 & 10**
Year 12: Trial HSC – Term 3 Weeks **4 & 5**
3. You are to be at the examination room 10 minutes before the exam is scheduled to start.
4. You are only allowed to take the equipment necessary for that examination to your desk. Bags and other equipment may be left at the back of the hall. No folders, books or watches are to be taken to your desk.
5. You must supply your own equipment, including pens, a calculator and any other necessary items. Calculators must be of an approved type. If in doubt, check with your class teacher or the Mathematics faculty, before the day of your exam.

6. Lined paper or exam booklets are provided for all exams. No paper may be taken into the exam room by students.
7. Mobile phones or other electrical devices are not to be taken into the examination room by any candidate.
8. You do not talk after entering the examination room.
9. If you have any requests or problems you put up your hand and wait until the supervisor approaches you. Do not leave your desk without permission.
10. Students are not permitted to leave exams early.
11. Remain at your desk until the exam is scheduled to finish. If you complete your answers early there is no talking or any form of communication with other students.
12. No one is to leave the examination room until all the papers are collected. This collection will be done while students are seated at their desks.
13. Remember - when your exam finishes other students may have a longer paper in the same room so leave quietly after your paper has been collected.
14. It is your responsibility to ensure that all necessary papers are handed in. Read all instructions carefully and comply with them.
15. If a student should need a toilet break during an exam they should raise their hand and await permission. Normally, there is no toilet access during the last 10 minutes of an exam.
16. Examinations are considered as a normal school activity. Standard school rules apply and school uniform should be worn.
17. **In the case of illness or misadventure** you must contact the school on the day of the exam or as soon as possible. Where an exam is missed, alternative arrangements may be made if the situation is unavoidable or beyond your control. In the case of illness, a *Doctor's Certificate* is expected. You need to contact the Exam Co-ordinator to make arrangements to catch up the exam *during* the examination period and where possible, on the *first day of your return* to school. An unsatisfactory explanation of absence or failure to make a suitable attempt to catch up an exam may result in a zero for that examination.
18. Cheating in any form is a serious offence. If it occurs, you may be awarded a zero for that exam plus have to explain your position with your parents/guardians present. A student disrupting an examination may be awarded a zero for that examination.

6. Assessment Advice for HSC VET Courses

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 including written tasks, practical demonstration, portfolio or assignments.

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 HSC 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 Education Standards Authority (NESA) 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.

Work placement is a mandatory HSC component in some courses and must be completed during the course. **(Refer to the specific course assessment summary for more detailed information).**

Note:

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

HSC Examination is only available in some VET courses. (Refer to the specific course assessment summary for more detailed information).

Note:

- Optional for students completing the 240 hour course and is intended for Australian Tertiary Admissions Rank (ATAR) purposes only. (Refer to the specific course assessment summary for more detailed information).
- Independent of the competency based assessment requirements for the Australian Qualifications Framework (AQF) VET qualification. 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 the HSC. This will only be used in the case of an illness/misadventure appeal. Students whose HSC pattern of study makes them eligible to receive an ATAR must sit the trial exam.

7. Links and Resources

NESA Assessment, Certification Examination <http://ace.bos.nsw.edu.au/higher-school-certificate>

NESA Support materials: Assessment
<http://syllabus.bos.nsw.edu.au/support-materials/assessment/>

Part 2

ASSESSMENT SCHEDULES

Term 4 2020	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
							Hospitality - Cluster 4 Mathematics Adv. - Task 1 Maths Standard 1 - Task 1 Maths Standard 2 - Task 1 Textiles - Task 1	Biology - Task 1 Business Studies - Task 1 Food Technology - Task 1 Ind. Tech. Multi Media - Task 1 Ind. Tech. Timber - Task 1 Music - Task 1 PDHPE - Task 1 Physics - Task 1	Community & Family - Task 1 Chemistry - Task 1 Earth & Environment - Task 1 Legal Studies - Task 1 Mathematics Ext. 1 - Task 1 Visual Arts - Task 1	Agriculture - Task 1 Society & Culture - Task 1 Software D & D - Task 1
Term 1 2021	Ancient History - Task 1 English Ext. 1 - Task 1	English Advanced - Task 1 English Standard - Task 1 English Studies - Task 1	English Ext. 2 - Task 1 Modern History - Task 1	Society & Culture - Task 2	Mathematics Adv. - Task 2 Maths Standard 1 - Task 2 Maths Standard 2 - Task 2	Mathematics Ext. 1 - Task 2 Ind. Tech. Multi Media - Task 2 Ind. Tech. Timber - Task 2	Chemistry - Task 2 Community & Family - Task 2 Earth & Environment - Task 2 Hospitality - Cluster 6 Visual Arts - Task 2	Biology - Task 2 Food Technology - Task 2 PDHPE - Task 2 Physics - Task 2	Agriculture - Task 2 Business Studies - Task 1 Legal Studies - Task 2 Music - Task 2	Construction - Cluster 7 Textiles - Task 2
Term 2 2021		Ancient History - Task 2 Modern History - Task 2	English Advanced - Task 2 English Ext. 2 - Task 2 English Standard - Task 2 English Studies - Task 2	Society & Culture - Task 3	Community & Family - Task 3 Construction - Cluster 8 Earth & Environment - Task 3 Mathematics Ext. 1 - Task 3 Visual Arts - Task 3	Mathematics Adv. - Task 3 Maths Standard 1 - Task 3 Maths Standard 2 - Task 3	Biology - Task 3 Food Technology - Task 3 PDHPE - Task 3 Physics - Task 3	Agriculture - Task 3 Business Studies - Task 2 Music - Task 3 Software D & D - Task 2	English Ext. 1 - Task 2 Legal Studies - Task 3 Ind. Tech. Timber - Task 3 Ind. Tech. Multi Media - Task 3 Textiles - Task 3	Ancient History - Task 3 English Advanced - Task 3 Hospitality Clusters 3A&B Modern History - Task 3
Term 3 2021	Chemistry - Task 3 English Ext. 2 - Task 3 English Standard - Task 3 English Studies - Task 3					English Studies - Task 4	Hospitality - Cluster 7	Software D & D - Task 3	Hospitality - Cluster 8	Construction - Cluster 9
				Weeks 4 - 5 Trial HSC Examinations						

Agriculture

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	Salinity Report	Experimental Design	Research Task and Presentation: Farm Product Study	Trial HSC	
	2020 Term 4 Week 10	2021 Term 1 Week 9	2021 Term 2 Week 8	2021 Term 3 Weeks 4-5	
	Outcomes assessed H1.1, H4.1, H3.1, H3.4, H5.1	Outcomes assessed H1.1, H2.1, H4.1, H3.4	Outcomes assessed H1.1, H2.2 H3.1, H3.2 H3.3, H3.4	Outcomes assessed H1.1,H2.1 H2.2,H3.1 H3.2,H3.3, H3.4, H5.1	
<p>Knowledge & understanding of the physical, chemical, biological social, historical & economic factors that interact in agricultural production systems.</p> <p>Knowledge & understanding of the impact of innovation, ethics and current issues on Australian agricultural systems</p>	5	5	15	15	40
<p>Knowledge, understanding & skills required to manage agricultural production systems in a socially & environmentally responsible manner</p> <p>Knowledge of, & skills in, decision-making & the evaluation of technology & management techniques used in sustainable agricultural production & marketing.</p>	10	10	10	10	40
Skills in effective research, experimentation and communication	5	5	5	5	20
Total %	20	20	30	30	100

Ancient History

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	Source analysis Cities of Vesuvius: Pompeii and Herculaneum	Oral presentation Ancient societies	Historical analysis Personalities in their times	Trial HSC Examination	
	2021 Term 1 Week 1	2021 Term 2 Week 2	2021 Term 2 Week 10	2021 Term 3 Weeks 4-5	
	Outcomes assessed AH 12-6, AH 12-8 AH 12-9 AH 12-10	Outcomes assessed AH 12-5 AH 12-6 AH 12-8 AH 12-9	Outcomes assessed AH 12-1 AH 12-2 AH 12-3 AH 12-9	Outcomes assessed AH 12-3 AH 12-4 AH 12-6 AH 12-7	
Knowledge & understanding of the course content	5	10	5	20	40
Historical skills in the analysis and evaluation of sources and interpretations	5		5	10	20
Historical inquiry and research	5	5	10		20
Communication of historical understanding in appropriate forms	5	10	5		20
Total %	20	25	25	30	100

Biology

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	Research Task Manipulation of plant and animal reproduction	Model Meiosis model showing key processes leading to variation	Depth Study Report Practical Portfolio	Trial HSC Examination	
	2020 Term 4 Week 8	2021 Term 1 Week 8	2021 Term 2 Week 7	2021 Term 3 Week 4 - 5	
Outcomes assessed BIO12-12 BIO12-13	Outcomes assessed BIO12-4 BIO12-6 BIO12-7 BIO12-12	Outcomes assessed BIO12-1 BIO12-2 BIO12-3 BIO12-4 BIO12-5 BIO12-6 BIO12-7 BIO12-14	Outcomes assessed BIO12-4 BIO12-5 BIO12-6 BIO12-7 BIO12-12 BIO12-13 BIO12-14 BIO12-15		
Skills in Working Scientifically	5	15	25	15	60
Knowledge and understanding	15	5	5	15	40
Total %	20	20	30	30	100

Business Studies

Component	Task 1	Task 2	Task 3	Task 4	Weighting
	Operations Report	Finance Research Report	Marketing Task	Trial HSC Exam	
	2020 Term 4 Week 8	2021 Term 1 Week 9	2021 Term 2 Week 8	2021 Term 3 Weeks 4-5	
	Outcomes assessed H5; H4; H9	Outcomes assessed H5; H7; H2;H9; H8	Outcomes assessed H4; H3; H5 H2	Outcomes assessed H1; H9; H10 H4	
Knowledge of course content	10	10	10	10	40
Stimulus-based skills	5			10	15
Inquiry and research		10	10		20
Communicate business information, ideas and issues in appropriate forms	10		5	10	25
Total %	25	20	25	30	100

Chemistry

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	Research Task	Titration Practical	Depth Study	Trial HSC Examination	
	Equilibrium Reactions Module 5 and 6	Module 6	Practical Portfolio Module	Modules 5, 6, 7 and 8	
	2020 Term 4, Week 9	2021 Term 1, Week 7	2021 Term 3, Week 1	2021 Term 3, Week 4-5	
	Outcomes assessed CH11/12-1 CH11/12-4 CH11/12-5 CH11/12-6 CH11/12-7 CH12-15	Outcomes assessed CH11/12-2 CH11/12-3 CH11/12-5 CH12-13	Outcomes assessed CH11/12-1 CH11/12-2 CH11/12-3 CH11/12-4 CH11/12-7 CH12-15	Outcomes assessed CH11/12-2 CH11/12-3 CH11/12-4 CH11/12-5 CH11/12-6 CH11/12-7 CH12-12 CH12-13 CH12-14	
Skills in Working Scientifically	10	15	20	15	60
Knowledge and Understanding	10	10	10	10	40
Total %	20	25	30	25	100

Community and Family Studies

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	Independent Research Project	Investigation Positive influences on community attitudes towards a group	Presentation Support for parents and carers	Trial HSC Examination	
	2020 Term 4 Week 9	2021 Term 1 Week 7	2021 Term 2 Week 5	2021 Term 3 Weeks 4-5	
	Outcomes assessed H4.1, H4.2	Outcomes assessed H2.2, H2.3, H3.3	Outcomes assessed H3.2, H5.1, H5.2	Outcomes assessed H1.1 to H6.2	
Knowledge and understanding of course content	5	10	10	15	40
Skills in critical thinking, research, analysing and communicating	15	15	15	15	60
Total %	20	25	25	30	100

Construction Certificate II Pathways CPC20211

Course: Construction (240 indicative hours)

4 Preliminary and/or HSC units in total.

Board Developed Course

Category B status for Australian Tertiary Admission Rank (ATAR)

Students must complete a minimum of 70 hours work placement to meet HSC requirements.

This curriculum framework course is accredited for the HSC and provides students with the opportunity to obtain nationally recognised vocational qualifications. This is known as dual accreditation. Students will be able to gain skills in planning and organising work, measuring and calculating, reading and interpreting plans, safe and environmentally sustainable work practices and the use of construction tools and equipment. Skills gained in this industry transfer to other industries. Occupations in the construction industry include: construction or trades assistant, builder's labourer, bricklayer, carpenter, plasterer, roof tiler, concreter, painter and decorator and wall or floor tiler. This qualification provides a pathway to the primary trades in the construction industry with the exception of plumbing. Trade outcomes are predominantly achieved through an Australian Apprenticeship and this Certificate II allows for inclusion of skills suited for entry to off-site occupations, such as joinery and shop-fitting as well as carpentry, bricklaying and other occupations in general construction.

Cluster 6: Prepare for Concreting	Cluster 7: Group Project	Cluster 8: Skills into Action	Cluster 9: Joinery
Term 4 Week 9 & 10	Term 1 Week 10	Term 2 Week 5	Term 3 Trial Exams Week 4-5 Term 3 Week 10
CPCCCA2003A Erect and dismantle formwork for footings and slabs on ground CPCCCM1015A Carry out measurements & calculations	CPCCCM1013A Plan and organise work CPCCCM2004A Handle construction materials	CPCCCM1012A Work effectively and sustainably in the construction Industry CPCCCM1014A Conduct workplace communication	CPCCJN2001A Assemble components CPCCJN2002B Prepare for off-site manufacturing process
45 HRS	30 HRS	35 HRS	25 HRS

Assessment Summary for CPC20211 Certificate II in Construction Pathways

Requirements for HSC purposes	Dates
Work Placement (compulsory for the HSC) 70 hours in total	TBA
Trial HSC exam - Students whose HSC pattern of study makes them eligible to receive an ATAR must sit the trial HSC exam.	TBA

Cluster name, unit of competency code and title.	Observation of practical work	Product assessment	Oral questioning	Written assignment, test	Role-play, Oral presentation	Self-Assessment	HSC examinable
--	-------------------------------	--------------------	------------------	--------------------------	------------------------------	-----------------	----------------

Cluster 1 Working Safely in the Construction Industry

CPCOHS2001A Apply OHS requirements, policies and procedures in the construction industry	Y		Y	Y		Y	Y
--	---	--	---	---	--	---	---

Cluster 2 Carpentry Basics

CPCCCA2011A Handle carpentry materials	Y	Y	Y	Y		Y	
CPCCA2002B Use carpentry tools and equipment	y	y	y	y			**

Cluster 3 White Card

CPCCWHS1001 Prepare to work safely in the construction industry	Y		Y	Y	Y		Y
---	---	--	---	---	---	--	---

Cluster 4 Levelling

CPCCCM2006B Apply basic levelling procedures	Y		Y	Y			
--	---	--	---	---	--	--	--

Cluster 5 Reading Plans

CPCCCM2001A Read and interpret plans and specifications	Y		Y	Y			Y
---	---	--	---	---	--	--	---

Cluster 6 Prepare for Concreting

CPCCCA2003A Erect and dismantle formwork for footings and slabs on ground	Y	Y		Y		Y	
CPCCCM1015A Carry out measurements and calculations	Y	Y		Y		Y	Y

Cluster 7 Group Project

CPCCCM1013A Plan and organise work	Y	Y		Y		Y	Y
CPCCM2004A Handle construction materials	Y			Y			

Cluster 8 Skills Into Action

CPCCCM1012A Work effectively and sustainably in the construction industry				Y		Y	Y
CPCCCM1014A Conduct workplace communication				Y	Y		Y

Cluster 9 Option 1: Joinery

CPCCJN2001A Assemble components	Y	Y		Y		Y	
CPCCJN2002B Prepare for off-site manufacturing process	Y	Y		Y		Y	

** [CPCCCM2005B](#) Use construction tools and equipment – syllabus content to be delivered

Depending on the achievement of units of competency; the possible AQF qualification outcome is CPC20211 Certificate II in Construction Pathways or a Statement of Attainment towards CPC20211 Certificate II in Construction Pathways.

Earth and Environmental Science

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	Depth Study EES	Natural Hazards	Climate Science	Trial HSC Exam	
	Waste Audit and Management Plan	Volcanic eruption prediction and case study.	Research and analysis of Mitigation Strategies.		
	2020 Term 4 Week 9	2021 Term 1 Week 7	2021 Term 2 Week 5	2021 Term 3 week 4-5	
Outcomes assessed	Outcomes assessed	Outcomes assessed	Outcomes assessed		
EES 12-1 EES 12-2 EES 12-3 EES 12-4 EES 12-5 EES 12-6 EES 12-7 EES 12-15	EES 12-3 EES 12-4 EES 12-5 EES 12-13	EES 12-1 EES 12-3 EES 12-5 EES 12-6 EES 12-7 EES 12-14	EES 12-2 EES 12-4 EES 12-5 EES 12-6 EES 12-7 EES 12-12 EES 12-13 EES 12-14 EES 12-15		
Skills in Working Scientifically	25	5	10	20	60
Knowledge and understanding	5	15	10	10	40
Total %	30	20	20	30	100

English Advanced

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	Multimodal text using prescribed text and related material	Comparative essay	Imaginative task	Trial HSC Exam	
	Texts and Human Experiences	Textual Conversations	Craft of Writing	Common Module Module A Module B	
	2021 Term 1 Week 2	2021 Term 2 Week 3	2021 Term 2 Week 10	2021 Term 3 Weeks 4-5	
Outcomes Assessed EA12-1, EA12-2 EA12-3, EA12-5, EA12-6, EA12-7	Outcomes Assessed EA12-1, EA12-3, EA12-5, EA12-6, EA12-8	Outcomes Assessed EA12-2, EA12-3, EA12-4, EA12-5, EA12-7, EA12-9	Outcomes Assessed EA12-3, EA12-4, EA12-5, EA12-6, EA12-8		
Knowledge and understanding of course content	10	15	10	15	50
Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes	10	10	15	15	50
Total %	20	25	25	30	100

English Extension 1

Component	Task 1	Task 2	Task 3	Weighting %
	Imaginative response and reflection	Critical response with related text	Trial HSC Examination	
	2021 Term 1, Week 1	2021 Term 2, Week 9	2021 Term 3, Weeks 4-5	
	Outcomes Assessed EE12-2, EE12-4, EE12-5	Outcomes Assessed EE12-1, EE12-3, EE12-4	Outcomes Assessed EE12-2, EE12-3, EE12-4, EE12-5	
Knowledge and Understanding of texts and why they are valued	15	20	15	50
Skills in complex analysis composition and investigation	15	20	15	50
Total %	30	40	30	100

English Extension 2

Component	Task 1	Task 2	Task 3	Weighting %
	Viva Voce (including written proposal)	Report	Draft of Major Work and Reflection Statement	
	2021 Term 1, Week 3	2021 Term 2, Week 3	2021 Term 3, Week 1	
	Outcomes Assessed EEX12-1 EEX12-3 EEX12-4	Outcomes Assessed EEX12-1 EEX12-3 EEX12-5	Outcomes Assessed EEX12-1 EEX12-2 EEX12-5	
Knowledge and Understanding of texts and why they are valued	15	15	20	50
Skills in complex analysis composition and investigation	15	15	20	50
Total %	30	30	40	100

English Standard

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	Texts and Human Experiences	Language, Identity and Culture	Craft of Writing	Trial HSC Exam	
	Analytical response using prescribed text and related material	Multimodal response	In Class Response & Reflection		
	2021 Term 1 Week 2	2021 Term 2 Week 3	2021 Term 3 Week 1	2021 Term 3 Weeks 4-5	
	Outcomes assessed EN12-1, EN12-3, EN12-5, EN12-6	Outcomes assessed EN12-2, EN12-3, EN12-4, EN12-5	Outcomes assessed EN12-3, EN12-4, EN12-5, EN12-9	Outcomes assessed EN12-1, EN12-3, EN12-5, EN12-6, EN12-7	
Knowledge and understanding of course content	15	10	15	10	50
Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes	10	15	10	15	50
Total %	25	25	25	25	100

English Studies

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	Essay using <i>Billy Elliot</i> and related material	Multimodal Presentation	Portfolio	In-Class Test	
	Texts and Human Experiences	Module C: On The Road	All Modules	All Modules	
	2021 Term 1, Week 2	2021 Term 2, Week 3	2021 Term 3, Week 1	2021 Term 3, Week 6	
Outcomes Assessed ES12-1 ES12-2 ES12-5 ES12-8	Outcomes Assessed ES12-3 ES12-6 ES12-7 ES12-9	Outcomes Assessed ES12-1 ES12-3 ES12-4 ES12-6 ES12-10	Outcomes Assessed ES12-1 ES12-3 ES12-4 ES12-5 ES12-7 ES12-8		
Knowledge and understanding of course content	15	15	15	5	50
Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes	15	15	15	5	50
Total %	30	30	30	10	100

Food Technology

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	Australian Food Industry Report	Preservation Investigation	Food Product Development folio and prototype	Trial HSC Examination	
	2020 Term 4, Week 8	2021 Term 1, Week 8	2021 Term 2, Week 7	2021 Term 3, Weeks 4-5	
	Outcomes Assessed H1.2, H1.4, H3.1	Outcomes Assessed H1.1, H4.2	Outcomes Assessed H1.3, H4.1	Outcomes Assessed H1.1, H1.3, H1.4, H2.1, H4.2, H5.1	
Knowledge and understanding of course content	5	10		25	40
Knowledge and skills in designing, researching, analysing and evaluating	15	5	10		30
Skills in experimenting with and preparing food by applying theoretical concepts		10	20		30
Total %	20	25	30	25	100

Hospitality - SIT20316 CERTIFICATE II

2 UNITS X 2 YEAR COURSE (NESA course number 26511)

Term 4 2020	Term 1 2021	Term 2	Term 3
Cluster 4: Safe and sustainable work practices	Cluster 6: Serving food and beverages SIHFAB007 Serve food and beverage	Cluster 3: Café Skills Part A: SITHFAB005 Prepare and serve espresso coffee Part B: SITHFAB004 Prepare and serve non-alcoholic beverages	Cluster 7: Keeping up to date with Industry SITHIND002 Source and use information on the hospitality industry
SITXWHS001 Participate in safe work practices	<i>Assess Cluster 6</i> <i>Serving Food and Beverages</i> Week 7	<i>Assess Cluster 3A & 3B</i> <i>Café Skills</i> Week 10	Trial HSC Examination Week 4 & 5
BSBUS201 Participate in environmentally sustainable practices			
<i>Assess Cluster 4</i> <i>Safe and sustainable work practices</i> Week 7			<i>Assess Cluster 7</i> <i>Keeping up to date with Industry</i> Week 7
Cluster 5: Interacting with diverse customers	Cluster 8: Use hospitality skills effectively SITHIND003 Use hospitality skills effectively (Evidence Collection)	Cluster 8: Use hospitality skills effectively SITHIND003 Use hospitality skills effectively (Evidence Collection)	
SITXCCS003 Interact with customers Work Placement 2 35 hours (On hold due to Covid Week 9/10) Assess Cluster 5 Week 10			<i>Assess Cluster 8</i> <i>Use hospitality skills effectively</i> Week 9

(Page 2 of Certificate II in Hospitality on next page)

ASSESSMENT PLAN

SIT20316 Certificate II in Hospitality	Observation of practical work	Product Assessment	Oral questioning	Written assignment, test, quiz	Role play, oral presentation	Supplementary Evidence	Other, HSC examinable
--	-------------------------------	--------------------	------------------	--------------------------------	------------------------------	------------------------	-----------------------

Cluster 1 Working Together new cluster

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

Cluster 2 Safe and hygienic food preparation-new cluster

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

Cluster 3 Café Skills- new assessment requirement

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

Cluster 4 Safe and Sustainable work practices

SITXWHS001 Participate in safe work practices	Y			Y	Y		Y
BSBSUS201 Participate in environmentally sustainable work practices				Y			

Cluster 5 Interacting with diverse customers

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

Cluster 6 Serving food and beverages – new assessment requirement

SITHFAB007 Serve food and beverage	Y			Y		Y	Y Portfolio
------------------------------------	---	--	--	---	--	---	-------------

Cluster 7 Keeping up to date with industry

SITHIND002 Source and use information on the hospitality industry				Y			Y
---	--	--	--	---	--	--	---

Cluster 8 Use hospitality skills effectively – new assessment requirement

SITHIND003 Use hospitality skills effectively	Y			Y		Y	Portfolio
---	---	--	--	---	--	---	-----------

Industrial Technology –Multi Media

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	Designing and Planning Presentation	Industry Study	Project Development and Management Report	Trial HSC Examination	
	2020 Term 4, Week 8	2021 Term 1, Week 6	2021 Term 2, Week 9	2021 Term 3, Weeks 4-5	
	Outcomes Assessed H3.1, H3.2, H3.3, H5.1	Outcomes Assessed H3.2, H4.3, H5.2, H6.1	Outcomes Assessed H2.1, H3.3, H4.1, H4.2, H5.1, H5.2, H6.2	Outcomes Assessed H1.1, H1.2, H1.3, H3.1, H4.3, H6.1, H7.1, H7.2	
Knowledge and understanding of course content	5	5	10	20	40
Knowledge and skills in the design, management, communication and production of a major project	15	15	20	10	60
Total %	20	20	30	30	100

Industrial Technology –Timber Products & Furniture

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	Designing and Planning Presentation	Industry Study	Project Development and Management Report	Trial HSC Examination	
	2020 Term 4, Week 8	2021 Term 1, Week 6	2021 Term 2, Week 9	2021 Term 3, Weeks 4-5	
	Outcomes Assessed H3.1, H3.2, H3.3, H5.1	Outcomes Assessed H3.2, H4.3, H5.2, H6.1	Outcomes Assessed H2.1, H3.3, H4.1, H4.2 H5.1, H5.2, H6.2	Outcomes Assessed H1.1, H1.2, H1.3, H3.1, H4.3, H6.1, H7.1, H7.2	
Knowledge and understanding of course content	5	5	10	20	40
Knowledge and skills in the design, management, communication and production of a major project	15	15	20	10	60
Total %	20	20	30	30	100

Legal Studies

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	Core Part 1 Class Test:	Focus Study 1 Essay	Focus Study 2 Report	Trial HSC Exam	
	Multiple choice and essay Crime Human Rights	Family Law	World Order	Core Part 2 : Human Rights; Family; Crime; World Order	
	2020 Term 4 Week 9	2021 Term 1 Week 9	2021 Term 2 Week 9	2021 Term 3 Weeks 4-5	
Outcomes assessed H1, H2, H4, H5, H6, H7, H8, H9	Outcomes assessed H2, H3, H4, H5, H6, H7, H8, H9	Outcomes assessed H2, H3, H4, H5, H6, H7, H8, H9	Outcomes assessed H1, H2, H3, H4, H5, H6, H7, H9, H10		
Knowledge and understanding of course content	20	10	10	20	60
Research	5	5	5	5	20
Communication	5	5	5	5	20
Total	30	20	20	30	100

Mathematics Advanced

Components	Task 1	Task 2	Task 3	Task 4	Weighting %
	In-class test Topics MA-C2 Differential calculus MA-F2 Graphing techniques	Assignment Topic MA-M1 Modelling financial situations	In-class test Topics MA-T3 Trigonometric functions & graphs MA-C3 Applications of differentiation MA-C4 Integral calculus	Trial HSC Examination All Topics	
	2020 Term 4, Week 7	2021 Term 1, Week 5	2021 Term 2, Week 6	2021 Term 3, Weeks 4–5	
	Outcomes assessed MA12-1 MA12-3 MA12-6 MA12-10	Outcomes assessed MA12-2 MA12-4 MA12-9 MA12-10	Outcomes assessed MA12-1 MA12-3 MA12-5 MA12-6 MA12-7 MA12-10	Outcomes assessed MA12-1 to MA12-10	
Understanding, Fluency and Communicating	15	10	10	15	50
Problem Solving, Reasoning and Justification	5	15	15	15	50
Total %	20	25	25	30	100

Mathematics Extension 1

Components	Task 1	Task 2	Task 3	Task 4	Weighting %
	Assignment Topic S1.1, S1.2 The Binomial Distribution	In-class test Topics P1, V1.1, V1.2 Proof Vectors	In-class test Topics T3, C2, C3.1 Trigonometric Functions Further Calculus	Trial HSC Examination All Topics	
	2020 Term 4, Week 9	2021 Term 1, Week 6	2021 Term 2, Week 5	2021 Term 3, Weeks 4–5	
	Outcomes assessed ME12-5 ME12-6 ME12-7	Outcomes assessed ME12-1 ME12-2 ME12-7	Outcomes assessed ME12-1 ME12-3 ME12-4 ME12-7	Outcomes assessed ME12-1 to ME12-7	
Understanding, Fluency and Communicating	10	10	10	15	50
Problem Solving, Reasoning and Justification	15	10	15	15	50
Total %	25	20	25	30	100

Mathematics Standard 1

Components	Task 1	Task 2	Task 3	Task 4	Weighting %
	In-class test Topic M5 Scale drawings	In-class investigation Topics F2, F3 Financial maths	In-class open-book test Topics A3.1, M3, S3.2, S3.1 Algebra Measurement Bivariant Data Analysis Statistical Investigation Process	Trial HSC Examination All Topics	
	2020 Term 4, Week 7	2021 Term 1, Week 5	2021 Term 2, Week 6	2021 Term 3, Weeks 4–5	
	Outcomes assessed MS1-12-3 MS1-12-4 MS1-12-9 MS1-12-10	Outcomes assessed MS1-12-3 MS1-12-5 MS1-12-9 MS1-12-10	Outcomes assessed MS1-12-1 MS1-12-2 MS1-12-3 MS1-12-4 MS1-12-6 MS1-12-7 MS1-12-10	Outcomes assessed MS1-12-1 to MS1-12-10	
Understanding, Fluency and Communicating	15	10	10	15	50
Problem Solving, Reasoning and Justification	5	20	10	15	50
Total %	20	30	20	30	100

Mathematics Standard 2

Components	Task 1	Task 2	Task 3	Task 4	Weighting %
	In-class test Topics M7, S4 Bivariate data analysis Rates and Ratio	Open book In-class test Topics N2.1, N2.2, A4.1 Networks Simultaneous Linear Equations	In-class investigation Topic A4.2 Non-Linear Relationships	Trial HSC Examination Topics F1.3, M7, N2.1, N2.2, N3, F4.1, F4.2, M6, A4.1, S4, A4.2, S5, F5 All topics	
	2020 Term 4, Week 7	2021 Term 1, Week 5	2021 Term 2, Week 6	2021 Term 3, Weeks 4–5	
	Outcomes assessed MS2-12-2 MS2-12-3 MS2-12-4 MS2-12-7 MS2-12-9 MS2-12-10	Outcomes assessed MS2-12-1 MS2-12-6 MS2-12-8 MS2-12-10	Outcomes assessed MS2-12-1 MS2-12-6 MS2-12-9 MS2-12-10	Outcomes assessed MS2-12-1 to MS2-12-10	
Understanding, fluency and communication	10	15	10	15	50
Problem solving, reasoning and justification	10	10	15	15	50
Total %	20	25	25	30	100

Modern History

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	Research and presentation Website Power and Authority in the Modern World 1919–1946	Historical analysis Essay National Studies	Oral presentation & Alarm Matrix Peace and Conflict	Trial HSC Examination	
	2021 Term 1, Week 3	2021 Term 2, Week 2	2021 Term 2, Week 10	2021 Term 3, Weeks 4-5	
	Outcomes assessed MH12-3 MH12-4 MH12-6 MH12-7	Outcomes assessed MH12-2 MH12-5 MH12-8 MH12-9	Outcomes assessed MH12-2 MH12-5 MH12-7 MH12-8	Outcomes assessed MH12-3 MH12-4 MH12-5 MH12-7 MH12-9	
Knowledge and understanding of course content	5	10	10	15	40
Historical skills in the analysis and evaluation of sources and interpretations		5	5	10	20
Historical inquiry and research	10	5	5		20
Communication of historical understanding in appropriate forms	5	5	5	5	20
Total %	20	25	25	30	100

Music

Components	Task 1	Task 2	Task 3	Task 4	Weighting %
	Composition Portfolio and Aural Analysis	Presentation of Performance and Viva Voce	Presentation or Submission: Elective Option for Topics 1 & 2	Trial HSC Examination	
	Topic 1 Submission of composition or arrangement with logbook	Topic 2 Performance and in-class viva voce	Performance or composition portfolio or viva voce	Aural Skills Examination Core plus elective presentation	
	2020 Term 4, Week 8	2021 Term 1, Week 9	2021 Term 2, Week 8	2021 Term 3, Weeks 4-5	
	Outcomes assessed H2, H4, H5, H6, H7, H8	Outcomes assessed H1, H2, H4, H5, H6	Outcomes assessed H1, H2, H3, H4, H5, H6, H7, H8 *	Outcomes assessed H1, H2, H3, H4, H5, H6, H7, H8 *	
Performance		10			10
Composition	10				10
Musicology		10			10
Aural	10			15	25
Electives			30	15	45
Total %	20	20	30	30	100

*Teachers will select appropriate outcomes based on Elective options selected by each student.

Personal Development, Health and Physical Education

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	Presentation Health Priorities in Australia	Research Task Factors Affecting Performance	Analysis Improving Performance/ Sports Medicine	Trial HSC Examination	
	2020 Term 4 Week 8	2021 Term 1 Week 8	2021 Term 2 Week 7	2021 Term 3 Weeks 4-5	
	Outcomes assessed H1, H2, H3, H4, H5, H14, H15, H16	Outcomes assessed H7, H8, H11, H16, H17	Outcomes assessed H8, H9, H10, H16, H17	Outcomes assessed H1–H5, H7–H11, H13–H17	
Knowledge and understanding of course content	10	10	10	10	40
Skills in critical thinking, research, analysing and communicating	15	15	10	20	60
Total %	25	25	20	30	100

Physics

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	Depth Study Report Advanced Mechanics Investigation and Report	Research Task: The Motor Effect Electromagnetism	Practical investigation Nature of light	Trial HSC	
	2020 Term 4 Week 8	2021 Term 1, Week 8	2021 Term 2, Week 7	2021 Term 3 Week 4 - 5	
Outcomes assessed PH 11/12-1 PH 11/12-2 PH 11/12-3 PH 11/12-4 PH 11/12-5 PH 11/12-7 PH 12-12	Outcomes assessed PH 11/12-1 PH 11/12-2 PH 11/12-3 PH 11/12-4 PH 11/12-5 PH 12-13	Outcomes assessed PH 11/12-2 PH 11/12-3 PH 11/12-4 PH 11/12-5 PH 11/12-7 PH 12-14	Outcomes assessed PH 11/12-2 PH 11/12-4 PH 11/12-5 PH 11/12-6 PH 12-12 PH 12-13 PH 12-14 PH 12-15		
Skills in Working Scientifically	25	15	10	10	60
Knowledge and understanding	10	5	10	15	40
Total %	35	20	20	25	100

Society and Culture

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	Research Task	In Class response	Research Essay	Trial HSC Examination	
	PIP Process	Focus Study	Depth Study		
	2020 Term 4 Week 10	2021 Term 2 Week 4	2021 Term 2 Week 4	2021 Term 3 Weeks 4-5	
Outcomes assessed H1, H5, H6, H7, H10,	Outcomes assessed H1, H2, H3, H7, H10	Outcomes assessed H2, H3, H9,	Outcomes assessed H1, H2, H3, H4, H6		
Knowledge and understanding of course content	5	10	15	15	45
Application and evaluation of social and cultural research methodologies	10	10		10	30
Communication of information, ideas and issues in appropriate forms	5	5	10	5	25
Total %	20	25	25	30	100

Software Design & Development

Components	Task 1	Task 2	Task 3	Task 4	Weighting %
	Case Study	Major Software Project	Research Task	Trial HSC Exam	
	2020 Term 4 Week 10	2021 Term 2 Week 8	2021 Term 3 Week 8	2021 Term 3 Week 4 - 5	
	Outcomes assessed H1.3, H2.2, H3.1, H3.2, H6.4	Outcomes assessed H4.2, H5.1, H5.2, H5.3, H6.1, H6.2, H6.3	Outcomes assessed H1.1, H1.2, H2.1, H4.1, H4.3, H6.4	Outcomes assessed H1.1, H1.2, H1.3, H2.1, H2.2, H3.1, H4.1, H4.2, H4.3, H5.1, H5.2, H5.3, H6.1, H6.2 H6.3, H6.4	
Development and Impact of Software Solutions	10			5	15
Software Development Cycle	5	20		15	40
Developing a Software Package		20		5	25
Option Topic			20		20
Total %	15	40	20	25	100

Textiles and Design

Components	Task 1	Task 2	Task 3	Task 4	Weighting %
	MTP Designing and Planning Oral Presentation	Contemporary Designer Case Study	MTP Project Development and Management Report	Trial HSC Examination	
	2020 Term 4 Week 7	2021 Term 1 Week 10	2021 Term 2 Week 9	2021 Term 3 Weeks 4 - 5	
	Outcomes assessed H2.1, H2.3, H4.2	Outcomes assessed H3.1, H3.2, H4.1, H5.1	Outcomes assessed H1.1, H1.2, H2.2, H3.1, H4.2	Outcomes assessed H1.3, H3.1 H3.2, H4.1 H5.2, H6.1	
Knowledge and understanding of course content		15	5	30	50
Skills and knowledge in the design, manufacture and management of textiles projects	20		30		50
Total %	20	15	35	30	100

Visual Arts

Components	Task 1	Task 2	Task 3	Task 4	Weighting %
	Written Research Task: Artists Practice Development of the Body Of Work	Continuation of Development of the Body Of Work	Extended Written Response Art Criticism/Art History	Trial HSC Examination Resolving the Body of Work: submission of artworks	
	2020 Term 4 Week 9	2021 Term 1 Week 7	2021 Term 2 Week 5	2021 Term 3 Weeks 4-5	
	Outcomes assessed H1, H2, H3, H4, H7, H8, H9, H10	Outcomes assessed H1, H3, H4	Outcomes assessed H9, H10	Outcomes assessed H7, H8, H9, H10, H1, H2, H4, H5, H6	
Art making	15	15		20	50
Art Criticism and Art History	10		30	10	50
Total %	25	15	30	30	100

Part 3

Forms-This section provides samples of forms used in relation to assessment

1. Official N-warning Letter Sample



Moruya High School

97 Albert Street
Moruya NSW 2537

Ph: 02 4474 2155

Fax: 02 4474 3782

Email: moruya-h.school@det.nsw.edu.au

Mr & Mrs Smith
1 First Street
Sydney NSW 2000

9th April 2020

OFFICIAL WARNING: Non-Completion of a HSC Course – Student Name, Year 12

Dear Parents/Carers,

I am writing to advise you that [Student Name] is in danger of not meeting the Course Completion Criteria for the [subject] Higher School Certificate course.

Course Completion Criteria

The satisfactory completion of a course requires Principals to have sufficient evidence that the student has:

- *Followed* the course developed or endorsed by the New South Wales Education Standards Authority; and
- *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 outcomes

The New South Wales Education Standards Authority requires schools and colleges to issue students with official warnings in order to give them the opportunity to redeem themselves. Please regard this as official warning number 3 that we have issued concerning [student name] participation in [course].

A minimum of two course specific warnings must be issued prior to a final 'N' Determination being made for a course.

Where it is determined that a student has not met the Course Completion Criteria, they place themselves at risk of receiving an 'N' (non-completion of course) Determination. An 'N' Determination will mean that the course will not be listed on the student's Record of Achievement.

To date, [student name] has not satisfactorily met the following Course Completion Criteria:

The following table lists those tasks, requirements or outcomes not yet completed or achieved, and/or for which a genuine attempt has not been made. In order for [Student Name] to satisfy the Course Completion Criteria, the following task requirements or outcomes need to be satisfactorily completed/achieved.

Task Name/Course Requirement Course Outcome	Percentage Weighting	Date Task Initially Due	Action Required by Student	Date to be Completed by
Assessment 1 - Essay on Hamlet	46%	16/08/2020	Complete this essay and hand in	23/08/2020

On Wednesdays, senior students are free to come to school and use the school library. Staff may be available to assist. [Student Name] should consider taking advantage of such opportunities in order to complete any outstanding work.

Please discuss the matter with [student name] and contact the school if further information or clarification is needed. Yours faithfully,

Head Teacher

Principal

.....
Please detach this section and return to the school.

Requirements for the satisfactory completion of the [subject] HSC Course [student name] Year 12

I have received the letter dated 09/04/20 indicating that [student name] is in danger of not having satisfactorily completed [course].

I am aware that the 'N' Determination may make [student name] ineligible to be awarded the Higher School Certificate course.

I am also aware that this course may not appear on [student name] Higher School Certificate Record of Achievement.

Parent/Guardian's signature: Date:

Student's signature: Date:



Moruya High School

2. Illness/Misadventure Application

(See attachments 2A on page 52 and/or 2B on page 53 to support your application)

Take this application with you to the professional authority providing documentation. If the professional authority gives independent supporting documentation they must complete page 2 for illness or 3 for misadventure. Stage 6 students must complete all relevant sections of this application from pages 1, 2 and 3.

Student Name: _____ Year: 9 10 11 HSC

Course Name: _____

Task Missed: _____ OR

Task Attempted: _____

Due Date/Scheduled: _____ Teacher: _____

Student statement outlining details of impact on performance – describe how illness or unforeseen misadventure affected your performance or prevented your attendance _____

Independent Documentary Evidence Attached: Yes No **If yes, complete *Illness/Misadventure Application: Supporting Documentation on page 48, (2A) for illness, OR page 49, (2B) for misadventure in consultation with the professional authority providing documentation.*** Take this form with you to the independent professional authority providing documentation.

Student Signature: _____ Parent Signature: _____

You must now hand this completed form to the relevant faculty Head Teacher by 3.00pm within five school days of the due date of the assessment task or upon returning to school (if more than 5 days).

Head Teacher Determination: (tick box where appropriate)

- Extension granted – due date.....
- Task to be accepted without penalty
- Missed task to be completed on/by.....
- Alternative task to be completed on/by.....
- An estimate to be awarded Head Teacher.....
- A zero mark to be awarded Date.....

Student acknowledgement of Head Teacher Determination _____ Date _____

Parental acknowledgement of Head Teacher Determination _____ Date _____

If you are not satisfied with the determination you may appeal in writing to the Head Teacher of the course within 5 school days of receiving the result of this application.



Moruya High School

(2A) Independent Evidence of Illness

To be completed by an Independent Professional Authority

Student's Name: _____

TO THE INDEPENDENT PROFESSIONAL AUTHORITY PROVIDING DOCUMENTATION

Your help in providing information regarding this student's illness is appreciated. This information will assist Moruya High School in the assessment of this illness application.

A medical certificate must be attached to this form.

Date(s) on which the student was seen by you: _____

Nature of the illness (an additional statement can be attached is necessary): _____

Dates or periods of illness: FROM: _____

TO: _____

Please describe **how the student's condition/symptom could impact their examination performance or their ability to complete the assessment on the set date.** If the student was unable to attend an examination, it is essential to provide full details in the space below or attach an additional statement.

Assessment of severity of illness:

(tick as appropriate)

Mild

Moderate

Severe

Your opinion of likely impact on the student's capacity to undertake the assessment:

- Mild
- Moderate
- Severe

Independent Professional Authority

Name:

Profession:

Signature

Date:

Address:

Contact phone number:



Moruya High School

(2B) Independent Evidence of Misadventure

To be completed by an Independent Professional Authority

Student's Name: _____

TO THE INDEPENDENT PROFESSIONAL AUTHORITY PROVIDING DOCUMENTATION

Your help in providing information regarding this student's misadventures is appreciated. This information will assist Moruya High School in the assessment of this misadventure application.

To be completed by a relevant person such as a police officer, supporting documentary evidence should be attached.

Date of misadventure event: _____

Were you a witness to the event? Yes No

If you were not a witness to the event, how did you obtain the evidence you are providing for this document? _____

Are you known to the student? Yes No

If yes, describe the nature of the relationship _____

Please describe how the student's misadventure could impact their examination performance or their ability to complete the assessment on the set date. If the student was unable to attend an examination, it is essential to provide full details in the space below or attach an additional statement.

Independent Professional Authority

Name: _____ Date: _____

Profession: _____

Signature _____

Address: _____

Contact phone number: _____



Moruya High School

3. Assessment Appeal Application

Student Name: _____ Year 7 8 9 10 Prelim HSC

Course Name: _____ Teacher: _____

PART A – To be lodged with Head Teacher within 5 days of receiving result of Illness/Misadventure Application or task result or report

Nature of this appeal: Illness/Misadventure Assessment Task Report

Reason/s for Appeal: _____

(Please attach separate sheet if required)

Head Teacher: _____ Date: _____

Head Teacher Review: _____

Decision: _____

Head Teacher: _____ Date: _____

Student Acknowledgement of Head Teacher Decision

Accept Decision

or

Further Appeal to Deputy Principal

(circle the relevant statement)

Student Name: _____ Date: _____

Signature: _____

Parent Name: _____ Date: _____

Signature: _____

PART B – Referral to Deputy Principal

Referral to the Deputy Principal for further consideration should occur within 2 days of receiving Head Teacher Appeal decision. (Part A must be included together with all relevant material)

Reason/s for Referral to Deputy Principal

For Appeals Deputy use only

Decision of Deputy Principal

Appeal Upheld	or (circle the relevant statement)	Appeal Dismissed
---------------	---------------------------------------	------------------

Reasons: _____

Outcome communicated to the student in writing on _____

Deputy Principal: _____ Student: _____

***Please Tear this page off,
fill in the form below
AND
return it to Moruya High School***

Acknowledgement Slip

Parent/Student Acknowledgement – please sign below and return slip to Moruya High School.

I/We have read and understand this document about the HSC Assessment Policy.

.....
Parent Name

.....
Student Name

.....
Parent Signature

.....
Student Signature

Date: