



HEATHCOTE HIGH SCHOOL

Excellence, Opportunity & Success

Year 11 2022 Preliminary Assessment Booklet

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Year 11 Preliminary HSC Assessment Policy

All students proceeding to the HSC are required to have completed the NSW Education Standards Authority (NESA) mandatory **ALL MY OWN WORK** program. The program is designed to make the student aware of what constitutes malpractice when completing assessment tasks, examinations and general course work.

What is assessment?

Assessment is the broad name for the collection and evaluation of evidence of a student's learning. Assessment tasks are designed to measure performance against course outcomes through a range of tasks and in a wider range of objectives than may be tested in an examination.

Assessment tasks may include:

- Tests which may take a written, practical and/or oral form
- Class essays, research tasks, assignments, portfolios, log books
- Practical tasks and major works
- Fieldwork and projects

What is the purpose of internal school-based assessment?

Assessment results are used to report on a student's progress and achievements. At the end of the Preliminary year, it signifies the successful completion of the Preliminary units required to commence the HSC course in each subject. At the end of the Preliminary year, Grades are submitted to NESA and adds to a RoSA (Record of School Achievement). A RoSA is awarded when a student formally leaves school.

What is the school's responsibility?

The school is required to provide:

- An assessment task calendar – This outlines the components to be assessed in each course, when the assessment tasks are scheduled and the relative weighting (marks) attached to each assessment task.
- Assessment task written notification – This notification will outline a more detailed explanation of the specific nature of each calendared assessment task. This notification will be issued at least TWO weeks before the due date of the task. In exceptional circumstances some tasks may be rescheduled or substituted and in such cases class teachers will inform students of the new arrangements in writing at least two weeks in advance. Assessment tasks will be of the same type and have the same weighting for all classes studying that course.
- A register will be maintained for all assessment tasks that acknowledge the receipt of the assessment written notification and submission of the completed assessment task.
- Assessment task feedback and record of progress - at the completion of each task, students will receive a mark and written feedback concerning areas for development.
- Information regarding student responsibilities in relation to 'Illness or Misadventure' and the appeals process.
- Official NESA non-completion of a course warning letter - Official letters will be posted home to parents/carers outlining the areas of unsatisfactory completion of the Preliminary HSC course requirements.
- A one week assessment and excursion free period prior to the Yearly Examination period (with the exception of sport knockout teams)

What are the students' responsibilities?

- Students must attend classes regularly and ensure their attendance does not impact learning.
- Students must complete all set tasks in order to achieve course outcomes.
- Every student has the responsibility to be familiar with the school's assessment and procedures policy handbook. Every student must also be familiar with the course information contained in the handbook.
- If a student is absent on the day an assessment task notification is issued, then it is their responsibility to contact the class teacher and/or Head Teacher to obtain the task notification.
- It is important that the student speaks with their class teacher or Head Teacher of the faculty if there is any doubt about the requirements of the subject/course assessment.
- It is the responsibility of the student to be present for, or to hand in all assessment tasks at the required time as specified on the assessment calendar. Students must ensure any work completed using computer technology is backed up on a memory stick or emailed to their school account.

Unfair advantage

Unfair advantage on the day of, or week prior, to an assessment task calendared due date.

NESA outlines that no student is to gain an unfair advantage over other students. Causes of unfair advantage include:

- To absent yourself from any lessons or normal school routine on a day that an assessment task is scheduled, or a hand-in task is due.
- Arriving late on the day of a scheduled assessment task or hand-in task.

Breaches of this rule will mean the task will not be accepted from the student and a zero will be recorded as the mark.

Technology Failure

If a student is presenting work produced via a computer, it is the responsibility of the student to ensure adequate backups have been made of the information. Technology failure, including printers, is not an acceptable excuse for failing to submit tasks on the due date.

Exclusion from extra-curricular activities

A student will be excluded from attending all extra-curricular activities including knockout sporting teams if:

- they have an assessment task that has not been submitted or
- unresolved NESA warning letter or
- they have not responded to a Faculty Letter of Concern (ie, made the necessary improvements)

Once the task has been submitted, the NESA letter has been resolved or improvements have been made it will no longer prevent the student's attendance at extra-curricular activities.

A register will be maintained by the school and updated by the faculty Head Teacher when a NESA warning letter is sent or resolved.

The student will be ineligible to attend if their name is on the register on the last day nominated for payment of an excursion, activity or sporting event.

If the excursion/activity/sporting event does not have a specified payment date, the student will be excluded if the matter has not been resolved at least 2 days prior to the event.

Student absence

The student must make a genuine attempt at all assessment tasks and exams. If a student knows in advance that they will be unable to complete an assessment task or exam on or by the due date, they **MUST**;

- firstly, inform the Deputy Principal as soon as possible
- provide written explanation to the Deputy Principal

Failure to follow these instructions will result in the awarding of zero marks for that task

Non-completion of assessment tasks due to unapproved leave for vacation purposes

From time to time parents request exemption from school for vacation purposes. Some of these occur during Exam and Assessment periods. This is of concern, particularly in the RoSA years - Year 10, Preliminary Year 11 and HSC Year 12.

Exemptions will not automatically be approved as per the following extracts from the Department of Education Attendance Policy:

6.1. Principals can decline to accept an explanation for an absence and record the absence as 'unjustified'. The parent should be advised that the explanation has not been accepted and a reason for the decision provided.

14.1. From the beginning of 2015, family holidays and travel are no longer considered under the *Exemption from School - Procedures*. Travel outside of vacation period is now counted as an absence for statistical purposes

Should parents still decide to take their children out of school for vacation purposes, the leave is not 'approved' and students will **NOT** be eligible for misadventure if an assessment task or examination is missed due to non-attendance at school and a zero mark will be recorded.

Illness or Misadventure

If a student is unable to complete an assessment task or exam due to what is termed 'illness or misadventure', on the due date they **MUST**;

- firstly inform the Deputy Principal within 24 hours of the assessment due date or exam date
- complete an 'Illness or Misadventure Form'. (Appendix B) and return to the Deputy Principal within 3 days
- if 'illness' a doctor's certificate must be provided to the Deputy Principal within 24 hours of the doctor's certificate expiring
- if applicable, an alternative time for the assessment task or exam must be negotiated with the Deputy Principal within the relevant assessment period

The Deputy Principal will decide if the explanation is satisfactory, and will negotiate an assessment solution.

Failure to follow these instructions will result in the awarding of zero marks for that task

Please note:

Should the Deputy Principal decide that absence or failure to complete the task reasons are unsatisfactory, no mark will be recorded for that task. If a student disagrees with the decision they may appeal. (Appendix C) The appeal must be:

- in writing
- on the official appeals form
- returned to the Deputy Principal with 3 days of the date of issue

An Appeals Committee will be comprised of both Deputy Principals and the Principal. The decision of this committee is final.

Examination dates and times

If a student arrives after the commencement of an examination, they will be admitted to the examination room. Students will not be given any extra time to complete the exam.

However, students will not be admitted to an examination within one hour of the completion of the exam time.

If a student misses an examination simply because they have misread the timetable, the Deputy Principal is to be contacted immediately. Illness/misadventure applications on these grounds will not be accepted. Under these circumstances the student will be given a mark of zero. However, with the exception of courses for which there is no assessment mark, the student may still be eligible to receive a result in that course.

Course completion criteria

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

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

Where it is determined that a student has not met the Course Completion Criteria a NESA Warning Letter (Appendix A) will be issued. If the warning letters are not resolved the student will place themselves at risk of receiving an 'N' (non-completion of course) determination. Students who receive and 'N' determination in a mandatory course are not eligible for the award for that course. This will mean that the course will not be listed on the student's Record of Achievement and may affect the student's eligibility for the Higher School Certificate.

Malpractice

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

- Making a false claim, such as – copying, buying, stealing or borrowing someone else's work in part or in whole and presenting it as their own.
- Plagiarism – using material directly from books, journals or the internet without reference to the source or building on ideas of another person without reference to the source.
- Tasks/assessments submitted late, including – contriving false explanations to explain work not handed in by the due date.
- Possession of unauthorised notes.
- Use of an electronic device.
- Collusion with other students.
- Unacknowledged assistance –
 - submitting work that another person, such as a parent, coach or subject expert, has contributed to substantially and/or
 - using words, ideas, designs or the work of others in practical and performance tasks without appropriate acknowledgment and/or

- paying someone to write or prepare material.
- Offensive behaviour.
- Unauthorised access to an exam.
- Unauthorised alteration to a task or marks.
- Non-serious attempt – students are required to attempt a range of questions throughout an examination paper. Attempting multiple-choice questions is not sufficient. This includes the submission of frivolous or objectionable material which is also reported by supervisors of marking in the HSC examination.
- Missing lessons to prepare for or to complete assessment tasks.
- Other, including – disrupting an assessment task or breaching the school's code of conduct and examination conditions or procedures.

Consequence of Malpractice

Any suspected malpractice by students will be referred to the school's Assessment Review Panel (consisting of three members of the school's executive). Proven malpractice may result in the awarding of zero marks for the task. Students may appeal the decision of the Assessment Review Panel to the Appeals Committee.

Can you appeal an assessment mark?

Students may request their teacher to review the marks awarded for any task. Work will be reviewed if a request is made at the time that the work was returned to the student. Work will not be reviewed after a student has taken it from the classroom. If a student is dissatisfied with the outcome of this review they may appeal to the Head Teacher. In cases where the Head Teacher is the classroom teacher then appeals should be directed to the Deputy Principal.

Disability Provisions

If you have a medical condition which is an ongoing disability that will impact on normal examination situations, or you suffer personal or family situations that prevent you from a normal preparation for assessments, you must obtain a 'Disability Provisions' form from the Head Teacher Wellbeing early in Term 1. All students applying for disability provisions must inform the Deputy Principal. If this condition occurs later in the year, it must be registered with the Deputy Principal immediately.

Assessment in VET

VET Courses are based on Industry Training Packages and teach industry specific skills. These are competency based and allow a student to gain both HSC qualifications and Australian Qualification Framework (AQF) accreditation.

Students work to develop the competencies, skills and knowledge described in each Unit of Competency. To be assessed as competent a student must demonstrate to a qualified assessor that they can effectively carry out the various tasks and combinations of tasks listed to the standard required in the appropriate industry. Units of competency are assessed holistically as cluster tasks and students are assessed as either "competent" or "not yet competent" for individual units of competency. Students are given the opportunity to develop skills over time and have multiple opportunities to demonstrate competence to qualified assessors. Evidence of competence will be gathered on an ongoing basis as well as at specific assessment events. Evidence will be collected through a range of assessment activities using direct, indirect and supplementary methods.

The achievement of units of competency by students determines the final vocational qualification that a student will achieve. Students may choose to undertake the optional HSC exam for a VET course for Australian Tertiary Admission Rank (ATAR) purposes. Schools must determine a HSC examination estimate which should be based on two formal examinations during the 240 hour course. Therefore, in

addition to competency assessment, students in VET courses must undertake preliminary yearly exams, and HSC trial exams to be used for this purpose.

Students are also required to complete a minimum of 35 hours of mandatory work placement for each 2 units of a VET Curriculum Framework course studied. Failure to complete this component will put student's entire HSC credential in jeopardy.

Syllabus Components	Tasks	Task 1	Task 2	Task 3
	To be held	Term 1 Week 10	Term 3 Week 1	Term 3 Weeks 8/9
	Task type	Practical/Process Task	Depth Study	Yearly Examination
	Outcomes	BIO11/12-1, BIO11/12-2 BIO11/12-3, BIO11/12-5, BIO11/12-7, BIO11-8	BIO11/12-1, BIO11/12-4, BIO11/12-5, BIO11/12-6 BIO11/12-7, BIO11-11	BIO11/12-4, BIO11/12-5, BIO11/12-6, BIO11/12-7, BIO11-8, BIO11-9, BIO11-10, BIO11-11
	Weighting			
Skills in Working Scientifically	60	20	20	20
Knowledge and Understanding	40	10	10	20
MARKS	100	30	30	40

Syllabus Components	Tasks	Task 1	Task 2	Task 3
	To be held	Term 1 Week 10	Term 3 Week 4	Term 3 Weeks 8/9
	Task type	Business Report & Stimulus-based skills	Business Case Study	Yearly Examination
	Outcomes	P1, P2, P3, P8, P9, P10	ALL	ALL except P7
	Weighting			
Knowledge and understanding of course content	40	10	5	25
Stimulus-based skills	20	15		5
Inquiry and research	20		20	
Communication of business information, ideas and issues in appropriate forms	20	5	15	
MARKS	100	30	40	30

Syllabus Components	Tasks	Task 1	Task 2	Task 3
	To be held	Term 1 Week 7	Term 2 Week 6	Term 3 Weeks 8/9
	Task type	Practical/Process Task	Depth Study	Yearly Examination
	Outcomes	CH11/12-1, CH11/12-2, CH11/12-3, CH11/12-4, CH11/12-5, CH11/12-6	CH11/12-2, CH11/12-4, CH11/12-5, CH11/12-6, CH11/12-7, CH11-9,	CH11/12-1, CH11/12-2, CH11/12-4, CH11/12-5, CH11/12-6, CH11/12-7, CH11-8, CH11-9, CH11-10, CH11-11
	Weighting			
Skills in Working Scientifically	60	20	20	20
Knowledge and understanding	40	10	10	20
MARKS	100	30	30	40

Community and Family Studies

Syllabus Components	Tasks	Task 1	Task 2	Task 3
	To be held	Term 1 Week 9	Term 2 Week 5	Term 3 Weeks 8/9
	Task type	Case Study Analysis Resource Management	Essay Response on Individuals and Groups	Yearly Examination
	Outcomes	P1.1, P1.2, P4.2, P5.1 and P6.1	P1.1, P1.2, P2.1, P2.3, P4.2, P5.1 and P6.2	P1.1, P1.2, P2.2, P2.4, P3.1, P3.2, P4.2 and P6.3
	Weighting			
Knowledge and understanding of course content	40	15	15	10
Skills in critical thinking, research methodology, analysing and communicating	60	20	20	20
MARKS	100	35	35	30

Construction VET

PUBLIC SCHOOLS NSW ULTIMO RTO 90072 CONSTRUCTION CATEGORY B BOARD DEVELOPED COURSE ASSESSMENT SCHEDULE Preliminary Year 2022 - HSC 2023 QUALIFICATION: CPC20221 Certificate II in Construction Pathways Training Package: CPC08 Construction, Plumbing and Services (version 9.7) The information may change in 2022 due to Training Package and NSW Education Standards Authority (NESA) updates. Notification of variations will be made in due time with minimum disruption or disadvantage.							NESA course code 2 U X 2 YR - 26201 2022 HSC Exam: 26299 LMBR UI Code: (11 OR 12) CPC20221526201B
TERM	Unit Code	Units Of Competency	AQF CORE / ELECTIVE	HSC STATUS	HSC INDICATIVE Hrs.	Assessment Task Cluster & Method of Assessment	HSC requirements Exam estimate mark & weighting to total 100%
Term 1	7 PRELIMINARY UOCs						240 Indicative Hours over 2 years
	CPCCWHS1001	Prepare to work safely in the construction industry	C	M	10	Cluster A – SafeWork NSW WHS Induction Written Test	
Term 1/2	CPCCCM1013A CPCCOHS2001A	Plan and organise work Apply OHS requirements, policies and procedures in the construction industry	C C	M M	10 15	Cluster B - Small project, Oil Stone Case or Concrete Float Practical, Teacher observations and written test.	20% Preliminary Exam 35 hrs. Work placement
	CPCCCA2002B CPCCCA2011A	Use carpentry tools and equipment Handle carpentry materials	E E	M E	20 20	Cluster C - Tool box, Saw Horse or BBQ table Practical, Teacher observations and written test.	
Term 2/3 Work placement	CPCCCM1014A CPCCCM1012A	Conduct workplace communication Work effectively and sustainably in the construction industry	C C	E M	10 25	Cluster D – Skills in Action Observations, portfolio and written test	
	7 HSC UOCs						35 hrs. Work placement 80% Trial HSC Exam The final estimate exam mark will only be used as the optional HSC exam mark in the event of misadventure. This mark should be derived from either one or two formal exams. The calculation of the estimate is a school decision.
Terms 4/5	CPCCCA2003A	Erect and dismantle formwork for footings and slabs on ground	E	E	25	Cluster E - School Project – Concreting Practical, Teacher observations and written test.	
	CPCCCM2006B	Apply basic levelling procedures	E	E	15	* Training can be undertaken from term 1 onwards to develop student skills and collect evidence to contribute to assessment	
	CPCCCM1015A	Carry out measurements and calculations	C	M	20		
	CPCCCO2013A	Carry out concreting to simple forms	E	E	20		
	CPCCCM2001A	Read and interpret plans and specifications	C	M	20		
Terms 6/7	CPCCJN2001A CPCCJN2002B	Assemble components Prepare for off-site manufacturing process	E E	E E	15 10	Cluster F – Joinery Practical, Teacher observations and written test.	
	CPCCWF2001A CPCCWF2002A	Handle wall and floor tiling materials Use wall and floor tiling tools and equipment	E E	E E	25 10	Cluster F – Wall and Floor Tiling Practical, Teacher observations and written test	
Terms 6/7	CPCCBL2001A CPCCBL2002A	Handle and prepare bricklaying and blocklaying materials Use bricklaying and blocklaying tools and equipment	E E	E E	20 10	Cluster F – Bricklaying (subject to teacher qual) Practical, teacher observation and written test	
	NESA requires students to study a minimum of 240 hours to meet Preliminary and HSC requirements.			Total hours	235-245	Units of competency from the HSC focus areas will be included in the optional HSC examination.	

Drama

Syllabus Components	Tasks	Task 1	Task 2	Task 3
	To be held	Term 1 Week 10	Term 2 Week 10	Term 3 Week 8/9
	Task type	Presentation of group performance including log book and written analysis of performance.	Presentation of individual performance OR individual project including log book and supporting detail.	Examination Written extended response
	Outcomes	P1.2, P1.5, P2.4, P3.2	P1.1, P1.4, P2.3, P2.4	P3.1, P3.2, P3.3
	Weighting			
Making	40	20	20	
Performing	30	20	10	
Critically Studying	30			30
MARKS	100	40	30	30

Engineering Studies

Syllabus Components	Tasks	Task 1	Task 2	Task 3
	To be held	Term 2 Week 5	Term 3 Week 5	Term 3 Weeks 8/9
	Task type	Engineering Report	Engineering Report	Yearly Examination
	Outcomes	P1.1, P2.1, P3.1, P3.3, P4.2, P4.3, P5.1	P1.2, P2.2, P3.2, P4.1, P5.2, P6.1, P6.2	ALL
	Weighting			
Knowledge and understanding of engineering principles and development in technology	50	10	10	30
Skills in research, problem solving and communication related to engineering	30	10	15	5
Understanding the scope and role of engineering including management and problem solving	20	5	10	5
MARKS	100	25	35	40

Syllabus Components	Tasks	Task 1	Task 2	Task 3
	To be held	Term 1 Week 10	Term 2 Week 10	Term 3 Weeks 8/9
	Task type	Common Module: Reading to Write Imaginative text and reflection statement.	Module 1: Narratives that Shape our World Multimodal presentation including the prescribed text and related text	Module 2: Critical Study of Literature Yearly Examination Critical response
	Outcomes	EA11-3, EA11-5, EA11-9	EA11-2, EA11-4, EA11-6	EA11-1, EA11-7, EA11-8
	Weighting			
Knowledge and understanding of course content	50	15	20	15
Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes	50	15	20	15
MARKS	100	30	40	30

Syllabus Components	Tasks	Task 1	Task 2	Task 3
	To be held	Term 2 Week 5	Term 2 Week 10	Term 3 Weeks 8/9 Examination period
	Task type	Imaginative response and reflection statement	Comparative essay	Multimodal Presentation and Independent Research Project
	Outcomes	EE11-2, EE11-3, EE11-6	EE11-1, EE11-2, EE11-3, EE11-5	EE11-1, EE11-2, EE11-3, EE11-4, EE11-5
	Weighting			
Knowledge and understanding of texts and why they are valued	50	15	15	20
Skills in complex analysis composition and investigation	50	15	15	20
MARKS	100	30	30	40

Syllabus Components	Tasks	Task 1	Task 2	Task 3
	To be held	Term 1 Week 10	Term 2 Week 10	Term 3 Weeks 8/9
	Task type	Common Module: Reading to Write Imaginative text and reflection statement.	Module 1: Contemporary Possibilities Multimodal presentation	Module 2: Close Study of Literature Yearly Examination Critical response
	Outcomes	EN11--3, EN11-6, EA11-9	EN11-2, EN11-4, EN11-7	EN11-1, EN11-5, EN11-8
	Weighting			
Knowledge and understanding of course content	50	15	20	15
Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes	50	15	20	15
MARKS	100	30	40	30

English Studies

Syllabus Components	Tasks	Task 1	Task 2	Task 3
	To be held	Term 1 Week 10	Term 2 Week 10	Term 3 Week 9
	Task type	Mandatory Module: Achieving through English – English in education, work and community Written response	Module K The Big Screen – English in film making Multimodal Presentation	Module C On the Road – English and Experience of Travel Portfolio of classwork and reflection statement
	Outcomes	ES11-1, ES11-3, ES11-5	ES11-2, ES11-6, ES11-9	ES11-4, ES11-7, ES11-8, ES11-10
	Weighting			
Knowledge and understanding of course content	50	15	15	20
Skills in: <ul style="list-style-type: none"> Comprehending texts Communication ideas Using language accurately, appropriately, and effectively 	50	15	15	20
MARKS	100	30	30	40

Exploring Early Childhood

Syllabus Components	Tasks	Task 1	Task 2	Task 3
	To be held	Term 1 Week 8	Term 2 Week 10	Term 3 Weeks 8/9
	Task type	Infant simulation and Parenting Magazine	Digital Recipe Book and Reflection	Yearly Examination
	Outcomes	1.1, 5.1, 6.1	1.3, 1.4, 1.5, 6.1	1.2, 1.3, 1.4, 1.5, 2.1, 2.2, 2.4, 4.1, 6.2
	Weighting			
Knowledge and understanding of course content	60	20	20	20
Skills in critical thinking research methodology, analysing and communicating	40	10	10	20
MARKS	100	30	30	40

Students are also expected to complete class work as prescribed by the teacher.

Syllabus Components	Tasks	Task 1	Task 2	Task 3
	To be held	Term 1 Week 8	Term 2 Week 9	Term 3 Week 8/9
	Task type	Food Availability & Selection Written Task	Food Quality Experimental Task	Yearly Examination
	Outcomes	P1.1, P3.2, P5.1	P2.2, P4.1, P4.4	P1.2, P2.2, P3.1, P4.3, P5.1
	Weighting			
Knowledge and understanding of course content	40	10		30
Knowledge and skills in designing, researching, analysing and evaluating	30	10	10	10
Skills in experimenting with and preparing food by applying theoretical concepts	30	10	20	
MARKS	100	30	30	40

Syllabus Components	Tasks	Task 1	Task 2	Task 3
	To be held	Term 1 Week 9	Term 3 Week 4	Term 3 Week 8/9
	Task type	Skills/Stimulus Examination	Senior Geography Project	Yearly Examination
	Outcomes	P8, P9, P10	P5, P6, P7, P11, P12	All
	Weighting			
Knowledge and understanding of course content	40	15	5	20
Geographical tools and skills	25	10	5	10
Geographical inquiry and research, including field work	20		20	
Communication of geographical information, ideas and issues in appropriate forms	15	5	5	5
MARKS	100	30	35	35

History: Ancient

Syllabus Components	Tasks	Task 1	Task 2	Task 3
	To be held	Term 1 Week 10	Term 2 Week 8	Term 3 Week 8/9
	Task type	Short answer & extended response	Historical Investigation	Yearly Examination
	Outcomes	AH11-1, AH11-5, AH11-6, AH11-9	AH11-2, AH11-3, AH11-8, AH11-10	All
	Weighting			
Knowledge and understanding of course content	35	5	10	20
Source-based skills: analysis, synthesis and evaluation of historical information from a variety of sources	25	10	5	10
Historical inquiry and research including mandatory historical investigation	25	10	10	5
Communication of historical understanding in appropriate forms	15	5	5	5
MARKS	100	30	30	40

Syllabus Components	Tasks	Task 1	Task 2	Task 3
	To be held	Term 1 Week 9	Term 2 Week 8	Term 3 Week 8/9
	Task type	Case Study 1: Source Study	Historical Investigation	Yearly Examination
	Outcomes	MH11-2, MH11-3, MH11-5, MH11-9	MH11-6, MH11-7, MH11-8, MH11-10	ALL
	Weighting			
Knowledge and understanding of course content	40	10	5	25
Source-based skills: analysis, synthesis and evaluation of historical information from a variety of sources	20	10	10	
Historical inquiry and research including mandatory historical investigation	20	10	5	5
Communication of historical understanding in appropriate forms	20		10	10
MARKS	100	30	30	40

Hospitality VET: Kitchen Operations

PUBLIC SCHOOLS NSW ULTIMO RTO 90072 HOSPITALITY- KITCHEN OPERATIONS CATEGORY B BOARD DEVELOPED COURSE ASSESSMENT SCHEDULE Preliminary Year 2022 - HSC 2023 QUALIFICATION: SIT20416 Certificate II in Kitchen Operations Training Package: SIT Tourism, Travel and Hospitality (Release 1.2)							NESA course code 2 U X 2 YR - 26511 HSC Exam: 26587 LMBR code (11 OR 12) SIT20416126511B
TERM	Unit Code	Units Of Competency	AQF CORE / ELECTIVE	HSC STATUS	HSC Hrs.	Assessment Task Cluster & Methods of Assessment	HSC requirements Exam estimate mark & weighting to total 100%
Term 1	9 PRELIMINARY UOCs					Evidence will be collected during Preliminary and HSC Course for the unit of competency SITHCCC011 Use cookery skills effectively	240 Indicative Hours over 2 years
	SITXFSA001	Use hygienic practices for food safety	C	M	10	Cluster A: Getting Ready for Work Written task/scenario, case study & observation of practical work	20% Prelim Yearly Exam
	SITXWHS001	Participate in safe work practices	C	M	15		35 hrs
	SITHCCC003	Prepare and present sandwiches	E	E	20		Work placement
Term 2	SITXFSA002	Participate in safe food handling practices	E	S	15	Cluster B: Sustainable Kitchen Practices Scenario, Written task, Observation of practical work	80% Trial HSC Exam 35 hrs Work placement
	BSBSUS201	Participate in environmentally sustainable work practices	E	E	15		
	SITHCCC002	Prepare and present simple dishes	E	E	20		
Term 3	SITHKOP001	Clean kitchen premises and equipment	C	S	10	Cluster C: Maintain a Clean & Safe Kitchen Written task, Observation of practical work including temperature checks & completion of HACCP documentation.	The final estimate exam mark will only be used as the optional HSC exam mark in the event of misadventure. This mark should be derived from either one or two formal exams. The calculation of the estimate is a school decision.
	SITHCCC001	Use food preparation equipment	C	S	20		
	SITXINV002	Maintain the quality of perishable items	C	E	5		
Terms 4 - 6	5 HSC UOCs					Cluster D: Quality Café Meals Written task & observation of practical work Portfolio of evidence including service periods. NOTE: person with THREE years' Industry Experience must be involved in assessment.	
	SITHCCC005	Prepare dishes using basic methods of cookery	C	S	40		
	SITHCCC006	Prepare appetisers and salads	E	E	25		
	SITHCCC011	Use cookery skills effectively	C	E	20		
Terms 6 & 7	BSBWOR203	Work effectively with others	C	M	15	Cluster E: Working in the Hospitality Industry Written task and reflection	
	SITHIND002	Source and use information on the hospitality industry	E	M	20		
NESA requires students to study a minimum of 240 hours to meet Preliminary and HSC requirements.			Total Hours 240			Units of competency from the HSC focus areas will be included in the optional HSC examination.	

Industrial Technology – Timber Products and Furnishings & Graphics

Syllabus Components	Tasks	Task 1	Task 2	Task 3
	To be held	Term 2 Week 4	Term 3 Week 5	Term 3 Week 8/9
	Task type	Industry Study	Minor Projects and Folio	Yearly Examination
	Outcomes	P1.1, P1.2, P2.2, P7.1, P7.2	P2.1, P3.1, P3.2, P3.3, P4.1, P4.2, P5.2	ALL
	Weighting			
Knowledge and understanding of the organisation and management of, and manufacturing processes and techniques used by, the focus area.	40	5	25	10
Knowledge, skills and understanding in designing, managing, problem-solving, communicating, and the safe use manufacturing processes and techniques in the production of projects.	60	5	25	30
MARKS	100	10	50	40

Syllabus Components	Tasks	Task 1	Task 2	Task 3
	To be held	Term 1 Week 8	Term 3 Week 5	Term 3 Week 8/9
	Task type	In-class topic test	Research and in class	Yearly Examination
	Outcomes	P1, P2, P4, P5, P9	P5, P6, P7, P8, P9, P10	ALL
	Weighting			
Knowledge and understanding	60	15	15	30
Research	20	10	10	
Communication	20	5	5	10
MARKS	100	30	30	40

Manufacturing and Engineering VET

PUBLIC SCHOOLS NSW ULTIMO RTO 90072							NESA course code 2 U X 2 YR - 59732 LMBR UI code : (11 OR 12) MEM10119159732	
MANUFACTURING & ENGINEERING – INTRODUCTION BOARD ENDORSED COURSE ASSESSMENT SCHEDULE								
Preliminary Year 2022 - HSC 2023								
QUALIFICATION: MEM10119 Certificate I in Engineering AND Statement of Attainment towards MEM20413 Certificate II in Engineering Pathways Training Package: MEM Manufacturing and Engineering (version 2) AND MEM05 Metal and Engineering (version 11.1) This information may change in 2022 due to Training Package and NSW Education Standards Authority (NESA) updates. Notification of variations will be made in due time with minimum disruption or disadvantage.								
TERM	Unit Code	Units of Competency	AQF CORE / ELECTIVE	HSC Indicative	Points	Assessment Task Cluster & Method of Assessment	HSC requirements	
Term 1-2	5 PRELIMINARY UOCs towards MEM10119 Certificate I in Engineering						240 Indicative Hours over 2 years	
	MEM13015	Work safely and effectively in manufacturing and engineering	C	40	2	Cluster A: Welcome to the industry Written questioning, direct observation of practical work, product production		
	MEM16006	Organise and communicate information	E	15	2			
	MEM11011	Undertake manual handling	E	5	2			
Term 3	MEM18001	Use hand tools	E	20	2	Cluster B: Right tool, right job Written questioning, direct observation of practical work, practical project/drill bit sharpening	Complete a minimum of 35 hrs mandatory work placement	
	MEM18002	Use power tools/hand held operations	E	20	2			
Term 4-5	3 HSC UOCs towards MEM10119 Certificate I in Engineering PLUS 5 HSC UOCs Statement of Attainment towards MEM20413 Certificate II in Engineering Pathways							20% Year 11 70% year 12
	MEM12024	Perform computations	E	20	3	Cluster C: Engineering in practice Written questioning/computations, product based method – materials cutting list, graph and CAD, direct observation of practical work		
	MEM16008	Interact with computer technology	E	10	2			
	MEM07032	Use workshop machines for basic operations	E	20	2			
Term 6	MEMPE006A	Undertake a basic engineering project	C	30	-	Cluster D: Can we build it Written questioning, direct observation of practical work, project production, portfolio of evidence including career plan	School may choose to insert examination weighting/s	
	MEMPE001A	Use engineering workshop machines	E-A	20	-			
	MEMPE004A	Develop a career plan for the engineering and manufacturing industry	C	5	-			
Term 7	MEMPE002A	Use electric welding machines	E-A	20	-	Cluster E: Sparks and noise Written questioning, direct observation of practical work, project	20% Year 11 70% year 12	
	MEMPE004A	Use fabrication equipment	E-A	20	-			
NESA requires students to study a minimum of 240 hours to meet Preliminary and HSC requirements.			Total	245	17	This course is a VET Content Endorsed Course and does not count towards the ATAR. No HSC exam in this course		

Syllabus Components	Tasks	Task 1	Task 2	Task 3
	To be held	Term 2 Week 4	Term 3 Week 2	Term 3 Week 8/9
	Task type	Test	Investigation	Yearly Examination
	Outcomes	MA11-1, MA11-2, MA11-3, MA11-4, MA11-5, MA11-6, MA11-7, MA11-8, MA11-9		
	Weighting	TASK WEIGHTING		
Understanding, fluency and communication	50	15	15	20
Problem-solving, reasoning and justification	50	15	15	20
MARKS	100	30	30	40

* In addition, students are expected to complete all class work and assignments to the standard required by their teacher.

Syllabus Components	Tasks	Task 1	Task 2	Task 3
	To be held	Term 2 Week 3	Term 3 Week 2	Term 3 Week 8/9
	Task type	Test	Investigation	Yearly Examination
	Outcomes	ME11-1, ME11-2, ME11-3, ME11-4, ME11-5, ME11-6, ME11-7		
	Weighting			
Understanding, fluency and communication	50	20	10	20
Problem-solving, reasoning and justification	50	20	10	20
MARKS	100	40	20	40

* In addition, students are expected to complete all class work and assignments to the standard required by their teacher.

Mathematics: Standard – leading to Pathways 1 and 2

Syllabus Components	Tasks	Task 1	Task 2	Task 3
	To be held	Term 2 Week 4	Term 3 Week 2	Term 3 Week 8/9
	Task type	Test	Investigation	Yearly Examination
	Outcomes	MS11-1, MS11-2, MS11-3, MS11-4, MS11-5, MS11-6, MS11-7, MS11-8, MS11-9, MS11-10		
	Weighting			
Understanding, fluency and communication	50	15	15	20
Problem solving, reasoning and justification	50	15	15	20
MARKS	100	30	30	40

* In addition, students are expected to complete all class work and assignments to the standard required by their teacher.

Music 1

Syllabus Components	Tasks	Task 1	Task 2	Task 3
	To be held	Term 1 Week 10	Term 2 Week 9	Term 3 Week 8
	Task type	Small Ensembles Viva Voce, including full and complete aural analysis of a single focus piece.	Methods of Notating Music Composition and Portfolio including a conceptual analysis of this composition.	An Instrument and its Repertoire. Performance of 2 pieces, 1 small ensemble and 1 solo performance and Aural Analysis test.
	Outcomes	P2, P4, P6, P7, P10	P3, P4, P5, P6, P7, P8, P10	P1, P3, P5, P7, P9, P10, P11
	Weighting			
Performance	25			25
Musicology	25	25		
Composition	25		25	
Aural Analysis	25	10	5	10
MARKS	100	35	30	35

Personal Development, Health and Physical Education

Syllabus Components	Tasks	Task 1	Task 2	Task 3
	To be held	Term 1 Week 10	Term 2 Week 9	Term 3 Week 8/9
	Task type	Research assignment: Better Health for Individuals	Lab report: The Body in Motion	Yearly Examination
	Outcomes	P2, P3, P4P6, P12	P7, P8, P9, P10, P11, P16	P1, P2, P3,P4, P5, P6 P7, P8, P9, P10, P11, P17
	Weighting			
Knowledge and understanding of: <ul style="list-style-type: none"> Factors that affect health The way the body moves 	50	20	20	10
Skills in: <ul style="list-style-type: none"> Influencing personal and community health Taking action to improve participation and performance in physical activity 	25	5	10	10
Skills in critical thinking, research and analysis	25	10	5	10
MARKS	100	35	35	30

Photography, Video and Digital Imaging

Syllabus Components	Tasks	Task 1	Task 2	Task 3
	To be held	Term 1 Week 10	Term 3 Week 5	Term 3 Week 8/9
	Task type	Submission of Body of Work and VAPD – record of the development of research based practice	Submission of Body of Work and VAPD – record of the development of research based practice	Yearly examination
	Outcomes	M1, M2, M3, M4, M5, M6	M1, M2, M3, M4, M5, M6	CH1, CH2, CH3, CH4
	Weighting			
Art making	70	35	35	
Art Criticism and Art History	30			30
MARKS	100	35	35	30

Physics

Syllabus Components	Tasks	Task 1	Task 2	Task 3
	To be held	Term 1 Week 6	Term 3 Week 1	Term 3 Weeks 8/9
	Task type	Skills Task	Depth Study	Yearly Examination
	Outcomes	PH11/12-2,4,5 & 6 PH11-8	PH11/12-1,2,3,4,5,6 & 7 PH11-8,9 & 10	PH11/12-4,5,6,7 & 8 PH11-9,10 & 11
	Weighting			
Skills in Working Scientifically	60	20	20	20
Knowledge and Understanding	40	10	10	20
MARKS	100	30	30	40

Students are also expected to complete classwork as prescribed by the teacher.

Sport Coaching VET

PUBLIC SCHOOLS NSW ULTIMO RTO 90072 SPORT COACHING – CERTIFICATE III BOARD ENDORSED COURSE ASSESSMENT SCHEDULE Preliminary Year 2022 - HSC 2023 QUALIFICATION: SIS30521 Certificate III in Sport Coaching Training Package: SIS Sport, Fitness and Recreation (Version 4) <u>The information may change in 2022 due to Training Package and NSW Education Standards Authority (NESA) updates.</u> <u>Notification of variations will be made in due time with minimum disruption or disadvantage.</u>							NESA Course: 50418 LMBR UI Code: (11 or 12) SIS30521150418
TERM	Unit Code	Units Of Competency	AQF CORE / ELECTIV E	HSC STS	HSC IND HS Hrs.	Assessment Task Cluster & Methods of Assessment	HSC requirements
Term 1-2	4 Preliminary UOC's						240 Indicative hours over 2 years
	HLTWHS001 SISXIND006	Participate in workplace health and safety Conduct sport, fitness and recreation events	C E - E	C E	15 30	Cluster 1: Tournament Time Direct Observation, Product Based Method and Questioning.	
Term 2-3	SISSCO002 SISSCO005	Work in community coaching role Continuously improve coaching skills and knowledge	C C	C C	30 25	Cluster 2: The Community Coach Research and Questioning, Portfolio of Evidence and Evaluation and Classroom Discussion	Minimum 35 hrs mandatory work placement
Term 3-4	6 HSC UOCs						20% Preliminary Exam 80% Trial HSC Exam The final estimate exam mark will only be used as the optional HSC exam mark in the event of misadventure. This mark should be derived from either one or two formal exams. The calculation of the estimate is a school decision.
	SISSSOF002	Continuously improve officiating skills and knowledge	E-E	E	15	Cluster 3: (Complete 2 of the 3 elective options) a) Officiating in Sport – Online and Student Developed Quiz, Portfolio of Evidence and Consultation Form, Officiating and Evaluation b) Inclusive Coaching – Questioning, Portfolio of Evidence, Coaching Session and Evaluation c) Strength and Conditioning – Fitness Portfolio, Session Plan and Fitness Diary, Session Delivery and Evaluation	
	SISXDIS001	Facilitate inclusion for people with a disability	E-E	E	20		
	SISXCAI009	Instruct strength and conditioning techniques	E-E	E	25		
Term 5-6	SISSCO003 BSBRK401	Meet participant coaching needs Identify risk and apply risk management processes	C C	C C	30 25	Cluster 4: Coaching the Individual Direct Observation, Product Based Method and Questioning.	
Term 7	SISSCO012	Coach sports participants up to an intermediate level	E-A	E	30	Cluster 5: Next Level Coaching Direct Observation, Product Based Method and Questioning.	
Stand alone Unit date to be delivered TBC	HLTAID011	Provide First Aid (to be delivered by an external RTO OR approved trainer from RTO 90072 ONLY)	C	C	20	Cluster 6: First Aid Approved trainers will have access to the IVET learners' platform for RTO 90072 delivery and assessment OR Credit Transfer when this unit is delivered by another RTO. Please ensure school retains the Statement of Attainment from the external RTO for each student	
NESA requires students to study a minimum of 240 hours to meet Preliminary and HSC requirements.			Total hours: 240/245/250			This course is a VET Board Endorsed Course and does not count towards the ATAR. No HSC exam in this course.	

Sport Lifestyle and Recreation

Syllabus Components	Tasks	Task 1	Task 2	Task 3
	To be held	Term 1 Week 8	Term 3 Week 4	Term 3 Week 8/9
	Task type	First Aid and Sports Injuries	Recreational walk and report Module 11	Yearly Examination Module 11
	Outcomes	1.3, 2.5, 3.6, 4.2, 4.4, 4.5	1.1, 1.3, 1.4, 2.3, 3.6, 4.1, 4.2, 4.4	1.1, 1.3, 1.4, 2.3, 2.5, 3.6, 4.1, 4.2, 4.4, 4.5
	Weighting			
Knowledge and understanding	50	15	15	20
Skills	50	15	15	20
MARKS	100	30	30	40

Visual Arts

Syllabus Components	Tasks	Task 1	Task 2	Task 3
	To be held	Term 2 Week 5	Term 3 Week 6	Term 3 Weeks 8/9
	Task type	Urban Technology Submission of Body of Work and VAPD – record of the development of research based practice VAPD to include annotated artwork(s) to account for historical changes in the representation of the body throughout time	Nature and Other Living Things Submission of Body of Work and VAPD – record of the development of research based practice	Yearly Examination Art Criticism and Art History Written Examination
	Outcomes	P1, P2, P3, P4, P7, P10	P1, P3, P4, P5, P6	P8, P9, P10
	Weighting			
Art Making	50	25	25	
Art Criticism and Art History	50	10		40
MARKS	100	35	25	40

Vocational Education and Training (VET) Courses

Vocational Education and Training (VET) courses are offered as part of the Higher School Certificate (HSC) or Record of School Achievement (RoSA). VET courses are designed to deliver workplace-specific skills and knowledge and cover a wide range of careers and industries. VET courses for secondary students are developed by the NSW Education Standards Authority (NESA) and are based on national training packages.

VET courses allow students to gain both HSC or RoSA qualifications and a qualification recognised throughout Australia as part of the Australian Qualification Framework (AQF). These qualifications are widely recognised by industry, employers and tertiary training providers e.g. TAFENSW and Universities and will assist students to move easily between various education and training sectors and employment.

Public Schools NSW, Ultimo operates as a Registered Training Organisation (RTO 90072) to deliver and assess VET qualifications to secondary students.

It is mandatory for all students studying a VET course to create a Unique Student Identifier (USI). Students will require a form of identification, such as a Medicare Card, Birth Certificate, Driver's License or a valid passport for the creation of the USI.

Board Developed VET courses are classified as Category B subjects and ONLY ONE may contribute to the calculation of the Australian Tertiary Admission Rank (ATAR). These courses have an optional HSC examination. Students wishing to include a VET course in the ATAR calculation must sit the HSC examination.

Board Developed VET courses have specified workplace requirements and include industry specific mandatory work placement (35 hours per 120 hours of delivery) or occasionally simulated workplace hours at school.

Board Endorsed VET courses do count towards the HSC or RoSA but do not have HSC examinations therefore do not count in the calculation of the ATAR. Board Endorsed VET Courses have either mandatory or recommended industry specific work placement.

Assessment in all VET courses is competency based. The student is assessed on what they can do (the skills) and what they know (the knowledge) that will equip them in the workplace. Students who have successfully achieved competency will have the skills and knowledge they need to complete workplace activities in a range of different situations and environments, to an industry standard of performance that is expected in the workplace.

Competency-based training is based on performance standards that have been set by industry. Competency-based assessment materials are designed to determine if each learner has achieved all the outcomes (skills and knowledge). Students will receive documentation showing the competencies achieved for the VET course undertaken. Students in VET courses must be able to demonstrate competence regardless of disability. The principles of *HSC: All My Own Work* apply to all Stage 6 VET courses, including early commencement in Stage 5.

If the student has already completed part of the course elsewhere, or have previous life or work experience in the relevant industry, he or she may be eligible for Recognition of Prior Learning (RPL) for part of the course, or for 35 Hours work placement in the HSC course. The student does not have to repeat the training or assessment but must produce evidence of competence (which may be demonstrated during a skills and knowledge assessment). The VET committee consisting of the VET teacher, VET Coordinator and a member of the senior executive will determine if the student is eligible.

If a student has completed a unit of competency with another RTO and the student can supply evidence of the same or an equivalent competency, credit transfer is awarded (common examples include a white card course, first aid certificate or a barista course).

Due to the specific requirements of a VET course it is recommended students speak to the VET Coordinator or Careers Adviser before choosing the course to ensure they are fully aware of the requirements.



Date _____

Dear [Parent/Guardian]

OFFICIAL WARNING NON COMPLETION OF PRELIMINARY HSC COURSE

I am writing to advise that your son/daughter _____ is in danger of not meeting the Course Completion Criteria for the Preliminary course _____.

NESA requires schools to issue students with official warnings in order to give them the opportunity to redeem themselves. Please regard this letter as the _____ (eg 1st, 4th) **official warning** we have issued concerning _____.

A minimum of two course-specific warnings must be issued prior to a final non-completion of course determination being made for a course.

Course Completion Criteria

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

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

Where it is determined that a student has not met the Course Completion Criteria, they place themselves at risk of receiving a determination of non-completion of course requirements. This will mean that the course will not be listed on the student's Record of School Achievement and may affect the student's eligibility for the Higher School Certificate. It may also mean that the student is unable to proceed to the Higher School Certificate course if he/she has not satisfactorily completed the Preliminary Course.

To date _____ has not satisfactorily met _____ of the Course Completion Criteria.

The table below 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 _____ to satisfy Course Completion Criteria, the tasks, requirements or outcomes listed overleaf need to be satisfactorily completed and/or achieved.

Please discuss this matter with _____ and contact the school if further information or clarification is needed.

Yours sincerely

Class Teacher/Head Teacher

Deputy Principal

To satisfy the Course Completion Criteria, the following tasks, requirements or outcomes need to be satisfactorily completed by _____

Task Name(s)/Course Requirement(s)/Course Outcome(s)	Percentage weighting (if applicable)	Original due date (if applicable)	Action required by student	Revised date to be completed by (if applicable)

✂ _____

Please detach this section and return to the school.

Requirements for the satisfactory completion of a Preliminary Course.

I have received the letter dated _____ indicating that _____ is in danger of not having satisfactorily completed _____.

I am aware that this course may not appear on his/her Record of School Achievement.

I am aware that the determination of non-completion of course requirements may make him/her ineligible to proceed to the Higher School Certificate course.

I am also aware that the determination of non-completion of course requirements may make him/her ineligible for the award of the Higher School Certificate.

Parent/Guardian's signature: _____ Date: _____

Student's signature: _____ Date: _____

Appendix B – Example Illness or Misadventure Application

Date Issued: _____

Step 1: Read the relevant section of your assessment booklet and obtain a medical certificate or other documentation.

Please Note: Rescheduled assessment tasks will be used to guide the estimate given for missed assessment tasks. The estimate will be determined at the conclusion of the applicable RoSA/Preliminary/HSC Year. Raw scores for rescheduled assessment tasks may not be used.

Step 2: Complete the relevant information below and attach documentation

Student Name: _____ Year: _____

Reason for variation (Illness/Misadventure)

Medical Certificate from:

Name: _____ Signature: _____

or Details of other documentation _____

Name: _____ Signature: _____

Position: _____

Signed Student: _____ Date: _____

Signed Parent/Guardian: _____ Date: _____

Step 3: See the Deputy Principal to discuss your application

Deputy Principal approval: YES / NO (circle one)

Details: _____

Deputy Principal Signature: _____ Date: _____

Step 4: See the relevant Head Teacher and your class teacher (Complete as required for each assessment to be rescheduled)

Assessment

Subject: _____ Class Teacher: _____

Assessment Task Details: _____

Original due date: _____ Rescheduled Date: _____

Details of alternative arrangements for this assessment:

Head Teacher Signature: _____ Date: _____

Assessment

Subject: _____ Class Teacher: _____

Assessment Task Details: _____

Original due date: _____ Rescheduled Date: _____

Details of alternative arrangements for this assessment:

Head Teacher Signature: _____ Date: _____

Assessment

Subject: _____ Class Teacher: _____

Assessment Task Details: _____

Original due date: _____ Rescheduled Date: _____

Details of alternative arrangements for this assessment:

Head Teacher Signature: _____ Date: _____

Assessment

Subject: _____ Class Teacher: _____

Assessment Task Details: _____

Original due date: _____ Rescheduled Date: _____

Details of alternative arrangements for this assessment:

Head Teacher Signature: _____ Date: _____

Assessment

Subject: _____ Class Teacher: _____

Assessment Task Details: _____

Original due date: _____ Rescheduled Date: _____

Details of alternative arrangements for this assessment:

Head Teacher Signature: _____ Date: _____

Step 5: Return completed form to Deputy Principal within 3 days of date of issue



Student Appeal Form

Tick applicable appeal:

____ Appeal against declined illness or misadventure application

____ Appeal against a zero mark

Date of Issue: _____

Complete the information below and return to the Deputy Principal within 3 days of receiving this form.

Name: _____ Year: _____

Subject: _____

Assessment Task Description:

Date Due: _____

In the space provided below, state the grounds on which you are appealing against a zero mark/declined illness or misadventure application.

Date Returned: _____ Deputy Principal Signature: _____



Panel Decision Re: Student Appeal

Name: _____ Year: _____

Subject: _____

Assessment Task Description:

Date Due: _____

Panel's decision (tick one outcome):

Apply a zero mark

☐

No penalty applied

☐

Other penalty applied (eg reduction in marks/percentage). Please state:

Reasons for the panel's decision:

Panel Members:

Name: _____

Signature: _____

Name: _____

Signature: _____

Name: _____

Signature: _____

Date: _____

Appendix E – Preliminary Assessment Planner

Week	Term 1	Week	Term 2	Week	Term 3
1	(Friday 28/1 Staff Development Day)	1		1	
2		2		2	
3		3		3	
4		4		4	
5		5		5	
6		6		6	
7		7		7	
8		8		8	
9		9		9	
10		10		10	
11					

Appendix F – Weekly homework/study timetable

Things to include: school, meals, sport, employment, family commitments, leisure

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8am							
9am							
10am							
11am							
12 noon							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							

Appendix G – Homework study record

SUBJECT	½ h	1h	1½ h	2h	2½ h	3h	3½ h	4h	4½ h	5h	5½ h	6h	6½ h	7h	7 ½h	8h	8 ½h	9h	9 ½h	10h
ENGLISH																				