



Dungog High School

Years 9 and 10
Record of Student Achievement (RoSA)

Assessment Policy

2016

Contents

Section 1:	Eligibility requirements for the Award of a Record of Student Achievement	3
	Eligibility Requirements for the Award of a RoSA	
	Course Performance Descriptors	
	Grades	
	Pattern of Study	
	Mandatory Curriculum Requirements	
	Satisfactory Completion of a Course / Course Completion Criteria	
	Unsatisfactory Completion of a RoSA course	
	Attendance	
	Students transferring to Dungog High School	
Section 2:	Assessment in Stage 5 (Years 9 and 10).....	5
	Starting Time	
	Notification Slip	
	Value	
	Assessment Tasks	
	Student responsibilities	
	Ranking	
	Request for Extension of Time	
	Factors Influencing the Quality of Tasks Submitted	
	Student Sick on Day of Assessment Task	
	Collusion / Plagiarism	
	Special Provisions	
	Invalid Tasks/part of Tasks or Non Discriminating Tasks	
Section 3:	Non-Assessment Tasks	8
	Non-Assessment Tasks	
	Failure to Complete Non Assessment Tasks	
Section 4:	Application for extended leave form - travel.....	8
Section 5:	Appeals Process	9
Section 6:	Assessment and Examination RoSA.....	11
Section 7:	Procedure for Evaluating RoSA Course Assessment Policies	12
Appendix:	Illness / Misadventure Form	13
Appendix:	Official Warning Letter: Non-completion of HSC course.....	14

Section 1: Eligibility requirements for the Record of Student Achievement (RoSA)

1.1. The RoSA is a cumulative credential that allows students to accumulate their academic results until they leave school.

To qualify for the RoSA, a student must have:

- 1.1.1. Attended a government school, an accredited non-government school or a recognised school outside NSW;
- 1.1.2. Completed courses of study that satisfy the Board's curriculum and assessment requirements for the RoSA;
- 1.1.3. Complied with all requirements imposed by the Minister or the Board; and
- 1.1.4. Completed Year 10.

Students who do not meet the RoSA requirements will be issued with a printed Transcript of Study.

1.2. At the end of Stage 5, students will receive:

- 1.2.1. Either a RoSA showing results in each subject studied OR a Transcript of Study. Grades A – E will be awarded for all subjects based on school-based assessment of students' achievement with reference to course performance descriptors issued by the Board of Studies.
- 1.2.2. a School Report

1.3. Course Performance Descriptors

Course performance descriptors are a series of statements that summarise observable and measurable features of student achievement and assist teachers to award grades to students based on typical achievement from elementary to excellent. Course performance descriptors describe the main features of typical students' performance at the end of the course.

1.4. Grades

The grade is a letter from A to E which corresponds to the course performance descriptor that best matches a students' overall achievement at the end of a particular course. The grades represent five levels of achievement and are set out below:

Grade	General Performance Descriptor
A	The student has an extensive knowledge and understanding of the content and can readily apply this knowledge. In addition, the student has achieved a very high level of competence in the processes and skills and can apply these skills to new situations.
B	The student has a thorough knowledge and understanding of the content and a high level of competence in the processes and skills. In addition, the student is able to apply this knowledge and these skills to most situations.
C	The student has a sound knowledge and understanding of the main areas of content and has achieved an adequate level of competence in the processes and skills.
D	The student has a basic knowledge and understanding of the content and has achieved a limited level of competence in the processes and skills.
E	The student has an elementary knowledge and understanding in few areas of the content and has achieved very limited competence in some of the processes and skills

Where a student fails to meet one or more of the Board of Studies requirements he/she will receive an **N** in place of an A to E grade.

1.5. **Pattern Of Study**

To qualify for a RoSA, a student must:

- 1.5.1. Satisfactorily complete the mandatory curriculum requirements of the Board of Studies (these are set out below);
- 1.5.2. Attend school until the date specified by the Department of Education;
- 1.5.3. Make a serious attempt at all assessment tasks and school requirements.

1.6. **Mandatory Curriculum Requirements**

The Board's mandatory curriculum requirements for the award of a RoSA and how Dungog High School students meet these requirements are listed below:

Mandatory curriculum subjects	At DHS, studies completed in
English	Years 7 - 10
Mathematics	Years 7 – 10
Science	Years 7 – 10
Human Society and Its Environment (HSIE - including History and Geography)	Years 7 – 10
Languages Other Than English (LOTE)	Year 7
Technology and Applied Studies (TAS)	Years 7 - 8
Creative Arts	Years 7 – 8
Personal Development, Health and Physical Education (PDHPE)	Years 7 – 10

1.7. **Satisfactory Completion Of A Course / Course Completion Criteria**

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:

- 1.7.1. **followed** the course developed or endorsed by the Board; and
- 1.7.2. **applied** themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school;
- 1.7.3. **achieved** the outcomes of each course to a degree acceptable by the school.

1.8. **Unsatisfactory Completion of a RoSA course**

Students will be issued with a warning letter stating that they are at risk of non-completion of a course (see *Appendix: Official Warning – Non-completion of a Record of Student Achievement course*). Warning letters may result from non-completion of assessment tasks or non-assessment tasks. The Principal may consider a Non-Completion Determination (N Award) in a course where a student has received three (3) warning letters.

Where a student fails to satisfactorily complete a mandatory Stage 5 course, the student:

- 1.8.1. Is ineligible for the award of the RoSA if they leave school at the end of Year 10;
- 1.8.2. May be ineligible to enter Preliminary (Year 11) courses.

1.9. Attendance

Regular school attendance is essential for the satisfactory completion of a course. If a student's attendance falls below 85% the Principal may determine that as a result of absences, the course(s) completion criteria has not been met. Students will be given early written warning of the consequences of unsatisfactory course completion.

Students will also be warned of the consequences of cumulative absences. Students whose attendance is called into question will be required to prove to the Principal's satisfaction, following a review of their performance, that they are meeting the course completion criteria.

1.10. Students transferring to Dungog High School

Students may transfer from one school to another at any time during Years 7 - 10. For some students, the curriculum organisation of the new school may not allow them to meet all mandatory curriculum requirements for the Record of Student Achievement. For these students, the principal of the new school may deem them to have completed mandatory requirements provided that they supply documentary and/or other evidence to the principal's satisfaction. The previous school is to provide grades for courses completed or nearly completed on their campus.

Students transferring into a school from home schooling must do so no later than the beginning of Year 10 if they wish to be considered eligible for the award of a Record of Student Achievement at the end of Year 10. Such consideration is the responsibility of the principal. Students must provide evidence about their educational program while undertaking home schooling, including achievement of outcomes from the appropriate course of study. If satisfied with the evidence supplied by the students, the principal may allow them to enter for the Record of Student Achievement.

Section 2: Assessment in Stage 5 (Years 9 and 10)

2.1. Starting Time

Tasks may commence at any stage in Years 9 and 10.

2.2. Notification Slip

Students will receive a notification slip at least **two weeks** prior to the due date for a task. The slip will provide information on:

- 2.2.1. when the task will be assessed (day);
- 2.2.2. what will be assessed;
- 2.2.3. how it will be assessed;
- 2.2.4. the relative value of the task;
- 2.2.5. course outcomes assessed.

The assessment slip will be either taken down by students or supplied complete by the teachers. Each student will be required to sign a register when they receive an assessment task.

2.3. **Value**

The composition of the assessment tasks varies for each subject and is detailed in the subject information which will be distributed by your course / subject teachers.

2.4. **Assessment Tasks**

Assessment Tasks, which include Formal Examinations, are an ongoing process which takes place in Years 9 and 10. Component marks for various tasks accumulate to provide a final mark (per subject).

2.4.1. **Composition of the Mark**

2.4.1.1. While assessment tasks provide all marks used for assessment, there are many other aspects taken into account which cannot be readily measured in either internal examinations or a single external examination. These vary from subject to subject and include:

- 2.4.1.1.1. Aural (listening) skills;
- 2.4.1.1.2. Communication skills;
- 2.4.1.1.3. Understanding of concepts;
- 2.4.1.1.4. Research skills;
- 2.4.1.1.5. Practical skills etc.
- 2.4.1.1.6. Field studies.

2.4.2. **Marks awarded for assessment tasks**

These are provided, and allow students to determine their relative ranking for each task.

2.4.3. **Formal Examinations**

Students in Years 9 and 10 may sit for formal examinations in the MPC.

2.5. **Student responsibilities**

When students are absent from school they must check with their class teachers on return regarding any classwork and/or assessment information they may have missed. Absences may be from (but not limited to) illness, excursions, sporting visits, career talks, etc.

The various forms, policies and descriptions which follow are common to all faculties and the subject taught by them in this school.

2.6. **Ranking**

Ranking is a student's standing or rating relative to other students undertaking the same course. Ranking for individual assessment tasks is given to students, and a cumulative ranking is provided on the following reports:

2.6.1. Year 9 and Year 10 Half Year

2.6.2. Year 9 and Year 10 Final End of Course

Students also receive feedback on their level of achievement of their course outcomes on specific assessment tasks as well. There may not be a simple or direct relationship between a student's rank in a subject and their final grade.

2.7. Request for Extension of Time

These applications are to be submitted to the class teacher on a Misadventure/Illness appeal form **prior to the day of the assessment**. They will be judged by the Head Teacher in conjunction with the class teacher. Students must not assume that application for extension of time will be automatically accepted and therefore should submit such applications as early as possible. (NB Failure of computer hardware or software will not normally be considered as valid reason for extension of time to be granted).

2.8. Factors Influencing the Quality of Tasks Submitted

In the marking of Assessment Tasks schools are not permitted to compensate for factors such as extended illness, misadventure or domestic problems etc. which may have affected a student's performance. Teachers will award a mark or grade for what is actually submitted. We do not make allowances for conditions or potential in the marking scheme.

2.9. Student Sick on Day of Assessment Task

If a student is sick on the day of an Assessment Task they should take the following steps:

- 2.9.1. notify Head Teacher via phone call to school
- 2.9.2. obtain a medical certificate.
- 2.9.3. A student must provide a reason if no medical certificate is provided. It is at the Principal's discretion whether this reason is acceptable and if the appeal will be considered.
- 2.9.4. Illness/Misadventure Appeal Forms are available on the school website. The Appeal form must be presented to the Head Teacher with supporting material within 48 hours of return to school.

2.10. Collusion / Plagiarism

Where it is evident that students have colluded to prepare a submitted task i.e. two or more students have together prepared and shared a submission for an assessment task, or the student has copied the material presented as the assessment task from another source, a reduced award will be given.

The head teacher, with approval of the principal, may select either of the following options:

- 2.10.1. a zero award for all students involved;
- 2.10.2. students re-submit the task with a mark penalty applied.

2.11. Special Provisions

Special provisions may be provided to assist students with assessment tasks and examinations if the student has a special need which would prevent him or her from:

- 2.11.1. reading and interpreting school based assessments including tests.
- 2.11.2. communicating their responses

Special provisions are granted so that specific syllabus outcomes can be assessed accurately without students with special needs being disadvantaged. Students who wish to apply for special provisions should see Ms H Dibley or the School Counsellor. These applications require specialist medical support.

2.12. Invalid tasks/parts of tasks or non-discriminating tasks.

If the class teacher has a concern that an assessment task has not functioned as required, or there are problems in the task's administration they are to notify their Head Teacher immediately. The Head Teacher, with approval of the school principal, will determine a suitable approach, such as reducing the weighting assigned to the task and adding an additional task (with sufficient notice), and adjusting weightings accordingly. In extreme cases, an invalid task may need to be discarded completely, or a replacement task may be organised. Students will be notified of the determination and given two school days to appeal the decision in writing to the school principal, before the determination is implemented.

Section 3: Non-Assessment Tasks

3.1. Non-assessment tasks, as set by the classroom teacher, need to be completed by the specified time. Students unable to complete the task by the specified date should ask the teacher for an extension at least two school days before the task is due. These tasks ensure that a student has adequately studied a course, and this cannot be achieved through Assessment alone. Extensions will not automatically be granted and only one extension will be given if it is appropriate.

3.2. Non-assessable task should be completed on time because :

- 3.2.1. The teacher needs all the class work so that all tasks can be marked at the same time. This will ensure fair marking.
- 3.2.2. Your workload has been organised in such a way that you gain the maximum amount of benefit from tasks.
- 3.2.3. The teacher needs to know the areas of course work where you are having difficulty. Problem areas can be identified and remedied as soon as possible.
- 3.2.4. These tasks should be seen as being revision for examinations and assessment tasks.

3.3. Failure To Complete Non Assessment Tasks

Failure to complete non-assessment tasks can result in any or all of the following:

- 3.3.1. The matter will be recorded by the teacher and reported to the Head Teacher and the Year Coordinator;
- 3.3.2. An unsatisfactory comment may be made on the student's report;
- 3.3.3. A letter to parents or an interview with parents informing them of unsatisfactory progress;
- 3.3.4. Students may be detained to complete the task under the supervision of the teacher;
- 3.3.5. Students can be deemed as not having satisfied the course requirements and issue of the RoSA could be in question.

Section 4: Application for extended leave form - travel

Students need to complete this form signed by the principal if they are away for an extended period (over 1 week) of time and it affects assessment tasks.

Section 5: Appeals Process

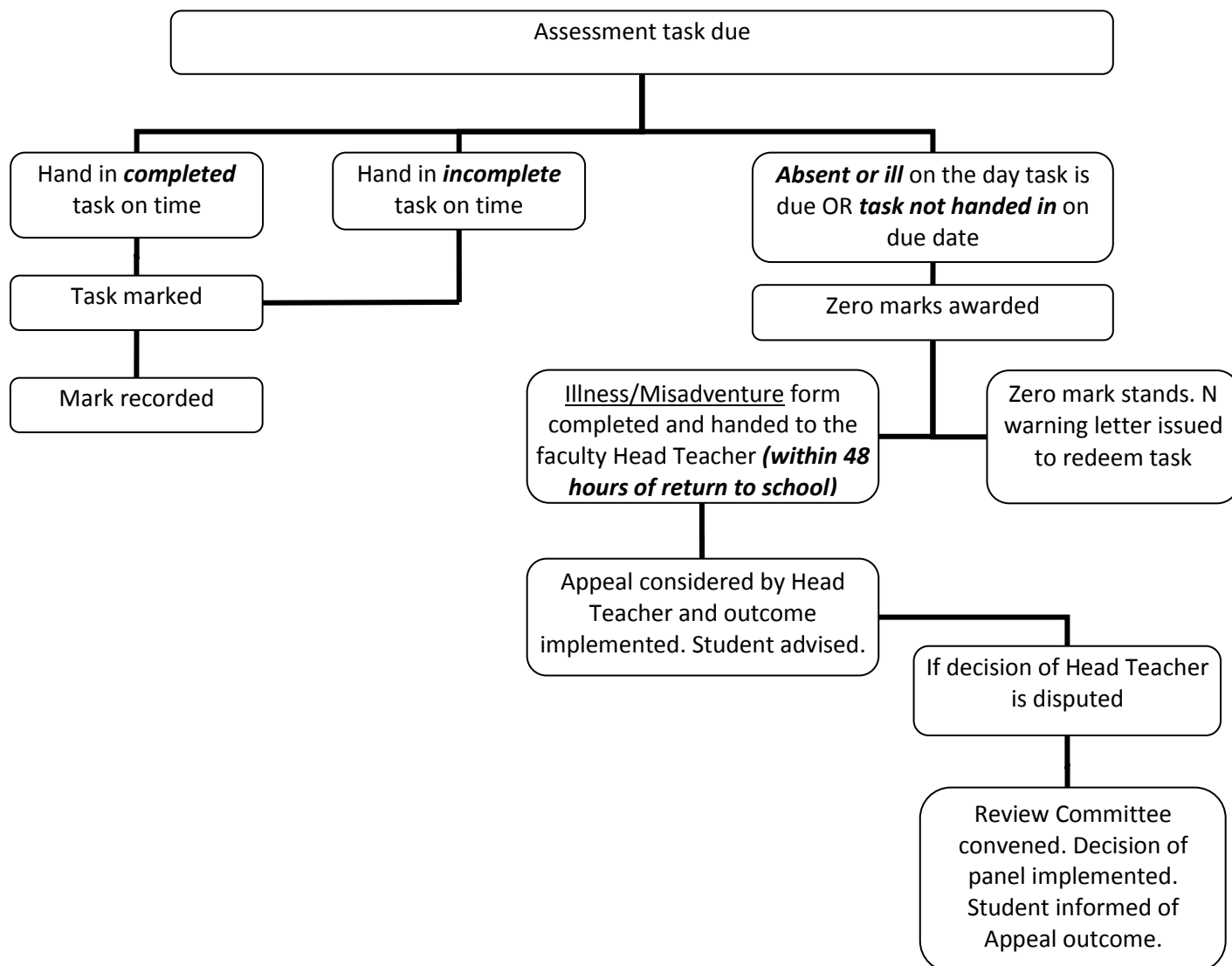
- 5.1. Refer to the following flowchart for information on grounds for appeal, how to lodge an appeal and the appeals process.
- 5.2. The provision of the appeals process does not cover:
 - 5.2.1. long term illness such as glandular fever, asthma and epilepsy unless there is a flare-up during the examination.
(Chronic sickness is not in itself an acceptable basis for appeal)
 - 5.2.2. matters that could have been avoided by the student. eg
 - 5.2.2.1. forgetting to hand in a task
 - 5.2.2.2. misreading a timetable
 - 5.2.2.3. excursion or extra curricula event that prevents the student sitting the task on the set/due date - if HT or teacher not informed before hand
 - 5.2.3. matters relating to the loss of time towards the end of tasks preparation period
 - 5.2.4. alleged inadequacies of teaching
 - 5.2.5. long term family situations
 - 5.2.6. matters relating to failure to perform at usual standard in assessment tasks other than exams
 - 5.2.7. computer failure or malfunction generally will not be grounds for appeal.
- 5.3. **Appeals Time-frame**

Misadventure/Illness appeals must be submitted:

 - 5.3.1. prior to the due date for requests for extension of time
 - 5.3.2. prior or on the due date for “failure to submit task” or “failure to sit for school set exam”
 - 5.3.3. if appeal is based on illness, appeal must be presented within 48 hours of return to school.
- 5.4. Students are advised that appeals for late submission, misadventure or illness will be strengthened if they contact the school by phone, on or before the due date, and submit medical certificates if applicable.

RoSA, Preliminary and HSC Assessment Flow Chart

If a student knows beforehand that they are going to be absent on the day that an assessment task is due, or is to be conducted, the student must notify their class teacher beforehand. Leave approval may need to be sought.



NOTE: There are no grounds for an appeal in regard to the mark awarded to a completed assessment task. If a candidate becomes ill during the course of an examination an Illness/Misadventure Appeal must be lodged as per policy.

Section 6: Assessment and Examination Rules for RoSA

- 6.1. As examinations are an important component of the final assessment mark, the importance of adhering to the examination rules cannot be stressed too highly. These rules are:
- 6.1.1. No student will leave the school grounds during the period of examination unless prior arrangements have been made with the Year Co-ordinator.
 - 6.1.2. Only authorised equipment or material shall be used by students during examinations or assessment tasks. The subject department responsible for the paper/task will specify authorised equipment etc.
 - 6.1.3. No borrowing of equipment will be permitted during the examination, unless permission is given by supervisor.
 - 6.1.4. Writing paper is issued by the school. No other paper is to be in a student's possession.
 - 6.1.5. Students' bags, folders etc. are to be:
 - 6.1.5.1. At the front of the classroom prior to the commencement of the examination OR
 - 6.1.5.2. left outside in area designated by exam supervisor when examinations are conducted in the MPC.
 - 6.1.6. It is each student's responsibility to ensure :
 - 6.1.6.1. That your name or examination number is placed on each page.
 - 6.1.6.2. that all pages are handed in at the conclusion of the examination. Any work inadvertently taken from the room will not be accepted for marking.
 - 6.1.6.3. that all pages handed in are securely fastened together.
 - 6.1.7. Leaving the examination room early is not permitted.
 - 6.1.8. Late arrivals will be treated in the same manner as in the HSC. That is, generally no additional time will be allowed except in major emergencies affecting a number of candidates, eg. floods, transport strikes, etc.
- 6.2. Malpractice occurs if a student is in possession of unauthorised information during a test, examination or assessment task. Malpractice can result in the award of zero for the examination or task. Students should note that the following factors are not relevant in instances of malpractice:
- 6.2.1. the quantity or quality of the information
 - 6.2.2. the motives or intent of the student
 - 6.2.3. establishing that the information was used by the student
 - 6.2.3.1.1. It is therefore extremely important that all students should check to see that they have not inadvertently taken information into the examination room eg. notes used for study. Such notes would constitute malpractice unless given to the supervisor before the examination commences.
- If a student is aware that malpractice is taking place during a test or examination it should be reported to the supervisor at the time. Students should appreciate that it is not appropriate to report malpractice after an examination has concluded if it is to be dealt with effectively.
- 6.3. Students will sit in places determined by the supervisor.
- 6.4. Students **are to wear school uniform**.
- 6.5. **No eating** of foodstuffs in the examination room. An exception may be made for medicinal substances, such as throat lozenges, but permission must be obtained from the examination supervisors. Bottles of water are permitted.
- 6.6. Students will remain seated at the end of the examination until all examination material is collected and then will leave the room under the directions of the supervisors.
- 6.7. Students will only be allowed to visit the toilet after obtaining permission from the supervisor and will be accompanied by a supervisor to the toilet area.
- 6.8. **No talking** is permitted in the examination room once the exam has commenced and until all papers are collected.
- 6.9. **Under no circumstances** should a **mobile phone be taken into any exam situation** and possession of a mobile phone will be treated as intent to cheat.
- 6.10. Students who become sick during the course of the examination and are unable to continue are to notify the supervisor and then report to the front office. Students who leave the exam room sick cannot reenter and

recommence this exam.

- 6.11. Remove your watch and place it in clear view on the desk in front of you. It cannot be a programmable watch or iwatch.

Section 7: Procedure for Evaluating RoSA Course Assessment Policies

In term 4 each year a current copy of the school's "Record of Student Achievement Policies" is seen by each member of the school executive for evaluation/ review, suggested changes and additions. The Deputy Principal collates the following year's document and checks that it contains all the information suggested by the Board of Studies.

Parents or students with suggestions for future policy documents should discuss or give them in writing to a member of the school executive staff. Please note that this document is to be used in conjunction with Board of Studies "Rules and Procedures" that each candidate receives and signs for at the beginning of their Year 10 course.

Appendix: Illness / Misadventure Form

STUDENT SECTION

Student Name: _____ Year: _____ Subject: _____

Task: _____ Date of Task: _____

Reason **extension / estimate / new date** (*please circle*) is required: (documentary evidence from parent/doctor must be provided if you are claiming illness – in line with Board of Studies requirements)

I hereby request an extension of time / new date / forward date to complete the task

Student signature: _____ Date: _____ / _____ / _____

Parent signature: _____ Date: _____ / _____ / _____

HEAD TEACHER SECTION

After consultation with the classroom teacher I **have / have not** granted the student:

Classroom Teacher signature: _____ Date: _____ / _____ / _____

Head Teacher signature: _____ Date: _____ / _____ / _____

REVIEW COMMITTEE SECTION (only completed if Head Teacher decision is appealed)

Based on the above recommendation I **have / have not** granted the student:

Principal / Deputy signature: _____ Date: _____ / _____ / _____

DECISION NOTIFICATION

Student Notified: Date: _____ / _____ / _____ Time: _____ Copy of decision given:

Y N

Parent Notified (phone) : Date: _____ / _____ / _____ Time: _____

Teacher signature: _____ Date: _____ / _____ / _____

Appendix: Official Warning Letter: Non-completion of HSC course



DUNGOG HIGH SCHOOL
Eloiza Street, Dungog 2420
(PO Box 147)
Tel: (02) 49 923022 Fax: (02) 49 923125

Date: _____

Dear _____

Re: **OFFICIAL WARNING - Non-completion of a Record of Student Achievement Course**

I am writing to advise that _____ is in danger of not meeting
(Name)
the Course Completion Criteria for the Record of Student Achievement, _____
(Course)

The Board of Studies requires schools to issue students with official warnings in order to give them the opportunity to redeem themselves. Please regard this letter as the 1st, 2nd (*Circle*) **official warning** we have issued concerning

(Course name)

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

Course Completion Criteria

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. Students who receive an 'N' determination in a mandatory course are not eligible for the award of the Record of Student Achievement.

_____ is a mandatory course is **not** a mandatory course

To date, _____ has not satisfactorily met _____ of the Course
(Student name) (Indicate a), b) or c)
Completion Criteria*.

*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.**

----- ✂ ----- ✂ ----- ✂ ----- ✂ ----- ✂ ----- ✂ ----- ✂ -----

Please detach this section and ask your child to give it to the Deputy Principal the next time they attend school.

REQUIREMENTS FOR THE SATISFACTORY COMPLETION OF A RECORD OF STUDENT ACHIEVEMENT COURSE

- < I have received the letter dated _____ indicating that _____ is in danger of not having satisfactorily completed _____
(course name)
- < I am aware that this course may not appear on his/her Record of Achievement Part A with 'Not Complete' indicated.
- < I am also aware that the 'N' determination may make him/her ineligible for the award of the Record of Student Achievement

Parent/Guardian's signature : _____ Date: _____

Student's signature: _____ Date: _____

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 your child to satisfy the Course Completion Criteria, the following tasks, requirements or outcomes need to be satisfactorily completed:

Task Name/Course Requirement/Course Outcome	Date Task Initially Due (if applicable)	Action Required by student	Date to be completed by (if applicable)

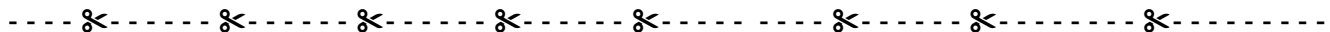
Please contact the school if further information or clarification is needed.

Yours sincerely

Class Teacher

Head Teacher

Principal



Note for student

If the Deputy Principal has not met with you regarding this warning letter please arrange for a meeting time.

The focus of this meeting will be:

- § clarification of the requirements for the award of a HSC
- § how to avoid receiving warning letters and 'N' awards
- § planning and organising school work
- § improvement programs
- § general support.