

Student Name:.....



**Moss Vale High School
Year 10 Assessment Booklet
2019**

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ASSESSMENT POLICY – STAGE 5: Year 10

Introduction

Year 10 is the second year of the stage 5 curriculum. To further assist you with your work load, time management and meeting timelines we have developed an Assessment Booklet for Year 10. The Assessment Booklet also outlines the MVHS Assessment Policy for Year 10 2019.

The purpose of this document is to outline the Assessment Policy of Moss Vale High School for Stage 5 (Year 10). Parents/Caregivers and students need to read this policy carefully, discuss, and ensure they understand the content and process. All students must sign to acknowledge that they have received this booklet.

It is important to note that assessment is an ongoing process throughout the year. It is expected that every student works in every class and complies with all homework and set work by their teacher. In every course, you will have to complete a number of formal and informal learning activities and assessment tasks. These will provide every student with an opportunity to demonstrate their depth of knowledge and understanding in course. Teachers will use the data from both formal and informal assessments to gather information about your level of understanding provide quality feedback and guide your learning.

Record of School Achievement

The NSW Education Standards Authority (NESA) issues the Record of School Achievement (RoSA) to eligible students who leave school before completing the Higher School Certificate (HSC).

The RoSA is a cumulative credential, meaning it contains a student's record of academic achievement up until the date they leave school. This could be between the end of Year 10 up until and including some results from Year 12.

The RoSA records completed Stage 5 (Year 10) and Preliminary Stage 6 (Year 11) courses and grades, HSC (Year 12) results, and where applicable participation in any uncompleted Preliminary Stage 6 courses or HSC courses.

The RoSA is useful to students leaving school prior to the HSC because they can show it to potential employers or places of further learning. The RoSA is also available to students who, from 2020, have not demonstrated the HSC Minimum Standard to receive their HSC.

Eligibility for a RoSA

To be eligible for a RoSA, students must have:

- Completed the mandatory curriculum requirements for Years 7 to 10.
- Attended a government school, an accredited non-government school or a recognised school outside NSW.
- Completed courses of study that satisfy Education Standards' curriculum and assessment requirements for the RoSA.
- Complied with the requirements from the Education Act.

Receiving the RoSA

Schools are responsible for requesting a RoSA through the enrolments section in Schools Online. Once this has been completed, NESA will send a PDF of the RoSA to the Students Online account. Students cannot directly request a RoSA themselves.

Schools are able to generate an eRecord and check the student's course information is correctly recorded. This online eRecord can be used as an interim result report until the formal RoSA credential is delivered to the student's Students Online account.

At any time, all students in Years 11 and 12 can access an online eRecord to provide potential employers when seeking casual work via their Students Online account. Students who remain at school to complete their HSC will not receive a RoSA.

Transferring schools

A ROSA is NOT issued to students who are transferring schools as these students will continue their studies at their new school and their ROSA will be updated as necessary.

RoSA reporting and grades

The RoSA shows a student's comprehensive record of academic achievement, which includes:

- completed courses and the awarded grade or mark
- courses a student has participated in but did not complete before leaving school
- results of any minimum standard literacy and numeracy tests that may have been sat
- date the student left school.

It includes an A to E grade for all Stage 5 (Year 10) and Preliminary Stage 6 (Year 11) courses, the student has satisfactorily completed.

Grades are:

- based on student achievement in their assessment work
- submitted to NESA by the school in Term 4
- monitored by NESA for fairness and consistency.

Successful completed Life Skills course are reported differently to graded courses.

Students who don't qualify for a RoSA

Students who leave school before finishing Year 10 are not eligible for a RoSA. If students leave after Year 10 and still don't meet RoSA requirements they will be issued with a **Transcript of Study**.

The Transcript of Study contains the same information as the RoSA for courses satisfactorily completed.

While formal RoSA credentials are for school leavers, all Years 11 and 12 students will be able to access their cumulative academic results, the courses they are enrolled in and print an eRecord via their Students Online account.

School attendance

NESA does not set minimum attendance for the satisfactory completion of a course. However, a principal may determine that, due to absence, course completion criteria may not be met.

To receive a RoSA, students must attend school until the final day of Year 10.

They must also complete the following mandatory Years 7-10 curriculum requirements.

- English
- Mathematics
- Science
- Human Society and its Environment: History and Geography
- Languages Other than English
- Creative Arts
- Personal Development, Health and Physical Education

'N' determinations

If students don't complete a course's requirements they will receive an 'N' determination.

Students are warned via a letter from their school if it looks like they might receive an 'N' determination. This aims to give the student time to complete the course requirements and rectify the problem.

If a student receives an 'N' determination in a mandatory curriculum requirement course, they won't be eligible for the RoSA. If they leave school, they will receive a Transcript of Study that will list the mandatory course(s) that received an 'N' determination.

If a student is given an 'N' determination in a non-mandatory course, the course will not appear on their RoSA or Transcript of Study.

Satisfactory completion of a course

A student will be considered to have satisfactorily completed a course if they have:

- 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.

<https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/leaving-school/record-of-school-achievement>

What is Assessment?

Assessment is the process of identifying, gathering and interpreting information about student achievement. Assessment can be used for a number of key purposes, including:

- assisting in student learning;
- evaluating and improving teaching and learning programs;
- providing information on student learning and progress in a course in relation to the syllabus outcomes;
- providing evidence of satisfactory completion of a course and;
- reporting to parents/caregivers on student achievement.

At Moss Vale High School each course must provide a program of assessment tasks.

Assessment is conducted throughout the year and each task clearly identifies:

- outcomes assessed;
- task description and;
- task marking criteria.

For each task student performance will be reported by:

- constructive feedback to students on their performance highlighting their strengths and indicating where they could make improvements and/or;
- Grade/Mark

The assessment program at Moss Vale High School contains both formal and informal assessment of and for learning.

This may include, but is not limited to:

- Class tests/ Examinations
- Research tasks
- In class extended responses (essays)
- Portfolios/ Course Diaries/ Log Books
- Practical demonstrations
- Presentations/ Speeches
- Class tasks

Notification of Formal Assessment Tasks

Written notification of formal assessment tasks will be issued prior to assessment tasks.

Student Responsibilities

Attendance

Students must attend all classes to satisfactorily achieve the course requirements. Students are expected to complete all formal and informal tasks for each course.

Academic Integrity

All work submitted for assessment must be the students own.

Submission of Tasks

Students are expected to submit formal assessment tasks by the **due date**.

Absent from a formal assessment task

Where a student cannot meet a deadline for a formal task the student **MUST**:

- bring a valid explanation, e.g. doctor's certificate or a parent/caregiver's note to the class teacher
- be prepared to submit/attempt the task on the first day she/he returns to school

Late submissions and absence for assessment tasks

A student who takes additional time to complete an assessment may unfairly disadvantage others; and a late submission of an assessment may delay marking and feedback of the assessments to students.

A student with late submission/attempt of an assessment task without a valid explanation will:

- have a letter of warning generated to parents/caregivers,
- complete faculty detentions to work on the task, and
- may be at risk of N award for a course of study.

Technology

To assist students in the utilisation of technology, the following guidelines should be considered:

- always complete work before the deadline. This enables appropriate measures to be taken in the event of equipment failure;
- back-up files regularly; and
- print out copies of drafts and keep them while the assignment is in progress.

Technology/computer equipment failure is not valid grounds for misadventure. It is the student's responsibility to keep soft/hard copies of submitted assessment tasks.

Illness/Misadventure

Consideration is given to students who suffer illness/misadventure at the time of a task or whose performance is impaired by circumstances beyond their control. The following policy will be applied at MVHS to ensure that no student gains an unfair advantage over other students.

If a student is absent due to illness/misadventure on the day of an in-school assessment task or the day an assessment task is due to be submitted:

- the student must complete an application for illness/misadventure form on the first day of returning to school.

The application is to be collected from the faculty Head Teacher. Please provide evidence of illness/misadventure (e.g. Doctors Certificate)

- The Assessment Panel (Faculty HT, HT of Year 10 and Class Teacher) will assess if the student's case is valid and decide which of the following is most appropriate:
 - an extension of time
 - sit an alternative task
 - mark pending
 - zero award

Students must be aware that **each case will be assessed on its merits**. Alternative arrangements of any kind will not automatically be made on request. If the case is not deemed valid, a zero mark will be awarded.

Family Holidays are not a Misadventure

Technology/computer equipment failure is not valid grounds for misadventure. It is the student's responsibility to keep soft/hard copies of submitted assessment tasks.

Procedures relating to plagiarism

When undertaking assignments at school and at home it is important that students **do not** use other people's work as their own. If students submit other people's work as their own it is called plagiarism.

Students are expected to research and prepare a range of tasks that will require them to read and use other people's ideas and words to help them develop their own understanding. **It is important that when they use other people's words and ideas that they give them the credit through appropriate referencing.** To not credit them is the same as stealing, and this is known as plagiarism.

All students need to understand that it is wrong to copy and submit work that they have not created themselves and it will jeopardise their results. Changing a few words around is still plagiarising.

Some of the best methods to avoid plagiarism include:

- giving yourself enough time to research and write your own assessments (don't leave it to the last moment)
- making effective notes, jotting down points, not copying whole sentences
- copying and pasting from the Internet makes it very hard to avoid plagiarising
- write your assessment from notes, not the original source of information
- keep accurate records of where you find your information and include a bibliography for every assessment as required by your teacher

Plagiarised material will receive a mark of zero for the plagiarised content

Moss Vale High School

Year 10 ROSA

Illness, Accident Misadventure Appeal Form

Used for any Assessment Task or Exam that is not completed or submitted by a student on the specified date.

The form should be collected from, and returned to, the Head Teacher of the relevant faculty.

(refer over page for form)



Moss Vale High School

Respectful, Safe and Responsible Learners

Student Name: _____ **Year:** _____

Course: _____ **Assessment Task:** _____

Due Date: _____ **Date of Submitting this form:** _____

Please give your reasons for failing to meet the assessment requirements. Give details to support your case. This form should be handed to the Head Teacher of the subject immediately after missing the task, or where possible, before the task is due.

Signed: _____ Signed: _____
(Parent/Carer) (Student)

(Please attach a medical certificate if applicable)

Head Teacher's Recommendation/Comment:

Faculty Decision:

- | | |
|---|---|
| <input type="checkbox"/> Appeal accepted without penalty | <input type="checkbox"/> Student to receive an estimate |
| <input type="checkbox"/> Extension granted until _____ | <input type="checkbox"/> Students to complete a substitute task |
| <input type="checkbox"/> Alternate time to complete and submit task | |
| <input type="checkbox"/> Appeal rejected for _____ | |

Notice to student:

Student Name : _____ Year: _____

In regards to your "Illness, Accident and Misadventure Appeal" for the _____ task.

We have considered the details of your appeal and the faculty decision is:

- | | |
|---|---|
| <input type="checkbox"/> Appeal accepted without penalty | <input type="checkbox"/> Student to receive an estimate |
| <input type="checkbox"/> Extension granted until _____ | <input type="checkbox"/> Students to complete a substitute task |
| <input type="checkbox"/> Alternate time to complete and submit task | |
| <input type="checkbox"/> Appeal rejected for _____ | |

Head Teacher: _____ Date: _____