



BOWRAL HIGH SCHOOL

**Year 11 Assessment Policies
Procedures and Practices**

Preliminary Certificate 2008

YEAR 11 ASSESSMENT POLICY AND GUIDELINES

Preliminary School Certificate 2008

What is assessment?

1. Assessment consists of a series of tasks which measure a student's achievement in a particular course.
2. The purpose of Preliminary assessment is to compare the achievement of all students within a course and rank them accordingly.
3. Assessment may include practical and performance work; field work; research; assignments and essays; formal exams and in class tests; oral presentations; seminars etc.
4. Each student's final assessment will be used to determine that students satisfactory completion of the Preliminary course. Failure to complete all set assessment tasks in a subject can result in an 'N' determination (or non award) in that subject. The consequences of this include:
 - a) Non award of the Preliminary certificate.
 - b) Not being able to carry the subject into year 12 thus putting the HSC at risk.

Rules you must know

1. At the commencement of the course each faculty is required to provide students with an assessment schedule of all the assessment tasks to be completed throughout the course and the value (weighting) of each task.
2. Students will be notified of the specific date and time of each assessment task **at least 10 school days prior** to the date the task will take place or is due to be handed in.
3. Students who are absent on the day the class is notified of an assessment task are responsible for obtaining details from their teacher immediately on their return to school. They will be expected to complete the assessment task by the set time.
4. The same or equivalent tasks will be undertaken by all students in a course, regardless of which class they are in. Marking procedures will include consultation between teachers and double marking where appropriate to ensure consistency.
5. A student's interest, attitude or conduct are not considered when marking each assessment task. Obviously, however, effort, interest and attitude may affect the student's ability to achieve and may also affect the achievement of other students.
6. In 2008, when we return to assessment tasks scheduled throughout terms 1, 2, or 3 then, you must attend all timetabled lessons on the day an assessment task is due to be handed in or on the day / time an assessment task takes place. **If you are absent from any timetabled lesson (regardless of which subject) on the date of an assessment task you must provide a medical certificate to cover your absence.**

Student Responsibilities

1. You are expected to complete ALL assessment tasks by the due dates and times specified. The assessment schedule will be issued at the beginning of term 1.
2. Some assessment tasks will involve attendance at excursions, field studies etc. Attendance is compulsory.
3. All work submitted for assessment must be your own work. Students are required to comply with the school plagiarism policy.

4. It is your responsibility to be aware of assessment task dates for all your courses and to organise your schedule accordingly.
5. Computer malfunction is not an acceptable excuse for non-submission of a task. If this occurs you are to submit your 'draft' (labelled as such) of the task to your teacher on the due date.

What do you do if you miss an assessment task?

1. If you fail to hand in an assessment task on or by the due date you will receive a mark of **zero**.
2. Where you feel there is a valid reason, such as **serious** illness, for missing the task or being unable to hand it in on the due date and time, you **MUST**:
 - a. inform the school on the day of the task – phone, fax or email the school and leave a message for your teacher and / or the head teacher of the relevant faculty
 - b. report to the relevant teacher or head teacher **immediately** upon your return to school, with supporting documentation, such as a medical certificate, to discuss your case. NB: documentation submitted at a later date will NOT be accepted
 - c. be prepared to complete the assessment task or an alternative task at the earliest time available **or**
 - d. if the task is a take-home task you must hand it in with your documentation **immediately** upon your return to school

If you do NOT follow the above procedure you will be awarded **zero** for the task.

If you DO follow the above procedure and the reason for your absence is accepted, the choice of completing the original task, completing the alternative task or receiving an estimate for the task rests with the head teacher of the relevant faculty.

What do you do if you know in advance that you are going to miss an assessment task?

Either hand in the assessment task before the absence OR negotiate alternative arrangements with the head teacher of the faculty. Documentation explaining the absence (as outlined above) will be required.

Note the following statement from the Board of Studies:

"Where a candidate has been given a zero mark because of failure to complete assessment tasks which total 50% or more of the final assessment mark, the principal must certify that the course has not been studied satisfactorily and apply the 'N' determination indicating 'non completion of the course'".

NOTE:

1. Minor illness or illness that would not physically prevent you from completing the task will NOT be considered a valid reason for missing a task even if there is a medical certificate.
2. Medical certificates MUST state that you are 'unable to complete the specific assessment tasks/s'. It is YOUR RESPONSIBILITY to bring this to the attention of your medical practitioner.
3. Overseas trips, extended holidays, non-urgent dental appointments, meeting relatives etc are NOT valid reasons for missing assessment tasks.
4. A proven case of cheating will result in a zero mark.
5. Inappropriate behaviour during an assessment task (including examinations) will result in a ZERO mark.
6. If, for family reasons or severe illness you will be absent from school for extended periods you must request leave from the principal in advance. If leave is granted you will need to negotiate assessment task completion dates with each head teacher responsible for each course you are studying.

What do you do if you are unhappy with your mark?

1. See your classroom teacher within 2 school days of receiving your mark and explain the reason for your unhappiness. Attempt to negotiate a solution.
2. If you are still unhappy after the interview, see the head teacher of the faculty immediately. If necessary the head teacher will refer the problem to the SCHOOL ASSESSMENT REVIEW PANEL. This panel consists of a Deputy Principal, the Head Teacher of the subject involved and one of the student advisors.

Grounds for Appeal

Students may appeal, within the school, against a specific mark according to the conditions above (What do you do if you are unhappy with your mark?)

The Board of Studies has three grounds for appeal against the final assessment rank order of students in a course. They are:

1. the weightings in the school's assessment for the course do not correspond with those required by the Board of Studies
2. the procedures used by the teacher or faculty are not consistent with the school's stated policy
3. there is a computational or clerical error in determining or recording a mark

If you wish to appeal against the assessment rank order to the Board of Studies:

1. ***Final ranks in each course will be issued towards the end of term 3.*** If you wish to appeal against your final rank you should do so as soon as you receive the notice. Report your concerns to the Principal who will then follow up your concerns.
2. Present your case in writing to the principal immediately. Make sure that your case refers to one or more of the three grounds for appeal as outlined above.

Essential Organisation

1. Be positive and optimistic
2. Take responsibility for managing your assessment schedule and meeting deadlines
3. Ensure you are familiar with all relevant sections of this assessment booklet
4. Keep a record of tasks completed for each subject so, at any given time, you know exactly what proportion of your course assessment has been completed and how much remains.
5. Seek feedback from teachers about what you need to do to improve and make further progress.

POLICY FOR SATISFACTORY COMPLETION OF PRELIMINARY COURSES IN 2008

Students are reminded that in order to complete their Preliminary School Certificate satisfactorily, they must achieve course outcomes in at least 12 units of study in year 11.

A student will receive an 'N' determination (i.e. 'non completion') in a course if he or she has failed to apply due diligence and sustained effort to the set tasks and experiences required by the school to achieve some or all of the course outcomes.

Indicators of possible failure to apply satisfactory 'diligence and sustained effort' or possible failure to fulfil course requirements to the school's satisfaction include:

- An excessive number of absences or lateness to school, particularly if these are unexplained
- An excessive rate of absences from or lateness to classes in one or more courses, particularly if these are unexplained
- A recurring pattern of lateness or absences
- Poor achievement in class tests, assignments etc caused by lack of application
- Poor classroom behaviour (this inhibits your own, and others' learning)
- Failure to submit assessment items
- Failure to complete class work and homework
- Proven case of copying, plagiarism or cheating

If at any stage during the course it appears that a student will not achieve a sufficient number of course outcomes, a warning letter will be sent. The purpose of these letters is:

- i. To give students a warning in time for them to correct the problem, and / or
- ii. To clarify their current status regarding an unsatisfactory designation

The principal is obliged to issue an 'N' determination (i.e. 'non completion' of a course) to any student who has not fulfilled course requirements. The student is entitled to appeal to the Board of Studies about the 'N' award. If the 'N' award issued by the school is upheld by the Board of Studies, the student will not be given Preliminary accreditation in that particular course. This would necessitate studying these units again the following year to ensure the correct total of HSC units had been completed.

PLAGIARISM POLICY YEARS 7 - 12

What is plagiarism?

Many people think of plagiarism as copying another's work, or borrowing someone else's original ideas. But terms like 'copying' or 'borrowing' can disguise the seriousness of the offense.

According to the Merriam-Webster Online Dictionary, to 'plagiarise' means

- To steal and pass off (the ideas or words of another) as one's own
- Use (another's production) without crediting the source
- To commit literary theft
- Present as new and original an idea or product derived from an existing source.

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

All of the following activities are unacceptable:

- Copying someone else's work in part or in whole, and presenting it as your own
- Using material directly from books, journals, CDs or the internet without reference to the source
- Building on the ideas of another person without reference to the source
- Buying, stealing or borrowing another person's work and presenting it as your own
- Submitting work to which another person such as a parent, sibling, tutor or subject expert has substantially contributed
- Using words, ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement
- Paying someone to write or prepare material

Please note:

Most cases of plagiarism can be avoided by citing sources. Simply acknowledging that certain material has been borrowed, and providing your audience with the information necessary to find the source, is usually enough to prevent plagiarism.

A copy of the Plagiarism Policy and Guidelines for Students is available:

- In the school diary
- On the school website
- In assessment booklets containing policies and procedures issued to all students

Consequences

- In cases of proven plagiarism in class work, the student will be given the opportunity to resubmit the work in order to satisfy the outcomes being assessed. The mark awarded will be zero.
- In cases of plagiarism in formal assessment tasks, all plagiarised material will be ignored in determining the final mark. That is, if the entire task is plagiarised the mark awarded will be zero.
- Parents will be informed that the student has submitted plagiarised work.

Guidelines for Students

"Avoiding plagiarism starts during the research process with keeping accurate records of information and ideas gleaned from sources. Any time that a researcher copies another's wording verbatim even if only a phrase, the researcher should place quotation marks around that wording in his or her notes, so that the quoted material is clearly distinguishable from the researcher's wording. It is important to keep a complete record of bibliographical information while doing research, so that one is able to complete in-text citations, notes and bibliography as he or she drafts the paper."

<http://www.bridgewater.edu/WritingCenter/plagiarism.def.htm>

What this means is:

When you decide that you want to make some notes from a source, the first thing you do is to write down the detail of the source.

An example of how to record this information is shown below:

Books	Author's last name, Author's First initial, Publication date, <u>Title of Book</u> , Publisher, location. Example: Starr, R, 1988, <u>Beetles in the Woods</u> , Bantam Books, London
Articles	Author's last name, Author's first initial, Publication date, "Title of Article", <u>Name of Periodical</u> , volume, number, pages used Example: Watson, P, 1988 "Making Ugly Dolls", <u>Mad Magazine</u> Vol. 16, No. 7, pp2-5
Web Pages	Author / Organisation, Web Address, Date accessed Example: Australian Academy of Science www.science.org.au/nova/072/072key.htm (accessed June 2002)

It is also a good idea to list those people who helped you in any way.

For example: "I was helped in my research by Joe Montana, Craig Luckenbach, Albert Einstein, and by Pat Lewis who helped me build my display."

Once you have accurately written the details of your source, take notes underneath.

- Put ideas into your own words using regular vocabulary
- If you are copying 'word for word' place quotation marks around your notes. (Check with your teacher if footnotes are required – they are expected in years 11 and 12)
- You must organise all your references into a bibliography. A general guideline has been shown above, but you should check with class teachers for any specific requirements.

[This Plagiarism Policy was reproduced in its entirety from Riverside Girls High School with the permission of the principal]