Preliminary Course Assessment

Policy Scope
This policy relates to the Board of Studies Teaching and Educational Standards (BOSTES) requirements for determining the provision of an assessment achievement for each course undertaken as a candidate for the Preliminary Course as a prerequisite to undertaking the Higher School Certificate Course.

Policy
This policy serves to give an indication of a student's attainment based on:
- A wider range of syllabus objectives than is measured by the external examination
- Measures and observations obtained throughout the Preliminary course rather than at a single examination
- Students will have gained 50% of their composite mark before they sit for the Preliminary Examination

Procedures
How many subjects must I undertake?
Students are required to study a minimum of 12 units in the Preliminary Course.

What is Assessment?
Assessment is the process of collecting, identifying, interpreting, evaluating, recording and reporting evidence of student performance.

It is a requirement that schools assess students and report regularly to students, parents and the wider community.

Formal and informal assessment is used throughout the school year to determine the grade to be allocated.

Cumulative record of grades is maintained in Grade Book on the Student Administration System and a hard copy is held in individual teacher’s Daily Chronicle. Grades are to be entered onto Gradebook as soon a practicable after marking.

Grades will be reflected in the midcourse and final year reports.

What are the Assessment Components?
All students in NSW are assessed on the same basis for each course they take. Each BOSTES subject has a set of prescribed components with prescribed weightings for calculating the school's raw assessment marks.
How many assessments will be used?
The assessment scheme for each subject will conform to the syllabus guidelines as provided by BOSTES. The number and type of assessment may vary according to different subjects. Students will be issued with an assessment grid for each course. Assessment tasks may include essays, assignments, oral work, examinations, tests, field work, practical work.

What details will I receive about each task?
Written information is provided to each student about each assessment task that will include the Relative weighting of each task, content of the task, timing and duration of the task, syllabus outcomes which are being assessed by the task, details of any changes to the nature or scheduling of the task.

Who will be assessed?
Assessment of student learning will be undertaken by all candidates for the credential of the Preliminary Course.

How do I know when an assessment task is due?
At the commencement of the Preliminary course, candidates will receive a “Year 11 Student Assessment Guide” which outlines the type and due dates for all formal assessment tasks.

Students will also be issued with what is deemed sufficient notice of any assessment task. This is usually at least two weeks prior to the due date. Students requiring an extension for a task should submit a request 4 days prior to the due date, for consideration by the Academic Coordinator.

How do I submit my Assessment Tasks?
On advice of the subject teacher, assessment tasks are to be submitted:
- To the assignment box, along with a completed cover sheet, by 8:30am of the due date of the task; or
- Submitted via the Schoology dropbox facility before 8:30am on the due date; or
- As otherwise indicated by the teacher (e.g. large posters, practical work, etc)

When can I expect feedback on the task?
Assessment feedback will be provided to students in a timely manner. It should be qualitative and quantitative and is provided to assist students understanding and to facilitate the next steps in learning.

What happens if I fail to submit a task or submit it after due date?
It is expected that all assessment tasks will be completed and submitted by the due date. Extensions will not normally be granted except in cases of certified illness.
In the case of prolonged illness leading up to the date of an assessment task, students should negotiate a suitable alternative date for submission prior to the due date of the assessment.
Penalties for late submission are outlined below:
20% for a task submitted within 24 hours after due date and time
40% for a task submitted within 48 hours after due date and time
60% for a task submitted within 72 hours after due date and time
A mark of zero will be awarded for a task submitted more than 72 hours after the due date and time

For all students, work due on a Friday and submitted after the following weekend on Monday counts as 3 full days, or 72 hours.

Student are required to complete all assessment tasks in order to meet the requirements for each subject.

If a decision has been made to award a zero for a task due to late submission, the task will still be marked to determine whether the student has achieved the outcomes assessed by the task, thus meeting the minimum requirements for the completion of a subject. Appropriate feedback will also be provided to the student.

Compensation should not be expected during marking for the following factors:
- Prolonged illness
- Long-term domestic problems
- Holiday trips which affect preparation for or performance on a task
- computer/printer malfunctions

**What is malpractice and how does it affect my grade?**
Malpractice, plagiarism, cheating or dishonesty is behaviour by a student that gives them an unfair advantage over others. Allegations of malpractice will be notified to the Academic Coordinator for review and follow up action and may result in a zero being awarded for the task.

Assessment tasks are monitored by teachers for malpractice. If a task is thought to be the result of malpractice, the teacher will present the evidence to the Academic Coordinator, who in consultation with parents discuss the accusation with the student. Students found to have engaged in malpractice will receive academic penalty for the work. Students undertaking work beyond stage 5 are required to complete the “All My Own Work” module from BOSTES, in order to raise their awareness of the ethics involved in submitting assessment tasks.

**What is Turn It In?**
In addition to the continually monitoring of a student’s progress throughout a course, ACCMP uses the auditing program ‘Turn It In’ to promote integrity in all tasks. The program is used for three purposes:
- To help students become better writers with specific, actionable feedback throughout the writing process
- To check for potential plagiarism with an auditing program that feeds back to the student before submission and to the tutor when the task is submitted
- To promote fair and timely scoring to meaningfully measure student progress

**How do I sit for formal assessment tasks such as examinations?**

In addition to assessment tasks, which are submitted through the ‘Turn It In’ program, formal examinations are used to determine a student’s knowledge of particular areas of study. During the Preliminary course students are required to undertake a Mid Course Examination, usually held in Term 2 of their Preliminary year, and a Final Examination held in Term 3 or 4.

Each of these examinations are held in a centralised examination centre under the guidance of a suitably qualified person e.g. Teacher or BOSTES approved Examination Invigilator. This enables students to experience the rigours of formal examination process and ensures the integrity of those undertaking the examination.

Students are notified of their examination centre in Term 1 of their Preliminary year.

**What happens if I failed to submit a task or submit it after due date?**

Consequences of not completing work may include the award of an ‘N’ determination. If a student is in danger of receiving an ‘N’ the student and their parents will be warned as soon as possible and a recovery program implemented.

**What happens if I suffer Illness or a Misadventure during an assessment task?**

If illness occurs during a task, or there is likely to be an appeal on the grounds of misadventure, the teacher or supervisor should be informed at the time. Subsequently the student must provide a doctor’s certificate or corroborating evidence for misadventure within two days of the task.

**Approved Leave**

When a student knows they will be absent for reasons approved by the school in advance, it is the student’s responsibility to let the teacher know so that if an assessment task is scheduled, alternative arrangements may be made. Failure to notify such absences in advance may mean a mark of zero for the task.

**Minimum Assessment Tasks**

Students must make a genuine attempt at assessment tasks that contribute in excess of 50% of the available marks. Where the mark for an assessment task is zero, the question of whether the attempt was a genuine one is a matter for the teacher’s professional judgement.
If a student is at risk of not meeting the internal assessment course requirements, a warning will be given. This warning will be in writing to the student and the parents and will require acknowledgement of receipt from each.

If a student does not complete course requirements an ‘N’ determination may be given.

**Other tasks?**
Students should be aware that tasks other than for assessment are very important in the context of the whole course as practice for assessment tasks and examination preparation. They also assist in the development of skills and are an opportunity to experiment and to learn by mistakes free from the pressure of having them assessed. They should therefore be taken just as seriously.

It is the responsibility of the Principal to certify that a student’s attendance, conduct and progress have been satisfactory before the Higher School Certificate will be awarded and formal assessment tasks and other assessment for learning tasks will both be taken into consideration when this certification is being made.

**Is there a prerequisite for Preliminary Course candidature?**
Students must satisfactorily complete the All My Own Work Unit, available from the BOSTES website before commencing the Preliminary Course.

**Policy Review**
On change of legislation or at the discretion of the School Board of ACC Marsden Park Ltd.

**Policy Version**
4.0