

**DE LA SALLE COLLEGE, ASHFIELD**



**ASSESSMENT  
HANDBOOK**

**YEAR 12 - 2018**

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Dear Parents and Students of Year 12,

This Assessment Booklet provides you and your son with essential information about the assessment programme and procedures at De La Salle College, Ashfield. Please take the time to read through it carefully and use it as an ongoing source of information throughout the year as it explains the requirements that students must meet in the submission of assessment tasks for each of their subjects.

I encourage students to write the dates of the tasks into their diaries and to keep the assessment booklet in a prominent place in your home.

Should you require further information regarding the information contained in this handbook or any other Curriculum or assessment matters, please feel free to contact me or the relevant Leader of Learning on 9797 3200.

I wish each student every success in his studies in the upcoming year.

Ellen McGovern  
*Assistant Principal*

## **POSITIONS OF RESPONSIBILITY**

ASSISTANT PRINCIPAL: MS E. MCGOVERN

DIRECTOR OF LEARNING AND PEDAGOGY: MR S. LONG

YEAR 12 LEADER OF WELLBEING: MS N. FOX

### **LEADERS OF LEARNING:**

#### **SUBJECT**

#### **TEACHER**

RELIGIOUS EDUCATION

MR J DUNN

ENGLISH

MRS M MAVRAKIS

MATHEMATICS

MR R DI MAURO

SCIENCE

MR S YEOMANS

HSIE

MR P FLORATOS

CREATIVE & PERFORMING ARTS

MRS J ADAMSON

TAS / VET

MR D KOVACIC

PD/H/PE

MR B LYNCH

ITALIAN

MR N. BURRELL

# GENERAL ADMINISTRATION OF ASSESSMENTS

## 1. **Assessment**

Assessment schedules are published in the Assessment Handbook. Students will be notified of the precise date of each assessment at least two weeks prior to the task. However, the College will endeavour to have all assessment notifications distributed at the beginning of the year.

## 2. **Students' Assessment Schedules**

Each student will receive an assessment schedule for each course.

This document will outline:

- a. the date and week in which the assessment will occur
- b. the nature of the assessment task
- c. a clear statement of the work to be covered in the task
- d. the percentage weighting which this task will contribute to the student's final assessment mark.

## 3. **Change of task or task date**

If it becomes necessary to change the assessment task, students will be given two weeks written notice.

If a change of date is necessary, the new date will not be earlier than that originally scheduled.

## 4. **Completion of Assessment Tasks**

The time set for handing in assessment tasks must be strictly adhered to. An assessment task handed in after the set time without a valid reason will be awarded a mark of zero.

## 5. **Absence from an assessment task**

The following action will be taken when a student is absent from an assessment task.

The student will:

- a. Ensure that a parent or guardian phones the College on the day of his absence to advise the Leader of Wellbeing and the relevant Leader of Learning of his absence
- b. Obtain a copy of the Missed Assessment form from the front office immediately on their day of return to the College
- c. Give the medical or equivalent professional certificate to the Leader of Wellbeing and the

relevant Leader of Learning the next school day.

**6. Unavoidable Absence**

If a student is absent from an assessment task and does not provide a medical certificate, but has a compelling reason for his absence, he must submit an assessment misadventure form to the relevant Leader of Learning.

**7. Foreseeable Absence**

If the absence is foreseeable, the student must inform the relevant Leader of Learning by completing a [Missed Assessment form](#) in time for alternative arrangements to be made. The Leader of Learning, in consultation with the Director of Teaching and Learning, will discern whether the reason given is acceptable and communicate this to the student well before the task takes place.

**8. Unsatisfactory Absence**

If a student is absent from an assessment task for an unsatisfactory reason or where due notice was not given, a mark of zero may be awarded.

**9. Malpractice**

If a student is accused of dishonest conduct, including plagiarism, or of assisting another student to behave in a dishonest manner, the matter will be referred to the Director of Teaching and Learning. A student may be awarded a mark of zero. Please refer to [this document](#) for more information regarding correct referencing format, as well as suggested ways to avoid being accused of 'intentional' or 'unintentional' plagiarism.

**10. Unfair Advantage**

If any student can gain unfair advantage by:

- having all or part of a task performed by someone else
- gaining prior knowledge of the contents of the task
- having additional time to complete the task

then the marks for that assessment task may not form part of the student's assessment mark.

**11. Non-Genuine Attempts**

If a Leader of Learning, in consultation with the Director of Teaching and Learning, judges that a student has made a non-genuine attempt in an assessment task, the student may be awarded a mark of zero. A serious attempt at the assessment Task will still need to be submitted.'

## **12. Awarding a Mark of Zero**

In all cases where a student's mark is zero, the Leader of Learning must inform the student and his parents in writing that a zero has been awarded, the reason for the award and the implications of such an award.

## **13. Validation of Assessment Marks**

Students will receive a printed copy of

- their assessment mark
- rank for the assessment
- overall rank at the completion of each task.

The student must sign the school's copy of the validation record to show agreement that the mark has been recorded correctly. The Leader of Learning will keep this record.

## **14. Student Appeals - Request for a review of an assessment task mark.**

- ❖ [This form](#) should be used when a student wishes to lodge an appeal against a mark for an assessment task.
- ❖ The mark for the task may remain unchanged, increase or decrease as a result of the review.
- ❖ The form, and a copy of the task, must be lodged with the relevant Leader of Learning within 24 hours, or one school day, of receipt of the marked task.
- ❖ No further appeal will be considered subsequent to the outcome of this review.

The student is to make known their concern in writing to the appropriate Leader of Learning within 24 hours, or one school day, of the receipt of their marked assessment task. A review will take place in consultation with the relevant Leader of Learning.

## **15. 'N' determinations – Principal's determination of non-completion of course requirements**

This is the decision made by the Principal at the end of the course, under delegated authority from the Board, that a student has not satisfactorily completed a course.

Students who have not complied with course completion criteria and who have received at least two written warnings can be regarded as not having satisfactorily completed the course at the time of finalising grades. The principal may then apply the 'N' determination.

## **16. Use of student NESA numbers on assessment tasks in Stage 6.**

For all formal assessment tasks in all courses, students will be identified by their NESA number

rather than their name. Students will be given an ID card at the beginning of their Preliminary and HSC studies.

NESA numbers will be supplied in examination rooms for Half-Yearly and Trial examinations.

## **DIGITAL ASSESSMENT TASKS**

De La Salle College, Ashfield, values learning supported by continuously evolving, creative and collaborative processes. Elearning focuses on enhancing student achievement through engagement and individualised learning opportunities and, as such, a variety of technologies will be employed across all subject areas as a vehicle to enhance student knowledge, skill and understanding.

The class teacher, in consultation with the Leader of Learning, will determine if assessment will be oral, paper based or digital. The format of each task will be advised at the time of assessment notification and the Leader of Learning will set guidelines for collection of tasks.

The College works in the collaborative online teaching and learning environment provided by the Google Docs suite and, as such, students are expected to utilise this when working towards assessment. Google Classroom enables teachers to monitor a student's progress and provide feedback online through access to the student's google drive. The Google Docs suite is a set of productivity tools that includes the ability to create, edit, share, and collaborate, anytime, anywhere — using a computer, tablet, or mobile device. Documents, spreadsheets, and presentations can be accessed and edited offline or online and shared to one or to many. The Google suite is a safeguard for all students in the event of connectivity issues or hardware problems.

In light of the above, the College cannot accept responsibility for any technical difficulties experienced by students in the production of tasks. All work should be easily accessible from any digital device. The following procedure should be followed should a student experience difficulty with their laptop:

- Report the issue to the IT department in the Centre for Learning and Innovation and complete the appropriate paperwork.
- If it is deemed that the laptop needs to be repaired, the IT department will keep the laptop and issue a replacement if one is available.
- If the laptop problem affects a student's ability to complete a task, the student should complete an Illness/Misadventure form (obtainable from the front office) and submit it to the appropriate Leader of Learning for their consideration.

- The student will be required to provide evidence of work in progress through accessing the assessment task from another device at the teacher's instruction or through Revision History on Teacher Dashboard.
- Work that is not accessible eg. it has been completed in Pages or Word Documents, will not be considered.
- Should a student be disadvantaged through circumstances beyond their control eg. lack of internet access at home, a parent should contact the appropriate Leader of Learning to discuss the matter.
- A final decision regarding special consideration will be made by the Leader of Learning in consultation with the class teacher.
- 'Technical difficulties' will not be sufficient grounds for an appeal against a zero mark being awarded for an assessment task submitted after the due date or without appropriate supporting documents.

## **HOME LEARNING**

### **College Home Learning Policy**

It is envisaged that Year 12 students will spend at least two hours per evening completing work set by their subject teachers, consolidating the day's learning by reviewing Learning Intentions, refining skills, reading, researching and working towards assessment tasks. This is a guide only and students will need to adjust their study habits to ensure that they are working towards their goals in an effective, organised manner.

Students are expected to use the online College Learning Journal to assist in organisation of home learning. It should be used for planning purposes, but also as a reflective tool. All instructions for home learning are recorded by the student in his diary and it is checked regularly by Homeroom teachers and used as a form of communication between teachers and parents and carers.

## **Reports**

A Half Yearly Report will be issued at the conclusion of the Assessment Period in Term 1, 2016. A Parent/Teacher Evening is held which provides parents with the opportunity to discuss their son's progress with teachers. It also allows for strategies to be put in place to enhance the student's progress and commitment to his learning. Advance notice of this meeting will be given via email, through notices on the College website and in the College Newsletter.

Students will be issued with a final report after the Trial Examinations in Term 3, 2016. The report will state each student's final course rank, Trial Examination rank and Trial Examination mark.

## **College rules governing examinations**

- Students must wear full school uniform to all exams. Sports uniform may be worn on Thursdays only.
- A student who arrives late for an exam will not receive extra time beyond the scheduled finishing time.
- No student will be permitted to leave an exam before the scheduled finishing time.
- All bags are to be left outside the exam rooms. Students are to sit in the allocated place in the exam room. Students are to bring pens, etc. into the exam room in a clear plastic envelope.
- Students must be ready to enter an examination room 15 minutes before the starting time for an exam.
- Students are not permitted to talk during an exam. This includes the entire time they are in the room and includes the distribution and collection papers.
- Students are to make a serious attempt at the exam. Failure to do this could be deemed to be a non-genuine attempt at the examination.
- Students are not permitted to borrow anything from another student during an exam. If a student has left behind an item of equipment essential for an exam, then that student will do as much of the exam as possible, without it. Only Board of Studies approved equipment can be used.

- All students are to be present at all their examinations. If a student is seriously ill or has a contagious illness, which means he will miss an exam, he must contact the school prior to the examination. On the first day he returns to school he must collect an “Illness & Misadventure” form from the front office. Complete the form, attach medical documentation and hand it back to the Leader of Wellbeing. The Doctor’s certificate must state that the student is unfit to sit for the exam.
- No allowance, including Illness/Misadventure appeals, can be made to students who miss an examination session through misreading the timetable.

## **HSC Assessment Schedules 2018**

### **Creative and Performing Arts**

[Music](#)

[Photography, Video and Digital Imaging](#)

[Visual Arts](#)

### **English**

[English \(Standard\)](#)

[English \(Advanced\)](#)

[English Studies](#)

### **Human Society and Its Environment**

[Ancient History](#)

[Business Studies](#)

[Economics](#)

[Legal Studies](#)

[Modern History](#)

[Work Studies](#)

## **Mathematics**

[Mathematics](#)

[Mathematics Extension 1](#)

[General Mathematics 2](#)

## **Personal Development, Health and Physical Education**

[Personal Development, Health and Physical Education](#)

[Sport, Lifestyle and Recreation](#)

## **Religious Education**

[Catholic Studies](#)

[Studies of Religion I](#)

[Studies of Religion II](#)

## **Science**

[Biology](#)

[Chemistry](#)

[Physics](#)

## **LOTE**

[Beginners Italian](#)

## **Technology and Applied Studies**

[Information Processes and Technology](#)

[Software Design and Development](#)

[Industrial Technology Timber](#)

## **Vocational Education and Training**

[Construction](#)

[Hospitality](#)

