



# Glenwood High School



## Year 12 Assessment Policy

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# Introduction

This Higher School Certificate Handbook is issued to all students in Year 12 to:

- ensure all students and their parents are fully informed about HSC assessment requirements, particularly with regard to the school assessment components for each of their courses;
- ensure students have advanced warning concerning assessable tasks, when they will be scheduled and their relative weighting with regard to the final school assessment mark in each course;
- enable students to plan their time wisely and organise an appropriate study program for their assessment schedule and/or major work;
- help students understand the importance of their responsibilities as they work towards their HSC award;
- encourage students to maintain a high standard of work in each of their courses. All aspects of their work will ultimately contribute in some way to their final success at the HSC.

**This document is a valuable resource – it should be kept safe, and downloaded for easy access.**

Students should review its contents regularly if they are to avoid disappointment resulting from failure to be aware of school and course assessment policy and the other matters pertaining to assessable tasks. **The rules contained in this document are designed to be equitable for all students and to prevent students from gaining unfair advantage over others. Ignorance of these rules will not be accepted as grounds for appeal by students.**

This document outlines student rights and responsibilities in the assessment process and provides you with the basic rules of assessment. It also includes the guidelines to ensure the assessment process is applied consistently and without discrimination.

It is important for students to understand they cannot leave their study to the end of Year 12 as their performance is being judged throughout Year 12. Students should remember they are not only competing against students at Glenwood High School but against the many thousands of students all over the state. Students cannot afford to treat their studies lightly if they expect to do well.

As Glenwood High School maintains a tradition of academic excellence we trust all our students will work tirelessly to do their personal best in their final year of school. We will provide you with the very best educational support but ultimately your success will come from your desire and ability to commit to your studies and challenge yourself through a focus on continual improvement.

I wish each of you a successful and fulfilling year.

**Mrs Sonja Anderson**  
*Principal*

*“The rules contained in this document are designed to be equitable for all students and to prevent students from gaining unfair advantage over others.”*





# Section I – NESA Requirements

The NSW Education Standards Authority (NESA) set out the requirements for the award of the Higher School Certificate (HSC) within the **Assessment Certification Examination (ACE) Manual**. The specific sections of the manual can be found throughout this section of the policy, and can be accessed online.

## 1.1 Eligibility requirements for the HSC – ACE8004, ACE8026

To be eligible for the award of the HSC, students must:

- have gained the **Record of School Achievement (RoSA)**;
- have attended a school recognised by NESA;
- have completed the **HSC: All My Own Work (AMOW)** program (see Part 1.1.1), which is not required for those students undertaking Life Skills courses;
- have demonstrated a **minimum standard of literacy and numeracy** (see Part 1.1.2), which known as the Minimum Standards tests;
- have satisfactorily completed courses that comprise the pattern of study required by NESA for the award of the HSC (see Part 1.1.3); and
- sit for and make a serious attempt at the requisite HSC examinations.

For courses where school-based assessment marks are submitted, students must make a *genuine attempt* at assessment tasks that contribute in excess of 50 percent of the available marks. It is emphasised that completion of assessment tasks worth exactly 50 percent is *not sufficient*; tasks worth in excess of 50 percent must be attempted. Furthermore, the student must fulfil the **course completion criteria** (see Part 1.1.4).

### 1.1.1 HSC: All My Own Work

This is a program designed to help HSC students follow the principles and practices of good scholarship. This includes understanding, valuing and using ethical practices when locating and using information as part of their HSC studies. Students who have completed the program will also know about penalties for cheating and how to avoid **malpractice** (see Part 1.6) when preparing their work for assessment.

To be eligible for the HSC, students must complete HSC: All My Own Work before they submit any work for Preliminary or HSC courses, unless they are only entered for Year 11 and Year 12 Life Skills courses.

<https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/hsc-all-my-own-work>

### 1.1.2 Minimum standard of literacy and numeracy – ACE4060

From 2020, students must demonstrate a minimum standard of literacy and numeracy to be eligible for the award of the HSC. Students must demonstrate the minimum standard in each domain of reading, writing and numeracy. The HSC minimum standard is set at the **Australian Core Skills Framework (ACSF) Level 3**. This describes the functional literacy and numeracy skills required for life after school, for work and further education. Students in Years 10 to 12 may demonstrate the HSC minimum standard by achieving Level 3 or above in the NESA minimum standard online reading, writing and numeracy tests.

Students who leave school and have not met HSC eligibility requirements will receive a RoSA, or a Transcript of Study. Students who subsequently (in the five-year accumulation period) become eligible for the HSC by demonstrating the HSC minimum standard will be issued with an HSC testamur and have their results re-issued on a Record of Achievement.

School leavers in Years 10 to 12 may sit the NESA minimum standard online tests and use the test results to demonstrate their levels of reading, writing and numeracy to employers and/or further education and training providers.

### 1.1.3 Pattern of study for the HSC – ACE8005

It is a **NESA requirement** that students study and **successfully complete** a minimum of **12 units** of study in the **Preliminary** year, and **10 units** of study in the **HSC** year. Both patterns must include:

- at least six units from Board Developed Courses;
- at least two units of a Board Developed Course in English;
- at least three courses of two units value or greater (either Board Developed or Board Endorsed Courses); and
- at least four subjects

To satisfy pattern of study requirements for the HSC, a student may count up to six units of Science in Year 11 and seven units of Science in Year 12 (this allows for the study of Science Extension).

Glenwood High School **strongly recommends** the study of a minimum of 12 units in the HSC year. Students who choose to complete other courses offered externally must do so in addition to the 12 units completed at school for Year 11 and may only reduce their pattern of study to 10 units for Year 12 if they have shown continued diligence and application for the duration of their preliminary studies. This provides a number of **safeguards** for students pursuing an ATAR and allows room for error as the ATAR is calculated on the results of the best 10 units, including English. In the case of **extenuating circumstances**, students may apply to the relevant Deputy Principal to request to alter their pattern of study **after Semester 1 reports** have been issued. The Deputy Principal will review the request in consultation with the senior review panel comprised of relevant executive staff. Applications may be collected from the relevant Deputy Principal. Evidence will need to be provided.

### 1.1.4 Course completion criteria – ACE8019

The following course completion criteria refer to both Preliminary and HSC courses. 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. followed the course developed or endorsed by NESA; and
2. applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
3. achieved some or all of the course outcomes

## 1.2 Satisfactory completion of an HSC Vocational Educational Training (VET) course – ACE8028, ACE8026

As with all HSC courses, students undertaking VET courses may be deemed to have either completed or not completed course requirements based on the course completion criteria. The HSC course requirements in a VET course are defined by:

- the HSC indicative hour requirements of the course;
- the HSC course structure;
- mandatory **work placement** requirements (see Part 1.2.1);
- the HSC Requirements and Advice for examinable units of competency in Industry Curriculum Frameworks; and
- competency-based assessment requirements.

HSC unit credit for a VET course is withheld if there is no evidence of training activity (VET data). This includes where there is no RTO assigned, no enrolment in a qualification, no competency outcomes, or 'Did not start' outcome for all competencies. Schools in partnership with an RTO delivering an HSC VET course must ensure that the scope and sequence and program for delivery of the course address all of the HSC course requirements.

In the case of competency-based courses, where a student has not successfully completed any units of competency, it is a matter for the teacher's professional judgement to determine whether the attempts made by the student to complete the course are genuine. Students studying VET Industry Curriculum Framework courses must complete the mandatory work placement hours in order to be deemed satisfactory.

### 1.2.1 Work placement – ACE8028

The requirement to complete work placement in a VET framework course is also stated in the student declaration on the Confirmation of Entry. This is to be signed by the student and retained by the school. For each VET course, a minimum amount of 70 hours is required in the workplace, although the amount of workplace learning needed to achieve the competencies will vary from student to student.

If a student fails to undertake any mandatory work place component it may be determined that the student has not made a genuine attempt to complete course requirements. In this case the principal can indicate that the course has not been satisfactorily completed and the student may be issued with as **N-Determination (non-completion)** (see Part 1.7).

### 1.3 Attendance – ACE8021

While NESAs does not stipulate attendance requirements, principals may determine that, as a result of absence, the course completion criteria (see Part 1.1.4) may not have been met. Clearly, absences will be regarded seriously by principals who must give students early warning of the consequences of such absences. Warning letters must relate the student's absence to the non-completion of course requirements.

### 1.4 HSC school-based assessment requirements – ACE8072, ACE8073

NESA's syllabus packages, including assessment and reporting documents, indicate the mandatory components for HSC assessment and the weightings to be attached to those components. Each school will determine:

- a. the practical and written tasks, such as tests, assignments or projects, on which their assessments are to be based; and
- b. the weightings to be allocated to each task, except when these are specified in the syllabus package.

Schools are required to develop an assessment program for each of their courses. This involves the following responsibilities:

- a. number of tasks – identifying the number of tasks that will be used to measure students' achievement in each syllabus component;
- b. weightings – allocating weightings to each of the tasks in accordance with the components and weightings in the Assessment and Reporting document for the course;
- c. scheduling tasks – scheduling the assessment tasks for the HSC courses, being mindful of the demands these tasks will place on students and teachers;
- d. written advice to students – providing students with written advice about the school's requirements for assessment in each course which **must include**:
  - i. the components and their weightings as specified in the assessment and examination materials on NESA's website;
  - ii. the general nature of each assessment task;
  - iii. a schedule of when assessment tasks are planned to take place (in addition, there must be provision for adequate notice of the precise timing of each assessment task);
  - iv. the weight value of each task in relation to the total weighted mark for the course;
  - v. details of administrative arrangements associated with each task (e.g. how the school will deal with absence, late submission of tasks, illness/misadventure immediately before or during the task, etc.);
  - vi. details of the school's policy on **malpractice** in assessment tasks;
  - vii. details of the procedures to be implemented if tasks produces invalid or unreliable results;
  - viii. details of the procedures for dealing with student appeals arising from assessment tasks.
- e. appropriate procedures: marking, recording, reporting.

For all Board Developed courses (except VET courses and Life Skills courses), NESA requires all students to follow an assessment program and have a school-based assessment mark submitted. The **minimum requirement** is that the student must make a genuine attempt at assessment tasks that contribute **in excess of 50 percent** of available marks in the course.

A student who does not comply with the assessment requirements and receives an **N-Determination (non-completion)** in a course will have neither an assessment mark nor an examination mark awarded for that course. Please note: if the N-Determination is received for the student's 2-unit English course, the student **will not qualify for their HSC or Year 12 RoSA**. For more information on **N-Determinations**, see Part 1.7.

## 1.5 Submitted works and practical examinations – ACE9015

In the following courses students are required to complete a practical component as part of the Higher School Certificate examination:

- Dance
- Design and Technology
- Drama
- English Extension 2
- Industrial Technology
- All modern languages
- Music
- Society and Culture
- Textiles and Design
- Visual Arts

Students are required to certify that any submitted works are their own. **If school staff cannot certify the works, no marks will be awarded.** If a student is repeating a subject where a major work or project is required, the student cannot submit any major work or project entered and marked in a previous year without the special permission of NESA. If NESA approval is given, the student must add substantially to the major work or project.

## 1.6 Malpractice – ACE9023

All work presented in assessment tasks and external examinations (including submitted works and practical examinations) must be a student's own or must be acknowledged appropriately. Malpractice, including **plagiarism**, could lead to students receiving zero marks and will jeopardise their HSC results.

*Malpractice is any activity that allows you to gain an unfair advantage over other students.* It includes, but is not limited to:

- copying someone else's work in part or in whole, and presenting it as their 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 which another person, such as a parent, coach or subject expert, has contributed to substantially;
- using words, ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement;
- paying someone to write or prepare material;
- breaching school examination rules;
- using non-approved aids during an assessment task;
- contriving false explanations to explain work not handed in by the due date; and
- assisting another student to engage in malpractice.

The above are examples of malpractice and are not conclusive. The principal or principal's delegate may determine if an act performed by the student is deemed as malpractice. Use of any type of software assistance, for example AI software, is considered malpractice. From the 2014 HSC year, NESA implemented the **Register of Malpractice in HSC Assessment Tasks**, where schools will collect and detail information on students where malpractice has occurred, the type of offence and the penalties applied. This record is then kept and maintained by NESA.

## 1.7 Warning of non-completion of HSC course – ACE8022

NESA has delegated to principals the authority to determine if students seeking the award of the HSC at their school have satisfactorily completed each Board Developed and/or Board Endorsed Course in which they are enrolled in accordance with the requirements issued by NESA. Principals therefore will determine if there is sufficient evidence that each student has applied himself or herself with **diligence and sustained effort** to the set tasks and experiences provided in the course by the school.

If at any time it appears that a student is at risk of being given an **N-Determination (non-completion)** in any course, including VET courses, the principal must warn the student as soon as possible and advise the parent or guardian in writing.

This warning should be given in time for the problem to be corrected and should provide advice about the possible consequences on HSC eligibility of an N-Determination in a course.



The principal **must**:

- a. advise the student in writing of the tasks or actions to be undertaken in time for the problem to be corrected;
- b. advise the parent or guardian in writing;
- c. request from the student or parent/guardian a written acknowledgement of the warning;
- d. issue at least one follow-up warning letter if the issue has not been corrected; and
- e. retain copies of the warning notice(s) and other relevant documentation.

**Students who have not complied with the requirements for satisfactory completion of a course at the time of finalising assessments cannot be regarded as having satisfactorily completed the course.** The principal will then issue an **N-Determination** and advise NESA.

### 1.7.1 Failure to submit tasks – ACE8078

If a student fails to complete a task specified in the school-based assessment program and the school considers the student has a valid reason (e.g. illness), the principal may decide that, in accordance with the school's assessment policy, an extension of time may be granted or a mark may be awarded based on a substitute task.

In exceptional circumstances (e.g. where undertaking a substitute task is not feasible or reasonable, or where the missed task is difficult to duplicate), the principal should authorise the **use of an estimate** based on other appropriate evidence.

If there is **no valid reason** for failing to complete an assessment task, a zero mark must be recorded for that task. If a student's attempt at a particular task **scores zero**, the question of whether the attempt was a genuine one is a matter for the teacher's professional judgement.

### 1.7.2 Non-completion determinations – ACE8027, ACE8080

When a principal issues an N-Determination in a course, this must be indicated via *Schools Online*. The school must also submit an assessment mark which will be reported if the student appeals successfully to the school or to NESA.

If a student is to be given an N-Determination because of failure to complete the tasks which contribute in excess of 50 percent of the final assessment marks in that course, the principal must submit the N-Determination via *Schools Online*, advise the student of the determination, its consequences and the student's right to a school review and subsequent appeal to NESA using the form supplied by NESA at *Schools Online*. The school must calculate an assessment mark incorporating the marks for those tasks submitted and a zero for each task not submitted. This information will be required if the student makes an appeal to NESA which is upheld.

### 1.7.3 Review of non-completion determinations – ACE8081

The procedures for a school review of an N-Determination will follow those laid down for other school reviews of assessments as follows:

- a student seeking a review of an N-Determination must apply to the principal by the date listed in the HSC key dates and exam timetables schedule;
- if the school upholds the appeal, the school advises NESA by the date stipulated in the HSC Events timetable;
- if the appeal is declined, a student may appeal to NESA where the review will focus on whether the school reviewed properly and correctly considered the matters before it; and
- appeals must reach NESA by the date stipulated in the HSC key dates and exam timetables schedule (NESA will advise students and principals of the outcomes of any appeal as soon as possible after the HSC examinations).

The procedures for appeals against N-Determinations based on course requirements can be accessed in flow chart format in **ACE11008**.

# Section II – Glenwood High School Requirements

*This section outlines the application of the NESA requirements detailed in Section I within our school context.*

## 2.1 Guiding Principles

### 2.1.1 Responsibilities of the school

The school is responsible and commits to providing:

- students with the **Year 12 Assessment Policy** booklet, which outlines the NESA and school practices of assessment;
- students with the **Year 12 Assessment Schedules** document for all courses, which outlines the components to be assessed, the scheduling of the tasks, and their respective weighting (these can be accessed on the school's website);
- NESA with information on each successful completion of the courses;
- a review/appeals procedure for students in relation to disputes or concerns that arise;
- appropriate reporting procedures;
- procedures that are consistent with the NESA syllabus guidelines and Assessment and Reporting document for all Board Developed courses;
- an assessment plan devised by the school or TAFE and approved by NESA for all Board Endorsed courses.

### 2.1.2 Responsibilities of faculty head teachers and their staff

Faculty head teachers and their staff are responsible for and commit to:

- setting assessment tasks that:
  - will be used to measure student performance in each component of a course;
  - are effective at discriminating between each student's achievement of outcomes in order to determine assessment rank;
  - specify a mark/weighting for each assessment task;
  - are of the same type and have the same weighting for all classes studying that course.
- providing students with a written assessment notification for each assessment task that contains a detailed explanation of the specific nature of the task, which will be issued at least **two weeks in advance**;
- maintaining a register for all assessment tasks that acknowledges the receipt of the assessment notification, submission of the assessment task and the return of the assessment task;
- providing students with assessment task feedback at the completion of each task, which includes a mark or grade, detailed marking criteria and written feedback;
- establishing procedures for recording and reporting student performance on all assessment tasks;
- ensuring that final cumulative school-based assessment marks are not provided to students;
- issuing official **N-Warning letters** (see Part 2.3) to students and parents/caregivers outlining the areas of **unsatisfactory completion of course requirements** as required (see Part 1.1.4); and
- arranging any necessary excursions on dates that do not conflict with assessment tasks (should a conflict occur, teachers will work to negotiate an alternate time).

### 2.1.3 Responsibilities of the student

Students are responsible for:

- being familiar with the procedures, course information and assessment schedules contained within the **Year 12 Assessment Policy** and the **Year 12 Assessment Schedules** document (accessible on the school website);
- attending all classes and ensuring their **attendance** enables them to achieve course outcomes;
- demonstrating **sustained diligence and effort** in each subject and participating in all lessons constructively;

- making a **serious attempt at all assessment tasks** and completing all other set tasks in order to achieve course outcomes;
- catching up on missed work when **absent from school** and being aware that it is their responsibility to know what work has been missed and to complete all missed work;
- ensuring when **absent from school on the day an assessment task notification is issued** that it is their responsibility to contact their teacher and/or the relevant faculty head teacher to obtain the task notification (no extension or leave will be granted if a student fails to carry out this action);
- speaking with their teacher or the relevant faculty head teacher for clarification about the requirements of the subject/course assessment program;
- being present for the whole day an assessment task falls due for class submission;
- submitting **work that is their own**, as any material copied without acknowledgement of the original source will be regarded as plagiarism and penalties will be imposed (acknowledged work will not be counted as part of any required word count);
- lodging any request for assessment review within **two school days** of receiving the marked assessment task (note: two school days does NOT include weekends, public holidays or school holidays); and
- informing the relevant teacher, faculty head teacher or Deputy Principal if there is a clash with an excursion or other school approved activity and completing the relevant **Exceptional Circumstances: School Approved Activity Form (Form C)** (see Part 2.11).

***The school reserves the right to substitute or alter any part of this policy at any time, provided that such alterations are consistent with the policies of NESAs, students and parents are notified and that all students involved are affected equally. The variations table in this document (see p.24) will identify such changes that have occurred throughout the academic year on the digital copy of the policy located on the school website.***

*Students are to complete a signed **Confirmation of Assessment Policy Form** indicating that they have read and understood this document. This form is returned to the school and kept on file, and must be returned by the date indicated by the Deputy Principal.*

## 2.2 Examination periods

A formal examination period is typically in the same format as the HSC examinations, and draws from most or all content areas, topics or modules. For Year 12, their examination period is known as the Trial Examinations. During this time, normal lessons are suspended and students will only be required at school when their specific examinations are scheduled.

Examinations are an important part of your progress throughout Year 12. Expected examination conduct and student expectations at Glenwood High School are outlined below:

### 2.2.1 Organisation

**BE AT YOUR EXAMINATION VENUE at least 20 MINUTES BEFORE THE START OF YOUR EXAM.**

- Students must follow the daily Positive Behaviour for Learning expectations of Glenwood High School.
- Students are expected to wear full school uniform during examinations.
- Students should go to the toilet before entering the examination so that there are no disturbances.
- Students must follow the supervisors' instructions at all times and must behave in a polite and courteous manner towards the supervisors and other students.
- Students should ensure they have all the necessary equipment for each examination. No borrowing of equipment is permitted in the examination room. All equipment is to be kept in a CLEAR PLASTIC SLEEVE – NO PENCIL CASES ALLOWED!
- Students are not permitted to leave early during the examination.
- Students are not permitted to have any notes, aides or technology device including mobile phones.

- If you do not make a serious attempt at an examination, you will be referred to the Deputy Principal for further action.
- Students must supply a medical certificate to cover absence from an examination and report to the Deputy Principal on their first day back at school after the illness to complete the Illness and Misadventure Appeal.
- All work produced for marking in examinations must be the student's original work, otherwise, it will be considered malpractice.

### 2.2.2 Behaviour expectations

To be fair to all students attempting to complete their examination, strict rules governing behaviour are necessary.

**DISRUPTIVE BEHAVIOUR OF ANY SORT WILL RESULT IN REMOVAL FROM THE EXAMINATION. Students will complete the examination in an alternate environment to ensure they have met course requirements. A non-serious attempt will be recorded and a zero mark may be given.**

- **No food, drink**, notes, digital devices or **mobile phones** are permitted in the examination room.
- All phones and smart watches are to be kept in student bags and must be switched OFF. Any disruption to an examination due to a device will result in serious consequences.
- **Only equipment needed for the examination** should be taken into the examination venue. All other materials (including notes, magazines and novels) are not permitted.
- Electronic devices such as an organiser, dictionary or computerised watch are not permitted into the test room unless approved by NESA.
- Once seated, students should **remain silent**, face the front and not communicate with other students.
- Students must behave in a way that is not likely to disturb the work of any other student or upset the conduct of the examination/test.
- Students must make a serious attempt at answering all questions in the examination/test.
- Students caught cheating will have their examination paper cancelled and will be dealt with in accordance with the School Discipline Code. Cheating includes, but is not limited to, bringing into the examination room notes, devices and non-approved calculators, as well as reproducing work which is not their own.
- Non-serious attempts at any examination will not be marked. In addition, examination papers with offensive writing or graffiti **WILL NOT BE MARKED**.
- Students **will not be permitted to leave the examination room** for the toilet. If a student has a medical issue which makes this necessary, that information should be provided to the Head Teacher Welfare in advance of the examinations. This will then be recorded and examination supervisors will be notified.
- Students must stop writing when advised to do so by the supervisor.
- Test material cannot be removed from the examination room.
- Students arriving late to an examination without a justifiable reason will complete the examination in the time remaining. Students late to examination where circumstances were outside of their control or are not in a fit state to sit an examination are to see a Deputy Principal before entering the examination hall.

### 2.3 N-Award Warnings and non-serious students

An **N-Award Warning** is a written warning letter provided to students and their parents/caregivers that a student is at risk of non-completion of an HSC course (see Part 1.7). There is a **minimum of 2 N-Award Warnings before students are at risk of receiving an N-Determination**. Glenwood High School will follow the DoE Suspension and Expulsion Policy regarding students who are deemed non-serious or at risk of then being subsequently **N-Determined** in any subject (see Part 1.7). The policy is available on the DoE website.



## 2.4 Attendance

The NESA guidelines in regards to attendance are outlined in Part 1.3 of this document. In light of this, **attendance of all senior students at Glenwood High School is expected to be above 90%**. Students who do not attend class are missing valuable learning experiences provided and are at risk of not meeting **course completion criteria** (see Part 1.1.4).

Any student whose attendance is of concern will be referred to the appropriate Head Teacher Secondary Studies, with parents contacted. Students deemed 'at risk' due to attendance will be referred to the Home School Liaison Officer (HSLO) for further action. In the instance that a student is not meeting course requirements due to attendance issues, the student and parent will be notified as per the **N-Award Warning** process (see Part 2.3). Students who have not met attendance requirements may also be considered as 'non-serious' as per the DoE Suspension and Expulsion Policy.

## 2.5 Assessment tasks

### 2.5.1 Types of tasks

Each course requires students to complete a number of assessment tasks, in order to demonstrate satisfactory application and completion. These tasks are set in the respective course assessment schedules.

As well as this, students may also be required to complete set class/course-based tasks which do not contribute to their formal assessment program. Tasks that do not contribute to the final assessment are designed to prepare students for the HSC external examinations. Students must complete all required tasks in each course (not just the formal assessment tasks) if they wish to qualify for the award of the HSC. Other tasks are equally important than the formal tasks because they lay down the background knowledge and skills in each subject.

### 2.5.2 Number of HSC assessment tasks

At Glenwood High School there will be **four formal assessment tasks, including major examinations**, per 2-unit subject for Board Developed Courses. This is in line with NESA's Stage 6 Assessment and Reporting guidelines.

Final assessment of students is completed by the end of Week 5 in Term 3 of the HSC year in all subjects. This allows time for final appeals to be considered and assessment marks to be finalised by faculties.

### 2.5.3 Multiple assessment tasks

There is an assessment calendar available on Sentral and an assessment schedule document to check how many tasks you have. If you have more than **four** assessments due/in one week (excluding examination periods) or have more than **two** in a day, you need to see your classroom teacher, the faculty Head Teacher or your deputy principal.

### 2.5.4 Nature of HSC assessment tasks

The assessment schedule incorporates tasks which will reflect a balance of the syllabus objectives and outcomes statements as set out in the syllabus (or course outline for Board Endorsed Courses) for each course.

These tasks are designed to rank each student's achievement of the syllabus outcomes. In designing tasks, teachers aim to achieve an appropriate balance between aspects such as recall, analysis, synthesis; individual work vs group work; practical skills, excursion and fieldwork tasks; research skills, oral skills and written communication skills.

Assessment tasks are designed to discriminate between students, provide a rank order of students, and highlight relative gaps between students.

It is important that teachers are able to ensure the **work submitted by each student is all their own work**, and ensure that the proportion of contribution of each student in a group is recognised and are allocated marks accordingly.

### 2.5.5 Completion and submission of assessment tasks

The **Year 12 Assessment Schedules** document (accessible on the school website) shows the general timing of assessment tasks in regards to the school term and week. Precise submission dates and times for a hand-in task will be clearly specified on the assessment notification for that particular task. Dates and times for examinations will be provided on the examination timetable.

Failure to submit a task on time **will result in a zero mark** being awarded. If a student is absent on the day an assessment task is due, they may apply for illness/misadventure by following the procedures outlined in Part 2.13.

It is the **student's responsibility to check the submission method** detailed on the assessment notification, as this may vary due to the nature of the assessment task, or method required:

- for digitally submitted tasks through **Turnitin**, assessment tasks must be submitted on the specified **due date by 8:30am**;
- for hard copy tasks, they must be handed in on the specified due date, and **during the period** in which the lesson is timetabled, *personally to the class teacher or head teacher only*; and
- for in-class tasks, students must be prepared to complete the task during the relevant period on the specified due date

### 2.5.6 Unfair advantage in assessment

NESA outlines that no student is to gain an unfair advantage over other students, whether that be on the day of, or in the days prior, to an assessment task.

Causes of unfair advantage include:

- for a student to absent themselves from **any lessons** or normal school routine (including Connect, Period 0 classes, etc.) on the day an assessment task is scheduled or a hand-in/in-class task is due; and
- arriving **late to school** on the day of a scheduled assessment task or hand-in/in-class task is due.

Any breaches will be considered malpractice (see Parts 1.6, 2.9).

If it is deemed that a student has gained an unfair advantage, a **zero mark** may be awarded. Should the student wish to apply for a review of this decision, they must complete and submit the **Application for Review Form (Form D)** to the Deputy Principal within **two school days** of the decision being taken (see Part 2.17).

## 2.6 Communication of assessment

### 2.6.1 Communication to students

Students are to be informed of writing of:

- the assessment program for each of their courses, provided in the form of their **Year 12 Assessment Schedules** document; and
- the specific requirements of each assessment task, including the components and syllabus outcomes being assessed, and weightings of the task.

Following the completion, submission and marking of an assessment task, students will receive clear feedback on their performance, which should indicate their attainment in the task relative to the outcomes, and cumulative rankings on school reports.

The **Year 12 Assessment Schedules** document is accessible on the **school website**. A minimum of **two weeks' notice of any task** is to be given to the students. In most cases, tasks should not be scheduled in the moratorium period of **two weeks prior to the Trial Examinations**, excluding tasks of a purely practical nature conducted exclusively in school time which requires the use of school equipment. This also excludes in-class tasks or tasks that have been developed over a period of time and/or assist in the preparation for formal examinations.

If a student is **absent from school on the day an assessment task notification is issued**, it is their responsibility to contact their teacher and/or the relevant faculty head teacher to obtain the task notification. No extension or leave will be granted if a student fails to carry out this action.

### 2.6.2 Communication to parents

Both the **Year 12 Assessment Policy** and **Year 12 Assessment Schedules** are available on the **school website**. As well as this, a regular guide to individual student progress will be provided by:

- teacher comments on assessment tasks and school reports;
- marks and comments on completed assessment tasks;
- marks and comments for other tasks completed;
- school reports;
- communication with parents as needed for individual cases (e.g. Senior Review Program, year advisor/head teacher concerns, etc.); and
- parent/teacher evenings.

## 2.7 School leave affecting assessment tasks

Leave from school *may* be granted by the principal upon completion of an **Application for Extended Leave – Travel Form**, accessible on the school website, from the Deputy Principal or the front office. Students are expected to be present at school to complete all tasks, submit all assessment tasks and sit all examinations set as part of the assessment program for a course at the specified time. Students and parents/caregivers should **NOT assume leave will be granted**, particularly in circumstances where family holidays, social engagements or other matters of a discretionary nature clash with assessment tasks.

The Department of Education's position in relation to student leave is stated in the **Student Attendance in Government Schools Procedures School Attendance Policy**, in which students are discouraged from taking leave during the school term. This policy has been developed by the Learning and Engagement Directorate in 2015:

- **14.1** – From the beginning of 2015, **family holidays and travel are no longer considered under the Exemption from School – Procedures**. Travel outside of the vacation period is now counted as an absence.
- **14.3** – A principal should not accept a reason for travel during school term if it is not in the best interests of the student. Educational, social and participation reasons should be specified on the application.

### 2.7.1 Student leave clashes with an assessment task or examination

NESA make no provision for tasks missed due to leave. There are well-established protocols for illness and misadventure; however, requests for leave do not fall within these protocols. Students and families are expected to make arrangements to ensure that all requirements of the HSC can be fulfilled.

All assessments must be completed at the scheduled time, unless students are affected by illness or misadventure. Students absent from school due to leave **MUST** consult with the **relevant faculty head teacher at least two weeks prior**, or as soon as they are aware, to the scheduled task. Students should then speak with the Deputy Principal and complete the **Exceptional Circumstances: Personal Form (Form B)** (see Part 2.12). Failure to consult within adequate time, and failure to comply with task submission requirements, may result in a **zero mark** being awarded.

All hand-in tasks due during the period of leave **MUST** be submitted prior to leave commencing. Failure to do so may result in a **zero mark** being awarded.

Students with a scheduled in-class task, such as an examination, test, presentation, or group work task, may not be able to complete this prior to leave commencing. In this case, a **zero mark** may be awarded.

### 2.7.2 Student absence due to school business including work placement

If a student will be absent on the day of an assessment task with prior knowledge due to school business, the student must give notice to the head teacher when they are first notified of the event,

and complete the **Exceptional Circumstances: School Approved Activity Form (Form C)**, with supporting evidence (see Part 2.11). This form must be submitted to the Deputy Principal for approval. **The Deputy Principal and head teacher may negotiate an alternative task or re-schedule the original task if approval is obtained.**

In the case of mandatory work placement, the form must be submitted to the Deputy Principal **at least one week prior** to the student attending the work placement to ensure an alternative arrangement can be made to complete the assessment task. The school will always endeavour to minimise clashes with assessment tasks and school organised activities. Students must also make every effort to avoid clashes with assessment tasks.

### 2.7.3 Student absence from examinations due to school business including work placement

Students who have prior knowledge of absence for an examination period **may not be able to complete an examination before the scheduled time**. In these extenuating circumstances, the **Assessment Review Panel** will negotiate an estimated mark for the student. Upon return to school, the student must complete the examination to a satisfactory level in order to meet course requirements. However, due to security and equity reasons, the **estimated mark** will be used for the final assessment mark.

In the case of mandatory work placement, the form must be submitted to the Deputy Principal **at least one week prior** to the student attending the work placement to ensure an alternative arrangement can be made to complete the assessment task. The school will always endeavour to minimise clashes with assessment tasks and school organised activities. Students must also make every effort to avoid clashes with assessment tasks.

### 2.7.4 Student absence due to suspension

All assessment tasks must be completed at the scheduled time, unless students are affected by illness or misadventure. Students absent from school due to suspension will **NOT be entitled to apply for an extension or assessment reschedule**. At the time of suspension, the Deputy Principal will notify the relevant teachers of the student's suspension. The following procedures will then apply:

- **hand-in assessment tasks** – the student is responsible for ensuring that all hand-in tasks received prior to the suspension being imposed which are due during the period of suspension are submitted on time, either by delivery to the school by a third party, or online, whichever is applicable;
- **in-class assessment tasks** – the relevant faculty head teacher and/or class teacher will reschedule an alternative date for the task, which will be communicated to the student; or
- **examinations** – the Deputy Principal will arrange for the student to sit the examination at the scheduled time in an alternative school-based location, which will be communicated to the student.

The consequences of not following these procedures may result in a **zero mark** being awarded.

## 2.8 Notification of concern regarding inability to complete assessment task

It is *necessary* that a parent and/or student contacts the school *immediately* if one or more of the following occurs:

- there is a problem completing assessment tasks by the due date (*only in exceptional cases will an extension be granted*);
- a student's performance in an assessment task has been affected by illness or unforeseen misadventure, suffered immediately before or during the assessment period;
- a student is prevented from attending an assessment task due to illness and/or misadventure; or
- a student is prevented from submitting an on-going assessment task in person (this includes practical projects, reports, speeches etc. requiring preparation before the due date) due to illness and/or misadventure (the school expects the student to make alternative arrangements to have the task submitted on the due date, which will ensure that the assessment process is not compromised).



In these instances, students will be directed to complete the appropriate application, as outlined in Parts 2.11, 2.12 and 2.13. Please note:

- difficulties in preparing for assessment tasks will not be considered for compensation (in exceptional circumstances, the **Assessment Review Panel** will consider reviewing results gained under adverse conditions); and
- students cannot submit an appeal on the basis of misreading an assessment task/examination timetable (if a student misses an assessment task or arrives late to an assessment task, they cannot submit an appeal, however, the Deputy Principal should be notified immediately).

## 2.9 Malpractice

Malpractice is determined by NESAs, and outlined in Part 1.6 of this policy. It essentially relates to any activity that allows students to gain an unfair advantage over others, and may result in the student receiving a **zero mark**. Use of any type of software assistance, for example AI software, is considered malpractice. Student malpractice in assessment tasks and examinations will be referred to the relevant head teacher, and Deputy Principal. Following a determination of malpractice, the Deputy Principal (or their delegate) will notify the student of the decision, and contact the parent/caregiver.

Instances of malpractice will also be reported to the **Register of Malpractice in HSC Assessment Tasks**, which is kept and maintained by NESAs.

Should the student wish to apply for a review of this decision, they must complete and submit the **Application for Review Form (Form D)** to the Deputy Principal within **two school days** of the decision being taken (see Part 2.17).

## 2.10 Assessment tasks that produce invalid or unreliable results

In unforeseen circumstances, assessment tasks may produce invalid or unreliable results. Should an assessment task produce results that are invalid or unreliable, the **Assessment Review Panel** will determine the appropriate response, evaluating the assessment task's validity on the varying levels of an individual student, class and whole subject cohort.

The **Assessment Review Panel** may determine an alternate task needs to be completed, an estimate mark provided, or in instances of academic misconduct, a zero-mark to be awarded to individual students. Student's original assessment results will not be discarded.

If a student feels that an assessment task has produced an invalid or unreliable results, they should speak with the Deputy Principal about their concerns, within 24 hours of receiving the assessment task result.

## 2.11 Technological Failure

Students are solely responsible for maintaining backups of all personal data files, independent of the school's computers and network. Technology and computer problems (e.g. broken computer, faulty USBs, printing issues, Turnitin issues) will not be accepted as valid excuses for late work unless:

- students can provide independent evidence of the technological failure, e.g. attempts to rebuild or recover printouts of drafts or partial drafts or associated notes and summaries in order for extensions etc. to be granted; or
- an **Illness/Misadventure Form (Form A)** is completed and submitted to the Deputy Principal with all supporting evidence attached.

The **Assessment Review Panel** will determine the appeal, in consultation with the respective faculty head teacher. *No further appeal will be considered after determination.*

## 2.12 Procedures for requesting a rescheduling of an assessment task due to an official school activity

All students are provided with the opportunity to request a rescheduling of their assessment task if the **due date clashes with an official school activity in which they are involved**.

Applications are to be expressed in writing using the **Exceptional Circumstances: School Approved Activity Form (Form C)** provided by the school. These forms are to be obtained by the student from the school's website or Deputy Principal, and must be returned to the Deputy Principal.

All applications for a rescheduled assessment task must be submitted **at least one week prior** to the due date. If the student becomes aware of a situation requiring a reschedule within this period, students are required to seek advice from their Deputy Principal.

Students wishing to request an assessment task rescheduling must follow the procedure outlined below:

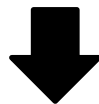
### Step 1 – Obtain the form

- a. Student must obtain a copy of the **Exceptional Circumstances: School Approved Activity Form (Form C)** from the school website or Deputy Principal.



### Step 2 – Submit the form at least one week prior

- a. Student must complete all paperwork and submit this to the deputy principal, who will then liaise with the impacted faculty head teacher.
- b. This application must be made **at least one week prior** to the due date.
- c. Supporting documentation **MUST** be submitted at this time.



### Step 3 – Resolution and feedback

- a. The application will be considered by the Deputy Principal and relevant faculty head teacher.
- b. The decision will be communicated in writing to the faculty head teacher, class teacher and student.

If approved, the student will be required to submit the work at a time specified by the relevant faculty head teacher and/or teacher. Students who fail to follow this procedure must submit the task by the due date or arrange for its submission on the due date; otherwise, a **zero mark** will be awarded. Should the student wish to apply for a review of this decision, they must complete and submit the **Application for Review Form (Form D)** to the Deputy Principal within **two school days** of the decision being taken (see Part 2.17).

## 2.13 Procedures for requesting an extension of the due date of an assessment task

Extensions will only be granted in cases of exceptional circumstances. Applications are to be expressed in writing using the **Exceptional Circumstances: Personal Form (Form B)** provided by the school. These forms are to be obtained by the student from the school's website or Deputy Principal and must be returned to the Deputy Principal.

All applications for an extension must be made **at least one week prior** to the due date.

Students wishing to request an extension must follow the procedure outlined below:

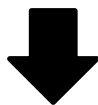
### Step 1 – Obtain the form

- a. Student must obtain a copy of the **Exceptional Circumstances: Personal Form (Form B)** from the school website or Deputy Principal.



### Step 2 – Submit the form at least one week prior

- a. Student must complete all paperwork and submit this to the Deputy Principal, who will then liaise with the impacted faculty head teacher.
- b. This application must be made **at least one week prior** to the due date.
- c. Supporting documentation **MUST** be submitted at this time.



### Step 3 – Resolution and feedback

- a. The application will be considered by the Deputy Principal and relevant faculty Head Teacher.
- b. The decision will be communicated in writing to the faculty head teacher, class teacher and student.

If an extension is approved, the student will be required to submit the work at a time specified by the relevant faculty head teacher and/or teacher. If an extension is not approved, the student must submit the task by the original due date. The late submission of a task will result in a **zero mark** being awarded for that task. Should the student wish to apply for a review of this decision, they must complete and submit the **Application for Review Form (Form D)** to the Deputy Principal within **two school days** of the decision being taken (see Part 2.17).

## 2.14 Procedures for applying for illness/misadventure

Consideration is given to students who suffer illness or misadventure at the time of a task. It is important to note that set procedures must be followed for this consideration to be applied in order to ensure fairness for all students.

Students wishing to apply for illness/misadventure should follow the relevant procedure specific to the situation as outlined below.

### ***Procedures to follow in the event of:***

#### **1. Absence due to illness/misadventure on the day of an in-school assessment task.**

- The student or parent/caregiver **MUST** contact the school **by 8.30am** on the day the task is scheduled, either by phone: 02 9629 9577; or email: [glenwood-h.school@det.nsw.edu.au](mailto:glenwood-h.school@det.nsw.edu.au)
- Students must obtain an ***Illness/Misadventure Form (Form A)*** from the school's website and attach to their relevant documentation, such as the ***Glenwood High School Medical Certificate*** (also available on the school website) and have documents ready for submission.
- Student must report to the Deputy Principal **before school on their first day back to school, submit their documentation**, and be prepared to complete the task on that day.

#### **2. Absence due to illness/misadventure on the day a hand-in assessment task is due to be submitted in class.**

- The student or parent/caregiver **MUST** contact the school **by 8.30am** on the day the task is scheduled, either by phone: 02 9629 9577; or email: [glenwood-h.school@det.nsw.edu.au](mailto:glenwood-h.school@det.nsw.edu.au)
- Students should attempt to have the task either delivered in person (e.g. by a third party) or submitted electronically **by 8.30am** (e.g. school email, class teacher email).
- If the task is due to be submitted by **Turnitin**, students are expected to submit the task **by 8.30am as usual**
- Students must obtain an ***Illness/Misadventure Form (Form A)*** from the school's website and attach to their relevant documentation, such as the ***Glenwood High School Medical Certificate*** (also available on the school website) and have documents ready for submission.
- Student must report to the Deputy Principal **before school on their first day back to school, submit the documentation** along with proof of submission of task.

#### **3. Illness/misadventure during an in-school assessment.**

- If a student presents ill during an in-class task or examination, **they must inform the supervising teacher immediately and then report to the Deputy Principal.**
- Students must obtain an ***Illness/Misadventure Form (Form A)*** from the school's website and attach to their relevant documentation, such as the ***Glenwood High School Medical Certificate*** (also available on the school website) and **submit the documentation to the Deputy Principal on their first day back to school.**
- The **Assessment Review Panel** will determine whether a substitute task or estimate mark shall be given.

The consequences of not following these procedures may result in the application for illness/misadventure being rejected and a **zero mark** being awarded.

**Please note** – The distinction is clear that students are expected to complete this process **on their first day back to school, NOT the first day they have their next lesson of the impacted subject**. Failure to follow this process may result in the application being rejected and a **zero mark** being awarded.



## 2.15 Summary procedures for applying for illness or misadventure

Students missing an assessment task and wishing to make an application for illness/misadventure must follow the procedure outlined below (in conjunction with the specific steps outlined in Part 2.13):

### Step 1 – Contact the school

- a. The student or parent/caregiver **MUST** contact the school **by 8.30am** on the day the task is scheduled, either by phone: 02 9629 9577; or email: [glenwood-h.school@det.nsw.edu.au](mailto:glenwood-h.school@det.nsw.edu.au)



### Step 2 – Obtain relevant documentation

- a. The student must obtain an ***Illness/Misadventure Form*** from the school website.
- b. For illness, the student **MUST** obtain the ***Glenwood High School Medical Certificate*** from the school website, and ensure it is completed by the medical practitioner for the period of absence.
- c. For misadventure, the student should obtain a statutory declaration, or any supporting documentation (see Part 2.15), where possible, outlining the situation.



### Step 3 – On first day of return to school

- a. It is the student's responsibility to:
  - i. submit all relevant documentation to the Deputy Principal; and
  - i. be prepared to complete the assessment **on that day**.



### Step 4 – Resolution and feedback

- a. The Deputy Principal will consider the application.
- b. The decision will be communicated in writing to the relevant faculty head teacher/s, class teacher and student

**Please note** – The distinction is clear that students are expected to complete this process **on their first day back to school, NOT the first day they have their next lesson of the impacted subject**. Failure to follow this process may result in the application being rejected and a **zero mark** being awarded.

If the application is not accepted, a **zero mark** will be awarded for that task. Should the student wish to apply for a review of this decision, they must complete and submit the ***Application for Review Form (Form D)*** to the Deputy Principal within **two school days** of the decision being taken (see Part 2.17).

## 2.16 Supporting evidence

The submission of supporting evidence is crucial to any application process. When seeking a medical certificate, the **Glenwood High School Medical Certificate** is mandatory. **The submission of a non-Glenwood High School Medical Certificate will NOT be accepted.** Students are to access a copy of this document from the school's website, and present it to their relevant medical practitioner to complete in full. The submission of the **Glenwood High School Medical Certificate** *does not automatically mean the illness/misadventure appeal will be upheld.* Certificates that cite stress, anxiety or insomnia as a reason for absence will be looked at critically. As a general rule, these may not be accepted.

The **Glenwood High School Medical Certificate** should cover the **entire period of the student's absence, not simply the day of the task.** Any **subsequent certificates** should be from the same doctor or medical centre, so the school is confident students are genuinely sick and not trying to undermine the assessment procedures which are in place for equity reasons.

If a student **cannot supply a Glenwood High School Medical Certificate** to support their illness/misadventure application, other supporting evidence **MUST** be supplied. A **statutory declaration** must be completed and signed. Other forms of documentation that may be presented to support their application can include travel itineraries, court proceedings, legal documents, death notice, etc.

## 2.17 Outcome of illness/misadventure application

All illness/misadventure applications will be considered and determined by the Deputy Principal.

If the application is **accepted**, the task is marked **without penalty** and the student will be informed. Depending on the circumstance, the outcome may require a **maintenance of rank** to ensure the student is not disadvantaged. A **substitute task** may be administered or an **estimated mark** may be given at the discretion of the head teacher when a student is absent from a task with a valid reason and approval has been given by the Deputy Principal.

Students who are **absent during examination periods** must inform the Deputy Principal before the scheduled examination period. They will be awarded an **estimated mark** based on their current performance in the course and will need to sit the examination upon their return to school to meet course requirements.

If the application is **declined**, then the **task must be submitted or attempted if not already done so**, in accordance with NESA rules and procedures. One of two outcomes may then occur:

- *original task submitted or attempted on time* – the original task will be marked with feedback provided, and this earned mark will apply; or
- *original task was submitted or attempted late* – the original task will be marked with feedback provided; however, a **zero mark** will be officially awarded.

Irrespective of the outcome of the illness/misadventure appeal, all students will be required to complete the task/substitute task to show evidence that the student has met the course completion requirements.

The **minimum requirement** is that the student must make a genuine attempt at assessment tasks that contribute **in excess of 50 percent** of available marks in the course. This means that the student will not receive an assessment mark or an examination mark for that subject.

If a student is to be given an N-Determination because of failure to complete tasks which contribute in excess 50% of the final assessment mark, the principal will advise the parents and the student of the **N-Determination** and its consequences (see Part 1.7).

The **Assessment Review Panel** will determine appropriate measures for:

- a student who is absent for a prolonged period with a valid reason; or
- a student who suffers from an ongoing medical situation.

In all cases, should the student wish to apply for a review of this decision, they must complete and submit the **Application for Review Form (Form D)** to the Deputy Principal within **two school days** of the decision being taken (see Part 2.17).

## 2.18 Procedures for review of application decision

All students have the right to request a review of a decision made regarding:

- an assessment task result;
- an application for an assessment task rescheduling;
- an application for an exceptional circumstance meaning an inability to submit a task on the scheduled due date;
- an application for illness/misadventure;
- a decision made in regards to student malpractice; or
- a decision resulting in a student receiving a zero mark.

In reviewing the determination of a student's appeal, the **Assessment Review Panel** will consider the following as applicable:

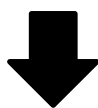
- the student's relevant original application form;
- documentation submitted with the original application;
- any additional statement and/or documentation submitted with the student's review form; and
- all evidence presented which relates to the reason for review.

Please note: there is **NO provision to appeal for a determination made in regards to technological failure** (see Part 2.10).

To appeal an **assessment task result**:

### **Step 1 – Contact classroom teacher within 24hrs**

- a. Student identifies what they suspect to be an irregularity in the marking of an assessment task
- b. Student to inform classroom teacher of concerns **within 24 hours** of receiving the assessment task result
- c. If queries cannot be resolved, move onto Step 2.



### **Step 2 – Submit the application within 2 school days**

- a. Student to present copy of original assessment task, along with a **written request outlining the reasons to support their claim in relation to the marking criteria**, to the respective head teacher **within 2 school days** of having received the marked task.



### **Step 3 – Resolution and feedback**

- a. The head teacher (or their delegate) will consider the application and additional feedback.
- b. The resolution may result in the final mark remaining the same, higher or lower than the original mark.
- c. The decision will be communicated to the student by the head teacher (or their delegate).

If the student wishes to, they can then have this decision reviewed by undertaking the next stage of the review process **within 2 school days** (see following page).

**To appeal an ~~illness/misadventure, malpractice, zero mark, assessment application decision or assessment task result~~:**

**Step 1 – Collect a form**

- a. Students must obtain an ***Application for Review Form (Form D)*** from the school website or Deputy Principal.



**Step 2 – Submit the application within 2 school days from original decision**

- a. Students must submit their application form, along with supporting documentation, to the Deputy Principal **within two school days of original decision**.



**Step 3 – Resolution and feedback**

- a. The application and additional documentation will be considered by the **Assessment Review Panel**.  
b. The decision will be communicated to the relevant head teacher, class teacher and student.

## **2.19 Procedures for a review of assessment rank**

A review of student ranking may be requested, should any ranking differ from that expected based upon previous information provided, before the due date indicated by NESA. Final school assessment marks are not available to students, therefore, any assessment review will be based on the rank order placement. Individual assessment tasks are not subject to this appeal process, any disputes over an individual task must be resolved at the time the task is returned to the student (see 2.18).

The Assessment Review Panel will conduct an assessment review to establish whether:

- The weightings specified by the school in its assessment schedules conform with NESA requirements
- The procedures used by the school for determining the final assessment mark conforms with its stated assessment schedule – in particular the weightings used for the various assessment tasks should be consistent with those specified in the assessment schedule
- There are no computational or other clerical errors in the determination of the assessment mark to be rectified

If the Assessment Review Panel is satisfied these conditions have been met, there will be no change to the assessment and the final rank will remain the same. The school will inform the student of the outcome of the review of assessment rank.

A further appeal may be lodged through the Principal to NESA if the student is dissatisfied with the school review procedures (ACE 11013).

## **2.20 Further Advice**

Further information on both the NESA and Glenwood High School's HSC Assessment Policy may be sought from the Deputy Principal, Head Teacher – Secondary Studies, Faculty Head Teachers or respective class teachers.

Outside the school, you can seek advice from NESA and the school-based assessment team, on (02) 9367 8451; or the NESA website: [www.educationstandards.nsw.edu.au](http://www.educationstandards.nsw.edu.au)



# Variations to policy

This table outlines any changes made to the policy since its publication in Term 4, Week 1, which can be viewed on the digital copy of the policy on the school website.

<b><i>Section of policy</i></b>	<b><i>Date of change</i></b>	<b><i>Details of change</i></b>
1.6 Malpractice ACE9023	08/02/2023	Inclusion of AI software as an example of malpractice
2.9 Malpractice	08/02/2023	Inclusion of AI software as an example of malpractice
2.5 Assessment tasks	18/07/2023	Multiple assessment tasks section added

# Glossary

ASO	Attendance Support Officer, employed by the DoE, who investigate students identified as having concerning levels of attendance.
<i>Assessment Review Panel</i>	The Assessment Review Panel is a team of staff members who have been given the role to ensure that the Glenwood High School's Assessment Policy is implemented and followed consistently in the spirit of its written intentions. The committee will consist of at least two of the following: principal, deputy principal, head teacher secondary studies, the relevant KLA head teacher and/or head teacher from another KLA.
ATAR	The Australian Tertiary Admission Rank (ATAR) is a number between 0.00 and 99.95 that indicates a student's position relative to all the students in their age group (i.e. all 16 to 20-year old's in NSW). So, an ATAR of 80.00 means that you are 20 per cent from the top of your age group (not your Year 12 group). Universities use the ATAR to help them select students for their courses and admission to most tertiary courses. Most universities also use other criteria when selecting students (e.g. a personal statement, a questionnaire, a portfolio of work, an audition, an interview or a test).
<i>Board Developed Course</i>	These courses are developed by NESA and help develop and prepare students for a higher level of study at tertiary institutions on completion of their Stage 6 studies. These subjects are taught at school. There is a syllabus for each course with contains the course objectives, structure, content and outcomes specific course requirements and assessment requirements. These courses are examined externally at the end of the Year 12 course, and contribute towards the calculation of the ATAR.
<i>Board Endorsed Course</i>	These courses are designed for students with specific interests. These courses are more practical orientated and will advance students in chosen career paths. More than one of these courses may be studied; however, only one of these courses may be selected for inclusion in the ATAR. These subjects may be taught at TAFE and some are taught by the school, and are usually referred to as VET courses.
DoE	Department of Education of the NSW Government, who oversee the facilitation of education, schools and staff.
HSC	Higher School Certificate, the award provided to students for the successful completion of their Year 12 studies.
<i>N-Award Warning</i>	Issued by classroom teacher and/or head teacher to a student and their parent/caregiver, informing them of the concerns surrounding the completion of course requirements. There is a <b>minimum of 2 N-Award Warnings before students are at risk of receiving an N-Determination</b> .
<i>N-Determination</i>	Issued by the principal when a student has been found to not complete relevant course requirements. See Part 1.7 for more information.
NESA	NESA stands for the NSW Education Standards Authority, who oversee the application and administration of syllabuses and assessment.
<i>Plagiarism</i>	Plagiarism is the representation of someone else's work as their own, either deliberately or through careless action.
RoSA	The Record of School Achievement is the default credential awarded to students once they have successfully completed their studies in either Year 10, Year 11 or Year 12. Students who successfully complete Year 10, 11 or 12 will receive their RoSA from NESA once they leave school.
<i>Senior Review Program</i>	This is a program that looks to provide one-on-one support to identified students who may exhibit concern in regards to their application to learning, or are at risk of successfully completing their studies. This program is overseen by the head teacher secondary studies, in consultation with the year advisor, deputy principal and/or principal when required.
<i>Turnitin</i>	Turnitin is a digitally-based assessment submission tool that allows both students and teachers to ensure the work produced fulfils the expectations relating to academic integrity. The web-based software allows for the production of an 'Originality Report', which checks the submitted works of students for plagiarism. Being an online tool, it also allows students to submit assessment tasks (as directed by teachers) digitally. Turnitin is an effective method in which to allow students the opportunity to check their work, utilise technology in the submission of their work, and prepare them for future tertiary applications and workplace expectations.

# Appendix

The information and forms outlined below can be accessed in the subsequent pages:

**Appendix 1** – Confirmation of Assessment Policy

**Appendix 2** – Senior Student Code of Conduct

**Appendix 3** – Wednesday Study Agreement

**Appendix 4** – Disability Provisions

**Appendix 5** – Glenwood High School Medical Certificate

**Appendix 6** – Form A: Illness/Misadventure Form

**Appendix 7** – Form B: Exceptional Circumstances: Personal Form

**Appendix 8** – Form C: Exceptional Circumstances: School Approved Activity Form

**Appendix 9** – Form D: Assessment Review Form



## CONFIRMATION OF ASSESSMENT POLICY

On receipt of your Assessment Policy, please complete the form below, and return it to your Deputy Principal. A copy will be kept on file.

### ***The Preliminary/HSC Assessment Policy contains:***

- Information about eligibility for the HSC
- NESA assessment requirements and the school policy
- The appeal processes
- Student rights and responsibilities
- Expectations and positive behaviour as a student of Glenwood High School
- Details on accessing the assessment schedule for each subject

### ***Receipt of Assessment Policy:***

1. We have received the Preliminary/HSC Assessment Policy
2. We undertake to read this policy and fulfil our responsibilities with regard to it
3. We have downloaded subject specific assessment schedules and are aware of the due date for all tasks

Student's name: .....

Student's signature: .....

Student's Connect class: .....

Name of parent/caregiver: .....

Signature of parent/caregiver: .....

Date: ..... / ..... / 20.....



*Students have previously completed the Code of Conduct document in Year 11 for their Stage 6 studies.*

## SENIOR STUDENT CODE OF CONDUCT REQUIREMENTS

### ***Positive Behaviour Expectations***

You have chosen to complete your Higher School Certificate at Glenwood High School. The school is very proud of its academic focus and is committed to supporting students as they achieve their goals and reach their personal best. Whether preparing for university entrance, further study at TAFE or for an apprenticeship/traineeship, the HSC is an important stepping stone.

The Higher School Certificate demands consistent application, determination and a commitment to overcome obstacles. It is rigorous. In your role as a leader, we expect, as a minimum, that you will be a role model and set a positive example for junior students. As such there will be a number of non-negotiable responsibilities:

- You will be expected to **participate fully** in your learning and complete all tasks within required time frames.
- You must have **excellent attendance** and be prompt to school and class.
- You must wear the **school's uniform** with pride as outlined in the school uniform policy.
- You must be **respectful** to others at all times.

We, at Glenwood High School, know that these minimum requirements are valued by you. For those who are struggling with some of these – participation in learning, respectful behaviour, attendance and uniform – we will provide you with support.

***All students need to know that we will be firm, clear and vigilant in honouring these minimum expectations.*** Those who cannot comply will face disciplinary action, and could face expulsion in accordance with the rules of the NSW Department of Education regarding "Expulsion from a Particular School of a Student of Post Compulsory Age for Unsatisfactory Participation in Learning (8.4)".

You will be granted a number of privileges as a Year 12 student. An important privilege is the ability to attend the Year 12 Formal and Graduation Ceremony. **If there is sufficient evidence that you have not conducted yourself in accordance with the above responsibilities, you will not be invited to the Year 12 Formal and/or Year 12 Graduation Ceremony.**

The Year 12 Formal and Graduation Ceremony are respected, formal occasions on the school calendar and the school wishes to ensure these events are enjoyed by all who have demonstrated their behaviour is worthy of attendance. **Your behaviour and effort throughout the year will determine the decision to invite you to these events.** However, should you find yourself in this position you will have the right to appeal to the Principal who will review the process and make the final decision.

Should you have any queries about the content of this letter please do not hesitate to contact the school on 9629 9577.





## **Assessment Review Panel**

The Assessment Review Panel is a team of staff members who ensure the Glenwood High School's Assessment Policy is implemented and followed consistently. This panel is the body where student appeals are heard, and also administers the **Senior Review Program**, to support identified student goals and guide students towards personal success.

The Head Teacher Secondary Studies, in collaboration with the year advisor and deputy principal, the panel will review your behaviour and work ethic throughout the next 12 months.

### **Senior Student Contract**

1. I agree to attend and participate in all lessons and all school activities, including sports carnivals.
2. I agree to wear the school uniform in accordance with the uniform code at all times.
3. I will treat all members of the Glenwood High School community, staff, students and community members with respect.
4. I agree to support the school's Positive Behaviour for Learning expectations.
5. I accept responsibility for my own learning and study. With the help and support of my teachers, I will complete all my tasks on time and to the best of my ability.
6. I agree to accept the school's discipline, policies and procedures.
7. I will ensure that my work ethic and behaviour does not disrupt the good order of the school and the learning of other students.

**Student name:** .....

**Student signature:**.....**Date:** ..... / ..... / 20.....

**Parent/caregiver name:** .....

**Parent/caregiver signature:**.....**Date:** ..... / ..... / 20.....



Students have previously completed the Wednesday Study Agreement document in Year 11 for their Stage 6 studies.

## Year 11 & 12 – Wednesday Study Agreement

Dear Parents/Caregivers,

Glenwood High School has decided to give students the opportunity to **choose either sport or private home study on a Wednesday afternoon**. Students are strongly encouraged to continue to participate in sport, particularly grade sporting teams, for health reasons. Students who nominate to participate in sport are expected to stay at school until 2:50pm, in accordance with normal arrangements for sport.

Year 11 students who choose to study privately at home are not expected to sign out; however, they must **leave school grounds at 12:30 pm and go directly home**. This provides time to complete school work, including assessment tasks and revision. This time is for the **completion of school-based work and not for students to become involved in other activities such as part-time work**. The purpose of offering students this option is to give senior students opportunities to study and gain a strong balance between school and home.

Students who wish to have extra academic support can access the library and its associated resources. The library will operate on Wednesday afternoons for their use. Students attending the library will need to sign out after completing their session.

**Students have been reminded of the school's high expectations with regard to their behaviour in the community, especially when wearing the school uniform.** As a result, students need to represent the school in a positive manner when travelling home on Wednesday afternoons. For instance, they are not to go to the shopping centre or parklands whilst travelling home. If they are driving home, they must adhere to the road rules, respect the community and drive sensibly at all times, particularly around the school. I encourage students to use this time to improve their time management skills and maximise their readiness for learning in the senior school.

Please note:

1. The permission note on the following page will need to be signed and returned to the deputy before they will be permitted to leave, preferably they should return it on Year 10 Interview Day.
2. **Any students who are issued with an N-Warning for a Stage 6 subject will have the privilege of leaving early on the sport day revoked.** They will be required to report to the library where they will be supervised whilst they redeem their N-Warning.
3. **Year 10 students who did not meet the minimum NESA hours for sport will be required to redeem these hours in Year 11.** This means, they will be required to participate in sport with Years 9 & 10 until their hours are redeemed. They will not be permitted to leave with the rest of the Year 11 cohort until this occurs.

Please do not hesitate to contact the school if you have any questions about this matter.

**Mrs Sonja Anderson**  
Principal



## **Year 11 & 12 – Wednesday Study Agreement**

*Form was completed and returned at the Year 10 Interview Day.*

I/We agree that if..... is not participating in school sport, then they will leave school grounds at 12.30 while in Years 11 & 12 and travel directly home **to undertake personal study**.

We acknowledge that this time has provided for **private study, not other activities such as part-time work**. If they do not comply with this, the privilege will be revoked and they will need to participate in Wednesday afternoon sport.

I understand that if my child has been issued with an N-Warning, **they will have this privilege revoked** and will be required to attend the library for supervision in order to redeem their warning.

### **PLEASE PRINT NAMES CLEARLY BELOW**

Student Name : ..... Student signature: .....

Date: ..... / ..... / 20.....

Parent/Carer Name: ..... Parent/Carer signature: .....

Date: ..... / ..... / 20.....



## PRACTICAL SUPPORT FOR HIGHER SCHOOL CERTIFICATE EXAMINATIONS INFORMATION FOR STUDENTS AND PARENTS

NESA has a program to help students with practical support in their Higher School Certificate examinations. This practical support, known as Disability Provisions, assists students to read examination questions and to write their answers. Provisions include rest breaks and extra time.

*The use of any provision is not written on the student's results.*

Students may need provisions for:

- A permanent condition, such as diabetes or reading difficulty
- A temporary condition, such as a broken arm; or,
- An intermittent condition, such as back pain when sitting for long periods.

It is not embarrassing to apply for or use provisions. More than 5000 HSC students apply for provisions each year. Provisions help students to show the markers what they know and can do.

To apply for provisions, the school submits an online application to NESA. This application tells us which provisions the student is requesting and includes recent evidence. Evidence may include medical reports, reading results, spelling results, writing samples and teacher comments.

Much of the evidence can be collected by the school, but the parents' role is welcome and needed. Parents help by talking with the school, describing the student's needs, and providing the school with medical or other reports.

Applications for provisions **must be submitted by the school to NESA by the end of Term 1**. Late applications are accepted for an emergency, such as a broken arm, until the time of the examinations.

Once NESA has made a decision about which provisions are approved or declined, a decision letter is provided to the school. The school will provide the student with a copy of the letter.

If you or the school are not satisfied with NESA's decision, it is possible for the school to lodge an appeal. Appeals must state why NESA decision is unsuitable and must include new evidence to support the appeal.

If you think that you or your child may require support in completing the Higher School Certificate examinations, please discuss the matter with the Learning and Support Teacher (LaST) in the Learning Hub, Year Advisor, School Counsellor or teacher.

### ***Applying for support at Glenwood High School***

Please refer to NESA website for an explanation on the procedure in applying for disability provisions and how evidence can be collected:

<https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/disability-provisions/applying-for-provisions>

If your child is eligible for disability provisions:

- Collect a 'Medical Provisions Form' from the Learning Hub (in A5) to take home
- The form **requires completion by the treating doctor**

If you have any questions regarding disability provisions, contact the Learning and Support Teacher (LaST) in the Learning Hub on 96299577.

NESA requires all disability provision applications **by the end of Term 1, 2022**.

Disability provisions for Year 12 assessment tasks and examinations in school are based on the NESA guidelines, however, this does not guarantee that your child will be granted disability provisions for their HSC.





## MEDICAL CERTIFICATE

To be completed by **Stage 6 students only**.

### TO THE INDEPENDENT PROFESSIONAL AUTHORITY PROVIDING DOCUMENTATION

Glenwood High School requires a student to notify you that they are using this medical certificate to claim illness or misadventure for a scheduled Stage 6 assessment task or examination. Your help in providing information regarding the **impact** of this student's illness is appreciated, and will be used to assess the validity of this application.

I, ..... , a legally qualified medical practitioner, certify that on  
.....(date) examined..... (patient's name).

☐ The patient is suffering from: .....

OR

(diagnosis provided with patient's consent where possible)

☐ The patient is suffering from a medical condition of a confidential nature

In my professional opinion, this condition will affect the completion of the following: (please tick)

	In a minor way	Moderately	Severely	Please specify:
CLASS ATTENDANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
WRITTEN ASSESSMENTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
PRACTICAL ASSESSMENTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
PRIVATE STUDY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....

For the period of:.....to .....

Examinations: I certify that the student is medically unfit to sit for examination/s on: .....

Other remarks: .....

Details of Independent Professional Authority OR Stamp of Independent Professional Authority

Name:

Profession:

Provider Number:

Address:

Contact Number:

Signature:



## ASSESSMENT TASK APPEAL FORM

### FORM A – ILLNESS/MISADVENTURE FORM

Used to justify the inability of a student to submit or complete an assessment task due to illness or misadventure either prior to or **on the day** of the scheduled assessment task. Must be completed **on first day of return to school** if not earlier.

#### **Part A** (to be completed by the student)

Student Name: ..... Year: ..... Date of appeal: .....

Task No.	Task Name	Faculty/Course	Teacher	Date issued	Date due	Weighting

Nature of task: (please circle)

Written Task      Examination/In-class Task      Listening Task      Major Work      Performance  
Portfolio      Practical Task      Speaking Task      Viewing Task      Other: .....

#### **Part B** (to be completed by the student)

Reason/s for this application:

.....  
.....  
.....

Evidence provided to support this application:

- ☐ Medical certificate (Stage 6: Glenwood High School Medical Certificate. Stage 5: doctor's medical certificate).  
☐ Statutory Declaration  
☐ Other (please specify): .....

**NB: All documentation in support of your appeal must be attached**

Student signature: ..... Parent/caregiver signature: .....

#### **Part C** (OFFICIAL USE ONLY: to be completed by the relevant Deputy Principal)

Original task attempted/submitted:    ☐ Yes    ☐ No    ☐ N/A    If yes, date submitted/attempted: .....

Application outcome:    ☐ Accepted    ☐ Declined

☐ Task extension (CRT/HT negotiated)    ☐ Task rescheduled    ☐ Substitute task to be completed    ☐ Maintenance of rank

Comments:

.....  
.....

Deputy Principal signature: ..... Date: .....

☐ Original for student file    ☐ Student copy    ☐ Faculty Head Teacher copy    ☐ Classroom teacher copy



## ASSESSMENT TASK APPEAL FORM

### FORM B – EXCEPTIONAL CIRCUMSTANCES: **PERSONAL**

Used to justify the inability of a student to submit or complete an assessment task with genuine reason **prior to the due date** of the scheduled assessment task.

#### **Part A** (to be completed by the student)

Student Name: ..... Year: ..... Faculty: .....

Course: ..... Teacher: ..... Date of appeal: .....

Task Name	Task No.	Date issued	Date due	Weighting

Nature of task: (please circle)

Assessment

Examination

Listening Task

Major Work

Performance

Portfolio

Practical Task

Speaking Task

Viewing Task

Other

#### **Part B** (to be completed by the student)

Reason/s for this application:

.....

.....

.....

.....

Student signature: ..... Parent/caregiver signature: .....

- ☐ **I have attached all relevant supporting documentation, including the task/exam notification, evidence to support an 'exceptional circumstance', etc.**

#### **Part C** (OFFICIAL USE ONLY: to be completed by the relevant Deputy Principal)

Application decision: Accepted / Declined

Task rescheduled: ☐ Yes ☐ No Classroom teacher signature: .....

Date of rescheduled task: .....

Comments:

.....

.....

.....

.....

Deputy Principal Signature: ..... Date: .....

☐ Original for student file

☐ Student copy

☐ Faculty Head Teacher copy

☐ Classroom teacher copy



## ASSESSMENT TASK APPEAL FORM

### FORM C – EXCEPTIONAL CIRCUMSTANCES: **SCHOOL APPROVED ACTIVITY**

Used to request a change of date for an assessment task that clashes with a **school approved activity**, e.g. work placement, in which the student is directly involved. This form should be completed **one week prior** to the scheduled activity.

#### **Part A** (to be completed by the student)

Student Name: ..... Year: ..... Faculty: .....

Course: ..... Teacher: ..... Date of appeal: .....

Task Name	Task No.	Date issued	Date due	Weighting

Nature of task: (please circle)

Assessment      Examination      Listening Task      Major Work      Performance  
Portfolio      Practical Task      Speaking Task      Viewing Task      Other: .....

#### **Part B** (to be completed by the student)

Name of activity: ..... Date: .....

Location: ..... Organising Teacher: .....  
(name and signature)

Reason/s for this application:

.....  
.....  
.....

Student signature: ..... Parent/caregiver signature: .....

Class teacher signature: ..... Head Teacher signature: .....

☐ **I have attached all relevant supporting documentation, including evidence of school approved activity, etc.**

#### **Part C** (OFFICIAL USE ONLY: to be completed by the relevant Deputy Principal)

Application outcome: Accepted / Rejected      Date of rescheduled task: .....

Head Teacher notified: ☐ Yes      ☐ No

Class Teacher notified: ☐ Yes      ☐ No

Comments:

.....  
.....  
.....

Deputy Principal Signature: ..... Date: .....



## ASSESSMENT TASK APPEAL FORM

### FORM D – APPLICATION FOR REVIEW

Used to request a review of a decision when an application for exceptional circumstances or illness/misadventure has been rejected, a student has been found to have engaged in assessment malpractice, a student has received a zero assessment notification, or a student has not been able to resolve a perceived irregularity in marking with the head teacher. Must be completed and received by the Deputy Principal **within 2 days** of original decision.

#### **Part A** (to be completed by the student)

Student Name: ..... Year: ..... Faculty: .....

Course: ..... Teacher: ..... Date of appeal: .....

Nature of appeal:

☐ Assessment Task Result

☐ Illness/Misadventure decision

☐ Malpractice decision

Task Name	Task No.	Date issued	Date due	Weighting

Nature of task: (please circle)

Assessment

Examination

Listening Task

Major Work

Performance

Portfolio

Practical Task

Speaking Task

Viewing Task

Other: .....

#### **Part B** (to be completed by the student)

Reason/s for this application:

.....

.....

.....

Student signature: ..... Parent/caregiver signature: .....

☐ **I have attached all relevant supporting documentation, including the original task/exam and feedback, and/or illness/misadventure appeal form**

Head Teacher verification: .....(signature) Date of previous appeal resolution for irregularity in marking: .....

#### **Part C** (OFFICIAL USE ONLY: to be completed by the relevant staff member/s)

Panel members and positions:


Application outcome:

Accepted / Declined

Comments:

.....

.....

.....

.....

Reviewer Signature: ..... Date: .....

☐ Original for student file

☐ Student copy

☐ Faculty Head Teacher copy

☐ Classroom teacher copy







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