

# **Student Assessment Policy Handbook**

**Stage 6**

**Year 12  
2022**

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# **PART 1:**

# **Introduction**

## Important contact details

Students to complete table		
My subject(s):		
My teacher(s)		
My Aurora College Coordinator		
My Head Teacher(s)	English, HSIE & Languages Mathematics & SDD Science & Agriculture	Jowen Hillyer <a href="mailto:JOWEN.HILLYER@det.nsw.edu.au">JOWEN.HILLYER@det.nsw.edu.au</a> Karen Bellamy (rel.) <a href="mailto:karen.bellamy3@det.nsw.edu.au">karen.bellamy3@det.nsw.edu.au</a> Silvia Rudmann (rel.) <a href="mailto:silvia.rudmann@det.nsw.edu.au">silvia.rudmann@det.nsw.edu.au</a>
Aurora College Office (Admin)	Main telephone (toll free)	1300 287 629
	Email:	<a href="mailto:auroracoll-h.school@det.nsw.edu.au">auroracoll-h.school@det.nsw.edu.au</a>
	Website:	<a href="http://www.aurora.nsw.edu.au">www.aurora.nsw.edu.au</a>
	<b>Learning Technologies Support</b>	Ben Hillsley Phone 1300 610 733 (toll free) Email: <a href="mailto:support@aurora.nsw.edu.au">support@aurora.nsw.edu.au</a>
Aurora College (Exec)	<b>Principal</b> <b>Deputy Principal</b> <b>Instructional Leader</b> <b>HT Secondary Studies</b>	Christopher Robertson Carolyn McMurtrie <a href="mailto:CAROLYN.MCMURTRIE@det.nsw.edu.au">CAROLYN.MCMURTRIE@det.nsw.edu.au</a> Virginia Cluff <a href="mailto:virginia.cluff@det.nsw.edu.au">virginia.cluff@det.nsw.edu.au</a> Scott New <a href="mailto:Scott.New@det.nsw.edu.au">Scott.New@det.nsw.edu.au</a>

## Assessment Policy Summary

With regard to assessment, NESAs (NSW Educational Standards Authority) requires that each school be responsible for:

- establishing policies and procedures across the school which ensure a consistent approach
- ensuring the valid distribution of grades in different subjects
- ensuring that students and their parents are aware of the system and in particular that students are informed of their responsibilities and the details of the assessment program
- setting up procedures for appeals.

This policy document provides description of those processes as they pertain to **Aurora College** and is to be read in conjunction with the **Aurora College** Discipline & Welfare Policy as well as the Department's [Student Discipline in Government Schools](#) policy.

# Preface

## Assessment in Stage 6 (Year 12)

Assessment is an essential component of the teaching and learning cycle. Assessment for, assessment as, and assessment of learning are approaches that enable teachers to gather evidence and make judgements about student achievement. These are not necessarily discrete approaches and may be used individually or together and formally or informally.

The principles of assessment for learning and assessment as learning strategies have some common elements. Assessment for learning and assessment as learning incorporate:

- self-assessment and peer assessment
- strategies for students to actively monitor and evaluate their own learning
- feedback, together with evidence, to help teachers and students decide whether students are ready for the next phase of learning or whether they need further learning experiences to consolidate their knowledge, understanding and skills.

Assessment for learning and assessment as learning approaches, in particular, help teachers and students to know if current understanding is a suitable basis for future learning. Teachers, using their professional judgement in a standards-referenced framework, are able to extend the process of assessment for learning into the assessment of learning.

NSW Education Standards Authority (NESA) sets out very clearly:

- the syllabus that must be followed for each subject
- the outcomes that every student is expected to achieve
- the amount and standard of work expected.

## What must students do to gain the HSC?

To qualify for the Higher School Certificate students must satisfactorily complete a Preliminary pattern of study comprising at least 12 units and an HSC pattern of study comprising at least 10 units.

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);
- at least four subjects.

A student may count up to six units of Science in Year 11 and seven units of Science in Year 12. (Source <https://ace.nesa.nsw.edu.au/ace-8006>)

## HSC assessment

The Higher School Certificate (HSC) is the highest educational award in secondary education in New South Wales. It is awarded to students who have satisfactorily completed Years 11 and 12 at secondary school. To be eligible, students must meet HSC course requirements and sit for the state-wide [HSC examinations](#). Read more about how the HSC works on [Students Online](#).

Students will complete school-based assessments as part of their HSC, which together contribute 50% of their final HSC mark for a course (except VET courses). Assessment tasks allow students to show what they know, understand and can do in ways that may not be possible in a written examination. Tasks may include tests, written assignments, practical activities, fieldwork and projects.

### Honesty in HSC Assessment – the Standard

This standard sets out the NESA requirements concerning students submitting their own work in HSC assessment. Candidates for the Higher School Certificate, as well as their teachers and others who may guide them, are required to comply with the standard.

The honesty of students in completing assessment tasks, examinations and submitted works, and of teachers and others in guiding students, underpins the integrity of the Higher School Certificate. Throughout the assessment process, the highest level of honesty is required.

Each student's mark will be determined by the quality of the work produced by the student only. To demonstrate honesty, any component of a student's work that has been written, created or developed by others must be acknowledged in accordance with the Board's subject specific documentation. Use or inclusion of material from other sources such as books, journals and electronic sources, including the internet, must be acknowledged. General teaching and learning do not require formal acknowledgement.

Dishonest behaviour carried out for the purpose of gaining unfair advantage in the assessment process constitutes malpractice, or cheating. Malpractice in any form, including plagiarism, is unacceptable. NESA treats allegations of malpractice very seriously and detected malpractice will limit a student's marks and jeopardise their HSC. Should malpractice be suspected, students will be required to demonstrate that all unacknowledged work is entirely their own. Serious and deliberate acts of malpractice amount to corrupt conduct and, where appropriate, NESA will report matters to the Independent Commission Against Corruption.

Source: ACE manual

These requirements should be read in conjunction with NESA syllabuses and policies in related areas such as malpractice and satisfactory completion of a course. They include:

- [HSC Rules and Processes](#) - including procedures, permitted equipment, practical and performance exams, illness/misadventure appeals
- [Honesty in assessment](#)
- [HSC: All My Own Work](#)

*The HSC: All My Own Work program, completed in your home school, is designed to help Higher School Certificate students to follow the principles and practices of good scholarship. This includes understanding and valuing ethical practices when locating and using information as part of their HSC studies.*

## Malpractice in HSC Examination

Every year, a small number of HSC students are reported to NSW Education Standards Authority (NESA) for breaching examination rules. A breach of examination rules occurs when a student introduces unauthorised notes or equipment, or is otherwise disrespectful of the examination conditions.

The breach of examination rules is deemed to be malpractice when the student uses the unauthorised notes or equipment to gain an unfair advantage in the examination.

All reported cases are investigated by NESA officers. Minor breaches are dealt with during marking or by a warning. Cases of potential malpractice are referred to the Examination Rules Committee (ERC), a subcommittee of NESA.

The ERC may impose penalties including zero marks for the exam or cancellation of the course. Typically, the number of referred cases is between 10 and 20. Students should know that they are taking an extreme risk if they choose to breach examination rules. The penalties for exam breaches are well known and include losing all or part of the marks for an examination, cancellation of a course and possible loss of the HSC.

Students found to have memorised an essay that is not their own and then reproduced it during an exam are usually dealt with during the marking process, with students typically receiving no marks for unoriginal work.

NESA also employs many measures to prevent students from engaging in plagiarism and malpractice.

All HSC students must:

- complete the mandatory online ethical scholarship program called [All My Own Work](#)
- sign a confirmation of entry form when starting the HSC program, declaring that they are aware of the consequences of plagiarism and malpractice, including the potential loss of their HSC
- sign a declaration for all HSC major projects, requiring the student, their teacher and principal to agree that the work submitted is the student's own work and that all outside sources have been acknowledged.

Students are advised in writing, well in advance, about exam rules. The rules are also read out at the start of each exam by the independent supervisors. Advice includes:

- students can only bring into the exam room [equipment](#) that is on the approved list they are given well before the exams start
- students cannot bring notes, paper, unauthorised material or any communication or electronic devices into an exam
- if students accidentally bring study notes, a mobile phone or other prohibited items into the exam, they are given the opportunity to remove them without penalty before the exam starts.

Students recognise there are serious consequences if they break examination rules. Advice to HSC students is to put in a consistent effort throughout the year and make sure any work submitted is based on their own words and ideas.

All instances of proven malpractice in HSC assessment tasks will be entered into the Register of Malpractice in HSC Assessment Tasks.

## **NSW Education Standards Authority (NESA) Students Online**

During your Higher School Certificate year, the NESA Students Online service will be available for you to logon and view your HSC enrolment details.

By using your student number and PIN provided by NESA, you will be able to check important details relating to your enrolment and view important information such as your personalised HSC written examination timetable, personalised Advice Line schedule, your Assessment Rank Order (after the final HSC examination) and information regarding your HSC results.

In addition, Students Online has links to other relevant sites and can be accessed here <https://studentonline.nesa.nsw.edu.au/> using your Student Number and PIN.

# **PART 2: Assessment Policy and Procedures**

## HSC NESA Requirements

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:

- **followed** the course developed or endorsed by the Board; and
- **applied** themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
- **achieved** some or all of the course outcomes.

Where students do not complete assessment tasks, and do not subsequently provide documented explanation, official warning letters of concern (**'N' determination warning letters, see sample in PART 4**) will be sent to parents/caregivers outlining the areas of unsatisfactory completion of course requirements, including ZERO marks being awarded.

### Non-Serious Attempt

A non-serious attempt may be described as any or all but is not limited to the following.

- Failure to submit an assessment task in more than one Key Learning Area
- Submitting a frivolous attempt at an assessment task
- Failure to submit, on request, evidence of weekly work completed

Where a student fails to comply with NESA or school requirements for the satisfactory completion of a Preliminary or HSC course, the student will receive an official warning letter from the school outlining the nature of any outstanding work or assessment tasks and a reasonable time frame in which to complete it.

The warning letter is designed to give students the opportunity to redeem themselves. It will contain details of work to be completed and the timeframe for completion and return. To redeem an official warning letter, the student must comply with the letter's requirements in full.

Failure to submit assessment items to a reasonable standard will make it impossible for the Principal to determine if the student has achieved course outcomes. It may also indicate that a student has not applied themselves with diligence and sustained effort. In the case of failure to submit an assessable item, the Principal or their delegate will follow the N-Determination process.

## Satisfactory completion of an HSC course: HSC Assessment

In addition to any other set tasks and experiences in the HSC course, students must complete HSC assessment tasks that contribute in excess of 50% of available marks in courses where school based assessment marks are submitted.

Students cannot qualify for an HSC in a course where they do not meet the minimum assessment requirements.

# Responsibilities

## The responsibilities of the school

An assessment schedule has been developed for each course, within the guidelines provided by NESA, incorporating mandatory assessment components and weightings for that course.

The school is required to provide students with the following information:

- an assessment schedule, which outlines what components of each course are to be assessed, when the assessment tasks are scheduled and the relative weighting for each assessment task. **The schedule of tasks for each course appears in Part 2 of this booklet.** Students will be informed of assessment policy and procedures and sign in acknowledgement of this (see 'Forms' in PART 3 of this document)
- written notification provided to students at least two (2) weeks in advance of the scheduled assessment task. Note:
  - assessment tasks, for all classes studying that course, will be the same
  - assessment Task Notifications will be emailed to students (using the <student.name>@education.nsw.edu.au address) by your classroom teacher
  - generally, it will be necessary to use a number of different tasks to assess achievement in all the knowledge, skills and course objectives. Students will be given the opportunity to demonstrate their maximum level of achievement for each course at a given point in time.
- at the completion of each task, students will receive:
  - a mark for that task
  - a rank for that task
  - an indicative cumulative rank; where applicable
  - the marking criteria and
  - feedback concerning areas for further improvement.

In exceptional circumstances, some tasks may be rescheduled or substituted during the course of the year. In such cases, Head Teachers or class teachers will inform students of the new arrangements via email at least two weeks in advance. Where a completed task has been declared void, a new task will be set, and the same requirement of two week's notification is required.

## The responsibilities of the student

To meet the assessment requirements for HSC courses, the student will:

- be aware of their assessment schedule and contact their teacher if they do not obtain the necessary information
- make a serious attempt at all assessment tasks for each course that they are studying. If a student is deemed to have made a non-serious attempt, a mark of ZERO may be awarded for the task and the student will need to re-submit the task. This will be in consultation with the student, the class teacher, the Aurora College Coordinator and the curriculum Head Teacher
- be responsible to be present for, or to hand in all assessment tasks at the required time as specified by this booklet and/or the specific task notification
- complete assessment tasks according to assessment schedules. **The schedule of tasks for each course appears in Part 3 of this booklet**
- follow all instructions given for the task, and return all materials related to the task including question booklets to the Aurora College Coordinator
- follow the rules of conduct for examinations

- submit work on the due date. If you are absent on the day of a task due to illness, you must let your Aurora College Coordinator and teacher know. You **MUST** obtain a medical certificate for the time you are away
- comply with all the NESA requirements for Major Projects / Works
- demonstrate they have followed the course; demonstrate sustained diligence and effort in each course; and demonstrate achievement in some or all of the course outcomes
- complete all set learning tasks (not just Assessment Tasks) in order to achieve course outcomes even when absent from class
- attend classes regularly and ensure their attendance does not fall below 90% of negotiated times to meet each course requirement
- email their class teacher, Aurora College Coordinator or Head Teacher of the faculty if there is any doubt about the requirements of the course assessment policy
- be responsible for completing and submitting assessment tasks as described below. A student will:
  - submit their assessment task prior to 17:00 (5:00pm) local time on or before the due date, via the method specified by the class teacher
- anticipate for known educational or family activities that may clash with due dates (for example: band camp; representative sport; or debating) by negotiating with their teacher an alternative submission date that is prior to the published due date. In the case of an extended family holiday (which must be approved by home principal) it may be possible to negotiate a due date that is different to the published date. Students need evidence in writing and must complete an **Illness/Misadventure form (see PART 4 of this booklet)**.

## The responsibilities of the Aurora College teacher

In order to support students to successfully meet the NESA requirements for HSC courses and assessment, Aurora College teachers will:

- develop an assessment schedule to reflect the NESA assessment schedules which is capped at a maximum of 4 tasks of various types for 2 unit courses. eg formal examinations, practical tests, oral presentations
- allocate weightings to each of the tasks in accordance with the component weightings and the school's judgment of the relative importance of each task. NESA have capped the number of formal written tasks that mimic the HSC examination to one per course, with a maximum weighting of this task of 30% for the Year 12 course
- supply their students with a course assessment booklet at the beginning of the course, containing detailed information through Assessment Task notifications, about each assessment. **The schedule of tasks for each course appears in Part 3 of this handbook**
- provide written notification via email to students at least two (2) weeks in advance of the scheduled assessment task
- ensure each assessment task notification includes:
  - topic/module being assessed
  - day and date due
  - weighting of the assessment
  - method of submission eg: email to teacher with a PDF or URL
  - syllabus outcomes to be assessed
  - nature of the task eg: oral recording, extended response, typed report etc
  - description of the task requirements
  - marking criteria and/or marking guidelines

- any special arrangements required.
- arrange for disability provisions for the completion of assessment tasks for those students who were granted such provisions by the Aurora College Learning and Support Teacher (LaST) in previous years, or in accordance with the adjustments and accommodations agreed upon in the student's current Individual Learning Plan
- provide written feedback for each assessment task by:
  - returning assessment tasks to students within 2 weeks of submission
  - including appropriate and specific feedback about the student's performance in the task with marking guidelines, and strategies and suggestions for improvement
  - including marks and ranks where appropriate
  - making accurate judgments concerning each student's achievement in relation to the Course Performance Descriptors.
- collate and maintain the assessment marks and related information during the course
- refer appeals and variations to the curriculum Head Teacher and/or DP and/or Principal for determination, under exceptional circumstances, following the outlined Assessment Task Appeals process.

If a change of date for completion of a task is required there is no need for a further two weeks' notice, provided the task is not being brought forward.

Under certain circumstances, Head Teachers may find it necessary to vary their Assessment Schedules. If this should occur, students will be informed in writing via email. If a task is given and is found to be non-discriminating, it may be discarded and an alternative task set. If an alternative task is to be given, students must be informed in writing via email.

### **The responsibilities of the Aurora College Coordinator (ACC)**

The role of the Aurora College Coordinator is crucial in ensuring fair and equitable assessment practices in the student's home school. In order to support the student to successfully meet NESA requirements for Year 12 HSC course, the Aurora College Coordinator will:

- ensure students have a copy of this assessment policy and will clarify the different roles and responsibilities for students. (The ACC will discuss the procedures and forms with students; ensure the student has acknowledged the handbook via the online acknowledgement form)
- follow instructions regarding each assessment task, noting the nature of task, opening instructions, duration of task and scheduled and/or due date. The ACC will:
  - contact the curriculum Head Teacher, at least one week before the scheduled task, if they are unable to supervise the student's completion of the task
  - notify the curriculum Head Teacher by phone immediately if the student is unable to complete the assessment task as required and then provide a written explanation for the schedule not being met. The explanation will require documentation (such as a medical certificate attached to an *illness/misadventure form* etc.) The documentation must refer specifically to the date of the task
- supervise the assessment task in accordance with the instructions that accompany each task by:
  - arranging for disability provisions for the completion of the assessment if the student has been granted disability provisions by the Aurora College Learning and Support Team, or in accordance with the adjustments and accommodations agreed upon in the student's current Individual Learning Plan
  - ensuring examination conditions are applied, if requested.
- collect and collate all materials related to the task (including Question Booklets) once the scheduled time for the task has expired. The ACC will:

- sign the certificate that appears on the cover page for each assessment task (see 'Forms' in PART 3 of this document), which indicates that the task was completed under supervision, the required conditions and in the specified time
- ensure a copy of the completed assessment task is kept by the student and/or supervisor.
- obtain a date stamp from the school office or local post office on the cover page or envelope of the assessment task before posting/submitting. (This helps to avoid problems if the task is delayed in the mail)
- scan and email OR post the task, at the latest, on the day following its completion. Note that some tasks may be submitted in electronic form, according to the instructions that accompany the task.
- contact the Aurora College Learning and Support Team to discuss any disability provisions the student has been granted, and request approval for the application of these provisions to Stage 6 course assessment tasks.

The Head Teacher will advise the ACC of any alternative arrangements for the task that may be approved, depending on the circumstances.

### **The responsibilities of the Aurora College curriculum Head Teachers**

In order to support students to successfully meet NESAs requirements for HSC courses and assessment, Aurora College curriculum Head Teachers will:

- advise the Aurora College Coordinator of any alternative arrangements for the task that may be approved
- keep a copy of the task in print and/or electronic form in case the original is mislaid
- make decisions about extensions, malpractice, and illness/misadventure, in consultation with Aurora teachers, ACCs and senior executive, as appropriate
- follow up any concerns with assessment tasks at the time they are marked and returned. See Appeals Procedure for school-based assessment tasks.
- check assessment schedules to ensure they accurately reflect NESAs requirements for course component weightings and balance of skills, knowledge and understanding
- ensure all students follow the principles and practices of good scholarship, as described in the [HSC: All My Own Work](#) program
- ensure all students must comply with the standard set by the NESAs in [Student Rules and procedures guide](#)
- maintain 'markbooks' and/or centralized systems of record keeping
- ensure that all classes doing the same assessment task for the same course are dealt with equitably.

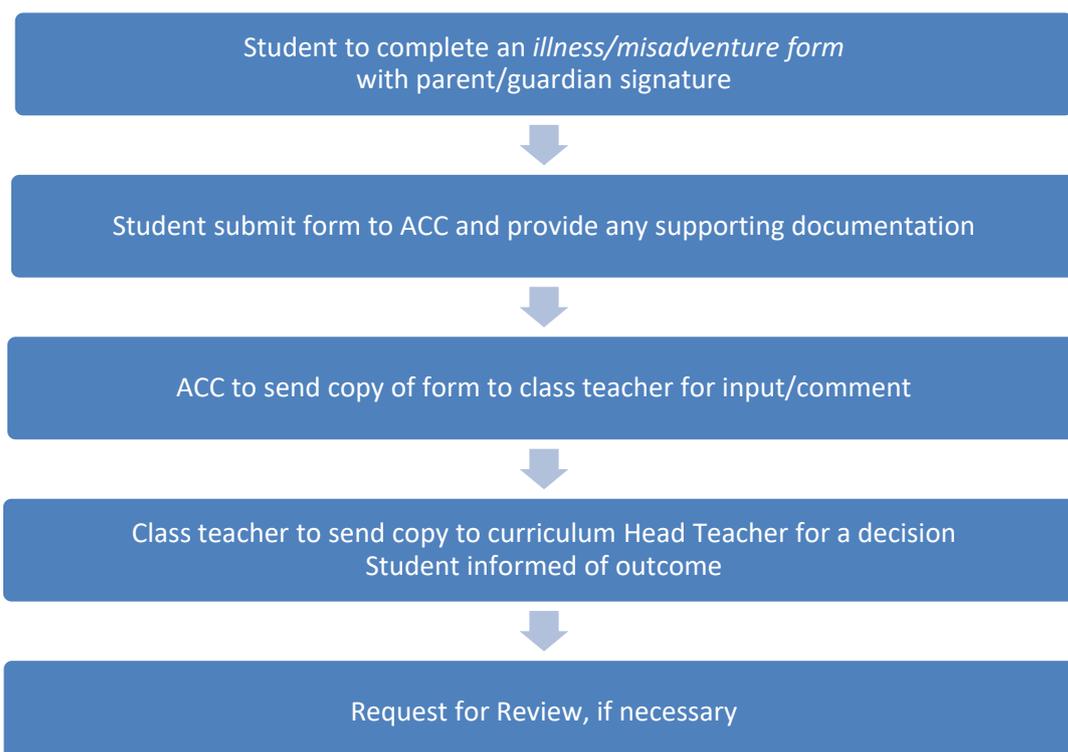
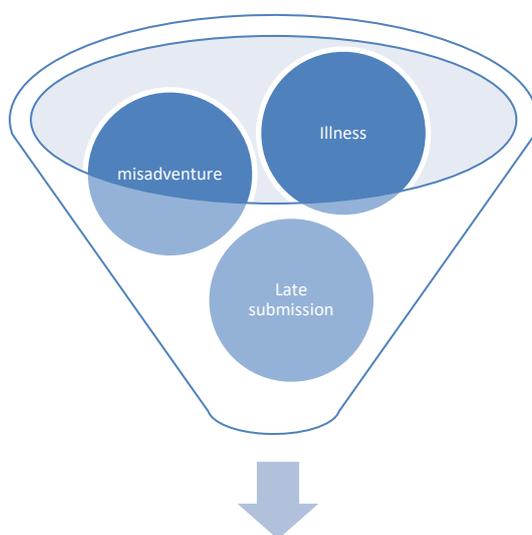
Students will also be issued with a NESAs document [Student Rules and procedures guide](#) in their HSC Course by their home school.

## Issues with assessments

***ALL issues with assessments (below) must be reported using the illness/misadventure form provided (see PART 3).***

*This form must be printed, completed and signed by the student, parent/guardian **and** ACC. The ACC will then email a scanned copy of the form to the classroom teacher. The classroom teacher will forward the application to the curriculum Head Teacher, who will then make a decision. The forwarding of documents by the ACC must occur within 2 working days.*

*The Head Teacher will review your application and the supporting documentation before deciding to uphold or decline each component in your application. Each incident is treated independently, which is why it is important to have comprehensive supporting evidence. The Head Teacher is responsible for monitoring such issues with assessments and if a pattern is detected, refer to the Deputy and/or Principal for further action, if necessary.*



## Late submission or non-completion of an assessment task

Should a task be submitted late, a ZERO mark will be issued.

A student needs to clearly identify if special consideration is sought for the late submission AND the reason for such a request, using the *illness/misadventure form*.

Inadequate preparation and/or lack of time management for the task are not grounds for an extension.

Technology breakdown is also generally not grounds for an extension. It is the student's responsibility to back up all work and keep copies in different places (eg: USB, email to yourself, hard drive, hard copy, online/cloud storage or equivalent). Occasionally, however, technology does fail. The Aurora College Coordinator will verify if the student's home school server is unavailable and notify the curriculum Head Teacher as soon as possible. A student will be requested to submit a draft copy along with a completed *illness/misadventure form* on or before the due date, to verify that they have made some effort to complete the task and submit it on time.

## Illness/misadventure

An extension for a task may be granted in exceptional circumstances, such as illness or misadventure (eg: accident, unforeseen event) when an *illness/misadventure form* and supporting evidence is submitted. Where medical or extraordinary circumstances prevents the completion of the task by the due date, students should request that the Aurora College Coordinator notify the Head Teacher immediately.

When students are absent from class on the day of an 'in-class' assessable task, they should expect to complete the assessable item on their first day of return to Aurora College, with a completed *illness/misadventure form*.

## Long-term problems - NESAs Special Provisions

NESA may grant special provision to students who have medical conditions that require, for example, rest breaks, food, or special furniture. Where provisions are likely to be granted by NESA, they will also be available to students during the Trial HSC exams.

Students who have special needs should discuss them with their home school counsellor as earlier as possible so that appropriate documentation can be completed. The Aurora College Coordinator then needs to be informed and accommodate student needs accordingly.

## Excursions and home school events

Timetabled assessment tasks take precedence over all other school activities. Students are required to sit for the assessment task or submit a hand-in task, as scheduled. No allowance will be made for students who attend an excursion for another subject or their home school, instead of fulfilling their HSC Assessment obligations on the given date.

## Malpractice

All work presented in assessment tasks and HSC examinations (including submitted works and practical examinations) must be your own or must be acknowledged appropriately. Malpractice, including plagiarism, could lead to you receiving ZERO marks for the task or examination, and will jeopardise your 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 your own
- using material directly from books, journals, CDs or the internet without reference to the source
- building on the ideas of another person without reference to the source
- buying, stealing or borrowing another person's work and presenting it as your own
- submitting work that another person, such as a parent, coach or subject expert, has contributed to substantially
- using words, ideas, designs or the work of others in practical and performance tasks without appropriate acknowledgement
- paying someone to write or prepare material
- breaching school examination rules and/or breaching HSC exam rules
- disrupting an assessment task in any way
- cheating or assisting others to cheat
- using non-approved aids during an assessment task
- contriving false explanations to explain work not handed in by the due date
- assisting another student to engage in malpractice.

In the case of suspected plagiarism, students will be required to provide evidence that all unacknowledged work is entirely their own. Such evidence might include, but is not limited to, the student:

- providing evidence of and explaining the process of their work, which might include diaries, journals or notes, working plans or sketches, and progressive drafts to show the development of their ideas
- answering questions regarding the assessment task, examination or submitted work under investigation, to demonstrate their knowledge, understanding and skills.

If malpractice is suspected, the school will establish an Assessment Review Panel consisting of Deputy Principal, Head Teacher from the faculty in which the issue has arisen and a second Head Teacher. The panel will review each case of malpractice on its merits, considering all the issues, in order to arrive at a fair conclusion and make recommendations to the Principal.

In cases where malpractice is suspected or has been proven, the following procedures will be applied:

- procedural fairness will be accorded to the student at all times
- all claims will be substantiated
- teachers will not make any accusations until the facts have been established
- the source(s) of the information will be investigated thoroughly
- evidence will be preserved in its original state
- confidentiality will be maintained at all times by all parties
- parents will be informed if the student is under 18
- notes will be taken during any interviews to be kept as a part of the official record of the case
- a parent or other appropriate support person will be present whenever a student is being interviewed
- the student will have the opportunity to present any mitigating circumstances. These will be taken into consideration when penalties are being determined
- the student will be advised of the panel's findings and the basis for the school's decision
- the student will be informed of their right of appeal

The panel will notify the Principal of any procedures that need to be revised or improved.

Detected malpractice will limit a student's marks and may jeopardise their HSC results. One or more of the following will apply:

- reduced marks for all or part of the assessment task
- zero marks for part or all of the assessment task
- registration of the malpractice with NESAs.

## School-based Assessment Task Appeals Procedure

In the event that a student questions or has concerns relating to marked assessment tasks, these must be raised by the Aurora College Coordinator and/or student with the teacher within one week of receipt of the marked task.

All appeals should be directed to the Head Teacher Secondary Studies, Scott New [Scott.New@det.nsw.edu.au](mailto:Scott.New@det.nsw.edu.au) within 5 days of the decision.

Any review of assessments will only be based on the order of merit listing. Students are not entitled to seek a review of a teacher's judgments concerning the worth of individual performance in assessment tasks.

In particular, appeals can only be made on the basis of:

- a) the weightings specified by the school not conforming with the Board's requirements;
- b) the procedures used by the school for determining the final assessment mark do not conform with its stated program;
- c) there being computational or other clerical errors in determination of the assessment mark.

The Aurora Head Teacher Secondary Studies will notify the student of the outcome via email. If necessary, appeals may be referred to the Principal for determination.

## Examinations

### Rules for the conduct of a student in examinations

If an assessment task is an examination, a student must NOT:

- speak to any person other than a supervisor during the examination
- behave in any way likely to disturb the work of any other student, or upset the conduct of the examination
- take into the examination room, anything other than the aids specified - a list of specified aids, if any, will be issued to you before the examination
- cheat, copy or plagiarise from textbooks, the Internet or prepared materials.

**The Year 12 Trial examinations for all courses at Aurora College will commence Week 4 of Term 3, 2022.**

Further information, including the scope, format and timetable for these examinations will be provided for students and the ACC during the year.

It is important that students attend the exams, where possible, even if he/she believes their performance in the exam will be affected. If a student cannot attend an exam because of illness or misadventure, notify the Aurora College Coordinator immediately. Students should never risk harm in order to attend an exam, or attend an exam against medical advice.

Students must obtain documentary evidence generally on the day of the exam to support the illness/misadventure application. If a student did not sit the exam this evidence must indicate why the student was unable to attend.

## Links and resources

NESA Assessment, Certification Examination

<http://ace.bos.nsw.edu.au/higher-school-certificate>

NESA HSC assessment in Stage 6

<https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/Understanding-the-curriculum/assessment>

### Final Assessment Rank Reviews and Appeals

During the year, Higher School Certificate students are ranked in each assessment task in each course. The overall rank for each course is calculated on an ongoing basis following each task. The final rank reflects the student's position in the group at the end of the assessment program.

After the final HSC examination, you can obtain your final rank order for assessment in each course via Students Online. If, in any course, your final Higher School Certificate assessment rank is significantly different from the rank you expected, the NSW Education Standards Authority (NESA) allows you to request a School Review of your ranking in that subject. Remember: Your final Higher School Certificate assessment rank will be based on the results of all assessment tasks in that course.

#### Request for Review

Requests for School Review of your final HSC assessment rank must be based on one of the following three official grounds:

- the weightings that were used are not those specified by NESA in the subject Assessment Guides
- the school's procedures for determining assessments do not conform with its stated policy and programs
- there are clerical or computational errors.

Marks awarded by teachers for individual tasks are not subject to review as part of this process. Concerns relating to individual tasks must be raised with one week of receipt of the marked task.

Requests for review of your final Higher School Certificate assessment rank must be made on a special form called Application for School Review of Assessment Ranking. This is available via Schools Online on the last day of the HSC examinations. The completed form should be submitted to Aurora College by the date specified by NESA. This date is available on the NSW Education Standards Authority (NESA) website. Aurora College will make arrangements to ensure that your request proceeds without delay. The school will advise you of the outcome of its review, and will advise NESA of any changes to assessment marks.

## Appeals

If your rank is reviewed by the school, and you are not satisfied with the result, you can appeal to the NSW Education Standards Authority (NESA). Your appeal must be made on the official form which you should obtain by contacting Aurora College.

There is no appeal against the marks awarded by teachers for individual assessment tasks. In the event that you believe that you are entitled to appeal against your ranking in a subject, you may do so in the following manner:

1. advise the Principal of Aurora College of your intention by emailing or telephoning and requesting that a form be sent to you
2. complete the form and return it immediately to the Aurora College.

The timeframe for Reviews and Appeals is very short. Please apply to Aurora College for the appropriate form promptly.

## Guidelines for assessment

### Assessment schedules

The Higher School Certificate (HSC) is the highest educational award in secondary education in New South Wales.

Establishing an assessment schedule begins when programming a unit of learning. By incorporating assessment activities into units of learning, the needs, interests and abilities of students can be met, while assessing their progress towards a demonstration of achievement in relation to outcomes.

Assessment schedules should follow these guidelines:

- a maximum of FOUR tasks (including exams which may have a maximum weighting of 30%)
- reflect the mandatory components and weightings in each syllabus.
  - there should be a balance between the assessment of knowledge and understanding outcomes, skills outcomes and course content.
- tasks should not be less than 10% and not more than 40%.
  - earlier tasks in the course are worth less and later tasks are worth more but this is not mandated
- identification of outcomes to be assessed
- select the relevant syllabus content area for the identified outcomes
- ensure a range of assessment strategies is used throughout the course.

### Assessment task notifications

The Higher School Certificate (HSC) is the highest educational award in secondary education in New South Wales. In the context of the Higher School Certificate a major requirement of the internal assessment program is to provide a summative measure of a student's achievement in each course based on:

- a wider range of syllabus outcomes than may be measured by external examination alone
- multiple measures and observations made throughout the HSC course rather than a single assessment event.

School-based assessment tasks are linked to standards because the tasks focus on outcomes, they are valid instruments for what they are designed to assess, and where appropriate, the marking guidelines are related to the wording of the outcomes and the performance standards. It is important that an assessment task addresses the focus of a topic and testing learning that matters (ie: not on trivial minutia or irrelevant material).

An assessment task notification must:

- be in writing, via email to students at least two (2) weeks in advance of the due date
- be acknowledged by the student to indicate they have received notice in writing
- focus on outcomes of the course
- be an appropriate type of task for the outcomes and weighting assessed
- provide students with the opportunity to demonstrate their level of achievement of the outcomes
- reflect the weightings and components specified in the assessment schedule for the relevant course
- contain marking guidelines that are linked to the standards of the course by including the wording of syllabus outcomes and relevant performance descriptions
- be issued using the Aurora template provided (see 'forms' in Part 4).

# **PART 3:**

# **Assessment**

# **schedules**

**This section provides each assessment schedule for HSC courses offered by Aurora College**

## Agriculture (120 hours)

### Year 12 Agriculture Course Outcomes

*A student:*

*Knowledge, Understanding and Skills*

- **H1.1** explains the influence of the physical, biological, social, historical and economic factors on sustainable agricultural production
- **H2.1** describes the inputs, processes and interactions of plant production systems
- **H2.2** describes the inputs, processes and interactions of animal production systems
- **H3.1** assesses the general business principles and decision-making processes involved in sustainable farm management and marketing of farm products
- **H3.2** critically assesses the marketing of a plant OR animal product
- **H3.3** critically examines the technologies and technological innovations employed in the production and marketing of agricultural products
- **H3.4** evaluates the management of the processes in agricultural systems.
- **H4.1** justifies and applies appropriate experimental techniques, technologies, research by methods and data presentation and analysis in relation to agricultural problems and situations.
- **H5.1** evaluates the impact of innovation, ethics and current issues on Australian agricultural systems.

## Agriculture (120 hours)

### Year 12 Assessment Schedule

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	Practical Report	Research Project	Research Task Elective	Trial HSC Examination	
	Term 4, Week 11	Term 2, Week 1	Term 2, Week 10	Term 3 - Weeks 4/5	
	H3.1, H3.2, H3.3, H3.4	H1.1, H2.1, H2.2	H3.4, H4.1, H5.1	H1.1, H2.1, H2.2, H3.1, H3.2, H3.3, H3.4, H4.1, H5.1	
Knowledge and understanding of course content	5	10	10	15	40
Knowledge, understanding and skills required to manage agricultural production systems	10	5	10	15	40
Skills in effective research, experimentation and communication	5	5	10		20
<b>Total %</b>	<b>20</b>	<b>20</b>	<b>30</b>	<b>30</b>	<b>100</b>

## Biology (120 hours)

### Year 12 Biology Course Outcomes

*A student:*

#### *Skills*

- **BIO11/12-1** Questioning and predicting - develops and evaluates questions and hypotheses for scientific investigation
- **BIO11/12-2** Planning investigations - designs and evaluates investigations in order to obtain primary and secondary data and information
- **BIO11/12-3** Conducting investigations - conducts investigations to collect valid and reliable primary and secondary data and information
- **BIO11/12-4** Processing data and information - selects and processes appropriate qualitative and quantitative data and information using a range of appropriate media
- **BIO11/12-5** Analysing data and information - analyses and evaluates primary and secondary data and information
- **BIO11/12-6** Problem solving - solves scientific problems using primary and secondary data, critical thinking skills and scientific processes
- **BIO11/12-7** Communicating - communicates scientific understanding using suitable language and terminology for a specific audience or purpose

#### *Knowledge and Understanding*

- **BIO12-12** Explains the structures of DNA and analyses the mechanisms of inheritance and how processes of reproduction ensure continuity of species
- **BIO12-13** Explains natural genetic change and the use of genetic technologies to induce genetic change
- **BIO12-14** Analyses infectious disease in terms of cause, transmission, management and the organism's response, including the human immune system
- **BIO12-15** Explains non-infectious disease and disorders and a range of technologies and methods used to assist, control, prevent and treat non-infectious disease

## Biology (120 hours)

### Year 12 Biology Assessment Schedule

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	Research	Practical	Depth Study	Trial HSC Exams	
	Term 4, Week 8	Term 1, Week 8	Term 3, Week 1	Term 3, Week 4/5	
	BIO11/12-3, BIO11/12-4, BIO11/12-5, BIO11/12-7, BIO12-12	BIO11/12-1, BIO11/12-2, BIO11/12-3, BIO12-13	BIO11/12-1, BIO11/12-4, BIO11/12-6, BIO11/12-7 and one relevant outcome related to BIO12- 14,15	BIO11/12-1, BIO11/12-2, BIO11/12-3, BIO11/12-4, BIO11/12-5, BIO11/12-6, BIO11/12-7, BIO12-12, BIO12-13, BIO12-14, BIO12-15	
Skills in Working Scientifically	10	15	20	15	60
Knowledge and understanding	10	5	5	20	40
<b>Total %</b>	<b>20</b>	<b>20</b>	<b>25</b>	<b>35</b>	<b>100</b>

## Chemistry (120 hours)

### Year 12 Chemistry Course Outcomes

*A student:*

*Skills*

- **CH11/12-1** Questioning and predicting - develops and evaluates questions and hypotheses for scientific investigation
- **CH11/12-2** Planning investigations - designs and evaluates investigations in order to obtain primary and secondary data and information
- **CH11/12-3** Conducting investigations - conducts investigations to collect valid and reliable primary and secondary data and information
- **CH11/12-4** Processing data and information - selects and processes appropriate qualitative and quantitative data and information using a range of appropriate media
- **CH11/12-5** Analysing data and information - analyses and evaluates primary and secondary data and information
- **CH11/12-6** Problem solving - solves scientific problems using primary and secondary data, critical thinking skills and scientific processes
- **CH11/12-7** Communicating - communicates scientific understanding using suitable language and terminology for a specific audience or purpose

*Knowledge and Understanding*

- **CH12-12** explains the characteristics of equilibrium systems, and the factors that affect these systems
- **CH12-13** describes, explains and quantitatively analyses acids and bases using contemporary models
- **CH12-14** analyses the structure of, and predicts reactions involving, carbon compounds
- **CH12-15** describes and evaluates chemical systems used to design and analyse chemical processes

## Chemistry (120 hours)

### Year 12 Chemistry Assessment Schedule

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	Research Task Module 5	Practical Task	Depth Study Report Module 7 and 8	Trial HSC Examination Modules 5-8	
	Term 4, Week 10	Term 1, Week 9	Term 2, Week 7	Term 3, Weeks 4/5	
	CH11/12-4, CH11/12-5, CH11/12-6, CH12-12	CH11/12-2, CH11/12-3, CH11/12-5, CH12-13	CH11/12-1, CH11/12-4, CH11/12-6, CH11/12-7, CH12-14, CH12-15	CH11/12-1, CH11/12-2, CH11/12-3, CH11/12-4, CH11/12-5, CH11/12-6, CH11/12-7, CH12-12, CH12-13, CH12-14, CH12-15	
Skills in Working Scientifically	15	15	20	10	60
Knowledge and Understanding	5	5	10	20	40
<b>Total %</b>	<b>20</b>	<b>20</b>	<b>30</b>	<b>30</b>	<b>100</b>

## Economics (120 hours)

### Year 12 Economics Course Outcomes

*A student:*

- **H1** demonstrates understanding of economic terms, concepts and relationships
- **H2** analyses the economic role of individuals, firms, institutions and governments
- **H3** explains the role of markets within the global economy
- **H4** analyses the impact of global markets on the Australian and global economies
- **H5** discusses policy options for dealing with problems and issues in contemporary and hypothetical contexts
- **H6** analyses the impact of economic policies in theoretical and contemporary Australian contexts
- **H7** evaluates the consequences of contemporary economic problems and issues on individuals, firms and governments
- **H8** applies appropriate terminology, concepts and theories in contemporary and hypothetical economic contexts
- **H9** selects and organises information from a variety of sources for relevance and reliability
- **H10** communicates economic information, ideas and issues in appropriate forms
- **H11** applies mathematical concepts in economic contexts
- **H12** works independently and in groups to achieve appropriate goals in set timelines

## Economics (120 hours)

### Year 12 Economics Assessment Schedule

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	<b>Research Task: Media File and oral presentation</b> Economic Issues	<b>Stimulus Task</b> Economic Management and Policies	<b>In class essay</b> Australia's Place in the Global Economy	<b>Trial HSC Exam</b> All topics	
	Term 4, Week 7	Term 1, Week 9	Term 2, Week 9	Term 3, Week 4/5	
	H7, H9, H10, H11, H12	H1, H2, H4, H5, H7, H8, H11	H1, H2, H4, H5, H7, H8, H11	H1, H2, HT3, H4, H5, H6, H7, H8, H9, H10, H11	
Knowledge and understanding of course content	5	10	5	20	<b>40</b>
Stimulus-based skills	5	5	5	5	<b>20</b>
Inquiry and research	5	5	10		<b>20</b>
Communication of economic information, ideas and issues in appropriate forms	5	5	5	5	<b>20</b>
<b>Total %</b>	<b>20</b>	<b>25</b>	<b>25</b>	<b>30</b>	<b>100</b>

## English Advanced (120 hours)

### Year 12 English Advanced Course Outcomes

*A student:*

- **EA12-1** independently responds to, composes and evaluates a range of complex texts for understanding, interpretation, critical analysis, imaginative expression and pleasure
- **EA12-2** uses, evaluates and justifies processes, skills and knowledge required to effectively respond to and compose texts in different modes, media and technologies
- **EA12-3** critically analyses and uses language forms, features and structures of texts justifying appropriateness for specific purposes, audiences and contexts and evaluates their effects on meaning
- **EA12-4** strategically adapts and applies knowledge, skills and understanding of language concepts and literary devices in new and different contexts
- **EA12-5** thinks imaginatively, creatively, interpretively, critically and discerningly to respond to, evaluate and compose texts that synthesise complex information, ideas and arguments
- **EA12-6** investigates and evaluates the relationships between texts
- **EA12-7** evaluates the diverse ways texts can represent personal and public worlds and recognises how they are valued
- **EA12-8** explains and evaluates nuanced cultural assumptions and values in texts and their effects on meaning
- **EA12-9** reflects on, evaluates and monitors own learning and refines individual and collaborative processes as an independent learner

## English Advanced (120 hours)

### Year 12 English Advanced Assessment Schedule

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	<b>Podcast and script Texts and Human Experiences</b> (Common Module)	<b>Writing Portfolio Craft of Writing</b> (Module C)	<b>Prepared essay under exam conditions Textual Conversations</b> (Module A)	<b>Trial HSC Exam</b> Common Module - 10% Module A - 5% Module B - 20 % Module C - 5%	
	Term 4, Week 10	Term 1, Week 7	Term 2, Week 6	Term 3, Weeks 4/5	
	EA12-2, EA12-5, EA12-6	EA12-1, EA12-3, EA12-4	EA12-3, EA12-6, EA12-8	EA12-3, EA12-4, EA12-5, EA12-6	
Knowledge and understanding of course content	10	10	10	20	50
Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes	10	10	10	20	50
<b>Total %</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>40</b>	<b>100</b>

## Extension English 1 (60 hours)

### Year 12 English Extension 1 Course Outcomes

*A student:*

- **EE12-1** Demonstrates and applies insightful understanding of the dynamic, often subtle, relationship between text, purpose, audience and context, across a range of modes, media and technologies
- **EE12-2** Analyses and experiments with language forms, features and structures of complex texts, discerningly evaluating their effects on meaning for different purposes, audiences and contexts
- **EE12-3** Independently investigates, interprets and synthesises critical and creative texts to analyse and evaluate different ways of valuing texts in order to inform and refine response to and composition of sophisticated texts
- **EE12-4** Critically evaluates how perspectives, including the cultural assumptions and values that underpin those perspectives, are represented in texts
- **EE12-5** Reflects on and evaluates the development of their conceptual understanding and the independent and collaborative writing and creative processes

## English Extension 1 (60 hours)

### Year 12 English Extension 1 Assessment Schedule

Component	Task 1	Task 2	Task 3	Weighting %
	Imaginative Response and Reflection	Critical response with related text	Trial HSC examination	
	Term 1, Week 3	Term 2, Week 5	Term 3, Week 4/5	
	EE12-2, EE12-4, EE12-5	EE12-1, EE12-3	EE12-3, EE12-4	
Knowledge and understanding of complex texts and of how and why they are valued	15	15	20	50
Skills in complex analysis, sustained composition and independent investigation	15	15	20	50
<b>Total %</b>	<b>30</b>	<b>30</b>	<b>40</b>	<b>100</b>

## English Extension 2 (60 hours)

### Year 12 English Extension 2 Course Outcomes

#### *A student:*

- **EEX12-1** demonstrates a deep understanding of the dynamic relationship between text, composer, audience and context through the conceptualisation and execution of an extended composition using appropriate mode, medium and technology
- **EEX12-2** strategically and effectively manipulates language forms and features to create a substantial extended composition for a specific purpose, audience and context
- **EEX12-3** applies knowledge, understanding and insight, refined through analysis, interpretation, criticism and evaluation of strategically chosen texts, to shape new meaning in an original composition
- **EEX12-4** undertakes extensive independent investigation to articulate a personal perspective that explores, challenges, speculates or evaluates a significant situation, event or idea
- **EEX12-5** reflects on and evaluates the composition process and the effectiveness of their own published composition

## English Extension 2 (60 hours)

### Year 12 English Extension 2 Assessment Schedule

Component	Task 1	Task 2	Task 3	Weighting %
	Viva Voce	Literature Review	Critique of the Creative Process	
	Term 4, Week 11	Term 2, Week 2	Term 2, Week 9	
	EEX12-1; EEX12-4	EEX12-1; EEX12-2; EEX12-3	EEX12-4; EEX12-5	
Knowledge and understanding of complex texts and of how and why they are valued	15	20	15	50
Skills in complex analysis, sustained composition and independent investigation	15	20	15	50
<b>Total %</b>	<b>30</b>	<b>40</b>	<b>30</b>	<b>100</b>

## Geography (120 hours)

### Year 12 Geography Course Outcomes

*A student:*

#### *Knowledge and Understanding*

- H1 explains the changing nature, spatial patterns and interaction of ecosystems, urban places, and economic activity.
- H2 explains the factors which place ecosystems at risk and the reasons for their protection.
- H3 analyses contemporary urban dynamics and applies them in specific contexts.
- H4 analyses the changing spatial and ecological dimensions of an economic activity.
- H5 evaluates environmental management strategies in terms of ecological sustainability.
- H6 evaluates the impacts of, and responses of people to, environmental change.
- H7 justifies geographical methods applicable and useful in the workplace and relevant to a changing world.

#### *Skills*

- H8 plans geographical inquiries to analyse and synthesise information from a variety of sources.
- H9 evaluates geographical information and sources for usefulness, validity, and reliability.
- H10 applies maps, graphs and statistics, photographs, and fieldwork to analyse and integrate data in geographical contexts.
- H11 applies mathematical ideas and techniques to analyse geographical data.
- H12 explains geographical patterns, processes and future trends through appropriate case studies and illustrative examples.
- H13 communicates complex geographical information, ideas, and issues effectively, using appropriate written and/or oral, cartographic and graphic forms.

## Geography (120 hours)

### Year 12 Geography Assessment Schedule

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	Research and Presentation Task	Fieldwork and extended response	Geographical Inquiry	Trial HSC Examination	
	Ecosystems at Risk	People and Economic Activity	Urban Places		
	Term 4, Week 10	Term 1, Week 9	Term 2, Week 9	Term 3, Week 4/5	
	H2, H5, H6, H8, H9, H12, H13	H1, H3, H7, H8, H10, H12, H13	H1, H3, H8, H9, H10, H12	H1, H2, H3, H4, H5, H6, H7, H8, H9, H10, H11, H12, H13	
Knowledge and understanding of course content	5	5	10	20	40%
Geographical tools and skills	5	5	5	5	20%
Geographical inquiry and research, including fieldwork	10	10			20%
Communication of geographical information, ideas, and issues in appropriate forms	5	5	5	5	20%
<b>Total %</b>	<b>25%</b>	<b>25%</b>	<b>20%</b>	<b>30%</b>	<b>100</b>

## Japanese Beginners (120 hours)

### Year 12 Japanese Beginners Course Outcomes

*A student:*

- **1.1** establishes and maintains communication in Japanese
- **1.2** manipulates linguistic structures to express ideas effectively in Japanese
- **1.3** sequences ideas and information
- **1.4** applies knowledge of the culture of Japanese-speaking communities to interact appropriately
- **2.1** understands and interprets information in texts using a range of strategies
- **2.2** conveys the gist of and identifies specific information in texts
- **2.3** summarises the main points of a text
- **2.4** draws conclusions from or justifies an opinion about a text
- **2.5** identifies the purpose, context and audience of a text
- **2.6** identifies and explains aspects of the culture of Japanese -speaking communities in texts
- **3.1** produces texts appropriate to audience, purpose and context
- **3.2** structures and sequences ideas and information
- **3.3** applies knowledge of diverse linguistic structures to convey information and express original ideas in Japanese
- **3.4** applies knowledge of the culture of Japanese -speaking communities to the production of texts

## Japanese Beginners (120 hours)

### Year 12 Japanese Beginners Assessment Schedule

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	<b>Response in English to spoken/visual texts/oral presentation</b> School and Community in Japan	<b>Response in English and Japanese to written texts/article</b> Recreation and Travel	<b>Response to written and spoken texts/multimodal presentation with teacher</b> <b>Q &amp; A</b> Future Plans	<b>Trial HSC Examination</b>	
	Term 4, Week 8	Term 1, Week 8	Term 2, Week 7	Term 3, Weeks 4/5	
	1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6	2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 3.1, 3.2, 3.3	1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6	2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 3.1, 3.2, 3.3, 3.4	
Listening	10		10	10	<b>30</b>
Reading		10	10	10	<b>30</b>
Speaking	10		10		<b>20</b>
Writing		10		10	<b>20</b>
<b>Total %</b>	<b>20</b>	<b>20</b>	<b>30</b>	<b>30</b>	<b>100</b>

## Legal Studies (120 hours)

### Year 12 Legal Studies Course Outcomes

*A student:*

- **H1.** identifies and applies legal concepts and terminology
- **H2.** describes and explains key features of and the relationship between Australian and international law
- **H3.** analyses the operation of domestic and international legal systems
- **H4.** evaluates the effectiveness of the legal system in addressing issues
- **H5.** explains the role of law in encouraging cooperation and resolving conflict, as well as initiating and responding to change
- **H6.** assesses the nature of the interrelationship between the legal system and society
- **H7.** evaluates the effectiveness of the law in achieving justice
- **H8.** locates, selects, organises, synthesises and analyses legal information from a variety of sources including legislation, cases, media, international instruments and documents
- **H9.** communicates legal information using well-structured and logical arguments
- **H10.** analyses differing perspectives and interpretations of legal information and issues.

## Legal Studies (120 hours)

### Year 12 Legal Studies Assessment Schedule

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	Topic test / essay Crime	Research Task Human Rights	Research Task / Hand in Essay Option Study	Trial HSC Examination	
	Term 4, Week 9	Term 1, Week 10	Term 2, Week 8	Term 3, Weeks 4/5	
	H1, H3, H6, H7, H9	H2, H4, H6, H7, H8	H5, H6, H8, H9, H10	H2, H3, H6, H9, H10	
Knowledge and understanding of course content	10	10	10	10	40
Analysis and evaluation	10			10	20
Inquiry and research		10	10		20
Communication of legal information, ideas and issues in appropriate forms	5		5	10	20
<b>Total %</b>	<b>25</b>	<b>20</b>	<b>25</b>	<b>30</b>	<b>100</b>

## Mathematics Advanced (120 hours)

### Year 12 Mathematics Advanced Course Outcomes

*A student:*

- **MA12-1** uses detailed algebraic and graphical techniques to critically construct, model and evaluate arguments in a range of familiar and unfamiliar contexts
- **MA12-2** models and solves problems and makes informed decisions about financial situations using mathematical reasoning and techniques
- **MA12-3** applies calculus techniques to model and solve problems
- **MA12-4** applies the concepts and techniques of arithmetic and geometric sequences and series in the solution of problems
- **MA12-5** applies the concepts and techniques of periodic functions in the solution of problems involving trigonometric graphs
- **MA12-6** applies appropriate differentiation methods to solve problems
- **MA12-7** applies the concepts and techniques of indefinite and definite integrals in the solution of problems
- **MA12-8** solves problems using appropriate statistical processes
- **MA12-9** chooses and uses appropriate technology effectively in a range of contexts, models and applies critical thinking to recognise appropriate times for such use
- **MA12-10** constructs arguments to prove and justify results and provides reasoning to support conclusions which are appropriate to the context

## Mathematics Advanced (120 hours)

### Year 12 Mathematics Advanced Course Requirements

Component	TASK 1	TASK 2	TASK 3	TASK 4	Weighting %
	Topic Test Calculus	Topics test Statistics & Integration	Investigative Assignment Functions & Trigonometric Functions	Trial HSC Exam  All topics	
	Term 4, Week 9 MA12-3, MA12-6, MA12-9, MA12-10	Term 2, Week 2 MA12-3, MA12-6, MA12-7, MA12-8, MA12-9, MA12-10	Term 2, Week 10 MA12-1, MA12-5, MA12-9, MA2-10	Term 3, Weeks 4/5 MA12-1, MA12-2, MA12-3, MA12-4, MA12-5, MA12-6, MA12-7, MA12-8, MA12-9, MA12-10	
Understanding, fluency and communication	10	15	10	15	50
Problem-solving, reasoning and justification	10	15	10	15	50
<b>Total %</b>	<b>20</b>	<b>30</b>	<b>20</b>	<b>30</b>	<b>100</b>

## Mathematics Extension 1 (60 hours)

### Year 12 Mathematics Extension 1 Course Outcomes

*A student:*

- **ME12-1** applies techniques involving proof or calculus to model and solve problems
- **ME12-2** applies concepts and techniques involving vectors and projectiles to solve problems
- **ME12-3** applies advanced concepts and techniques in simplifying expressions involving compound angles and solving trigonometric equations
- **ME12-4** uses calculus in the solution of applied problems, including differential equations and volumes of solids of revolution
- **ME12-5** applies appropriate statistical processes to present, analyse and interpret data
- **ME12-6** chooses and uses appropriate technology to solve problems in a range of contexts
- **ME12-7** evaluates and justifies conclusions, communicating a position clearly in appropriate mathematical forms

## Mathematics Extension 1 (60 hours)

### Year 12 Mathematics Extension 1 Course Requirements

Component	TASK 1	TASK 2	TASK 3	TASK 4	Weighting %
	Topics Test Vectors	Assignment Statistics	Topics Test Differential equations & Further Calculus	Trial HSC Exam All topics	
	Term 4, Week 8	Term 1, Week 10	Term 2, Week 8	Term 3, Weeks 4/5	
	ME12-2, ME12-6, ME12-7	ME12-5, ME12-6, ME12-7	ME12-1, ME12-4, ME12-6, ME12-7	ME12-1, ME12-2, ME12-3, ME12-4, ME12-5, ME12-6, ME12-7	
Understanding, fluency and communication	10	12	13	15	50
Problem Solving, Reasoning and Justification	10	13	12	15	50
<b>Total %</b>	<b>20</b>	<b>25</b>	<b>25</b>	<b>30</b>	<b>100</b>

## Mathematics Extension 2 (120 hours)

### Year 12 Mathematics Extension 2 Course Outcomes

*A student:*

- **MEX12-1** understands and uses different representations of numbers and functions to model, prove results and find solutions to problems in a variety of contexts
- **MEX12-2** chooses appropriate strategies to construct arguments and proofs in both practical and abstract settings
- **MEX12-3** uses vectors to model and solve problems in two and three dimensions
- **MEX12-4** uses the relationship between algebraic and geometric representations of complex numbers and complex number techniques to prove results, model and solve problems
- **MEX12-5** applies techniques of integration to structured and unstructured problems
- **MEX12-6** uses mechanics to model and solve practical problems
- **MEX12-7** applies various mathematical techniques and concepts to model and solve structured, unstructured and multi-step problems
- **MEX12-8** communicates and justifies abstract ideas and relationships using appropriate language, notation and logical argument

## Mathematics Extension 2 (60 hours)

### Year 12 Mathematics Extension 2 Course Requirements

Component	TASK 1	TASK 2	TASK 3	TASK 4	Weighting %
	Topics Test Complex Numbers	Assignment Nature of Proof	Topics Test Vectors Integration	Trial HSC Exam All topics	
	Term 4, Week 7	Term 2, Weeks 1	Term 2, Week 7	Term 3, Weeks 4/5	
	MEX12-1, MEX12-4, MEX12-7, MEX12-8	MEX12-1 MEX12-2 MEX12-8	MEX12-1, MEX12-2 MEX12-3, MEX12-5	MEX12-1, MEX12-2 MEX12-3, MEX12-4 MEX12-5, MEX12-6 MEX12-7, MEX12-8	
Understanding, fluency and communication	10	12	13	15	50
Problem Solving, Reasoning and Justification	10	13	12	15	50
<b>Total %</b>	<b>20</b>	<b>25</b>	<b>25</b>	<b>30</b>	<b>100</b>

## Modern History (120 hours)

### Year 12 Modern History Course Outcomes

*A student:*

*Knowledge and Understanding*

- **MH12-1** accounts for the nature of continuity and change in the modern world
- **MH12-2** proposes arguments about the varying causes and effects of events and developments
- **MH12-3** evaluates the role of historical features, individuals, groups and ideas in shaping the past
- **MH12-4** analyses the different perspectives of individuals and groups in their historical context
- **MH12-5** assesses the significance of historical features, people, ideas, movements, events and developments of the modern world

*Skills*

- **MH12-6** analyses and interprets different types of sources for evidence to support an historical account or argument
- **MH12-7** discusses and evaluates differing interpretations and representations of the past
- **MH12-8** plans and conducts historical investigations and presents reasoned conclusions, using relevant evidence from a range of sources
- **MH12-9** communicates historical understanding, using historical knowledge, concepts and terms, in appropriate and well-structured forms

## Modern History (120 hours)

### Year 12 Modern History Assessment Schedule

Component	TASK 1	TASK 2	TASK 3	TASK 4	Weighting %
	Core: Skills and Sourced Based Analysis	Peace and Conflict: Research Response Task	National Study: Historical Analysis	Trial HSC Exam	
	Term 4, Week 8	Term 1, Week 7	Term 2, Week 9	Term 3, Week 4/5	
	MH12-3, MH12-4, MH12-6	MH12-1, MH12-2, MH12-8, MH12-9	MH12-4, MH12-5, MH12-9	MH12-1, MH12-2, MH12-3, MH12-5, MH12-6.MH12-9	
Knowledge and understanding of course content	10	10	10	10	40
Historical skills in the analysis and evaluation of sources and interpretations	10		5	5	20
Historical inquiry and research		10	10		20
Communication of historical understanding in appropriate forms	5	5		10	20
<b>Total %</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>100</b>

## Physics (120 hours)

### Year 12 Physics Course Outcomes

*A student:*

*Skills*

- **PH11/12-1** Questioning and predicting - develops and evaluates questions and hypotheses for scientific investigation
- **PH11/12-2** Planning investigations - designs and evaluates investigations in order to obtain primary and secondary data and information
- **PH11/12-3** Conducting investigations - conducts investigations to collect valid and reliable primary and secondary data and information
- **PH11/12-4** Processing data and information - selects and processes appropriate qualitative and quantitative data and information using a range of appropriate media
- **PH11/12-5** Analysing data and information - analyses and evaluates primary and secondary data and information
- **PH11/12-6** Problem solving - solves scientific problems using primary and secondary data, critical thinking skills and scientific processes
- **PH11/12-7** Communicating - communicates scientific understanding using suitable language and terminology for a specific audience or purpose

*Knowledge and Understanding*

- **PH12-12** describes and analyses qualitatively and quantitatively circular motion and motion in a gravitational field, in particular, the projectile motion of particles
- **PH12-13** explains and analyses the electric and magnetic interactions due to charged particles and currents and evaluates their effect both qualitatively and quantitatively
- **PH12-14** describes and analyses evidence for the properties of light and evaluates the implications of this evidence for modern theories of physics in the contemporary world
- **PH12-15** explains and analyses the evidence supporting the relationship between astronomical events and the nucleosynthesis of atoms and relates these to the development of the current model of the atom

## Physics (120 hours)

### Year 12 Physics Course Requirements

Component	TASK 1	TASK 2	TASK 3	TASK 4	Weighting %
	Skills Task <i>Advanced Mechanics</i>	Depth Study <i>Electromagnetism</i>	Research <i>Nature of Light</i>	Trial HSC Exam	
	Term 1, Week 3	Term 1, Week 10	Term 2, Week 8	Term 3, Week 4 /5	
	PH12-1, PH12-2, PH12-3, PH12-4, PH12-5, PH12-12	PH12-1, PH12-2, PH12-3, PH12-4, PH12-7, PH12-13	PH12-6, PH12-7, PH12-14	PH12-1, PH12-2, PH12-3, PH12-4, PH12-5, PH12-6, PH12-7, PH12-12, PH12-13, PH12-14, PH12-15	
Skills in working scientifically	20	10	10	20	60
Knowledge and understanding of course content	10	10	10	10	40
<b>Total %</b>	<b>30</b>	<b>20</b>	<b>20</b>	<b>30</b>	<b>100</b>

## Science Extension (60 hours)

### Year 12 Science Extension Course Outcomes

*A student:*

#### *Knowledge and Understanding and Skills*

- **SE-1** refines and applies the Working Scientifically processes in relation to scientific research
- **SE-2** analyses historic and cultural observations, ethical considerations and philosophical arguments involved in the development of scientific knowledge and scientific methods of inquiry
- **SE-3** interrogates relevant and valid peer-reviewed scientific research to develop a scientific research question, hypothesis, proposal and plan
- **SE-4** uses statistical applications, mathematical processes and/or modelling to gather, process, analyse and represent reliable and valid datasets
- **SE-5** analyses and applies the processes used in reliable and valid scientific research to solve complex scientific problems and inform further research
- **SE-6** analyses and reports on a contemporary issue or an application of science informed by either primary or secondary-sourced data, or both, in relation to relevant publicly available data sets
- **SE-7** communicates analysis of an argument or conclusion incorporating appropriate scientific language and referencing techniques in a scientific report

## Science Extension (60 hours)

### Year 12 Science Extension Course Requirements

Component	Task 1	Task 2	Task 3	Weighting %
	Research proposal Literature	Statistical Case Study	Scientific Research Report	
	Term 4, Week 11	Term 2, Week 5	Term 3, Week 5	
	SE-2, SE-3, SE-5, SE-7	SE-4, SE-5, SE-6	SE-1, SE-2, SE-3, SE-4, SE-5, SE-6, SE-7	
Communicating scientifically	15	5	10	30
Gathering, recording, analysing and evaluating data	5	15	10	30
Application of scientific research skills	10	10	20	40
<b>Total %</b>	<b>30</b>	<b>30</b>	<b>40</b>	<b>100</b>

## Software Design and Development (120 hours)

### Year 12 Software Design and Development Outcomes

*A student:*

- **H1.1** explains the interrelationship between hardware and software
- **H1.2** differentiates between various methods used to construct software solutions
- **H1.3** describes how the major components of a computer system store and manipulate data
- **H2.1** explains the implications of the development of different languages
- **H2.2** explains the interrelationship between emerging technologies and software development
- **H3.1** identifies and evaluates legal, social and ethical issues in a number of contexts
- **H3.2** constructs software solutions that address legal, social and ethical issues
- **H4.1** identifies needs to which software solutions are appropriate
- **H4.2** applies appropriate development methods to solve software problems
- **H4.3** applies a modular approach to implement well-structured software solutions and evaluates their effectiveness
- **H5.1** applies project management techniques to maximise the productivity of the software development
- **H5.2** creates and justifies the need for the various types of documentation required for a software solution
- **H5.3** selects and applies appropriate software to facilitate the design and development of software solutions
- **H6.1** assesses the skills required in the software development cycle
- **H6.2** communicates the processes involved in a software solution to an inexperienced user
- **H6.3** uses and describes a collaborative approach during the software development cycle
- **H6.4** develops and evaluates effective user interfaces, in consultation with appropriate people

## Software Design and Development (120 hours)

### Year 12 Software Design and Development Course Requirements

Component	TASK 1	TASK 2	TASK 3	TASK 4	Weighting %
	Skills Task	Theory Assignment	Major Project	Trial HSC Exam	
	Term 4, Week 10	Term 1, Week 9	Term 2, Week 5	Term 3, Weeks 4/5	
	H4.2 H5.2 H6.1 H6.3 H6.4	H1.1 H1.2 H2.1 H3.1 H6.1	H3.2 H4.1 H4.2 H4.3 H5.1 H5.2 H5.3 H6.1 H6.4	H1.1 H1.2 H1.3 H2.1 H2.2 H3.1 H6.1 H6.2	
Knowledge and understanding of course content	5	15	10	20	50
Knowledge and skills in the design and development of software solutions	15	5	20	10	50
<b>Total %</b>	<b>20</b>	<b>20</b>	<b>30</b>	<b>30</b>	<b>100</b>

# PART 4: Forms

**This section provides samples of forms used in relation to assessment**

## Assessment Task notification proforma



# Select a faculty

## ASSESSMENT TASK NOTIFICATION

<b>SUBJECT</b>	Choose an item.
<b>YEAR</b>	Choose an item.
<b>WEIGHTING OF TASK</b>	%
<b>DATE TASK ISSUED</b>	Click here to enter a date.
<b>DRAFT DUE</b>	Click here to enter a date.
<b>DATE TASK DUE</b>	Click here to enter a date. by 3:30pm
<b>METHOD OF SUBMISSION</b>	Eg: <a href="#">email/moodle.etc.</a>
<b>File Name for Upload</b>	TeacherSurname_StudentSurnameInitial_AssignmentNumber.Fileextension eg: <a href="#">Quince_ReadM_1.pdf</a>

### Task Description



### Outcomes assessed

Eg: P1	Identifies ....

### Marking Criteria

Performance Descriptor	Mark Range

## Official N-warning letter sample



**Aurora College**  
 100 Eton Road  
 Lindfield NSW 2070  
 Ph: 1300 287 629  
 Email: [auroracoll-h.school@det.nsw.edu.au](mailto:auroracoll-h.school@det.nsw.edu.au)  
 Website: <http://www.aurora.nsw.edu.au/>

Mr & Mrs Smith  
 1 First Street  
 Sydney NSW 2000

Wednesday, 15th September 2021

### **OFFICIAL WARNING - Non-completion of a Higher School Certificate Course REF # - 000000**

Dear Charles & Isabelle Scott,

I am writing to advise you that your son, Bon Scott, is in danger of not meeting the requirements for satisfactory completion of the Higher School Certificate course in Music.

The NSW Education Standards Authority (NESA) requires schools to issue students who are in danger of not meeting course requirements with official warnings in order to give them the opportunity to correct the problem. A minimum of two course-specific warnings must be issued prior to a final non-completion of course determination being made.

This is the 6th official warning we have issued notifying you that Bon is at risk of not completing the above course.

#### **Criteria for satisfactory completion of a course**

For a student to satisfactorily complete a course, NESA requires the principal to have sufficient evidence that the student has:

- (a) followed the course developed or endorsed by NESA; and
- (b) applied him/herself with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
- (c) achieved some or all of the course outcomes.

Where it is determined that a student has not met the course completion requirements, they place themselves at risk of receiving a determination of non-completion of course requirements. This will mean that the course will not be listed on the student's Record of Achievement and may affect the student's eligibility for the Higher School Certificate. In Year 12, students must make a genuine attempt at assessment tasks that contribute in excess of 50% of the available marks. Completion of tasks worthy of exactly 50% is not sufficient; tasks worth in excess of 50% must be completed.

Bon is not currently meeting one or more of these requirements. In particular, he is:

- (a) (b) (c)

**Opportunity to correct the problem**

The following tasks or requirements need to be completed by Bon to correct the problem.

Task Name/Course Requirement/Course Outcome	Date Task Initially Due	Action Required by Student	Date to be Completed by
Assessment 1 - Essay on Hamlet	16/08/2021	Complete this essay and hand in	23/08/2021

**Action by parent/guardian**

To support Bon in meeting the course requirements, we request that you discuss this matter with him, and encourage and support him to carry out the required actions. If you have any questions about this matter, please contact Aurora College on 1300 287 629.

Please complete the acknowledgement below and return it to the school. Please feel free to add additional comments if you wish.

Yours sincerely



Ms Karen Bellamy  
R/Head Teacher Mathematics &  
Software Design and Development



Christopher Robertson  
Principal

**Acknowledgement of Official Warning**

I have received the letter dated 15 September 2021 advising me that Bon Scott is in danger of not meeting the course completion requirements for Music, and am aware that this is the 6th official warning.

I am aware that any course not satisfactorily completed will not be listed on the student's Record of Achievement and may affect the student's eligibility for the Higher School Certificate.

Parent/Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_

Student's Signature \_\_\_\_\_

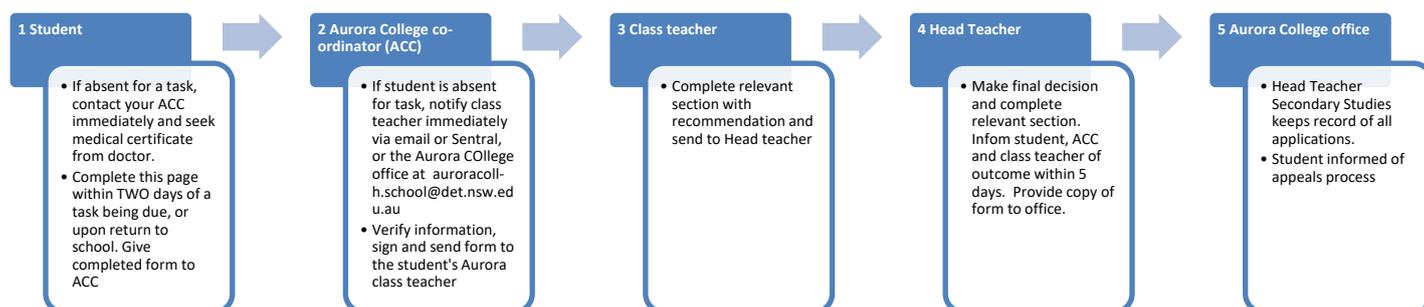
Date \_\_\_\_\_



## Illness/misadventure form

This form is to be completed by a student who has a genuine reason(s) NOT to be awarded a zero mark in an assessment task in relation to the following:

- a. failure to submit an assessment task on time
- b. absent for an assessment task or exam due to 'accident, illness or misadventure'



### STUDENT TO COMPLETE:

<b>Student Name</b>		<b>Type of Task</b>	
<b>Subject</b>		<b>Original Due date</b>	
<b>Teacher</b>		<b>Aurora College Coordinating Teacher</b>	
<b>Academic Year</b>		<b>Medical certificate attached</b>	Yes / No
<b>What is your request?</b>			
<b>Provide reasons for your request</b>			

Student Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

AC Coordinating Teacher signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

This section of the form will be completed after the first section is received from the student. The completed form will be emailed back to the student and Aurora College Coordinating Teacher within 5 school days of receipt of the signed form from the student.

**CLASS TEACHER TO COMPLETE:** (include recommendation for action and other details including: whether this is not the first instance; if the student contacted the school on the due date etc):

**HEAD TEACHER TO COMPLETE:**

**DECISION:**

- Extension without penalty until \_\_\_\_\_
- Set a substitute task or time for exam due \_\_\_\_\_
- Give an estimate of \_\_\_\_\_
- Appeal denied + reason \_\_\_\_\_
- Other (specify) \_\_\_\_\_

**COMMENT:**

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_/\_\_/\_\_

Head Teacher to:

- ✓ email student of outcome asap and 'cc' class teacher, ACC and Head Teacher Secondary Studies so all parties are informed.
- ✓ Attach this document to the email.
- ✓ Keep file on record.

Students are entitled to appeal the outcome of this application. All appeals should be directed to the Head Teacher Secondary Studies, Scott New (email [Scott.New@det.nsw.edu.au](mailto:Scott.New@det.nsw.edu.au)) within 5 school days of the decision.