

Menai High School Assessment Policy and Procedures

Welcome

Due to COVID restrictions the annual Year 11 Preliminary Assessment information night 2022 has been replaced with this Parent Information Power point presentation.



Acknowledgement of Country

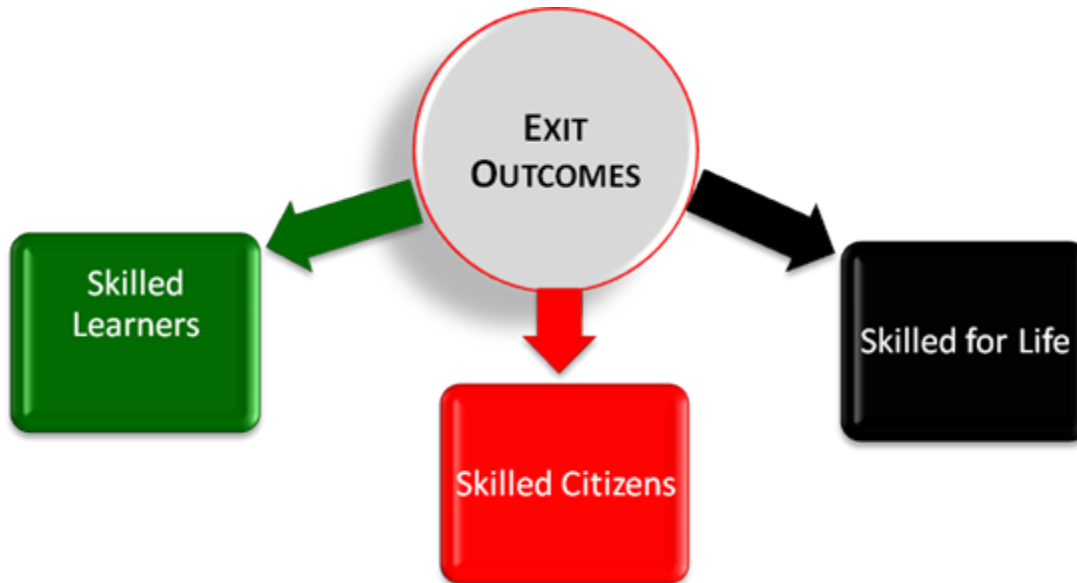
I would like to acknowledge the Cabrogal clan of the Darug nation who are the traditional custodians of this land. I would like to acknowledge the Dharawal and Gandangara nations who also accessed this land and pay my respect to all Elders – past, present and future. I would also like to extend that respect to both Aboriginal and non-Aboriginal people here today.

Welcome

What information will be discussed in this presentation?

1. Copies of the Assessment Policy and procedures.
2. Assessment Policy summary and main points
 1. Why and what is assessment
 2. Performance Descriptors
 3. Requirements to be eligible for the award of a ROSA ?
 4. Student Responsibilities/ School Responsibilities
 5. Disability Provisions / Illness or Misadventure
 6. Non submission of tasks
 7. Process if absent for an assessment
 8. Importance of completing all course work
 9. Malpractice
 10. N Determination (Non Completion of a course)
 11. Minimum Standards in Literacy and Numeracy for the HSC
 12. NESAs Students On Line
 13. Helpful websites

Menai High School Exit Outcomes



QUALIFICATIONS

- Year 12 – HSC
- Year 11 – ROSA transcript with grades from Preliminary courses and Year 10 Grades
NESA Literacy Numeracy test results
- Year 10 – ROSA transcript with Year 10 grades
NESA Literacy Numeracy test results

RECORD OF SCHOOL ACHIEVEMENT

This is to certify that
Sample Student
of
Sample High School
has met the requirements of the Record of School Achievement
and has received the results shown below.

STAGE 5 COURSES

Year	Course	Result
Board Developed Courses		
2018	English	B
	Mathematics	C3
	Science	C
	Geography	B
	History	C
	Work Education	B
	Dance	C
	Personal Development, Health and P.E.	A
Years 7 to 10 Mandatory Curriculum Requirements		
	English	Completed
	Mathematics	Completed
	Science	Completed
	Human Society and its Environment	Completed
	Citizenship	Completed
	Technology	Completed
	Music	Completed
	Visual Arts	Completed
	Personal Development, Health and P.E.	Completed



Menai High School

Assessment Policy and Procedures

Record Of School Achievement (ROSA) ASSESSMENT TIMELINE

- ROSA (YR11) Term 1 to end
Term 4
- HSC (Yr 11 and Yr 12) Term 4
to the end of Term 3

ASSESSMENT

WHY IS ASSESSMENT NECESSARY?

- The Assessment allows due weight to be given during the course to student achievement.
- Course assessment schedule is used to;
 - To allocate grades for Year 11 and
 - School Assessment Marks for Year 12
 - To complete school academic reports.

WHAT ARE ASSESSMENT TASKS?

- These are the tasks used to assess students
 - formal examinations,
 - class tests,
 - practical work,
 - performance,
 - assignments,
 - essays,
 - oral presentations – etc

WHAT ARE PERFORMANCE DESCRIPTORS?

- Performance descriptors are a series of statements which summarise the observable and measurable features of student achievement and assist in the awarding of grades to students based on levels of achievement.
- Teachers will use performance descriptors to allocate ROSA grades.

**WHAT ARE THE REQUIREMENTS TO
BE ELIGIBLE FOR THE AWARD OF A
ROSA and HSC?**

WHAT ARE THE REQUIREMENTS TO BE ELIGIBLE FOR THE AWARD OF A ROSA OR HIGHER SCHOOL CERTIFICATE?

1. Attend school for the required period of time (more than 85% of the available school days) and each course.
2. Study the pattern of courses required by NESA for the required time/hours.
3. Have a satisfactory record of application in their studies;
4. Complete the requirements for a sufficient number of courses, including practical, oral or project works;
5. Complete assessment requirements for a sufficient number of courses;

If the requirements for any of the core courses have not been met a student could be ineligible for the ROSA or HSC

Example: a student has been N Determined in one course in Preliminary HSC the student will not be eligible for their ROSA, as they have only completed 10 units. Each student must complete 12 units for a ROSA.

STUDENT RESPONSIBILITIES TO COMPLETE THE ROSA .

- Work diligently and consistently concerning all course work.
- Students must make a serious attempt at every course assessment task. If students do not this can result in a mark of zero being awarded for that task.
- Each student must complete the task by the time indicated on the task. If students do not this will result in a mark of zero being awarded for that task.

STUDENT RESPONSIBILITIES TO COMPLETE THE ROSA.

- All work presented for assessment must be the student's own work.
- If this is found out not to be the case, then a consequence will occur concerning their mark for that task for that task. An N determination warning letter will also be sent.
- In Year 12 it could result in the student being placed on the NESMA Malpractice Register.

SCHOOL RESPONSIBILITIES

1. At least two weeks' notice will be given for any task or any change of date for a task and it is the student's responsibility to report unduly onerous task loads immediately they occur.
2. An indication of when each of the assessment tasks will take place;
3. The mark value of each task in relation to the total number of marks for the course;
4. Each faculty will issue you with an Assessment policy for each of its courses you take.
5. The components and their weightings as specified;
6. The nature of each assessment task (e.g. assignment)
7. Use the Performance Descriptors statements to assist in the awarding of grades to students based on levels of achievement.

DISABILITY PROVISIONS / ILLNESS OR MISADVENTURE

- There are [disability provisions](#) for students with disabilities.
- These need to be applied for with the NSW Education Standards Authority (NESA) .
- Discuss with Head Teacher Support, your Year Advisor, Head Teacher Mrs Ferraro or your Deputy Principal Mrs Allen.

DISABILITY PROVISIONS / ILLNESS OR MISADVENTURE

- Illness or misadventure.

These matters can be discussed with the Head Teacher of the subject and/or your Deputy Principal . Application forms are to be collected from the front office.

The must be notified that an incident has occurred with 48 hours of the task.

Evidence must be attached with any Illness Misadventure application

ASSESSMENT TASKS NOT SUBMITTED

- **DO I HAVE TO DO THE ASSESSMENT TASKS?**

Yes.

Students who fail to complete 50% of the available marks will be regarded as not having satisfactorily completed the course of study. In cases of **NON-SATISFACTORY** completion, a "N" (non completion of the course will be submitted to the NESAs).

Technology issues will not be an acceptable excuse.

Students will need to ensure the work/task is saved in more than one place.

Student may need to enrol in Year 10 course again next year.

DO I ONLY HAVE TO COMPLETE ASSESSMENT TASKS?

No.

- You are expected to complete coursework for all subjects.
- Students who do not complete course work may be issued with an “N” determination (i.e. non-completion) in that subject.

WHAT HAPPENS IF I AM ABSENT THROUGH ILLNESS OR INJURY?

- Inform the Head Teacher of that subject **within 48 hours** of the due date of the task. On the first day of return to school the student is to;
 - Complete illness / misadventure form to complete and return to the Head Teacher/Deputy Principal with appropriate documentation as **evidence**.
 - Be prepared to do the exam or assessment task or hand in the task on the first day of return to school.

DURING EXAMINATIONS/ FORMAL EXAMS

- It is not an automatic that the exam will be rescheduled. This will be at the discretion of the Principal or Principals representative.
- The missed exams can only be re scheduled during the exam period and the first day of return back to normal lessons.
- Failure to comply with the requirements in the section above will result in a mark of zero for that task and the issuing of an `N' warning letter.

ATTENDANCE ON ASSESSMENT DAYS.

- On the day of Assessable Tasks, students **MUST** attend all timetabled lessons, otherwise they will be considered absent and require a medical certificate - no student should gain an unfair advantage over other students.

MALPRACTICE IN ASSESSMENT TASKS

- All work presented in Assessment Tasks must be your own work.
- *All Year 11 students must complete an 'All My Own Work' course to be eligible for the HSC.*
- This course was completed at the end of Year 10 2021 ready for the start of Year 11 2022.

NON COMPLETION OR N DETERMINATION

If a student has not followed the requirements for a ROSA teachers will;

1. Send a “N” Warning letter explaining the requirements that have not been met by the student.
2. The letter will indicate the action the student must follow to redeem the “N” Warning and the due date of the action/ completion of the task. The student will still be awarded zero for the task. But the teacher needs to see the abilities of the student

What is the minimum number of N waring letters in a subject are needed before the student can be N Determined.

1. Two N warning letters is the minimum number of letters needed to be sent to the parents.

What action/s does the student need to do to redeem?

1. Complete the task or resubmit the task by the new date indicated on the letter.

NOT ELIGIBLE FOR A ROSA OR HSC

- Students who are not eligible for the ROSA but leave school will receive a Transcript of Study. TOSA
- Year 12 students who are not eligible for a HSC will receive their ROSA with the Year 10 grades and Year 11 grades.

MINIMUM STANDARDS IN LITERACY AND NUMERACY

- Each student needs to meet the minimum standard.
- Student who have not met this standard yet will be able to redone this during semester 1 this year.

Leaving without your HSC

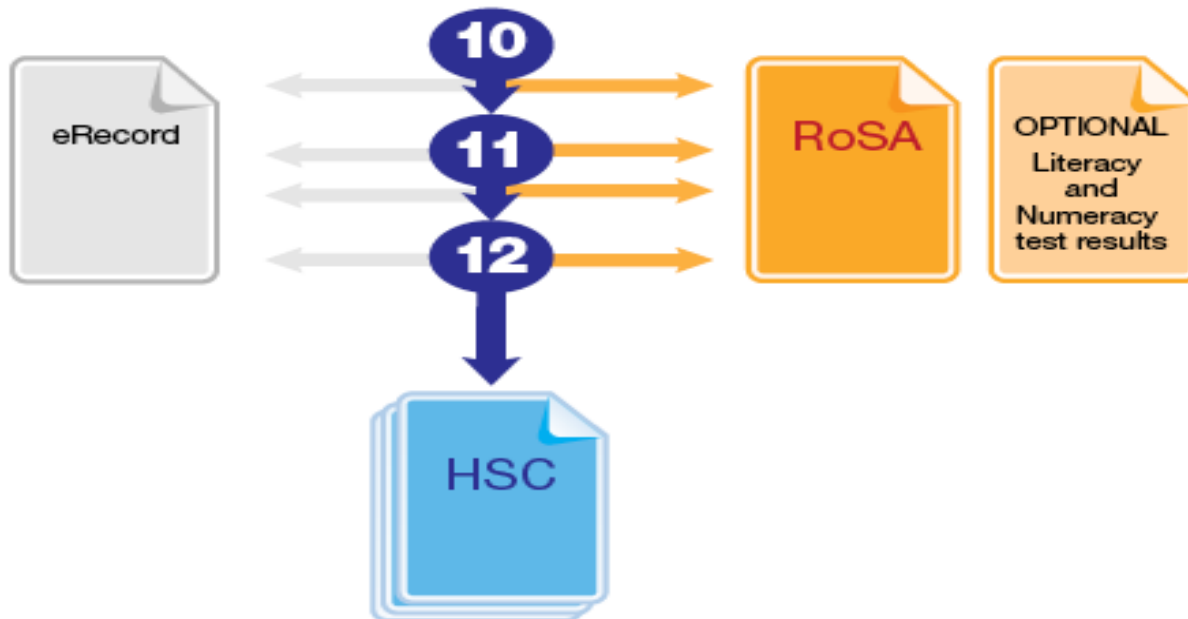
If you decide to leave school before completing your HSC, you have three other options to show your achievements and credentials:

1. eRecord: You can retrieve a record of your grades from Students Online at any time.

2. Record of School Achievement (RoSA): You may be eligible for a RoSA if you meet certain criteria. The RoSA shows your courses and grades for Years 10 and 11, and any HSC courses you have taken.

3. Literacy and numeracy test results: You can take optional online literacy and numeracy tests and show the results to potential employers.

Talk to your teachers about the RoSA and the literacy and numeracy tests if you are thinking about leaving before you complete the HSC.



- Students on line <https://studentonline.nesa.nsw.edu.au/>
- This is a very important site that students will need register themselves as
This is the method of communication by NESA to students.



NSW Students Online ^{10 to 12}



- Home
- About
- My Details
- Senior Study
- Assessment
- Exams
- Results
- Search

Key Dates

- Jan 2015: HSC credentials sent out
- 29 Apr 2015: Personalised HSC written exam timetable released
- 13 Jul 2015: Personalised HSC languages oral exam timetable released
- 3 Aug – 12 Sept 2015: HSC Practical and Performance exam period
- 12 Oct–6 Nov 2015: HSC written examinations period
- 16 Dec 2015: HSC results available and Inquiry Centre opens

[More Dates](#)

Tell me about

- How the HSC works
- Subject selection
- Getting my results
- Grades
- Exam study tips and tools
- HSC exam timetable
- The Record of School Achievement or 'RoSA'

Welcome to Students Online

Students Online is your source for information about your study from Year 10 to the HSC.

To access your enrolment details, results and more log in or **activate your account** now. Visit **help** if you are having issues accessing your account.

What you need to know

Students Online is your source of information about your senior study in Years 10, 11 and 12, including your HSC. It is full of useful advice, resources and links.

If you haven't done so already **activate your account** to get your Student Number and create your PIN.

Go to **My Details** to access your:

- personal HSC details
- Year 10 grades (in December) and HSC Preliminary (Year 11) grades (in November).

In your HSC year access your:

- personal HSC exam timetable (in April)
- Assessment Ranks (in November)
- HSC results (in December).

2015 HSC Key Dates, including the **Practical and Performance Exam Timetable**, are now available.

Read the latest **Year 12 Students Online Bulletin**.

Login

Login below or **activate your account now**

Student Number:

PIN:

[Trouble logging in?](#) [Forgot your PIN?](#) [Your security](#)

Latest News

3 weeks ago

Dance Stage 6 Course Prescriptions HSC 2015-2017 Core Appreciation clarification

Schools are advised that the title of the Core Appreciation prescribed work by Sue ...

In other news:

- US College and University Fair
- HSC Showcase Update

[More News](#)

Helpful Web Sites

NESA

- <https://educationstandards.nsw.edu.au/wps/portal/nesa/home>

NESA Students On Line

- **Students on line** <https://studentsonline.nesa.nsw.edu.au/>

Menai High School

- <http://www.menai-h.schools.nsw.edu.au>

University Admissions Centre

- www.uac.edu.au

IF SUPPORT IS NEEDED

- Year Advisors, Head Teacher Welfare, School Counsellor - Mrs Hackett
- Learning Support Team – Mrs Cooper
- Menai High Careers Website-Mr Gregory
- Year Advisor Ms Ready and Mr Cole
- Head Teachers of each Faculty

Project Youth



Parent Communication

The school will use the following methods to communicate to parents;

- Parent portal on Sentral
 - This could be a message or email.
- Letters sent home from teachers or Head Teachers
- School Newsletter
- School Website- Assessment policy booklet/ Welfare Discipline booklet placed on the website.
- General announcements via Facebook

THANK YOU

- Thank you Year 11 Parents for the support you provide your child.
- Your child has been given a copy of the 2022 Preliminary HSC Assessment policy and assessment schedules
- Your child has also completed an Assessment lesson and quiz, which they need to score 90% or more.
- If you have any questions please contact Mrs Allen.