

WEST WYALONG HIGH SCHOOL



HSC ASSESSMENT MANUAL

2019-2020

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HIGHER SCHOOL CERTIFICATE STUDIES

THE CERTIFICATE

NESA is the NSW Education Standards Authority that awards students completing Year 12 the Higher School Certificate. To be eligible, students must comply with the entry requirements, course restrictions and the rules and regulations set down by NESA. These rules and regulations also cover year 11, which must be successfully completed.

SOME SCHOOL AND NESA REQUIREMENTS

It is expected that:

- a) *the student's attendance, conduct and progress will be satisfactory*
- b) *the student will study appropriate courses as approved by NESA,*
- c) *the student will apply themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school*
- d) *the student will complete the requirements of each course including any necessary oral, aural, practical or field work,*
- e) *the student will have performed all tasks required as part of the assessments program, and*
- f) *the student will sit for any examination set as part of the course and will sit for the Higher School Certificate examination in Year 12.*

ASSESSMENTS

The School is required to provide to NESA an assessment of student achievements for each course presented both in year 11 and HSC year. It is emphasised that the HSC assessment is a measure of actual achievement during the year of preparation for the Higher School Certificate examination, not a prediction or estimate of performance.

THE PURPOSE OF ASSESSMENT

Assessments are intended to provide an indication of a student's attainment which is based on:

- *a wider coverage of the syllabus than can be measured by the external examination, and*
- *measures and observations obtained through the course rather than at a single examination.*

THE SCHOOLS' RESPONSIBILITIES

In accordance with NESA's requirements, this school has developed an Assessment Programme for each course in both year 11 and HSC year. We have -

- *Identified the student tasks which best measure the components*
- *Specified weightings to be applied to each of the tasks to maintain the relative importance of each component*
- *Scheduled the various tasks throughout the course*
- *Prepared information for students, setting out the requirements of each course, and*
- *Undertaken to keep records of the student's performance on each task and provide information to the students on their progress.*

REPORTING RESULTS

During the course, the school will provide information to students which will show their achievements relative to each other. **This will occur in the form of school reports.**

In the HSC year, the final assessment mark will be moderated by NESA to ensure that students are not advantaged or disadvantaged by the pattern of marks used by the school. The school's judgement of the order of merit of its students and the relative differences between them will be retained by this process.

RESPONSIBILITY FOR SCHOOL ASSESSMENT

The school executive is responsible for collating subject assessment programs, drawing up assessment task timetables, considering illness and misadventure appeals and dealing with any problems related to assessment tasks.

THE PRINCIPAL IS THE FINAL ARBITER IN ALL ASSESSMENT MATTERS.

SENIOR ASSESSMENT POLICY

1. Rationale

This policy aims to provide a **fair system for all students**.

It is designed to:

- assist students who would otherwise be disadvantaged by illness or misadventure.
- ensure that students cannot gain special consideration where this is not warranted.
- ensure that all appeals are dealt with fairly and consistently.
- promote and protect the best interest of all students.

It should be noted that, while students with genuine health problems will be given due consideration, the decision of the School Executive is final. The upholding of an Appeal must not be assumed.

2. Student Responsibilities

A comprehensive assessment program with details of compulsory tasks and examinations is provided for each student at the beginning of both year 11 and the HSC course. Some tasks will be performed at school. Others will be submitted as hand-in tasks **NB: The HSC Assessment program provides students with 50% of their final HSC mark.**

Students are required to:

- sit for tasks **at the time** specified on the assessment program.
- hand in tasks to the front office **by 8.55am** on the designated date.
- follow the correct procedures if a due date is missed or an extension or special consideration is requested.
- follow the course.
- apply yourself with diligence and sustained effort to the set tasks and experiences that the school provided in the course.
- achieve some or all of the course outcomes.

For further information please visit:

<https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/rules-and-processes/rules-procedures-guide-students>

3. Teacher Responsibilities

- Notify students 2 weeks in advance of assessment tasks due date.
- Assessment task to be handed back 2 weeks after the date of submission.

4. General Rules when applying for misadventure

- An Appeal form must be collected from the Head Teacher on the day of return from absence when a task or due date has been missed.
- (If the Head Teacher is absent, see the Deputy Principal).
- The Appeal form must be fully completed and be accompanied by a medical certificate (in cases of illness) or other supporting documentation (in cases of misadventure).
- An Appeal form must be lodged with the appropriate Head Teacher **within 2 days** of return to school after a task or the due date for a hand-in task has been missed, or where special consideration is sought.
- Any appeal lodged after this time will **NOT** be accepted.
- **No** appeal application will normally be accepted after a task has been marked and returned.

5. Absence due to illness on the day of a task

If you are absent on the day of a task due to illness, you are required to:

- **Telephone the school** to let the Deputy or Head Teacher know of your absence
- **Obtain a medical certificate** for the time you are away (Section 5)
- on the day of your return to school collect an **Illness and Misadventure Form** from the office
- complete the form and take it immediately to the Head Teacher for his/her comments.
- submit the completed form with the medical certificate **within 2 days** to the Appropriate Head Teacher.

Important: Appeals lodged **after 2 days** of return to school will normally not be considered and **0** marks will be awarded for the task.

If there is any reason preventing you from completing the form within this time, you must see the appropriate Head Teacher as soon as possible, but within the 2 days.

Under normal circumstances, you will be expected to sit the missed task (or a substitute task) as soon as possible after your return to school. In the case of serious illness or extended absence, especially where several tasks have been missed, the new dates may be negotiated.

6. Medical Certificates

A medical certificate must be submitted for any claim of illness as cause for absence from a task. Medical certificates should cover the **entire period** of the student's absence, not just the day of a task.

7. Illness at school on the day of a task

If you become ill while at school before the commencement of a task, you should:

- inform the appropriate Head Teacher.
- collect an Appeal Form from the office
- obtain permission to go home if you are too sick to do the task. ***You must also obtain a medical certificate from your doctor to present with your Appeal form.***
- on the day of your return, take the form immediately to the Head Teacher for his/her comments
- submit the completed form with the medical certificate **within 2 days** of your return to the Appropriate Head Teacher.

Note: If you decide to do the task, no allowance can usually be made and you must accept the mark you receive.

Appeals lodged **after 2 days** of return to school will not be considered and **0** marks will be awarded for the task.

If there is any reason preventing you from completing the form within this time, you must see the appropriate Head Teacher as soon as possible, but within the 2 days.

8. Illness during a task

- In the unlikely event that you are taken ill during a task, you must notify the supervising teacher **immediately**.
- Students who are sick during a task may apply for consideration using an Appeal form.
- An appeal of this nature will only be upheld in the most exceptional circumstances.

9. Absence from a task with prior Approved Leave

If you know you will miss a task or the deadline for a hand-in task because you will be absent from school on approved leave, you are required to:

- have your absence approved by the Principal or Deputy Principal **in advance**
- consult with the Head Teacher of the subject involved **in advance**
- negotiate a new date for the task. This will usually be **before** the date scheduled for the task.
- submit an Assessment Appeal to the Head teacher in advance of the absence. You should supply all the necessary details, including a letter from your parent or guardian and a medical certificate where appropriate.

Note: Approved leave is not automatic and will only be granted for substantial reasons.

10. Absence on the day of a Task for reasons other than illness

If you are absent from a task because of misadventure or a personal matter you must follow the same procedure as for absence due to illness:

- telephone the school to let the Deputy or Head Teacher know of your absence
- on the day of your return to school collect an Illness and Misadventure Form
- attach a letter of explanation from your parent or guardian. However, if the matter is confidential, you should refer this to the Deputy Principal or Principal, who can verify your appeal. In this instance, no other details are necessary on the form itself.
- submit the completed form with any supporting documentation within 2 days to the Head Teacher.

Important: Appeals lodged **after 2 days** of return to school will not be considered and **0** marks will be awarded for the task.

If there is any reason preventing you from completing the form within this time, you must see the Appropriate Head Teacher, as soon as possible but within the 2 days.

11. Submission of Hand-in Tasks

All assessment tasks done outside of class time are to be handed in, **with completed cover sheet**, refer to Page 15, to the clerical assistants at the school office before **8.55am** on the day it is due. Each task will be receipted by the clerical assistants by being recorded with a submission time and date. A copy of the required cover sheet can be found on page 15 at the end of this booklet. (Copies of this sheet are **not** kept at the Front Office.)

Note: Students who know in advance that they will be absent on the day a hand-in task is due, **MUST** submit their work before the due date. Therefore, holidays, dental appointments, tests for driver's licences etc. are not valid reasons for the late submission of a task.

12. Application for illness or misadventure – What happens when the form is submitted?

When you lodge your Appeal, you are **requesting** consideration of your special circumstances.

Your application will be considered by the faculty head teacher and deputy principal. If necessary, it will be referred to the school executive. It is **NOT** automatic that your appeal will be accepted. You should contact the appropriate Head Teacher if you have any queries regarding your appeal.

13. Alternative tasks or procedures

Students should be aware that when they miss a task they **cannot be guaranteed** the mark they might have obtained by doing the task on the specified date.

If an appeal is upheld for a missed task, the **Head Teacher** may:

- authorise the task to be given as soon after the student's return to school as is reasonable and practicable
- authorise an alternative task to be given as soon after the student's return to school as is reasonable and practicable
- grant an extension of time (in the case of a hand-in task)
- determine an alternative procedure, in consultation with the school executive. Often an estimated mark will be calculated statistically at the end of the assessment period.

14. When an alternative task cannot be given

If an alternative task cannot be given after the appeal for a missed assessment task has been upheld, a mark will be allocated. This is usually calculated mathematically at the end of the course.

15. Missing a re-negotiated date for a missed task or extension of time

A renegotiated date is a firm undertaking to complete the missed task or submit the hand in task at that time. Students who do not comply with this must submit another Appeal form, which will be considered on its merits as a new appeal.

16. Problems with computers

- It is every student's responsibility to ensure that work prepared on a computer is regularly backed up and saved either onto a hard copy or a USB, so work is not lost.
- If your computer or printer malfunctions and you cannot print the final version of your work, you are required to submit the USB or working drafts printed during the preparation of the task. This should be submitted to the front office before 8.55am on the day the task is due.
- Students are advised to keep:
 - at least one backup copy of work required for an HSC task.
 - copies of all printed drafts made during the progress of the assignment.
- The printing of assignments should not be left to the last minute. **"Computer problems" will NOT be accepted as grounds for an appeal for an extension of time.**

17. Assessment Tasks and Excursions

It is the student's responsibility to inform the Head Teacher, in advance, of a clash between tasks and school endorsed activities such as excursions and representation. Students will need to

- consult with the Head Teacher of the subject involved **in advance**
- negotiate a new date for the task. This will usually be **before** the date scheduled for the task.
- submit an Assessment Appeal to the Head Teacher in advance of the absence. You should supply all the necessary details, including a letter from your parent or guardian and a medical certificate where appropriate.

NOTE: Students will not be disadvantaged by representing the school and the head teacher will endeavour to reschedule the task for the entire class or individual student, as required.

18. Tasks or due dates missed without an acceptable reason

If a student misses a task or does not submit work by the due date and an appeal is not upheld (or the school is not notified or an appeal is not submitted) a mark of zero will be recorded for the task.

Note: Students who know in advance that they will be absent on the day a hand-in task is due, **MUST** submit their work before the due date. Therefore, holidays, dental appointments, tests for drivers' licences, sporting trips etc are not valid reasons for the late submission of a task.

19. Award of Zero for more than 50% of the Assessment Mark in a Subject

If a student is awarded 0 marks for more than the equivalent of 50% of the total assessment mark for a subject, because these tasks have been missed, the Principal cannot certify that the course has been satisfactorily studied.

Should this be a year 11 course it will mean the student cannot follow on with the study of this course and also may mean there have not been sufficient units studied to qualify for a HSC. In the case of a HSC course, the course will not be included in HSC results. This may mean that the student will not be eligible for the award of a Higher School Certificate, as a minimum of 10 units must be satisfactorily presented.

20. The Trial Examinations

The Trial Examinations are part of the HSC Assessment Task Program and the same rules and regulations apply as for the other HSC Assessment tasks. An appeal form must be submitted to the appropriate Head Teacher by any student missing a task or requiring special consideration.

21. Late arrival at a Task

Students must arrive punctually for tasks. Additional time will not be given or alternative arrangements made if a student is late, unless there are substantive reasons. Students should report to the appropriate Head Teacher on arrival, who may be able to arrange for the student to be isolated to complete the task if circumstances warrant this. An appeal form must be lodged before any consideration can be given.

22. Applying for an Extension

If it is necessary to apply for an extension of time for the completion of the task you must:

- Discuss the matter with the faculty Head Teacher.
- Submit an appeal form to the Head Teacher, with any appropriate supporting documentation, for their decision to be recorded.
- Submit the form to the appropriate Head Teacher.

23. Long Term Problems

Students are advised of the following provisions for situations involving a long-term problem.

NESA Disability Provisions

NESA may grant special provision to students who have medical conditions that require, for example, rest breaks, food, special furniture. Where provisions are likely to be

granted by NESAs, they will also be available to students during the Trial HSC. (The school cannot however guarantee NESAs' favourable response to a special provisions application.) Students who have special needs should discuss them with the school counsellor as earlier as possible so that appropriate documentation can be completed.

Universities' Access Scheme

Universities sometimes grant students who have long term medical or other problems that cause significant disadvantage' special consideration through a program called the ACCESS scheme. Students who believe they have such circumstances should discuss them with the school counsellor as earlier as possible so that appropriate documentation can be completed.

24. Minimum level of application

NESA requires students to apply themselves with diligence and sustained effort to the set tasks and experiences provided in the course. This applies to all tasks, homework, assignments and not only to the tasks above. Students who fail to complete these put their satisfactory completion of the course in jeopardy. This can then prevent them continuing with the course for the HSC.

Malpractice Policy

Malpractice in the Assessment Program refers to any attempt by a student to improve their assessment by any means which does not give a true reflection of their own work or their own learning.

Examples of malpractice would include:

- Students having relevant information in their possession or visible or accessible during a test
- Using a programmable calculator during a task
- Deliberately disturbing other students during a task
- Communicating with other students during a task
- Writing before or after instructed to during a task
- **Submitting work prepared by another person for an assignment.**
- **Using sources of information or quotations which are not acknowledged.**
- **Submitting downloaded text from the internet without appropriate acknowledgement and quotations.**
- Making misleading statements about the word length of an assignment
- Consulting notes or communicating in any way with anyone during a test
- Submitting assignments prepared by or assisted by an outside tutor.
- Arriving late to school on the day of a task to gain extra preparation time over fellow students.

Consequences

Cases of alleged malpractice will be considered by a committee convened by the Principal. The Principal's decision in these matters will be final. The likely outcome of a case of malpractice would be that the student would be awarded zero for all or part of the task. It is possible that this could make the student ineligible for an award in that subject at the Higher School Certificate.



West Wyalong High School Assessment Task Cover Sheet

Subject: _____

Student's Name: _____

Teacher's Name _____

Date Due: _____ Date Submitted: _____ Time: _____

Receiver's Signature: _____

TASK NAME: _____

Date set: _____

This assessment task is to be presented to the school's Front Office by 8.55am on the due date. (Late submission will result in a score of zero unless this has been negotiated with the Head Teacher).

Feedback:

Mark: _____

Ranking: _____

Teacher's Signature: _____

2019 – 2020 HSC ASSESSMENT TASK CALENDAR

TERM	DATE	WEEK	SUBJECT
Term 4	15 Oct – 19 Oct	1	
2019	22 Oct – 26 Oct	2	
	29 Oct – 2 Nov	3	Year 12 VET Workplacement
	5 Nov – 9 Nov	4	Year 12 VET Workplacement
	12 Nov – 16 Nov	5	
	19 Nov – 23 Nov	6	
	26 Nov – 30 Nov	7	
	3 Dec – 7 Dec	8	PD/H/PE, Business Studies, Design & Technology
	10 Dec – 14 Dec	9	Modern History, English Studies, Chemistry
	17 Dec – 21 Dec	10	Mathematics, English-Standard Staff Development Days
Term 1	29 Jan – 1 Feb	1	
2020	4 Feb – 8 Feb	2	English-Advanced, Visual Arts/Visual Design
	11 Feb – 15 Feb	3	Community & Family Studies, Mathematics-Standard, Mathematics Extension 1
	18 Feb – 22 Feb	4	Work Studies
	25 Feb – 1 Mar	5	English Studies
	4 Mar – 8 March	6	Sport, Lifestyle & Recreation, Design & Technology
	11 Mar – 15 Mar	7	
	18 Mar – 22 Mar	8	Chemistry, English-Standard
	25 Mar – 29 Mar	9	PD/H/PE
	1 Apr - 5 Apr	10	Modern History, Mathematics, Business Studies
	8 Apr – 12 Apr	11	Biology
Term 2	29 Apr – 3 May	1	
2020	6 May – 10 May	2	Work Studies, English-Advanced, Community & Family Studies, Visual Arts/Visual Design
	13 May – 17 May	3	Mathematics-Standard
	20 May – 24 May	4	Sport, Lifestyle & Recreation, Design & Technology
	27 May – 31 May	5	PD/H/PE
	3 Jun – 7 Jun	6	Biology, Mathematics Extension 1
	10 Jun – 14 Jun	7	Mathematics-Standard
	17 Jun – 21 Jun	8	English Studies
	24 Jun – 28 Jun	9	Mathematics, Business Studies, Modern History, English-Standard, English-Advanced
	1 Jul – 5 Jul	10	Chemistry
Term 3	22 Jul – 26 Jul	1	
2020	29 Jul – 2 Aug	2	Work Studies Task 3, Community & Family Studies
	5 Aug - 9 Aug	3	Work Studies Task 4, Visual Arts
	12 Aug - 16 Aug	4	English Studies
	19 Aug – 23 Aug	5	HSC Trial Exams - All Subjects
	26 Aug – 30 Aug	6	HSC Trial Exams - All Subjects
	2 Sep – 6 Sep	7	
	9 Sep – 13 Sep	8	
	16 Sep – 20 Sep	9	
	23 Sep – 27 Sep	10	

Please check these assessment task dates with your teachers

ASSESSMENT SHEETS

2019-2020

(Updated November 2019)

English - Advanced

HSC Assessment Schedule

English – Advanced		Task 1	Task 2	Task 3	Task 4
Due Date		Term 1 Week 2 2020	Term 2 Week 2 2020	Term 2 Week 10 2020	Term 3 Weeks 5/6 2020
Task description		Multimodal response using prescribed text and related text Topic : Texts and Human Experience	Comparative essay – in class response Topic : Textual Conversations	Imaginative Creative Writing Topic : Craft of Writing	Trial Exam
Outcomes assessed		EA12-1, EA12-2, EA12-3, EA12-5, EA12-6, EA12-7	EA12-1, EA12-3, EA12-5, EA12-6, EA12-8	EA12-1, EA12-2, EA12-3, EA12-5, EA12-6, EA12-9	EA12-3, EA12-4, EA12-5, EA12-6, EA12-8,
Components		Weighting %			
Knowledge and understanding of course content	50	10	15	10	15
Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes	50	10	10	15	15
Total %	100	20	25	25	30

NESA REQUIREMENTS:

The Year 12 formal school-based assessment program is to reflect the following requirements:

- a maximum of four assessment tasks
- the minimum weighting for an individual formal task is 10%
- the maximum weighting for an individual formal task is 40%
- one task may be a formal written examination with a maximum weighting of 30%
- one task must focus on *Module C – The Craft of Writing* with a minimum weighting of 25%
- one task must be a multimodal presentation enabling students to demonstrate their knowledge, understanding and skills across a range of modes
- assessment of the Common Module must integrate student selected related material.

English – Standard

HSC Assessment Schedule

English – Standard		Task 1	Task 2	Task 3	Task 4
Due Date		Term 4 Week 10 2019	Term 1 Week 8 2020	Term 2 Week 9 2020	Term 3 Weeks 5/6 2020
Task description		Analytical Response using prescribed text and related material Common Module: Texts & Human Experiences	Multimodal Presentation Module B: Close Study of Literature	Portfolio of Work Module C: Craft of Writing	Trial HSC Exam
Outcomes assessed		EN12-1, EN12-3, EN12-5, EN12-6, EN12-7	EN12-1, EN12-2, EN12-3, EN12-5, EN12-7	EN12-1, EN12-3, EN12-4, EN12-5, EN12-9	EN12-1, EN12-3, EN12-5, EN12-6, EN12-7, EN12-8
Components		Weighting %			
Knowledge and understanding of course content	50	10	15	10	15
Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes	50	10	10	15	15
Total %	100	20	25	25	30

NESA REQUIREMENTS:

The Year 12 formal school-based assessment program is to reflect the following requirements:

- a maximum of four assessment tasks
- the minimum weighting for an individual task is 10%
- the maximum weighting for an individual task is 40%
- one task may be a formal written examination with a maximum weighting of 30%
- one task must focus on *Module C – The Craft of Writing* with a minimum weighting of 25%
- one task must be a multimodal presentation enabling students to demonstrate their knowledge, understanding and skills across a range of modes
- assessment of the Common Module must integrate student selected related material.

English Studies

HSC Assessment Schedule

English Studies		Task 1	Task 2	Task 3	Task 4
Due Date		Term 4, Week 9	Term 1, Week 7	Term 2, Week 8	Term 3, Week 4 Check Dates: Week 10, Terms 4, 1 & 2
Task description		Critical Response incorporating related material Mandatory Module: Texts and Human Experiences	Advertising pitch (multimodal presentation) Elective Module: Digital Worlds	Reading and Writing in class tasks using set text and unseen material Elective Module: Playing the Game – English in Sport	Collection of classwork All modules
Outcomes assessed		ES12-1, ES12-4, ES12-7, ES12-8	ES12-1, ES12-2, ES12-3 ES12-4, ES12-6, ES12-7, ES12-10	ES12-1, ES12-2, ES12-4, ES12-5, ES12-7, ES12-8, ES12-9, ES12-10	ES12-2, ES12-3, ES12-4, ES12-5, ES12-7, ES12-10
Components		Weighting %			
Knowledge and understanding of course content	50	15	10	10	15
Skills in: <ul style="list-style-type: none"> comprehending texts communicating ideas using language accurately, appropriately and effectively 	50	10	10	15	15
Total %	100	25	20	25	30

- one task may be a formal written examination with a maximum weighting of 20%
- one task must be a collection of classwork demonstrating student learning across the modules studied with a minimum weighting of 30%
- assessment of the Common Module must integrate teacher or student selected related material.

Modern History

HSC Assessment Schedule

Modern History		Task 1	Task 2	Task 3	Task 4
Due Date		Term 4 Week 9 2019	Term 1 Week 10 2020	Term 2 Week 9 2020	Term 3 Weeks 5 & 6 2020
Task description		Core Study Extended Response Case Study	In Class Essay Peace and Conflict	Historical Analysis Oral Presentation	Trial Examinations
Outcomes assessed		MH12-2, MH12-6, MH12-7, MH12-8, MH12-9	MH12-2, MH12-3, MH12-5, MH12-9	MH12-1, MH12-2, MH12-5, MH12-8	MH12-3, MH12-4, MH12-6 MH12-7, MH12-9
Components		Weighting %			
Knowledge and understanding of content	40	5	10	5	20
Source based skills	20	5	5	5	5
Historical inquiry and research	20	5	5	10	-
Communication of historical understanding in appropriate forms	20	5	5	5	5
Total %	100	20	25	25	30

Mathematics - Standard HSC Assessment Schedule

Mathematics - Standard		Task 1	Task 2	Task 3	Task 4
Due Date		Term 1 Week 3 2020	Term 2 Week 3 2020	Term 2 Week 7 2020	Term 3 Weeks 5/6 2020
Task description		In-class supervised test Topics M6, M7	Assignment/ Investigation Topics S4, S5	In-class supervised test Topics N2, N3	Trial HSC Examination Topics A4, M6, M7, F4, F5, S4, S5, N2, N3, S2
Outcomes assessed		MS2-12-3, MS2-12-4, MS2-12-9, MS2-12-10	MS2-12-2, MS2-12-7, MS2-12-9, MS2-12-10	MS2-12-8, MS2-12-9, MS2-12-10	MS11-1 to MS11-10 MS2-12-1 to MS2-12-10
Components		Weighting %			
Understanding, fluency and communicating	50	10	15	10	15
Problem Solving, reasoning and justification	50	10	15	10	15
Total %	100	20	30	20	30

MINIMUM LEVEL OF APPLICATION

The Board of Studies requires students to apply themselves with diligence and sustained effort to the set tasks and experiences provided in the course. This applies to all tasks, homework, assignments and not only to the tasks above. Students who fail to complete these put their satisfactory completion of the course in jeopardy. This can then prevent them continuing with the course for the HSC.

Mathematics Advanced HSC Assessment Schedule

Mathematics		Task 1	Task 2	Task 3	Task 4
Due Date		Term 1 Week 7 2020	Term 2 Week 3 2020	Term 3 Week 2 2020	Term 3 Weeks 5/6 2020
Task description		In-class supervised test Topics F2, T3, C3.1, C2, C4	In-class supervised test Topics C3.2, S3	Assignment/ Investigation Topics M1.1	Trial HSC Examination Topics All
Outcomes assessed		MA12-1, MA12-2, MA12-3 MA12-5, MA12-6, MA12-10	MA12-3 MA12-6, MA12-8, MA12-10	MA12-2, MA12-9, MA12-10	All
Components		Weighting %			
Understanding, fluency and communicating	50	10	10	15	15
Problem solving, reasoning and justification	50	10	10	15	15
Total %	100	20	20	30	30

Mathematics Extension 1

HSC Assessment Schedule

Mathematics Extension 1		Task 1	Task 2	Task 3	Task 4
Due Date		Term 1 Week 7 2020	Term 3 Week 3 2020	Term 3 Week 5/6 2020	-
Task description		In-class supervised test Topics P1, V1, T3	Assignment/ Investigation Topics S1	Trial HSC Examination Topics All	-
Outcomes assessed		ME12-1, ME12-2 ME12-3, ME12-7	ME12-5, ME12-6, ME12-7	All	-
Components		Weighting %			
Understanding, fluency and communicating	50	15	15	20	-
Problem solving, reasoning and justification	50	15	15	20	-
Total %	100	30	30	40	-

Biology

HSC Assessment Schedule

Biology		Task 1	Task 2	Task 3	Task 4
Due Date		Term 1 Week 11 2020	Term 2 Week 6 2020	Term 3 Weeks 5/6 2020	-
Task description		Depth Study Modules 5 & 6	Practical Investigation Module 7	Trial HSC Examination Modules 5,6,7,8	-
Outcomes assessed		BIO11/12-1, BIO11/12-3, BIO11/12-4, BIO11/12-5, BIO11/12-6, BIO11/12-7, BIO12-12 or BIO12-13	BIO11/12-1, BIO11/12-2, BIO11/12-3, BIO11/12-4, BIO11/12-5, BIO11/12-6, BIO11/12-7, BIO12-14	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	-
Components		Weighting %			
Skills in working scientifically	55	20	25	10	-
Knowledge and understanding	45	15	10	20	-
Total %	100	35	35	30	-

Chemistry

HSC Assessment Schedule

Chemistry		Task 1	Task 2	Task 3	Task 4
Due Date		Term 4 Week 9 2019	Term 1 Week 8 2020	Term 2 Week 10 2020	Term 3 Weeks 5/6 2020
Task description		Research Task Module 5 & 6	Practical Task Module 6	Depth Study Report Modules 5,6,7	Trial HSC Examination Module 5,6,7,8
Outcomes assessed		CH11/12-1, CH11/12-4, CH11/12-5, CH11/12-6, CH11/12-7, CH12-15	CH11/12-2, CH11/12-3, CH11/12-5, CH12-13	CH11/12-2, CH11/12-3, CH11/12-4, CH11/12-7, CH12-12, CH12-14	CH11/12-1, CH11/12-2, CH11/12-3, CH11/12-4, CH11/12-5, CH11/12-6, CH11/12-7, CH12-13, CH12-15
Components		Weighting %			
Skills in Working Scientifically	60	10	15	20	15
Knowledge and Understanding	40	10	5	15	10
Total %	100	20	20	35	25

Business Studies

HSC Assessment Schedule

Business Studies		Task 1	Task 2	Task 3	Task 4
Due Date		Term 4 Week 8 2019	Term 1 Week 10 2020	Term 2 Week 9 2020	Term 3 Weeks 5/6 2020
Task description		Short Answer	Stimulus Task	Marketing Plan	HSC Trial Exam
Outcomes assessed		H1, H2, H3, H4, H5, H9	H2, H4, H5, H6, H8, H9 H10	H5, H7, H8, H9	H1, H2, H3 H4, H5, H6, H7, H8, H9 H10
Components		Weighting %			
Knowledge and understanding of course content	40	10	10	10	10
Stimulus-based skills	20	-	10	-	10
Inquiry and research	20	5	-	15	-
Communication of business information, ideas and issues in appropriate forms	20	5	5	-	10
Total %	100	20	25	25	30

Community & Family Studies

HSC Assessment Schedule

Community & Family Studies		Task 1	Task 2	Task 3	Task 4
Due Date		Term 1 Week 3 2020	Term 2 Week 2 2020	Term 3 Week 2 2020	Term 3 Weeks 5/6 2020
Task description		Independent Research Project (IRP)	Presentation	Case Study	Trial Examination
Outcomes assessed		H4.1 & H4.2	H1.1, H2.2, H2.3, H3.1, H3.3, H4.1, H4.2, H5.1, H6.2	H3.4, H4.1, H4.2	H1.1 to H6.2
Components		Weighting %			
Knowledge and Understanding of course content	40	5	10	10	15
Skills in critical thinking, research methodology, analysing and communicating	60	15	20	10	15
Total %	100	20	30	20	30

Visual Arts

HSC Assessment Schedule

Visual Arts		Task 1	Task 2	Task 3	Task 4
Due Date		Term 1 Week 2 2020	Term 2 Week 2 2020	Term 3 Week 3 2020	Term 3 Weeks 5/6 2020
Task description		Development of B.O.W & V.A.P.D	In Class Written Task	Final Presentation of B.O.W & V.A.P.D	Trial HSC Examination
Outcomes assessed		H1, H4	H7, H8, H9	H1, H2, H3, H4, H5, H6	H7, H8, H9, H10
Components		Weighting %			
Artmaking	50	15	-	35	-
Art Criticism and Art History	50	-	20	-	30
Total %	100	15	20	35	30

Visual Design

HSC Assessment Schedule

Visual Design		Task 1	Task 2	Task 3	Task 4
Due Date		Term 1 Week 2 2020	Term 3 Week 3 2020	Term 3 Weeks 5/6 2020	-
Task description		Portfolio and design project	Portfolio and design project	Final Examination	-
Outcomes assessed		DM1, DM2, DM4, DM6, CH1, CH3	DM1, DM3, DM4, DM6, CH2, CH3	DM1, DM4, DM5, DM6, CH2, CH4	-
Components		Weighting %			
Designing & Making	70	35	35	-	-
Critical & Historical Studies	30	10	10	10	-
Total %	100	45	45	10	-

PD/Health/PE

HSC Assessment Schedule

PD/Health/PE		Task 1	Task 2	Task 3	Task 4
Due Date		Term 4 Week 8	Term 1 Week 9	Term 2 Week 5	Term 3 Weeks 5/6 Trial HSC
Task description					
Outcomes assessed		H7, H8, H9, H10, H11, H16, H17	H1, H2, H3, H4, H5, H14, H15, H16	H8, H13, H16, H17	H1, H2, H3, H4, H5, H6, H7, H8, H9, H10, H11, H12, H13, H14, H15, H16
Components		Weighting %			
Knowledge and understanding of factors that affect health and the way the body moves.	40	10	5	10	15
Skills in influencing personal and community health and also taking action to improve participation and performance in physical activity.	30	5	10	5	10
Skills in critical thinking, research and analysis.	30	5	10	10	5
Total %	100	20	25	25	30

Sport, Lifestyle & Recreation HSC Assessment Schedule

Sport, Lifestyle & Recreation		Task 1	Task 2	Task 3	Task 4
Due Date		Term 1 Week 6	Term 2 Week 4	Term 3 Weeks 5/6	-
Task description				Yearly Exam	-
Outcomes assessed		1.1, 1.3, 2.1, 2.2, 3.1, 3.2, 4.2, 4.5	1.3, 2.5, 3.6, 4.2, 4.4, 4.5	1.1, 1.2, 1.3, 1.6, 2.1, 2.2, 2.3, 2.5, 3.1, 3.2, 3.3, 4.1, 4.2, 4.4, 4.5	-
Components		Weighting %			
Knowledge & understanding of:					
<ul style="list-style-type: none"> sports coaching and training methodology first aid principles 	50	10	20	20	-
Skills in:					
<ul style="list-style-type: none"> designing programs that respond to performance needs assess and respond appropriately to emergency care situations 	50	25	15	10	-
Total %	100	35	35	30	-

Design & Technology

HSC Assessment Schedule

Design & Technology		Task 1	Task 2	Task 3	Task 4
Due Date		Term 4 Week 8 2019	Term 1 Week 6 2020	Term 2 Week 4 2020	Term 3 Weeks 5/6 2020
Task description		Project Proposal Presentation	Innovation and Emerging Technology Case Study	Project Development and Management Report	Trial HSC Exam
Outcomes assessed		H2.1, H4.1, H4.2	H2.2, H3.1, H3.2, H6.2	H4.3, H5.1, H5.2, H6.1	H1.1, H1.2, H2.1, H2.2, H3.1, H6.2
Components		Weighting %			
Knowledge and understanding of course content	40	-	20	-	20
Knowledge and skills in designing, managing, producing and evaluating a major design project	60	20	-	30	10
Total %	100	20	20	30	30

Work Studies

HSC Assessment Schedule

Work Studies		Task 1	Task 2	Task 3	Task 4
Due Date		Term 1 Week 6 2020	Term 2 Week 2 2020	Term 3 Week 8 2020	Term 3 Week 3 2020
Task description		Workplace Communications	Finance/ Budgeting	Workplace Journal	Trial HSC Exam
Outcomes assessed		2, 4, 5	5, 8, 9	1, 2, 7	2, 3, 6, 7, 9
Components		Weighting %			
Knowledge and Understanding	30	-	10	5	15
Skills	70	25	15	25	5
Total %	100	25	25	30	20

Assessment Advice for HSC VET Courses

Assessment in VET courses is competency based. This means that you need to demonstrate that you have gained, and can apply the specific knowledge and skills for the unit of competency to be deemed competent in that unit. Evidence of competence will be collected in a variety of ways including written tasks, practical demonstration, portfolio or assignments.

You may be deemed 'Competent' if performance in all required assessment activities is satisfactory or Not Yet Competent if you are still developing skills and/or your performance is at an unsatisfactory level. There is no pass or fail. This means that a course mark is not allocated. For this reason, the assessment schedule for HSC VET courses is in a different format to other Board Developed Courses. Formal assessment will be scheduled only when you have developed the necessary skills, and underpinning knowledge to demonstrate competency.

Your trainer will keep a record of units of competency achieved. You may request to see this record at any time to determine your progress. Alternately you will be supplied with a competency log for maintaining a record of units achieved. You are entitled to seek advice about options for further training and assessment for competencies 'not yet achieved'. You will also receive a report from the school each semester indicating competencies achieved to date.

The achievement of units of competency, will lead to a Certificate at AQF level I, II or III or a Statement of Attainment (SOA) towards the AQF qualification. A transcript will be issued by the NSW Education Standards Authority (NESA) on behalf of Public Schools NSW Wagga Wagga, Registered Training Organisation (RTO) 90333 for successful completion.

Recognition of Prior Learning (RPL) is available by submitting evidence of skills and knowledge relevant to the unit/s of competency for assessment by your trainer.

Credit Transfer will be given for units of competency previously achieved with another RTO.

Work placement is a mandatory HSC component in some courses and must be completed during the course. **(Refer to the specific course assessment summary for more detailed information).**

Note

- you will not be permitted to participate in a work placement if you are not deemed 'work ready' by your trainer.
- an 'N' determination will be issued if work placement is not satisfactorily completed. This means that the course will not count towards your HSC pattern of study. However, you will still receive a Statement of Attainment which indicates the units of competency achieved towards the qualification.
- the scheduled date for work placement is shown in the course assessment summary.

HSC Examination is only available in some VET courses. (Refer to the specific course assessment summary for more detailed information).

- Optional for students completing the 240 hour course and is intended for Australian Tertiary Admissions Rank (ATAR) purposes only. (Refer to the specific course assessment summary for more detailed information).
- Independent of the competency based assessment requirements for the Australian Qualifications Framework (AQF) VET qualification. The satisfactory completion of the course will still appear on your HSC if the optional exam is not undertaken.

If you intend to use your VET course towards the calculation of the ATAR, the school must submit an estimated mark of your likely performance in the HSC. This will only be used in the case of an illness/misadventure appeal. Students whose HSC pattern of study makes them eligible to receive an ATAR must sit the trial exam.

Assessment Summary AHC20116 Certificate II in Agriculture

Requirements for HSC purposes	Dates
Work Placement (compulsory for the HSC) 70 hours in total	Weeks 3 & 4. Term 4 2019
Trial HSC exam - Students whose HSC pattern of study makes them eligible to receive an ATAR must sit the trial HSC exam.	Weeks 5 & 6. Term 4 2020

Cluster name and unit of competency code and title.	Observation of practical work	Product assessment	Oral questioning	Written assignment, Test.	Role play, Oral Presentation	Third Party Report	Self-assessment	HSC examinable
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Trainers must deliver and assess Cluster 1, 2, 3, 4, at least one of Cluster 5 and 6 and then select optional clusters to total 18 units.

Qualification Packaging Rules: <https://training.gov.au/Training/Details/AHC20116>

Cluster 1 Participate in WHS Processes

AHCWHS201 Participate in WHS Processes	Y		Y	Y		Y		Y
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Cluster 2 Working in the Industry

AHCWRK209 Participate in environmentally sustainable work practices	Y		Y	Y	Y	Y		Y
AHCWRK204 Work effectively in the industry	Y		Y	Y	Y	Y		Y
AHCWRK205 Participate in workplace communications	Y		Y	Y	Y	Y		

Cluster 3 Weather

AHCWRK201 Observe and report on weather	Y			Y		Y		Y
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Cluster 4 Chemicals

AHCCHM201 Apply chemicals under supervision	Y			Y	Y			Y
AHCCPM201 Treat Weeds	Y			Y	Y			

Cluster 5 Healthy Animals

AHCLSK202 Care for health and welfare of livestock	Y	Y		Y			Y	Y
AHCLSK205 Handle livestock using basic techniques	Y	Y		Y			Y	
AHCLSK206 Identify and mark livestock	Y	Y		Y			Y	
AHCLSK204 Carry out regular livestock observations	Y	Y		Y			Y	

Cluster 7 Tractors

AHCMOM202 Operate tractors	Y		Y	Y				
AHCMOM302 Operate machinery and equipment	Y		Y	Y				
AHCBIO201 Inspect and clean machinery for plant, animal and soil	Y		Y	Y				

Cluster 8 Feed and Water Livestock

AHCLSK211 Provide feed for livestock	Y		Y	Y				
AHCLSK209 Monitor water supplies	Y		Y	Y				

Cluster 9 Fencing

AHCINF202 Install, maintain and repair farm fencing	Y	Y		Y				
AHCINF201 Carry out basic electric fencing operations	Y	Y		Y				

Depending on the achievement of units of competency; the possible AQF qualification outcome is AHC20116 Certificate II in Agriculture or a Statement of Attainment towards AHC20116 Certificate II in Agriculture.

Assessment Summary for CPC20211 Certificate II in Construction Pathways

Requirements for HSC purposes	Dates
Work Placement (compulsory for the HSC) 70 hours in total	Weeks 3 & 4. Term 4 2019
Trial HSC exam - Students whose HSC pattern of study makes them eligible to receive an ATAR must sit the trial HSC exam.	Weeks 5 & 6. Term 3 2020

Cluster name, unit of competency code and title.	Observation of practical work	Product assessment	Oral questioning	Written assignment	Role-play. Oral	Third party report	Self-Assessment	HSC examinable
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Cluster 1 Working Safely in the Construction Industry

CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry	Y		Y	Y		Y	Y	Y
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Cluster 2 White Card

CPCCWHS1001 - Prepare to work safely in the construction industry	Y		Y	Y	Y	Y		Y
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Cluster 3 Carpentry Basics

CPCCCA2011A - Handle carpentry materials	Y	Y		Y			Y	Y
CPCCCA2002B - Use carpentry tools and equipment	Y	Y	Y	Y		Y		**

Cluster 4 Reading Plans and Levelling

CPCCCM2001A - Read and interpret plans and specifications	Y		Y	Y				Y
CPCCCM2006B - Apply basic levelling procedures	Y		Y	Y				

Cluster 5 Prepare for Concreting

CPCCCA2003A - Erect and dismantle formwork for footings and slabs on ground	Y	Y		Y			Y	
CPCCCM1015A Carry out measurements & calculations	Y	Y		Y			Y	Y

Cluster 6 Group Project

CPCCCM1013A - Plan and organise work	Y	Y		Y		Y	Y	Y
CPCCCM2004A - Handle construction materials	Y			Y		Y		

Cluster 7 Skills Into Action

CPCCCM1012A - Work effectively and sustainably in the construction industry				Y		Y	Y	Y
CPCCCM1014A - Conduct workplace communication				Y	Y	Y		Y

Cluster 8 Option 1 – Joinery

CPCCJN2001A - Assemble components	Y	Y		Y			Y	
CPCCJN2002B - Prepare for off-site manufacturing process	Y	Y		Y			Y	

** [CPCCCM2005B](#) Use construction tools and equipment – syllabus content to be delivered

Depending on the achievement of units of competency; the possible AQF qualification outcome is CPC20211 Certificate II in Construction Pathways or a Statement of Attainment towards CPC20211 Certificate II in Construction Pathways.

Assessment Summary for SIT20316 Certificate II in Hospitality

Requirements for HSC purposes	Dates
Work Placement (compulsory for the HSC) 70 hours in total	Weeks 3 & 4. Term 4 2019
Trial HSC exam - Students whose HSC pattern of study makes them eligible to receive an ATAR must sit the trial HSC exam.	Weeks 5 & 6. Term 3 2020

	Observation of practical work	Product Assessment	Oral questioning	Written assignment, test, quiz	Role play, oral presentation	Supplementary Evidence	Other, HSC examinable
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Cluster 1 **Working Together** new cluster

BSBWOR203 Work effectively with others				Y	Y		Y
BSBCMM201 Communicate in the Workplace				Y	Y		

Cluster 2 **Safe and hygienic food preparation**-new cluster

Part A Hygienic Food Preparation							
SITXFSA001 Use hygienic practices for food safety	Y			Y			Y
Part B Safe Food Preparation							
SITHCCC001 Use food preparation equipment	Y	Y		Y			
SITXFSA002 Participate in safe food handling practices	Y	Y		Y			

Cluster 3 **Café Skills**- new assessment requirement

SITHFAB005 Part A Prepare and serve espresso coffee	Y	Y		Y		Y	Y Portfolio
SITHFAB004 Part B Prepare and serve non-alcoholic beverages	Y	Y		Y		Y	Y Portfolio

Cluster 4 **Safe and Sustainable work practices**

SITXWHS001 Participate in safe work practices	Y			Y	Y		Y
BSBSUS201 Participate in environmentally sustainable work practices				Y			

Cluster 5 **Interacting with diverse customers**

SITXCCS003 Interact with customers	Y			Y	Y		Y
SITXCOM002 Show social and cultural sensitivity	Y			Y	Y		

Cluster 6 **Serving food and beverages** – new assessment requirement

SITHFAB007 Serve food and beverage	Y			Y		Y	Y Portfolio
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Cluster 7 **Keeping up to date with industry**

SITHIND002 Source and use information on the hospitality industry				Y			Y
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Cluster 8 **Use hospitality skills effectively** – new assessment requirement

SITHIND003 Use hospitality skills effectively	Y			Y		Y	Portfolio
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Assessment Summary for MEM10105 Certificate I Engineering

Requirements for HSC purposes	Dates
Work Placement (compulsory for the HSC) 70 hours in total	Weeks 3 & 4. Term 4 2019
Trial HSC exam - Students whose HSC pattern of study makes them eligible to receive an ATAR must sit the trial HSC exam.	Weeks 5 & 6. Term 3 2020

Cluster name, unit of competency code and title.	Observation of practical work	Product assessment	Written assignment, Test, Quiz	Worksheets	HSC examinable
Prerequisite - Manufacturing, engineering and related services industries induction NB: This unit will not appear as part of the "Schools Online" records			Y	Y	Y

Cluster 1 Working Safely in the Metals Industry

MEM 13014A Apply principles of occupational health and safety in the work environment	Y	Y	Y	Y	Y
MEM 11011B Undertake manual handling	Y	Y	Y	Y	

Cluster 2 Using Hand Tools

MEM 14004A Plan to undertake routine task	Y	Y	Y	Y	Y
MEM18001C Use hand tools	Y	Y	Y	Y	Y

Cluster 3 Using Power Tools

MEM 18002B Use power tools/hand held operations	Y	Y	Y	Y	Y
MEM 12023A Perform engineering measurements	Y	Y	Y	Y	Y

Cluster 4 Calculating and Cutting

MEM05005B Carry out mechanical cutting	Y	Y	Y	Y	
MEM 12024A Perform computations	Y	Y	Y	Y	Y

Cluster 5 Workshop machines

MEM05012C Perform routine manual metal arc welding	Y	Y	Y	Y	
MEM07032B Use workshop machines for basic operations	Y	Y	Y	Y	

Cluster 6 Skills into Action

MEM15002A Apply quality systems	Y	Y	Y	Y	Y
MEM 15024A Apply quality procedures	Y	Y	Y	Y	Y
MEM16007A Work with others in manufacturing, engineering or related environment	Y	Y	Y	Y	Y

Cluster 7 Technical Drawing (HSC Only) This will not appear as part of the "Schools Online" record

MEM09002B Interpret technical drawings				Y	Y
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Cluster 8c Option

Option 8c MEM16008A Interact with computing technology (2 units)	Y	Y	Y	Y	
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Depending on the achievement of units of competency; the possible AQF qualification outcome is MEM10105 Certificate I in Engineering or a Statement of Attainment towards MEM10105 Certificate I in Engineering.

TAFE EXTERNAL COURSES

For all courses delivered by external providers such as TAFE NSW please consult with the RTO (Registered Training Organisation) for the assessment criteria.

- VET Business Services
- VET Children Services
- VET Education Services
 - VET Fitness
 - VET Human Services
- VET Metals & Engineering