

MULLUMBIMBY HIGH SCHOOL



SCHOOL CERTIFICATE

*ASSESSMENT HANDBOOK
Policy and Procedures*

2009

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PART A YEAR 10 ASSESSMENT POLICY

1 What are the requirements for the award of a School Certificate?

The following requirements must be fulfilled in order to achieve a School Certificate:

- a) You must have a satisfactory record of application (effort).
- b) You are required to sit for the School Certificate Tests in English - Literacy, Mathematics, Science and Australian History /Australian Geography Civics & Citizenship and make a serious attempt in these tests.
- c) You must attend school until the final day of Year 10 as determined by the Department of Education and Training, unless an exemption has been granted by the Principal. (If you leave before the last day of Year 10 without an exemption or approval you will not be awarded either a School Certificate or a Record of Achievement.)

COURSE REQUIREMENTS

* You will have needed to have studied English, Mathematics, Science, History (Civics and Citizenship), Geography (Civics and Citizenship), Creative Arts (100 hours Visual Arts and 100 hours Music), Technological and Applied Studies (200 hours Design & Technology) and a minimum of 300 hours PD/H/PE.

ATTENDANCE REQUIREMENTS

* You must have an approved pattern of attendance. Principals may grant students leave for legitimate reasons such as illness, physical injury or holidays. Any extensive period of unapproved absence may result in unsatisfactory completion of a course(s) and may impact on your eligibility for the award of the School Certificate.

2 What will I receive to show I have been awarded a School Certificate?

A School Certificate is awarded and also a Record of Achievement. Your School Certificate shows your name and school and states that you have met all Board of Studies requirements.

Your Record of Achievement is a cumulative record of all Stage 5 (Years 9&10) courses completed. It shows grades and hours of study for each course.

School Certificates and Records of Achievement will be available to eligible students through the school. Students will be notified when they can be collected.

3 How do I satisfactorily complete a course?

You will satisfactorily complete a course if there is sufficient evidence that you have:

- a) followed the course developed or endorsed by the Board of Studies;
- b) applied yourself 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.

This means that it is your responsibility to

- attend lessons in that course for the required number of hours, bringing the correct equipment and books;
- make a genuine effort in all class activities including assignments and homework;
- make a serious attempt at all your assessment tasks.

4 What happens if I am in danger of being UNSATISFACTORY ('N' determination)?

If at any time it appears that you are at risk of receiving an 'N' determination in any course, the Principal (or delegate) must warn you as soon as possible and advise the parent or guardian (if the student is under 18 years of age) in writing. This warning should be given in time for the problem to be corrected and satisfactorily complete the course.

If you do not comply with the above requirements and have received at least two written warnings, you may be regarded as not having satisfactorily completed the course. If you do not make an effort to improve, the Principal will apply an 'N' determination.

A student could be in danger of receiving an 'N' determination if:

- the attendance pattern becomes unsatisfactory;
- assessment tasks are not submitted;
- a genuine effort is not made to complete the course outcomes.

5 What happens if I receive an 'N' determination?

If you are given an 'N' determination in one mandatory course (English, Mathematics, Science, History/Geography, PD/H/PE), you will not be eligible for a School Certificate in that year. A Record of Achievement will be issued to you with an 'N' recorded beside the course. If you are given an 'N' determination in an additional course (electives) you retain eligibility for the School Certificate and a Record of Achievement provided that all other requirements are met. The 'N' will be printed on the Record of Achievement.

APPEAL PROCESS

You have the right to appeal against an 'N' determination. Appeals against 'N' determinations should be lodged with the Principal, who will advise you of the date by which your appeal must be submitted. If you are dissatisfied with the result of the school review of your appeal, you should advise the Principal that you wish the appeal to be referred to the Board of Studies.

6 The School Certificate Tests

You will sit for the School Certificate tests in ENGLISH - LITERACY, MATHEMATICS, SCIENCE and HISTORY, CIVICS and CITIZENSHIP and GEOGRAPHY, CIVICS and CITIZENSHIP, and COMPUTER SKILLS.

For information about these tests, please refer to the Guide to the School Certificate RULES AND PROCEDURES FOR STUDENTS.

Students must make a genuine attempt to answer the test questions.

7 How will I be assessed for each of my courses?

At the conclusion of Year 10, grades will be awarded for each of your subjects which indicate your level of achievement. The grade you will receive is determined by how well you complete tasks that form each subject's assessment policy.

Grades in each subject will be indicated by the letters A, B, C, D and E. The outcomes you achieve will be matched against a set of Performance Descriptors to decide which best describes your achievement. The Performance Descriptors for each course are available from the Head Teacher of that course.

Assessment will be a continuous process and it is important you complete tasks to the best of your ability.

It is your responsibility to ensure that any questions about marks, grades or comments awarded for an individual piece of work are resolved at the time the work is handed back by the teacher.

8 Grading

The Board has developed a set of General Performance Descriptors that describe five levels of achievement, A - E. Please refer to the table following which gives an indication of how these levels help to assess your performance.

For each course, a set of Course Performance Descriptors has been developed based on the General Performance Descriptors. Each descriptor is a positive statement about achievement related to the knowledge and skills relevant to the course.

Teachers will collect assessment information about your achievements in a course and relate it to the Course Performance Descriptors. The information will assist the school in making the final judgment of the grade to award you at the end of Year 10. No grades will be awarded for Life Skills courses .

These are reported through the achievement of outcomes on the Student Profile.

General Performance Descriptors - A Summary

For all Board Courses and approved School Courses, student grades will be determined by the school by comparing a student's level of achievement to a number of course Performance Descriptors. While each subject has its own set of descriptors, all grades for both Board Courses and School Courses will relate to the general descriptors listed below. A description of each of the grades awarded for the School Certificate will be included on the back of the Certificate.

GRADE	GENERAL PERFORMANCE DESCRIPTORS
A	A grade indicating excellent achievement in the course. The student has an extensive knowledge and understanding of the course content and can readily apply this knowledge. In addition, the student has achieved a very high level of competence in the processes and skills of the course and can apply these to new situations.
B	A Grade indicating a high level of achievement in the course. The student has a thorough knowledge of and understanding of the course content and a high level of competence in the processes and skills of the course. In addition, the student is able to apply this knowledge and these skills to most new situations.
C	The student has a thorough knowledge and understanding of the main areas of content and has achieved an adequate level of competence in the processes and skills.
D	A grade indicating satisfactory achievement in the course. The student has demonstrated a basic level of knowledge and understanding of the course content and has achieved a basic level of competence in the processes and skills of the course.
E	The student has an elementary knowledge and understanding in few areas of the content and has achieved very limited competence in some of the processes and skills.
N	<p>Where an A to E grade appears opposite a course, the student has satisfactorily completed the course by meeting the following requirements:</p> <ul style="list-style-type: none"> a) <i>attendance</i> - meeting the required number of hours b) <i>participation</i> in the required learning experiences and assessment tasks c) meeting requirements in terms of <i>effort</i> and <i>achievement</i> d) reaching at least some of the <i>course goals</i>. <p>Where 'N' appears in place of an A to E grade this indicates the student has failed to meet one or more of the above requirements.</p>

9 What happens if:

a) I miss an Assessment Task?

No student will be disadvantaged in assessment because of illness, accident or misadventure. If you are absent for an assessment task, you must provide valid written evidence eg a medical certificate to the class teacher as soon as you return to school. Arrangements must be made to complete the task; or be given a substitute task; or in exceptional circumstances you may be given an estimate based on other evidence.

b) I hand in a Task late?

Deadlines for the submission of assessment assignments (or similar work) must be met.

If a task is not submitted by the due date and you have not made alternative arrangements, the class teacher will accept and mark the work up to 3 calendar days after the due date. You will receive a late penalty as follows, 40% FOR THE FIRST DAY LATE, 60% FOR THE SECOND DAY & 80% FOR THE THIRD DAY. Here is an example of how this would be applied. If the Assessment was out of 100 and you are one day late, you will be marked out of 60, if 2 days late, you will be marked out of 40, if three days late, you will be marked out of 20. If you are to receive a grade for your task, the class teacher will take into consideration the advantage you have gained by having extra time over other students when awarding the grade.

After three days, you will still be required to complete the task for School Certificate requirements, but will receive zero for the task.

If you do not submit the task it will be classified as a Non-Attempt.

c) I need an extension of time?

Extensions can only be granted by the Head Teacher of the relevant faculty. An extension will be given only when the student can prove a case of 'extreme' difficulty in meeting an assignment deadline. Application must be made prior to the due date.

d) I cheat or truant on the day/lesson a task is to be completed?

If the Head Teacher is satisfied that you cheated in any assessment task or truanted on the day or period of the task, a zero will be made.

e) I am suspended on that date?

It is your responsibility to inform the Principal or Deputy Principal if you have an assessment task due while you are suspended.

If the task is an assignment to be handed in, you must arrange for it to be delivered to the teacher otherwise the task will incur the late submission penalty outlined above.

For an in-class task or assessment excursion, you must contact the Head Teacher who will advise you of the arrangements that will apply eg an alternative task may be set for the first day you return from suspension. In exceptional circumstances, you may be required to attend school for the duration of the assessment task. The Head Teacher will advise you of the time, location and supervision details and notify the Deputy Principal.

10 Will I be notified of Assessment Tasks?

Students will be given a minimum of two (2) weeks notice for any pending assessment tasks.

Each subject's assessment overview is printed in this handbook so students are aware of what will be expected of them as they work toward attaining their School Certificate.

If you participate in a special event and this interferes with you:

- i) attending an assessment activity ie examination or in-class activity OR
- ii) meeting an assessment deadline OR
- iii) adequately preparing for an assessment activity

then you may be eligible for special consideration in order to compensate for your loss of time and opportunity for success. It will be up to the Head Teacher to determine what action is appropriate.

It is the responsibility of the student to inform Head Teachers well in advance of any events which may fall into the 'special category'.

PART B COURSE ASSESSMENT INFORMATION

SUBJECT AREA: Agriculture

TIME FRAME	TASK	WEIGHTING	ASSESSMENT AREA
Semester 1	Demonstrate practical skills in growing a crop Gather data, interpret and analyse information relating to Beef Cattle production	25 Practical 25 Portfolio (theory)	Collecting, analysing and organising information Communicating ideas and information Practical skills
Semester 2	Design a suitable and controlled experiment investigating the effect of liquid organic fertiliser and NPK inorganic fertiliser Report on audio-visual material and internet sites. Research	25 Practical 15 Portfolio (theory) 10 Research	Solving problems Using technology

SUBJECT AREA: Commerce

TIME FRAME	TASK	WEIGHTING	ASSESSMENT AREA
Term 1	Research Task – Purchasing a Car	30	Research and assess commercial and legal information. Evaluate options for solving commercial problems
Term 2	Powerpoint Presentation – Politics and the Law	30	Analyse the rights and responsibilities of individuals in a range of legal contexts.
Term 3	Case Study – An Australian Business	40	Research and assess commercial information from a variety of sources. Explain commercial and legal information using a variety of forms

SUBJECT AREA: Drama

SEMESTER	TASK	WEIGHTING	ASSESSMENT AREA
SEMESTER 1 Term 1 Wk 1	Welcome back to Drama		Re-establishing the group
Wk 2-5	Improvisation	15	Revision of Yr 9 Offering, accepting, spontaneity, imagination. Elements of drama
Wk 6-10	Physical Theatre: Viewpoints and composition	10	Physical and spatial awareness Composition skills
Term 2 Wk 1-6	Reading and viewing plays	5	Reading and devising from scripted material.
Wk 7-10	Acting	10	Developing character and role. Perform duologues, monologues and short scenes.
Wk 10	Theatre review Logbook and Half Yearly Exam	10	Written exercises and reflections
SEMESTER 2 Term 3 Wk 1-7	Styles of theatre Play-building and Performance 1 Theme Plays Logbook	30	Workshops and research Group devised performance. Communicating ideas in a theatrical form/style
Wk 8-10 Term 4 Wk 1-5	Play-building and Performance 2 The Carpet Plays Logbook	20	Group performance based on a children's narrative Ensemble skills. Actor – audience relationship

SUBJECT AREA: English

TIME FRAME	TASK	WEIGHTING	ASSESSMENT AREA
Semester	Portfolio Assessment Task	30	Understanding the demands of writing for a certain purpose
	Language task – Poetry and Persuasive Language	30	Understanding and knowledge of elements of language.
Semester 2	Trial SC English – Literacy	40	Respond to meaning in a wide range of texts. Analyse language, structures and features of text.

SUBJECT AREA: Food Technology

TIME FRAME	TASK	WEIGHTING	ASSESSMENT AREA
Semester 1	Unit 1		
	Feeding the World	30	Investigating Managing
	Design Brief/Research (staple foods)	15	
	Classwork & booklet	10	
	Case Study	5	
	Unit 2		
Producing for Profit	45	Designing and preparing Food Using resources Communication	
Assignment	20		
Practical Assessment	15		
Classwork	10		
Semester 2	Unit 3		
	Portfolio Piece		Researching and managing resources Designing and preparing food
	Eating for Life	25	
	Assignment	15	
	Classwork	5	
Unit Test	5		

SUBJECT AREA: Geography/Civics/Citizenship

TIME FRAME	TASK	WEIGHTING	ASSESSMENT AREA
Term 1 1	Guided Writing Task	20	Knowledge and understanding of issues in Australian Environments
Term 2 2	Fieldwork Report	30	Skills in collecting, processing and analysing data and communicating information
Term 3 3	Trial School Certificate Exam	30	All areas of Stage 5
	4 Skills/Source Task	20	Examination of an issue related to the interaction of human and physical geography in a local context

SUBJECT AREA: History/Civics/Citizenship

TIME FRAME	TASK	WEIGHTING	ASSESSMENT AREA
Term 1	1) Research Task	25	Knowledge and Higher Order thinking skills:- <ul style="list-style-type: none"> - major historical events in Australia - continuity, change, - major features of cultural life in Australia - changing social values - answers historical questions with appropriate argument
Term 2	2) Site Study Report	30	Skills:-research skills <ul style="list-style-type: none"> - answer historical questions with appropriate argument - create structured texts - selects and organises evidence
Term 3	3) Trial Exam	15	Skills Higher order thinking and publishing skills
	4) Source Based Task	20	<ul style="list-style-type: none"> - Revision of all the above skills

SUBJECT AREA: Mathematics

TIME FRAME	TASK	WEIGHTING	DUE DATE
Term 1	Assessment Task 1	15	Term 1
Term 2	Half Yearly Examination	30	Term 2
Term 3	Yearly Examination	40	Week 9 Term 3
Term 3	Portfolio Project		Term 3
Term 4	TRIAL School Certificate	15	Week 1 Term 4

SUBJECT AREA: Music

TIME FRAME	TASK	WEIGHTING	ASSESSMENT AREA
Semester 1	Musical Arrangement	10	omposition
	Written Response	10	Aural
	Solo Performance	10	Performance
	Research Task	10	Musicology
	Performance Task	10	Performance/Composition
Semester 2	Research Task	10	Musicology
	Solo Performance	10	Performance
	Written Response	10	Aural
	Recording Task	20	Performance/Composition

SUBJECT AREA: PD/H/PE

TIME FRAME	TASK	WEIGHTING	ASSESSMENT AREA
Semester 1			
Term 1	Lifestyle Diseases	25	Individual and Community Health
Term 1	Recreational Physical Activities and Opportunities Incorporating Cross Country	20 (10% for the diary and 10% for participation)	Lifelong Physical Activity
Term 2	Risky Business	25	Individual Health
Semester 2			
Term 2 Term 3	Organising and Participating in Physical Activity	30	Involvement in organising new activities

SUBJECT AREA: Elective PE

TIME FRAME	TASK	WEIGHTING	ASSESSMENT AREA
Semester 1	Fitness Test - Practical - Theory	15 35	Performance and Understanding Knowledge
Semester 2	Outdoor Recreation - Practical -Theory	15 35	Knowledge

SUBJECT AREA: Science

TIME FRAME	TASK	WEIGHTING	ASSESSMENT AREA
Semester 2 2008	Year 10 Revision Test	Each of the tasks has equal weighting in determining the final SC grade	Examination of the concepts covered in Year 9 science. At school task.
Semester 1 2007	Biotechnology Research Task		Scientific communication Research task. Home and school task.
Handed out Term 2 due Term 3	Student Research Project		Skills in conducting and reporting an open-ended investigation to solve a problem. At home task.
	Science in classroom		Portfolio of assessment tasks, homework and class tasks.
Semester 2 2007	Skills exam		Scientific processing skills identifying problems and solutions, Interpreting data In class task
	Trial SC Exam		Examination of the concepts studied in stage 5 of the syllabus.
	Science in the classroom	Portfolio of assessment tasks, homework and class tasks.	

TAS Industrial Arts**SUBJECT AREA: Industrial Technology - Building & Construction / Timber / Metals**

TIME FRAME	TASK	WEIGHTING	ASSESSMENT AREA
Semester 1	Practical Project #1	30	Interpretation of theoretical and graphical Information
Semester 1	Practical Project #2	30	Interpretation of theoretical and graphical Information
Semester 2	Management Folio & Practical Project	40	Presentation of research and graphical information. Planning and management skills

SUBJECT AREA: Design & Technology using Mixed Materials

TIME FRAME	TASK	WEIGHTING	ASSESSMENT AREA
Semester 1	Practical Project #1	30	Interpretation of theoretical and graphical Information
Semester 1	Practical Project #2	30	Interpretation of theoretical and graphical Information
Semester 2	Management Folio & Practical Project	40	Presentation of research and graphical information. Planning and management. Practical skills.

SUBJECT AREA: Industrial Technology – Engineering Studies

TIME FRAME	TASK	WEIGHTING	ASSESSMENT AREA
Semester 1	Practical Project #1	20	Interpretation of theoretical and graphical information
Semester 1	Practical Project #2	20	Interpretation of theoretical and graphical information
Semester 2	Management folio Practical Project	30	Planning and management. Practical skills
Semester 2	Management Folio Practical Project	30	Planning and management. Practical skills.

SUBJECT AREA: Industrial Technology - Jewellery

TIME FRAME	TASK	WEIGHTING	ASSESSMENT AREA
Semester 1	Skills Task – Enamelling	10	Skills
	Skills Task - Woven	10	Skills
Semester 1	Skill Task – Locketts	10	Skills
Semester 2	Design Task 1	30	Knowledge, skills, design
Semester 2	Design Task 2	40	Knowledge, skills, design, communication

SUBJECT AREA: Information and Software Technology

TIME FRAME	TASK	WEIGHTING	ASSESSMENT AREA
Semester 1	Project	25	Knowledge and skills.
Semester 1	Project	25	Knowledge and skills.
Semester 2	Option Project	25	Knowledge, skills and communication.
Semester 2	Option Project	25	Knowledge, skills and communication.

SUBJECT AREA: Textiles and Design

TIME FRAME	TASK	WEIGHTING	ASSESSMENT AREA
Semester 1	Unit 1 Portfolio. Printing and dyeing	40	Investigating Interpreting Designing Constructing
	Unit 2 Recycled Treasures Design Brief Practical Assessment Unit Test	30	Investigating Communicating Managing Resources Constructing
Semester 2	Unit 3 Summer dresses Design brief - Portfolio Worksheets Practical Assessment	30	Researching and Managing Resources Interpreting Recalling Evaluating

SUBJECT AREA: Visual Arts

TIME FRAME	TASK		ASSESSMENT AREA
All Year	Art making	40	Body of Work
	Critical/Historical	40	Process Diary
	Special Investigation	20	Research

SUBJECT AREA: Visual Design - Cartooning

TIME FRAME	TASK		ASSESSMENT AREA
Semester 1	Folio	20	Exploring
	Process Diary	10	Developing
	Assignment	10	Interpreting
Semester 2	Process Diary	20	Exploring
	Assignment	10	Developing
	Major Work	30	Interpreting

SUBJECT AREA: Photography and Digital Imaging

TIME FRAME	TASK	WEIGHTING	ASSESSMENT AREA
Term 1	Digital Postcards	20	Making
Term 2	Assignment	10	Historical/Critical
Term 4	Major Work	40	Making
All Year	Photography Journal Portfolio	30	Making Critical/Historical

SUBJECT AREA: Film/Video/Digital

TIME FRAME	TASK	WEIGHTING	ASSESSMENT AREA
Term 1	TVC	30	Making
	TVC Research Assignment	20	Historical/Critical
Term 2/3	Music Video Major Work	30	Making
	Music Video Research Assignment	10	Historical/Critical
	Powerpoint Presentation – Music Director	10	
Term 4	Horror Trailer & Interview		Making
	Hollywood Research Assignment		Historical/Critical

WORK EDUCATION

TIME FRAME	TASK	WEIGHTING	ASSESSMENT AREAS
Semester 1	Research Task	20	Preparing Futures Core – Introduction to workplace safety
Semester 1	Work Experience Report	30	Option 11: Learning in the Workplace
Semester 2	Mock Job Application and Interview	25	Option 5: Learning about the Workplace
Semester 2	Personal Finance Task	25	Option 9: Managing Finances