

St. Patrick's Marist College



Founded 1872

PRELIMINARY ASSESSMENT HANDBOOK 2008

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Assessment Guidelines

SECTION A

***Keep this document in a safe place and make reference
to it with the Assessment Calendar***

A. Why do we need a College Assessment Policy?

1. The College Assessment Policy, which is contained in this Handbook, is designed so that no student can be advantaged or disadvantaged by the College's system of assessment.
2. Assessment at St. Patrick's Marist College encourages progressive development of skills and knowledge while ensuring:
 - consistency across subjects and courses;
 - fairness in marking and reporting; and
 - coordination of the assessment programme to ease the load on students.
3. The College Assessment Policy reflects the interest of the College with authentic learning, academic achievement, justice and the dignity of each person. This means that teachers are striving to ensure that assessment tasks give results that reflect what each student really knows and understands against a standard derived from syllabus documents.

B. What is Assessment?

1. The term "Assessment" refers to the College's measure of a student's achievement against standards in a Board of Studies course. Assessment applies to all courses.
2. An Assessment Task may comprise of an "assignment", that is a piece of work completed over some days or weeks; or be in the form of an examination. Other Assessment Tasks may be in the form of class tests, oral presentations, fieldwork, extended responses, or other work completed during class time.
3. The Higher School Certificate Examination is one type of Assessment. So that a better measure of work over the two years of Senior Schooling is possible, each school makes a record of achievement by each student in each course in certain tasks. It is this process that is generally known as "Assessment".
4. A student must complete the Assessment requirements for each course before he or she is considered to have completed the Preliminary Course. Completion of the Preliminary Course is a prerequisite for any Higher School Certificate Course.
5. A 2 Unit course may have three to six tasks in the Preliminary Course. The nature and timing of these vary from Course to Course and are summarised in the Course Guidelines provided in this *Handbook*.
6. For a Course to be counted on the Preliminary Record of Achievement, at least fifty per cent of the Assessment Tasks in the Preliminary Course must be satisfactorily completed.

7. Achievement in the Preliminary Course is measured according to standards defined in Board of Studies syllabus documents. Preliminary Course assessment marks do not count towards the Higher School Certificate Assessment Mark.
8. Students will be informed of what outcomes are being measured in each task and what criteria will be used to measure their performance.

C. When Does Assessment Begin?

1. Assessment tasks are timetabled at the beginning of Term One, 2008 and are recorded on the Assessment Calendar.
2. Only those items of work which students are told are Assessment Tasks are taken into account when compiling the Assessment Mark and Ranking for the Preliminary Course.

D. What are my Responsibilities?

1. Each student has the responsibility to be familiar with the general College Policies as outlined in this Handbook. Students must also be familiar with the Course Information in Part B of this Handbook.
2. It is important that the student speak with the Head of Department if there is any doubt about the requirements of the Assessment Policy.
3. It is the responsibility of all students to know when Assessment Tasks are scheduled. Assessment Tasks take priority over any other activities.
4. It is the responsibility of all students to know the Assessment Task procedures. No student is to have written sheets or writing on their person or clothing and mobile phones or electronic devices are not allowed in the room.
5. Students who have not applied themselves in a Preliminary Course satisfactorily, may not be eligible to commence the Higher School Certificate Course.
6. It is the responsibility of all students to return **marked** assessment tasks to their parents/guardians for their signature.
7. **Attached to this document is the Assessment Agreement Form between the student and the College. Two copies of this are to be completed and one is to be returned to the Year Eleven Coordinator by the specified date for filing. This is to make sure that the student and his or her parents/guardians have read and understood the requirements of the Assessment Policies outlined in this Handbook.**

E. How do I Submit my Work?

- 1 a. All Assessment work in the form of assignments or other non test tasks must be handed in on the **due date in the subject period, or at a time specified by the Head of Department or subject teacher or their designated substitute.** Students must follow directions issued by their teacher.
- b. **It is the student's responsibility to ensure that the assessment task arrives on time. Illness or misadventure must be supported by documentary evidence. This must be given to the Head of Department on the first day of return to the College by 9.00am. A copy will be retained by the Head of Department.**
- c. **The Task is one day late if not received by the designated time on the due date.**
- d. **Computer or printer breakdown will not be accepted as a valid reason for late submission.**

In the event of printer or computer failure:

- It is the student's responsibility to bring the backup disk to the College and use the Library to print the Assessment Task.
 - In either event, the student must notify the Head of Department before 9.00am on the outstanding date.
- e. Students who use the computer for Assessment Tasks are strongly advised to:
 - regularly back up their work on **a number** of devices (e.g. inbuilt hard drive, external hard drive, SD memory card, flash disk, or in Home Folder at school, etc).
 - print a draft version prior to the due date.
 - complete the final copy of the assignment at least 24 hours before the due date (not on the night before or on the morning of the due date).
 - not rely on emailing assessments to the College on the due date.
 2. If the student knows they will be absent on the date an Assessment Task is due, then he or she must ensure that the work is submitted on time. This includes prearranged College activities such as work placement and excursions as well as family leave.
 3. Assessment work in the form of an assignment or non test tasks is to be submitted in the manner specified by the Course teacher. Task papers should be firmly stapled together, or otherwise secured.

Assignments are **not** to be submitted in plastic sleeves.

4. Students should note that:
 - First day an Assessment Task is late will result in a 30% penalty (thereafter a zero mark is awarded); an Assessment Task is assumed to be one day late if not received by the designated time on the due date;
 - each day of a weekend is regarded as part of the late total; (every day of the weekend is counted) and
 - even if the Assessment Task is late, students must still submit the work to meet the course requirements.

5. In the case of examination or class tests, where the student:
 - a. **Has prior knowledge of absence:**
 - the student must inform the Head of Department and the Year Co-ordinator in advance of the day of absence

 - b. **Is absent on the day due to illness or misadventure:**
 - the student must phone the Year Co-ordinator and the Head of Department
 - the student must obtain a medical certificate from a Registered Medical Practitioner for the day the illness occurred. The certificate must be submitted to the Head of Department by 9.00am on the first day of returning to the College. (**Back dated medical certificates will not be accepted**).

 - c. **Is taken suddenly ill at school:**
 - student must inform the appropriate Head of Department and Year Co-ordinator prior to leaving the College or attending sick bay
 - the student must obtain a medical certificate from a Registered Medical Practitioner for the day the illness occurred. The certificate must be submitted to the Head of Department by 9.00am on the first day of returning to the College. (**Back dated medical certificates will not be accepted**).

6. In the case of examinations or class tests, any student who fails to meet the requirements outlined in point 5 above may be awarded a zero mark.

F. What are the Responsibilities of the College?

1. The College will provide the student with the following information for each subject at the beginning of Preliminary Assessment, or as soon as practicable:
 - WHAT is being assessed;
 - HOW it will be assessed.
 - WHEN it will be assessed.
 - The RELATIVE VALUE of each task in the total Assessment scheme.

This information is contained in the Course Guidelines for each Course contained in this *Handbook* in Part B and a calendar will be distributed to all students.

2. In the case of a student leaving the College, a statement of achievement will be forwarded to another school, on request from that school, as soon as the student has received a clearance from the College.
3. The Course Teacher overseeing the Course in which an Assessment Task is due will keep a list of those students whose work has been received. Each student will sign the class list when they submit their assignment.
4. The Deputy Principal - Studies will oversee the process; ensuring that Assessments are properly spaced and coordinated between different subjects and collate the submission of Assessment results to the Board. In the event of disputes or misadventure, the Deputy Principal - Studies will administer the process of appeals.
5. If a problem arises with an Assessment Task where some students could be disadvantaged the task can be declared invalid by the Deputy Principal – Studies. If this occurs, students and their parents will be notified in writing and informed about an appropriate alternative.
6. Student will sign a verification sheet when their task is returned which confirms their mark.
7. The Deputy Principal - Studies and Head of Department will maintain a record of Penalties that may result from late submissions, absence and illness. A copy will also be placed in the student's file.

G. What Happens if I Do Not Complete a Task?

1. It is the student's responsibility to attempt Assessment Tasks and to follow the correct procedure for submitting them. If through unforeseen circumstances it is anticipated that the work will not be completed on time, the student is to negotiate with the Head of Department for an extension of time well in advance of the due date. Extensions will **not** be granted on the due date.
2. Extensions of time are a privilege given in exceptional circumstances. A student should not assume that he or she will be granted an extension.
3. A student who is absent from an Assessment Task, or who fails to hand it in by the due date, without justification, *will* incur a penalty.
4. If a student does not:
 - a. **Attend an examination on the set date;**
 - He or she must consult the Head of Department on the day or by 9.00am on the first day of return to the College.

- If a Medical Certificate or a justifiable reason is provided then the student may sit for the examination or may be given a substitute examination This will be at the discretion of the Head of Department.
- A penalty will be imposed unless there is a justifiable reason.

b. Submit an Assessment Task on the due date;

- He or she must consult the Head of Department on the day or by 9.00am on the first day of return to the College to make arrangements for a new submission date.
- Unless there is a justifiable reason, a penalty will be imposed.

c. Present an Oral Task on the due date:

- He or she must consult the Head of Department on that day or by 9.00am on the first day of return to the College to indicate when the oral task will be presented.
- A penalty will be imposed for each day late unless there is a justifiable reason.

5. The following *may* be regarded as reasons justifying absence or inadvertent late submission:
 - a. Illness, if there is proof in the form of an original Medical Certificate from a Registered Medical Practitioner who was consulted on the day of the illness. (***Back dated doctors' certificates will not be accepted***);
 - b. Misadventure, such as public transport delays or car-breakdowns (in this case, the student may be asked to provide proof of the circumstances leading to the delay);
 - c. Accident, meaning some injury which physically or mentally prevents the student from completing the task, examination or test.
6. In the case of prolonged absence, an estimate may be given. An estimate is a mark based on the previous Assessment performances of the student and moderated by the Head of Department to ensure fairness.
7. Computer failure or printer breakdown will not be accepted as a valid reason for late submission.
8. Absence from school on the day preceding an examination, or preceding a due date, may be assumed to be gaining an unfair advantage. Students must provide documentary evidence to fully explain their absence. Failure to do so may result in a full or partial penalty.
9. *Where a student has been given a zero mark for non-completion or late submission in Assessment Tasks **totalling** 50% or more of the final course assessment, the Head of Department will inform the Deputy Principal – Studies who will certify that the student has not completed the course satisfactorily.*

H. What Happens if I am Late Submitting an Assessment Task?

1. In other than the exceptional circumstances in which extensions are granted, late submissions of Assessment Tasks will incur penalties.
2. The penalties will be 30% of the maximum for the first day the task is overdue. After this day a zero mark is awarded, except in special circumstances (at the discretion of the Head of Department). On the awarding of the penalty or zero mark, the parents / guardian of the student will be informed in writing by the College.
3. Students should be aware of the implications of this policy in the case of Assessment Tasks completed outside class. Put briefly, they can be summarised as follows:
 - If the Assessment Task is one day late, 30% of the total mark will be deducted.
 - If the Assessment Task is two or more days late, a zero mark will be awarded.
 - Each day following the due date will be counted, regardless of whether it falls on weekends, public holidays, etc.
 - The Assessment Task is one day late after the designated time on the due date until the same designated time the following day.
 - **IN ANY CASE, A STUDENT MUST SEE THE HEAD OF DEPARTMENT – OR, IN EMERGENCIES, THE YEAR CO-ORDINATOR BY 9.00A.M. UPON RETURN TO THE COLLEGE, IT IS ESSENTIAL TO CONSULT THE HEAD OF DEPARTMENT.**

I. Procedures in the event of Lateness or Misadventure

1. The Course teacher will have a list of those students whose work has NOT been received. It is the student's responsibility to submit the task to the course teacher or to follow the submission procedures outlined by the Head of Department.
2. Parents / Guardians of the students who are penalised for any reason will be notified in writing by the College. Parents / Guardians must sign the penalty acknowledgement slip. The slip must be returned by the student to the Head of Department within 24 hours. Failure to do so may result in a detention.
3. Students should be aware of the consequences of being absent for an Assessment Task. These are summarised as follows:
 - a. If the student is unable to complete an Assessment Task for reasons of ill-health, then he or she must submit an original medical certificate to Head of Department by 9.00am on the first day of returning to College.

- b. If any Assessment Task is missed for any other serious reason, the student may be required to submit documentary evidence to the Head of Department.
- c. Any Assessment Task which is missed, and for which an acceptable reason is not given, will be recorded as a zero mark.
- d. If a student is taken suddenly ill, he or she must contact the relevant Head of Department, Year Co-ordinator or the Deputy Principal – Studies before leaving the College.

J. What are the Requirements of Honesty?

1. All assessment work is to be the product of the student's own efforts. The following are amongst those which are considered to be dishonest practice:
 - a. Cheating by taking notes or information into a test or examination;
 - b. Copying work from another student, with or without her or his consent;
 - c. Assisting another student to cheat or abuse the Assessment Scheme; downloading set tasks or part of set tasks from the Internet;
 - d. Plagiarism: Taking and using another person's work and claiming it as your own is plagiarism. If direct words are used, they must be referenced; i.e. they must be placed in quotation marks and the source and page number acknowledged.
 - e. Having someone else complete an Assessment Task or Examination;
 - f. Attempting to gain an unfair advantage in any way, as determined by the Head of Department or Deputy Principal - Studies.
2. In the event of malpractice or dishonesty, a mark of zero may result. If this is a serious breach of the rules of conduct in Assessment, then this could result in the student being made ineligible for completion of the Preliminary course. Parents / guardians will be notified in writing.

K. Variations To Marks and Results

1. In the case of individual Assessment Tasks, there are no provisions for appeals against marks except to the Head of the Department concerned. If a student feels he or she has some valid reason for having the mark varied or reviewed, he or she may discuss this with the Head of Department or Deputy Principal - Studies. Any variation to the mark, including full and partial penalties, is approved by the Head of Department. The Head of Department will complete the appropriate form and hand it to the Deputy Principal - Studies for filing. The grounds for variation may include:
 - a. Illness just prior to a test or examination or in-class Assessment Task which did not totally incapacitate the student;
 - b. Illness during a test or examination or in class Assessment Task;
 - c. Factors other than illness which may have affected the preparation or submission of an Assessment Task.

2. The Deputy Principal - Studies and Head of Department shall collate records of mark penalties and variations.
3. In cases where a Medical Certificate shows that the student was not incapacitated until 24 hours before the date for submission, the medical certificate *may* not be accepted as excusing late submission. **Back dated medical certificates will not be accepted.**
4. If a student misses an Assessment Task for a valid reason, the mark for that component of the student's Assessment mark may be an estimate on the basis of previous performance; or the student will complete a similar task at a convenient date. This will be at the discretion of the Head of Department.
5. It is the student's responsibility to approach the Head of Department well before the due date if there are circumstances that are hindering his or her performance in an Assessment Task. This is to ensure any student is not disadvantaged or obtains an unfair advantage.
6. In the case of a student becoming ill during an examination or in-class Assessment Task, he or she should inform the teacher who is supervising, even if they are able to complete the Task. At the earliest possible opportunity the student should consult the Head of Department and Year Co-ordinator to request consideration. The mark may be varied and a record will be kept of the outcome.

L. How is The HSC Mark Reported?

1. Students will be given two separate marks for their Higher School Certificate in externally examined courses:
 - An Examination Mark based on performance in the external examination at the end of Year Twelve.
 - The Assessment Mark – The final school mark achieved by the candidate in each subject will be moderated against the course candidatures' performance in the Higher School Certificate examination.
2. The separate reporting of the Assessment Mark is intended to show the student's achievements in a way which takes into account achievement during the whole year of Higher School Certificate schooling.
3. The final Assessment Mark also shows a student's achievement on a wider range of syllabus objectives and outcomes than is covered by the Higher School Certificate examination.
4. The student is informed by the College of her or his ranking in the College's candidature at the end of the Course. After each Assessment Task a student may privately inquire of the course teacher regarding the ranking obtained. A student may also request his or her cumulative ranking after two or more Assessment Tasks have been completed.

M. Can I Appeal Against My Final Assessment Rank?

1. Appeals against imposed penalties because of malpractice should be directed in writing to the Deputy Principal - Studies. This is a matter of internal discipline and is at the sole discretion of the Deputy Principal - Studies.
2. No appeals are considered regarding decisions made by the Head of Department in cases of non-submission or late submission. The Deputy Principal - Studies may be approached to ensure consistency and fairness.
3. The only formal appeals considered are those concerning the student's *ranking*: that is, if a student feels he or she has performed better than the position he or she was awarded overall in the final Assessment Ranking.
4. Appeals are only considered in November, after the students have received the Board of Studies notification of ranking. This indicates rank order only (students never know their actual Assessment Mark). If a student feels that the final ranking is incorrect, he or she may have grounds for appeal.
5. Appeals are directed, in writing, to a Review Committee. This consists of:
 - The Deputy Principal - Studies;
 - Year Co-Ordinator;
 - Head of Department.
6. In hearing the appeal the Committee will take into account:
 - a. weightings specified by the Board;
 - b. statistical procedures used;
 - c. clerical errors.
7. The review procedure is not a way of appealing against teacher judgements on the nature of the Assessed Task. It is only a way of correcting statistical and procedural errors in the administration of the Assessment Scheme.

N. Can I Appeal to the Board of Studies?

1. Where possible, all appeals will be resolved within the College. The only grounds for subsequent appeals to the Board of Studies are where the student alleges that the school's appeal did not comply with the requirements of the Board.
2. The Board will not change the Assessment Mark as a result of such an appeal, but may request the school to conduct a further review using a different committee.
3. Appeals submitted after the release of the HSC results will not be considered, so further appeals should be made as soon as possible after the first appeal.
4. Any student who wishes to make such an appeal should contact the Deputy Principal – Studies in writing.

O. What is Moderation?

1. Moderation is the adjustment of the Assessment Mark, provided by the College. **This procedure is carried out by the Board of Studies and is based on the performance of the class in the Higher School Certificate Examination.**
2. Universities apply their own statistical procedures to produce the University Admissions Index. This is determined from the marks received from the Board of Studies.

P. Who do I contact for help in Assessment?

1. Assessment for each Course is the responsibility of the Head of the Department in which the Course falls.
2. Overall responsibility is taken by the Deputy Principal - Studies.
3. If a student needs advice with any part of your Senior Programme, either in the Preliminary of Higher School Certificate Year, the student should approach the Deputy Principal - Studies, Head of Department or their Year Coordinator.
4. Students are encouraged to seek advice from the course teacher or Head of Department. This will enable each student to increase their understanding of the requirements of the task and obtain a creditable level of achievement.

Q. Some final advice

1. **Be Organised:** Use your Calendar. Mark when your assessments, outings, work, family engagements, etc are and plan your assessment work time so as to finish them on time. Plan time to study for exam task.
2. Begin the first stages of an Assessment Task the night you get it. Make sure you understand the task and see your teacher immediately if you don't. Start your collection of information as soon as possible if it is a research task.
3. Don't spend all your study time on assessments. Give time also to organising, revising and learning from your class notes, texts and by resources. Plan for this.
4. Check out the marking guidelines for a task or find out what you have to do to achieve at the high and highest levels of achievement. See how close you can get to it.
5. Evaluate your work when the assessment task is returned. Work with your teacher on this but be settled and calm when you do.
6. There is no substitute for hard work but reward yourself at key stages in your work when you have achieved short term goals or when you feel you deserve it. Relax at home, go out with friends, play sport, enjoy some food, etc.

R. Assessment in VET Courses

1. Vocational Courses offered for the 2008 HSC year:
 - a. Construction
 - b. Hospitality Operations

VET courses deliver dual qualifications for the HSC and for industry and have dual assessment systems for these qualifications.

2. VET courses are competency-based courses. The Board of Studies and the Vocational Education and Training Accreditation Board (VETAB) require that a competency-based approach to assessment be used and that the records are kept of the competencies achieved.

In a competency-based course, assessment of competencies is **criterion referenced**. This means that a participant's performance is judged against a prescribed standard – not against the performance of other participants.

The purpose of assessment is to judge competence on the basis of performance against the performance criteria set out under each element of competency. A student is judged either **competent** or **not yet competent**.

Competency based assessment incorporates all aspects of skills performances, including problem solving and the capacity to apply skills and knowledge in both familiar and new situations. Assessment of competence involves the assessment of skills and knowledge combined.

3. VET courses are assessed against competency standards. These competency standards are set out in Part B of the syllabus for each VET course. The concept of competency focuses on what is expected of an employee in the workplace. Competencies are the application of skills and knowledge to workplace tasks or functions and therefore combine both theory and practical skills. Competencies also embody the ability to transfer and apply skills and knowledge to new situations and environments and include problem solving.

Assessment against individual units of competency is based on an integration of the performance criteria into holistic activities for units of work. One assessment task may include a number of competencies.

Students in VET courses must assume that they are being constantly assessed in both formal and informal contexts. VET subjects are assessed on a continuous basis.

The techniques used for collecting evidence of competency may include:

- Workplace performance
- Role play / simulation

- Oral questioning
- Tests or examinations
- Demonstration of specific skills / knowledge
- A project
- Written exercises
- Oral presentations
- Finished product

REMEMBER: In competency based assessments you are either competent or not yet competent. Students in need of further training can ask to be re-assessed but such re-assessment must consider deadlines for internal and external reporting.

APPEALS: If you disagree with the outcome of an assessment because you believe that you have met the standards for performance (benchmarks), you have the right to appeal. You must ask for a review as soon as possible after receiving your result. You should take the following steps:

Speak to the teacher who assessed your work.

If you are not satisfied with your discussion with the teacher then make an appointment to speak to the VET Coordinator.

The Coordinator will discuss your concerns with you.

A joint meeting will be arranged between you, the teacher and the VET Coordinator so that your concerns and those of the teacher can be addressed.

The result of this meeting may be:

- A revised assessment by the teacher
- A new assessment task for part of the disputed task
- A full assessment task to be completed in place of the disputed task.

STANDARDS REFERENCED ASSESSMENT: Students studying VET courses can choose to sit the HSC Examination and may have one VET course mark counted towards their UAI. The external HSC exam for VET Curriculum Framework courses is optional. Students wishing to include their VET marks in the calculation of their UAI **must** sit the HSC examination.

WORKPLACEMENT:

Students undertaking VET Industry Curriculum Framework courses (Construction, Hospitality Operations, Information Technology) should note that workplacement is a **COMPULSORY** component of their course. Thirty-five hours each year is a mandatory requirement for all VET courses.

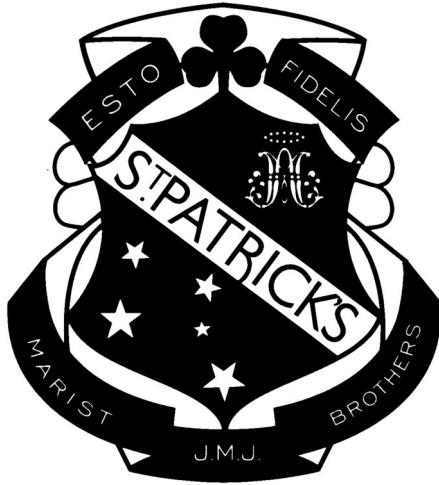
Workplacement allows the student to apply the theory and practical skills learnt in class. Some competencies may be assessed in the workplace.

Failure to complete the workplacement component of their VET course will result in the student receiving an 'N' (unsatisfactory) award for that subject.

Being on workplacement is not an excuse for missing or being late to hand in a 'take home' assessment task. Workplacement dates are known well in advance, students need to ensure they have made any necessary arrangements. Students must make alternative arrangements with their teacher if any 'in class' assessment activities occur whilst they are on workplacement.

Students must complete and submit all paperwork regarding workplacement **ON TIME** to confirm their place and avoid losing the placement to another student or school.

Students can use their current casual employment for workplacement if it is directly related to the subject. An 'Application for Recognition of Prior Learning' must be obtained from their VET teacher and completed by the student and their employer. The VET coordinator will assess the application and students will be informed as to the success of their application.



Founded 1872

Subject Schedules

SECTION B