



Bungendore High School

2024

Stage 5
(Year 9)

Assessment Handbook

Overview

This handbook outlines the requirements for students to complete Stage 5 education and the specific requirements for assessment for each of the subjects studied in Years 9 and 10.

Assessment is the process of identifying, gathering and interpreting information about student learning. Assessment is designed to provide information on student achievement and progress in each subject in relation to syllabus standards, and to report on the standard of performance reached. Assessment measures performance throughout the whole course in each subject, including knowledge, understanding, skills and processes. Students are assessed on what they understand, know, and can do.

This booklet lists formal assessment items that are common to all students. They contribute to students' ability to develop their knowledge, skills and understanding. The Years 7–10 syllabuses advocate assessment for learning, and these tasks are important to the development of student awareness about their progress.

The NSW Education Standards Authority (NESA) has provided a syllabus and a set of performance descriptors for each subject. The syllabus contains a statement of outcomes and content for each course. NESA recommends a maximum of four assessment tasks for each year group. Assessment tasks may include tests, assignments, projects, research tasks, class presentations, practical tests, class exercises and examinations.

Notification of assessment tasks

Students will be notified in writing of the specific details of an assessment task at least two weeks prior to the task. The written notification will be on a yellow sheet of paper and must include:

- The date and time of the task and/or when the task is due.
- Outcomes assessed.
- Description of the nature of the task.
- Task weighting.
- Marking criteria/information about how the task will be assessed and how feedback will be provided.

Submission of assessment tasks

The Stage 5 Assessment Handbook shows the general timing of assessment tasks in regard to the school term and week. Precise submission dates and times for a hand-in task will be clearly specified on the assessment notification for that task. Teachers will provide students with an acknowledgement of the task being received.

It is the student's responsibility to check the submission method detailed on the assessment notification, as this may vary due to the nature of the assessment task, such as fieldwork, excursions, pieces of major work and in-school tasks, as well as whether electronic submissions will be accepted, preferred or stated. In certain situations, students may be required to complete a Student Attendance Slip for in-class assessment tasks and examinations as evidence of their attempt in tasks of this nature.

Satisfactory Completion of Course

A student is considered to have satisfactorily completed a course if, in the principal's view, there is sufficient evidence that the student has:

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

While NESA does not stipulate a specific attendance requirement, the school, in accordance with NESA policy, has determined that an attendance rate below 85% would make it difficult for a student to meet course completion criteria.

Hand-in assessment tasks

Hand-in assessment tasks are those that are completed outside the classroom. These tasks are to be submitted by the designated date and time as specified on each task notification. All tasks may be submitted early.

Students who fail to submit an assessment by the due date and time will be issued with **zero marks**.

If a student is unable to meet a deadline due to illness, misadventure, or another school event ("School Business"), they may apply for an extension following the procedures outlined in this handbook. Concessions can be made at the Head Teacher's discretion or for students with PLPs, learning needs or in extenuating circumstances.

Failure of computer equipment is NOT an acceptable reason.

In-class assessment tasks and examinations

In-class assessment tasks are those that require the student to be present at school in order to complete, such as topic tests, presentations, speeches, performances and practical tasks.

If a student is absent on the day of an in-class assessment task or examination will be issued with **zero marks**.

Students may appeal this decision on the grounds of illness or misadventure following the procedures outlined in this handbook. If a student is absent due to another school event ("School Business"), students may apply for an extension following the procedures outlined in this handbook. Concessions can be made at the Head Teacher's discretion or for students with PLPs, learning needs or in extenuating circumstances.

A **non-serious attempt** is when a student fails to make a **genuine** attempt at the task and has no grounds for Illness/Misadventure. The student may be required to make a genuine attempt at the task or an alternative task and a NESAs "N" Determination Warning letter will be sent outlining the necessary action and time frame.

NESA "N" Determination Warning Letters

What is an "N" Determination? N Determinations are issued for the non-completion of requirements in a course. When a student fails to satisfactorily complete a mandatory stage 5 course, the student:

- Is ineligible for the award of the RoSA if they leave school at the end of Year 10
- May be ineligible to enter Year 11 courses

Purpose of the "N" Determination Warning Letters

"N" Determination Warning letters are sent to provide students with the opportunity to redress a situation which may place the award of the Record of School Achievement at risk. Specifically, there must be sufficient evidence to indicate that a student has met NESAs requirements for the satisfactory completion of the course:

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

When are "N" Determination Warning letters sent?

"N" Determination Warning letters are sent when a student fails to meet one or more of NESAs requirements for the satisfactory completion of the course. While NESAs does not stipulate a specific attendance requirement, the school, in accordance with their policy, has determined that an attendance rate below 85% would make it difficult for a student to meet course completion criteria. An "N" Determination Warning letter would be sent in these circumstances.

The school uses a range of procedures to monitor student progress and ensure that students receive early warning when they are not meeting requirements for the satisfactory completion of a course.

“N’ Determination Warning Letters may result from:

- incomplete classwork, homework or bookwork, lack of diligence and sustained effort
- a non-serious attempt at an assessment task, malpractice, late or non-submission of an assessment task
- Learning Support Team meetings where particular issues are identified, eg prolonged or repeated absences which prevent students meeting course completion criteria.

What information is provided in an “N’ Determination Warning Letter?

- the number of warnings issued in the subject
- the course completion criteria which the student is failing to meet
- the nature of the problem and the time frame
- the action required by the student to rectify the situation and the new time frame.

How does a student resolve the situation?

If the student completes the action required by the specified date, the “N” Determination Warning letter is cleared. Note that students who receive repeated “N” Determination Warning letters are at risk of an “N” Determination, even in circumstances where they have completed the required action.

What happens if the student does not respond to the “N” Determination Warning Letter?

In these circumstances, the “N” Determination Warning remains unresolved. A minimum of two course- specific warnings are required prior to a final “N” Determination being made.

Notification of an “N” Determination

Students will receive official notification from the school of a Final “N” Determination for a course. The letter informs students of their right to appeal to the Principal and the procedures required to do this.

Honesty and Integrity

Students must be entirely honest when completing all assessment tasks, examinations and submitted works. Students will be marked only on the quality and originality of the work they have produced.

Always acknowledge your sources

Students must acknowledge any part of their work that was written, created or developed by someone/thing other than themselves, in the form of a bibliography or other referencing method as instructed by their teacher. This includes any material from other sources like books, journals, electronic resources, the internet and artificial Intelligence (AI). Students do not need to formally acknowledge material that they learned from their teacher in class.

Malpractice

Malpractice is dishonest behaviour by a student that gives them an unfair advantage over others. It includes, but is not limited to:

- Copying part or all of someone else's work and presenting it as their own.
- Using material directly from books, journals, CDs or the internet without giving its source.
- Building on someone else's ideas without giving their source.
- Buying, stealing or borrowing someone else's work and presenting it as their own.
- Submitting work that someone else, like a parent, coach, tutor or AI, substantially contributed.
- Paying someone to write or prepare material.
- Using AI to write or prepare material.
- Cheating in an examination.
- Using non-approved aids in an assessment task.
- Giving false reasons for not handing in work by the due date.
- Helping another student to engage in malpractice.

Where the teacher responsible for a task has reason to suspect malpractice, this will be brought to the attention of the relevant Head Teacher, who will determine the appropriate action should malpractice be proven. This may include a zero mark being awarded and the student being required to re-attempt the task in order for an accurate assessment to be made and a NESAs "N" Determination Warning letter will be sent outlining the necessary action and time frame.

When student leave clashes with an assessment task

Students and families are expected to make arrangements to ensure that any leave does not clash with school assessment schedules.

All assessments must be completed at the scheduled time, unless students are affected by illness or misadventure. Students absent from school due to leave must consult with the relevant **Head Teacher at least two weeks** prior to the scheduled task. Failure to consult within adequate time, and failure to comply with task submission requirements, may result in a **zero mark** being awarded.

All hand-in tasks due during the period of leave must be submitted prior to leave commencing.

Students with a scheduled in-class task, such as an examination, test, presentation, or group-work task, may not be able to complete this prior to leave commencing. In this case, a **zero mark** may be awarded, an estimate mark awarded, or an exemption may be granted.

Absence due to school business

Where a student has a clash between an assessment task and another official school activity, it is the student's responsibility to complete and submit an Assessment Task Reschedule Application Form to the Head Teacher. The student will be required to submit the work at a time specified by the relevant Head Teacher. Students who fail to follow this procedure must submit the task before the due date or arrange for its submission on the due date; otherwise, a **zero mark** will be awarded.

The school will always endeavour to minimise clashes with assessment tasks and school organised activities. Students must also make every effort to avoid clashes with assessment tasks.

Absence due to suspension

All assessments must be completed at the scheduled time, unless students are affected by illness or misadventure. Students absent from school due to suspension will **NOT** be entitled to apply for an extension or assessment reschedule. At the time of suspension the following procedures will apply:

- Hand-in assessment tasks – the student is responsible for ensuring that all hand-in tasks received prior to the suspension being imposed which are due during the period of suspension are submitted on time, either by delivery to the school by a third party, or online, whichever is applicable.
- In-class assessment tasks – the relevant Faculty Head Teacher will reschedule an alternative date for the task, which will be communicated to the student, parent/carer and class teacher

The consequences of not following these procedures may result in a **zero mark** being awarded.

| Term 1 | | Term 2 | | Term 3 | | Term 4 | |
|--------|--------------------------------------|--------|-----------------------------|--------|------------------|--------|-----------------------------|
| Week | Task | Week | Task | Week | Task | Week | Task |
| 1A | | 1B | | 1B | | 1B | |
| 2B | | 2A | | 2A | | 2A | |
| 3A | | 3B | | 3B | MATHS-T3 | 3B | PDH-T4 |
| 4B | | 4A | PDH-T2 VAR-T2 | 4A | | 4A | VAR-T4 PASS-T4 AGR-T4 |
| 5A | HIS-T1 | 5B | MATHS-T2 D&T-T2 | 5B | VAR-T3 GEO-T1 | 5B | MATHS-T4 FOD-T3 |
| 6B | | 6A | HIS-T3 FOD-T1 | 6A | SCI-T3 | 6A | ENG-T4 GEO-T3 |
| 7A | SCI-T1 NAPLAN | 7B | SCI-T2 PASS-T2 AGR-T2 | 7B | PASS-T3 | 7B | SCI-T4 |
| 8B | NAPLAN | 8A | | 8A | ENG-T3 FOD-T2 | 8A | |
| 9A | NAPLAN ENG-T1 VAR-T1 D&T-T1 | 9B | ENG-T2 | 9B | PDH-T3 | 9B | |
| 10B | PDH-T1 PASS-T1 AGR-T1 | 10A | | 10A | GEO-T2 D&T-T3 | 10A | |
| 11A | HIS-T2 MATHS-T1 | | | | | | |

| Course: Year 9 English | | | |
|-------------------------------|-----------------|------------------------------------|----------------------|
| Task No. | Due Date | Assessment Task Description | Weighting (%) |
| 1 | T1 W9 | Portfolio of annotated texts | 25 |
| 2 | T2 W9 | Group pitch | 25 |
| 3 | T3 W8 | Imaginative writing task | 25 |
| 4 | T4 W6 | Unseen text analysis | 25 |
| | | | 100 |

| Course: Year 9 Mathematics | | | |
|-----------------------------------|-----------------|--|----------------------|
| Task No. | Due Date | Assessment Task Description | Weighting (%) |
| 1 | T1 W11 | Investigation Task – Trigonometry | 20 |
| 2 | T2 W5 | Poster – Drawing and Calculating | 25 |
| 3 | T3 W3 | Spreadsheet Task - Money, Money, Money | 30 |
| 4 | T4 W5 | Examination | 25 |
| | | | 100 |

| Course: Year 9 Science | | | |
|-------------------------------|-----------------|--|----------------------|
| Task No. | Due Date | Assessment Task Description | Weighting (%) |
| 1 | T1 W7 | Big Bang Poster | 20 |
| 2 | T2 W7 | Planning and conducting a first-hand investigation | 25 |
| 3 | T3 W6 | Model of DNA | 30 |
| 4 | T4 W7 | Examination | 25 |
| | | | 100 |

| Course: Year 9 History | | | |
|-------------------------------|-----------------|------------------------------------|----------------------|
| Task No. | Due Date | Assessment Task Description | Weighting (%) |
| 1 | T1 W5 | Task 1 | 34 |
| 2 | T1 W11 | Task 2 | 33 |
| 3 | T2 W6 | Task 3 | 33 |
| | | | 100 |

| Course: Year 9 Geography | | | |
|---------------------------------|-----------------|------------------------------------|----------------------|
| Task No. | Due Date | Assessment Task Description | Weighting (%) |
| 1 | T3 W5 | Task 1 | 34 |
| 2 | T3 W10 | Task 2 | 33 |
| 3 | T4 W6 | Task 3 | 33 |
| | | | 100 |

| Course: Year 9 PDHPE | | | |
|-----------------------------|-----------------|------------------------------------|----------------------|
| Task No. | Due Date | Assessment Task Description | Weighting (%) |
| 1 | T1 W10 | PowerPoint | 20 |
| 2 | T2 W4 | Team Game | 25 |
| 3 | T3 W9 | Examination | 25 |
| 4 | T4 W3 | Pamphlet | 30 |
| | | | 100 |

| Course: Year 9 Agriculture | | | |
|-----------------------------------|-----------------|------------------------------------|----------------------|
| Task No. | Due Date | Assessment Task Description | Weighting (%) |
| 1 | T1 W10 | Research Task | 30 |
| 2 | T2 W7 | Practical Skills | 15 |
| 3 | T3 W7 | PBL | 40 |
| 4 | T4 W3 | Practical Skills | 15 |
| | | | 100 |

| Course: Year 9 Design and Technology | | | |
|---|-----------------|------------------------------------|----------------------|
| Task No. | Due Date | Assessment Task Description | Weighting (%) |
| 1 | T1 W9 | Pitch & portfolio | 30 |
| 2 | T2 W5 | Research task | 30 |
| 3 | T3 W10 | Folio & project | 40 |
| | | | 100 |

| Course: Year 9 Food Technology | | | |
|---------------------------------------|-----------------|------------------------------------|----------------------|
| Task No. | Due Date | Assessment Task Description | Weighting (%) |
| 1 | T2 W6 | Practical/Research | 30 |
| 2 | T3 W8 | Practical/Folio | 40 |
| 3 | T4 W5 | Research/Case Study | 30 |
| | | | 100 |

| Course: Year 9 Physical Activity and Sports Studies | | | |
|--|-----------------|------------------------------------|----------------------|
| Task No. | Due Date | Assessment Task Description | Weighting (%) |
| 1 | T1 W10 | Poster | 20 |
| 2 | T2 W7 | Quiz | 25 |
| 3 | T3 W7 | Storyboard | 25 |
| 4 | T4 W4 | Coaching Sessions | 30 |
| | | | 100 |

| Course: Year 9 Visual Arts | | | |
|-----------------------------------|-----------------|--|----------------------|
| Task No. | Due Date | Assessment Task Description | Weighting (%) |
| 1 | T1 W9 | Principles and Photography Examination | 20 |
| 2 | T2 W4 | Portraiture body of work | 35 |
| 3 | T3 W5 | Artist Research and Artmaking Techniques | 30 |
| 4 | T4 W3 | Artist Statement | 15 |
| | | | 100 |