

# Malek Fahd Islamic School



**2019**

## **PRELIMINARY AND HSC ASSESSMENT POLICY AND PROCEDURES**

*Information for  
Year 11 and 12 Students*

KNOWLEDGE IS LIGHT, WORK IS WORSHIP

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## 1. Purpose of the Assessment Policy

Assessment provides information for those involved in the teaching and learning process to compare what is known and can be demonstrated against standards as expressed in the Performance Bands (Years 11 and 12).

The satisfactory completion of a student's course of study in their Preliminary Year will be indicated through their successful achievement as per the assessment schedule for each subject studied. In the Higher School Certificate Year, the cumulative assessment marks in each subject are sent to the NSW Board of Studies as evidence of the level of achievement reached by each student through the internal assessment program.

This Assessment Policy Document indicates the general principles, purposes and rules of assessment at MFIS. This document also contains the guidelines and processes to support the formal assessment process.

All students throughout NSW are required to complete an assessment program designed by their school.

HSC course assessments begin during Term 4 of Year 11 and are completed towards the end of term 3 of Year 12. The HSC course and Assessments will only commence if the Preliminary course has been completed.

Students should be aware of the assessment requirements in each course that they undertake. Students are not told the assessment mark submitted to the Board of Studies at the end of Year 12 by the School. However, the subject teachers will provide students with an indication of where they are at upon the completion of the course. Students can access their rank via Students Online when released by the Board of Studies after all HSC external examinations have been sat. Students will be given the following information about each course:

- The components and weighting as specified by the Board of Studies,
- The description of each assessment task, outcomes, marking criteria and a schedule of the timing in the task notification letter,
- The weighting for each task,
- Details of administrative arrangements associated with each task (e.g. absence/lateness)
- Details of the school's policy on malpractice,

The information that follows outlines the School's policies and procedures in relation to HSC Assessment. It is the student's responsibility to familiarise themselves with the detail of these procedures. Ignorance is no excuse for not correctly following these procedures.

## 2. Standards-Referenced Assessment

The Higher School Certificate requires the study of a variety of courses with rich and varied learning experiences. Learning is enhanced when students have a clear understanding of what is expected of them. It is important that students understand what is to be learned and the level of achievement that they will need to demonstrate. A standards-referenced approach to assessment and reporting means that the achievements of a student are assessed and reported against specified standards that are established for each course.

In the New Higher School Certificate these standards are:

- The knowledge, skills and understanding expected to be learned by students as a result of studying the course – the syllabus standards
- The levels of achievement of the knowledge, skills and understanding (reported in six bands) – the performance standards

Together, they specify what is to be learned and how well it is to be achieved.

A standards-referenced approach provides the means by which students know what they are expected to learn and the standards against which they will be assessed. Examination questions in the New Higher School Certificate will be linked to syllabus outcomes and clearly indicate what students are expected to demonstrate in their responses.

## 3. Preliminary and HSC Requirements

Students must study a minimum of 12 units from the Preliminary courses. The courses are offered in Term 1, Term 2 and Term 3 for all subjects. The Preliminary course will commence on Day 1, Term 1 of the Preliminary year.

Students studying the Preliminary Course are able to change courses up to the end of week 2 of Term 1. Any request for changes after this date must be made in writing to the Principal to be reviewed on a case by case basis.

Preliminary courses are assumed knowledge for HSC courses and examinations and hence must be completed satisfactorily in order for the student to proceed to the HSC course. For a Preliminary course to be completed satisfactorily, a student needs to provide sufficient evidence that he/she has:

- Followed the course developed by the board,
- Applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school,
- Achieved some or all of the course outcomes.

Students at MFIS will study a minimum of 10 units of HSC Board Developed courses to ensure that their patterns of study make them eligible for an ATAR at the end of Year 12. Of these 10 units, 8 units must be from Category A and only a maximum of 2 units can be from Category B. MFIS does not offer any category B subjects. In order to be awarded the HSC, candidates must satisfy the following requirements:

- Satisfactorily complete courses that meet the pattern of study required by the Board of Studies for the award of the Higher School Certificate. This includes the completion of practical, oral or project works for specific courses and the assessment requirements for each course.
- Sit for and make a serious attempt at all their Higher School Certificate examinations. A non-serious attempt includes frivolous or objectionable material. A student who provides answers to questions in a language other than English (unless specifically instructed to do so) will be awarded zero marks. A non-attempt is where students only complete the multiple choice questions of the HSC examination. Any student identified as making a non-attempt or non-serious attempt will be asked by BOSTES to justify why they should receive a result in the course concerned. **Students must make a serious attempt when completing school-based internal assessments in all subjects studied in years 11 and 12.** Students who fail to do so will be awarded zero marks. This will be determined by the Head of Department in consultation with subject teachers.
- Study a minimum of 12 units in the Preliminary course. The Preliminary courses are offered in Term 1, Term 2 and Term 3 for all subjects and commence on the first day of Term 1 of Year 11. If required, a Preliminary course can conclude during Term 4 of Year 11. A minimum of 120 hours will be covered in each two unit Preliminary course.
- Study a minimum of 10 units in the HSC course. A minimum of 120 hours will be covered for each two unit HSC Course.
- Both the Preliminary and HSC courses must include:
  - at least 6 units from Board Developed Courses including at least 2 units of English
  - at least three courses of 2 units or greater
  - at least 4 subjects

Students must be present at school at all times, that is, students must be present from 8:30am to 3:30pm, inclusive of extra scheduled classes where necessary, excursions, before and after assessment tasks and all extra-curricular activities. Unless the school has granted the student study leave in writing signed by the Deputy Principal or Principal, under no circumstances are students allowed to be absent prior to an assessment task. Specialist appointments booked weeks or months in advance should not coincide with assessment task dates and examination periods. If this is the case, the student must speak to the subject Head Teacher and the Deputy Principal regarding the matter.

It is important to be present for all formal and informal HSC school-based tasks. This includes class tests, term exams, oral tasks, practical work and formal assessment tasks. In the event of illness or misadventure, the school must be notified immediately by phone on 87327800. See Section 5 of the policy regarding absence from or failure to submit tasks for further information regarding this matter.

## 4. Assessments and Reporting

Students will be provided with an assessment schedule for each Preliminary and HSC course they are studying.

Clear and detailed information will be given to you at least two weeks before each assessment task. An assessment booklet will be distributed to all students outlining all HSC assessment tasks for all HSC Courses offered at MFIS. This information will include the outcomes being assessed, the time and date of the task, the venue of the task, the weighting of the task and where applicable, a guide to the criteria used in marking the task. Teachers will provide guidance in class as to what is expected with the task. Each task will identify the outcomes being assessed and these will be given to the students and printed on the front page of the assessment task.

Together with the Course Performance Descriptors, these assessment results will be used to determine the final grade for Preliminary students. Teachers will provide more information about the grading system and how it works. The HSC assessment results will be used to determine the rank of each student in the course.

A student's HSC mark that is provided by the Board of Studies is a 50:50 combination of a student's examination mark and school-based assessment mark for each course. The examination mark for each course shows the student's performance in the HSC examination for that course, which was set and marked by the Board of Studies. Each student's achievement and performance is assessed, measured and reported against set standards of performance ensuring students are rewarded for their performance with the mark they deserve, no matter how many other students performed at a similar, higher, or lower level. HSC marks for each course are divided into bands and each band aligns with a description of a typical performance by a student within that mark range. The performance bands and descriptions give meaning to the HSC mark. For a 2 unit course, Band 6 indicates the highest level of performance and the minimum standard expected is 50.

Each band is aligned to what a student at that level of performance typically knows, understands and can do. The 'average' performance in most courses is usually a mark in the mid-70s (Band 4). Band 1 indicates that a student has not met enough of the course outcomes for a report to be made. Band 1 includes marks ranging from 0 to 49. For an Extension course, the bands are E4 (highest level of performance) to E1.

On satisfactory completion of your HSC, you will receive a portfolio containing:

- The HSC Testamur (The official certificate confirming your achievement of all requirements for the award.)
- The Record of Achievement (A document listing the courses you have studied showing the marks and bands you have achieved. This will show both the internal assessment result and the HSC exam result.)
- Course Reports (A list of your marks, the Performance Scale and the band descriptions for that course. Also provided is a graph showing the statewide distribution of marks for that particular course.)

## 4.1 Assessments in the Conventional and Compression Models

With the introduction of the Compression Model, some students will be selected to complete Preliminary and HSC Mathematics (2 Unit) and Physics in a compressed mode. More details on the Compression Model of study can be found in the School's Compression Model policy. Students who complete these subjects using the School's Compression Model and the Conventional Model will complete the same assessment tasks as outlined in the attached assessment plans.

## 4.2 HSC: All My Own Work

All students will complete the HSC: All My Own Work booklet prior to the completion of Stage 5. The Deputy Principal will give the booklet to all students. The HoD of IT will keep the signed declarations which will be archived.

Subject teachers will monitor student compliance with this booklet.

All students in Year 10 will complete the HSC: All My Own Work booklet at the end of Year 10, by reading every page with the Welfare Coordinators and then signing at the end. The Assistant Principal will keep a register of signatures to acknowledge that students have read and accepted the conditions in the booklet.

## 4.3 Submission of tasks

Tasks are to be submitted as hard copy, not on USB drives or via email. Exceptions to this may occur in some subjects (such as IPT) and students will be notified of this in the Assessment task outline. Students who are completing assessment tasks on computer are encouraged to make regular backup copies of their work, as computer or printer malfunction will not be accepted as a ground for misadventure. Students are encouraged to make copies of their work and keep these for the duration of the course. When completing an assignment on the computer, students are also encouraged to print a copy of their draft as in the case of computer malfunction, the draft can be used by subject teachers to determine student progress and their level of knowledge and understanding. This will be determined by the subject teachers (in consultation with the Head of Department) at their discretion.

If a teacher is absent on the day an Assessment task is due, students will be expected to submit their work either by arrangement with the teacher beforehand or via the Head of Department. Assessment tasks are not to be given to clerical or ancillary staff or to relief or visiting teachers. If a student is on an excursion on the day an Assessment task is due, it is the student's responsibility to make arrangements for the task to be submitted on time, or prior to the due date.

A student who has been suspended from school for disciplinary reasons will still be required to submit the task to the class teacher on the due date. If the task is an examination, the student will be required to attend the school in full school uniform only for the duration of the exam. It is also the responsibility of a student who has been suspended to ensure that he finds out any information about an assessment task that may have been set while the student is suspended from school. The student will also be required to submit the task by the due date.

Students must make a genuine attempt at all Assessment tasks that, taken together, contribute in excess of 50% of the available Assessment marks for the HSC course. If an attempt at a particular

task scores zero, it is a matter for the teacher's professional judgment whether the attempt is a genuine one. Students who do not comply with the Assessment requirements in any HSC course will have neither a moderated Assessment mark nor an examination mark awarded for that course. In the case of extension courses, students who fail to meet the Assessment requirements for the common part of the course will not receive a result in the course.

All assessment tasks are due 8:30am on the due date, unless otherwise specified in the Assessment Notification.

#### 4.4 Late submissions of tasks

If an assessment task is submitted late, a penalty of 10% of the initially available marks per day will be applied. Weekends count as two days. If a task is scored zero because of late submission, the parents and students are informed in writing by the course teacher that the task has not been completed and of the consequences of this. Students are still required to submit a genuine attempt at the task in order to satisfactorily meet the course requirements.

Students seeking extensions without penalty must make this request on the Illness/Misadventure/Extension/Absence request form, which is available from the Deputy Principal's office. This form is to be handed to the class teacher who will discuss the situation with the relevant Head of Department. This form is to be handed to the class teacher as soon as possible. Trivial reasons for extensions will not be considered.

If a task is submitted late, and the lateness is deemed legitimate, then the task may be undertaken as usual. If not, penalties will be imposed. In cases of unauthorized absence/lateness (e.g. an acceptable medical certificate has not been provided) prior to any assessment task, a 10% penalty will be imposed for one day late for assignments, 20% for 2 days late, and 30% for 3 days late. Lateness after 3 days is not accepted. This is necessary for ensuring students do not gain an unfair advantage by using additional time for preparation.

In addition, in cases of prolonged absence, or where a substitute task is inappropriate, an estimate based on previous performance, may be given upon strict approval.



## 5. Process for Allocation of Grades for Preliminary Courses

School-based assessment of student achievement with reference to the Course Performance Descriptors issued by the NESA will determine the grades given to any student, ranging from A to E for each Preliminary course. All courses will use a similar grading system as mandated by NESA. These grades will be awarded on the basis of each student's level of achievement of the course content and skills. Knowledge and skills will be determined using a number of assessment tasks completed during the Preliminary Year. Teachers will apply professional judgment to allocate the grade that best matches the student's knowledge, skills and understanding upon exiting the course. Teachers can moderate their judgements by comparing work samples for their students with samples aligned to grades A to E. These are available for a selection of courses on the Assessment Resource Centre (ARC) website.

Moderation will help ensure that grades awarded are consistent with published standards. This means a grade a student receives in one school can be fairly compared to the same grade anywhere in NSW.

Students must apply themselves with "diligence and sustained effort" for all tasks as well as class work in order to fulfill course requirements to the school's satisfaction. Regular attendance, satisfactory achievement in class tests, satisfactory behavior and punctuality are included in the indicators of diligence.

Students will have access to official notification of assessment tasks. Students are required to complete assessment tasks which will be used to determine the grades to be awarded. A minimum of two weeks' notice will be given to students prior to each assessment task, outlining its nature, duration and weighting.

A variety of assessment methods can be used to determine the grade. This may include research essays, oral classroom presentations, research projects involving long term planning and investigation skills, examinations and practical work.

The BOSTES website has details about the Course Performance Descriptors for each subject offered. Students may go to the address below for details about grading for any course provided at the School:

<http://arc.boardofstudies.nsw.edu.au/go/guide-to-grade-allocation/>

## 6. Absence from or Failure to Submit Tasks

If a student is absent from or does not submit an Assessment task for a valid reason, the following procedures will apply:

- The student must contact the teacher of the course **on or prior to** the morning of the task.
- The student must outline the circumstances on the form provided for this purpose. It is the student's responsibility to submit this form. A copy of this form is attached.
- In the event of illness, a medical certificate (See 7.1 Medical Certificates) must be presented with this form the next day. If the absence or late submission does not result from illness, other evidence documenting the reasons for absence or late submission must be provided when submitting the form. A medical certificate stating "is unfit for work" **will not** be accepted. More information needs to be provided to the School Principal, School Counsellor, Deputy Principal or the subject Head of Department.
- In liaison with the class teacher and the Head of Department, the Deputy Principal will determine the validity of the situation. If this panel considers the absence was not for a legitimate reason, a zero mark will be scored for the task. For valid absences, the Head of Department will select an alternative task measuring similar outcomes to the task for which the student was absent. In exceptional circumstances, e.g. where the completion of the task is not feasible or reasonable, or where the missed task is difficult to duplicate, the Deputy Principal may authorize the use of an estimate based on other appropriate evidence.
- If a student fails to sit for/submit an Assessment task, the teacher will inform the parents of the student in writing pointing out the possible consequences (e.g. "N" Determination can be applied if a student has failed to compile with the course completion criteria).
- If a student is absent on the day before a scheduled assessment task without a valid reason, the student may be penalized with a 10% deduction of his/her mark for the task. This will be determined by Head of Department in correspondence with the Deputy Principal and Curriculum Coordinator.
- If a zero is awarded, a Warning letter addressed to the student's parent or guardian if the student is under 18 years of age, should be issued. Only one warning letter will be issued for each task. The new due date is final.

Example scenario 1:

If you are sick on the day an assessment task is due to be handed in, try to arrange to get the task to your teacher on the due date by asking a friend or family member to bring it in. Ring the school to let them know you are doing this.

Example scenario 2:

Where you feel there is valid reason, such as serious illness, for missing the task or being unable to hand it in on the due date, then you should:

1. Inform the school on the day of the task by phone or fax, explaining the reason for your absence and the relevant faculty and teacher. Failure to contact the school and present a medical certificate (See 7.1) upon return will incur a penalty subject to consultation between the relevant teacher, Head of Department and Deputy Principal.

2. Report to the relevant teacher or head teacher immediately upon return to school, with a medical certificate (See 7.1). You will need to discuss your case and find out what the outcome will be depending on the nature of the task. Please note that documentation submitted at a later date will not be accepted.
3. If the task was a take-home task, you must hand it in, completed, with your medical certificate immediately upon your return to school.

If the above procedures are followed, and the reason for your absence is accepted, depending on the nature of the task you have missed, you may be required to complete the original task (at the earliest time available), complete an alternative task (at the earliest time available) or you may be given an estimate, for example in an exam style task. You will do the exam in your own time and ask your teacher to provide feedback on your responses. However, there will be no marks awarded and an estimate will be used.

The parent/guardian will be notified in writing in the event of a student failing to complete set assessment tasks. Failure to complete tasks totaling more than 50% of the value of the total assessment schedule in that course will result in an “N” award.

**MFIS**



**ILLNESS / MISADVENTURE / EXTENSION/ABSENCE FORM  
FOR HSC ASSESSMENT TASKS**

This form is to be used by students who have missed or will miss an Assessment task and have a valid reason. Complete this form and hand it to the course teacher who will discuss the situation with the Subject Coordinator, complete the section at the foot of the page and forward the page to the Deputy Principal.

NAME OF STUDENT: \_\_\_\_\_ CLASS: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

NAME OF TEACHER: \_\_\_\_\_

TASK REQUIRING CONSIDERATION: \_\_\_\_\_

\_\_\_\_\_

DATE TASK IS/WAS DUE: \_\_\_\_\_

\_\_\_\_\_

DETAILS / REASONS FOR REQUEST:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

.....

NAME OF PARENT

SIGNATURE OF PARENT

\_\_\_\_\_

MEDICAL CERTIFICATE ATTACHED: YES / NO

STUDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

-----

SUGGESTED ACTION:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TEACHER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUBJECT COORDINATOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DEPUTY PRINCIPAL

\_\_\_\_\_

\_\_\_\_\_ DATE: \_\_\_\_\_

**(COPY TO SUBJECT COORDINATOR, TEACHER INVOLVED)**

## 7. Illness/Misadventure in or during Tasks

In the event of illness or misadventure **during** a task, causing the performance of a student to be hindered, the student must:

- Report the circumstances to the supervising teacher **immediately**, not at the end of the task,
- Advise the Head of Department of the circumstances on the **same** day unless circumstances prevent this,
- Provide appropriate documentation to the school outlining the reasons for illness/misadventure,
- Complete an Illness/Misadventure/Extension/Absence request form.
- In liaison with the class teacher, the Head of Department and Deputy Principal will decide on appropriate procedures to follow. In general, the Head of Department will select an alternative task measuring similar outcomes to the affected task. In exceptional circumstances, e.g. where the completion of the task is not feasible or reasonable, or where the missed task is difficult to duplicate, the Deputy Principal may authorize the use of an estimate based on other appropriate evidence.

It is important to note that the Board of Studies instructs schools that the final school Assessment mark is not able to be used to compensate for factors such as extended illness, misadventure or domestic problems which may have affected a student's overall achievement in that course.

If you fail to hand in an assessment task by the due date you will receive a mark of zero. A mark may be awarded to you if you follow the procedures below.

Tasks may need to be reset in extraordinary cases to ensure fairness. Students will be given two weeks' notice prior to the administration of the new task.

### 7.1 Medical Certificates

- The medical certificate should give some **details** of the illness. This certificate must include a date and reason. It is your responsibility to bring this to the attention of the medical practitioner.
- This certificate will be given to the subject teacher the next day the student is at school.
- Overseas trips, extended holidays, dental appointments, meeting relatives or going to the airport to meet relatives etc. are not valid reasons for missing assessment tasks.
- In situations where you are required to be absent from school for extended periods of time, such as family reasons or severe illness, you must request leave from the Principal in advance. If the requested leave is granted, you need to negotiate the completion of your assessment tasks with the relevant Head Teachers for each course that you are studying.
- Students who habitually present doctors' certificates for assessment tasks will be deemed to be non-serious students unless the school is aware of a prior medical condition.
- Backdated medical certificates are **not** acceptable.
- Medical certificates issued by a family member or friend are not acceptable.

## 8. Malpractice

A student who submits material that has been copied from another source, including material from another student will be penalised. The teacher may only mark the sections of the task that are deemed the student's own work. Plagiarism of any sort will result in either a reduction of marks or in serious cases, will be awarded zero for that task.

Any cheating or misconduct may result in zero marks, depending on the severity of the situation. The teacher will immediately bring this to the attention of the student(s) involved. Any student who is involved with malpractice will be reported to the Head Teacher of the faculty. The final decision regarding penalty will be made by the Principal. Parents will be notified in writing by the Head Teacher when a zero mark is given.

Malpractice may also include providing false documentation in support of an Appeal, misbehavior/disruption in the Examination Hall, possession of mobile phone/electronic device, serious failure to follow supervisor's instructions or cheating during examinations.

The usual penalty for malpractice (e.g. cheating, having all or part of a task performed by another person, including frivolous or objectionable material in a task or submitting material contrary to the ethos of the School) in Assessment tasks will be a mark of zero for that task. This also applies to students who assist others in any way whatsoever to engage in malpractice. With the increase in use of the internet as a source of information in the completion of assessment tasks, students must ensure that any work they submit has been adequately referenced. Plagiarism will be deemed as malpractice and students who plagiarise another person's work will receive a mark of zero for that task.

## 9. Malpractice Register

As of 2014, BOSTES will maintain a malpractice register. The Register now applies to all HSC students and will collect information on courses where malpractice has occurred, types of offence and the nature of any penalties applied. BOSTES will publish annually aggregated data in a similar way to the programs which identify breaches of examination rules, applications for disability provisions and illness/misadventure appeals.

## 10. Coursework and 'N' Determination

The minimum requirement is that students make a genuine attempt at assessment tasks which contribute in excess of 50% of available marks in that course. 'N' (Non-Completion) warning letters will be sent home if you do not complete a task, or if you are not satisfactorily completing course outcomes by not attending, participating or attempting homework. More than two of these may lead to Non-Completion of the course, which will not be listed on your HSC Record of Achievement. This could mean that you have failed to complete your HSC and hence you will not be eligible for an ATAR. 'N' (Non-Completion of Course Requirements) letters state what you have to do to be current with the rest of the cohort. Discuss any issues with your teacher as soon as any issues arise.

Coursework, not just assessment tasks, need to be completed for all subjects. All work set in a subject is part of the curriculum, regardless of whether it is assessable or not and it is examinable in the final exam. This includes all tasks such as class work and homework set by your teachers. Studies should not be restricted to assessment tasks only, and the Principal may declare that you have not satisfactorily completed the course, requiring you to repeat the course.

- Students who are heading towards an 'N' determination will be interviewed by the relevant Head Teacher.
- If the student fails to improve in application and achievement, then a warning letter will be posted to the student's parent/guardian, and the parents will be contacted by phone to advise them of the letter.
- Act on this immediately if you wish to complete the course.
- If two such 'N' letters are sent and the issues are not rectified, then a parent interview will be organized.
- Following the parent interview with the teacher and Head of Department, the issues leading to the warning letters must be rectified. If the pattern of performance continues without improvement, this could be seen as sufficient basis to consider an 'N' determination.
- Some of these indicators which may lead to failure and warrant a warning letter include:
  - An excessive number of absences or lateness, especially if these are not explained
  - A recurring pattern of absences or lateness
  - Poor achievement in class tasks due to a lack of application
  - Failure to submit assessment tasks, homework or class-work – Failure to submit assessment tasks, homework or class-work on time
  - Proven case of copying, cheating or plagiarism
- The following is a sample letter leading to the 'N' determination.



## MFIS –Preliminary/HSC Course OFFICIAL WARNING

Dear Parents/Guardians,

### Re: OFFICIAL WARNING – Non-completion of Preliminary/HSC Course

I am writing to advise that your daughter/son \_\_\_\_\_ is in danger of not meeting the Course Completion Criteria for the Preliminary/HSC Course, \_\_\_\_\_

The Board of Studies requires schools to issue students with official warnings in order to give them the opportunity to redeem themselves. Please regard this letter as the \_\_\_\_\_ **official warning** we have issued concerning \_\_\_\_\_ (**Name of Course**).

A minimum of two course-specific warnings must be issued prior to a final ‘N’ determination being made for a course.

#### Course Completion Criteria

The satisfactory completion of a course requires Principals to have sufficient evidence that the student has:

- a) **followed** the course developed or endorsed by the Board: and
- b) **applied** themselves 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

Where it is determined that a student has not met the Course Completion Criteria, they place themselves at risk of receiving an ‘N’ (non-completion of course) determination. An ‘N’ determination will mean that the course will not be listed on the student’s HSC Record of Achievement. In Year 12, students must make a genuine attempt at assessment tasks that contribute in excess of 50% of available marks. Completion of tasks worth exactly 50% is not sufficient; tasks worth in excess of 50% must be completed.

To date, \_\_\_\_\_ has not satisfactorily met **b** and **c** of the Course Completion Criteria.

The table below lists those tasks, requirements or outcomes not yet completed or achieved, and / or for which a genuine attempt has not been made. In order for \_\_\_\_\_ to satisfy the Course Completion Criteria, the following tasks, requirements or outcomes listed below need to be satisfactorily completed and/or achieved.

Task Name / Course Requirement / Course Outcome	Percentages Weighting (if applicable)	Date Task Initially Due (if applicable)	Action required by student	Revised date to be completed by (if applicable)



.....

Please discuss this matter with \_\_\_\_\_ and contact the school if further information or clarification is needed.

Yours sincerely

\_\_\_\_\_  
**Head Teacher**

/ /

\_\_\_\_\_  
**Principal**

/ /

.....

**Please detach this section and return to the school**



**Requirements for the Satisfactory Completion of Preliminary/HSC Course**

- ❖ I have received the letter dated \_\_\_\_\_ indicating that \_\_\_\_\_ (student name) is in danger of not having satisfactorily completed \_\_\_\_\_ (course name)
- ❖ I am aware that this course may not appear on his / her HSC Record of Achievement.
- ❖ I am also aware that the 'N' determination may make him / her ineligible for the award of the Higher School Certificate.

Parent / Guardian's signature: \_\_\_\_\_

Date \_\_\_\_\_

Student's signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 11. Review - Right of Appeal

All assessment tasks will be covered in class where students will be given the opportunity to go through all their answers and be clear on how marks were awarded and ensure that the recorded mark is correct. Only after the marks are finalized will students be allowed to take their assessment tasks home. Once the assessment tasks have been released, the marks can no longer be changed under any circumstances. Students will not be able to bring papers back for remarking once it has been taken home.

### 11.1 The Appeals Process

Once the assessment tasks are returned, and you would like to appeal the mark awarded or any other aspect of the task, follow these steps below:

1. Appeal to the class/subject teacher. Discuss your concerns.  
If you still disagree with the mark, or disagree with the outcome and wish to discuss the matter with the Head of Department, you must provide a written statement addressing the following:
  - What is your concern?
  - What was the outcome of your discussion with the subject teacher? What explanation was given to you from the subject teacher regarding your concern?
  - Why do you believe a different outcome is required from that provided by the subject teacher?

This statement must be provided with your assessment task before proceeding to step 2.

2. Appeal to the Head of Department. Discuss your concerns. If you still disagree with the mark, or disagree with the outcome,
3. Appeal and discuss the matter with the Curriculum Coordinator. A meeting will be arranged with the Deputy Principal.

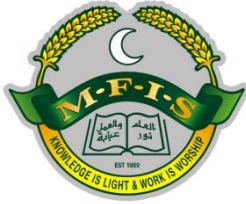
No further avenue of appeal is possible.

### 11.2 HSC Rank Order Appeal

As the final school assessment marks are not available to students, any assessment review will be based on the rank order placement as indicated on the Assessment Rank Order Notices and feedback on their performance during the course. Students who consider that their placement in the rank order for any course is not correct on the basis of feedback on their performance during the course may seek a school review.

Students are not entitled to seek a review of teachers' judgements of the worth of individual performance in assessment tasks. The marks or grades awarded for individual tasks will not be subject to review as part of this process. Any disputes over an individual task must be resolved at the time the task is returned to the student.

In the case of a Rank Order Appeal, the School Principal along with the Deputy Principal, Assistant Principal and Curriculum Coordinator will meet to discuss the issue. The school will then inform the student of the outcome of the school review of their assessment and advise them of the provision for subsequent appeal to BOSTES.



## Student Declaration

I, ..... of class.....  
acknowledge that I have read and understood every page of the MFIS Policies and Procedures  
for the Preliminary and HSC Courses.

.....  
Signature of Student

.....  
Date