

Malek Fahd Islamic School



2020

STAGE 5

Assessment Information and Policy

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www.mfis.nsw.edu.au

TABLE OF CONTENTS

	Heading	Page
1	School Philosophy	3
2	Malek Fahd Islamic School Approach to Learning	4
3	Starting out at Malek Fahd Islamic School	5
4	Year 9 and Year 10 Subjects	6
5	Daily routine for Years 9 and 10 Students	7
6	Academic Work	8
7	Malek Fahd Islamic School Discipline Level System	13
8	Student Support Services	16
9	Assessments	20
10	Failure to Submit Assignments or Homework	22
11	Referencing – preparing students	23
12	Year 10 – Last day of School	25

1. SCHOOL PHILOSOPHY

"Oh Allah, give us good in this world and in the next, and save us from the fire of hell"
(Success in this world and success in the Hereafter).

The School aims to develop each child:

- Intellectually
- Socially
- Care and Protection of children
- Physically
- Religiously
- Vocationally
- Emotionally
- Morally

So that our students become model Muslims and successful citizens of Australia.

- **School Motto**

"Knowledge is Light, Work is Worship"

- **School Mission Statement**

Malek Fahd Islamic School is founded to provide opportunities for Muslim boys and girls to excel in this life and the Hereafter.

School Vision

Our school vision is to provide quality academic education and to graduate students who can make positive contributions to the Australian community through active citizenship. Students are encouraged to reach their potential and develop human attributes of care and compassion, respect, responsibility, right choice, and honesty by participating in activities with other students and community members in order to understand their own identities in the world and to appreciate and understand the differences that make the "other".

Profile

Established in 1989, Malek Fahd Islamic School is one of the top-performing Islamic schools in Australia and in the Bankstown Region. Over 95% of our graduating students gain admission into University. Many of our students successfully gain admission into high ATAR courses such as law, engineering, dentistry and medicine.

Whilst the school has a strong academic focus, we also offer our students opportunities to participate actively in extracurricular events and sports.

2. MALEK FAHD ISLAMIC SCHOOL APPROACH TO LEARNING

FOCUS

- Academic excellence.
- The realisation of each individual student's full potential and abilities.
- Encouraging students to uphold Islamic values and ethics.
- Educating the whole person: Mind, Body and Spirit.
- Encourage students to continue to seek knowledge.
- Developing good, healthy, positive Australian Muslim members of society with many great potential contributions to Australian society and the global village at large: A citizen of the World.
- Adequately prepare students for the next phase of their life.
- Encourage and demonstrate Islamic values of Respect, Integrity, Passion, Humility and Honesty.

The School aspires to produce graduates:

- Who are intellectual, have a high spiritual conscience and motivated by social justice.
- Who are academically accomplished and competent with regard to their philosophical and spiritual experiences in life, their moral development, their personal and social ethics and their spiritual and cultural heritage.
- Who have a sound and healthy conscience as Muslims of their immediate and direct relationship with Allah and their proximity to the Holy Prophet Muhammad (PBUH).
- Who are familiar with the practice of reflection, self-awareness, discernment and a desire to seek the higher truths.
- Who value the development of values, characteristics and ethics that are well established in Islamic heritage.
- Who are encouraged, supported and facilitated to expand and reach their intellectual abilities and capitalize on their desire to inquire and discover.
- Who instill the quality of tolerance, a respect for difference, and an appreciation for Allah's many bounties.

3. STARTING OUT AT MALEK FAHD ISLAMIC SCHOOL

All new students who commence at Malek Fahd Islamic School in the Secondary School undergo an interview and entry examination. For students entering Year 10, the Academic Curriculum choices for Stage 6 are discussed.

Students and their parents receive a Stage Handbook outlining the relevant level of their schooling. This particular Handbook is for students entering the School in either Year 9 or 10 and is called the Stage 5 Handbook. In addition to this Handbook, there is a Parent and Student assessment Policy and Procedures Handbook, which is on the School website.

Students will receive their unique NESA number, which will be used through to the HSC. Students are encouraged to log on and check their information. Please see the Curriculum Coordinator if you have any concerns.

TEXTBOOKS

All MFIS textbooks can be purchased online from FIVESENSES EDUCATION COMPANY.

Log on to www.fivesenseseducation.com.au and follow the prompts. All textbooks ordered will be delivered to your address.

For helpful information about the NSW Syllabuses for High School aimed at parents, please visit: <http://www.boardofstudies.nsw.edu.au/parents>

4. SUBJECTS - YEARS 9 AND 10

Malek Fahd Islamic School caters for the specific needs of students from Year 9 and 10 by offering a range of subjects based on students' needs and talents.

The Academic program at the School for Years 9 and 10 is based on the curriculum mandated by the NSW Educational Standards Authority (NESA). We provide a differentiated curriculum with the aim of meeting the needs of all students with innovative and flexible programs that allow students to achieve their full potential. Elective subjects are later offered to students in Years 11 – 12, based on their academic performance in Stage 5 subjects and ROSA grades.

CURRICULUM - YEAR 9 AND YEAR 10

Subject
English
Mathematics 5.2/5.3
Science
HSIE – Geography and History
Islamic Studies/ Quran
PDHPE

Students will study TWO electives from the following list:

Arabic
Commerce
Food Technology
Information and Software Technology
Physical Activity and Sports Studies
Visual Arts

5. DAILY ROUTINE FOR YEAR 9 AND 10 STUDENTS

Following is the current daily routine for students at Malek Fahd Islamic School.

1. Students are expected to arrive at 8.20am every day and be in their Period 1 class by 8.30am.
2. It is the parents/student's responsibility to ensure that suitable travel arrangements are made.
3. Late students must report to the Front Office to obtain a late note and have their lateness recorded in the electronic roll. This also applies to students who are late for any lessons during the day.
4. Students who arrive late in the morning or for lessons during the day on a number of occasions without a satisfactory explanation will attend detention to make up lost class time.
5. It is expected that all students will move quickly between lessons and be properly equipped to participate fully in each lesson.
6. School books and other personal items must be placed in a locker. The locker may only be visited before school, at Recess, at Lunch and after school. All students will have access to their own lockers.
7. Mobile phones and electronic equipment are not permitted at school. They will be confiscated if used.
8. No student should be absent from any lesson. Failure to attend a lesson will result in a suspension.
9. It is expected that students will be co-operative and polite in their dealings with teachers. Rudeness will not be tolerated.
10. All students will receive a School Diary to record homework and assignments in all lessons.
11. Permission must be obtained from the Head of Secondary before any student leaves the grounds during school hours.

6. ACADEMIC WORK

Malek Fahd Islamic School is committed to academic excellence and students are expected to complete all academic work to the best of their ability.

When students are falling behind in their academic studies or their behaviour is inappropriate in the classroom situation, they may be placed on a weekly Progress Report Card. Parents will be notified if this occurs and a subsequent meeting will be arranged.

The following guidelines have been set down to assist students and parents in understanding the requirements for homework.

Student Diaries are essential for recording of homework and the due date, as well as a method of organisation. The diary is the main means of communication between the School and the parents. Consistent monitoring of progress is essential and problems can be addressed quickly.

Parents need to check the diaries to for any comments made by teachers each day.

HOMEWORK

The purpose of homework may be to reinforce or consolidate learning that has taken place in class or it may be used to develop knowledge and skills beyond those of the normal classroom. Homework is only set when it is meaningful and serves the purpose of enhancing learning. Completing homework on a regular basis helps students to develop independence and good practices as a learner. In Secondary School, the homework given becomes more complex and can include research and the learning of new concepts independently to that of the classroom experience.

The nature of homework varies from subject to subject and from year to year, but generally fits within these categories:

- Set daily homework: set by the teachers to consolidate the day's learning experiences. It is vital to keep up-to-date with this type of homework. Regular attention to homework is the essential basis of all good study habits. Parents will be contacted by the subject teacher if homework is not completed.
- Assignments: vary in length and nature. Many require library and/or internet research, while others may require experiments or collection of data or specimens at home. It is most important to prepare the assignment over the whole of the time allocated and not to leave it to the last night/s. Time management is vital in the development of independent study skills.
- Preparation for work to be done at the next lesson: e.g. preparing practical work by reading through the experimental method, preparing art/music exercises, organising books and other equipment needed, checking P.E. uniform is ready, etc.
- Revision of daily work: students are encouraged to review the day's work, especially to clarify areas of difficulty.
- Revision of past work: to review past work to consolidate knowledge and understanding.
- Preparation for new topics: all students are encouraged to read widely from diverse sources and to use local and school library resources.

Students should spend a certain period of time at home involved in school studies each evening, however, the importance of leisure time should be promoted. The subjects should be the ones students have had at school that day. The suggested guideline for a Year 9 student is that they should complete up to 2½ hours per night (5 times per week) and Year 10 students should complete up to 3 hours per night (5 times per week).

All students should be developing good study and organisation skills and becoming self-reliant and independent learners at home, as well as at school. Students are encouraged to use class time efficiently to reduce the amount of home study needed.

Regular homework is essential follow-up to the academic subjects studied at school. There is no such thing as “no homework”. On particular occasions, or in particular subjects, no formal homework may be set. However, there is always home study in the form of revision, preparation for future lessons, personal research work, consolidation of previous work, project/assignment work, reading novels, and preparation for class tests/examinations.

ASSESSMENT AND REPORTING

Assessment allows students to demonstrate what they know and can do in relation to the mandated syllabus content, learning outcomes and skills. It serves to provide feedback to students and teachers. In the pursuit for continual improvement, assessment empowers students in their understanding of their own learning, their strengths, the areas requiring development and their individual learning styles. As such, assessment in the academic subjects is based on all coursework covered throughout the school year and includes all tasks, as well as examinations, in keeping with the syllabus outcomes.

Reporting allows for further feedback to students and to their parents. The School provides an Interim Academic Report to all families toward the end of Term 1. This one page report is designed to provide a simple, yet meaningful overview of the student’s application to their studies and on their progress in each academic subject.

Reports that are more detailed are issued for each course studied and are issued half yearly and yearly. These reports are a more thorough report outlining the achievements of the student in each course. This includes a mark, the student’s rank relative to their peers, a grade on the A – E scale, as well as full comments on the student’s progress.

Other types of progress reports may be requested by staff or parents if there is concern regarding progress, socialisation or behaviour etc.

Examinations form part of the Assessment program in all year levels.

Students in Years 9 and 10 take part in formal examinations in Semester One and Semester Two in all subjects.

The timing of examinations does not suggest that course work has been completed for the Semester or for the entire school year. They are merely part of the assessment process. There are specific skills used in examinations and it is the aim of the College that these skills are developed over the years so that when the formal external NAPLAN and Higher School Certificate examinations come up later in the student’s schooling, they have the experience required in order to perform well.

Advice on assessment is available from the Curriculum Coordinator and the subject Coordinators. Information about each task and the outcomes assessed is included in the Assessment Policy. Further information about each course is located on the NESA website:

www.boardofstudies.nsw.edu.au

ASSESSMENT RULES

WHAT TO DO

To avoid any problems, submit assessment tasks as per the instructions on your Assessment Notification Sheet:

- ✓ to the *right person* (the teacher of the subject)
- ✓ at the *right place*
- ✓ at the *right date and time* (normally in the timetabled lesson, sometimes in the morning)

ABSENCES

Follow these procedures:

- ✓ **Phone** the School before 8.20am and leave a message for the teacher concerned.
- ✓ On **the first day back** after your absence, find your subject teacher before school and show the teacher your note from your medical practitioner explaining your absence. If it is a hand-in task, then give this to your teacher immediately. If it is an in-class task, then your teacher will make arrangements for you to do it at another time and will discuss this with you.

OTHER RULES

X Difficulties with **technology**, e.g. printers/USB drives, are **not an acceptable excuse** for failing to be ready for an assessment task.

X **Penalties** apply when you fail to follow these procedures, i.e. the loss of 20% of the maximum mark progressively per day. After 3 days, you will receive a mark of **zero**. The task will still need to be completed, regardless.

*In **exceptional** circumstances, you may apply for an extension to the due date for a hand-in assessment task. See the relevant Subject Coordinator in this rare event or have your parent contact them. It is not automatic that an application for an extension will be approved.*

A. Medical certificates

- a) 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.
- b) 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.
- c) 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.

- d) Students who habitually present doctors' certificates for assessment tasks will be deemed non-serious students unless the school is aware of a prior medical condition.
- e) Backdated medical certificates are not acceptable.
- f) Medical certificates issued by a family member or friend are **not** acceptable.

B. Late Assessment Tasks

The same procedures for failure to complete assessment tasks will apply. Technology failure is not an acceptable reason for a late assessment task. Students are expected to allow sufficient time for printing etc. 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 the assessment task is handed in late, a 10% penalty for each day late will apply. Weekends will count as 2 days.

C. Malpractice/Plagiarism

Malpractice includes 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.

A student who submits material that has been copied from another source, including material from another student will be penalised. Plagiarism of any sort either will result in a reduction of marks, or in serious cases, will be awarded a zero.

D. Unfair Advantage

Students are expected to be at school for roll-call, all timetabled lessons and activities. Your absence from classes prior to a hand-in or in-class task will be treated in the same way as an absence from the task or failure to submit the task. The same procedure should be followed.

Students are expected to attend school every day including the days leading up to assessment tasks. If a student is absent on the day before an assessment task is due, a 10% penalty will apply (unless official leave has been granted by the School). If the assessment task is on a Monday, the student must be present on the Friday before.

If a student, deliberately or accidentally, does something, which gives them an unfair advantage, they may be awarded a zero mark for that assessment task. Some of the examples which may be considered to be giving an unfair advantage include, but is not limited to:

- Staying away from school or sports lessons to complete assignments that need to be completed in their own time
- Handing in work after the designated time
- Copying other people's work or allowing your work to be copied by others
- Not organising to do an alternate task at an alternate time if you know you will be away

E. Reviews and Appeals

It should be noted that the marks awarded for each task are only to be queried at the time the tasks are returned. Should a circumstance other than absence, lateness or plagiarism occur, then the Head of Department reserves the right to adjudicate.

In cases where a student feels they have a genuine reason for appealing an "N" Determination, they should firstly consult the class teacher and then, if not satisfied, submit a written appeal to the relevant Head Teacher within **three** school days of the determination. Further appeals can be made to the Deputy Principal in cases where the student is unsatisfied with the Head Teacher's decision.

F. Disabilities Provisions (Refer to Disability Provisions Policy)

If the student has a diagnosed medical condition such as a mental health issue or diagnosed learning difficulty, he/she may be eligible for Disabilities Provisions. They may also apply for school based assessment tasks. Should your child be eligible, please contact the Curriculum Coordinator. More information can be accessed on the NESA website at boardofstudies.nsw.edu.au

PARENT/TEACHER AFTERNOONS

Opportunities for discussion between the child, parent/guardians and teachers are provided following the issuing of written reports. This provides an opportunity to discuss all aspects of the report and to give constructive advice that assists in the ongoing development of learning.

If it is impossible for a parent/guardian to attend the planned Parent/Teacher Interviews then it may be possible for phone interviews to be arranged.

ACADEMIC INFORMATION EVENINGS FOR PARENTS

These evenings are held in different year groups to discuss curriculum, courses available and elective choices that students may need to choose from for the following year. The first is held in Term 1 and will cover basic general information about how to succeed in Stage 5. The second is held in Term 3 and will cover information about the criteria for subject selection in Stage 6.

7. MALEK FAHD ISLAMIC SCHOOL DISCIPLINE LEVEL SYSTEM

POSITIVE BEHAVIOURS

Affirming and teaching positive behaviours is an important part of the behaviour management of students and if used effectively may minimise the need for negative consequences for poor behaviour. At Malek Fahd Islamic School, this includes a Merit System:

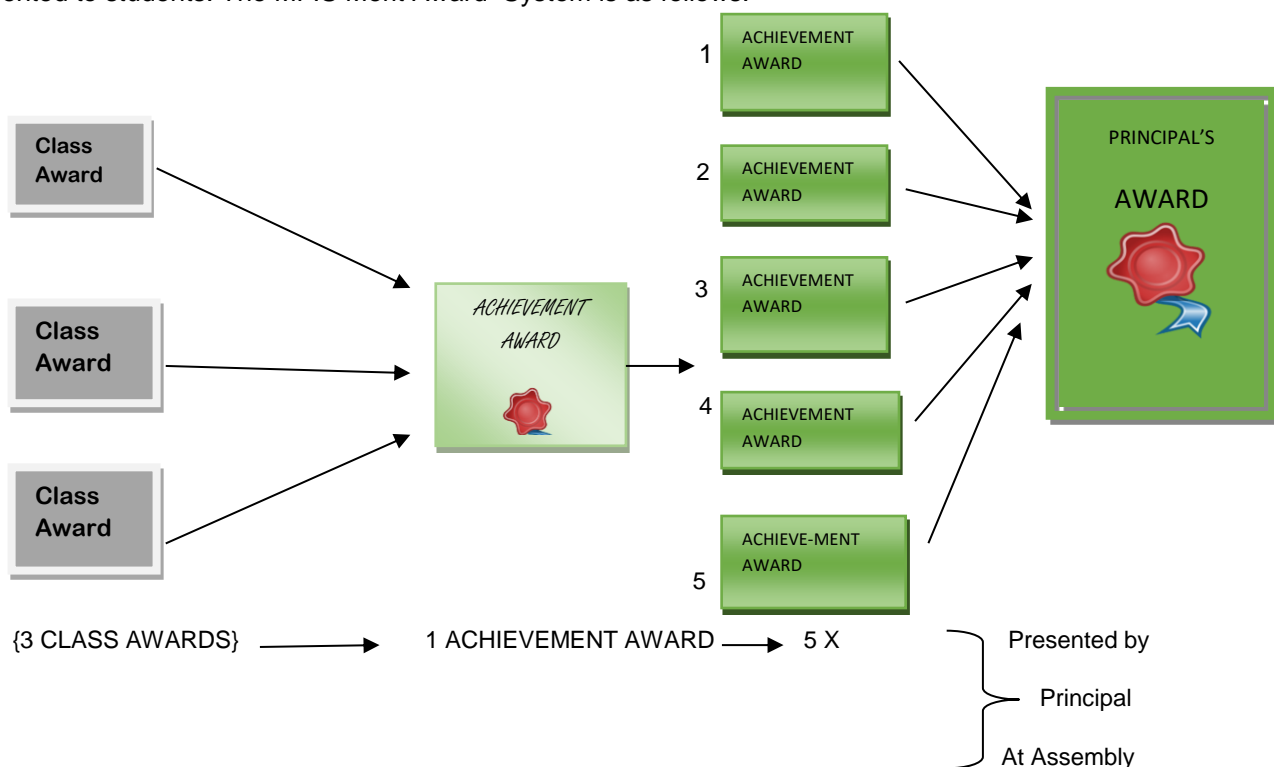
AWARDS



Each year MFIS holds a Presentation Assembly to celebrate student achievement. Awards are presented to students for:-

- Academic Excellence / Most Improved
- Sporting Achievement
- Personal Achievement

Throughout the year, General Assemblies are held for both Girls and Boys at which certificates are presented to students. The MFIS Merit Award System is as follows:-



Afternoon Detention

For certain breaches of School Rules students may be placed on Afternoon Detention. These detentions are run by the Welfare Coordinators on specific days of the week from 3:30pm – 4:20pm. Parents will be notified via a letter if this should occur.

It is at the Principal's discretion to amend levels of punishment as deemed appropriate. It is important to realise that principles of procedural fairness will apply and that students will have the opportunity to appeal any decisions. Parental involvement will be required in such incidences, with the appropriate Coordinator, Head of Secondary or Principal.

MOVEMENT BETWEEN CLASSES

Some lessons require students to move out to another Specialty Classroom (Computer labs, Science labs, Library, Tech/Music/Art Rooms). Students will wait for their teacher who will escort them to the Specialty Room and back to Class at the end of the lesson.

Students are expected to move quickly and quietly between rooms to maximize learning time.



BEHAVIOUR IN THE MOSQUE

All students are to display the highest standard of behavior in the mosque and concentrate on prayer at all times. Upon conclusion of prayer students are to move quietly and quickly, put on their shoes and head straight to their Period 6 lesson.

Any student misbehaving in the Mosque will be referred to the Welfare Coordinators by Prefects and may be placed on Afternoon Detention.

BULLYING

Malek Fahd Islamic School is committed to providing all students with an environment that is safe, supportive and caring. Positive interaction and co-operation are encouraged where the individual and personal property is respected. Students who feel they are being targeted have the right to seek and receive help from adults. It is important that they realise that seeking such assistance is an appropriate and acceptable response.

For students it means:

1. Being prepared to report any bullying that is seen or at least to take action to stop it. Being a passive bystander only condones the action and bullies often look for crowd support.
2. Seeking by words and actions to create an environment where bullying is unacceptable, ie: not siding with bullies and being prepared to tell them to stop or to report them.
3. If one is a target of bullying it is essential that the individual does not assume that it is his or her own fault and that nothing will be done about it or that it cannot be prevented.

Bullying repeatedly and/or consciously hurting another individual or group or making them feel uncomfortable is unacceptable behaviour.

DRUGS/WEAPONS

The possession or use of any prohibited drugs or alcohol, or any dealing in such substances is forbidden. The carrying of any sort of weapon is also forbidden. Weapons or objects likely to cause injury must not be brought into the School or taken to any School activity.

The Principal of Malek Fahd Islamic School reserves the right to search the locker, bag or person of any student on reasonable grounds. The Principal will deal with offenders. In some instances, the Police may be contacted.

DISALLOWED ITEMS

Chewing gum is banned, along with white out, spray paint and dangerous items, such as knives, water pistols, metal rulers etc. Rough games, which place any student at risk of injury, are forbidden.

MOBILE PHONES

The School understands that mobile phones are given to students by their parents for valid reasons and therefore students may have them with them during school hours at the consent of their parents.

The School appreciates the practical implications of a zero tolerance approach as enforceability would be extremely difficult if not impossible.

The School has a **no visibility** policy whereby students are prohibited from using phones while on School premises during normal school hours. In a situation where students need to call parents, the front office is to be used.

The explicit use of mobile phones for invalid reasons during school hours is prohibited. **Invalid reasons** may constitute sending pictures or posting information on social media. Such actions may breach privacy laws, may infringe on the effective learning of students and may adversely impact on the effective running of the School.

The **valid** use of a mobile phone may constitute a student who uses the phone as they are walking home to reassure their parents as to their safety or calling parents to inform them the bus is running behind schedule.

The School will exercise discretion and be pragmatic in its approach in determining what constitute a valid or invalid use with the **Principal** having ultimate authority and discretion.

In a situation deemed that an invalid use has occurred and the student is in breach the following may apply:

- First offence-device is confiscated - parent notified
- Second offence-device is confiscated for a week - parent notified and after school detention issued

SCHOOL FUNCTIONS

The consumption of alcohol, the use of illicit drugs and tobacco is strictly prohibited at any function organised by the School for students.

8. STUDENT SUPPORT SERVICES

The School's commitment to academic excellence extends to a range of support services for students with a view to helping students reach their full potential. This support extends beyond the classroom and includes a range of structures, staffing and facilities.

COMPUTER USE

Malek Fahd Islamic School provides access to various computer resources, our Local Area Network, Wireless Network and the Internet. These resources are available to enhance the learning process in a supportive school environment and to achieve quality learning outcomes for our students.

The School encourages students to become familiar with the use of Information Technology.

As responsible members of the School community, it is expected that all students follow and adhere to the School guidelines regarding computer use. These guidelines are based on commonsense, common decency, rules established by the School and laws established by the State Government and the Commonwealth of Australia. Accessing illicit or prohibited material online will result in suspension and/or expulsion

The School has endeavoured to ensure that all students' work can be saved, stored and accessed in a secure manner. It is expected that all students will respect the right of other students to use the network resources.

It is also expected that all students will respect that the information technology equipment with which they have been provided, and realise that using this equipment ***is a privilege, not a right. This privilege can be withdrawn if necessary.***

Please note:

- Secondary students are required to use only their own personal username and password.
- At all times preference on all School computer systems is given to students undertaking research and academic studies.
- Whilst the School takes every care to ensure the safety of students online, the primary responsibility (in the Secondary School) rests with the student.

HEALTH CARE

The School has a sick bay situated at the Greenacre Administration Office area. Parents will be contacted should the student require permission to go home/or to be collected from the School. The School has staff with Senior First Aid qualifications to attend to the needs of students.

MEDICATION

If your child needs to take medication while at school, you need to provide the Administration staff with a Student Medical Authority Form with written instructions, which includes the dosage, when it should be taken and the name of the child who needs to take the medication. Please collect this form from the Front Office.

UNIFORM SHOP PRICELIST

All School uniform requirements are available for purchase from the Uniform Shop, which is located at the Greenacre Campus and is open every day. The price list is available on the website.

Opening Hours:

Monday – Friday : 8:00am - 4:00pm

Email: malek.fahd@midford.com.au

Address: 405 Waterloo Road, Greenacre NSW 2190

CANTEEN

Our School canteen provides a range of healthy recess and lunch foods for the students. The canteen menus are available on the School website and students are able to purchase during recess and lunch. Students are also able to make lunch orders at recess.

If your child suffers from any food allergies, you must let the canteen staff know and provide them with a photo of your child and a description of their allergies. Parents must go through the ingredients to check if their child can eat that product. Students with any allergies are advised to carefully check the ingredients of all foods purchased to ensure their own safety.

HIGH SCHOOL LIBRARY



The MFIS High School Library has a wide range of resources to support students' study needs. An extensive book stock which is regularly updated is supplemented by computers all having Internet, CD-ROM and network facilities. Students can photocopy at 20c /copy in the library. Library Hours are 8am – 4 pm each school day.

www.mfishighschoollibrary.com for helpful digital resources and educational websites.

Students are to ensure all borrowed items are taken care of and returned by the due date to the Library.

CAREERS ADVISOR

To facilitate this, the School provides information and advice regarding further study, including tertiary study and the school-to-work transition. Work experience placement in Year 10 and visits to various Expos and university campuses are arranged.

COUNSELLORS

The School provides counsellors for all students who are able to make appointments during the school day. All information is confidential.

EXTERNAL EXAMINATIONS and CO-CURRICULAR ACTIVITIES



Malek Fahd Islamic School programs aim to enhance the academic, sporting and personal pursuits of all students and cater for their talents, interests and natural abilities.

Therefore, students are encouraged to participate in extracurricular and sporting events offered by the School.

MFIS Year 9 and 10 students are required to participate in the following **external examinations/ programs**:-

- NAPLAN TESTS held during May (Year 9 only)
- ALLWELL (Year 8 and 10 only)
- USYD Science Alliance Tests for the Gifted and Talented Program
- ICAS tests
- Premier's Reading Challenge

Some of the **extracurricular activities** that are offered to MFIS students are:

- **Interschool sport**
Islamic Schools Gala days in Oz tag and soccer are offered to both girls and boys. Our students have been very successful in the past and brought back various trophies.

- **NSW Lifesaving**

Our students participate in The NSW Lifesaving Program at Wollongong Beach to learn essential lifesaving skills in the water and learn about the dangers of rips in the Ocean and how to handle ocean rips.

- **ANZAC**

Ceremony – Each year in April, students attend the ANZAC Commemoration Ceremony in Hyde Park.

- **Student Leadership – SRC and Captains**

Student leadership is encouraged throughout the School. Every child is given the opportunity to be nominated for Class Captain and to be an MFIS SRC Prefect and School /Vice Captain in the Senior Years. Students in leadership positions often organize school events such as fundraisers, assist teachers in organizing and running extracurricular activities, assisting in Mosque supervision etc.

- **Camps**

Students are given the opportunity to go to a 3-Day School Camp each year.

- **MFIS School Choir** – the Music Coordinator offers all students the opportunity to become a member of the MFIS School Choir run.

9. ASSESSMENTS

All assessments in Year 9 and 10 courses at Malek Fahd Islamic School will be carried out in order to comply with all NESA regulations and guidelines.

Assessment Schedules and all Assessment Task items are designed and/or revised in compliance with the relevant and latest documents for each course. The documents are available for download from the NSW Board of Studies website: www.boardofstudies.nsw.edu.au

These documents include:

- The Course Syllabus.
- Support Documents.
- Official Notices in the Board Bulletin.
- Assessment Guidelines.

Assessment for Year 9 – 10 is prescribed by NESA for each syllabus studied.

Student assessment should indicate the student's overall achievement in a course on its completion. Assessment in a course should relate to the stated objectives and outcomes as described in the syllabus. No specific allocation of marks is required for any syllabus objectives or outcomes.

The Assessment schedule for each course illustrates the following information about each task:

- The name of the task.
- Date due.
- Topic focus.
- Syllabus outcomes being assessed.
- Syllabus component weightings where applicable.
- Total Weighting as a percentage.

An Assessment Notification Sheet will be provided giving students a minimum of 2 weeks' notice. A sample Notification follows.



ASSESSMENT TASK NOTIFICATION SHEET (format)

Student Name:

.....

Course:.....

.....

Topic:.....

.....

Assessment Task Number:..... Percentage

Weighting:.....

Assessment Type:.....

Date Issued:.....

Due

Date:.....

Outcomes Being

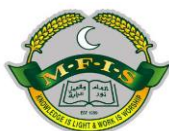
Assessed:.....

Assessment Task Instructions:

Marking Criteria:

10. FAILURE TO SUBMIT ASSIGNMENT OR HOMEWORK

Students need to complete all assignments and homework for each subject. Students are encouraged to seek help to complete these tasks if required. Please consult your subject teacher or subject Coordinator for further information. Failure to do so will lead to poor results and possible disciplinary action. A sample letter follows.



Dear (Parent/Guardian Name) Re: (Student name)

(Subject teacher name) has previously spoken to you by phone informing you that (student name) has not submitted his assignment on /or is not completing homework on a regular basis in (subject).

I now write to you expressing my concern in relation to this incomplete work. Despite warnings in relation to this (Student) has not responded to the request to submit this work.

In order to achieve the course outcomes students should complete all tasks asked of them and to an acceptable standard for his/her ability. As a result of (student) not submitting this work (he/she) may be deemed not to have satisfactorily completed course requirements and hence may receive a **NA** (Not Achieving) Grade on (his/her) School report this semester.

I expect that you share the School's concern regarding (student name) and that you will encourage (him/her) to complete all set work.

I would be happy to arrange an interview with you, (student name) and (class teacher) so that this situation can be discussed further. Please phone me at School on 87327800.

Yours sincerely,

(Teacher Name: _____)

(Coordinator Name: _____)

11. REFERENCING – PREPARING STUDENTS

Students are taught and encouraged to reference their work correctly.

WHAT IS REFERENCING?

Referencing is a method of acknowledging the sources of information and ideas you have used in any assignment. In order to reference all information and ideas you must include at the end of your essay a list of references or a bibliography of materials used in writing the assignment.

WHY DO YOU NEED TO REFERENCE?

1. To acknowledge the work of others and to avoid plagiarism (not acknowledging is the same as stealing another person's work).
2. To allow the reader to verify quotations and use your sources to find further information.
3. To enhance the credibility of your information.

WHAT DO YOU NEED TO REFERENCE?

1. Direct quotes
2. Ideas you have summarized
3. Statistics
4. Electronic sources such as web pages, emails, journal articles etc.

WHICH STYLE DO YOU NEED TO USE AT MALEK FAHD ISLAMIC SCHOOL?

There are numerous styles of referencing which ensure accuracy and consistency. At Malek Fahd Islamic School we use the Harvard author-date method. Students should be encouraged to use this.

PREPARING TO REFERENCE

As you are researching and writing your paper it is a good idea to take down the full bibliographic details (Author, Date of Publication, Title, Publisher,) including the page numbers from which the information is taken. Remember to do this as you use each item (either electronic or print) – it can be very difficult and time consuming to follow up references later. You may like to create a separate word document to store this bibliographic information, when it comes time to completing your Reference List you can simply copy and paste the details of each item.

INTRODUCTION TO HARVARD

The Harvard author-date style of referencing is widely accepted in academic and school publications, although you may see variations in the way it is used.

This style of referencing requires that you acknowledge the source of your information or ideas in these two ways:

1. In the text (known as in-text citation). You need to include the author and date of the publication referred to or cited within the body of your essay. Eg: (Dunk, 2006)
2. In a reference list or bibliography at the end of your essay, which gives the full details of the works you have referred to, or cited.

WHAT IS IN-TEXT REFERENCING?

WITHIN THE TEXT OF YOUR ASSIGNMENT, YOU MAY ACKNOWLEDGE ANOTHER AUTHORS WORK BY DIRECT QUOTE, PARAPHRASE OR SUMMARISATION OF THEIR ORIGINAL WORDS.

What is a direct quotation?

You may quote the author's exact words to support your argument – note 'in text citation'

What is paraphrasing?

You may paraphrase an author's words or ideas – restating them in your own words, but without altering their meaning or providing your own interpretation.

What is a summary?

You may summarise – use your own words to present the key points of an author's argument or ideas, without altering the meaning.

Reference list tips

The reference list, normally headed 'References', should appear at the end of your work, and should include details of all the sources of information, which you have referred to, or cited, in your text. A Reference list refers to all books you have read in preparation for your assignment. Whereas a Bibliography refers only to the texts you have directly quoted from.

Malek Fahd Islamic School requires all texts in the form of a Reference List to be acknowledged in all assignments.

ORDER OF ITEMS IN THE LIST

The items in the reference list are arranged alphabetically by the authors' surname. Where you have cited more than one work by the same author, those items are then arranged by date, starting with the earliest.

PUNCTUATION AND SPACING IN THE CITATION

Some general rules apply:

- Authors' names: Use only the initials of the authors' given names.
- Titles of works:
 - Use minimal capitalization for the titles of books, book chapters and journal articles.
 - In the titles of journals, magazines and newspapers, capital letters should be used as they appear normally
 - Italicise the titles of books, journals, and newspapers.
 - Enclose titles of book chapters and journal articles in single quotation marks
 - Each element of the citation is separated by a comma
 - Each citation ends with a full stop
 - Use the abbreviations p. for a single page, and pp. for a page range, e.g. pp.11-12
 - Commas separate the different details, or elements, of each citation.

12. YEAR 10 LAST DAY OF SCHOOL

Year 10 students are expected to remain at school full time until the last day of the school year, which will be Week 9 Term 4. The student record of achievement will not be issued until the student completes his or her final day at school.

Advice on assessment is available from the Curriculum Coordinator and the subject Coordinator. Information about each task and the outcomes assessed is included in the Assessment Policy.

Further information about each course is located on the BOSTES website:

www.boardofstudies.nsw.edu.au