



Higher School Certificate Assessment Information Year 12 2010



FOREWORD

The material contained within this document is a reflection of the current Assessment Policy and Procedures throughout the State of NSW in general and Waverley College in particular. It is a document intended to clearly depict each Department's Assessment Policy regarding:

- Components of each course
- Weightings for each component of that course
- Type of Assessment task (e.g. exam, essay etc)
- Mark value of each task in relation to the total assessment for that course.

This document also attempts to make clear the separate responsibilities of the College and the student. These responsibilities should be studied carefully and understood because of the significant implications they have for each student's HSC results.

Queries regarding specific aspects of this Assessment Policy should be directed, in the first instance, to the Head of Department concerned and then to the Senior Students' Studies Co-ordinator if necessary.

Ms D. Grigson
Deputy Headmaster Curriculum

Board of Studies Requirements

Award of the Higher School Certificate in individual courses is dependent upon students being deemed as having completed courses of study. Completion of a course is defined in terms of Assessment Tasks and student participation as specified below. Satisfactory completion of a course is a pre-requisite for attempting an examination for the HSC.

Satisfactory Completion Higher School Certificate Course Course Completion Criteria

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

- Completed the Preliminary Year course satisfactorily
- Followed the course developed or endorsed by the Board of Studies
- 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.

The Headmaster is required to certify, in writing, that each student has satisfactorily completed course completion criteria.

Whilst the Board of Studies does not mandate attendance requirements, the Headmaster may determine that, as a result of absence, the course completion criteria may not be met. Clearly, absences will be regarded seriously by the Headmaster who will give students early warning of the consequences of such absences.

Subject of Written Report

If at any time it appears that a student is at risk of being given an 'N' Determination in any course the Headmaster will warn the student as soon as possible and advise the parent or guardian in writing (if the student is under 18 years of age). This warning will be given in time for the problem to be addressed.

Students who have not complied with the above requirements cannot be regarded as having satisfactorily completed the course completion criteria. The Headmaster will then apply the 'N' Determination. For students studying the minimum number of units (10) this could jeopardise the award of the Higher School Certificate.

Students who have received an 'N' determination have a right of appeal.

Assessment Guidelines

The Board of Studies has made a number of policy decisions on the manner in which Assessments will be administered and monitored, and has established provisions for certain extraordinary events.

Communication to Students

A mandatory requirement is that students should know:

- **WHAT** is being assessed
- **HOW** it will be assessed
- **WHEN** it will be assessed
- **THE RELATIVE VALUE** of each TASK in the overall Assessment

The Assessment Schedules booklet provided to each student satisfies this requirement. Individual subjects may provide additional information, depending on the nature of the task, closer to the actual task.

Illness/Misadventure

The College Assessment **DOES NOT** compensate for factors such as extended illness, misadventure or domestic problems that may have affected a student's performance throughout the course.

Notwithstanding this provision, a student who is absent from, or who is adversely affected by unforeseen circumstances during a particular task which constitutes part of the Assessment, or who is unable to present an assignment for inclusion in the Assessment, may not necessarily have a 'zero' mark recorded for that task.

If the Headmaster considers that a student has a valid reason for not being able to do an Assessment Task, for example because of severe illness, a mark based on a substitute task will be given. In exceptional circumstances, an estimate based on other evidence may be used to record a mark for the task. **This mark will not be calculated until the end of the course.**

Non-Completion of Assessment Tasks

In order to have studied a Board of Studies course satisfactorily, the Board expects each candidate to have completed ALL Assessment Tasks.

Notwithstanding the Headmaster's prerogative with respect to Illness and/or Misadventure, in all other cases where a candidate fails to complete an Assessment Task, a 'zero' mark must be recorded for that task.

Where a candidate has been given 'zero' marks because of failure to complete Assessment Tasks totaling 50% or more of the final course Assessment mark, **the Headmaster must certify that the course has not been studied satisfactorily.**

A candidate who does not study a course satisfactorily, will not have an assessment mark reported. **This may mean that the student will not then be eligible to attempt the Higher School Certificate in that subject.**

Assessment Tasks must be Student's Own Work

The purpose of the assessment procedure is to reward students for their individual efforts over the duration of the assessment period. Thus it is **essential that the assessment be the student's own individual effort, not that of others.** Therefore, with designated assessment tasks such as home assignments and research tasks, students may be required to sign a statement that the work is, in fact, essentially their own work. If, at a subsequent date, the work is found to be not essentially their own, a mark of zero may be recorded for the assignment. Further, students who lend their work for such purposes are jeopardising the marks they have gained and their rank position.

Changes of Courses or School

If a student transfers to another school, the new school will prepare final assessments on those tasks completed at the new school. Information received from the former school may be considered.

Waverley College Policy

In interpreting the Board of Studies Requirements, Waverley College has prepared the following policy.

Commencement of Assessment – Higher School Certificate

Major assessment tasks will commence during Term 4 of the preceding Year and continue until the end of Term 3 the following year including the Trial HSC Examinations. In the case of students repeating Year 12, an assessment will be made based on their work in Year 12 of the ‘repeat year’ only. **The school reserves the right to omit any task if it fails to discriminate or if results are of a uniformly high or low standard.**

Absence from a Test or Task

Absence from an Assessment Task on a specific date will mean a student shall receive “zero” for that task. Such a result will only be reviewed in the light of an Illness/Misadventure claim.

Deadlines / Extensions / Penalties

In cases where a task involves a due date, a student is expected to present the task on or before that due date.

In cases of illness or misadventure, the Head of Department may grant extensions provided that the request for the extension is made at least three (3) days prior to the due date. Class teachers, Year Masters or the Senior Students’ Studies Co-ordinator CANNOT grant extensions in any circumstances. **NOTE: Computer breakdown or failure is NOT grounds for Misadventure unless draft printouts or written notes can be provided.**

In those instances in which illness or misadventure are not adequately demonstrated by the student marks will be deducted for late submission of tasks and, in general, a deduction of 30% of the total mark available per day will be incurred.

Late Policy Penalty Scale

One Day Late	Two Days Late	Three Days Late	Four Days Late
Lost 30% of total mark available	Lost 60% of total mark available	Lost 90% of total mark available	Loss of up to 100% of total mark available

NOTE:

A Task will have to be completed even after the four days have elapsed.

To qualify for the HSC work will need to be submitted.

Where a student is absent on the day that an essay, project, research assignment is due arrangements should be made for the material to be delivered to the Relevant Head of Department as early as possible that day, but no later than 11.00am. Delivery of such material in the afternoon by a student who has not attended classes that day would be deemed as unacceptable by the College and would incur a one day’s penalty.

College Phone: 9369-0600
Fax: 9389-1274
Delivery address: 131 Birrell St Waverley, 2024
Email: wavcoll@waverley.nsw.edu.au

Individual email addresses can be obtained from the College’s website:

<http://www.waverley.nsw.edu.au>

If the absence is because of sickness, a medical certificate is required.

Submission of Work

All work to be included as part of the assessment profile must be the student's own individual effort, not that of others. Students may be required to sign a statement to this effect. Work that is copied or shows signs of extensive "outside assistance", may be awarded zero marks. Plagiarism will be looked upon most seriously. Copying either another student's work or information from books, journals or other electronic means without due citation or recognition cannot be accepted. Students who present other work as their own may receive zero for the task. Students are advised to include full bibliographies for all assignments even when the specific task does not request it.

It is the student's responsibility to ensure that electronic copies of Assessment work are able to be opened with the current software installed on the College network.

Illness/Misadventure

Misadventure is any unforeseen event that prevents the candidate from attending or submitting a task.

Individual Teachers, Year Masters or the Senior Students' Studies Co-ordinator cannot grant extensions, prepare alternative tasks or provide estimates. Students must follow the set procedure if their appeal is to be considered.

It is the **responsibility of the student** to inform the Head of Department of the absence, and its reason, as soon as possible after it is apparent the candidate will be unable to attend. Any application for special consideration should be submitted on the special form on or preferably, before the due date. These forms are available on the College Website, from Heads of Department, Year Master, or the Senior Students' Studies Co-ordinator.

A **medical certificate** or a similar, relevant, appropriate certificate will be required to show a valid reason for absence, on any grounds, from a task. This includes an **absence the day before the submission of a task or the day of an in-class assessment task.**

The presentation of an Illness-Misadventure Claim and certificate will be deemed to be an application to undertake a substitute task.

In cases where the absence is accepted as valid, the Head of Department will direct the preparation of a substitute task from which an equivalent mark for the task will be determined.

The date of the administration of the substitute task will be decided having regard to all other relevant factors at a time most convenient to the College and the student.

Where grounds for accident/illness/misadventure exist, then the following provisions will apply:

- An '**Extension of time**' may be granted by the Head of Department.
- A '**Substitute Task**' (and a time limit) may be given by the Head of Department.
- An '**Estimate**' may be given by the Head of Department, but this will only be used in exceptional circumstances. E.g., Where the completion of a substitute task is not feasible, is unreasonable, or where the missed task is difficult to duplicate. The Head of Department may authorise the use of an estimate based on other appropriate evidence. E.g. A score based on marks gained in previous tasks may be calculated by the Head of Department.

Cheating/Unfair Advantage

In instances where a student is shown to have cheated or gained any unfair advantage in an assessment task, a 'zero' mark or deduction in total marks available, will be awarded for that task. The

examples provided below are not considered to be finite. The College reserves the right to investigate any reports of cheating/unfair advantage and apply this rule. The important factor in all cases is to ensure that no student gains or is perceived to have gained advantage over others.

Some Examples of Cheating/Unfair Advantage

- Be in possession of notes, (including electronic data storage systems) during a formal assessment task held under examination conditions.
- Be in possession of electronic communication devices such as mobile phones, pagers, etc. during formal assessment tasks held under examination conditions.
- Communicate with other students or seek assistance from others during formal assessment tasks under examination conditions (Except to seek clarification from teachers).
- Be in possession of another student's work.
- Using the work of others as one's own without proper acknowledgement. (Plagiarism). See Plagiarism Policy in next section.
- **Any student absent the day before or on the day of a submission without good cause.**
- **Any student absent the day before or on the day of an in-class assessment task without good cause.**

Examinations

A student found cheating during an examination may lose some or all of the marks for that examination. A student who copies another's answer during an examination may lose the marks for the portion of work copied. The 'copier' may also receive a mark of zero for the whole paper.

The student copied from may lose the marks for the question copied and may also receive a mark of zero for the whole paper if they cannot show they took due care to protect their work.

During an examination or class test, it is the responsibility of each student to ensure that their work is kept secure so that other students cannot copy it. Completed work should be placed face down on the examination desk.

Scheduling of Assessment Tasks

The Head of Department will act in consultation with the Senior Students' Studies Co-ordinator to schedule Assessment Tasks. Students will be given at least 2 calendar weeks (10 working days) notice of the scheduled date by whatever means of communication is most appropriate in the circumstances, usually in writing.

Responsibility for Assessment Program

Supervision of the College HSC Assessment Program is the responsibility of the Deputy Headmaster Curriculum. The Heads of Department are responsible for the planning, organisation and implementation of all Assessment procedures within his/her curriculum area, this includes production of a written schedule of tasks and their relative value to be communicated to students.

The Senior Students' Studies Co-ordinator reviews the individual schedules, collates them, and arbitrates on variations to dates if required.

Administration of Assessments

Notwithstanding illness/misadventure, all candidates will attempt a specific task on the same day. Heads of Department are responsible for timing of tasks on a particular day, and the administration of the marking, recording and collation of assessment results.

Feedback to students on individual tasks will be by the raw mark assigned to the task during the marking phase. Any appeal to marks awarded will be considered for a period of up to 48 hours after the return of the script. Requests for a review of marks on a particular task are to be presented to the

Head of Department in writing to the Head of Department. Student ranks on an individual task will be available to a student upon his request to the Head of Department.

Where students are in different classes in a particular subject, assessment strategies will be designed so that comparisons can be made and the students considered, for assessment purposes, as part of the one group.

Finalisation of Assessments

Finalised School Assessment Marks are **not** available to students. These marks are moderated against HSC Examination performance and the Moderated Assessment results are reported upon the HSC Report. Students may collect their order of Merit when they have completed their last HSC Examination. The Senior Student's Studies Co-ordinator holds these until the conclusion of the School year.

Appeals of Finalised HSC Assessments

It is important to note:

1. An Assessment Review will relate only to the student's position in Waverley's Order of Merit and must focus on the school's procedures for determining the final assessment mark in that Order of Merit.
2. A student is not entitled to seek a review of teachers' judgements of the worth of an individual performance in an Assessment Task.
3. The mark awarded will not be subject to review as part of the Review Process.
4. Appeals are anticipated as being the exception.

Should it be necessary, the College will conduct its Assessment Review procedures in accordance with the schedule prepared by the Board of Studies.

The Assessment Review Committee will comprise:

The Headmaster

Deputy Headmaster Curriculum

Head of Department *of the subject in which the appeal is lodged and*

One other person *at the discretion of the Headmaster.*

In the conduct of an Assessment Review, it will be necessary for the school to ascertain that:

- The weightings specified by the school in its Assessment Program conform with the Board's requirements as detailed in the Subject Guides;
- The procedures used by the school for determining the final Assessment mark conform with its stated Assessment Program. In particular, the weightings used for the various Assessment tasks should be consistent with those specified in the Assessment Program;
- There are no computational or other clerical errors in the determination of the Assessment task.

Provided that the school is satisfied that these conditions have been met, no change to the Assessment will be made. A student should be informed of the procedures undertaken and the final result of the Review.

Schools will be asked to provide the Board of Studies with a schedule of students whose Assessments have been reviewed and of the outcomes of each review.

EXAMINATION RULES AND PROCEDURES

- If you are ill for any exam you need to contact your Year Master prior to the exam start time.
Year 12 Mr Chen 9369 0612
Year 11 Mr Barr 9369 0611
- School photo identification to be presented – Current College Library Card.
- No mobile phones. **Any mobile phone brought into examination room indicates that you have attempted or intend to cheat.**
- Clear pencil case.
- Board of Studies - Student Identification Number.
- Clear water bottles. Water only.
- All students are to assemble in alphabetical order in the Quad 20 minutes prior to the scheduled exam start time.
- No bags to be left outside exam room. Bags must be secured in your locker.
- Watches **MUST** be removed and placed on your desk.
- **DO NOT** place any item on the floor. This includes exam booklets, pencil cases, water bottles.
- **DO NOT** write anything until instructed.
- Talking is not permitted.
- Any student entering exam room with notes, textbooks etc. indicates that you *intend* to cheat. All notes/texts must be stored in your locker prior to entering exam room.
- Use Student Identification Numbers. Numbers **MUST** be written legibly.
- **FOLLOW** all instructions written on exam booklets.
- Students **MUST** remain in exam room, until published time of conclusion.
- **NO** borrowing of equipment. You need to enter the exam equipment prepared.

Absence – Illness/Misadventure

- A Doctor's Certificate is required for **EACH** day absent.
- On the first day back at school, you **MUST** see Mrs Knowles before 8.15am to collect an Illness/Misadventure Form.
- Complete Form.
- Take Form to HOD for exam(s) missed.
- Make-up exams will be made for the next available day. You may have to sit two (2) exams the following day.

Toilet Breaks

- Students should avoid asking permission to use the bathroom.
- **ALL** students should ensure the bathroom has been used prior to the scheduled exam start time.

Special Examination Provisions

- Students need to check with Head of Department Learning Support prior to the commencement of the exam period their Special Provisions status.
- Students have their name marked off with main cohort in Quad, prior to moving to designated area.
- Follow all **PROCEDURES** as outlined above.
- If you are granted a **READER** or **SCRIBE**, this is their only function. Reader/Scribes cannot explain questions.
- 'Extra Time' and 'Rest Breaks' for individual students will be indicated on board.
- Students have the right to decline their Special Provisions for an exam. However, this **WILL** affect the extra time available.
- Please note, students are **NOT** to leave an exam until the scheduled conclusion. However, if extra time has been granted, you may leave the exam at the same time as the main cohort.

POLICY ON PLAGIARISM

Rationale

Excellent written expression of well-formulated ideas is a fundamental skill for academic and career success. Plagiarism interferes with the assessment and feedback process that is necessary in order to promote academic growth. Plagiarism defrauds the teacher with a false view of a student's strengths and weaknesses. It may prevent further instruction in areas of weakness and delay the student in reaching his potential. Therefore, an agreed *Citation Style* has been developed for Waverley College.

What is plagiarism?

Plagiarism is the passing off or use of someone else's ideas, words or images as your own, without proper citation. Plagiarism includes:

- taking someone else's assignment or portion of an assignment and submitting it as your own
- submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source
- presenting the work of tutors, parents, siblings, or friends as your own
- submitting purchased papers as your own
- submitting papers from the Internet written by someone else as your own
- supporting plagiarism by providing your work to others, whether you believe it will be copied or not
- failing to include a bibliography

Where a teacher suspects a student of plagiarism, the following procedures will apply:

- the teacher will present the details to the subject Head of Department who will determine whether to proceed with the matter;
- if, after examination, the Head of Department is of the opinion that the student(s) has been guilty of plagiarism he/she may:
 - require the student to undertake additional assessment/assignment in that subject;
 - require the student to redo the assessment/assignment;
 - return a mark of zero for the plagiarized section of the assessment/assignment;
 - do more than one of the above.

Support Services Available

- See the [referencing examples](#) on the following pages
- The Intranet and Internet sites
- See your teacher or the teacher-librarians for any further information or guidance
- [Board of Studies All My Own Work program and website](#)

Compiling a Bibliography

The Harvard Style (examples provided below) is the preferred method.

A **bibliography** is a list of all the works that you use and is placed at the end of your essay or assignment. The bibliography should be placed in **alphabetical order**, using the author's last name (if given) or the first word of the title. However, if the title begins with **A**, **An** or **The**, then ignore these words and take the beginning of the title from the second word. Use the following samples to compile your bibliography.

Note: for extended examples see the College website or your library

The following websites offer a scaffold guide where you can type in your data and the reference will be automatically generated for you

<http://elc.polyu.edu.hk/CILL/refs/HarvardJournalRef.html> and

<http://www.neilstoolbox.com/bibliography-creator/>

BOOKS

Format: Author, year, title, publisher, place where published

- **The basic entry: a book by a single author**

Hall, B. 2007, *The night before essay planner: a workbook to plan, research and write your next essay*, Fairfax, Sydney.

- **Two authors**

Gilbert, Y. & Thomas, E. 2003, *Tutankhamun : the life and death of a pharaoh*, Dorling Kindersley, London.

Note: Authors can be an organization or institution, for example UNESCO. In such a case you record this as the author (see below)

- **Corporate author**

Waverley Council, 2006, *Management Plan 2000 – 2003 Waverley Council*, Waverley Council, Sydney

When no author can be found use the title

ENCYCLOPAEDIA

- **A common entry**

‘Plato’ 2001, *World Book Encyclopaedia*, Vol 15, World Book, Chicago

ARTICLES FROM MAGAZINES OR JOURNALS

Format: Author, year, title of article, magazine or journal title, volume (if given), issue (if given), page number(s) of article

- **The basic entry**

Dewhurst, C. 2006, ‘Hot air over the Himalayas’, *National Geographic*, vol. 1, no. 4, pp. 44-55.
Notes

NEWSPAPER ARTICLE

- **An article in a newspaper**

Rosenberg, Geanne 2004, Electronic discovery proves an effective legal weapon, in *Sydney Morning Herald*, 31 Mar. p. 5.

Note: For newspaper articles there are no volume or issue numbers just the date and page number

VIDEO

Format: Title, year, format, publisher / producer, place (if known)

- **The basic entry**

Fiction

Thirteen days 2001, DVD, Beacon Pictures, New York:

Documentary

Rainbow Serpent: sacred sites, 2007, DVD, SBS, Sydney

WEBSITES

Format: Author, year, title, date viewed, web address. When no clear author use the title.

The History Channel 2003, ‘*This day in history*’, viewed 7/11/2007, <http://www.historychannel.com/>

What other information might I need to provide?

Citing a reference within an essay (when referring to ideas of another in your own words)

When you paraphrase the ideas of others you need to inform the reader where this information comes from. You do this via in-text referencing. For example:

- In brackets, give the author's surname and the year of publication, without punctuation. For example: *(Smith 2001)*
- Books **published by organizations** may not have an author, so use the details of the organization. For example *(UNESCO 1995)*
- Books **without authors** will need the title used in the citation. For example *(Information Skills 2000)*

Examples and tips: Some **linking words** to use when leading into ideas or findings of others include: *According to* Smith (2003); The point of view *is presented by* (Jones 2002); *It can be observed* (Smith 2004) that when

Using quotations (the actual words from sources)

- A **formal introduction** needs to have a colon before the quotation:
On the steps at the Lincoln Memorial in Washington D.C, Martin Luther King, Jr. (1963) gave his famous words: "I have a dream...."
- An **informal introduction** may have a comma before the quotation:
Once my teacher wrote on my essay, "It is important to acknowledge the source of all quotations".
- **Block quotations:** generally, when you are quoting more than forty words at a time, this quotation should be indented. When using block quotations is it good to introduce them with a colon (:).

The author suggests that fire can have different implications in dreams:
will be much worked and worried as to the conduct of his business. To

see the ruins of his store after a fire forebodes ill luck. He will be almost

To dream that he is fighting fire and does not get burned, denotes that he ready to give up the effort of amassing a handsome fortune and a brilliant business record as useless, but some unforeseen good fortune will bear him up again. (Miller 1995)

General Conventions for Student Workbooks, Computer Documents and Written Assignments

All written assignments and work completed in student workbooks or on a computer should be *set out with following in mind:*

- A ruled margin in red *for books*
- Headings and titles in UPPERCASE and underlined
- Your name and date on each page including Word Documents
- All written work in either blue or black ink, except for illustrations, diagrams etc. *for books*
- Work in Mathematics may be done in pencil

- *Careful spelling and layout when using a computer*

Students are encouraged to develop pride in their work. Therefore writing, drawing and scribbling are not appropriate or acceptable, on covers or in any other sections of workbooks.

All photocopied worksheets should to be kept in folders or portfolios, according to subject areas.

Library resource support for your studies

A variety of subject-related materials, reference sources, work of fiction and periodicals are available, together with audio-visual and internet facilities.

Using a range of resources will enable greater success and we encourage students to read and view widely.

With the exception of reference books and current periodicals, materials are available for borrowing. Borrowers are responsible for maintaining materials in good condition and will be required to pay for any loss or damage.

Students and parents are encouraged to make full use of these facilities and parents may also register as users.

The library is a place to read, watch videos, relax with a book and use electronic resources. The library hours are 8:10am- 4.45pm Monday to Thursday and Friday 8:10am – 4 pm.

Students are encouraged to borrow resources on a regular basis. Resources can be borrowed before school, at lunchtime and after school. The loan period is two weeks for non-fiction and three weeks for fiction.

Online information resources are available for staff and students to use from home

Homework, learning and information resources

The following Online Databases are available at school from the *Library and Information Centre* Intranet site at <http://intranet/Library/index.htm>. The following are also available from home

- World Book Online Encyclopedia
<http://www.worldbookonline.com>
For Home Access use Username: **Waverley** & Password: **student**
- Grolier Encyclopedia
For Home Access go to www.go.grolier.com and use Username: **Waverley** & Password: **library**
- ANZRC Magazine and Newspaper Database
<http://search.epnet.com>
For Home Access use Username: **s9004322** & Password: **password**
- Sydney Morning Herald Database
<http://www.digitaleditions.com.au/>
For Home Access use Username: **2766** & Password: **light578**
- Revision and extension activities (From curriculum corporation)
For Home Access go to www.resourcebank.curriculum.edu.au and use Username: **222090** & Password: **rbank**

To find full text literature such as poems, speeches use *LitFinder*

<http://infotrac.galegroup.com/itweb/61wavcoll?db=LITF>

password = fishbowl

To obtain video clips of TV News documentaries go to
<http://search.informit.com.au/databases;username=wavcol;password=15679>

Here you can search, view and save for programs such as 4 Corners, 60 minutes, Catalyst and Australian Story

Steps for managing research

- 1 Consider what are the aspects of your task
- 2 Consider a possible topic
- 3 Conduct some pre and background reading
- 4 Decide on
a task
- 5 Gather and select information
- 6 Finish and reflect on your research

Access to the student **Student Email Accounts and e-wave accounts** email and e-wave is available from the school internet
(<http://www.waverley.nsw.edu.au>) and intranet site (<http://intranet/Library/index.htm>).

The email address is as follows:

1st initial + surname@st.waverley.nsw.edu.au

For example, jbrown@st.waverley.nsw.edu.au

To log onto your email or to e-wave you use your school network username and password

Positions of Responsibility - Assessment

Headmaster
Br P A Leary

Deputy Headmaster Curriculum
Ms D Grigson

Assistant Deputy Headmaster Curriculum
Mr C Soden

HEADS OF DEPARTMENT

Deputy Headmaster Religious Programs
Mr P. Davis

English: Mrs S Bourke

Science: Mr G Kennedy

Creative & Performing Arts:

Drama: Mr P O'Shea

Music: Mr C Blenkinsopp

Visual Arts: Ms E Palmer

Languages (LOTE): Mrs C Evans

Learning Support: Mr D Parnell

Senior Students' Studies Co-ordinator:
Ms K Knowles

Mathematics Ms E Watson

Personal Development, Health & Physical Education): Mr P Brennan

Human Society & its Environment:

Commercial Studies: Business/Legal Studies, Economics: Mr B Dominish

Social Studies: Geography, History:
Mr R Cooke

Computing Studies Coordinator:
Mr D Reidy

Technology & Applied Studies:
Mr T Sutherland

Vocational Education and Training Contact & Careers Adviser:
Ms K Knowles

Information is also available from the Board of Studies
Board of Studies Website: www.boardofstudiesnsw.edu.au

HIGHER SCHOOL CERTIFICATE COURSE

SUBJECT ASSESSMENT POLICY

FOR

Subject: CATHOLIC STUDIES (1 Unit) Non-ATAR Course

Syllabus Assessment Requirements

Component	Weighting (as a percentage)
God, Religion and Life	25
Scripture and Jesus	25
Prayer, Liturgy and Sacraments	25
Morality and Justice	25
Total	100

Assessment Task Distribution

	Task 1	Task 2	Task 3	Task 4	Total
Task Date (Term/Week)	Term 4 Week 6 2009	Term 2 Week 1 2010	Term 2 Week 5 2010	Term 3 Week 3 2010	
Outcomes to be Assessed (Syllabus reference)	V&A 4 K 1,2 S 1,2	V&A 1,2,3 K 1,2 S 1,2	V&A 2,4 K 2,4 S 2,4	V&A 1,2,3,4 K 1,2,3,4 S 1,2,3,4	
Nature of Task	Essay	Exam	Research and oral	HSC Trial Exam	
Weighting	25	20	25	30	100%

End of year prizewinners will be determined by: Final Assessment Mark.

Mr P Davis
Head of Department
Religion

HIGHER SCHOOL CERTIFICATE COURSE

SUBJECT ASSESSMENT POLICY

FOR

Subject: STUDIES OF RELIGION 1 (1 Unit)

Component		Weighting (as a percentage)
1	Knowledge and understanding of course content	40
2	Source-based skills	20
3	Investigation and research	20
4	Communication of information, ideas and issues in appropriate forms	20
	Total	100

Assessment Task Distribution

	Task 1	Task 2	Task 4	Total
Task Date (Term/Week)	Term 4 Week 6 2009	Term 2 Week 1 2010	Term 3 Week 3 2010	
Outcomes to be Assessed (syllabus reference)	H1, H2, H3, H6, H8, H9	H1, H2, H3, H4, H5, H7, H8, H9	H1, H2, H3, H4, H5, H6, H8, H9	
Nature of Task	Source-based Response (Religion & Belief Systems in Australia post-1945)	Research Task (Religious Tradition – Christianity)	Trial HSC Exam	
Component				
1	10	10	20	
2	10		10	
3		20		
4	10		20	
Total	30	30	40	100%

End of year prize winners will be determined by: Final Assessment Mark

Mr P Davis
Head of Department
Religion

HIGHER SCHOOL CERTIFICATE COURSE

SUBJECT ASSESSMENT POLICY

FOR

Subject: STUDIES OF RELIGION 2 (2 Unit)

Component		Weighting (as a percentage)
1	Knowledge and understanding of course content	40
2	Source-based skills	20
3	Investigation and research	20
4	Communication of information, ideas and issues in appropriate forms	20
Total		100

Assessment Task Distribution

	Task 1	Task 2	Task 3	Task 4	Total
Task Date (Term/Week)	Term 4 Week 6 2009	Term 2 Week 1 2010	Term 2 Week 7 2010	Term 3 Week 3 2010	
Outcomes to be Assessed (syllabus reference)	H1, H2, H3, H6, H8, H9	H1, H2, H4, H5, H7, H8, H9	H1, H2, H4, H5, H6, H7, H8, H9	H1, H2, H3, H4, H5, H6, H8, H9	
Nature of Task	Source-based Response (Religion & Belief Systems in Australia post-1945)	Research Task (Religious Traditions)	Research and Report Task (Religious Traditions)	HSC Trial Exam	
Component					
1	5	10	5	20	
2	10			10	
3		10	10		
4	5	5	5	5	
Total	20	25	20	35	100%

End of year prize winners will be determined by: Final Assessment Mark

Mr P Davis

Head of Department

Religion

HIGHER SCHOOL CERTIFICATE COURSE

SUBJECT ASSESSMENT POLICY

FOR

Subject: ENGLISH EXTENSION 1 (1 unit)

Syllabus Assessment Requirements

Component		Weighting (out of 50)
1	Module A: Genre	50
Total		50

Assessment Task Distribution

	Task 1	Task 2	Trial HSC Exam	Total
Task Date (Term/Week)	Term 1 Week 3 2010	Term 2 Week 7 2010	Term 3 2010	
Outcomes to be Assessed (syllabus reference)	H1,2,3,4	H1,2,3,4	H1,2,3,4	
Nature of Task	Presentation of portfolio of research / Creative Writing	Seminar Presentation	Two questions	
Component	1	1	1	
Total	20	15	15	50

End of year prizewinners will be determined by: Final Assessment Mark

Mrs SM Bourke
Head of Department
English

HIGHER SCHOOL CERTIFICATE COURSE

SUBJECT ASSESSMENT POLICY

FOR

Subject: ENGLISH EXTENSION 2 (1 unit)

Amended 6 November 2009 due to Board of Studies changes to Internal Assessment

Syllabus Assessment Requirements

Component		Weighting (out of 50)
1	Major Work	
Total		50

Assessment Task Distribution

	Task 1	Task 2	Task 3	Total
Task Date (Term/Week)	Term 1 Week 3 2010	Term 1 Week 8 2010	Term 2 Week 6 2010	
Outcomes to be Assessed (syllabus reference)	H1, 2	H1, 2	H1,2	
Nature of Task	Viva Voce addressing proposal for Major Work	Report on impact of independent investigation	Draft version of major work and reflection on progress to date	
Component	1	1	1	
Total	10	15	25	50

End of year prizewinners will be determined by: Final Assessment Mark

Mrs SM Bourke
Head of Department
English

HIGHER SCHOOL CERTIFICATE COURSE

SUBJECT ASSESSMENT POLICY

FOR

Subject: STANDARD ENGLISH (2 Unit)

Syllabus Assessment Requirements

	Component	Weighting (as a percentage)
1	Area of Study: Belonging	40
2	Module A Distinctive Voices: Harry Lavender	20
3	Module B: Close Study of Text: Film: Witness	20
4	Module C: The Global Village : A Man with Five Children	20
Total		100

Assessment Task Distribution

	Task 1	Task 2	Task 3	Task 4	Trial HSC	Total
Task Date (Term/Week)	Term 1 Week 7 2010	Term 2 Week 1/2 2010	Term 2 Week 8 2010	Term 3 Week 8 2010	Term 3 2010	
Outcomes to be Assessed (syllabus reference)	H4, 5, 11, 12	H 1 - 11	H5, 9	H6, 7, 8, 10, 11, 12	H 1-12	
Nature of Task	Extended response from viewing	Annotated clipping folder and Oral Task	Listening and response from recording	Composition over time: Final Copy completed in class	Two papers	
Component	3	1	2	4	1,2,3,4	
Total	15	25	15	15	30	100%

End of year prizewinners will be determined by: Final Assessment Mark

Mrs SM Bourke
Head of Department
English

HIGHER SCHOOL CERTIFICATE COURSE

SUBJECT ASSESSMENT POLICY

FOR

Subject: ADVANCED ENGLISH (2 Unit)

Syllabus Assessment Requirements

	Component	Weighting (as a percentage)
1	Area of Study: Belonging	40
2	Module A: Comparative study of texts: Frankenstein and Blade Runner	20
3	Module B: Critical Study of Texts: Hamlet	20
4	Module C: Representation and Text: Ted Hughes	20
Total		100

Assessment Task Distribution

	Task 1	Task 2	Task 3	Task 4	HSC Trial Exam	Total
Task Date (Term/Week)	Term 1 Week 4 2010	Term 2 Week 1 (Exam Period) 2010	Term 2 Week 9 2010	Term 3 Week 7 2010	Term 3 2010	
Nature of Task	Research and representation	Listening	Clipping folder	Open book essay after viewing	2 exam papers	
Outcomes to be Assessed (syllabus reference)	H1, 2, 2A, 5, 7, 12A	H2A, 3, 4, 6, 8, 10	H1, 2, 2A, 3, 4, 5, 9, 10	H1, 6, 7, 12A	H1-12	
Component	2	3	1	4	1, 2, 3, 4	
Weighting	15	15	25	15	30	100%

End of year prizewinners will be determined by: Final Assessment Mark

Mrs SM Bourke

**Head of Department
English**

HIGHER SCHOOL CERTIFICATE

SUBJECT ASSESSMENT POLICY

FOR

Subject: BUSINESS STUDIES (2 Unit)

Syllabus Assessment Requirements

Component		Weighting (as a percentage)
1	Test Types	50
2	Case Studies: interpretation, application and communication	30
3	Stimulus-based Skills	20
Total		100

Assessment Task Distribution

	Task 1	Task 2	Exam	Task 3	Trial HSC Exam	Total
Task Date (Term/Week)	Term 4 Week 5 2009	Term 1 Week 7 2010	Term 2 Week 1 2010	Term 2 Week 7 2010	Term 3 Week 3 2010	
Outcomes to be Assessed	H3.1 H3.3 H5.3	H2.1 H4.2 H5.4	H1.2 H3.2 H4.1 H5.3 H5.4	H2.1 H3.3 H4.2 H5.2 H5.3	All BoS Outcomes as per Syllabus	
Nature of Task	Case Study	Stimulus Based	Exam	Research Task	Exam	
Component						
1			20		30	50
2	10			20		30
3		20				20
Weighting	10	20	20	20	30	100%

End of year prizewinners will be determined by: Final Assessment Mark

Mr B Dominish
Head of Department
HSIE - Commercial Studies

HIGHER SCHOOL CERTIFICATE 2009

SUBJECT ASSESSMENT POLICY

FOR

Subject: ECONOMICS (2 Unit)

Syllabus Assessment Requirements

Component		Weighting (as a percentage)
1	Test and Examinations	50
2	Research, Investigation and Communication	30
3	Stimulus-based Skills	20
	Total	100

Assessment Task Distribution

	Task 1	Task 2	Exam	Task 3	Trial HSC Exam	Total
Task Date (Term/Week)	Term 4 Week 5 2009	Term 1 Week 8 2010	Term 2 Week 1 2010	Term 2 Week 6 2010	Term 3 Week 3 2010	
Outcomes to be Assessed (syllabus reference)	H3 H4 H5 H8	H4 H5 H6 H10	H8 H9 H10	H5 H6 H7	All BoS Outcomes as per syllabus	
Nature of Task	Report	Stimulus Task	Exam	Extended Response	Exam	
Component						
1			20		30	50
2	15			15		30
3		20				20
Weighting	15	20	20	15	30	100%

End of year prizewinners will be determined by: Final Assessment Mark

Mr B Dominish
Head of Department
HSIE - Commercial Studies

HIGHER SCHOOL CERTIFICATE 2009

SUBJECT ASSESSMENT POLICY

FOR

Subject: LEGAL STUDIES (2 Unit)

Syllabus Assessment Requirements

Component		Weighting (as a percentage)
1	Examination and Class Tests	50
2	Research	40
3	Oral	10
	Total	100

Assessment Task Distribution

	Task 1	Task 2	Task 3	Task 4	Trial HSC Exam	Total
Task Date (Term/Week)	Term 4 Week 6 2009	Term 1 Week 6 2010	Term 2 Week 5 2010	Term 3 Week 2 2010	Term 3 Week 3 2010	
Outcomes to be Assessed (Syllabus reference)	H2.1 H3.2	H3.1 H3.2 H3.4	H1.1 H1.2 H4.1 H5.2	H3.3 H3.4 H4.2	All BoS Outcomes as per syllabus	
Nature of Task	Exam	Research Task	Research/ Oral Task	Research Task	Exam	
Component						
1	10				40	50
2		15	10	15		40
3			10			10
Weighting	10	15	20	15	40	100%

End of year prizewinners will be determined by: Final Assessment Mark

Mr B Dominish
Head of Department
HSIE - Commercial Studies

HIGHER SCHOOL CERTIFICATE COURSE

SUBJECT ASSESSMENT POLICY

FOR

Subject: INFORMATION PROCESSES AND TECHNOLOGY (2 Unit)

Component		Weighting (as a percentage)
1	Project Work Individual Assignments	30
2	Examinations	20
4	Option Topic Assessment Task	20
5	TRIAL HSC Exam	30
	Total	100

Assessment Task Distribution

	Individual Assignment	Exam	Option Topic	Trial HSC Exam	Total
Task Date (Term/Week)	Term 1 Week 2 2010	Term 2 Week 1 2010	Term 2 Week 8 2010	Term 3 Week 3 2010	
Outcomes to be Assessed (syllabus reference)	ALL	ALL	H 1.1; 2.1; 2.2; 3.2; 4.1; 5.2	ALL	
Nature of Task	Topic test and Written Assignment	Test	Assignment	Test	
Total	30	20	20	30	100%

End of year prizewinners will be determined by: Final Assessment Mark

Mr R Reidy
Subject Coordinator
Computing Studies

HIGHER SCHOOL CERTIFICATE COURSE

SUBJECT ASSESSMENT POLICY

FOR

Subject: SOFTWARE DESIGN AND TECHNOLOGY (2 Unit)

Component		Weighting (as a percentage)
1	Major Work	40
2	Practical test	10
3	Mid Semester Examinations	25
4	TRIAL HSC Exam	25
Total		100

Assessment Task Distribution

	Major Work	Exam	Theory/ Prac	HSC Trial	Total
Task Date (Term/Week)	Final date: Term 1 Open Day 2010	Term 2 Week 1, 2 2010	Term 2 Week 5 2009	Term 3 Week 3 2009	
Outcomes to be Assessed (syllabus reference)	All aspects of the Course	ALL	All except H3.1	ALL	
Nature of Task	Topic test	Test	Written & Prac Test	Test	
Total	40	25	10	25	100%

End of year prizewinners will be determined by: Final Assessment Mark

Mr D Reidy
Subject Coordinator
Computing Studies

HIGHER SCHOOL CERTIFICATE COURSE

SUBJECT ASSESSMENT POLICY

FOR

Subject: DRAMA (2 Unit)

Component		Weighting (as a percentage)
1	Australian Theatre	20
2	Approaches to Acting	20
3	Development Of Projects	20
4	Topics and Projects Review	40
Total		100

Assessment Task Distribution

	Task One	Task Two	Task Three	Task Four	Total
Task Date (Term/Week)	Term 4 Week 6 2009	Term 1 Week 9 2010	Term 2 Week 9 2010	Term 3 Week 3 2010	
Outcomes to be Assessed (syllabus reference)	H1.1 – 2.4	H1.1 – 2.4	H1.1- 3.5 H1.1 – 2.5	H3.1 – 3.5 H2.1 – 3.5	
Nature of Task	Australian Theatre Presentation	Approaches to Acting Presentation	Developm't of Projects - Presentation	HSC Trial	
Component	20	20	20	40	
Total					100%

End of year prizewinners will be determined by: Final Assessment Mark

Mr P. O'Shea
Head of Department
Drama

HIGHER SCHOOL CERTIFICATE COURSE

SUBJECT ASSESSMENT POLICY

FOR

Subject: ANCIENT HISTORY (2 Unit)
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Component		Weighting (as a percentage)
1	Knowledge and understanding of course content	40
2	Source based skills	20
3	Historical inquiry and research	20
4	Communication of historical understanding	20
	Total	100

Assessment Task Distribution

	Task 1	Task 2	Task 3	Task 4	Task 5	Total
Task Date (Term/Week)	Week 7 Term 4 2009	Term 1 Week 8 2010	Term 2 Week 1 2010	Term 2 Week 6 2010	Term 3 Week 3 2010	
Outcomes to be Assessed (syllabus reference)	H1.2 H3.1 H4.2 H6.1	H1.1 H4.2 H5.1 H6.1	H1.1 H1.2 H3.1 H4.1 H5.1 H6.1	H1.1 H1.2 H2.1 H5.2	H1.1 H1.2 H3.1 H4.1 H5.1 H6.1	
Nature of Task	Source Anyalysis	Research Task	Exam	Extended Response	Exam	
Component						
1			20		20	
2		20				
3	20					
4				20		
Total	20	20	20	20	20	100%

End of year prizewinners will be determined by: Final Assessment Mark

Mr R Cooke
Head of Department
HSIE - Social Studies

HIGHER SCHOOL CERTIFICATE COURSE

SUBJECT ASSESSMENT POLICY

FOR

Subject: MODERN HISTORY (2 Unit)

Syllabus Assessment Requirements

Component		Weighting (as a percentage)
1	Knowledge and understanding of course content	40
2	Source based skills	20
3	Historical inquiry and research	20
4	Communication of historical understanding	20
	Total	100

Assessment Task Distribution

	Task 1	Task 2	Task 3	Task 4	Task 5	Total
Task Date (Term/ Week)	Term 4 Week 6 2009	Term 2 Week 1 2010	Term 2 Week 8 2010	Term 3 Week 1 2010	Trial HSC Term 3 2010	
Outcomes to be Assessed (syllabus reference)	H1.1 H1.2 H3.2 H3.3 H3.4	H1.1 H1.2 H2.1 H3.1 H4.1 H4.2	H1.2 H3.2 H3.5	H1.1 H2.1 H3.4 H4.2	H1.1 H1.2 H2.1 H3.1 H4.1 H4.2	
Nature of Task	Core World War I Source Analysis	World War One & Germany Exam	Personality Oral	Cold War Research Task	Exam	
Component						
1		20			20	40
2	20					20
3			20			20
4				20		20
Total	20	20	20	20	20	100%

End of year prizewinners will be determined by: Final Assessment Mark

Mr R Cooke

Head of Department

HSIE – Social Studies

HIGHER SCHOOL CERTIFICATE COURSE

SUBJECT ASSESSMENT POLICY

FOR

Subject: Extension History (1 Unit)

Syllabus Assessment Requirements

Component		Weighting (Out of 50)
1	Knowledge and understanding of significant historiographical ideas and processes	10
2	Skills in designing, undertaking and communicating historical inquiry – the History Project	40
Total		50

Assessment Task Distribution

	Task 1	Task 2	Total
Task Date (Term/Week)	Date to be confirmed	Term 3 Week 3 2010	
Nature of Task	History Project	Trial HSC Exam	
Component		10	
1	40		
2			
Total	40	10	50

End of year prizewinners will be determined by: Final Assessment Mark

Mr R Cooke
Head of Department
HSIE – Social Studies

HIGHER SCHOOL CERTIFICATE COURSE

SUBJECT ASSESSMENT POLICY

FOR

Subject: GEOGRAPHY (2 Unit)

	Component	Weighting (as a percentage)
1	Knowledge and understanding of course content	40
2	Geographical tools and skills	20
3	Geographical inquiry and research	20
4	Communication of geographical information, ideas and issues	20
	Total	100

Assessment Task Distribution

	TASK 1	TASK 2	TASK 3	TASK 4	TASK 5	Total
Task Date (Term/Week)	Term 4 Week 7 2009	Term 1 Week 9 2010	Term 2 Week 1 2010	Term 2 Week 7 2010	Term 3 Week 3 2010	
Outcomes to be Assessed (syllabus reference)	H3, H7, H8, H9,	H9, H10, H11, H13	H1, H2, H3, H4	H7, H8, H9, H10	All	
Nature of Task	Report	Fieldwork	Exam	Fieldwork Extended Response	Exam	
Component						
1			20		20	
2				20		
3	20					
4		20				
Total	20	20	20	20	20	100%

End of year prizewinners will be determined by: Final Assessment Mark

Mr R Cooke
Head of Department
HSIE – Social Studies

HIGHER SCHOOL CERTIFICATE COURSE

SUBJECT ASSESSMENT POLICY

FOR

Subject: GERMAN CONTINUERS (2 Unit)
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Syllabus Assessment Requirements

Component		Weighting (as a percentage)
1	Speaking in German	20
2	Listening and Responding	25
3	Reading and Responding	40
4	Writing in German	15
Total		100

Assessment Task Distribution

	Task 1	Task 2	Exams	Trial HSC Exam	Total
Task Date (Term/Week)	Term 4 Week 6 2009	Term 1 Week 7 2010	Term 2 Week 1 2010	Term 3 Week 3 2010	
Nature of Task	In Class Task	In Class Task	Exams	Exams	
Outcomes to be assessed (Syllabus reference)	1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3	3.1, 3.2, 4.1	3.1, 3.2, 4.1, 4.2, 4.3	1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3	
Component	3, 4	1, 2	1, 2, 3, 4	1, 2, 3, 4	
1		10	5	5	20
2		10	5	10	25
3	10		10	20	40
4	5		5	5	15
Total	15	20	25	40	100%

End of year prize winners will be determined by: Final Assessment Mark

Ms C Evans
Head of Department
Languages Other Than English

HIGHER SCHOOL CERTIFICATE COURSE

SUBJECT ASSESSMENT POLICY

FOR

Subject: MATHEMATICS (2 Unit)

Syllabus Assessment Requirements

Component		Weighting (as a percentage)
1	Knowledge and Skills	80
2	Applications	20
	Total	100

Assessment Task Distribution

	Task 1	Task 2	Task 3	Task 4	Trial HSC	Total
Task Date (Term/Week)	Term 4 Week 6 2009	Term 1 Week 7 2010	Term 2 Week 1 2010	Term 2 Week 8 2010	Term 3 Week 3 2010	
Outcomes to be Assessed (syllabus reference)	H2,5,9	H2,7,9	H2,4,5, 6,7,8	H3,4,5	H2-9	
Nature of Task	Exam	Exam	Exam	Exam	Trial Exam	
Component						
1	12	12	20	12	24	80
2	3	3	5	3	6	20
Total	15	15	25	15	30	100%

Outcomes subject to change with notice.

End of year prizewinners will be determined by: Final Assessment Mark

Mrs E Watson.
Head of Department
Mathematics

HIGHER SCHOOL CERTIFICATE COURSE

SUBJECT ASSESSMENT POLICY

FOR

Subject: MATHEMATICS EXTENSION 1 (1 Unit)

Syllabus Assessment Requirements

Component		Weighting (as a percentage)
1	Knowledge and Skills	70
2	Applications	30
	Total	100

Assessment Task Distribution

	Task 1	Task 2	Task 3	Task 4	Trial HSC	Total
Task Date (Term/Week)	Term 4 Week 5 2009	Term 1 Week 6 2010	Term 2 Week 1 2010	Term 2 Week 8 2010	Term 3 Week 3 2010	
Outcomes to be Assessed (syllabus reference)	HE2 H3,4,9	HE2 H4,5,9	PE2,3 HE2 H2-9	HE4	HE2,3, 4,6,7	
Nature of Task	Exam	Exam	Exam	Exam	Trial Exam	
Component						
1	10.5	10.5	17.5	10.5	21	70
2	4.5	4.5	7.5	4.5	9	30
Total	15	15	25	15	30	100%

Outcomes subject to change with notice.

End of year prizewinners will be determined by: Final Assessment Mark

Mrs E Watson
Head of Department
Mathematics

HIGHER SCHOOL CERTIFICATE COURSE

SUBJECT ASSESSMENT POLICY

FOR

Subject: MATHEMATICS EXTENSION II (2 Unit)

Syllabus Assessment Requirements

Component		Weighting (as a percentage)
1	Knowledge and Skills	60
2	Applications	40
	Total	100

Assessment Task Distribution

	Task 1	Task 2	Task 3	Task 4	Trial HSC	Total
Task Date (Term/Week)	Term 4 Week 6 2009	Term 1 Week 7 2010	Term 2 Week 1 2010	Term 2 Week 8 2010	Term 3 Week 3 2010	
Outcomes to be Assessed (syllabus reference)	E2,3	E2,3,6,9	E2,3,6,8	E5	E2,3,5, 6,7,8,9	
Nature of Task	Exam	Exam	Exam	Exam	Trial Exam	
Component						
1	9	9	15	9	18	60
2	6	6	10	6	12	40
Total	15	15	25	15	30	100%

Outcomes subject to change with notice.

End of year prizewinners will be determined by: Final Assessment Mark

Mrs E Watson.
Head of Department
Mathematics

HIGHER SCHOOL CERTIFICATE COURSE

SUBJECT ASSESSMENT POLICY

FOR

Subject: GENERAL MATHEMATICS (2 Unit)

Syllabus Assessment Requirements

Component		Weighting (as a percentage)
1	Knowledge and Skills	40
2	Applications	60
	Total	100

Assessment Task Distribution

	Task 1	Task 2	Task 3	Task 4	Trial	Total
Task Date (Term/Week)	Term 4 Week 6 2009	Term 1 Week 7 2010	Term 2 Week 1 2010	Term 2 Week 8 2010	Term 3 Week 3 2010	
Outcomes to be Assessed (syllabus reference)	H2,5,8,11	H2,3,6,7,9	H2-9	H2,3,7,1,1	H2-11	
Nature of Task	Exam	Exam	Exam	Exam	HSC Trial Exam	
Component						
1	6	6	10	6	12	40
2	9	9	15	9	18	60
Total	15	15	25	15	30	100%

Outcomes subject to change with notice.

End of year prizewinners will be determined by: Final Assessment Mark

Mrs E Watson.
Head of Department
Mathematics

HIGHER SCHOOL CERTIFICATE COURSE

SUBJECT ASSESSMENT POLICY

FOR

Subject: MUSIC 2 (2 Unit)

Syllabus Assessment Requirements

Component		Weighting (as a percentage)
1	Core Performance	20
2	Core Composition	20
3	Core Musicology	20
4	Core Aural	20
5	Elective * (Composition, Performance or Musicology)	20
Total		100

Assessment Task Distribution

Task Date (Term / Week)	Task 1	Task 2	Task 3	Task 4 Trial HSC
	Term 4 Week 7 2009	Term 1 Week 5 2010	Term 2 Week 7 2010	Term 3 Week 3 2010
Outcomes to be Assessed (Syllabus reference)	H2, H5	H3, H8, H9, H11	H2, H5, H12	H1, H4, H6, H7, H10
Nature of Task** (Component)	Core Musicology (10)	Core Performance (5) Core composition draft (10) Elective* (10)	Aural (10), Musicology (10%) Elective*(10)	Aural (10), Core Performance & sight singing (15) Core Composition Portfolio (10)
Weighting	10	25	30	35

* Nature of elective task determined by student's choice of elective

End of Year prizewinners will be determined by: Final Assessment Mark

Mr C Blenkinsopp
Head of Department
Music

HIGHER SCHOOL CERTIFICATE COURSE

SUBJECT ASSESSMENT POLICY

FOR

Subject: MUSIC 1 (2 Units)

Syllabus Assessment Requirements

Component		Weighting (as a percentage)
1	Aural Core	25
2	Composition Core	10
3	Musicology Core	10
4	Performance Core	10
5	Elective 1* (Composition, Performance or Musicology)	15
6	Elective 2* (Composition, Performance or Musicology)	15
7	Elective 3* (Composition, Performance or Musicology)	15
Total		100

Assessment Task Distribution

Task	Task 1	Task 2	Task 3	Task 4 Trial HSC
	Term 4 Week 6 2009	Term 1 Week 7 2010	Term 2 Week 3 2010	Term 3 Week 3 2010
Nature of Task*	Written Aural response (10)	Performance (10) Musicology Presentation (10)	Core Composition (10) Elective 1* (15)	Aural (15) Elective 2 & 3* (30)
Outcomes to be assessed	H4,H5	H1, H2, H10,	H3, H7, H8, H9, H11	H2, H6, H7
Weighting	10	20	25	45

* Nature of elective task determined by student's choice of elective

End of Year prizewinners will be determined by: Final Assessment Mark

Mr C Blenkinsopp
Head of Department
Music

HIGHER SCHOOL CERTIFICATE COURSE

SUBJECT ASSESSMENT POLICY

FOR

Subject: MUSIC EXTENSION (1 Unit)

NB Music Extension (may be taken only in conjunction with Music 2)

Syllabus Assessment Requirements

Component	Weighting (Out of 50)
Elective * (Composition, Performance or Musicology) 2 Assessment Tasks each out of 25	50
Total	50

Assessment Task Distribution

Task Date (Term / Week)	Task 1	Task 2
	Term 1 Week 6 2010	Term 3 Week 3 2010
Nature of Task** (Component)	Integrated Task	Composition Portfolio or Musicology Portfolio or Performance
Outcomes to be Assessed	1, 2, 3 for relevant activity	4, 5, 6 for relevant activity area
Weighting	25	25

**** Nature of elective task determined by student's choice of elective**

End of Year prizewinners will be determined by: Final Assessment Mark

Mr C Blenkinsopp
Head of Department
Music

HIGHER SCHOOL CERTIFICATE COURSE

SUBJECT ASSESSMENT POLICY

FOR

Subject: PERSONAL DEVELOPMENT, HEALTH & PHYSICAL EDUCATION (2 Unit)
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Syllabus Assessment Requirements

	Component	Weighting (as a percentage)
1	Core 1 - Health Priorities in Australia	30
2	Core 2 - Factors Affecting Performance	30
3	Option 4 - Improving Performance	20
4	Option 3 - Sports Medicine	20
Total		100

	Task 1	Task 2	Task 3	Task 4	Trial HSC Exam	Total
Task Date (Term/Week)	Term 4 Week 5 2009	Term 1 Week 7 2010	Term 2 Week 2 2010	Term 2 Week 9 2010	Term 3 Week 3 2010	
Outcomes to be Assessed →	H1 H15 H16	H7 H8 H10 H11 H17	H1 H15 H16 H7 H8 H10 H11 H17	H7 H8 H13 H17	H1 H2 H3 H4 H5 H6 H7 H8 H9 H10 H11 H13 H14 H15 H17	
Nature of Task	Research assignment	Training Program Analysis	Mid Year Paper	Performance Plan	Exam	
Component ↓						
1	15		3		12	30
2		15	3		12	30
3			4	8	8	20
4				12	8	20
Total	15	15	10	20	40	100%

End of year prizewinners will be determined by: Final Assessment Mark

Mr P Brennan
Head of Department
PDHPE

HIGHER SCHOOL CERTIFICATE COURSE

SUBJECT ASSESSMENT POLICY

FOR

Subject: SPORT LIFESTYLE AND RECREATION (2 Unit)
Non-ATAR Course

Syllabus Assessment Requirements

	Component	Weighting (as a percentage)
1	Sports Administration	25
2	Fitness	25
3	Individual Games and Sports Applications	25
4	Aquatics	25
	Total	100

Assessment Task Distribution and Grid

	Task 1	Task 2	Task 3	Trial HSC Exam	Total
Task Date (Term/Week)	Term 4 Week 4 2009	Term 1 Week 5 2010	Term 2 Week 7 2010	Term 3 Week 3 2010	
Outcomes to be Assessed →	1.1, 1.3, 2.3, 4.1	1.5, 2.3, 3.5, 4.3	2.1, 3.1, 4.1, 3.2	1.2, 1.5, 2.1, 2.2, 3.2, 4.1, 4.3	
Nature of Task	Spots administration Event management	Lifestyle Analysis	Skill Analysis	Exam	
Component ↓					
1	20			5	25
2			10	5	15
3	5	25		5	35
4			15	10	25
Total	25	25	25	25	100%

End of year prizewinners will be determined by: Final Assessment Mark

Mr P Brennan
Head of Department
PDHPE

HIGHER SCHOOL CERTIFICATE COURSE

SUBJECT ASSESSMENT POLICY

FOR

Subject: BIOLOGY (2 Unit)

Syllabus Assessment Requirements

	Component	Weighting (as a percentage)
1	Knowledge and Understanding	40
2	Skills in planning and conducting first hand investigations and communicating information and understanding based on these investigations	30
3	Skills in Scientific thinking, problem-solving, and in communicating understanding and conclusions	30
Total		100

Assessment Task Distribution

	Task 1	Task 2	Task 3	Task 4	Total
Task Date (Term/Week)	Term 4 Week 6 2009	Term 1 Week 6 2010	Term 2 Week 1 2010	Term 3 Week 3 2010	
Nature of Task	Practical Exam First Hand Investigation	Model hand up	Mid Semester Exam	HSC Trial Exam	
Outcomes to be Assessed (Syllabus reference)	H11, H12, H13, H14	H1, H2, H6	H1, H2, H4, H5, H7, H9, H10, H11, H13, H15, H16	H1, H2, H3, H4, H5, H6, H7, H8, H9, H10, H11, H12, H13, H15, H16	
Weighting	25	25	20	30	100%

At the time of writing these outcomes were correct and matched the task outcomes, however, they are subject to change.

End of year prizewinners will be determined by: Final Assessment Mark

Mr G Kennedy
Head of Department
Science

HIGHER SCHOOL CERTIFICATE COURSE

SUBJECT ASSESSMENT POLICY

FOR

Subject: CHEMISTRY (2 Unit)

Syllabus Assessment Requirements

Component		Weighting (as a percentage)
1	Knowledge and Understanding	40
2	Skills in planning and conducting first hand investigations and communicating information and understanding based on these investigations	30
3	Skills in Scientific thinking, problem-solving, and in communicating understanding and conclusions	30
Total		100

Assessment Task Distribution

	Task 1	Task 2	Task 3	Task 4	Total
Task Date (Term/Week)	Term 4 Week 5 2009	Term 1 Week 8 2010	Term 2 Week 1 2010	Term 3 Week 3 2010	
Nature of Task	First Hand Investigation	First Hand Investigation	Mid Semester Exam	HSC Trial Exam	
Outcomes to be Assessed (Syllabus reference)	H6 H7 H8 H9 H12 H13 H14 H15 H16	H6 H7 H9 H10 H11 H12 H13 H14 H15 H16	H1 H2 H3 H4 H5 H6 H7 H8 H9 H10 H12 H14 H15 H16	H1 H2 H3 H4 H5 H6 H7 H8 H9 H10 H12 H14 H15 H16	
Weighting	25	25	20	30	100%

At the time of writing these outcomes were correct and matched the task outcomes, however, they are subject to change.

End of year prizewinners will be determined by: Final Assessment Mark

Mr G Kennedy
Head of Department
Science

HIGHER SCHOOL CERTIFICATE COURSE

SUBJECT ASSESSMENT POLICY

FOR

Subject: PHYSICS (2 Unit)

Syllabus Assessment Requirements

	Component	Weighting (as a percentage)
1	Knowledge and Understanding	40
2	Skills in planning and conducting first hand investigations and communicating information and understanding based on these investigations	30
3	Skills in Scientific thinking, problem-solving, and in communicating understanding and conclusions	30
Total		100

Assessment Task Distribution

	Task 1	Task 2	Task 3	Task 4	Total
Task Date (Term/Week)	Term 4 Week 6 2009	Term 2 Week 1 2010	Term 2 Week 8 2010	Term 3 Week 3 2010	
Nature of Task	Open-ended Investigation / quiz	Mid Semester Exam	Practical Test	Trial HSC Exam	
Outcomes to be Assessed (Syllabus reference)	H2, H4, H5, H9, H10, H11, H12, H13, H14, H16.	H1, H2, H3, H6, H7, H8, H9, H10, H13, H14	H2, H3, H6, H8, H9, H10, H12, H13, H14, H15	H1, H2, H3, H6, H7, H8, H9, H10, H13, H14.	
Weighting	25	20	25	30	100%

At the time of writing these outcomes were correct and matched the task outcomes, however, they are subject to change.

End of year prizewinners will be determined by: Final Assessment Mark

Mr G Kennedy
Head of Department
Science

HIGHER SCHOOL CERTIFICATE COURSE

SUBJECT ASSESSMENT POLICY

FOR

Subject: SENIOR SCIENCE (2 Unit)

Syllabus Assessment Requirements

Component		Weighting (as a percentage)
1	Knowledge and Understanding	40
2	Skills in planning and conducting first hand investigations and communicating information and understanding based on these investigations	30
3	Skills in Scientific thinking, problem-solving, and in communicating understanding and conclusions	30
Total		100

Assessment Task Distribution

	Task 1	Task 2	Task 3	Task 4	Total
Task Date (Term/Week)	Term 4 Week 5 2009	Term 1 Week 8 2010	Term 2 Week 1 2010	Term 3 Week 3 2010	
Nature of Task	Practical Task	Research Task	Mid Semester Exam	HSC Trial Exam	
Outcomes to be Assessed (Syllabus reference)	H7 H8 H11 H12 H13 H14	H11 H14	H1 H2 H3 H4 H5 H6 H7 H8 H9 H10 H12 H14	H1 H2 H3 H4 H5 H6 H7 H8 H9 H10 H12 H14	
Weighting	25	25	20	30	100%

At the time of writing these outcomes were correct and matched the task outcomes, however, they are subject to change.

End of year prizewinners will be determined by: Final Assessment Mark

Mr G Kennedy
Head of Department
Science

HIGHER SCHOOL CERTIFICATE COURSE

SUBJECT ASSESSMENT POLICY

FOR

Subject: ENGINEERING STUDIES (2 Unit)

Syllabus Assessment Requirements

Component		Weighting (as a percentage)
1	Scope of the profession	20
2	Knowledge of engineering principles	40
3	Communication skills	10
4	Understanding the impacts of engineering	10
5	Management and problem solving	10
6	The application of engineering methodology	10
Total		100%

Assessment Task Distribution

	Task 1	Task 2	Task 3	Exam	Total
Task Date (Term/Week)	Term 4 Week 6 2009	Term 1 Week 8 2010	Term 2 Week 1 2010	Term 3 Week 3 2010	
Nature of Task	Engineering Report	Engineering Report	Mid Year Exam	HSC Trial Exam	
Outcomes to be assessed (Syllabus reference)	H3.1 H3.2 H5.1 H6.2	H1.2 H2.1 H3.3 H4.2	ALL	ALL	
Weighting	15	20	30	35	100%

End of year prizewinners will be determined by: Final Assessment Mark.

Mr T Sutherland
Head of Department
Technical and Applied Studies

HIGHER SCHOOL CERTIFICATE COURSE

SUBJECT ASSESSMENT POLICY

FOR

Subject: DESIGN AND TECHNOLOGY (2 Unit)
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Component		Weighting (as a percentage)
1	Innovation and Emerging Technologies	40
2	Designing and Producing	60
Total		100%

Assessment Task Distribution

	Task 1	Task 2	Task 3	Exam	Total
Task Date (Term/Week)	Term 4 Week 5 2009	Term 2 Week 1 2010	Term 2 Week 7 2010	Term 3 Week 3 2010	
Nature of Task	Case Study	Mid Year Exam	PDP Design Presentation	HSC Trial Exam	
Outcomes to be assessed (Syllabus reference)	H2.1 H2.2 H3.1 H3.2 H5.2	All Outcomes	H1.1 H3.2 H4.2 H4.3 H5.1 H5.2	All Outcomes	
Weighting	20	15	45	20	100%

End of year prizewinners will be determined by: Final Assessment Mark

Tim Sutherland
Head of Department
Technical and Applied Studies

HIGHER SCHOOL CERTIFICATE COURSE
SUBJECT ASSESSMENT POLICY
FOR

Subject: FOOD TECHNOLOGY (2 Unit)

Syllabus Assessment Requirements

Component		Weighting (as a percentage)
1	Knowledge and understanding of Australian food industry	20
2	Research, analysis and communication	30
3	Experimentation and preparation	30
4	Design, implementation and evaluation	20
Total		100

Assessment Task Distribution

	Task 1	Task 2	Task 3	Task 4	Total
Task Date (Term/Week)	Term 4 Week 5 2009	Term 1 Week 9 2010	Term 2 Week 1 2010	Term 3 Week 3 2010	
Nature of Task	Research Assignment	Industry Report	Mid Year Examination	HSC Trial Exam	
Outcomes to be Assessed (Syllabus reference)	H2.1, 3.2, 5.1	H1.1,1.2, 1.3,4.1,4.2	All	All	
Weighting	25	25	20	30	100%

End of year prizewinners will be determined by: Final Assessment Mark

Mr T Sutherland
Head of Department
Technical and Applied Studies

HIGHER SCHOOL CERTIFICATE COURSE

SUBJECT ASSESSMENT POLICY

FOR

Subject: INDUSTRIAL TECHNOLOGY (2 Unit)

Component		Weighting (as a percentage)
1	Organisation, management of manufacturing processes	40
2	Designing, managing, problem solving, communicating and safe manufacturing processes	60
Total		100%

Assessment Task Distribution

	Task 1	Task 2	Task 3	Exam	Total
Task Date (Term/Week)	Term 4 Week 5 2009	Term 1 Week 9 2010	Term 2 Week 1 2010	Term 3 Week 3 2010	
Nature of Task	Design & Materials	Production	Mid Year Exam	HSC Trial Exam	
Outcomes to be assessed (Syllabus reference)	H1.1 H1.2 H3.1	H2.1 H3.2 H3.3	All Outcomes	All Outcomes	
Weighting	25	35	20	20	100%

End of year prizewinners will be determined by: Final Assessment Mark

Tim Sutherland
Head of Department
Technical and Applied Studies

HIGHER SCHOOL CERTIFICATE COURSE

SUBJECT ASSESSMENT POLICY

FOR

Subject: CONSTRUCTION (VET – 2 Unit)

Syllabus Assessment Requirements

Unit code	Unit title
BCGCM1001B	Follow OH&S policies and procedures
BCGCM1002B	Work effectively in the General Construction Industry
BCGCM1003B	Plan and organise work
BCGCM1004B	Conduct workplace communication
BCGCM1005B	Carry out measurements and calculations
BCGCM2001B	Read and interpret plans and specifications
BCGCM2004B	Handle construction materials
BCGCM2005B	Use construction tools and equipment
BCGCM2006B	Apply basic levelling procedures
RTC2704A	Provide basic first aid.

Assessment Task Distribution

	Task 1	Task 2	Task 3	Task 5	Total
Task Date (Term/Week)	Term 4 Week 6 2009	Term 1 Week 9 2010	Term 2 Week 1 2010	Term 3 Week 3 2010	
Nature of Task	Report	Work placement Report	Exam	HSC Trial Exam	
Weighting	20	20	25	35	100%

End of year prizewinners will be determined by: Final Assessment Mark

Mr T Sutherland
Head of Department
Technical and Applied Studies

HIGHER SCHOOL CERTIFICATE COURSE

SUBJECT ASSESSMENT POLICY

FOR

Subject: HOSPITALITY OPERATIONS (VET – 2 Unit)

Syllabus Assessment Requirements

Unit Code	Unit Title
SITHIND001A	Develop and update hospitality industry knowledge
SITXCOM001A	Work with colleagues and customers
SITXCOM002A	Work in a socially diverse environment
SITXENV001A	Participate in environmentally sustainable work practices
SITXOHS001A	Follow health, safety and security procedures
SITXOHS002A	Follow workplace hygiene procedures
SITHCCC001A	Organise and prepare food
SITHCCC002A	Present food
SITHCCC004A	Clean and maintain kitchen premises
SITHCCC005A	Use basic methods of cookery
SITXFSA001A	Implement food safety procedures
SITHCCC007A	Prepare sandwiches
SITHCCC008A	Prepare stocks, soups and sauces
SITHCCC009A	Prepare vegetables, fruit, eggs and farinaceous dishes
SITXCOM004A	Communicate on the Telephone

Assessment Task Distribution

	Task 1	Task 2	Task 3	Task 4	Total
Task Date (Term/Week)	Term 4 Week 4 2009	Term 2 Week 1 2010	Term 3 Week 3 – 4 2010	Term 3 Week 3 2010	
Nature of Task	Research Task	Mid Year Exam	Practical Exam	HSC Trial Exam	
Weighting	20	25	30	25	100%

End of year prizewinners will be determined by: Final Assessment Mark.

Tim Sutherland
Head of Department
Technical and Applied Studies

HIGHER SCHOOL CERTIFICATE COURSE

SUBJECT ASSESSMENT POLICY

FOR

Subject: VISUAL ARTS (2 Unit)

Syllabus Assessment Requirements

Component		Weighting (as a percentage)
1	ARTMAKING	50
2	ART CRITICISM AND ART HISTORY	50
Total		100

Assessment Task Distribution

		Task 1	Task 2	Task 3	Task 4	Task 5	Total
Task Date (Term/ Week)	Outcomes to be Assessed (Syllabus reference)	Term 4 Week 5 2009	Term 1 Week 7 2010	Term 2 Week 7 2010	Term 3 Week 3 2010	Term 3 Week 3 2010	
Nature of Task		Development of Body of Work Investigations, reflections, plans and proposals in VAPD. Related research of artists.	Art Criticism and Art History In class essay based on class work and case studies	Development of Body of Work VAPD and works under development	Development of Body of Work VAPD and works under development	HSC Trial Exam	
Component		H 1-4	H 7-9	H 1-5	H 1-6	H 7-10	
1-Art Practice	H 1-6	10		15	25		50
2-Art History and Theory	H 7-10		20			30	50
Total		10	20	15	25	30	100 %

End of year prizewinners will be determined by: Final Assessment Mark.

Ms EL Palmer
Head of Department
Visual Arts

HIGHER SCHOOL CERTIFICATE COURSE

SUBJECT ASSESSMENT POLICY

FOR

Subject: PHOTOGRAPHY, VIDEO AND DIGITAL IMAGING (2 Unit)
Non-ATAR Course

Syllabus Assessment Requirements

Component		Weighting (as a percentage)
1	Marking	70
2	Critical and Historical Studies	30
Total		100

Outcomes to be assessed	
M1	Self-reflective in their photographic and/or video and/or digital practice
M2	Explores concepts of artists/photographer, still and moving works, interpretation of the world and audience response, in their making of still and/or moving works
M3	Investigates different points of view in the making of photographs and/or videos and/or digital images
M4	Generates images and ideas as representatives/simulations in the making of the photographs and/or videos and/or digital images
M5	Takes into account issues of occupational health and safety in the making of photographs and/or videos and/or digital works
M6	Develops different techniques suited to artistic intentions in the making of photographs and/or videos and/or digital images
CH1	Generates in their critical and historical practice ways to interpret and explain photography and/or video and/or digital imaging
CH2	Investigates the roles and relationships among the concepts of artist work, world and audience in critical and historical investigations
CH3	Distinguishes between different points of view and offers interpretive accounts in critical and historical studies
CH4	Explores ways in which histories, narratives and other accounts can be built to explain practices and interests in the field of photography and/or video and/or digital imaging
CH5	Recognises how photography and/or video and/or digital imaging are used in various fields of cultural production

Assessment Task Distribution

		Task 1	Task 2	Task 3	Task 4	Total
Task Date (Term/ Week)	Outcomes to be Assessed (Syllabus reference)	Term 1 Week 8 2010	Term 2 Week 7 2010	Term 2 Week 7 2010	Term 3 Week 3 2010	
Nature of Task		Frames Writing Task.	Submit Portfolio & Practice Writing Task	Submit works for Annual Art Exhibition	Written Task on Practice and Frames	
Component		H 1-4	H 7-9	H 1-5	H 1-6	
1	M 1-6		30	40		70
2	CH 1-5	10	10		10	30
Total		10	40	40	10	100%

At the time of writing, these outcomes were correct and matched task outcomes, however, they are subject to change.

The Final Assessment mark will determine the End of Year prize winner.

Ms EL Palmer
Head of Department
Visual Arts