

Stage 5 – Year 10 Assessment Guidelines



THE JANNALI HIGH SCHOOL

2020

For students, parents and teachers

2020

January						
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27	28	29	30	31		

Term Dates & Vacation Dates 2020

Term 1 (11 weeks)	Wednesday, 29 January 2020	Thursday, 9 April 2020
Autumn Vacation	Friday, 10 April 2020	Sunday, 26 April 2020
Term 2 (10 weeks)	Monday, 27 April 2020	Friday, 3 July 2020
Winter Vacation	Saturday, 4 July 2020	Sunday, 19 July 2020
Term 3 (10 weeks)	Monday, 20 July 2020	Friday, 25 September 2020
Spring Vacation	Saturday, 26 September 2020	Sunday, 11 October 2020
Term 4 (10 weeks)	Monday, 12 October 2020	Wednesday, 16 December 2020

Exam Dates

Semester 1	Term 2 Week 3
Semester 2	Term 4 Week 4

Public Holidays

New Year's Day	Wednesday, 1 January
Australia Day	Sunday, 26 January
Good Friday	Friday, 10 April
Easter Monday	Monday, 13 April
Anzac Day	Saturday, 25 April
Queen's Birthday	Monday, 8 June
Labour Day	Monday, 5 October
Christmas Day	Friday, 25 December
Boxing Day	Saturday, 26 December

SCHOOL ASSESSMENT GUIDELINES

General Requirements

This information applies to all subjects.

The assessment mark used to determine grades is calculated using a series of **tests, assignments, oral and aural work, performances and examinations** conducted during the course. The assessment mark measures student achievement relative to a set of predetermined standards.

Since there are only a limited number of tasks listed in Assessment Schedules, it is important to realise that in order to gain competence in the skills required to complete these tasks, as well as to satisfactorily complete the course, students will be required to complete other course work. **If students do not attempt these non-assessable tasks, they will not only have missed out on important practice and feedback from their teachers, but they may also receive an “N” determination for not having satisfactorily followed the course and/or demonstrated diligence and sustained effort.**



Assessment Task Rules and Procedures

On the day of an Assessment Task:

- ✓ Submit work by the due date in the appropriate format
- ✓ Attend all timetabled lessons

If you are away sick:

- ✓ Complete illness and misadventure form with Doctor's certificate
- ✓ Submit illness and misadventure form to the Head Teacher before roll call on the first day back at school



NOTE - It is the responsibility of each student to read his or her Assessment Schedules so as to be aware of the nature and timing of assessable tasks.

Not knowing about a deadline will not be an acceptable excuse for lateness or non-completion.

Sickness/Misadventure

If absent from an assessable task due to illness or a proven misadventure, then the student must:

- Substantiate illness with a medical certificate
- Substantiate misadventure
- **Report before roll call on the first day back at school**, to the Head Teacher of the faculty for which the assessment task is due and hand in an **illness and misadventure form** to organise a substitute task. (*see Appendix 1, page 18*)

Note: For assessment tasks set in advance, Medical Certificates covering only the final days prior to submission of the task will not be sufficient.

There is no provision in the Assessment Policy to compensate a student for factors such as extended illness or personal problems affecting the student's overall progress.

Notification must be given to the school via the telephone as soon as practicable, by either student or the parent, if the student is unable to attend an examination due to illness. A medical certificate or independent evidence will be required to explain such absences. This certificate must be presented to the relevant Head Teachers or Deputy Principal on the first occasion the student returns to the school, even if it is during the exam period.

Extended Absence with Leave

If a student is to be absent for an extended period with leave (eg. overseas travel), substitute tasks are to be negotiated with each subject, prior to departure. Note that the Department of Education and Communities requires a special application to approve absences of greater than 10 days.

Lateness of Assessment Tasks

All assignments must be handed in on the due date. If not, they will be treated as late and the following penalties will apply:

- 1) The work will be corrected **but no marks will be awarded**. The students will be given advice on ways to improve but the mark recorded will be **zero**.
- 2) After three (3) days late an assignment not handed in is considered to have not been submitted and receives a N-warning letter. If the assignment is not completed the student will receive a N-determination (refer to page 7).

*Students should not leave assignments until the last minute. No allowance will be made for students whose illness is restricted to the final days before a long term assignment is due. If a student knows in advance that he/she will be absent on the day an assignment is due, the work must be handed in **before the due date**.*

Unfair Advantage - Attendance on the day of Assessable Tasks

So that no student will be given an **unfair advantage over others**, students must attend **ALL timetabled lessons on any day they have an assessable task or substitute task scheduled**. Breaches of this rule will mean the task will not be accepted from the student and "0" will be recorded as the mark.

In the case of a genuine illness a medical certificate will be required and a misadventure form. In other exceptional circumstances, the student's case may be considered by the school's Assessment Review Panel (A.R.P.) which consists of the School Principal (or the Principal's nominee) and two Head Teachers.



Plagiarism Policy and the Use of Turnitin

TJHS seeks to give students the skills of ethical research while emphasising the need to acknowledge other people's work in their pursuit of academic excellence.

It is important as part of their learning that students demonstrate their ability to locate information and more importantly show their understanding of what they read.

TJHS regards the submission of people's work, unacknowledged as unacceptable and constitutes Plagiarism. **Turnitin** software has been introduced to our school and is to be used as a tool to assist student and staff in recognition of Plagiarism. It must be noted that the Originality reports generated do not necessarily equate to Plagiarism but merely act as a text matching indicator for teacher review of the submission.

The staff are responsible for:

- Providing access to the **Turnitin** software through the eLearning homepage,
- Consider the specialist jargon that may be excluded from the text matching, depending upon Faculty policy
- Providing an explicit explanation of plagiarism and
- Delivering illustration the best method of referencing for that faculty
- Determining how many tasks will be submitted using **Turnitin**
- Referring issues of suspected plagiarism to their Head Teacher and the Assessment Review Panel (ARP)

As a result, students will be responsible for:

- Submitting their own work for marking and feedback (using **Turnitin** when specified)
- Acknowledging the words of another person through an appropriate reference system
- Using text and research from others and then translating this into their own words to demonstrate the level of their understanding
- Making staff aware of any problems that have occurred prior to the submission date, as this will not be an acceptable reason for failing to submit an assignment.

Malpractice and breaches of examination rules

Examination and Assessment rules are to be strictly adhered to in all circumstances.

Any student found to have cheated in an examination/assessable task or have made a non-serious attempt will have his/her paper or task cancelled and a zero awarded.

All work presented in assessment tasks and external examinations (including submitted works and practical examinations) **must be a student's own work**. Malpractice, including plagiarism, could lead to a student receiving zero marks and may jeopardise a student's HSC results.

(From the NESA Assessment, Certification and Examination Manual)

Malpractice is any activity that allows a student to gain an unfair advantage over other students. It includes, but is not limited to:

- copying someone else's work in part or in whole, and presenting it as your own; using material directly from books, journals, CDs or the internet without reference to the source. Plagiarism also involves students who choose to copy work from their peers. **Zero may be awarded to both the 'copier' and the 'author'.**
- building on the ideas of another person without reference to the source;
- buying, stealing or borrowing another person's work and presenting it as your own;
- submitting work to which another person such as a parent, coach or subject expert has contributed substantially;
- using words, ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement;
- paying someone to write or prepare material;
- **breaching school examination rules** (included on Page 8);
- **using non-approved aides during an assessment task/ examination;**
- contriving false explanations to explain work not handed in by the due date;
- **assisting another student to engage in malpractice.**

Note that group construction of an answer to an individual task will be regarded as cheating unless such collaboration is explicitly permitted in the task guidelines.

Students are also reminded that **assisting others in the act of cheating** will be detrimental to their own progress. They **will also be awarded a zero**.

Any suspected plagiarism/ malpractice will be reported by the Head teacher to the Senior Executive who will recommend a meeting of the **Assessment Review Panel (ARP)**. This panel, consisting of the Principal (or nominees) and two head teachers, may require that students present all their preparatory work as evidence that their task is the student's own intellectual property. Questions may also be asked of the student to test his or her level of understanding prior to a decision about the authenticity of the task being made. Parents will be informed in writing of any breaches of the rules.

Appeals

Students have the right to appeal if they feel that they have, in any way, been disadvantaged or treated unfairly with regard to an assessment task. Appeals must be in writing using the school *Assessment Task Appeal* form (see page 20). This must be returned within 2 school days of the issue arising; i.e. when the task is handed back or a request for special consideration is denied.

The appeals committee for that task will meet and make a determination within 7 school days of the appeal submission. The appeals committee will consist of the relevant Deputy Principal, a Head Teacher and the classroom teacher.

A final appeal to the Principal can be made if the student feels the process has not been properly carried out. The student and parent/caregiver should discuss the issue with the Principal who will advise about any next steps.

Matters that may be considered as grounds for appeal include but are not limited to :

- If a student feels they have been treated differently from other students.
- If, after discussion with both the teacher and faculty head teacher, the student feels that the assessment mark does not reflect the quality of their performance in the task.
- Any issue relating to the marking criteria or a computation error in determining the mark.
- If a student believes the assessment procedures were not followed correctly.
- Any issues with the administration of the task; e.g. timing errors or errors in the task.

Queries

If any student has questions about marks awarded for ANY task, he/she must raise them with their teacher when the task is returned from marking (within one school day of receiving the task back). If, after consultation with the teacher, the student feels there is still a problem, he/she should consult with the Head Teacher (within one school day of receiving the task back) of the Faculty (within two school days of the return of the task) concerned and then the Principal if there is still concern (within five school days of the return of the task).

Special Note regarding Presentation of Assessment Tasks

All assessment tasks must be presented in hard copy format on A4 paper unless specifically stated otherwise. This means that tasks on USB/ memory sticks/ CD's are not acceptable (unless specifically stated). Claims that computer malfunction caused late submission of assignments *will not be accepted* unless they can be substantiated by the production of draft work in hard copy format at the time the task was done.

Best practice in relation to the use of computer technology and assessment work involves:

- a) initial work, notes, planning etc in hand written form;
- b) regular saving or backup of work;
- c) production of a hard copy of draft work as each page is completed.

If this process is followed, any hardware or software malfunction can be legitimately supported by the production of the above draft work.

School Examination Rules

- Student mobile phones are not to be in pockets or on a student's person as they enter the Examination space or classroom during an assessment task. A student, once their phone is switched off, must hand their device to the exam convenor to be collected at the end of the exam.

Any breach of this will be referred to the Head Teacher / Senior Executive.

- Any article that could be considered an aid must not be taken to the examination tables, (e.g. books, notes, loose sheets of paper, mobile phones, iPods and Apple watches etc). All materials are subject to confiscation.
- Students must not bring their own writing paper. All necessary writing paper will be provided and is not to be removed from the examination room.
- Any special equipment required (e.g. set squares, calculators) must be provided by the student.
- There is to be no communication of any sort between students while inside the examination room. In particular, the borrowing of equipment or materials is prohibited.
- Students should ensure that they have more than one set of pens, pencils, etc and tissues. All supplies must be in a clear plastic bag (not your normal pencil case).
- All students are required to be as quiet as possible, both during and at the conclusion of their examination.
- When in the examination room, students should remove watches and place them in clear view on the examination table.
- No student will be permitted to leave the examination room early.
- If a student is unable to attend an examination due to illness, the school should be notified by telephone as soon as practicable. **A note from parents/carers or doctor's certificate (or independent documented evidence) is required to explain the absence (when completing the illness/misadventure form.** This certificate must be presented to the class teacher or the relevant Head Teacher on the first occasion the student returns to school, even if this is during the examination period.
- Any student who is absent from an examination must complete an illness/misadventure form and report to the relevant teacher or head teacher(s) immediately after the illness/misadventure to arrange alternative times for missed exams. Failure on the part of the student to complete this process and arrange an alternative time immediately after the illness/misadventure will result in a zero for the examination for that student.
- Students are to wear full school uniform during examinations.
- All students are required to be as quiet as possible, both during and at the conclusion of their examination.

ASSESSMENT SCHEDULES FOR YEAR 10 COURSES

COMMERCE (100 hour course)

TASK (Topic)	TERM	WEIGHT %
Assignment 1	Term 1 Week 10	20%
Half-Yearly Exam	Term 2 Week 3	30%
Assignment 2	Term 3 Week 3	20%
Yearly Exam	Term 4 Week 4	30%

COMMERCE (200 hour course)

TASK (Topic)	TERM	WEIGHT %
Assignment 1	Term 1 Week 10	20%
Half-Yearly Exam	Term 2 Week 3	30%
Assignment 2	Term 3 Week 7	20%
Yearly Exam	Term 4 Week 4	30%

DANCE (200 hour course)

TASK (Topic)	TERM	WEIGHT %
Dance Technique	Term 1 Week 5	25%
Performance and Interview	Term 2 Week 2	25%
Dance Fil	Term 3 Week 7	25%
Dance Essay	Term 4 Week 5	25%

DESIGN & TECHNOLOGY (100 hour course)

TASK (Topic)	TERM	WEIGHT %
3D modelling and architecture	Term 1 Week 9	20%
Design project 1 - Portfolio and prototype	Term 2 Week 4	20%
Design Project 2 – Portfolio and finished product	Term 3 Week 9	20%
Case Study	Term 4 Week 3	15%
Examination	Term 4 Week 4	25%

DRAMA (100 hour course)

TASK (Topic)	TERM	WEIGHT %
Logbook and ALARM Paragraph	Term 1 Week 6	20%
Playbuilding	Term 2 Week 6	30%
Individual Design Project	Term 3 Week 10	30%
Production	Term 4 Week 6	20%

ENGLISH (200 hour course)

TASK (Topic)	TERM	WEIGHT %
Multimodal Task	Term 1 Week 9	20%
Creative Writing Task 1	Term 2 Week 3	10%
Creative Writing Task 2	Term 2 Week 9	15%
Macbeth Written Response	Term 3 Week 8	20%
Discursive Writing Task	Term 4 Week 4	20%
Journal	Ongoing	15%

FOOD TECHNOLOGY (100 hour course)

TASK (Topic)	TERM	WEIGHT %
Practical Exam	Term 1 Week 9	20%
Half-yearly Exam	Term 2 Week 4	20%
Food Service & Catering Research Task	Term 4 Week 1	30%
Yearly Exam	Term 4 Week 4	30%

FOOD TECHNOLOGY (200 hour course)

TASK (Topic)	TERM	WEIGHT %
Practical Exam	Term 1 Week 9	20%
Half-Yearly Exam	Term 2 Week 4	25%
Food Service & Catering Research Task	Term 4 Week 1	25%
Yearly Exam	Term 4 Week 4	30%

GEOGRAPHY (200 hour course)

TASK (Topic)	TERM	WEIGHT %
Assignment #1 – Environmental Change and Management	Term 1 Week 11	30%
Half-Yearly Exam	Term 2 Week 3	20%
Assignment #2 – Human Wellbeing	Term 3 Week 6	20%
Yearly Exam	Term 4 Week 4	30%

HISTORY (200 hour course)

TASK (Topic)	TERM	WEIGHT %
Assignment – World War II	Term 1 Week 8	20%
Half-Yearly Exam	Term 2 Week 3	30%
Assignment – Changing Rights & Freedoms	Term 3 Week 5	20%
Yearly Exam	Term 4 Week 4	30%

INDUSTRIAL TECHNOLOGY – Timber (100 hour course)

TASK (Topic)	TERM	WEIGHT %
Practical Project 1 – Frame	Term 1 Week 9	15%
Research Task	Term 2 Week 4	35%
Practical Project 1 – Practical and Portfolio	Term 3 Week 5	10%
Practical Project 2	Term 4 Week 2	25%
Examination	Term 4 Week 4	15%

INDUSTRIAL TECHNOLOGY – Timber (200 hour course)

TASK (Topic)	TERM	WEIGHT %
Design drawings & cutting list	Term 1 Week 6	15%
Group Presentation	Term 2 Week 4	15%
Practical and Portfolio	Term 3 Week 8	40%
Examination	Term 4 Week 2	30%

INDUSTRIAL TECHNOLOGY – Multimedia (200 hour course)

TASK (Topic)	TERM	WEIGHT %
Practical Project 1 Presentation	Term 1 Week 10	25%
Practical Project 1 and Portfolio	Term 2 Week 9	25%
Practical Project 2 and Portfolio	Term 4 Week 1	25%
Semester 2 Examination	Term 4 Week 4	25%

iSTEM

TASK (Topic)	TERM	WEIGHT %
Motion and Mechatronics Project	Term 1 Week 10	25%
Branding	Term 2 Week 4	25%
Minor Design Project & Portfolio (Design for Space)	Term 4 Week 2	30%
Examination	Term 4 Week 4	20%

JAPANESE (200 hour course)

TASK (Topic)	TERM	WEIGHT %
Interacting / Composition	Term 1 Week 8	20%
Accessing & Responding	Term 2 Week 3	20%
Interacting / Composition Multimodal task	Term 3 Week 2	20%
Accessing & Responding Task	Term 4 Week 4	20%
Class Mark	Ongoing	20%

MARINE & AQUACULTURE TECHNOLOGY (100 hour course)

TASK (Topic)	TERM	WEIGHT %
Fishing rod construction major work	Term 1 Week 11	20%
Topic test	Term 2 Week 3	15%
Practical Exam	Term 3 Week 5	20%
Research task	Term 3 Week 10	15%
Final Exam	Term 4 Week 4	30%

MARINE & AQUACULTURE TECHNOLOGY (200 hour course)

TASK (Topic)	TERM	WEIGHT %
Topic test: Safe snorkelling, first aid and fishing	Term 2 Week 3	20%
Fishing Rod construction major work	Term 2 Week 1	15%
Practical skills and processes – exam	Term 3 Week 5	20%
Research task	Term 3 Week 9	15%
Yearly exam	Term 4 Week 4	30%

MATHEMATICS (200 hour course)

TASK (Topic)	TERM	WEIGHT %
Course Assessment 1 - exam	Term 2 Week 3	30%
Course Assessment 2 – research task	Term 3 Week 8	30%
Course Assessment 3 – exam	Term 4 Week 4	40%

MUSIC (200 hour course)

TASK (Topic)	TERM	WEIGHT %
Composition task/ Performance Task	Term 1 Week 8	35%
Listening/ Musicology Exam	Term 2 Week 3	20%
Performance / Composition task	Term 3 Week 8	25%
Viva Voce – Aural Analysis task	Term 4 Week 3	20%

PHYSICAL ACTIVITY & SPORTS STUDIES (100 & 200 hour course)

TASK (Topic)	TERM	WEIGHT %
Fitness research task	Term 1 Week 8/9	30%
Research task – Sporting Champions	Term 3 Week 10	40%
Class mark + practical application	Ongoing	30%

PD/HEALTH/PE (200 hour course)

TASK (Topic)	TERM	WEIGHT %
Fitness Assessment 1	Term 1 Weeks 1-5	15%
Mental Health Research Assessment	Term 2 Week 8	35%
Fitness Assessment 2	Term 3 Weeks 1-5	15%
Sexual Health – Infographic	Term 4 Week 4	35%

SCIENCE (200 hour course)

TASK (Topic)	TERM	WEIGHT %
Research task	Term 1 Week 10	20%
Working Scientifically practical task	Term 2 Week 3	20%
Class work	Ongoing	10%
First-hand Investigation (communicating and reporting scientifically)	Term 3 Week 5	20%
Yearly exam	Term 4 Week 4	25%
Class work	Ongoing	5%

TEXTILES TECHNOLOGY (100 hour course)

TASK (Topic)	TERM	WEIGHT %
Research Task – Textile Designer	Term 1 Week 10	10%
Practical item 1 –	Term 2 Week 2	30%
Sustainability Design Project	Term 3 Week 5	30%
Yearly exam	Term 4 Week 5	20%

VISUAL ARTS (100 & 200 hour courses)

TASK (Topic)	TERM	WEIGHT %
Printmaking Task	Term 1 Week 10	30%
Art Analysis Project	Term 2 Week 3	20%
Stop Motion Animation	Term 3 Week 10	30%
Vocabulary and Describing Art Exam	Term 4 Week 4	20%

YEAR 10 ASSESSMENT SCHEDULE 2020

	Term 1											Term 2									
Subject	Wk1	Wk2	Wk3	Wk4	Wk5	Wk6	Wk7	Wk8	Wk9	Wk10	Wk11	Wk1	Wk2	Wk3	Wk4	Wk5	Wk6	Wk7	Wk8	Wk9	Wk10
Commerce																					
Dance																					
Design & Technology																					
Drama																					
English																					
Food Tech (100hr)																					
Food Tech (200hr)																					
Geography																					
History																					
IT Timber (100hr)																					
IT Timber (200hr)																					
IT Multimedia																					
iSTEM																					
Japanese																					
Marine & Aqua (100hr)																					
Marine & Aqua (200hr)																					
Mathematics																					
Music (200hr)																					
PASS																					
PDHPE																					
Science																					
Textiles Technology																					
Visual Arts																					

	Term 3										Term 4									
Subject	Wk1	Wk2	Wk3	Wk4	Wk5	Wk6	Wk7	Wk8	Wk9	Wk10	Wk1	Wk2	Wk3	Wk4	Wk5	Wk6	Wk7	Wk8	Wk9	Wk10
Commerce																				
Dance																				
Design & Technology																				
Drama																				
English																				
Food Tech (100hr)																				
Food Tech (200hr)																				
Geography																				
History																				
IT Timber (100hr)																				
IT Timber (200hr)																				
IT Multimedia																				
iSTEM																				
Japanese																				
Marine & Aqua (100hr)																				
Marine & Aqua (200hr)																				
Mathematics																				
Music (200hr)																				
PASS																				
PDHPE																				
Science																				
Textiles Technology																				
Visual Arts																				

APPENDIX No. A

X Attach any supporting evidence here with a staple or a pin

**THE JANNALI HIGH SCHOOL
ILLNESS OR MISADVENTURE CLAIM FORM**

Student's name: Year: Roll class:

Parent's name: Daytime contact phone no:

Exam or assessment task affected:

..... Due date of task: /..... /.....

Subject: Class teacher's name:

Type of claim: (please tick ✓) Illness Misadventure

Describe your reasons for submitting this claim (describe the illness or misadventure).
(Any supporting evidence, such as a doctor's certificate or a letter from a parent, should be attached to the top left corner of this form.)

.....
.....
.....

State what outcome you hope to achieve by submitting this claim:

.....
.....

INSTRUCTIONS: (please read the following instructions carefully)

- This claim form, along with any supporting evidence, such as a doctor's certificate etc, should be submitted to the Head Teacher of the subject area concerned.
- This claim form should be submitted as soon as possible after the examination or assessment task in question has occurred (it may also be submitted before the task is due).
- Failure to comply with these instructions may result in a zero assessment being recorded.

ON YOUR FIRST DAY BACK TO SCHOOL

Day and date claim received by Head Teacher: M T W T F /..... /.....

Outcome: Has the application been approved? YES NO (circle one)

Action: 'When, where and how will the task be completed'

.....
.....

Head Teacher's name: Signature:

Return completed form to the Deputy Principal within 2 days of date of issue

APPENDIX No. B

X Attach any supporting evidence here with a staple or a pin

THE JANNALI HIGH SCHOOL
ASSESSMENT TASK APPEAL FORM

Student Name: Year:

Subject: Due Date:

Assessment Task Description:
.....

Reason for Appeal:
.....

Student Signature:..... Date:.....

Panel's decision (tick one outcome):

Apply a zero mark

No penalty applied

Other penalty applied (e.g. reduction in marks/percentage). Please state:

.....
.....
.....

Reasons for the panel's decision:

.....
.....
.....

Panel members:

Name: Signature:

Name: Signature:

Name: Signature:

Date: