



ST MARY'S
CATHOLIC COLLEGE
GATESHEAD

St Mary's Catholic College

Gateshead

Year 11 2019

Assessment Handbook

Dear Senior Students

The completion of assessment tasks is integral to senior studies and has a vital role to play in promoting your growth as a learner and as a person.

Assessment tasks challenge you to demonstrate what you know and can do and to exercise important human traits such as persistence, perseverance and self discipline.

How successful you are in completing assessment tasks depends on your preparedness to engage fully in the process. This involves following simple but important sequential steps. These are:

1. **Accept** the challenge because it leads to growth
2. **Believe** in our capacity to do well
....if ou fervently desire to do well you will expend the effort required to be successful
3. **Clarify** the nature of each assessment task
....this demands that you ask questions of your teacher and peers in order to fully comprehend and deepen your understanding of the nature of the questions/tasks
4. **Develop** a step by step plan of action to complete the task and set it out on a realistic timeline
5. **Complete** each step, in accordance with the timeline and success criteria
6. **Commit** to improvement by learnaing from the feedback given when the marking of the task has been completed.

I wish you every success in your studies.

Kind regards


Larry Keating
Principal

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1. INTRODUCTION

Assessment is a complex and important matter. In a school which strives for excellence for all students, it is essential that procedures and rules relating to assessment and awards are clearly stated and accessible to everyone.

This document is intended for the guidance of students, staff and parents. It attempts to make clear the **separate responsibilities of the school and the student** around assessment. These responsibilities should be studied carefully and understood because of the significant implications they have for each student's course results.

In Stage 6 students undertake regular and rigorous assessment as a mandatory requirement to qualify for both the Record of School Achievement (ROSA) and the award of the Higher School Certificate (HSC).

Students are encouraged to converse with their course teachers or Studies Coordinators at any time about curriculum or assessment matters. The list below provides the names of the Studies Coordinators responsible for the various subjects.

Principal	Mr L Keating
Assistant Principal Learning and Teaching	Mr G Ptolemy
Assistant Principal Wellbeing	Mr P Antcliff
Administration	Miss C Bush
Ministry	Mrs D Addicoat
Creative Arts/Languages	Mr S Walter
English	Mrs T Carpenter
HSIE	Ms N Convery
Mathematics	Mrs K Baguley
PDHPE	Mr S Burns
Religion	Mrs E Quinlan
Science	Mrs M Wright
TAS	Mr S Asimus
VET	Ms P Finlay
Learning Support	Mr T O'Neill
Learning Technology	Mr S Abell

2. ASSESSMENT

2.1 Rationale

Assessment is “the process of identifying, gathering and interpreting information about students’ learning.” The central purpose of assessment is to provide information on student achievement and progress, to measure the outcomes of learning at particular key stages and to set the direction for ongoing teaching and learning. Assessment can be **formal, informal, formative or summative**.

Formal Assessment – Evaluating student performance through a structured (often written) assessment.

Formative Assessment – Evaluating student learning to provide feedback to students and devise/change teaching and learning programs.

Informal Assessment – Evaluating student performance through techniques such as observation and anecdotal records.

Summative Assessment – Evaluating student achievement of learning goals at a point in time. (*Australian Professional Standards for Teachers*)

Catholic schools endeavour to “nurture the whole person towards achieving full potential” within the context of a caring community and are committed to the pursuit of excellence in all fields of school education in accordance with each student’s gifts and capabilities”. (Diocesan Vision Statement)

Hence assessment processes and practices in Catholic schools should:

Emphasise student achievement and improvement

- Encourage students to strive for excellence
- Support the school’s pastoral care policy by developing all students according to their diverse needs
- Set the direction for ongoing teaching and learning

2.2 Pattern of Study

Stage 6 courses have their content divided into two parts – the Preliminary Course and the HSC Course. Preliminary courses at St Mary’s Catholic College are conducted from the beginning of Year 11 until the end of Term 3 in Year 11. HSC courses will commence at the outset of Term 4 and will continue through until the end of Term 3 in Year 12. Both Preliminary and HSC courses have a **continuous** assessment program, using a range of tasks. NESA requires that, before students can progress to a HSC course, they must satisfactorily complete the requirements of the relevant Preliminary course.

Preliminary courses

Students studying for the Preliminary HSC must satisfactorily complete courses totalling at least 12 Units.

Throughout Year 11 the school conducts an assessment program in each course. Guidelines issued by NESA govern how each course needs to be assessed and Studies Coordinators use these guidelines to design assessment schedules. The indicative time for a course is again directly related to that course's objectives and outcomes and is provided in the Preliminary Course Handbook. Students undertaking 1 Unit courses of study must complete 60 indicative hours in the Preliminary Year and 60 indicative hours in the HSC Year. Students undertaking 2 Unit courses of study must complete 120 indicative hours in the Preliminary Year and 120 indicative hours in the HSC Year. The purpose of the assessment program is to enable the school to determine at what level each student has satisfactorily achieved the outcomes of the Preliminary course. This determination, and the actual RoSA Grade achieved, is reported to NESA, and is recorded on the ROSA credential.

Higher School Certificate courses

Students studying for the HSC must satisfactorily complete courses totalling at least 10 Units.

Over the four terms of Year 12 the school conducts an assessment program in each course. Guidelines issued by NESA govern how each course needs to be assessed and Studies Coordinators use these guidelines to design assessment schedules. The indicative time for a course is again directly related to that course's objectives and outcomes and is provided in the HSC Course Handbook. NESA requires that the school report a mark for each student in each course which they are presenting for the HSC. The purpose of the assessment program is to determine this mark through the administration of a variety of assessment tasks.

In addition to the above, a student studying for the HSC must:

- Make a genuine effort to complete course requirements;
- Make a genuine attempt at assessment tasks, in courses where internal assessment marks are submitted, which contribute **in excess of** 50% of the available marks;
- Make, in competency based courses, a genuine attempt to complete the course;
- In subjects that have a requisite examination, sit for and make a genuine attempt at the examination.

For NESA Developed Courses, the marks which are submitted to NESA are moderated by them, based on the examination results achieved by the school's candidates in each course. The moderated assessment mark then comprises fifty percent (50%) of the student's final HSC mark for each NESA Developed Course. Should the student suffer some misadventure at the time of the HSC examination, the moderated assessment mark can become the basis upon which NESA provides a HSC result. Thus, in every assessment task in Year 12, students are working directly towards their HSC result.

Following the HSC, students will receive a result notice informing them of their:

- Examination mark
- Moderated assessment mark
- HSC mark (comprising the other two marks combined on a 50:50 basis) Achievement band ranging from 6 to 1, where 6 is the highest band and 1 represents a HSC mark less than 50 and is regarded as unsatisfactory. (Extension courses are reported over four bands, E4-E1)
- 1 Unit courses are marked out of 50, with less than 25 considered unsatisfactory

2.3 Purpose of Assessment

Assessment is the process of gathering information and making judgements about student achievement. It provides an indication of a student's achievement in a wider range of syllabus objectives than can be measured by formal examination alone. Assessments allow due weight to be given during a course to student achievement which, although evident to the class teacher, may not be adequately assessed in an external examination alone. Therefore, assessment covers both examination and non-examination objectives.

A student's achievement is measured against specified standards of performance. It is intended to provide an indication of a student's attainment based on:

- measurements obtained throughout the course rather than a single examination;
- assessment of the student's knowledge of the course and skills outcomes, including those which require a specific setting e.g. fieldwork, practical skills, research, oral skills;
- multiple measures to increase the accuracy of the final assessment of the student's achievement.

More specifically, school assessment is intended to:

- evaluate the extent to which students have met the stated outcomes of the course;
- provide information to rank student's achievement for the purpose of the HSC;
- provide a basis of reporting to parents /carers;
- provide students with honest and reliable information about their strengths and weaknesses and so provide students with direction for future learning;
- affirm students and provide encouragement and life skills such as setting goals, negotiating contracts, meeting deadlines, determining priorities, independent learning and self-sufficiency;
- provide information that will help students plan educational and vocational choices.

2.4 Assessment in a Standards Referenced Framework

Quality assessment tasks in a standards referenced context involve tasks:

- designed to focus on specific syllabus outcomes;
- clearly reflecting the outcomes being assessed;
- where students know the assessment criteria before undertaking the task;
- where students are given the opportunity to demonstrate their level of achievement of the outcomes in a range of different task types
- which include marking schemes that are linked to standards. These marking schemes use the language of syllabus outcomes and performance bands;
- where students obtain **meaningful feedback** about what they are able to do and how to improve performance; and
- where the level of achievement determines ranking.

NESA publishes strict guidelines relating to assessment schedules, including the number of tasks to be undertaken. St Mary's Catholic College requires Studies Coordinators to keep the number of formal assessment tasks to a minimum so that they do not interfere with the normal processes of teaching and learning more than is necessary.

2.5 Satisfactory Completion of a Course

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

- a. **Followed** the course developed or endorsed by NESA; and
- b. **Applied** themselves with **diligence and sustained effort** to the set tasks and experiences provided in the course by the school; and
- c. **Achieved** some or all of the course outcomes.

NESA gives schools authority to determine their own definition of diligence and sustained effort. At St Mary's Catholic College students are expected to make a serious attempt at all assessment tasks, class work and examinations.

In addition, NESA mandates that HSC students must complete assessment tasks that contribute in excess of 50% of available marks. Failure to meet these guidelines may result in the Principal certifying that the course has not been satisfactorily studied. In such cases an 'N determination' may be issued for that course.

2.6 School Assessment

School assessment comprises a range of tasks, undertaken throughout the course, to determine how successfully a student has performed in relation to a set of course outcomes. Assessments are also used to calculate a student's assessment mark in each course which is then submitted to NESA for the determination of a student's HSC result.

Students will be given their rank and raw mark after each assessment task. Any queries about raw marks may only be made **at this time**. The final assessment mark allocated to each student must be an accurate numeric representation of his/her level of achievement of the specific outcomes of the course.

This Assessment Handbook provides students with an overview of the assessment schedule for each course, and includes general information on the nature, timing and weighting of assessment tasks in each course. **It is possible to have up to two tasks in any one day.**

Students will be given more detailed information on each task with adequate notice (**minimum of two school weeks**) prior to the due date for each task. Students will be informed, in writing, of:

- the nature of the task;
- outcomes to be assessed
- the individual components of the tasks and their weightings;
- the due date and time of the task;
- the procedure for collection of the task; and
- marking criteria.

Students will be required to sign and date an Assessment Notification Record Sheet which acts as an official record for the school that each student received a 'paper copy' of the assessment task. Tasks will also be made available to all students in a course via the student portal. It is the responsibility of students to ensure that they continually monitor the portal for such information, particularly in the case of absence. Students returning after absence must check with each course teacher whether any information regarding assessment dates

and tasks had been issued in their absence and must sign and date the Assessment Notification Record Sheet.

In very exceptional circumstances there may be a need to alter an assessment task or a component, change the nature of a task or the due date of a task. Students will be informed, in writing, of the changes as soon as possible after the decision is made, for which they will also sign a new Assessment Notification Record Sheet. The determination of the circumstances being exceptional will be the responsibility of the Assistant Principal Learning and Teaching in consultation with the Studies Coordinator.

The three key principles in this procedure will be:

- the date will not generally be made earlier than that originally advised
- the weighting of the task will not generally be varied
- every consideration will be given to ensure that students do not suffer disadvantage.

2.7 Non-discrimination Tasks

For assessment tasks to be reliable the marks must discriminate across the standards as much as possible. In exceptional circumstances, where a task fails to discriminate effectively, that is if all students do well or poorly, a further task assessing the same components may be conducted.

3. ASSESSMENT PROCEDURES

All official forms referred to in this section of the Assessment Policy may be downloaded from the school portal or attained from Student Services.

3.1 Hand-in Assessment Tasks

3.1.1 Submission of Hand-in Assessment Tasks by a Due Date

All assessment tasks must be completed by the due date.

For those tasks requiring work to be submitted by a due date, it is the **responsibility of the student** to ensure the following:

- In general, hand-in tasks are to be submitted at the time and in the manner indicated on the Assessment Task Notification under the direction of the Studies Coordinator.
- There will be an Assessment Submission box at Student Services in the School Administration area where students will be able to submit written tasks for date-stamping and distribution to relevant Studies Coordinators. The deadline for tasks being submitted via the Assessment Submission box is 9:30am, when the box will be removed.
- All written assessments must be submitted via the Assessment Submission box unless otherwise directed on the assessment task notification. Such exceptions may include, but are not limited to, large projects and online materials.
- Where possible, students are advised to submit the task before the due date if they know that they will be absent from school on the day by which a task is to be submitted.

3.1.2 Extension of Time – For Hand-in Assessment Tasks

Studies Coordinators will consider all applications for extensions of time. Students should recognise that they are notified of assessment details well in advance and extensions will, therefore, not be granted without serious cause or exceptional circumstances. The school does recognise and understand, however, absence due to illness, family crisis or tragedy and events beyond the control of the student. Extensions will be granted at the discretion of the **Studies Coordinator**. If students **foresee** a problem with completing a task by a due date they must complete the following procedures:

Students must complete an ***Illness/Misadventure/Variation Form***, which can be obtained from Student Services or by downloading it from the school portal. Students must indicate on the form that they are seeking an **extension of time for a hand-in assessment task**. Students must submit the form in the Assessment Submission box **at least three days prior** to the due date and **independent documentary evidence MUST** accompany a request for an extension. Students should not assume approval will be granted for a request for an extension and therefore should follow up the request with the relevant Studies Coordinator.

When an assessment task or examination clashes with **other official school activities**, such as **work placement or excursions, or sporting representations at a School, State or Diocesan level**, it is **the responsibility of the student** to follow the above procedures if they intend to request an extension of time. Approved adjustments to the assessment schedule can then be formally documented for those students.

In the case of leave of absence which has been **approved by the Principal** it is also **the responsibility of the student** to follow the above procedures.

Absence for recreational reasons is not considered grounds for an extension of time for an assessment task.

Students can seek an ***extension of time*** for assessment tasks that require them to **submit work by a due date**:

- If significant illness has impacted on the student's ability to complete the task by the due date
- If significant family or other circumstances have impacted on the student's ability to complete the task by the due date

Studies Coordinators will be **unlikely to grant an extension** in the case of:

- technical difficulties. Students are expected to follow responsible practices in relation to the use of technologies, including the maintenance of reliable and up to date backup copies, allowing sufficient time to deal with potential technical failures and the retention of printed draft copies.
- misplaced work assignments
- loss of time due to travel commitments
- difficulties with research which should have been addressed by early commencement of research
- brief periods of illness or misadventure
- external commitments that are not approved by the school
- school workload
- organisational problems experienced in the days leading up to a deadline

3.1.3 Unforeseen Absence on the Due Date of a Hand-in Assessment Task

Absence on the day of a hand-in assessment task is not accepted as a valid reason for non-submission unless a request for an *Extension* has already been approved by the Studies Coordinator. Students should make every effort to submit a task by having a relative or friend submit the task on their behalf or through the use of technology. **Should this not be possible and a student has an unforeseen absence on the day or part of the day that a task is to be submitted, the following procedure must be followed:**

On the morning of the task, the student or parent/carer must contact the school office and leave a message for the specific Studies Coordinator and Course Teacher notifying them of the absence. The name of the student, the task, the subject and the reason(s) for the absence should be identified.

Students must complete an *Illness/Misadventure/Variation Form* which can be obtained from Student Services or the school portal. Students must indicate on the form that they are seeking consideration for an **unforeseen absence on the day of an assessment task**. Students **MUST** attach **independent documentary evidence** to explain their absence. Students should not assume approval will be granted as a result of submitting this form. Students are expected to follow up with the relevant Studies Coordinator themselves.

All students, on their **FIRST DAY BACK AT SCHOOL AFTER THEIR PERIOD OF ABSENCE**, must submit the task as per the instructions on the Assessment Task Notification and put the relevant misadventure form and supporting documentation into the Assessment Submission box at Student Services.

NOTE: If the notification instructs students to submit the task to the Studies Coordinator and that person is not available on the first day back at school, the task must be submitted to the class teacher.

3.1.4 Late / Non-submission – Hand-in Assessment Tasks

Failure to follow the above procedures for submission of hand-in assessment tasks and the relevant forms will incur the following penalties:

One day late: 30% of the total mark available deducted.

Two days late: 60% of the total mark available deducted.

Three or more days late: A Zero mark will be recorded. This may also result in an “N Determination” being entered for that subject.

Students are advised that it is preferable to submit a task regardless of the state of completion as partially complete tasks will receive some marks if submitted by the due date. Even if a **mark of zero** is given due to non-submission by the due date, the student will **still be expected to submit the task** in order to satisfy the course completion criteria and to obtain important feedback from the marker. Failure to do this will result in an ‘N’ determination for that course of study.

Failure to hand in a stage of a long term project will result in a zero mark for that stage if the necessary documentation is not submitted. Failure to complete one component does not

necessarily mean a zero mark for the whole task. However, continued failure to submit stages of a long-term project may result in a zero mark for the whole task.

The security of the task, prior to handing it in, **is the responsibility of the student**. Students should make and retain a copy of their work where feasible (for example, a photocopy, photograph or back up in the appropriate media).

3.2 In-Class Assessment Tasks/Examinations

It is the responsibility of the student to be prompt to the classroom or assessment/examination venue and leave all bags outside or at the front of the room, as per the teacher's instructions. Students are permitted to bring only a clear plastic sleeve containing all writing implements, approved calculators and other specified equipment into the room.

Students must follow the teacher's directions before, during and at the completion of the task and maintain SILENCE during the assessment or examination.

Mobile Phones **MUST NOT** be brought into the room.

3.2.1 Request for Change of Date – For In-Class Assessment Tasks/Examinations

The school recognises and understands absence due to illness, family crisis or tragedy and events beyond the control of the student. Variations to the assessment schedule, however, would only be approved under exceptional circumstances. When a clash with an in-class assessment task or examination can be **foreseen** under these circumstances the following procedures must be followed:

Students must complete an ***Illness/Misadventure/Variation Form***, which can be obtained from Student Services or by downloading it from the school portal. Students must indicate on the form that they are seeking a change of date for an in-class assessment task. Students must submit the form in the Assessment Submission box **at least three days prior** to the date of the task and **independent documentary evidence MUST** accompany a request for a change of assessment date. Students should not assume approval will be granted for a change of date for an assessment task and therefore should follow up the request with the relevant Studies Coordinator.

When an assessment task or examination clashes with **other official school activities**, such as **work placement or excursions, or sporting representations at a School, State or Diocesan level**, it is **the responsibility of the student** to follow the above procedures if they intend to request a change of date. Approved adjustments to the assessment schedule can then be formally documented for those students.

In case of leave of absence which has been **approved by the Principal** it is also **the responsibility of the student** to follow the above procedures.

Absence from a formal assessment task or examination for recreational reasons is not considered grounds for a Change of Date request.

3.2.2 Unforeseen Absence on the Date of an In-Class Assessment Task / Examination

Absence on the day of an in-class task or examination is not accepted as a valid reason for non-completion unless a *Change of Assessment Date Request* has already been submitted to, and approved by, the Studies Coordinator. Should this not be possible and a student has an unforeseen absence on the day or part of the day that an in-class task/examination is to be completed, the following procedure must be followed:

On the morning of the task or examination, the student or parent/carer must phone the school General Office on 4944 4800 and leave a message for the specific Studies Coordinator or Subject Teacher notifying them of the absence. The name of the student, the task, the course and the reason(s) for the absence should be identified.

Students must complete an *Illness/Misadventure/Variation Form*, which can be obtained from Student Services or by downloading it from the school portal. Students must indicate on the form that they are seeking consideration for an unforeseen absence on the day of an assessment task or examination.

On their **FIRST DAY BACK AT SCHOOL AFTER THEIR PERIOD OF ABSENCE**, students must submit the form with supporting **independent documentary evidence (in the case of illness, this MUST be a Doctor's Certificate)** in the Assessment Submission box at Student Services and promptly see the Studies Coordinator to organise a time to complete the assessment task or examination. It is expected that the student will complete the task or an alternative task that same day unless notified of a more suitable alternative date, particularly if the student does not have that subject that day. In the case of an examination block, students should be prepared to complete any examination missed due to absence, on their first day of return to school. Students may be required to complete 2 exams in one day if the student has missed more than one exam. **NOTE: If the Studies Coordinator is not available, the student must see their class teacher to organise a time to complete the assessment task or examination.**

Students should not assume approval will be granted as a result of submitting an Illness/Misadventure/Variation Form. Students are expected to follow this up with the relevant Studies Coordinator themselves.

Students who do not follow the correct procedure for a missed assessment task/examination will incur a late penalty as specified in the assessment policy. In circumstances where the completion of a substitute task or multiple missed tasks is not feasible or is unreasonable during the examination block, the Assistant Principal Learning and Teaching may authorise the use of an estimate based on other appropriate evidence on the advice of the Studies Coordinator.

Failure to follow the above procedures for in-class assessment tasks will incur the following penalties:

- **One day missed: 30% of the total mark available deducted.**
- **Two days missed: 60% of the total mark available deducted.**
- **Three or more days missed: A Zero mark will be recorded. This may also result in an "N Determination" being entered for that subject.**

3.3 Illness/Misadventure during an Assessment Task

Students who are unwell or experience a misadventure during an assessment task or examination should immediately notify the supervisor of the task, so that documentation can be provided for any subsequent illness/misadventure appeal.

Students must complete an ***Illness/Misadventure/Variation Form*** and indicate on the form that they wish to apply for **Special Consideration due to Illness during an assessment task**. The form must be submitted in the Assessment Submission box at Student Services on the day of the assessment task or examination, if possible, or on the first school day of attendance after the task for consideration of their performance in that task.

Where a student has attended an assessment task while ill or subject to the effects of other misadventure, and his/her appeal is upheld, the following procedure will be followed:

- The paper will be marked along with all others.
- The Studies Coordinator will then examine the marks awarded in relation to other assessment data and other relevant evidence of the student's level of achievement.
- If the mark achieved is commensurate with or better than expectations based on the other evidence, no further action will be taken.
- If the mark is significantly below expectations, it may be set aside and the student required to undertake a substitute task.
- An estimate may be determined by the Studies Coordinator in exceptional circumstances. The estimate will be based on the student's performance on tasks in that subject which are similar in nature. The estimate may be determined at the end of the course before a final rank is determined.

3.4 Illness/Misadventure/Variations Advice and Independent Documentary Evidence

Due to the seriousness that NESAs and the school places on assessment students need to be aware of the following:

- Students must complete **Illness/Misadventure/Variation Forms** to explain any failure to submit an assessment task or absence from an assessment task or examination. These forms must be accompanied by **independent documentary evidence as approved by NESAs**.
- Doctor's Certificates submitted as independent documentary evidence must adhere to the following conditions:

The doctor must sight the condition ON, or prior to the day of assessment. The certificate must cover the period of assessment (dates must appear on the certificate) and indicate what day you are fit to return to school. This certificate must be provided by an independent source (not from a member of the immediate family). **Post-dated certificates WILL NOT be accepted.**

The student must be prepared to complete the task on the day of return to school unless the Studies Coordinator arranges other provisions.
Pharmaceutical certificates will not be accepted.

- Where a student fails to complete an assessment task without satisfactory explanation, according to the penalties, a mark of zero will be recorded for the task.
- **All students have three days to lodge Illness/Misadventure/Variation Forms.** Applications lodged after the above time periods will only be considered in exceptional circumstances.
- Illness/Misadventure applications must relate to illness or misadventure suffered **immediately before or during** the task(s) that has affected the student's performance.

Applications may be in respect of:

- **Absence due to valid unforeseen circumstances** (eg sudden illness, funeral, accident, family emergency)
- **Failure to perform at the student's usual standard** due to valid illness or misadventure.

Please note: Taking holidays in school terms without receiving Principal Approved Leave is not accepted as valid grounds for an extension or special consideration of a summative assessment task.

- The outcome of Illness/Misadventure/Variation applications will be determined by the Assessment Review Committee in conjunction with the relevant Studies Co-ordinator and classroom teacher.
- Students who are deemed to have a valid reason for not attending/submitting an assessment task by the due date, due to illness, misadventure or special circumstances, may be required to:
 - submit the task without penalty; or
 - be given the same task at a different time; or
 - be given a task of a similar nature. If a student is required to complete a substitute task it will be held as soon as practical on his or her return to school.

In circumstances where the completion of a task is not feasible or is unreasonable, or where conditions of the missed task are difficult to duplicate, the Assistant Principal Learning and Teaching, under advice from the Studies Coordinator, may authorise the use of a computer generated estimate based on other appropriate evidence.

3.5 Partial Absence on the Day of an Assessment Task

Where an assessment task is to be completed or submitted after the first period of the day, it is expected that students be in attendance for their normal school day as per their timetabled lessons. Students who arrive late to school on the day either to complete or submit an assessment task, will be permitted to complete or submit the task but incur a late submission penalty, as specified in the policy, unless appropriate documentary evidence is provided to explain the partial absence.

3.6 Oral/In-Class Assessment Tasks over a Period of Time

The appropriate procedure (as outlined earlier) must apply to **each and every day** that the orals/in-class tasks are assessed. The student has the responsibility to continue to apply the appropriate procedure until he/she has completed the assessment task.

All students will be expected to submit a paper copy of their oral task to their teacher by the **first day** of the presentation of orals, as specified on their Assessment Task Notification. On the day each student presents their oral task, they must have their own copy of the speech which must have no significant differences from that submitted. After allowing for volunteers on the first day, names will be chosen randomly to determine the order of presentations for proceeding days.

Students who believe they have a legitimate/medically documented reason for not presenting an oral task in front of their class or the audience specified on the Assessment Task Notification, must **provide relevant documentation and a letter from their parent/guardian** for consideration by the Studies Coordinator **prior to the day the oral tasks are due to commence**. If the Studies Coordinator replies to this appeal in the affirmative the student must negotiate an alternative time/manner to deliver their oral task with their class teacher. Nerves will not be accepted as a legitimate reason for rescheduling an oral task. When a student's name is called to present their oral task and they refuse, having failed to follow this procedure, normal processes will apply regarding penalties for the oral component of the task.

If a student has a legitimate absence from school that coincides with the period of time set aside to assess oral tasks, they may be given the opportunity to record their oral task at home and submit via email to their class teacher or Studies Coordinator. This will be at the discretion of the Studies Coordinator.

3.7 Use of Technology and Electronic Submissions of Assessment Tasks

In certain circumstances, with prior approval of the Studies Coordinator, assessment tasks may be submitted electronically. The following conditions will apply:

- The assessment task should be readily identifiable. This may involve storing files in the student's 'My Documents' drive in a specific location as nominated by the teacher or it may involve submission on portable storage devices or by email if nominated by the teacher.
- It is the responsibility of the student to ensure files are readable, usable and virus free.
- It is the responsibility of the student to ensure that technology such as home printers and home internet connections are in working order before the due date of the assessment task. Technical computer failure is not acceptable as a reason for late submission. In any case the date on which the file was last modified will be tracked by the teacher.
- The school will only accept assessment tasks which are created in software applications installed on the school network, and in a format which can be read by school computers.

If students use audio-visual equipment or computer technology to present an assessment task the proper functioning of the software and associated equipment is **the responsibility of the student**.

Students who fail to submit assessment tasks because they were unable to retrieve the task from a computer for any reason, e.g. document lost or printer malfunctions, will not be eligible for misadventure appeals. This also applies to audio media, video media and other electronic devices.

Students are advised to keep all rough notes and resource work in case of equipment failure or loss. A back up disk of drafts and paper copies of work should be made during the preparation of a task as these may be required to ensure against penalties being incurred. It is advised that regular printouts of draft material be made in case of technology malfunction.

3.8 Malpractice

All assessment tasks must be the original work of the student. **Malpractice** includes any form of plagiarism or cheating.

3.8.1 Plagiarism

Plagiarism includes copying any form of print, electronic media, or another person's work to present as one's own. It occurs when the original work is directly copied or paraphrased without acknowledgment or when the task is completed by another person. If it is found that a student has plagiarised, then a **mark of zero** will be recorded for that section of the task. An assessment task can be considered plagiarised if:

- There is a total lack of referencing
- There is deliberate deception by inventing references or not acknowledging passages that are either direct quotes from another author or substantially the work of another person
- Ideas and information are paraphrased but are not referenced
- Part or all of another student's work is copied
- A significant portion of a written response is not the student's original work even though it has been well referenced.

The marker is not required to locate the source of the copied material to prove non-authenticity. An experienced marker can easily identify non-authenticity from textual evidence. Any other student who is determined to have assisted with the action of copying/plagiarism will have a mark of zero recorded for that section of the task.

3.8.2 Cheating

Cheating refers to circumstances in which a student attempts to gain unfair advantage in an assessment task. Some common examples include:

- unauthorised reference to materials other than those specified by the task
- concealed notes or writing taken into the assessment task or examination room
- use of mobile phones or non-approved calculators
- communicating with other students or copying other students' responses in assessment task conditions.
- submitting work to which another person such as a parent, coach or subject expert has contributed substantially
- paying someone to write or prepare material
- using non-approved aides during assessment tasks/exams
- contriving false explanations to explain work not handed in by the due date
- assisting another student to engage in malpractice, for example lending your work to another

It is not acceptable to cheat in an assessment task and it is not acceptable to know that cheating is occurring and do nothing about it. If it is found that a student has cheated or attempted to cheat or is determined to have assisted with the action of copying/cheating in an assessment task to gain unfair advantage, then a **mark of zero** will be recorded for the section or sections of the task in which the cheating has occurred.

All equipment taken into the venue for an assessment task must be the same as allowed in that course for the HSC examination and it may be checked by the supervising teacher.

Students must not use a mobile phone during a task or access any other source of information unless instruction or permission is specifically given by the teacher. Zero marks will be awarded for a breach of this requirement.

Advanced digital devices may not be taken into examination rooms. (Examples include mobile phones, tablet/note devices, Apple watch or similar, fitness device with internet connectivity and so on.)

Parent-condoned absences from school to complete or prepare for an assessment task are not acceptable. Proven cases of Academic Malpractice will be included on a register collated by NESAs in Stage 6.

A Guide to Referencing is included as an appendix at the end of this document.

3.9 Non-Serious Attempt

NESA defines a non-serious attempt as any task which contains frivolous or objectionable material. If students are judged to have made a non-serious attempt in their assessment tasks they may render themselves ineligible for their RoSA or HSC. An assessment task considered to be a non-serious attempt will be referred to the Assessment Review Committee for a ruling. Students will have to re-sit or resubmit an assessment task if their original attempt or submission is deemed to be a non-serious attempt.

3.10 Marking and Feedback

An essential component of assessment is to provide meaningful feedback to each student. Teachers will endeavour to mark and return assessment tasks promptly. Feedback, either written or verbal, will be provided to each student using the marking criteria for the task. Annotation of student work will indicate what the student did well and how they can improve. Elements of meaningful feedback **could** include:

- Providing marks which have meaning because they are linked to specific criteria.
- Providing their grade and rank for the task.
- Allowing students to self-assess their work relative to the marking criteria.
- Allowing peers to assess their work relative to the marking criteria.
- Providing opportunity for teachers to discuss with students (one on one/small group/whole group) the assessment of their performance, which may include their study preparation, their exam technique, their time management, their attitude and application, their commitment to class and home study, etc. 0.
-
- Written comments which benefit future student performance, affirm their performance, suggest methods of improvement, areas for development, etc.
- Providing a link to their future learning in the course.

3.11 Multiple Classes from the One Course

Where multiple classes occur in course, common formal assessment tasks will be set and marked as one group. Task design will be a collaborative activity, involving all teachers who will take part in the administration of the task. Prior to the marking of assessment tasks, where more than one teacher is involved in the marking, teachers will discuss and clarify the marking criteria and engage in pilot/peer marking to ensure consistency of judgement and awarding of marks takes place. Faculties may employ a range of strategies to ensure consistency of marking across the cohort such as common markers, team marking, check marking, benchmark setting, and statistical moderation. The school will make every effort to see that all students perform formal assessment tasks under the same conditions.

4. MARKS, RANKS, ATAR

4.1 Rank Order Review Procedure

Immediately after the last HSC exams in November, students will be given their ranking within the school in each course studied. Students can request a review of an assessment ranking if they consider that the school's order of merit for a particular course is not consistent with their expectations on the basis of performance in formal assessment tasks, making due allowance for component weighting and scaling, or if they feel that the school has not followed correctly the component weighting guidelines. Students must request such a review before the closing date stated in the HSC handbook issued by NESA. In the event of a review being requested, the Assessment Review Committee, together with the teacher and Studies Coordinator concerned, will check the component weighting allocations and all calculations to ensure that no error has been made.

Please note that NESA has specifically stated that a teacher's judgement of the worth of individual assessment tasks, as reflected in the mark or the grade awarded, will not be subject to review. Schools are not required to retain test papers, student assignments, projects, practical exercises, etc., as evidence for assessments.

4.2 Maintenance of Marks

It must be noted that final HSC Assessment marks are strictly confidential and may not be communicated to students at any time. However, students are permitted to know their rank order in each course. This will usually be recalculated and provided for students after each assessment task.

4.3 Estimation of the Australian Tertiary Admission Rank (ATAR)

The School is not able to provide reliable estimates of the Australian Tertiary Admission Rank (ATAR). The final ATAR is calculated from data to which the school has little or no access. When an estimate of a student's ATAR is required for an application for a scholarship or similar purpose, the Assistant Principal Learning and Teaching will provide the best estimate which can be derived from the available data. ***However, the school disclaims any responsibility for the accuracy of any such estimate***, which is provided only to avoid disadvantage to students.

5. VET

As Vocational Education and Training (VET) Courses are competency based, dual accredited courses, no internal mark is required for reporting purposes to NESA. NESA, however, and the Australian Skills Quality Authority (ASQA) require that, for each student, a competency

based approach to assessment be used and that a record be held by the Registered Training Organisation (RTO) of the competencies achieved by students. The Catholic Schools Office is a Registered Training Organisation. NESAs requires schools to enter the competencies achieved into the computer database via EBOS on-line.

The competencies of each student are to be judged against a prescribed standard, not against the other students. A student is therefore judged as competent or not yet competent and this judgement is based on evidence obtained from a variety of sources. Students who are deemed 'not yet competent' may seek further opportunities to demonstrate those competencies, but these need to occur by negotiation with the teacher, at a time that causes no disruption to other students or classes.

Completion of the minimum requirements for Work Placement is mandatory. A student who fails to comply with the Work Placement requirement is issued with a warning letter. If the matter continues, an "N" determination may be made by the Principal after a second warning letter has been issued.

Achievement of competence is recorded by each teacher/assessor and then entered into the NESAs database by the VET Coordinator. It must be signed off by a qualified assessor under the auspices of the RTO.

All performance criteria must be met to demonstrate an element of competency. All elements of competency must be met in order to achieve a unit of competency.

It is optional for students to do the HSC exam in a VET Curriculum Framework Course. Students wishing to include the course in the calculation of the ATAR need to sit the optional exam. Where the exam is sat, NESAs records the result on the students' Record of Achievement. This is independent of the AQF qualification they receive.

The College may endorse a policy that students' marks from exams which test the theory component of the course are reported to parents/carers. This is intended to give the parents/carers and students an indication of their progress on the theory component. Students may find this useful information in deciding whether to sit the optional HSC exam in a VET Curriculum Framework Course.

Where a student is undertaking a VET Curriculum Framework Course (delivered by the College), a TAFE delivered VET Curriculum Framework Course, a Board Developed TAFE Delivered VET Course or a TAFE Delivered VET Board Endorsed Course, students must comply with the regulations of TAFE, NESAs and ASQA. The College maintains regular communication with the TAFE campuses and attempts to follow up on concerns about student progress. TAFE reports the progress of students directly to NESAs and the College.

The provisions that apply to all other courses regarding an 'N' determination, student warnings and the application of the Illness/Misadventure policy applies to all VET courses offered at St Mary's Catholic College. Notwithstanding the above, the other provisions of the College Assessment Policy apply to VET students at St Mary's Catholic College. Where there is any contradiction between the provisions of this section and other sections of this policy, the relevant part from this section applies or alternatively, the relevant section from the ACE manual will be applied.

6. ALL MY OWN WORK

The All My Own Work program is designed to help HSC students to follow the principles and practices of good scholarship. This includes understanding and valuing ethical practices when locating and using information as part of their HSC studies. The program consists of five modules and is available in online and downloadable formats. All students entered for one or more HSC courses with an external examination are required to have satisfactorily completed the All My Own Work program, or its equivalent, before they can commence the HSC Course.

7. N-DETERMINATIONS

NESA has delegated to Principals the authority to determine if students seeking a RoSA, Preliminary HSC or the HSC at their school have satisfactorily completed each course in which they are enrolled, with diligence and sustained effort, in accordance with the requirements issued by NESA. Where a student is at risk of not meeting the requirements of a course, the school will inform the student and the parents/carers in writing. An N-Determination warning letter will be sent, specifying the nature of the concern and the steps the student can take to rectify the situation. This document will need to be sighted, signed and returned to the school. The N-Determination warning will contain information concerning the date that the task must be redeemed by, so that its status can be changed from a Non-Attempt to a Late Attempt. Copies of N-Determination letters will be kept on the student file and recorded electronically.

Circumstances whereby N Warning letters may be issued:

a) Attendance:

While NESA does not stipulate attendance requirements, the Principal may determine that, as a result of absence, the course completion criteria may not be met. Absences will be regarded seriously by the Principal who will give students early warning of the consequences of such absences.

b) Non-submission of tasks:

NESA mandates that, to successfully complete courses in Years 11 and 12, students must complete assessment tasks that contribute in excess of 50% of available marks. Where a student fails to complete an assessment task without valid explanation **a mark of zero will be given for the task.**

Any Stage 6 student receiving two course-specific warning letters may be given an N-Determination. NESA will be informed that the student has not satisfactorily completed the course. For the Preliminary Course this will mean that the student will not receive a result in the course on the Preliminary Course Record of Achievement. It also means that the student is unable to proceed to the HSC Course in that subject. An N-Determination in the HSC Course will mean that the student will not receive a result in the course and it may affect the award of the Higher School Certificate.

8. STUDENT APPEALS

8.1 Summative Assessment Tasks

A student has the right to appeal a mark in a summative assessment task within three days of the task being returned. The **classroom teacher** of the student is required to discuss the marking criteria or rubric with the student. If the student does not accept the mark after

this process, the student has the right to appeal to the **Studies Co-ordinator** who will respond to the concerns of the student.

If the concern remains unresolved, the student and/or Studies Coordinator may then ask the **Assessment Review Committee** to determine if the task has been fairly marked. The student will be notified of this decision via a meeting (marker/coordinator and student).

If the student remains concerned with the outcome, there is a right of appeal to the **Principal**. The grounds for the appeal must be clearly outlined. A meeting will then be arranged between all stakeholders. The matter will be resolved at this meeting.

8.2 Grades

Students have the right to appeal against their school-based grade after receiving their final results. The appeal must be in writing with any relevant evidence. The appeal must be submitted to the Principal. The Principal will assess the appeal and if necessary, with the school's comments, submit the appeal to NESA. Students will need to substantiate the fact that their final results were inconsistent with the progressive reporting of the school.

9. RIGHTS AND RESPONSIBILITIES

9.1 Student Responsibilities

Each student has the responsibility to:

- Understand NESA course requirements and procedures for each course of study.
- Be familiar with, and fulfil the requirements of, the School Assessment Policy as set out in this document
- Be aware of the various types of assessment tasks (essays, presentations etc). This will involve being familiar with the Assessment Policy and Course Handbooks, and managing their own schedule.
- Read the Assessment Notifications carefully so they are fully aware of the task requirements.
- Ensure that all work is submitted by the due date. Failure to submit required work must be accompanied by an **ACCEPTABLE** reason and be submitted in writing as specified in this handbook. Poor organisation of time and/or social events is **NOT** considered acceptable. Technology problems, such as printers running out of ink or email failures will not be accepted as an excuse. Students are **required to back up all work so that work can be printed, if necessary, at school.**
- Notify Studies Coordinators in writing as specified in this policy if other college commitments, such as sport, debating, representative duties etc., clash with assessable dates.
- Be in attendance to do all in-school assessment tasks.
- If absent on the day an assessment task notification is given, ensure he/she collects a copy of the task from the appropriate teacher on return. **Students cannot assume an automatic extension – application must be made using the appropriate method.**
- If absent on the final submission date of a hand-in assessment task or on the day an in-class assessment task is occurring, ensure that their parent/guardian rings the school to notify of the absence, and submit the appropriate documentation upon return to school.
- Plan a study timetable that gives careful consideration to the requirements of assessment tasks in their overall pattern of study.

- Discuss with the Studies Coordinator about due dates for assessment tasks if workloads seem unmanageable. Such conversations must occur at least three days prior to any task dates.
- Discuss with classroom teacher if unclear about any aspect of a task.
- Be on time for all assessment tasks.
- Present work in a form specified, follow directions of a task and ensure that all the work is of an acceptable standard.
- Keep a personal record of the results of assessment tasks.
- Apply themselves to the best of their ability to all coursework whether an assessment task, class work or homework.
- Check their school email inbox on a daily basis, and particularly on days of absence from school.
- Use feedback from teachers as the basis for improvement; this may mean that a student needs to discuss their progress individually with their teacher.

9.2 Student Expectations

Each student should expect to:

1. Be fully informed of the purpose of assessment.
2. Have access to accurate and detailed information about NESA and School Policies regarding assessment for each course.
3. Receive an overview of the assessment program for each course, detailing: the number of tasks, the form of tasks, the weight of the tasks and the components of the course being assessed by the task.
4. Receive a detailed outline of the requirements of each assessment task at least two school weeks prior to the due date including specific task requirements, outcomes, component weightings, length, due date, submission details.
5. Consult with teachers or Studies Coordinators if clarification is needed about marks, comments or grades awarded for tasks at the time that the task is returned.
6. Be aware of the process followed when an estimate is to be used to determine a mark for a task.
7. Have access to meaningful feedback from teachers about performance in assessment tasks and classwork.
8. Be listened to and be provided with well-informed advice when difficulties are experienced in achieving learning or assessment goals.
9. Expect privacy of results. Individual order of merit should be given only to the student concerned. When order of merit or scatter sheets are made public, only marks or ranks will be given, with no student names. Assessment tasks will be returned to the student concerned and not to others to pass on to them.

9.3 School's Responsibilities

It is the responsibility of the school to:

- Conduct sound assessment programs that allow students to demonstrate the breadth and depth of their knowledge, skills and understanding.
- Develop an assessment schedule for each course and inform students of the types of tasks, their timing and the weighting that will contribute to their overall assessment mark.

- Develop quality assessment tasks which monitor student performance in each part of the course.
- Develop well-structured marking guidelines that inform students of the specific skills and knowledge required for each task.
- Schedule the various assessment tasks throughout the course and ensure that such tasks cover the range of components specified by NESA.
- Provide effective and timely feedback to students in relation to their strengths and weaknesses and areas for improvement. This can be in the form of verbal or written feedback, and includes feedback from formal and informal tasks, mid-course and yearly reports, N-Determination Warnings and three-way parent/student/teacher interviews.
- Collate such information as is necessary to provide a comprehensive guide for students of the school's requirements for assessment in each subject.
- Maintain records of student performance and provide information to students regarding progress.

10. REPORTING

Students will receive meaningful feedback on their performance in each assessment task. Parents will receive a mid-year and end of year report on their child's progress.

11. DISABILITY PROVISIONS

All students with a disability or learning difficulty are entitled to apply through the Learning Support Coordinator for access to Disability Provisions for assessments and exams.

Stage 6 students require a further application to NESA who will make a determination regarding eligibility. The Learning Support Coordinator will administer this. All information and applications are available from the Learning Support Coordinator.

Refer to www.boardofstudies.nsw.edu.au/disability-provisions for more information and guides for Stage 6 students wishing to apply for Disability Provisions.

Further information may also be found in the school's Disability Provisions Policy.

12. PUTTING ASSESSMENT INTO PERSPECTIVE

Education is about more than assessment. Examinations and the Assessment Program are simply measures of student achievement at various stages of development.

Syllabi in all courses are designed to foster development across a variety of learning outcomes. All tasks whether a part of the Assessment Program or not contribute to the educational development of the student. Those students who complete all work in each course to the best of their ability will receive the maximum benefit from their schooling.

13. NOTES ON REFERENCING

Correct Referencing Guide

St Mary's Catholic College prefers students use the Harvard system of referencing sources. Some key features of this style are outlined below:

Harvard is a style of referencing, primarily used by university students, to cite information sources. Two types of citations are included:

1. **Reference Lists** are located at the end of the work and display full citations for sources used in the assignment. Here is an example of a full citation for a book found in a Harvard Reference list:

Fitzgerald, F. (2004). The great Gatsby. New York: Scribner.

2. **In-text citations** are used when directly quoting or paraphrasing a source. They are located in the body of the work and contain a fragment of the full citation.

Depending on the source type, some Harvard Reference in-text citations may look something like this:

"After that I lived like a young rajah in all the capitals of Europe..." (Fitzgerald, 2004)

Harvard Reference List Overview

Reference lists are created to allow readers to locate original sources themselves. Each citation in a reference list includes various pieces of information including the:

1. Name of the author(s)
2. Year published
3. Title
4. City published
5. Publisher
6. Pages used

Generally, Harvard Reference List citations follow this format:

- **Last name, First Initial. (Year published). Title. City: Publisher, Page(s).**

Citations are listed in alphabetical order by the author's last name.

If there are multiple sources by the same author, then citations are listed in order by the date of publication.

Harvard Reference List Citations for Books with One Author

The structure for a Harvard Reference List citation for books with one author includes the following:

- Last name, First initial. (Year published). *Title*. Edition. (Only include the edition if it is not the first edition) City published: Publisher, Page(s).

If the edition is not listed, it is safe to assume that it is the first addition, and does not need to be included in the citation.

Example: One author AND first edition:

- Patterson, J. (2005). *Maximum ride*. New York: Little, Brown.

Example: One author AND NOT the first edition:

- Dahl, R. (2004). *Charlie and the chocolate factory*. 6th ed. New York: Knopf.

Harvard Reference List Citations for Books with Two or More Authors

When creating a citation that has more than one author, place the names in the order in which they appear on the source. Use the word "and" to separate the names.

- Last name, First initial. and Last name, First initial. (Year published). Title. City: Publisher, Page(s).

Example:

- Desikan, S. and Ramesh, G. (2006). *Software testing*. Bangalore, India: Dorling Kindersley, p.156.
- Vermaat, M., Sebok, S., Freund, S., Campbell, J. and Frydenberg, M. (2014). *Discovering computers*. Boston: Cengage Learning, pp.446-448.
- Daniels, K., Patterson, G. and Dunston, Y. (2014). *The ultimate student teaching guide*. 2nd ed. Los Angeles: SAGE Publications, pp.145-151.
* remember, when citing a book, only include the edition if it is NOT the first edition!

Harvard Reference List Citations for Chapters in Edited Books

When citing a chapter in an edited book, use the following format:

- Last name, First initial. (Year published). Chapter title. In: First initial. Last name, ed., *Book Title*, 1st ed.* City: Publisher, Page(s).
- Bressler, L. (2010). My girl, Kylie. In: L. Matheson, ed., *The Dogs That We Love*, 1st ed. Boston: Jacobson Ltd., pp. 78-92.
* When citing a chapter in an edited book, the edition is displayed, even when it is the first edition.

Harvard Reference List Citations for Multiple Works By The Same Author

When there are multiple works by the same author, place the citations in order by year. When sources are published in the same year, place them in alphabetical order by the title.

Example:

- Brown, D. (1998). *Digital fortress*. New York: St. Martin's Press.
- Brown, D. (2003). *Deception point*. New York: Atria Books.
- Brown, D. (2003). *The Da Vinci code*. New York: Doubleday.

Harvard Reference List Citations for Print Journal Articles

The standard structure of a print journal citation includes the following components:

- Last name, First initial. (Year published). Article title. *Journal*, Volume (Issue), Page(s).

Examples:

- Ross, N. (2015). On Truth Content and False Consciousness in Adorno's Aesthetic Theory. *Philosophy Today*, 59(2), pp. 269-290.
- Dismuke, C. and Egede, L. (2015). The Impact of Cognitive, Social and Physical Limitations on Income in Community Dwelling Adults With Chronic Medical and Mental Disorders. *Global Journal of Health Science*, 7(5), pp. 183-195.

Harvard Reference List Citations for Journal Articles Found on a Database or on a Website

When citing journal articles found on a database or through a website, include all of the components found in a citation of a print journal, but also include the medium ([online]), the website URL, and the date that the article was accessed.

Structure:

- Last name, First initial. (Year published). Article Title. *Journal*, [online] Volume(Issue), pages. Available at: URL [Accessed Day Mo. Year].

Example:

- Raina, S. (2015). Establishing Correlation Between Genetics and Nonresponse. *Journal of Postgraduate Medicine*, [online] Volume 61(2), p. 148. Available at:

<http://www.proquest.com/products-services/ProQuest-Research-Library.html>
[Accessed 8 Apr. 2015].

Harvard Reference List Citations for Print Newspaper Articles

When citing a newspaper, use the following structure:

- Last name, First initial. (Year published). Article title. *Newspaper*, Page(s).

Example:

- Weisman, J. (2015). Deal Reached on Fast-Track Authority for Obama on Trade Accord. *The New York Times*, p.A1.

Harvard Reference List Citations for Newspaper Articles Found on a Database or a Website

To cite a newspaper found either on a database or a website, use the following structure:

- Last name, First initial. (Year published). Article title. *Newspaper*, [online] pages. Available at: url [Accessed Day Mo. Year].

Example

- Harris, E. (2015). For Special-Needs Students, Custom Furniture Out of Schoolhouse Scraps. *New York Times*, [online] p.A20. Available at: <http://go.galegroup.com> [Accessed 17 Apr. 2015].

Harvard Reference List Citations for Print Magazines

When citing magazines, use the following structure:

- Last name, First initial. (Year published). Article title. *Magazine*, (Volume), Page(s)

Example:

- Davidson, J. (2008). Speak her language. *Men's Health*, (23), pp.104-106.

Harvard Reference List Citations for Websites

When citing a website, use the following structure:

- Last name, First initial (Year published). Page title. [online] Website name. Available at: URL [Accessed Day Mo. Year].

When no author is listed, use the following structure:

- Website name, (Year published). *Page title*. [online] Available at: URL [Accessed Day Mo. Year].

Example:

- Messer, L. (2015). 'Fancy Nancy' Optioned by Disney Junior. [online] ABC News. Available at: <http://abcnews.go.com/Entertainment/fancy-nancy-optioned-disney-junior-2017/story?id=29942496#.VRWbWJwmb0.twitter> [Accessed 31 Mar. 2015].
- Mms.com, (2015). *M&M'S Official Website*. [online] Available at: <http://www.mms.com/> [Accessed 20 Apr. 2015].

Harvard Reference List Citations for eBooks and PDFs

When citing eBooks and PDFs, include the edition, even if it's the first edition, and follow it with the type of resource in brackets (either [ebook] or [pdf]). Include the url at the end of the citation with the date it was accessed in brackets.

Use the following structure:

- Last name, First initial. (Year published). *Title*. Edition. [format] City: Publisher, page(s). Available at: URL [Accessed Day Mo. Year].
- Zusack, M. (2015). *The Book Thief*. 1st ed. [ebook] New York: Knopf. Available at: <http://ebooks.nypl.org/> [Accessed 20 Apr. 2015].
- Robin, J. (2014). *A handbook for professional learning: research, resources, and strategies for implementation*. 1st ed. [pdf] New York: NYC Department of Education. Available at <http://schools.nyc.gov/> [Accessed 14 Apr. 2015].

Harvard Reference List Citations for Artwork

To cite artwork, use the following structure:

- Last name, First initial. (Year created). *Title*. [Medium]. City that the artwork is/was displayed in: Gallery or Museum.

Example:

- Gilbert, S. (1795-1796). *George Washington*. [Oil on canvas] New York: The Frick Collection.
- Jensen, L., Walters, P. and Walsh, Q. (1994). *Faces in the Night*. [Paint Mural] Trenton: The Trenton Free Library.

Harvard Reference List Citations for DVD, Video, and Film

When citing a DVD, Video, or Film, use the following format:

- Film title. (Year published). [Format] Place of origin: Film maker.
***The place of origin refers to the place where the dvd, film, or video was made. Eg: Hollywood*
***The film maker can be the director, studio, or main producer.*

Example:

- *Girls Just Want To Have Fun*. (1985). [film] Chicago: Alan Metter.

Harvard Reference List Citations for Print Encyclopaedia Articles

An encyclopaedia is a book, or set of books, used to find information on a variety of subjects. Most encyclopaedias are organized in alphabetical order.

Use this format to cite an encyclopaedia:

- Last name, First initial. (Year published). Article title. In: *Encyclopaedia title*, Edition. City published: Publisher, page(s).

Example:

- Harding, E. (2010). Anteaters. In: *The International Encyclopaedia of Animals*, 3rd ed. New York: Reference World, p. 39.

Harvard Reference List Citations for Religious Texts

To cite any type of religious text, such as the Bible, Torah, Quran, use the following format:

- Title (Year published). City published: Publisher, pages used.

Example:

New American Standard Bible, (1998). Anaheim: Foundation Publications, Inc, pp.332-340.

Harvard In-Text Citations Overview

Students use in-text citations to indicate the specific parts of their paper that were paraphrased or quoted directly from a source.

Each in-text citation generally displays the last name of the author and the year the source was published.

The in-text citation is usually located at the end of the quoted or paraphrased sentence.

In-Text Citations for One Author

The author's last name and the year that the source was published are placed in the parentheses.

Example:

- Gatsby's infatuation with Daisy is often revealed in the story, often in simple phrases such as, "... he turned toward her with a rush of emotion" (Fitzgerald, 2004).

If the author's name is already used in the body of the text, then students should exclude it from the in-text citation.

Example:

- Fitzgerald's use of "old sport" throughout the novel suggests that Gatsby considered Nick Carraway a close friend (2004).

In-Text Citations for Two or Three Authors

When a source has two authors, place both authors' names in the order in which they appear on the source, with the word and separating them.

Examples:

- "A range of values can express emotion, too. Stark, high-contrast drawings may carry a strong emotional charge" (Lazzari and Schleiser, 2011).
- "Rather than constantly seeking approval from others, try to seek approval from the person who matters the most - yourself" (Bardes, Shelley and Schmidt, 2011).

In-Text Citations for Four or More Authors

Only use the first listed author's name in the in-text citation, followed by "et al." and the publishing year.

Example:

- It can be said that "knowledge of the stages of growth and development helps predict the patient's response to the present illness or the threat of future illness" (Potter et al., 2013).

Example:

- Potter et al. (2013) go on to explain that "among the most Catholic Filipinos, parents keep the newborn inside the home until after the baptism to ensure the baby's health and protection."

In-Text Citations for Corporate Authors

Use the name of the organization in place of the author.

Example:

- “Dr. Scharschmidt completed her residency in 2012, joined the Leaders Society in 2013, and became a new volunteer this year to encourage other young dermatologists in her area to join her in leadership giving” (Dermatology Foundation, 2014).
If the name of the organization is used in the text, place only the year in parentheses.

Example:

- The Dermatology Foundation (2013) stated in their report that “industry also played an important role in the success of the highly rated annual DF Clinical Symposia—Advances in Dermatology.”

In-Text Citations for No Author

When an author’s name cannot be found, place the title of the text in the parentheses, followed by the publishing year.

Example:

- Lisa wasn’t scared, she was simply shocked and caught off guard to notice her father in such a peculiar place (Lost Spaces, 2014).

In-Text Citations with No Date

When a date is not included in a source, simply omit that information from the in-text citation.

Example:

- “Her hair was the colour of lilac blossoms, while a peculiar colour, it fit her quite well” (Montalvo)

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St Mary's Catholic College, Gateshead

Year 11 Assessment Program 2019

Course: Catholic Studies 1Unit

Component	Task 1	Task 2	Task 3	Weighting
Task Type	Research	Report	Yearly Examination	
Due Date	Term 1 Week 9	Term 3 Week 2	Term 3 Weeks 8/9	
Outcomes	HB6-2, HB6-3, HB6-5, CP6-3	JS6-1, HB6-1	JS6-2, HB6-4	
Knowledge and understanding of course content	10	10	20	40
Source-based skills	10		10	20
Investigation and research	10	10		20
Communication of information, ideas and issues in appropriate forms		10	10	20
Total	30	30	40	100

St Mary's Catholic College, Gateshead

Year 11 Assessment Program 2019

Course: Studies of Religion 1Unit

Components	Task 1	Task 2	Task 3	Weighting
Task Type	Oral	Analysis	Yearly Examination	
Due Date	Term 1 Week 7	Term 2 Week 8	Term 3 Weeks 8/9	
Outcomes	P1, P2, P6, P8	P4, P5, P6, P7, P8, P9	P1, P2, P5, P8, P9	
Knowledge and understanding of course content	10	10	20	40
Source-based skills	10		10	20
Investigation and research	10	10		20
Communication of information, ideas and issues in appropriate forms		10	10	20
Total	30	30	40	100

St Mary's Catholic College, Gateshead

Year 11 Assessment Program 2019

Course: Studies of Religion 2Unit

Component	Task 1	Task 2	Task 3	Weighting
Task Type	Case Study and Presentation	Research and Essay	Yearly Examination	
Due Date	Term 1 Week 7	Term 2 Week 8	Term 3 Weeks 8/9	
Outcomes	P1, P2, P4, P5, P6, P8	P4, P5, P6, P7, P8	P1, P2, P5, P8, P9	
Knowledge and understanding of course content	10	10	20	40
Source-based skills	10		10	20
Investigation and research	10	10		20
Communication of information, ideas and issues in appropriate forms		10	10	20
Total	30	30	40	100

St Mary's Catholic College, Gateshead

Year 11 Assessment Program 2019

Course: English Advanced

Component	Task 1	Task 2	Task 3	Weighting
Task Type	Multimodal Task	Critical Response to Literature	Yearly Examination	
Due Date	Term 2 Week 7	Term 3 Week 5	Term 3 Weeks 8/9	
Outcomes	EN11-2, EN11-3, EN11-4, EN11-6, EN11-7, EN11-8	EN11-3, EN11-4, EN11-6, EN11-7	Outcomes assessed	
Common Module: Reading to Write			40	40
Module A	30			30
Module B		30		30
Total	30	30	40	100

St Mary's Catholic College, Gateshead

Year 11 Assessment Program 2019

Course: English Extension

Component	Task 1	Task 2	Task 3	Weighting
Task Type	Creative Response	Independent Related Project	Yearly Examination	
Due Date	Term 1 Week 11	Term 2 Week 10	Term 3 Weeks 8/9	
Outcomes	EE11-1, EE11-3,	EE11-4, EE11-6	Outcomes Assessed	
Texts, Culture and Values	30	30	40	40
Total	30	30	40	100

St Mary's Catholic College, Gateshead

Year 11 Assessment Program 2019

Course: English Standard

Component	Task 1	Task 2	Task 3	Weighting
Task Type	Multimodal Task	Analytical Response to Literature	Yearly Examination	
Due Date	Term 2 Weeks 7/8	Term 3 Week 5	Term 3 Week 8/9	
Outcomes	EN11-2, EN11-4, EN11-6, EN11-7	EN11-1, EN11-3, EN11-5, EN11-8	Outcomes assessed	
Common Module: Reading to Write			40	40
Module A	30			30
Module B		30		30
Total	30	30	40	100

St Mary's Catholic College, Gateshead

Year 11 Assessment Program 2019

Course: English Studies

Component	Task 1	Task 2	Task 3	Weighting
Task Type	Creative Response and Reflection	Multimodal Presentation	Portfolio of Work	
Due Date	Term 1 Week 7	Term 2 Week 8	Term 3 Weeks 8/9	
Outcomes				
Mandatory Module: Achieving through English:	30		5	35
Module E: Playing the Game		30	5	35
Module L: Who Do I Think I Am?			30	30
Total	30	30	40	100

St Mary's Catholic College, Gateshead

Year 11 Assessment Program 2019

Course: Music 1

Component	Task 1	Task 2	Task 3	Weighting
Task Type	Aural Skills	Performance and Viva Voce	Composition Portfolio and Musicological Research	
Due Date	Term 1 Week 10	Term 2 Week 9	Term 3 Week 6	
Outcomes	P4, P5, P6, P8	P1, P2, P4, P5, P6	P2, P3, P6, P7, P8	
Performance		25		25
Composition			25	25
Musicology		15	10	25
Aural	20		5	25
Total	20	40	40	100

St Mary's Catholic College, Gateshead

Year 11 Assessment Program 2019

Course: Photography, Video and Digital Imaging 1Unit

Component	Task 1	Task 2	Task 3	Weighting
Task Type	Diary and Image(s)	Yearly Examination	Digital Images	
Due Date	Term 1 Week 10	Term 3 Weeks 8/9	Term 3 Week 10	
Outcomes	M1, M2, M3, M4, M4, M5, M6	CH1, CH2, CH3, CH4, CH5	M1, M2, M3, M4, M4, M5, M6	
Making	30		40	70
Critical and Historical Studies		30		30
Total	30	30	40	100

St Mary's Catholic College, Gateshead

Year 11 Assessment Program 2019

Course: Visual Arts

Component	Task 1	Task 2	Task 3	Weighting
Task Type	VAPD and Associated Artwork	VAPD and Artwork(s)	Yearly Examination	
Due Date	Term 1 Week 11	Term 2 Week 10	Term 3 Weeks 8/9	
Outcomes	P1, P2, P3, P4, P6	P1, P2, P3, P4, P5, P6	P7, P8, P9, P10	
Art Making	20	30		50
Art Criticism and History		10	40	50
Total	20	40	40	100

St Mary's Catholic College, Gateshead

Year 11 Assessment Program 2019

Course: Business Studies

Component	Task 1	Task 2	Task 3	Weighting
Task Type	Topic Test Nature of Business	Business Research Task Business Planning	Yearly Examination	
Due Date	Term 1 Week 10	Term 2 Week 9	Term 3 Weeks 8/9	
Outcomes	P1, P2, P6, P7, P8, P9	P1, P3, P4, P6, P7, P8, P9, P10	P1, P3, P4, P5, P6, P8, P9, P10	
Knowledge, understanding of course content	10	10	20	40
Stimulus-based skills		5	10	15
Inquiry and Research	10	10		20
Communication of Business Information Ideas and Issues in appropriate forms	5	10	10	25
Total	25	35	40	100

St Mary's Catholic College, Gateshead

Year 11 Assessment Schedule 2019 Course:

Legal Studies

Component	Task 1	Task 2	Task 3	Weighting
Task Type	Court Experience and Report	Law Reform Research	Yearly Examination	
Due Date	Term 1 Week 9	Term 2 Week 3	Term 3 Weeks 8/9	
Outcomes	P3, P4, P5, P7, P8, P9, P10	P1, P2, P4, P6, P7, P8, P9, P10	P1, P2, P3, P4, P9	
Knowledge and understanding of course content		10	30	40
Analysis and evaluation	10	10		20
Inquiry and research	10	10		20
Communication of legal information, issues and ideas in appropriate forms	10		10	20
Total	30	30	40	100

St Mary's Catholic College, Gateshead

Year 11 Assessment Program 2019

Course: Geography

Component	Task 1	Task	Task 3	Weighting
Task Type	Biophysical Interactions	Senior Geography Project	Yearly Examination	
Due Date	Term 2 Week 2	Term 3 Week 5	Term 3 Weeks 8/9	
Outcomes	P1, P3, P7, P8, P9, P10, P11, P12	P6, P7, P8, P9, P10, P11, P12	P1, P4, P5, P8, P10, P12	
Knowledge and understanding of course content	10	5	25	40
Geographical tools and skills	10	5	5	20
Geographical inquiry and research including fieldwork		20	5	20
Communication of geographical information, ideas and issues in appropriate forms	5	10	5	20
Total	25	40	40	100

St Mary's Catholic College, Gateshead

Year 11 Assessment Program 2019

Course: Society and Culture

Component	Task 1	Task 2	Task 3	Weighting
Task Type	Media Analysis	Multiple Choice and Short Answer	Yearly Examination	
Due Date	Term 1 Week 9	Term 2 Week 10	Term 3 Weeks 8/9	
Outcomes	P1, P3, P4, P7, P8, P9, P10	P2, P3, P4, P6, P9, P10	P1, P2, P5, P6, P9, P10	
Knowledge and Understanding of course content	20	15	15	50
Application and evaluation of social and cultural research methods	10	10	10	30
Communication of information, ideas and issues in appropriate forms	5	10	5	20
Total	35	35	30	100

St Mary's Catholic College, Gateshead

Year 11 Assessment Program 2019

Course: Mathematics Advanced

Component	Task 1	Task 2	Task 3	Weighting
Task Type	Investigation Task	In Class Topic Test	Yearly Examination	
Due Date	Term 1 Week 8	Term 2 Week 9	Term 3 Weeks 8/9	
Outcomes	MA-F1 ,F1.1, F1.2, F1.3, F1.4	MA-T1, T1.1, T1.2, MA-T2, MA-C1	All syllabus outcomes	
Understanding, Fluency and Communicating	15	15	20	50
Problem solving, reasoning and justification	15	15	20	50
Total	30	30	40	100

St Mary's Catholic College, Gateshead

Year 11 Assessment Program 2019

Course: Mathematics Standard

Component	Task 1	Task 2	Task 3	Weighting
Task Type	In Class Topic Test	Investigation Task	Yearly Examination	
Due Date	Term 1 Week 8	Term 2 Week 8	Term 3 Weeks 8/9	
Outcomes	MS11-2, MS11-5, MS11-6, MS11-9, MS11-10, MS11-3 MS11-4	MS11-2, MS11.7, MS11.9, MS11.10	All syllabus outcomes	
Understanding, Fluency and Communicating	15	15	20	50
Problem solving, Reasoning and Justification	15	15	20	50
Total	30	30	40	100

St Mary's Catholic College, Gateshead

Year 11 Assessment Program 2019

Course: Mathematics Extension 1 Unit

Component	Task 1	Task 2	Task 3	Weighting
Task Type	Investigation Task	In Class Topic Test	Yearly Examination	
Due Date	Term 1 Week 9	Term 2 Week 9	Term 3 Weeks 8/9	
Outcomes	ME-F1	ME-T2, ME-T1, ME-F2	All syllabus outcomes	
Understanding, Fluency and Communicating	15	15	20	50
Problem solving, reasoning and justification	15	15	20	50
Total	30	30	40	100

St Mary's Catholic College, Gateshead

Year 11 Assessment Program 2019

Course: Community and Family Studies

Component	Task 1	Task 2	Task 3	Weighting
Task Type	Case Study	Research Task	Yearly Examination	
Due Date	Term 1 Week 8	Term 2 Week 8	Term 3 Weeks 8/9	
Outcomes	P1.1, P1.2, P3.2, P4.2, P5-1, P6.1,	P1.1, P1.2, P2.3, P4.1, P4.2, P6.2	P1.1 – P6.2	
Knowledge and understanding of course content	5	10	25	40
Knowledge and understanding of course content	15	30	15	60
Total	20	40	40	100

St Mary's Catholic College, Gateshead

Year 11 Assessment Program 2019

Course: Exploring Early Childhood 1 Unit

Component	Task 1	Task 2	Task 3	Weighting
Task Type	Research Task:	Extended Response	Yearly Examination	
Due Date	Term 2 Week 2	Term 3 Week 4	Term 3 Weeks 8/9	
Outcomes	P1.1, 1.4, 2.1, 5.1 6.1, 6.2	P1.4, 2.3, 2.4, 3.1, 4.2, 5.1, 6.2	P1.1–P6.2	
Knowledge and understanding of course content	20	20	10	50
Skills	15	15	20	50
Total	35	35	30	100

St Mary's Catholic College, Gateshead

Year 11 Assessment Program 2019

Course: Personal Development, Health and Physical Education

Component	Task 1	Task 2	Task 3	Weighting
Task Type	Research Task	Movement Analysis	Yearly Examination	
Due Date	Term 1 Week 7	Term 2 Week 9	Term 3 Weeks 8/9	
Outcomes	P1, P2, P3, P4, P15, P16	P7, P8, P9, P10, P11, P16, P17	P1–P12	
Knowledge and understanding of course content	15	15	10	40
Skills in critical thinking, research, analysing and communicating	20	20	20	60
Total	35	35	30	100

St Mary's Catholic College, Gateshead

Year 11 Assessment Program 2019

Course: Sport, Lifestyle and Recreation 1 unit

Component	Task 1	Task 2	Task 3	Weighting
Task Type	Practical Task On-going Games app.	In-class test Healthy Lifestyle	Practical Task On-going Fitness	
Due Date	Term 1 Weeks 2-9 ongoing	Term 2 Week 8	Term 3 Weeks 2 ongoing	
Outcomes	P1.1, P1.3, P2.1, P3.1, P3.2, P4.1, P4.4	P1.5, P2.3, P3.5, P4.3	P1.2, P1.3, P2.2, P3.2, P3.3, P4.1	
Knowledge and understanding of course content	15	20	15	50
Skills	20	10	20	50
Total	35	30	35	100

St Mary's Catholic College, Gateshead

Year 11 Assessment Program 2019

Course: Biology

Component	Task 1	Task 2	Task 3	Weighting
Task Type	Depth Study	Practical Task	Yearly Examination	
Due Date	Term 1 Week 11	Term 3 Week 1	Term 3 Weeks 8/9	
Outcomes	BIO 11/12.1, BIO 11/12.2, BIO11/12.3, BIO 11/12.4 BIO 11/12.5, BIO11/12.7, BIO11.8	BIO 11/12.4, BIO 11/12.5, BIO 11/12.6, BIO 11/12.7, BIO 11.10	BIO11/12.4, BIO11/12.5, BIO11/12.6, BIO11/12.7, BIO11.8, BIO11.9, BIO11.10, BIO11.11	
Knowledge and understanding of course content	10	10	20	40
Skills in working scientifically	20	20	20	60
Total	30	30	40	100

St Mary's Catholic College, Gateshead

Year 11 Assessment Program 2019

Course: Chemistry

Component	Task 1	Task 2	Task 3	Weighting
Task Type	Practical Task	Depth Study Report	Yearly Examination	
Due Date	Term 2 Week 4	Term 3 Week 2	Term 3 Weeks 8/9	
Outcomes	CH11/12.4, CH11/12.5, CH11/12.6, CH11.9	CH11/12.1 CH11/12.2, CH11/12.3, CH11/12.5, CH11/12.7, CH11.10	CH11/12.1 to CH11/12.7, CH11.8 to CH11.11	
Knowledge and understanding of course content	10	5	25	40
Skills in working scientifically	20	25	15	60
Total	30	30	40	100

St Mary's Catholic College, Gateshead

Year 11 Assessment Program 2019

Course: Earth and Environmental Science

Component	Task 1	Task 2	Task 3	Weighting
Task Type	Data Analysis	Plate Tectonics	Yearly Examination	
Due Date	Term 1 Week 8	Term 2 Week 4	Term 3 Weeks 8/9	
Outcomes	EES11/12.3, EES11/12.4, EES11/12.5, EES11/12.8	EES11/12.1, EES11/12.5, EES11/12.6, EES11/12.7, EES11/12.9	EES11/12.1, EES11/12.2, EE211/12.4, EES11/12.5, EES11/12.6, EES11/1.-7, EES11/12.8, EES11/12.9, EES11/12.10, EES11/12.11	
Knowledge and understanding of course content	10	10	20	40
Skills in working scientifically	20	25	15	60
Total	30	35	35	100

St Mary's Catholic College, Gateshead

Year 11 Assessment Program 2019

Course: Marine Studies

Component	Task 1	Task 2	Task 3	Weighting
Task Type	Practical and Theoretical Scenarios	Video Advertisement	Aquarium Environment	
Due Date	Term 1 Week 6	Term 2 Week 6	Term 3 Week 6	
Outcomes	2.1, 3.1	1.2, 4.1, 4.2	1.1, 2.3, 5.1	
Core Modules	20	30		50
Optional Modules			50	50
Total	20	30	50	100

St Mary's Catholic College, Gateshead

Year 11 Assessment Program 2019

Course: Physics

Component	Task 1	Task 2	Task 3	Weighting
Task Type	Practical Investigation	Depth Study Report	Yearly Examination	
Due Date	Term 1 Week 10	Term 2 Week 8	Term 3 Weeks 8/9	
Outcomes	PH11/12.1, PH11/12.2, PH11/12.3, PH11/12.4, PH11/12.7, PH11/12.8	PH11/12.1, PH11/12.2, PH11/12.3, PH11/12.4, PH11/12.5, PH11/12.7, PH11/12.10	PH11/12.1, PH11/12.4, PH11/12.5, PH11/12.6, PH11/12.7, PH11.8, PH11.9, PH11.10,PH11.11	
Knowledge and understanding of course content	10	10	20	40
Skills in working scientifically	20	20	20	60
Total	30	30	40	100

St Mary's Catholic College, Gateshead

Year 11 Assessment Program 2019

Course: Industrial Technology Multimedia

Component	Task 1	Task 2	Task 3	Weighting
Task Type	Industry Study Report	Stop Motion Animation Project & Portfolio	Yearly Examination	
Due Date	Term 2 Week 4	Term 3 Week 2	Term 3 Weeks 8/9	
Outcomes	P1.1, P5.1, P7.1, P7.2	P3.1, P3.2, P3.3, P4.1, P4.2, P5.2	P1.2, P2.1, P4.2, P6.1, P6.2	
Industry Study	10		5	15
Design	5	5		10
Management and Communication	5	10	5	20
Production	10	25	5	40
Industry Related Manufacturing Technology		5	10	15
Total	30	45	25	100

St Mary's Catholic College, Gateshead

Year 11 Assessment Program 2019

Course: Information Processes and Technology

Component	Task 1	Task 2	Task 3	Weighting
Task Type	Research Based Study	Total Business Package	Yearly Examination	
Due Date	Term 1, Week 10	Term 2, Week 6	Term 3, Weeks 8/9	
Outcomes	P1.1, P1.2, P2.1, P2.2, P3.1	P1.1, P2.1, P3.1, P5.1, P3.3, P6.1, P6.2, P7.1, P7.2	P1.2, P2.1, P4.2, P6.1, P6.2	
Industry Study		10	5	15
Design	5	5		10
Management and Communication	5	10	5	20
Production	10	15	5	30
Industry Related Manufacturing Technology	10	5	10	25
Total	30	45	25	100

St Mary's Catholic College, Gateshead

Year 11 Assessment Program 2019

Course: Industrial Technology Timber

Component	Task 1	Task 2	Task 3	Weighting
Task Type	Industry Report	Bedside Table and Folio	Yearly Examination	
Due Date	Term 2 Week 4	Term 3 Week 6	Term 3 Weeks 8/9	
Outcomes	P1.2, 2.1, 3.1, 3.2, 3.3, 4.1, 4.2, 4.3, 5.1, 5.2, 6.1, 6.2	P1.2, 2.1, 2.2, 3.1, 3.2, 3.3, 4.1, 4.2, 4.3, 5.1,		
Industry Study	10		5	15
Design	5	5		10
Management and Communication	5	10	5	20
Production	10	25	5	40
Industry Related Manufacturing Technology		5	10	15
Total	30	45	25	100

St Mary's Catholic College, Gateshead

Year 11 Assessment Schedule 2019

Course: VET Business Services

Term	Theme	Code	Unit of Competency	Assessment	Completion Date
1	'9 to 5' Getting Started	BSBWHS201	Contribute to health & safety of self and others	Event 1 – WHS Report (Observation, Portfolio, Topic Test – MC, SA)	Term 1 Week 8
		BSBITU213	Use digital technologies to communicate remotely		
2	Business Technology	BSBWOR204	Use business technology	Event 2 – Look whose talking (Observation, Portfolio, Topic Test – MC, SA)	Term 2 Week 8
		BSBITWOR201	Produce simple word-processed documents		
Work Placement (35 Hours)					Term 2: Week 5
3	Process Information	BSBINM201	Process and maintain workplace information	Event 3 - Process Information (Portfolio, Observation/demonstration, Topic Test – MC,SA)	Term 3 Week 8/9
		BSBWOR202	Organise & complete daily work activities		
	Keyboarding	BSBITU307	Develop keyboarding skills and accuracy	Test, Observation, Scenario	Term 3 Week 10

St Mary's Catholic College, Gateshead

Year 11 Assessment Schedule 2019

Course: VET Construction

Term	Theme	Code	Unit of Competency	Assessment	Completion Date
1	Safety and Communication	CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	Event 1 – Workshop Induction & WHS	Term 1 Week 6
		CPCCCM1014A	Conduct workplace communication	Event 2 Picnic Bench	Term 1 Week 11
		CPCCOHS1001A	Work safely in the construction industry	EXTERNAL PROVIDER TO DELIVER	
2	Plan Reading & Handling Carpentry Materials	CPCCCM2001A	Read and interpret plans and specifications	Event 3 – Plan Reading	Term 2 Week 4
		CPCCCA2011A	Handle carpentry materials	Event 4 – Handle Carpentry Materials	Term 3 Week 1
Work Placement					Term 2 Week 10
3	Planning & Organising for Basic Levelling and Work Placement	CPCCCM1013A	Plan and organise work	Event 5 – Basic Levelling	Term 3 Week 7
		CPCCCM2006A	Apply basic levelling procedures		

St Mary's Catholic College, Gateshead

Year 11 Assessment Schedule 2019

Course: VET Hospitality

Term	Code	Units of Competency	Assessment Event	Tasks	Date Due
1	SITXFSA001	<i>These units of competency will be delivered over two terms:</i> Use hygienic practices for food safety	Event 1 Hygiene, Food Prep and Cleaning	<ul style="list-style-type: none"> Practical Observation - Ongoing (observation of Term 1 and 2 practical lessons) Feedback sheet In-class Tests - Use Food Prep; Equipment, Hygiene, cleaning Practical Exam Event 	Term 1: Week 10 Topic Tests 1 & 2 Ongoing observations by teacher (undertaken in practical lessons)
	SITHCCC001 SITXWHS001	Use food preparation equipment Participate in safe work practices			
2	SITHKOP001	Clean kitchen and equipment			Term 2: Week 9 Observation feedback document signed and submitted
WORK PLACEMENT					TERM 2: Week 3
3	SITHCCC002	Prepare and present simple dishes	Event 2 Simple dishes and Sandwiches	<ul style="list-style-type: none"> Observations - Ongoing practical observation/feedback to be completed Simple dish/sandwiches/safe work practices. Student Demonstration High Tea Peer evaluation 	Term 3: Week 5 Topic Test 3 Term 3: Week 9 Observation feedback document signed and submitted Term 3: Week 9 High Tea demonstration and evaluation
	SITHCCC003 SITXWHS001	Prepare and present Sandwiches Participate in Safe Work Practices			

YEAR 11 ASSESSMENT SCHEDULE *(Current Version Available through School Portal)*

TERM ONE 2019							
WEEK	SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
1	27/1	28/1	29/1 Pupil Free	30/1 Pupil Free	31/1 Pupil Free	1/2 Year 7 and 11 First Day	2/2
2	3/2	4/2	5/2	6/2	7/2	8/2	9/2
3	10/2	11/2	12/2	13/2	14/2	15/2	16/2
4	17/2	18/2	19/2	20/2	21/2	22/2	23/2
5	24/2	25/2	26/2	27/2	28/2	1/3	2/3
6	3/3	4/3	5/3	6/3 Construction Marine Studies Task #1	7/3	8/3	9/3
7	10/3	11/3 Pupil Free	12/3 PDHPE Task #1 SoR 1U Task #1 SoR 2U Task #1	13/3 SoR 1U Task #1 SoR 2U Task #1 White Card Training	14/3 English Studies Task #1 SoR 1U Task #1 SoR 2U Task #1	15/3 English Studies Task #1	16/3
8	17/3	18/3 English Studies Task #1 Maths Standard Task #1	19/3 English Studies Task #1	20/3 EES Task #1 English Studies Task #1 Maths Advanced Task #1	21/3 Business Services Task #1 CAFS Task #1	22/3	23/3
9	24/3	25/3 Legal Studies Task #1	26/3 Catholic Studies Task #1	27/3 Catholic Studies Task #1 Maths Extension Task #1 SOC Task #1	28/3 Catholic Studies Task #1	29/3	30/3
10	31/3	1/4 Pupil Free	2/4 IPT Task #1	3/4 Music Task #1 Physics Task #1	4/4 Business Studies Task #1 Photo Task #1	5/4 Hospitality Year 7/11 Interim Reports Issued	6/4
11	7/4	8/4 Construction	9/4 English Extension Task #1	10/4 Biology Task #1 Visual Arts Task #1	11/4 Year 11 Parent/Mentor Interviews	12/4 Last Day of Term	

YEAR 11 ASSESSMENT SCHEDULE *(Current Version Available through School Portal)*

TERM TWO 2019							
WEEK	SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
1	28/4	29/4	30/4	1/5	2/5	3/5	4/5
2	5/5	6/5 Geography Task #1	7/5	8/5 EEC Task #1	9/5	10/5	11/5
3	12/5	13/5 Hospitality Work Placement Legal Studies Task #2	14/5 Hospitality Work Placement	15/5 Hospitality Work Placement	16/5 Hospitality Work Placement	17/5 Hospitality Work Placement	18/5
4	19/5	20/5 Construction ITT Task #1	21/5 ITM Task #1	22/5 Chemistry Task #1 EES Task #2	23/5	24/5	25/5
5	26/5	27/5 Business Services Work Placement	28/5 Business Services Work Placement	29/5 Business Services Work Placement	30/5 Business Services Work Placement	31/5 Business Services Work Placement	1/6
6	2/6	3/6 DIOSOUNDS	4/6 DIOSOUNDS	5/6 DIOSOUNDS	6/6 Marine Studies Task #2 IPT Task #2	7/6	8/6
7	9/6	10/6 Queen's Birthday	11/6	12/6 English Advanced Task #1 English Standard Task #1	13/6	14/6 Hospitality	15/6
8	16/6	17/6 Maths Standard Task #2 Physics Task #2	18/6 SoR 1U Task #2 SoR 2U Task #2	19/6 English Studies Task #2 SLR Task #1	20/6 Business Services Task #2 CAFS Task #2	21/6	22/6
9	23/6	24/6 Maths Advanced Task #2	25/6 Maths Extension Task #2 Music Task #2 PDHPE Task #2	26/6 Athletics Carnival	27/6 Business Studies Task #2 Year 7-11 Reports Issued	28/6 Hospitality	29/6
10	30/6	1/7 Construction Work Placement SOC Task #2	2/7 Construction Work Placement English Extension Task #2	3/7 Construction Work Placement Visual Arts Task #1	4/7 Construction Work Placement Years 7-11 Parent/Teacher Interview Evening	5/7 Construction Work Placement Years 7-11 Parent/Teacher Interview Day Last Day of Term	6/7

YEAR 11 ASSESSMENT SCHEDULE *(Current Version Available through School Portal)*

TERM THREE 2019							
WEEK	SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
1	21/7	22/7	23/7	24/7 Biology Task #2	25/7 Construction	26/7	27/7
2	28/7	29/7 Catholic Studies Task #2	30/7 Catholic Studies Task #2	31/7 Chemistry Task #2	1/8	2/8	3/8
3	4/8	5/8 ITM Task #2	6/8	7/8	8/8	9/8	10/8
4	11/8	12/8	13/8	14/8 EEC Task #2	15/8	16/8	17/8
5	18/8	19/8 Geography Task #2	20/8	21/8 English Advanced Task #2 English Standard Task #2	22/8	23/8 Hospitality	24/8
6	25/8	26/8	27/8	28/8 ITT Task #2 Music Task #3	29/8 Marine Studies Task #3	30/8	31/8
7	1/9	2/9 Construction Yr 11 Assessment/Excursion Free	3/9 Yr 11 Assessment/Excursion Free	4/9 Yr 11 Assessment/Excursion Free	5/9 Yr 11 Assessment/Excursion Free	6/9 Yr 11 Assessment/Excursion Free	7/9
8	8/9	9/9 Yr 11 Exams	10/9 Yr 11 Exams	11/9 Yr 11 Exams	12/9 Yr 11 Exams	13/9 Yr 11 Exams	14/9
9	15/9	16/9 Yr 11 Exams	17/9 Yr 11 Exams	18/9 Yr 11 Exams	19/9 Yr 11 Exams	20/9 Hospitality Yr 11 Exams	21/9
10	22/9	23/9 Business Services Keyboarding	24/9	25/9 Photo Task #3	26/9 Year 12 Final Assembly	27/9 Last Day of Term	28/9



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