



# FAIRFIELD HIGH SCHOOL

Creativity Excellence Success

# Year 12 Assessment Handbook

## 2023 - 2024

Assessment Subject Schedules  
Assessment Policy and Procedures  
Student Agreement Contract  
Assessment Forms  
Assessment Calendars

Fairfield High School

*Creativity Excellence Success*

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## YEAR 12 STUDENT & PARENT / GUARDIAN AGREEMENT

I have read the Fairfield High School Year 12 Assessment Handbook **(2023 – 2024)** and understand that:

- all assessment, including informal tasks such as classwork and homework will be used in assessing my progress
- regular attendance plays an integral role in my ability to meet course requirements and learning outcomes in each of my subjects
- I must sign to acknowledge receipt of an assessment task every time I receive a notification.
- I must keep a copy of all tasks I submit
- I must ensure that I receive a receipt upon submission of my task
- all work submitted by me is entirely my own work
- I must meet all assessment deadlines as set out in the schedules for each of my subjects
- If I miss an assessment task due to illness, I will provide the Head Teacher with a doctor's certificate (not backdated) on the first day of my return to school
- if there is no valid reason supported by appropriate documentation for missing a task, I will receive a zero mark for that task and an 'N' Award warning letter will be sent home. The task must still be completed in order to meet course outcomes and to resolve the N Award Warning
- if I receive an 'N' Warning letter, I am aware that I may attend the Homework Centre on Tuesday, Wednesday or Thursday afternoons until the task is completed
- if I receive two 'N' Warning letters in a course, I will have an interview with the Deputy Principal and my parent/guardian to discuss the issue
- if I receive one or more N Award Warnings, I am at risk of not meeting eligibility requirement for a HSC

.....

I understand that failure to meet my obligations as a student of Fairfield High School may compromise my HSC.

I understand and accept the conditions and guidelines set out in this handbook.

Student name: \_\_\_\_\_ Year: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

I acknowledge that I have received and read the Year 12 Assessment Handbook **(2023 – 2024)** and have discussed it with my child. I understand and accept the conditions and guidelines set out in this handbook. I will support my child in meeting their obligations as a student of Fairfield High School and I understand that failure to do so may compromise their progression into the following year. I will make travel arrangements for my child after the Homework Centre.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please return slip to the Deputy Principal or place it in the box for your relevant year.*



# Principal's Message

On behalf of everyone at Fairfield High School, I congratulate all Year 12 students who have successfully completed their Year 11 studies in 2023, thus beginning their next chapter as we draw closer to the 2024 Higher School Certificate.

Upon completion of your Year 11 studies, you will now be acutely aware of the very high academic workload that senior school studies bring. Some of you are reaping the rewards of the hard work and commitment you have put into your studies thus far, whilst others should be engaging in self-assessment to identify specific opportunities for improvement. I encourage all students to embrace the advice your teachers have given you in your report comments and to initiate further and ongoing conversations with your teachers on the precise areas of development you should focus on in order to put yourself in the best possible position for the HSC examinations in 2024.

It is pertinent for me to remind students that you must apply yourself diligently at all times in each of your courses and classes. This includes completing all assessment tasks in accordance with the NSW Education Standards Authority (NESA), as well as meeting school requirements. Submission of tasks must meet deadlines set, and to achieve this you will need to be highly organised in the way you manage your time.

You are also reminded that assessment tasks are worth 50% of your final HSC mark, and this will obviously provide you with the opportunity to gain marks before the HSC examination by working consistently and with sustained effort.

It is important that all students, parents and carers, become familiar with this handbook, as it goes hand-in-hand with success in the HSC. Like all aspects in life, the better you know how things function, the better you will be able to achieve in that environment. Should you require any clarification on the contents of this handbook, please feel free to contact me, Ms O'Sullivan, Deputy Principal, or Ms Hayes, Head Teacher Secondary Studies.

I wish each student every success in their studies in the upcoming year.

Yours sincerely,

Mrs Natalie Isakov

Relieving Principal





# Faculty Head Teachers

For all issues relating to assessment tasks, students are expected to liaise with their class teacher or relevant Faculty Head Teacher:

CAPA	Mr J Harris
EAL/D	Ms V Veljkovic
English	Mr M Bianca
HSIE	Ms E Nikitin
Languages/Administration	Mr N Waesch
Mathematics	Mr J Fang
PDHPE	Mr A Johnson
Science	Ms A Gallagher
SEU	Ms M Bianca
TAS	Mr A Singh



# Executive and Welfare Support Staff - 2024

These are some staff students and parents may approach for support with assessment issues:

Relieving Principal: Mrs N Isakov

Deputy Principal: Ms K O'Sullivan (Yrs 9 & 12)

Ms D Clarke (Yrs 8 & 11)

Mr K Erickson (Yrs 7 & 10)

Ms D Knapman

## YEAR ADVISERS AND ASSISTANT YEAR ADVISERS 2024

	YEAR ADVISER	ASSISTANT YEAR ADVISER
<b>Yr 7</b>	Ms Monica Ghaly - LaST Staffroom	Ms Camille Amon - LaST Staffroom
<b>Yr 8</b>	Ms T Devarkonda – LaST Staffroom	Ms J Oliveria – EAL/D Staffroom
<b>Yr 9</b>	Ms A Kezic – PDHPE Staffroom	Mr J Bartlett – PDHPE Staffroom
<b>Yr 10</b>	Ms S Calver – EAL/D Staffroom	Ms M Huang – Maths Staffroom
<b>Yr 11</b>	Ms A Saliba – PDHPE Staffroom	Ms C Stibbard – LaST Staffroom
<b>Yr 12</b>	Mr H Mgbemene – HSIE Staffroom	Mr M Bailey – HSIE Staffroom

## An introduction to a different way of learning

It is generally recognised that senior students learn more effectively when:

- they have as much choice and control as possible over their own studies
- they have the opportunity to work alone but with guidance
- they enjoy a variety of teaching and learning techniques and experiences
- they understand how learning happens
- they are responsible for their own learning

At Fairfield High School, the senior school is structured to allow this to happen. We have:

- students studying TAFE subjects, attending TAFE at the timetabled time
- NESA requirements for the HSC qualification monitored by teachers in each subject
- a Homework Centre, staffed by teachers, that operates in the library on Tuesday Wednesdays and Thursdays from 3.15 pm – 4.15 pm
- timetable flexibility which allows students with study periods the flexibility to work in the Canteen under cover area or in the library or at home. These are periods when formal lessons are not timetabled. Year 12 students do not need to be at school if they are not timetabled for a lesson Period 1 or at the end of the school day. Students with study periods in the middle of the day must remain at school
- the library provides students access to the internet and at times a qualified teacher to assist them with their assessments and study skills

## Study Expectations of our Senior Year 12 Students

It is important that students understand that while they have greater independence and flexibility than junior students, it is expected that due care and responsibility will be exhibited by all senior students.

Students are expected to:

- be safe, respectful learners who belong at Fairfield High School (FHS)
- be responsible, self-disciplined and a credit to their school (this is particularly important when walking/driving to school or in the public eye)
- wear full school uniform at all times, including travelling to and from school and on school activities
- wear their school uniform in the appropriate manner
- maintain our high standard of behaviour by following the FHS Care code, all school rules and responsibilities, be polite and considerate and be seen as role models for junior students by setting a good example
- be self-disciplined enough to work and be motivated independently
- apply themselves to their studies to the best of their ability
- be on time to school and for each class and be in all classes (because of HSC requirements for application to studies)

During study periods, senior students may not:

- be in the playground playing games or go to the canteen
- interfere with PE lessons
- disrupt the learning of any other student within the school
- loiter in cars or in areas near the school
- drive cars on to school grounds or be a passenger in a student-driven car
- leave school grounds to go to the shops or for any other reason without parental consent

## Attendance

The Deputy Principal and Head Teacher Secondary Studies will monitor students' attitude, academic performance and attendance. If there are any concerns, parents will be notified and parent interviews will occur to discuss issues.

- Students are expected to attend school on time every day in order to meet the requirements for their HSC courses. School begins at 8.50am. Students who are continually late to school will be given consequences.
- Students are expected to attend all timetabled lessons.
- Students must remain on the school grounds all day, including recess and lunch. The school canteen is available for recess and lunch.
- If a student is absent because of illness or for some other acceptable reason:
  - (i) a note stating the reason for the absence must be brought to the front office on the first day of return from absence; or
  - (ii) a doctor's certificate.
- A doctor's certificate must be supplied if absent for an assessment task. This must be provided to the Head Teacher of the faculty the next day the student returns to school after their absence.
- Truancy means that valuable work is missed as the student has not been in class. Parents will be notified and letters sent home.
- Attendance may impact on any government assistance students may be receiving, for example, Centrelink payments may be reduced/cancelled.
- Any long-term leave during the senior years may result in a student not progressing to the following year or achieving the HSC. Any request for holiday leave **MUST** be approved by the Relieving Principal prior to going on leave.
- Leave will not be granted during examination periods unless there is a known medical condition.
- Student absences are recorded on student reports – documenting both whole days explained and unexplained absences and partial day explained and unexplained absences.
- A student who has completed Year 10 and is below 17 years of age must continue schooling unless he or she participates on a full-time basis in approved education or training, or paid work (more than 25 hours) or a combination of approved education or training and paid work.
- Students must maintain a high attendance rate to fulfil the HSC requirements. Extended absences must be justified by a doctor's certificate.

## Flexible Attendance – Study Periods

- Students may be granted the privilege of flexible attendance in the first term of Year 12, subject to conditions. This is authorised by the Relieving Principal and Deputy Principal, provided students consistently follow school rules and expectations.
- Students must scan in at the front office upon arrival when they have flexible attendance and similarly scan out in the afternoon.
- When scanning, students with flexible attendance will need to show their official timetable to the office.
- Students must be on time to school – they should arrive at least 20 minutes prior to the lesson on the timetable.
- When a student has a timetabled study period during the school day, they must study quietly in the Senior Learning Areas (Library / canteen undercover area). Students' whereabouts must be accounted for at all times, particularly in case of emergency.
- Students with incomplete/unsubmitted work will have their flexible attendance revoked. Study periods must be used productively. Consequences can be administered if they are not.
- Once students have arrived at school, they are not allowed to leave the school premises again throughout the day, unless they have an authorised leave pass from the Deputy Principal.
- Flexible attendance privileges can be withdrawn if a student truants, persistently arrives late or lends their flexible attendance timetable to another student.
- In case of an evacuation during a flexible study period, students are to evacuate to the Back AFL oval and sit in their roll call line.

## Medical Appointments

It is expected that, whenever possible, all medical/dental appointments will be made outside of school hours. If time is taken away from school due to medical appointments, please request a doctor's certificate where appropriate to present to the school. This includes all early leave requests for medical or dental appointments. A doctor's/dentist certificate must be submitted to the Deputy Principal or office the following day, otherwise the absence will be recorded as 'unjustified'.

## TAFE (External Delivery of Vocational Education Training (TVET) Attendance)

TAFE has strict rules regarding attendance to courses. Students will be putting their Higher School Certificate in jeopardy if they do not meet TAFE course requirements.

A student's attendance at a TAFE course will affect their Higher School Certificate. The Careers Adviser coordinates all TAFE applications. Students must:

- attend all TAFE classes. TAFE classes take priority over everything else. This includes examinations, assessment tasks, excursions etc. Where clashes occur, it is the responsibility of the student to make alternate arrangements with their subject teacher. If problems are not resolved, see the Careers Adviser
- complete all set assignments
- complete work placement where relevant
- attend all meetings
- behave in an appropriate manner, while on public transport and at TAFE
- have their attendance card signed every week by the TAFE teacher. This will be the student's record of attendance
- scan out at the front office each week when leaving for TAFE

**NOTE:** The majority of TAFE courses will conclude at the end of Term 3.

Students may not study a course at TAFE or Distance Education if it is available to be studied at school.

Most courses require a work placement component to be completed by students. The school must be informed of these arrangements and students are still required to complete work in their other subjects.

## Senior Course Requirements

The senior courses are based on a number of periods for each course. A 1-Unit course equals 4/5 x 50-minute periods per cycle and a 2-unit course equals 9 periods per cycle.

To be awarded the HSC, a student must successfully complete all requirements for each course and a minimum of 12 units of Preliminary courses and 10 units of HSC courses.

Students may elect to undertake additional units of study via TAFE, Distance Education or Saturday School as part of the HSC. These units of study may not be substituted for units at school.

At Fairfield High School, all students study 12 units in Year 11 and a minimum of 10 units in Year 12 at school. Saturday School is in addition to this. This can only be varied with written permission from the Relieving Principal. It is expected that, if a course is offered at Fairfield High School, students must enrol in the course at school. Enrolment in some courses at TAFE is not permitted.

In Year 12, a student may only reduce the number of units studied for the HSC from 12 units to the minimum requirement of 10 units with parental consent. Students and parents complete a *Change of Subject Form*, indicating the course they wish to discontinue and a change in the number of units. Students may also elect to change their HSC pathway to a NON-ATAR HSC. When a change of HSC pathway, from ATAR to NON-ATAR, is requested, the parent will need to provide written consent to the Deputy Principal or Head Teacher Secondary Studies for this to occur.

## Examinations and Reports

Full school uniform must be worn to examinations. Students will be sent home if not in correct uniform or late for examinations and may receive a zero.

The school has one formal examination in Year 12. This is the Trial HSC Examination in Term 3.

The majority of HSC Examinations are held in Term 4. HSC Performance Examinations in Drama, Dance and Music and Language Speaking Exams are held in Term 3.

Reports are issued twice a year to provide parents with the following information:

- student's progress and attitude in various subjects
- teachers' feedback on students' achievement
- student's examination mark, examination rank and cumulative rank

Students are reminded of the importance of school reports and the need to keep filed copies of all school reports, as these may be required for job interviews.

## HSC Major Works

Some students will be required to produce Major Works for their specific subject as part of the HSC. Such subjects are Society and Culture, Industrial Technology and Visual Arts. Major Works are usually due in Term 3 and can only be commenced at the beginning of the Year 12 course. These Major Works are externally assessed by NESA and the subject teacher will be able to provide details of these projects. As they are externally assessed, they have specific non-negotiable deadlines for completion.

## Fees

There are learning fees for Year 12. These are used to supplement government funding and make possible such purchases as library books, photocopies of worksheets, reports, sporting equipment, musical instruments and textbooks.

The learning fees are expected to be paid by the students in Term 4 and no later than Term 1 the following year. This allows for appropriate resources to be purchased.

## Textbooks

Senior students may require many textbooks. These are supplied by the school and may be taken home. These books are expensive and must be cared for. Students will be asked to pay the cost of replacing books if they are lost or damaged.

## Student Services

### Year Adviser

Students are encouraged to discuss any problems that they may be having at school with their Year Adviser. This can include problems with learning difficulties, relationships with other students or teachers and personal problems.

The Year Adviser gathers information about students' progress and behaviour from the teachers. Parents can make an appointment with the Year Adviser to discuss their child's progress. The Year Adviser is responsible for developing the self-esteem of students by encouraging and recognising the good work of individuals.

### Careers Adviser

The Careers Adviser can give students information, guidance and counselling about:

- careers and courses
- subject selection for students who want to continue with further education
- work experience
- part-time Traineeships
- school delivered Vocational Education courses (VET)
- TAFE Delivered Vocational Education courses (TVET)
- apprenticeships/traineeships

- the world of work
- resume and cover letter writing and the preparation of a portfolio
- making the transition from school to work
- links to employers and to local community partnerships

Students should regularly check their Department of Education (DoE) email for information about careers, HSC information and be proactive in speaking with the careers advisor about their prospective careers.

### **Head Teacher Student Engagement**

The Head Teacher Student Engagement monitors attendance and provides students with advice about alternative pathways while at school and guidance with subject selection and career choices. Head Teacher Student Engagement, along with the Careers Adviser, assist Year 12 students with developing a plan for their future whether at university, TAFE or work.

If students have any concerns about their progress at school and are uncertain about which pathway to follow to achieve success, they should make an appointment with the Head Teacher Student Engagement. Many students are also referred by their Year Adviser and Deputy Principal.

### **Head Teacher Welfare**

The Head Teacher Welfare coordinates student welfare programs to promote awareness of welfare issues and assists all students with any problems which they feel they need to discuss or solve. The Head Teacher Welfare is available at any time for interviews and special requests. Parents can also make appointments with the Head Teacher Welfare.

### **School Counsellor**

The school Counsellor is trained to help students when they have emotional problems. Students can ask the Counsellor for help when they have problems in:

- their friendships with others
- preparing for examinations
- their relationship with teachers or parents.

Appointments to see the Counsellor may be made by students, their parents/guardians or their teachers, by contacting the Counsellor or the Deputy Principal.

### **Library**

The school library is available to all students from 8.00am until 3.15pm Monday to Friday. The Homework Centre operates in the school library Tuesday, Wednesday and Thursday afternoons from 3.15pm – 4.15 pm. The Library provides books and magazines to read for pleasure and general interest, as well as encyclopedias, magazines and pamphlets to support your studies. There are a number of computers available for student use. The Library has the facility to provide internet usage for students using their DoE student log-in.

Students must have their ID card in order to borrow books. Senior students may borrow up to six books per cycle. Videos/DVDs may be borrowed overnight by senior students. One photocopier is located in the library. There is a charge for photocopying. Students must go to the library counter to place money on their ID cards to photocopy or print.

### **Computer and Internet Usage at School**

Students have access to computers and the internet in the Library, before school, during Recess and Lunch and after school hours at the Homework Centre.



## Section 2: Requirements for The Higher School Certificate and Record of Achievement

*This section deals with the specific requirements for eligibility for the award of the Higher School Certificate Record of Achievement.*

### Eligibility

To be eligible for the award of the Higher School Certificate students must:

- 1) have gained the Year 11 RoSA and all Preliminary courses or such other qualifications as NESA considers satisfactory
- 2) have attended a government school, an accredited non-government school, a school outside New South Wales recognised by NESA or a college of TAFE
- 3) have satisfactorily completed courses that comprise the pattern of study required by NESA for the award of the Higher School Certificate; that is, if students are to be awarded the HSC, they must have studied a minimum of 10 units in the HSC course. Both the Preliminary course and the HSC must include the following:
  - at least 6 units from Board Developed Courses
  - at least 2 units of a Board Developed Course in English
  - at least 3 courses of 2 units value or greater (either Board Developed or Board Endorsed courses);
  - at least 4 subjects
- 4) sit for and make a serious attempt at the Higher School Certificate external examinations
- 5) complete the mandatory work placement for any VET courses studied
- 6) achieve Level 3 or 4 in the NESA Minimum Standards tests in reading, writing and numeracy. Some students with disability studying Life Skills courses may be exempt from meeting the minimum standard to receive their HSC credential. Students have four attempts each year, in Years 10 & 11 and six attempts in year 12 to achieve the standard. Students who are unable to demonstrate Level 3 in all areas of literacy and numeracy will be awarded a Year 12 RoSA (Record of School Achievement)

### Credentials

- 1) The Higher School Certificate testamur is awarded to students who have fulfilled all eligibility requirements.
- 2) The Higher School Certificate Record of Achievement is issued to students who have satisfactorily completed any Preliminary or HSC course. For each Board Developed HSC course (not including VET, or EVET courses) the Record of Achievement shows the course name, the year in which it was successfully completed, an examination mark, assessment mark, HSC mark and performance band.

If the student elects to sit for the examination(s), the 240-hour courses in the VET Curriculum Frameworks are reported on the Record of Achievement with an examination mark. If the student elects not to sit for the examination(s), these courses are reported without a mark. An examination mark is reported for the Board Developed TAFE delivered courses. The VET Content Endorsed courses and TAFE delivered Content Endorsed courses are reported without a mark.

The Higher School Certificate Record of Achievement is a cumulative record of all Preliminary and HSC courses satisfactorily completed.

The Higher School Certificate Record of Achievement contains a statement indicating whether or not the student is eligible for the award of the Higher School Certificate.

- 3) Course Reports are issued to students for every Board Developed HSC course (except VET courses) they present in a year. The single page Course Report shows the name of the course, the assessment mark and the examination mark, the course performance scale (including the band descriptions and the minimum standard expected for the course) and the distribution of HSC marks for the state-wide candidature of that course. The student's HSC mark for the course is shown on the performance scale.





- 4) A Certificate is awarded to students in VET courses who successfully complete all requirements of an AQF VET Certificate. The certificate lists all units of competency satisfactorily achieved and is issued by NESA jointly with VETAB (Vocational Education and Training Accreditation Board) on behalf of Registered Training Organisations. In the case of TAFE-delivered VET courses, the certificate will be issued by TAFE. The qualification is recognised within the Australian Qualifications Framework.
- 5) A Statement of Attainment is issued to students in VET courses who partially complete the requirements of an AQF VET Certificate. In the case of TAFE delivered VET courses the statement is issued by TAFE. The Statement of Attainment is recognised within the Australian Qualifications Framework. Fairfield High School is part of NSW DET South-Western Region RTO 90072. All VET courses are required to meet the standards of delivery for this RTO.

## **Satisfactory Completion of a Course**

### ***Course Completion Criteria***

A student will be considered to have satisfactorily completed a course if the Principal certifies there is sufficient evidence that the student has:

- 1) followed the course developed or endorsed by NESA;
- 2) applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
- 3) achieved some or all of the course outcomes.

Principals may determine an appropriate attendance pattern(s) that will allow each student to achieve the outcomes of each course being studied. (*NESA Manual (ACE 8021)*).

## Section 3: HSC Assessment Information

### Why a School Assessment?

The school assessment allows for the measuring of the stated aims of the HSC courses as contained in the syllabus documents and not just those which are examined in the external HSC examination. The school assessment allows for the assessing of a student's progress in meeting the outcomes outlined in the syllabus documents and it allows for the assessing of practical and oral skills.

### What Should Students Know About the Assessment?

- The assessment will measure the student's achievement of the course outcomes.
- The assessment will measure examinable and non-examinable course outcomes.
- The assessment will be moderated against the school's performance in the external examination.
- The weightings for the component parts of the course will vary from subject to subject.
- Students in 2-Unit and Extension courses with a 'common component' (the same basic course) will be assessed as a single unit i.e. as a 2 Unit student, then as an Extension.
- VET subjects will be assessed as competencies as defined in the syllabus. These courses are based on National Training Packages that allow articulation into further education and are assessed to industry standards.
- School based assessment tasks will contribute to 50% of the HSC mark. The school assessment mark will be based on student performance in assessment tasks undertaken during the course. The other 50% will come from the HSC Examination.

The HSC mark for 2-Unit courses will be reported on a scale of 0 to 100. A mark of 50 will represent the minimum standard expected. If a student achieves the minimum standard expected in a course, they will receive a mark of 50. There will be five performance bands above 50 that correspond to different levels of achievement in knowledge, skills and understanding. The band from 90 – 100 will correspond to the highest level of achievement.

- On satisfactory completion of the HSC, students will receive a portfolio containing:
  - the HSC Testamur (the official certificate confirming a student's achievement of all requirements for the award)
  - the Record of Achievement (this document lists the courses studied and reports the marks and bands the student has achieved)
- Course Reports: For every HSC Board Developed Course (except VET courses), students will receive a Course Report showing their marks, the Performance Scale and the Band Descriptors for that course. A graph showing the state-wide distribution of marks in the course is also shown.

This Assessment Handbook is issued to each student and outlines each subject's assessment schedule. Students will be advised, at least two weeks in advance, of any task that is to be used for assessment purposes. They will be issued an Assessment Task Notification. In the event of a student being unable to complete an assessment task for an approved reason, a substitute task or an estimated assessment may be given.

All students will be advised of the progressive ranking at the end of Year 11, midway through Year 12 and again before the Higher School Certificate begins. (Assessment in a VET course will not be estimated.)

### Assessment Task Information

Students must be informed in writing of:

- the assessment components of the course
- the outcomes being assessed in each task
- the date due at least two weeks prior to the task being due
- the task and what is required
- the assessment criteria for marking that will be used in each task.

Students must receive adequate feedback in relation to the task and their performance. Reports will be given twice a year.

## **Submission of Assessment Tasks**

Assessment tasks must be submitted at the beginning of the timetabled lesson of that subject. Any changes to this rule will be clearly stated in the Assessment Task Notification issued by the faculty/teacher. Tasks completed at home must be submitted directly to the teacher. Every written assessment task should have a cover sheet. In the event of the teacher being unavailable, assessment tasks must be submitted to the Faculty Staffroom, or failing that, to the Deputy Principal. Students should ensure that they receive an official FHS receipt slip for every task they submit.

In the case of all written assessment tasks, students are required to keep a good copy of the submitted task. A digital back-up copy or a photocopy is acceptable. The copy must be produced on request and it will provide a student with security against loss or damage to the submitted copy. Loss of a task, either electronic or physical, will not generally be accepted as a valid reason for late submission.

## **Electronic Submission of Assessment Tasks**

Students are not to assume that they may submit assessment tasks by email or by other digital media. However, on some occasions, the Head Teacher may allow students to submit electronically. Head Teachers may also require students to hand in a printed copy of the task. Any such instructions will be made clear on the assessment task notification.

When this is required or permitted, the task may be submitted electronically. When electronic submission does occur, the following rules will apply:

- 1) the school will not be responsible for unreadable, unusable or virus infected files or media
- 2) the school will only accept assessment tasks which are written in applications to which school staff have ready access, and in a format which can be read by most school computers
- 3) the assessment task should be readily identifiable
- 4) an assessment task is not considered submitted if conditions (1), (2) and (3) are not satisfied
- 5) the school will not be responsible for not receiving emails. If submitting work by email, students must request that the teacher let them know that he/she has received their work. Teachers will acknowledge receipt as soon as possible. Only receipts generated by the school's email system will be considered valid. If a student does not receive a receipt within a reasonable time, it will mean that the teacher did not receive the work

## **Non-Completion of Assessment Tasks – Failure to Submit, Undertake or Make a Serious Attempt at an Assessment Task**

Assessment tasks must be submitted on time. If a student fails to do an assessment task, or to submit an assessment task on time without a valid reason, a zero mark must be recorded for that task. The Head Teacher will contact parents/guardians informing them (by phone or letter) of the penalty involved. An 'N' Award Warning letter will be sent home and parents/guardians will be asked to indicate that they have received this letter by returning the tear-off slip.

The student is still required to complete the task to meet course requirements. No mark will be awarded for the late task. If a student's attempt at a particular task scores zero, then it is a matter for the teacher's professional judgement whether the attempt is a genuine one. The school may, where appropriate, substitute a task or in extreme circumstances estimate a student's marks based on other evidence. This will be done with Relieving Principal consultation and approval.

If it appears that a student is at risk of not meeting assessment requirements in a course, an 'N' Award Warning must be given in writing in time for the problem to be rectified and alert the student to the consequences of an 'N' Determination.

Work placement, excursions, extra-curricular activities are not a reason for non-completion of an assessment task. In practical subjects, Non-Completion of Major Works at progress checks will be considered by the teacher and Head Teacher, as non-completion of requirements and NESA policies followed. This may result in an 'N' Determination in the course.

## ***Request for extension of a due date***

If a student requires additional time to complete a task, negotiation before the due date must be made with the teacher, Head Teacher, and Deputy Principal. Students must apply in writing using the "Extension of time for an assessment task" form. This form is used when a student has a satisfactory reason to request an extension of time for an assessment task and it must be signed by a parent or guardian. The form must be handed in to the Head Teacher at least three days prior to the task deadline. The subject Head Teacher will decide if the reason stated is satisfactory.

The Head Teacher may consider a student's circumstances prior to an assessment task and a negotiated arrangement may be made. A student should not assume that an extension will be given to complete an assessment task.

## **Absence from an Assessment Task or Examination and Other Cases of Misadventure**

### ***Absence due to illness***

Students must make every effort possible to be present at an assessment task or examination.

If students are absent on the day of an assessment task or examination, they must ring and notify the school of the absence before 9.00am.

Students must bring a valid doctor's certificate immediately upon the first day of return, in order to verify absence. Certificates must not be backdated and must be handed in on the day of return to the relevant Head Teacher. The certificate must clearly state the condition that made it impossible for the student to present for the assessment task or examination. Failure to provide a valid reason for the absence will result in a 'zero' mark being issued.

### ***Other cases of misadventure***

There may be some other unavoidable personal circumstances making it impossible for a student to attend. Such circumstances do not include family holidays (whenever booked) or social engagements.

A letter from a parent/guardian must be handed in to the relevant Head Teacher, indicating in sufficient detail the nature of the difficulty and the reason why a student was not able to attend an examination or complete a task. The Head Teacher will decide whether or not the student may do a similar task or instead be given an estimated mark. An estimated mark is based on information that the teacher has collected about that student's learning.

A misadventure application form must be completed, signed by the parent/guardian and handed in to the Head Teacher. These documents should be submitted to the Head Teacher on the day of return to school, or earlier in the case of a prolonged absence.

### ***Other circumstances relating to illness or misadventure***

When students present for an examination or assessment task while ill or fall ill during the course of the examination or assessment task, they may make a claim for misadventure. Students must obtain a doctor's certificate covering the day of the assessment. This should be submitted to the Front Office and Head Teacher on the day of return to school.

If a student attends an assessment task or examination while ill or subject to the effects of other misadventure and the Deputy Principal supports their appeal, the following procedure will be followed:

- 1) The paper will be marked along with all the others.
- 2) The Head Teacher will then examine the marks awarded compared to the student's other assessment marks and other evidence of the student's level of achievement.
- 3) If the new mark achieved is the same or better than expectations based on the other evidence, no action will be taken.
- 4) If the new mark is significantly below expectations, it will be set aside, and an estimated mark will be given instead.

In cases where an estimate is awarded, the Head Teacher, in consultation with the classroom teacher, will exercise his or her professional judgement, using all available evidence of achievement, to provide for the most accurate estimate possible.

Illness or misadventure before an assessment task or examination will not generally be grounds for a misadventure claim. Students are expected to prepare over time and not to depend on last minute preparation. However, if symptoms or effects of prior illness or misadventure are still in evidence on the day of the assessment task or examination, they may be accepted as grounds for a misadventure appeal.

### ***Late attendance for an assessment task or examination***

Students who arrive late for an assessment task due to circumstances beyond their control should report immediately to their classroom teacher or the Head Teacher concerned. The Head Teacher will determine an appropriate course of action. Documentation will need to be provided outlining the reasons for late attendance. It should not be expected that additional time will automatically be given.

## **Alleged Malpractice in Assessment Tasks or Examinations**

Malpractice or cheating is dishonest behaviour by a student that gives them unfair advantage over others. Any form of malpractice, including plagiarism is unacceptable and we treat these allegations very seriously.

The following is a list as identified by NESA (NSW Education Standards Authority)  
It includes, but is not limited to:

- copying someone else's work in part or in whole, and presenting it as their own (plagiarism)
- using material directly from books, journals, CDs or the internet without reference to the source
- building on the ideas of another person without reference to the source
- buying, stealing or borrowing another person's work and presenting it as their own
- submitting work to which another person, such as a parent, coach or subject expert, has contributed substantially
- using words, ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement
- paying someone to write or prepare material
- breaching school examination rules
- using non-approved aids during an assessment task
- contriving false explanations to explain work not handed in by the due date
- non-serious attempts, including only attempting a small section of the assessment task or exam e.g. multiple-choice questions and answering questions in a language other than English (unless specifically instructed to do so)

Detected malpractice will limit your marks and jeopardise your ROSA/Preliminary HSC or HSC qualification.

If the student is suspected of malpractice, the student will need to show that all unacknowledged work is entirely their own by proving and explaining of the work process e.g. progressive drafts or answering questions about the assessment task, exam or submitted work to demonstrate their knowledge, understanding and skills.

If any malpractice is confirmed, the student will be given a zero and an N warning and parents contacted.

The school will register the malpractice on Schools Online as mandated by NESA. NESA will advise the student and the school principal of its decision at the time of the release of Higher School Certificate results.

## Invalidating An Assessment Task

An assessment task may need to be declared invalid if it can be clearly demonstrated that:

- either one or more students were given an unfair advantage.
- the task was interrupted due to disruptions like an emergency evacuation; or
- the task produced results that are significantly different to those expected to be produced by the cohort.

Students or their parents who feel that an assessment task meets the criteria to be considered an invalid assessment need to raise the issue in writing with their class teacher and the faculty Head Teacher within 5 school days from the due date of the task or the task results being distributed. The Faculty Head Teacher will investigate the claim and, in consultation with the Head Teacher, Secondary Studies and Senior Executive, will make a final determination on the validity of the task.

In the event an assessment task is deemed invalid, all students affected will be issued a suitable replacement assessment task with a minimum of two weeks' notice for the new due date.

## School Misplacement of Assessment Submissions or Corruption of Digital Files

Should the class teacher or teacher marking assessments misplace a student's:

a. Take home assessment, the teacher will:

- Immediately report this to the faculty Head Teacher, Head Teacher Secondary Studies, and year 12 Deputy Principal
- Advise the student and parent / carer
- Request that the student provide the receipt for the submission of the assessment task
- Request the student to provide a copy of the submitted assessment task for marking

If no acknowledgement receipt and copy of the task can be supplied, the student will be: awarded a zero mark; issued an N-Award Warning; and be expected to redo the task.

b. In-class assessment or examination, the teacher will:

- Immediately report this to the faculty Head Teacher, Head Teacher Secondary Studies and the Year 12 Deputy Principal who will then collectively:
  - Advise the student and parent / carer
  - Request that the student provide the receipt for the submission of the assessment task as proof of attendance and submission, and once provided;
  - Offer the student to re-sit the in-class assessment or examination and / or
  - Calculate an estimate for the task based on the students performance in: the resat task or examination; other assessments that the student has completed; as well as the cohorts performance in the in-class task or examination. If the estimate is calculated early in the course, a re-calculation will occur once all assessments for the course have been completed.
  - Advise the student and parent / carer of both the initial and final estimate.
- Document all conversations and correspondence in accordance with current school processes for future reference.

Should the student not accept either outcome, the student can lodge an Appeal of the student's final rank in the course in accordance with NESA's processes.

## School 'N' Award Procedures

To be eligible for the award of the Higher School Certificate, Principals must certify that students have met the eligibility and pattern of study requirements as detailed by NESA. Warning letters must be issued in time for students to redeem their assessment tasks. The letters must contain the correct information regarding NESA's policy on satisfactory completion of course requirements. If course requirements aren't completed satisfactorily, the following will occur:

- 1) classroom teacher sends an 'N' Award Warning letter home because of non-completion of an assessment task non-completion of coursework due to poor attendance or poor attitude in class thus leading to non-completion of course requirements or non-completion of work placement (VET subjects only)
- 2) a new due date for the task is recorded on the letter
- 3) letter is signed by teacher, Head Teacher and Deputy Principal then posted home with a copy of the assessment task
- 4) when the task is redeemed a zero mark is recorded and teacher marks N-warning as resolved on Sentral

Students who have not complied with the course completion criteria and who have received at least two written warnings can be regarded as not having satisfactorily completed the course at the time of finalising grades. The Relieving Principal may then apply the 'N' Determination. NESA has delegated to principals the authority to determine whether candidates for the award of the Record of School Achievement have satisfactorily completed the mandatory curriculum requirements for the award of the Record of School Achievement.

## Academic Review

Each term the Academic Review process occurs. The Head Teacher Secondary Studies with the Deputy Principal and Principal, lead interviews with students and their parents. The students selected for the interviews are the ones at risk of being N Determined. The criteria for students to be on the Academic Review is that they have three or more N Award Warning letters from across three different Key Learning Areas. The purpose of the Academic Review is to inform students and their parents that the N Award Warnings, either assessment tasks or classwork must be completed or the student will receive an N Determination and not receive HSC credential from NESA.

Support systems will be offered to the student. If the student redeems their N Award Warnings within the time frame given by the Relieving Principal, they will achieve their credential. If not, the Relieving Principal will inform NESA and the student will not receive their credential. It is important for all students to submit their tasks and communicate with their teachers if they require an extension or further assistance.

## Disability Provisions

A student may be granted disability provisions if they have:

- visual or auditory difficulties
- learning difficulties
- fine motor difficulties
- illnesses such as diabetes
- ongoing injuries that will impact on your ability to complete an assessment task
- psychological difficulties

Parents/guardians are responsible for providing all documentation and informing the school of their child's disability.

Successful applicants will be granted provisions that are appropriate as determined by NESA or the school. These may include such things as provision of a writer or reader, separate supervision, extra time, rest breaks, permission to use a computer for writing (in exceptional circumstances), large print examination papers or examinations printed on coloured paper.

In circumstances where a student has a temporary condition, such as an injury, which may affect school assessments or examinations but is not relevant for consideration by NESA, then the student may apply to the Deputy Principal for the temporary approval for appropriate disability provisions. Medical or other appropriate evidence will be required.



## **Administration of Disability Provisions in the School**

Some disability provisions, such as the provision of a writer and/or reader, require resources which may, at times, be difficult for the school to provide. Students in senior years will have a reader/writer from Year 10 or Year 11.

- 1) For extra time for assessment tasks (such as in-class tests), a student should notify their teacher as soon as they receive their assessment notification. It will be the responsibility of the teacher to liaise with the Head Teacher to accommodate extra time. Separate supervision will not be provided.
- 2) Once NESA approves disability provisions, arrangements are made with NESA officers and the parents/guardians and student(s) will be notified.

## **Higher School Certificate and Record of Achievement Appeal Process**

Students may appeal to NESA if there are circumstances beyond their control that may have affected their performance at an examination or in preparation for an examination or a Major Work.

### **Illness/Misadventure Appeals Policy**

Students may lodge an illness/misadventure appeal if they believe that circumstances occurring immediately prior to or during the Higher School Certificate Examination, and which were beyond their control, diminished their examination performance.

If the appeal is upheld, the student will be awarded the higher of either his/her scaled examination mark or moderated assessment mark in the courses involved.

The illness/misadventure appeal provisions are open only to those students who have had an assessment mark submitted for the course in question.

The right to submit an illness/misadventure appeal and the responsibility for doing so rests with the student, except where it is impossible for the student to do so, such as in cases of severe illness.

### **Lodging the Appeal**

All illness/misadventure appeals relating to written examinations are to be lodged before the date shown in the timetable. Those relating to oral or practical examinations must be submitted within one week of that examination or submission date.

Appeals submitted after the closing date will only be considered in exceptional cases. Appeals initiated after the examination results are issued will not be considered in any circumstances.

Appeal forms will be sent to Principals and presiding officers and supervising teachers/examiners at examination centres before examinations commence. Full details of submission procedures are given on the form. Principals should provide the appeal forms to students on request and should make every attempt to explain the procedures. Principals should not dissuade students from lodging appeals.

NESA recommends that, where at all possible, students should attend examination sessions. NESA does not, however, expect students to attend an examination against specific documented medical advice. Where students are in doubt they are advised to contact the principal.

### **Grounds for Appeal**

The scaled examination mark is intended to be a measure of a student's performance in the examination. Therefore, an appeal must relate to illness or misadventure suffered at the time of the examination that has affected the student's performance in the examination.



Appeals may be in respect of:

- 1) illness or accident, that is, illness or physical injuries suffered directly by the student which allegedly affected the student's performance in the examination (for example, influenza, an asthma attack, cut hand);
- 2) misadventure, that is, any other event beyond the student's control which allegedly affected the student's performance in the examination (for example, death of a family member, disruption at the examination centre or a faulty examination paper).

The provisions of the appeals process do not cover:

- 1) matters relating to long-term loss of preparation time, alleged inadequacies of teaching, loss of study time or facilities (there may be cases involving interruption to the completion of the work or loss of materials prepared by the student for submission which the board will consider, for example, major works stolen or destroyed by vandals)
- 2) matters that could have been avoided by the student (for example, misreading of timetable, failure to enter for the examination in a course). In such instances Principals should, however, advise NESA of such events in writing
- 3) long-term illness such as glandular fever, asthma and epilepsy — unless there is evidence of a 'flare-up' during the examination (chronic illness is not in itself an acceptable basis for an appeal)

### **Evidence**

In all cases, NESA requires evidence that clearly identifies the disadvantage experienced during the time the student was attempting to complete the examination. Supporting evidence from any source is acceptable but a student's appeal must include:

- 1) a statement from the student explaining how he/she was affected in each examination session
- 2) a specific medical certificate with details of the date of onset of the illness, plus any additional dates of consultation, together with a statement about how the student's performance in the examination may have been affected. In cases of misadventure, evidence from other sources (for example, police statements and/or statutory declarations explaining how the student's performance in the examination may have been affected) should be provided with the date and time of the occurrence and subsequent events
- 3) a presiding officer's report that outlines any observable signs noticed by the supervisor during each examination
- 4) a statement from the student's School Principal. This should contain reference to the student's preparation for the examination, general attitude and any other information deemed relevant to the genuineness of the appeal. Such a statement is of particular importance in cases where the student was absent from the examination

### **Group Appeals**

When the entire course candidature of an examination, or a significant proportion of it, is affected by illness or misadventure, principals need to submit a Group Appeal Form.

Principals should complete the appropriate section of the form, or attach report detailing the incident and its effect on the performance of those students involved. If the illness or misadventure was in a particular examination session, a photocopy of the seating list for that session, indicating which students, if any, were absent should be included. If the appeal is in relation to the whole school candidature, a copy of NESA's list of students by school should be included. Specific students who the Principal considers have been particularly disadvantaged should be identified. These students should be encouraged to submit an individual Illness/Misadventure Appeal form. In instances where a small proportion of the course candidature is submitting appeals on the basis of a common misadventure, each student involved is to submit an individual Illness/Misadventure Appeal form. Each form should be cross-referenced and include a list of all other students involved in the incident and refer to the original Principal's comment.

## **Non-completion of Course Requirements – 'N' Determination Appeals Policy**

### **Introduction**

Students may appeal against decisions concerning aspects of the award of the Higher School Certificate and Record of Achievement on the following bases:

- 1) student appeals against 'N' Determinations
- 2) student appeals against assessment rankings in HSC courses

## **Principal's Delegation**

The Board has delegated to Principals the authority to determine if students seeking the award of the Higher School Certificate at their school have satisfactorily completed each Board Developed and/or Board Endorsed Course in which they are enrolled in accordance with the requirements issued by NESA.

Principals therefore will determine if there is sufficient evidence that each student has applied himself/herself with diligence and sustained effort to the set tasks and experiences provided in the course by the school.

Any course for which the Relieving Principal makes an 'N' Determination will not appear on any NESA credential. Students who receive an 'N' Determination in any Preliminary course may be permitted to proceed to the HSC course provisionally while concurrently satisfying any outstanding Preliminary course requirements.

Students who receive an 'N' Determination in any HSC course will have neither a moderated assessment mark nor an examination mark awarded for that course in that year. In addition to any other set tasks and experiences in any HSC course, students must complete HSC assessment tasks that contribute in excess of 50 per cent of available marks.

## **Warnings**

If at any time it appears that a student is at risk of receiving an 'N' Determination in any course for any reason, the Relieving Principal must advise the student of the possible consequences of an 'N' Determination in a course on Higher School Certificate eligibility. The Relieving Principal must:

- 1) advise the student in writing in time for the problem to be corrected
- 2) advise the parent or guardian in writing (if the student is under 18 years of age)
- 3) request from the student/parent a written acknowledgement of the warning
- 4) issue at least one follow-up warning letter
- 5) retain copies of the warning notice(s) and other relevant documentation

## **Principal's Determination**

The Principal's Determination is the initial decision made by the principal under delegated authority from NESA. The criteria used in making determinations are provided in Section 11.4 of this manual. Where a principal has determined that a student has not satisfied NESA requirements in a course, the Principal must advise NESA on the appropriate schedule.

## **Completion of Appeal Forms**

The Principal's Determination form should be completed and a copy given, together with the Student Appeal form, to the student, or forwarded to the student's home address. Principals must also advise the student's parent or guardian in writing (if the student is under 18 years of age) of their right to appeal against the Principal's Determination. NESA will review appeals only on the information submitted with the School Review Principal's Report form and the Student Appeal form. No further information will be sought; thus, copies of all warning letters must be provided.

If a student does not wish to appeal, the Principal's Determination form should be retained at the school. If the student's appeal is successful at the school level, the Principal's Determination form, the Student Appeal form and the School Review Principal's Report form should be retained at the school. Notification must be sent to NESA so that the 'N' Determination can be removed. Principals are to complete and send to NESA the appropriate page of the School Review Principal's Report form.

If the student's appeal is unsuccessful at the school level, the Principal's Determination form, the Student Appeal form, the School Review Principal's Report form and any other relevant documentation should be retained at the school unless the student wishes to appeal to NESA. The appropriate forms relating to 'N' Determinations must be submitted to NESA by the dates specified in the timetable.

### Definition of a VET course

A course is regarded as a VET course when it meets all of the following criteria:

- designed to meet industry training needs
- has industry support in course design and delivery
- based on national training packages where available
- derived from national industry standards where available written and assessed in competency based terms
- provides a clearly defined pathway through recognition by TAFE and/or industry
- credentialed by NESA and is nationally recognised through the Australian Qualifications Framework delivered and assessed by a Registered Training Organisation (RTO)

### Vocational Education Courses Available at Fairfield High School

These courses include:

- Hospitality

Students will be informed of the following aspects of the course by their teacher in class:

- course requirements (specifics are provided at the beginning of the course due to the evolving nature of the training packages)
- work placement information
- assessment procedures (not all subjects are included in this booklet)
- how to obtain a unique Student Identifier (USI) code required by all VET students across Australia

### Completion of Course Requirements in a VET Course

As with all other HSC courses, students undertaking VET courses may be deemed to have either completed or not completed course requirements. If at any stage a student appears to be at risk of receiving an 'N' Determination in a VET course, the Principal should follow the same procedure as for any other HSC course.

### VET Assessment

#### Competency Assessment

VET courses are competency based. This requires students to develop the competencies, skills and knowledge described by each unit of competency. A student must demonstrate to a qualified assessor they can effectively carry out the various tasks and combination of tasks listed to the standard required in the appropriate industry to be assessed as competent.

There is no mark awarded in competency based assessment. Students are assessed as either competent or not yet competent. Students will be progressively assessed as either competent or not yet competent in individual units of competency. When a student achieves a unit of competency it is signed off by the assessor.

Competency based assessment determines the vocational qualifications that a student will receive. External Assessment – HSC Examination is an optional examination and can be used for inclusion in the ATAR as a 'Category B' subject. This examination is independent of the competency based assessment undertaken during the course and has no impact on the eligibility of the student to receive AQF qualifications. Check with your VET teacher for more information.

The estimated mark for NESA will be made up of 40% Mid-Course Test and 60% Trial HSC Examination. This mark is required by NESA as an estimate for the HSC Examination and may be used if an accident or misadventure occurs.

## Credentialing Courses in the VET Curriculum Frameworks

If the student elects to sit for the examination, the 240-hour courses in the VET Curriculum Frameworks are reported on the Record of Achievement with an examination mark. If the student elects not to sit for the examination, these courses are reported without a mark. For all courses within the VET Curriculum Frameworks reference is made to other documentation. Schools are required to enter either an 'S' (Satisfactory) or an 'N' (Non-completion of course requirement) on the HSC Student Result Sheet using NESA course completion criteria as the basis for this decision. Schools are also required to inform NESA of units of competency achieved. Students can access their own information by logging on to the NESA website.

## Credentialing TAFE Delivered VET Content Endorsed Courses

TAFE delivered VET courses will be reported on the Higher School Certificate, Record of Achievement without a mark. Instead, reference will be made to separate documentation. Providers of these courses are required to enter either an 'S' (Satisfactory) or an 'N' (Non-completion of course requirement) on the HSC Student Result Sheet.

The Record of Achievement will report only the primary descriptor of the TAFE delivered VET course title. Students receive additional documentation from TAFE which provides more detailed information regarding the TAFE subjects studied and results obtained.

## Work Placement

It is very important to consider the following information taken from the *ACE Manual* in relation to Work Placement, as part of the NESA mandatory course requirements. It should be noted that if a student fails to undertake any mandatory work placement component, it may be determined that the student has not made a genuine attempt to complete course requirements. In this case, the Principal can indicate that the course has not been satisfactorily completed and the student may be eligible for an 'N' Determination. For the award of a Preliminary HSC Certificate, the successful completion of 35 hours work placement is required by NESA. For each 120 hours of course, 35 hours of work placement must be satisfactorily completed, that is, 240 hour course = 70 hours work placement.

For students enrolled in a 240-hour course who intend to withdraw from the course at the end of the Year 11 Preliminary course, they must have satisfactorily completed their work placement. This is a requirement of NESA. For most students, this will not be a problem as they may be able to complete their work placement at any time during the school year prior to the HSC Examinations.

Work placement opportunities will be offered to all students by the school. It is the student's responsibility to be ready to attend placement offered and refusal to complete placement may result in an 'N' Determination. Students may negotiate to organise a suitable work placement and it must be approved by the school prior to commencement. This may require 4 – 6 weeks' notice in order to organise a suitable placement. Travel to and from the work placement is the student's responsibility.

## Recognition of Students' Employment for Work Placement Purposes in a VET Course

Students' outside employment (that is, not under the auspices of the school) may be recognised towards the requirement for work placement in a VET course.

- 1) Under NESA Policy on the Recognition of Prior Learning (RPL) for the Higher School Certificate, through which students may be granted advanced standing within a VET course following assessment by a qualified assessor.
- 2) If undertaken concurrently with the VET course, the employment must meet the following conditions:
  - the minimum length of employment should be greater than the minimum hours of work placement
  - the student should undertake the employment during the duration of course
  - the workplace supervisor/employer should provide evidence of the range of syllabus learning outcomes and a diversity of experiences in the workplace that have been addressed during the student's employment
  - the primary purpose of the employment function is related to the industry area of the course
  - the enterprise providing the employment operates for commercial purposes and under commercial constraints

or, in the case of other organisations such as welfare groups and government agencies, the work of the organisation accurately reflects the character and purpose of the industry

- where a student is seeking to use existing employment for work placement purposes, teachers may consider the benefits of exposing the student to different workplace settings. Generally, only half the hours for a course will be considered
- student achievement of competency should continue to be assessed by a qualified assessor. The partnership arrangement existing between schools and employers in delivering VET courses should be the same for students' employment as for students' work placements
- where a student's existing employment is being recognised for work placement purposes, the student will be regarded as an employee of the enterprise for insurance purposes. Any arrangements made by schools and systems to protect the interests of employers providing work placements will not apply when students are working as employees
- under NESA guidelines, Registered Training Organisations (other than schools) may organise work placements but this must be done in conjunction with the participating schools. The responsibility for approving concurrent employment for work placement purposes remains with the school

## **Recognition of Prior Learning (RPL) for VET Courses**

Recognition of Prior Learning (RPL) can be claimed prior to the beginning of and during the course. This may be of value to students who enrol from another school or may have learned skills outside of school. Students who enrol from another school will be asked to provide evidence of their competencies and work placement and any other relevant documentation. Discussion regarding RPL with course teacher and VET Coordinator is required and may be applied for at Fairfield High School.

## **Students Transferring into VET Courses (regarding recognition of prior learning)**

If a student wishes to enter a VET course at any stage after the course has commenced, he/she may be assessed by a qualified assessor using the following procedures.

- 1) An RPL process which includes appropriate assessment methods. This requirement may be waived if the student provides satisfactory documentation attesting to completion of identical units of competency. (Records from other school/training organisation and validated assessment tasks may be used as evidence.)
- 2) In assessing achievement of particular competencies, the assessor will need to make a judgement using performance criteria included in the training package (or assessment criteria in a non-framework course).
- 3) Advanced standing for a unit of competency should only be granted where the student is able to demonstrate that all elements of competency have been achieved. The student would then be exempted from undertaking the unit of competency.
- 4) If the student is not eligible for advanced standing, the school may provide additional tuition for the student.

## **Students Undertaking Multiple VET Courses**

Students who undertake more than one VET course will be able to claim common units of competency in each course for credentialing of Statements of Attainment or Statements of Achievement from NESA. However, they will be able to claim the "hours" credit for a unit of competency in one VET course only. This may impact on elective units to be studied by some students. Discussion with your class teacher will help clarify this situation.

## VET Appeal Process

Students who wish to appeal against an assessment determination should consult their VET teacher for the relevant paperwork.

Step 1: Student to clearly identify what it is they are appealing for – assessment task, unit of competency etc. to be specified and reason why they believe assessment was not to their satisfaction.

Step 2: Written appeal with evidence to be presented to VET Coordinator.

Step 3: A panel of HT/VET Coordinator as well as class teacher will review the appeal. A third VET teacher may be involved in discussing the appeal.

Step 4: A determination of the outcome of the appeal will be provided to the student. Evidence of the appeal, process and outcome will be recorded and stored on student records.

## The Benefits of the Unique Student Identifier (USI) System

The USI has many benefits for students including:

- being able to get a complete record of their Australia wide VET achievements from a single, secure and accurate online source from a computer, tablet or smart phone anywhere and anytime
- immediate access to all their VET records. This means they can be quickly given to employers, training organisations and others as proof of VET achievements

It will be easier for training organisations to assess students' pre-requisites, credit transfers and Recognition of Prior Learning (RPL). This can result in students taking less time to complete training and potentially reduce training costs.

## The Student's USI Online Account

Students will be asked on the USI Student Declaration to identify their preferred way of contact. This can be by email, mobile phone or post. It is strongly recommended that student's select either email or mobile phone as their preferred method of contact. This will make it easier to create their online account and to retrieve forgotten passwords.

Students can manage their USI account from the Student Log In on the Student page on the USI website, [www.usi.gov.au](http://www.usi.gov.au)

## Once a student has created their USI account they will be able to:

- give their USI to each training organisation they study with
- view and update their details in their USI account
- give their training organisation permission to view and/or update their USI account
- give their training organisation view only access to their transcript
- control access to their transcripts (official results notice)
- view online and download their training records and results in the form of a transcript



# Assessment Task Form Extension Request

This form is to be completed and signed by a parent / guardian.  
An extension can only be granted if a student has a satisfactory reason.  
Application must be made to the subject Head Teacher before the task due date.

<b>Name:</b>	<b>Year:</b>
<b>Course:</b>	<b>Date Due:</b>
<b>Assessment Task Title:</b>	
<b>Class Teacher:</b>	
<b>Reason for extension request (attach any supporting documentation):</b>	
<b>Student Signature:</b>	<b>Date:</b>
<b>Parent Signature:</b>	<b>Date:</b>
<b>Head Teacher Decision – Extension Granted?</b>	<b>New Due Date:</b> (if approved)
<b>Head Teacher signature:</b>	<b>Date:</b>

*The Head Teacher will give this slip back to the student with the decision recorded on it*

<b>EXTENSION REQUEST – DECISION</b> (to be filled in by Head Teacher before returning to student)	
<b>Student Name:</b>	<b>Year:</b>
<b>Extension granted:</b> YES   NO	<b>New Due Date:</b>



# Assessment Task Form

## Illness / Misadventure

This form is to be completed and signed by a parent / guardian.  
An extension can only be granted if a student has a satisfactory reason.  
Application must be made to the subject Head Teacher before the task due date.

<b>Name:</b>	<b>Year:</b>
<b>Course:</b>	<b>Date Due:</b>
<b>Assessment Task Title:</b>	
<b>Class Teacher:</b>	
<b>Reason for illness/Misadventure:</b>	
<b>Medical Certificate attached?</b> YES NO	<b>Other documentation attached?</b> YES NO
<b>Parent statement attached?</b> YES NO	<b>Teacher statement attached?</b> YES NO
<b>Student Signature:</b>	<b>Date:</b>
<b>Parent Signature:</b>	<b>Date:</b>
<b>Class Teacher Signature:</b>	<b>Date:</b>
<b>Head Teacher Decision:</b>	
<b>Head Teacher signature:</b>	<b>Date:</b>

---

*The Head Teacher will give this slip back to the student with the decision recorded on it*

---

<b>ILLNESS/MISADVENTURE - DECISION</b> (to be filled in by Head Teacher before returning to student)	
<b>Student Name:</b>	<b>Year:</b>
<b>Head Teacher Decision:</b>	
<b>Head Teacher Signature:</b>	<b>Date:</b>





# Student Appeal Misadventure Form

Student's Name: ..... Signature: .....

Year: ..... Roll Class: ..... Date: .....

In lodging an appeal, you are asking the Principal to reconsider the decision that has been made about you. An appeal may be about Assessment Decisions and Disciplinary Action.

The Principal in consultation with an Executive Member will;

- review the line of action taken;
- give consideration to your statement in support of your appeal;
- decide whether there is sufficient evidence to change the original determination.

I wish the Principal to reconsider the following decision made about: *(List down the decision made)*

.....

.....

.....

## Student Statement in Support of the Appeal / Misadventure

please write in detail your reasons for the appeal. You may provide evidence to the contrary that supports your appeal.

*My appeal is based on the following grounds:*

.....

.....

.....

.....

## Principal's Recommendations / Action

.....

.....

Principal's Signature: .....

Date:.....



# Assessment Task Form Cover Sheet

<b>Name:</b>	<b>Class:</b>
<b>Course:</b>	<b>Topic:</b>
<b>Assessment Task Title:</b>	
<b>Date Task Due:</b>	
<b>Date Received:</b>	<b>Mark/Grade:</b>
<b>Teacher:</b>	

By signing my name, I certify that:

- This task is my OWN work, based on my personal study and/or research.
- I have not copied, in part, or in whole, or otherwise plagiarised (copied) the work of other students or the internet.
- I have acknowledged all the material and sources used in the preparation of this assessment task in a
- Final tasks based on group work are not the same as other students' work.
- I have kept a copy of my assignment and the receipt below.
- I UNDERSTAND THAT ZERO MARKS WILL BE AWARDED IN THE SECTIONS IDENTIFIED AS NOT COMPLYING WITH THE ABOVE-MENTIONED GUIDELINES.

Student's Signature: .....

Date: .....



## ASSESSMENT TASK RECEIPT

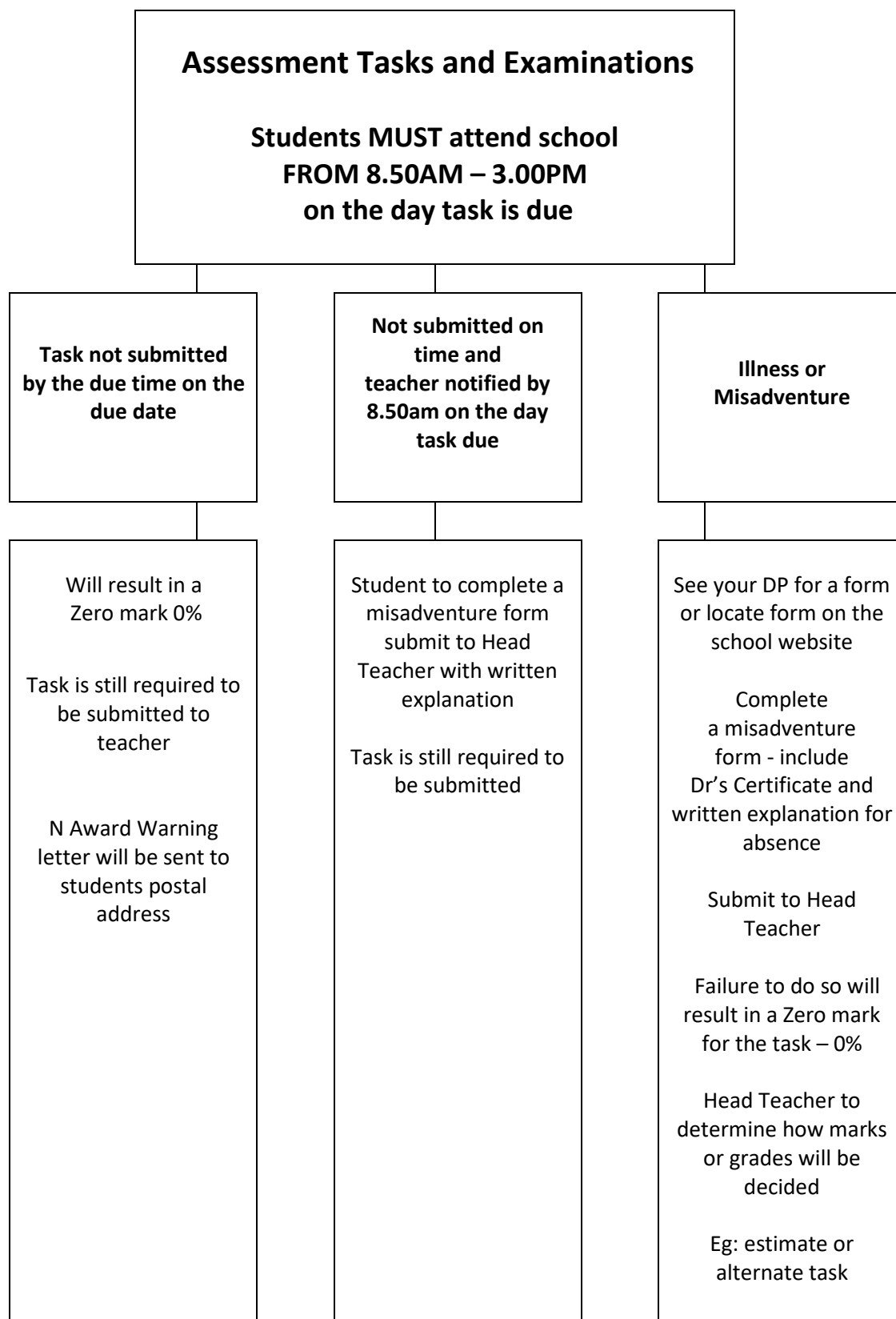
*(This receipt MUST be kept as proof of assessment submission)*

<b>Name:</b>	<b>Year:</b>
<b>Course:</b>	<b>Topic:</b>
<b>Assessment Task Title:</b>	
<b>Date Due:</b>	<b>Date Received:</b>
<b>Teacher Signature:</b>	





# School Procedures for Students Who Miss Or Do Not Submit Assessment Tasks



## The Award The Higher School Certificate Course Completion Criteria

### ***YOU need to Show evidence of...***

(a) following the course developed  
by the [NSW Education Standards Authority](#)

- ✓ In each of your subjects.
- ✓ The syllabus details.
- ✓ The content or information of classwork.
- ✓ Completed all classwork and assessments.

(b) Applied yourself with **diligence**  
**and sustained effort** to the set  
tasks and experiences provided in  
the course by the school

- ✓ Diligence means hard work and applying yourself to all of your work all of the time.
- ✓ Sustained effort means keeping working continuously.
- ✓ Set tasks = class work, activities and assessments.
- ✓ Experiences = excursions and all activities.
- ✓ Attending all classes

[Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

- ✓ Following the teacher's guidance in what is required in the course.
- ✓ Succeed in completing classwork.
- ✓ Completing assessments, tests and examinations successfully.
- ✓ Work is handed in ON TIM

### **ATTENDANCE - 85% or more**

- ✓ 85% or more attendance rate.
- ✓ Full day absences = expectation of a parent note and doctor's certificate.
- ✓ Late to school = note from parent with a valid reason.
- ✓ Leaving school early = note from parents with a valid reason.

**Do you  
meet these  
requirements?**



# Assessment Task Calendar

## Term 4 2023

Week	Dates	Course	Task
1A	09/10/23 – 13/10/23		
2B	16/10/23 – 20/10/23		
3A	23/10/23 – 27/10/23		
4B	30/10/23 – 03/11/23		
5A	06/11/23 – 10/11/23	Chemistry	Scientific Investigation
		Exploring Early Childhood (EEC)	Product Analysis
6B	13/11/23 – 17/11/23	Investigating Science	Scientific Investigation
		Sport Lifestyle & Recreation (SLR)	Healthy Lifestyle
7A	20/11/23 – 24/11/23	Physics	Scientific Investigation
		Computing Application	Scientific Investigation
8B	27/11/23 – 01/12/23	Ancient History	Source Analysis
		Arabic	Life in Australia & Abroad
		English Advanced	Text & Human Experiences
		English Studies	Text & Human Experiences
		Legal Studies	In-class Task
		Mathematics Advanced	Class Test
		Mathematics Extension 2	Class Test
		Mathematics Standard 2	Class Test
		Personal Development, Health & Physical Education (PDHPE)	Health Priorities in Australia
		Work Studies	Research Task
		Photography, Video & Digital Imaging	Videography
9A	04/12/23 – 08/12/23	Business Studies	Research & Essay
		English EAL/D	Text & Human Experiences
		English Standard	Text & Human Experiences
		Food Technology	Industry Study
		Mathematics Extension 1	Class Test
		Mathematics Standard 1	Research Task
		Modern History	Source Analysis
		Visual Design	Module Design Project
		Society & Culture	PIP Research Portfolio
		Visual Arts	Development of Body of Work & VAPD
10B	11/12/23 – 15/12/23	Biology	Depth Study
		Engineering Studies	Civil Engineering Structures Report
		Industrial Technology: Timber Products and Furniture Technologies	Major Project Proposal
		Music	Composition Portfolio & Aural Analysis
		Community & Family Studies (CAFS)	Independent Research Project
11A	18/12/23 – 19/12/23		





# Assessment Task Calendar

## Term 1 2024

Week	Dates	Course	Task
1A	30/01/24 – 02/02/24		
2B	05/02/24 – 09/02/24		
3A	12/02/24 – 16/02/24		
4B	19/02/24 – 23/02/24		
5A	26/02/24 – 01/03/24	Chemistry	Depth Study
		Sports, Leisure & Recreation	Sports Coaching & Training
		Visual Arts	Historical /Critical Case Study
		Visual Design	Module 2: Design Project
		Work Studies	Stimulus Based Task
6B	04/03/24 – 08/03/24	Ancient History	Historical Investigation
		Arabic	Media: Current Issues & Youth Issues
		Business Studies	Marketing Plan
		Community & Family Studies	Independent Research Project
		Exploring Early Childhood	Practical & Written Component
		Industrial Technology: Timber Products and Furniture Technologies	Industry Case Study
		Legal Studies	Presentation
		Modern History	Historical Investigation
		Personal Development, Health & Physical Education (PDHPE)	Factors Affecting Performance
		Physics	Depth Study
7A	11/03/24 – 15/03/24	Society & Culture	Research & In-class Essay
		Biology	Scientific Investigation
		English Advanced	Textual Conversations Module A
		English Standard	Module A Language, Identity & Culture
		Mathematics Advanced	Pre-seen Test
		Mathematics Extension 2	Pre-seen Test
		Mathematics Standard 1	Pre-seen Test
		Mathematics Standard 2	Pre-seen Test
		Music	Presentation of Performance Viva Voca
8B	18/03/24 – 22/03/24	Community & Family Studies	Groups in context depth study report
		Investigating Science	Depth Study
9A	25/03/24 – 29/03/24	Photography, Video & Digital Imaging	Styles & Conventions
		Food Technology	Food Manufacture Report
		English Studies	Elective Module
		Computing Application	Depth Study
10B	03/04/24 – 05/04/24	English EAL/D	Module B: Language, Identity & Culture
		Engineering Studies	Transportation Research Task
		English Extension 1	Common Module: Literacy Worlds
		English Extension 2	Viva Voce
11A	08/04/24 – 12/04/24	Mathematics Extension 1	Research Task





# Assessment Task Calendar

## Term 2 2024

Week	Dates	Course	Task
1A	29/04/24 – 03/05/24		
2B	06/05/24 – 10/05/24	Computing Application	Practical Examination
		English EAL/D	Focus on Writing
		Physics	Practical Examination
		Visual Arts	Art Marking - Body of Work Progress
3A	13/05/24 – 17/05/24	Chemistry	Practical Examination
4B	20/05/24 – 24/05/24	Biology	Practical Examination
		English Studies	Elective Module
5A	27/05/24 – 31/05/24	Investigating Science	Practical Exam
		Society & Culture	Content Analysis Report
		Legal Studies	Research & In-class Essay
6B	03/06/24 – 07/06/24	Community & Family Studies	Parenting & Caring
		Sports, Lifestyle & Recreation	Sports Administration
7A	11/06/24 – 14/06/24	Ancient History	Research & In-class Essay
		Arabic	Environment: The World of Work
		Business Studies	Financial Statement Analysis
		Exploring Early Childhood	Report & Product Design
		Modern History	Research & In-class Essay
8B	17/06/24 – 21/06/24	Engineering Studies	Aeronautical Engineering Materials Report
		Mathematics Advanced	Research Test
		Mathematics Standard 1	Class Test
		Mathematics Standard 2	Research Task
		Music	Presentation or Submission Elective Option for Topics 1 & 2
		Photography, Video & Digital Imaging	Passion Project
		Work Studies	Job Application
9A	24/06/24 – 28/06/24	English Extension 1	Elective 2: Worlds of Upheaval
		English Extension 2	Literature Review
		Mathematics Extension 1	Pre-seen Test
10B	01/07/24 – 05/07/24	English Advanced	Critical Study Module B
		English Standard	Module B: Close Study of Literature
		Food Technology	Food Product Development & Report
		Mathematics Extension 2	Research Task
		Personal Development, Health & Physical Education (PDHPE)	Sports Medicine & Improving Performance, In-class Test
		Visual Design	General Module – Collaborative Project





# Assessment Task Calendar

## Term 3 2024

Week	Dates	Course	Task
1A	23/07/24 – 26/07/24		
2B	29/07/24 – 02/08/24		
3A	05/08/24 – 09/08/24	Ancient History	Trial HSC Examination
		Arabic	Trial HSC Examination
		Biology	Trial HSC Examination
		Business Studies	Trial HSC Examination
		Chemistry	Trial HSC Examination
		Community & Family Studies	Trial HSC Examination
		Computing Application	Trial HSC Examination
		Engineering Studies	Trial HSC Examination
		English Advanced	Trial HSC Examination & Craft of Writing
		English EAL/D	Module A, B & C Focus on Writing Trial HSC Examination
		English Extension 1	Trial HSC Examination
		English Extension 2	Critique of Creative Process
		English Standard	Trial HSC Examination Module C: The Craft of Writing
		English Studies	Trial HSC Examination
		Exploring Early Childhood	Trial HSC Examination
		Food Technology	Trial HSC Examination
		Industrial Technology: Timber Products & Furniture Technologies	Trial HSC Examination
		Investigating Science	Trial HSC Examination
		Legal Studies	Trial HSC Examination
		Mathematics Advanced	Trial HSC Examination
		Mathematics Extension 1	Trial HSC Examination
		Mathematics Extension 2	Trial HSC Examination
		Mathematics Standard 1	Trial HSC Examination
		Mathematics Standard 2	Trial HSC Examination
		Modern History	Trial HSC Examination
		Music	Trial HSC Examination Aural Skills & Elective 3
		Personal Development, Health & Physical Education (PDHPE)	Trial HSC Examination (Core 1 & 2) (Option 1 & 2)
		Photography, Video & Digital Imaging	Trial HSC Examination
		Physics	Trial HSC Examination
		Society & Culture	Trial HSC Examination
		Sport, Lifestyle & Recreation	Trial HSC Examination
		Visual Arts	Historical / Critical Art Making Trial HSC Examination Body of Work Resolution
		Visual Design	Trial HSC Examination
		Work Studies	Trial HSC Examination
4B	12/08/24 – 16/08/24	Ancient History	Trial HSC Examination
		Arabic	Trial HSC Examination
		Biology	Trial HSC Examination





		Business Studies	Trial HSC Examination
		Chemistry	Trial HSC Examination
		Community & Family Studies	Trial HSC Examination
		Computing Application	Trial HSC Examination
		Engineering Studies	Trial HSC Examination
		English Advanced	Trial HSC Examination & Craft of Writing
		English EAL/D	Module A, B & C Focus on Writing Trial HSC Examination
		English Extension 1	Trial HSC Examination
		English Extension 2	Critique of Creative Process
		English Standard	Trial HSC Examination Module C: The Craft of Writing
		English Studies	Trial HSC Examination
		Exploring Early Childhood	Trial HSC Examination
		Food Technology	Trial HSC Examination
		Industrial Technology: Timber Products & Furniture Technologies	Trial HSC Examination
		Investigating Science	Trial HSC Examination
		Legal Studies	Trial HSC Examination
		Mathematics Advanced	Trial HSC Examination
		Mathematics Extension 1	Trial HSC Examination
		Mathematics Extension 2	Trial HSC Examination
		Mathematics Standard 1	Trial HSC Examination
		Mathematics Standard 2	Trial HSC Examination
		Modern History	Trial HSC Examination
		Music	Trial HSC Examination Aural Skills & Elective 3
		Personal Development, Health & Physical Education (PDHPE)	Trial HSC Examination (Core 1 & 2) (Option 1 & 2)
		Photography, Video & Digital Imaging	Trial HSC Examination
		Physics	Trial HSC Examination
		Society & Culture	Trial HSC Examination
		Sport, Lifestyle & Recreation	Trial HSC Examination
		Visual Arts	Historical / Critical Art Making Trial HSC Examination Body of Work Resolution
		Visual Design	Trial HSC Examination
		Work Studies	Trial HSC Examination
5A	19/08/24 – 23/08/24	Personal Development, Health & Physical Education (PDHPE)	Trial HSC Examination (Core 1 & 2) (Option 1 & 2)
6B	26/08/24 – 30/08/24		
7A	02/09/24 – 06/09/24		
8B	09/09/24 – 13/09/24		
9A	16/09/24 – 20/09/24		
10B	23/09/24 – 27/09/24		





# Assessment Schedules

## HSC Course 2023 - 2024

Assessment Schedules are issued to students by their course teachers. Students sign the document to acknowledge receipt of the Assessment Schedule.

Due dates on Assessment Schedules are an approximation and are subject to change. Students will be given at least two weeks' notice before each assessment task to confirm the date.

The assessment of a student's achievement throughout the HSC course is ongoing and is made at several points and in a variety of methods.

Satisfactory completion of classwork and assessable tasks is mandatory for students to continue to the HSC Examination. Unsatisfactory completion or failure to submit assessable tasks may result in an 'N' Determination being issued in the course.

### ***STUDENT INSTRUCTIONS:***

- \* Ensure you have collected all Assessment Schedules for your HSC courses from your class teachers.
- \* Refer to the Assessment Schedules for all your HSC courses.
- \* Assessment Calendar: Check the assessment calendar on next pages and highlight the assessment tasks for your courses.
- \* Keep Assessment Handbook for future reference.
- \* Remember: All efforts should be made to attend all assessment tasks. Absence from an assessment task will require a doctor's certificate as per NESA regulations.



SYLLABUS COMPONENTS:	Component Weighting	TASK 1	TASK 2	TASK 3	TASK 4
	Task:	Source Analysis	Historical Investigation	Research and In-class Essay	Trial HSC Examination
	Outcomes:	AH 12-6 AH 12-8 AH 12-10	AH 12-5 AH 12-7	AH 12-2 AH 12-3 AH 12-9	AH 12-1 AH 12-4
	Timing:	Term 4 Week 8	Term 1 Week 6	Term 2 Week 7	Term 3 Week 3 - 4
Knowledge and understanding of course content	40%	20%	0%	10%	10%
Historical skills in the analysis and evaluation of sources and interpretations	20%	5%	5%	5%	5%
Historical inquiry and research	20%	0%	10%	10%	0%
Communication of historical understanding in appropriate forms	20%	5%	5%	5%	5%
	100%	30%	20%	30%	20%

### TASK DETAILS:

No.	Task	Weight	Outcomes	Task Description
1	Source Analysis	30%	AH 12-6 AH 12-8 AH 12-10	Analysis and Interpretation of different types of sources.
2	Historical Investigation	20%	AH 12-5 AH 12-7	Historical investigation conducted with a 6-minute presentation.
3	Research and in-class Essay	30%	AH 12-2 AH 12-3 AH 12-9	Research task on significant individual from the chosen historical period, with an essay written during class time.
4	Trial HSC Examination	20%	AH 12-1 AH 12-4	All topics assessed. Exam replicated HSC paper.

# Arabic

Year 12 Assessment Outline 2023 / 2024

SYLLABUS COMPONENTS:	Component Weighting	TASK 1	TASK 2	TASK 3	TASK 4
	Task:	Life in Australia and Abroad: The Arab World through Contemporary Writers	Media: Current Issues / Youth Issues	Environment: The World of Work	Trial HSC Examination
	Outcomes:	1.1 1.2 1.4 2.2 2.3 3.1 3.2 3.3 3.6 4.2	2.1 2.2 2.3 3.1 3.3 3.6	1.1 1.2 1.3 1.4 4.2 4.3	1.2 1.3 1.4 2.1 2.2 2.3 3.1 3.3 3.5 3.6
	Timing:	Term 4 Week 8	Term 1 Week 6	Term 2 Week 7	Term 3 Weeks 3 - 4
Listening	30%	0%	20%	0%	10%
Speaking	20%	5%	0%	15%	0%
Reading	30%	20%	0%	0%	10%
Writing	20%	0%	10%	0%	10%
	100%	25%	30%	15%	30%

## TASK DETAILS:

No.	Task	Weight	Outcomes	Task Description
1	Life in Australia and Abroad: The Arab World through Contemporary Writers	25%	1.2 1.2 1.4 2.2 2.3 3.1 3.2 3.3 3.6 4.2	<b>Reading and Responding:</b> Candidates will read texts in formal Arabic and respond in English. Candidates will then write approximately 150 words in formal Arabic responding to stimulus material. <b>Speaking:</b> Candidates will deliver a speech in formal Arabic.
2	Media: Current Issues/ Youth Issues	30%	2.1 2.2 2.3 3.1 3.3 3.6	<b>Listening:</b> Candidates will listen to texts in Arabic and answer related questions in English. <b>Writing:</b> Candidates will write formal text in Arabic based on a question phrased in English.
3	Environment: The World of Work	15%	1.1 1.2 1.3 1.4 4.2 4.3	<b>Speaking:</b> Candidates will engage in a conversation where they will be asked questions in formal Arabic and will be required to respond in formal Arabic.
4	Trial HSC Examination	30%	1.2 1.3 1.4 2.1 2.2 2.3 3.1 3.3 3.5 3.6	<b>Listening:</b> Candidates will listen to texts in Arabic and answer related questions in English. <b>Reading and Responding:</b> Candidates will read texts in formal Arabic and respond in English. Candidates will then write approximately 150 words in formal Arabic responding to stimulus material. <b>Writing:</b> Candidates will write a formal text in Arabic based on a question phrased in English.

SYLLABUS COMPONENTS:					
	Component Weighting	TASK 1	TASK 2	TASK 3	TASK 4
	<b>Task:</b>	Depth Study	Scientific Investigation	Practical Examination	Trial HSC Examination
	<b>Outcomes:</b>	BIO11/12-5 BIO11/12-7 BIO12-14	BIO11/12-2 BIO12-12	BIO11/12-3 BIO11/12-4 BIO11/12-13	BIO11/12-6 BIO12-15
	<b>Timing:</b>	Term 4 Week 10	Term 1 Week 7	Term 2 Week 4	Term 3 Week 3 - 4
Skills in Working Scientifically	60%	15%	10%	25%	10%
Knowledge and Understanding	40%	15%	10%	5%	10%
	100%	30%	20%	30%	20%

### TASK DETAILS:

No.	Task	Weight	Outcomes	Task Description
1	Depth Study	30%	BIO11/12-5 BIO11/12-7 BIO12-14	Depth study assessing working scientifically skills and knowledge and understanding outcomes.
2	Scientific Investigation	20%	BIO11/12-2 BIO12-12	Scientific Investigation assessing working scientifically skills and knowledge and understanding outcomes.
3	Practical Examination	30%	BIO11/12-3 BIO11/12-4 BIO11/12-13	Practical examination assessing skills in working scientifically.
4	Trial HSC Examination	20%	BIO11/12-6 BIO12-15	Trial HSC Examination assessing working scientifically skills and knowledge and understanding outcomes.

SYLLABUS COMPONENTS:	Component Weighting	TASK 1	TASK 2	TASK 3	TASK 4
	Task:	Research and Essay	Marketing Plan	Financial Statement Analysis	Trial HSC Examination
	Outcomes:	H3 H9	H5 H7 H8	H6 H10	H1 H2 H4
	Timing:	Term 4 Week 9	Term 1 Week 6	Term 2 Week 7	Term 3 Weeks 3 - 4
Knowledge and understanding of course content	40%	5%	5%	10%	20%
Stimulus-based skills	20%	0%	5%	10%	5%
Inquiry and research	20%	10%	10%	0%	0%
Communication of business information, ideas and issues in appropriate forms	20%	5%	10%	0%	5%
	100%	20%	30%	20%	30%

### TASK DETAILS:

No.	Task	Weight	Outcomes	Task Description
1	Research and Essay	20%	H3 H9	Research task provided with an in-class essay to be completed.
2	Marketing Plan	30%	H5 H7 H8	Marketing Plan – case study.
3	Financial Statement Analysis	20%	H6 H10	Stimulus based ratio and interpretations of financial documents.
4	Trial HSC Examination	30%	H1 H2 H4	All topics assessed. Examination replicated HSC paper.

SYLLABUS COMPONENTS:	Component Weighting	TASK 1	TASK 2	TASK 3	TASK 4
	<b>Task:</b>	Scientific Investigation	Depth Study	Practical Examination	Trial HSC Examination
	<b>Outcomes:</b>	CH11/12-2 CH12-14	CH11/12-5 CH11/12-7 CH12-15	CH11/12-3 CH11/12-4 CH12-12	CH11/12-6 CH12-13
	<b>Timing:</b>	Term 4 Week 5	Term1 Week 5	Term 2 Week 3	Term 3 Weeks 3 - 4
Skills in working scientifically	60%	10%	15%	25%	10%
Knowledge and understanding	40%	10%	15%	5%	10%
	100%	20%	30%	30%	20%

### TASK DETAILS:

No.	Task	Weight	Outcomes	Task Description
1	Scientific Investigation	20%	CH11/12-2 CH12-14	Scientific Investigation assessing working scientifically skills and knowledge and understanding outcomes.
2	Depth Study	30%	CH11/12-5 CH11/12-7 CH12-12	Depth study assessing working scientifically skills and knowledge and understanding outcomes.
3	Practical Examination	30%	CH11/12-3 CH11/12-4 CH12-13	Practical examination assessing skills in working scientifically and knowledge and understanding outcomes.
4	Trial HSC Examination	20%	CH11/12-6 CH12-13	Trial HSC examination assessing working scientifically skills and knowledge and understanding outcomes.

SYLLABUS COMPONENTS:	Component Weighting	TASK 1	TASK 2	TASK 3	TASK 4
	Task:	Independent Research Project	Groups in Context Depth Study Report	Parenting and Caring	Trial HSC Examination
	Outcomes:	H4.1 H4.2	H2.2 H2.3 H5.1	H2.1 H3.2 H5.2	H1.1 H3.4 H6.2
	Timing:	Term 4 Week 10	Term 1 Week 7	Term 2 Week 6	Term 3 Weeks 3 - 4
Knowledge and understanding of course content	40%	0%	10%	0%	30%
Skills in critical thinking, research methodology, analysing and communicating	60%	20%	15%	25%	0%
	100%	20%	25%	25%	30%

### TASK DETAILS:

No.	Task	Weight	Outcomes	Task Description
1	Independent Research Project	20%	H4.1 H4.2	An independent research project including the investigation of a proposed hypothesis. Primary research is carried out using a variety of methodologies. Findings are presented and discussed using data presented in tables and graphs.
2	Groups in Context Depth Study Report	25%	H2.2 H2.3 H5.1	An in-depth look at a nominated group in our society including how their needs are met. Students research two category B groups in context in similar format as the two category A groups covered in class.
3	Parenting and Caring	25%	H2.1 H3.2 H5.2	Students will complete an in-class extended response style quiz based on parenting and caring styles and roles, including expectations and challenges in contemporary society.
4	HSC Trial Examination	30%	H1.1 H3.4 H6.2	Formal examination, similar in structure to the Higher School Certificate. Includes a mixture of multiple choice, short answer, and extended response style questions. Students are required to write an essay/extended response format.



SYLLABUS COMPONENTS:	Component Weighting	TASK 1	TASK 2	TASK 3	TASK 4
	Task:	Scientific Investigation	Depth Study	Practical Examination	Trial HSC Examination
	Outcomes:	4.3 5.1	3.1 3.3 4.2	1.2 3.2 2.3	1.1 2.1
	Timing:	Term 4 Week 7	Term 1 Week 9	Term 2 Week 2	Term 3 Weeks 3 - 4
Skills in Working Scientifically	60%	10%	15%	25%	10%
Knowledge and Understanding	40%	10%	15%	5%	10%
	100%	20%	30%	30%	20%

### TASK DETAILS:

No.	Task	Weight	Outcomes	Task Description
1	Scientific Investigation	20%	4.3 5.1	Scientific Investigation assessing working scientifically skills and knowledge and understanding outcomes.
2	Project	30%	3.1 3.3 4.2	Project based assessment working on computer and scientific skills and knowledge and understanding outcomes.
3	Practical Exam	30%	1.2 3.2 2.3	Practical exam assessing working scientifically skills and knowledge and understanding outcomes.
4	Final Exam	20%	1.1 2.1	Trial HSC examination assessing working scientifically skills and knowledge and understanding outcomes.

SYLLABUS COMPONENTS:	Component Weighting	TASK 1	TASK 2	TASK 3	TASK 4
	<b>Task:</b>	Civil Engineering Structures Report	Transportation Research Task (Problem Solving)	Aeronautical Engineering Materials Report	Trial HSC Examination
	<b>Outcomes:</b>	H2.1 H3.1 H5.2 H6.2	H1.1 H3.1 H4.1 H6.1	H2.2 H3.2 H5.1	H1.2 H3.1 H3.3 H4.2 H4.3
	<b>Timing:</b>	Term 4 Week 10	Term 1 Week 10	Term 2 Week 8	Term 3 Weeks 3 - 4
Knowledge and understanding of course content	60%	15%	15%	15%	15%
Knowledge and skills in research, problem solving and communication related to engineering practice	40%	10%	10%	5%	15%
	100%	25%	25%	20%	30%

### TASK DETAILS:

No.	Task	Weight	Outcomes	Task Description
1	Design, building and testing of a balsa wood bridge with Engineering Report	25%	H2.1 H3.1 H5.2 H6.2	Design build and destroy balsa wood bridge with Engineering Report.
2	Research Task - personal and public transport	25%	H1.1 H3.1 H4.1 H6.1	Research task related personal and public transport.
3	Aeronautical Engineering - Materials Report	20%	H2.2 H3.2 H5.1	Engineering report related to Aeronautical Engineering.
4	Trial HSC Examination	30%	H1.2 H3.1 H3.3 H4.2 H4.3	Examination of all topics except communications systems.

SYLLABUS COMPONENTS:	Component Weighting	TASK 1	TASK 2	TASK 3	TASK 4
	Task:	Texts & Human Experiences Common Module  Craft of Writing (5%)	Textual Conversations Module A  Craft of Writing (5%)	Critical Study Module B  Craft of Writing (10%)	Trial HSC Examination All Modules  Craft of Writing (5%)
	Outcomes:	EA-12.1 EA-12.3 EA-12.5 EA-12.6 EA-12.7	EA-12.1 EA-12.3 EA-12.5 EA-12.7 EA-12.8 EA-12.9	EA-12.2 EA-12.3 EA-12.4 EA-12.5 EA-12.9	EA-12.3 EA-12.4 EA-12.5 EA-12.7 EA-12.8 EA-12.9
	Timing:	Term 4 Week 8	Term 1 Week 7	Term 2 Week 10	Term 3 Week 3 - 4
Knowledge and understanding of course content	50%	15%	10%	15%	10%
Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes	50%	10%	15%	10%	15%
	100%	25%	25%	25%	25%

### TASK DETAILS:

No.	Task	Weight	Outcomes	Task Description
1	Texts and Human Experiences: Common Module And Craft of Writing	25%	EA-12.1 EA-12.3 EA-12.5 EA-12.6 EA-12.7	Multimodal Task (Mandatory) - Craft of Writing: Reflection.
2	Module A: Textual Conversations and Craft of Writing	25%	EA-12.1 EA-12.3 EA-12.5 EA-12.6 EA-12.7	Extended Comparative Response – Craft of Writing: Creative appropriation.
3	Module B: Critical Study of Literature and Craft of Writing	25%	EA-12.1 EA-12.3 EA-12.5 EA-12.6 EA-12.7	Extended Critical Response – Craft of Writing: Mind map.
4	Trial HSC Examination	25%	EA-12.1 EA-12.3 EA-12.5 EA-12.6 EA-12.7	Common Module: Module A, Module B and Module C.

### SYLLABUS COMPONENTS:

SYLLABUS COMPONENTS:	Component Weighting	TASK 1	TASK 2	TASK 3	TASK 4
	Task:	Module A: Texts and Human Experience Extended Response	Module B: Language, Identity and Culture Extended Response	Focus on Writing: Imaginative, Persuasive, Discursive or Informative Writing	Modules A, B, C Focus on Writing Trial Examination
	Outcomes:	EAL12-1A EAL12-1B EAL12-3 EAL12-6 EAL12-7	EAL12-3 EAL12-5 EAL12-8	EAL12-3 EAL12-4 EAL12-5 EAL12-9	EAL12-1A EAL12-3 EAL12-4 EAL12-5 EAL12-6 EAL12-7 EAL12-8 EAL12-9
	Timing:	Term 4 Week 9	Term 1 Week 9	Term 2 Week 2	Term 3 Weeks 3 - 4
Knowledge and understanding of course content	50%	15%	10%	5%	20%
Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes	50%	10%	10%	20%	10%
	100%	25%	20%	25%	30%

### TASK DETAILS:

No.	Task	Weight	Outcomes	Task Description
1	Module A Texts and Human Experience Extended Response	25%	EAL12-1A EAL12-1B EAL12-3 EAL12-6 EAL12-7	Multimodal Task: (reading) short answer questions, extended response, (listening) short answer questions.
2	Module B Language, Identity and Culture Analytical Response	20%	EAL12-3 EAL12-5 EAL12-8	Extended Response Question – in-class task.
3	Focus on Writing Extended Writing	25%	EAL12-3 EAL12-4 EAL12-5 EAL12-9	Imaginative piece of writing – submission.
4	Trial Examination:  Module A: Texts and Human Experiences  Module B: Language Identity and Culture  Module C: Close Study of Text: Focus on Writing	TOTAL - 30%  Paper 1 - 15%  Paper 2 - 10%  Listening - 5%	EAL12-1A EAL12-3 EAL12-4  EAL12-5 EAL12-6 EAL12-7  EAL12-8 EAL12-9	Paper 1: Unseen texts and short answer questions, one extended response question and one imaginative, persuasive, discursive or informative extended writing question.  Paper 2: Two extended response questions.  Listening Paper: short answer questions.

SYLLABUS COMPONENTS:	Component Weighting	TASK 1	TASK 2	TASK 3
	<b>Task:</b>	Common Module: Literary Worlds	Elective 2: Worlds of Upheaval	Trial HSC Examination
	<b>Outcomes:</b>	EE12-2 EE12-4 EE12-5	EE12-1 EE12-2 EE12-3 EE12-4	EE12-1 EE12-2 EE12-3 EE12-4
	<b>Timing:</b>	Term 1 Week 10	Term 2 Week 9	Term 3 Week 3 - 4
Knowledge and understanding of texts and why they are valued	50%	20%	15%	15%
Skills in complex analysis, composition and investigation	50%	20%	15%	15%
	100%	40%	30%	30%

### TASK DETAILS:

No	Task	Weight	Outcomes	Task Description
1	Literary Worlds: Imaginative Response and Reflection	40%	EE12-1 EE12-2 EE12-3 EE12-4	Imaginative Response -Unseen extract. Reflection and evaluation.
2	Elective: Worlds of Upheaval Critical Response	30%	EE12-2 EE12-4 EE12-5	Extended response with a focus on literary voices of upheaval and challenge - Shelley's "Frankenstein" Lang's "Metropolis" and TWO related texts.
3	Trial HSC Examination	30%	EE12-1 EE12-2 EE12-3 EE12-4	HSC Format- Elective and imaginative response - Literary worlds / Worlds of upheaval

SYLLABUS COMPONENTS:	Component Weighting	TASK 1	TASK 2	TASK 3
	Task:	Viva Voce	Literature Review	Critique of Creative Process
	Outcomes:	EEX12-1 EEX12-2 EEX12-4 EEX12-5	EEX12-1 EEX12-3 EEX12-4 EEX12-5	EEX12-1 EEX12-2 EEX12-3 EEX12-4 EEX12-5
	Timing:	Term 1 Week 10	Term 2 Week 9	Term 3 Week 3 - 4
Skills in independent research	50%	15%	20%	15%
Skills in sustained composition	50%	15%	20%	15%
	100%	30%	40%	30%

### TASK DETAILS:

No	Task	Weight	Outcomes	Task Description
1	Viva Voce	30%	EEX12-1 EEX12-2 EEX12-4 EEX12-5	Viva Voce – Panel of teachers. Unseen questions. 10-15 minutes.
2	Literature Review	40%	EEX12-1 EEX12-3 EEX12-4 EEX12-5	Extended critical responses focusing on TWO or more texts that align with your chosen medium / form.
3	Critique of Creative Process	30%	EEX12-1 EEX12-2 EEX12-3 EEX12-4 EEX12-5	Evaluation of Creative Process- revising and editing stages, composition process and evolution of skills and knowledge of chosen form.

SYLLABUS COMPONENTS:	Component Weighting	TASK 1	TASK 2	TASK 3	TASK 4
	Task:	Common Module: Texts and Human Experiences  Module C: The Craft of Writing (5%)	Module A: Language, Identity and Culture  Module C: The Craft of Writing (5%)	Module B: Close Study of Literature  Module C: The Craft of Writing (10%)	Trial HSC Examination  Module C: The Craft of Writing (5%)
	Outcomes:	12.1 12.3 12.5 12.6 12.7	12.1 12.3 12.5 12.7 12.8 12.9	12.2 12.3 12.4 12.5 12.9	12.1 12.2 12.3 12.4 12.5 12.7 12.8 12.9
	Timing:	Term 4 Week 9	Term 1 Week 7	Term 2 Week 10	Term 3 Week 3 - 4
Knowledge and understanding of course content	50%	15%	10%	15%	10%
Skills in responding too texts and communication of ideas appropriate to audience, purpose and context across all modes	50%	10%	15%	10%	15%
	100%	25%	25%	25%	25%

### TASK DETAILS:

No.	Task	Weight	Outcomes	Task Description
1	Texts and Human Experiences: Common Module and Craft of Writing	25%	12.1 12.3 12.5 12.6 12.7	Multi-modal task and reflection.
2	Module A: Language Identity and Culture and Craft of Writing	25%	12.1 12.3 12.5 12.7 12.8 12.9	Extended response and imaginative response.
3	Module B: Close Study of Literature and Craft of Writing	25%	12.2 12.3 12.4 12.5 12.9	Extended response and editing processes.
4	Trial HSC Examination	25%	12.1 12.2 12.3 12.4 12.5 12.7 12.8 12.9	Common Module: Module A, Module B and Module C.

SYLLABUS COMPONENTS:	Component Weighting	TASK 1	TASK 2	TASK 3	TASK 4
	Task:	Common Module: Texts & Human Experiences	Elective Module:	Elective Module	Trial HSC Examination
	Outcomes:	ES-12.1 ES-12.2 ES-12.3 ES-12.5 ES-12.6 ES-12.7 ES-12.8 ES-12.9 ES-12.10	ES-12.1 ES-12.2 ES-12.3 ES-12.5 ES-12.6 ES-12.7 ES-12.9 ES-12.10	ES-12.1 ES-12.2 ES-12.4 ES-12.6 ES-12.7	ES-12.1 ES-12.2 ES-12.3 ES-12.4 ES-12.5 ES-12.6 ES-12.7 ES-12.8
	Timing:	Term 4 Week 8	Term 1 Week 9	Term 2 Week 4	Term 3 Week 3 - 4
Knowledge and understanding of course content	50%	15%	10%	15%	10%
Skills in comprehending texts, communicating ideas, using language accurately, appropriately and effectively	50%	15%	10%	15%	10%
	100%	30%	20%	30%	20%

### TASK DETAILS:

No.	Task	Weight	Outcomes	Task Description
1	Texts & Human Experiences: Common Module	30%	ES-12.1 ES-12.2 ES-12.3 ES-12.5 ES-12.6 ES-12.7 ES-12.8 ES-12.9 ES-12.10	Compose an extended response responding to a given question. - Prescribed text and related text.
2	Elective 1: Module E: Playing the Game	20%	ES-12.1 ES-12.2 ES-12.3 ES-12.5 ES-12.6 ES-12.7 ES-12.9 ES-12.10	Multimodal Task.
3	Elective 2: Module K: The Big Screen	30%	ES-12.1 ES-12.2 ES-12.4 ES-12.6 ES-12.7	Portfolio – composition of a range of text types across the modules studied.
4	Trial HSC Examination	20%	ES-12.1 ES-12.2 ES-12.3 ES-12.4 ES-12.5 ES-12.6 ES-12.7 ES-12.8	Common Module: Elective 1 and Elective 2.



### SYLLABUS COMPONENTS:

	Component Weighting	TASK 1	TASK 2	TASK 3	TASK 4
	<b>Task:</b>	Product Analysis	Practical and Written Component	Report and Product Design	HSC Trial Examination
	<b>Outcomes:</b>	1.4 2.2 2.3 2.4	1.3 6.1 6.2	1.3 2.4 2.5 6.1	1.2 1.3 2.2 4.3 5.1
	<b>Timing:</b>	Term 4 Week 5	Term 1 Week 6	Term 2 Week 7	Term 3 Week 3 - 4
Knowledge and understanding	50%	10%	10%	10%	20%
Skills	50%	10%	10%	10%	20%
	100%	20%	20%	20%	40%

### TASK DETAILS:

No.	Task	Weight	Outcomes	Task Description
1	Product Analysis	20	1.4 2.2 2.3 2.4	Analyse layout of a store and product safety.
2	Practical and Written Component	20	1.3 6.1 6.2	Plan and prepare a menu for a young child.
3	Report and Product Design	20	1.3 2.4 2.5 6.1	Design a safe product.
4	HSC Trial Examination	40	1.2 1.3 2.2 4.3 5.1	Multiple-choice tests, short-answer tests, extended response.

### SYLLABUS COMPONENTS:

SYLLABUS COMPONENTS:	Component Weighting	TASK 1	TASK 2	TASK 3	TASK 4
	Task:	Industry Study	Food Manufacture Report	Food Product Development & Report	HSC Trial Examination
	Outcomes:	H1.2 H1.4 H3.1	H1.1 H4.2	H1.3 H 4.1	H1.1 H1.3 H2.1 H3.2 H4.2
	Timing:	Term 4 Week 9	Term 1 Week 9	Term 2 Week 10	Term 3 Weeks 3 - 4
Knowledge and understanding course content	40%	10%	5%	5%	20%
Knowledge and skills in designing, researching, analysing and evaluation	30%	15%	0%	5%	10%
Skills in experimenting with and preparing food by applying theoretical concepts	30%	0%	15%	15%	0%
	100%	25%	20%	25%	30%

### TASK DETAILS:

No.	Task	Weight	Outcomes	Task Description
1	Industry Study	25%	H1.2 H1.4 H3.1	The Australian Food Industry – Student's research, analysis and communicate findings. Exposing current developments and practices of one company in the Australian Food Industry.
2	Food Manufacture Report	20%	H1.1 H4.2	Food Manufacture – Students are to research and report on manufacturing processes and technologies used in food development. Evaluate the impact of food manufacture on individuals, society and environment.
3	Food Product Development & Report	25%	H1.3 H4.1	Food Product Development and Report – Develop a product and product plan (document) for a product of their own choosing.
4	HSC Trial Examination	30%	H1.1 H1.3 H2.1 H3.2 H4.2	Examines all modules, using HSC style questions.



# Industrial Technology: Timber Products and Furniture Technologies

Year 12 Assessment Outline 2023 / 2024

SYLLABUS COMPONENTS:	Component Weighting	TASK 1	TASK 2	TASK 3	TASK 4
	Task:	Major Project Proposal	Industry Case Study	Presentation of Major Project: Modification and Challenges Report	Trial HSC Examination
	Outcomes:	H3.1 H3.3 H5.1 H5.2	H1.1 H1.2 H5.1 H7.1	H2.1 H3.2 H3.3 H4.1 H4.2 H6.2	H1.2 H1.3 H4.3 H6.1 H6.2 H7.1 H7.2
	Timing:	Term 4 Week 10	Term 1 Week 6	Term 3 Week 5	Term 3 Week 3 - 4
Knowledge and understanding of course content	40%	10%	20%	0%	10%
Knowledge and skills in the design, management, communication and production of a major project	60%	15%	0%	30%	15%
	100%	25%	20%	30%	25%

## TASK DETAILS:

No.	Task	Weight	Outcomes	Task Description
1	Assignment – Major Project Proposal	25%	H3.1 H3.3 H5.1 H5.2	Project Proposal with detailed Cutting List, Material List and Workshop sketches, Details of Major Project production. (Workplace communication)
2	Industry Case Study	20%	H1.1 H1.2 H5.1 H7.1	Industry Case Study: Timber Products and Furniture Technologies Organisation industry study.
3	Presentation of Major Project Modification and Challenges Report	30%	H2.1 H3.2 H3.3 H4.1 H4.2 H6.2	Student's present their Major Work and Project Portfolio as is and talk through changes, modification and challenges since their proposal presentation as well as talk through the evaluation processes.
4	Trial HSC Examination	25%	H1.2 H1.3 H4.3 H6.1 H6.2 H7.1 H7.2	Trial HSC Examination – HSC style questions.



SYLLABUS COMPONENTS:	Component Weighting	TASK 1	TASK 2	TASK 3	TASK 4
	<b>Task:</b>	Scientific Investigation	Depth Study	Practical Examination	Trial HSC Examination
	<b>Outcomes:</b>	INS11/12-2 INS12-12	INS11/12-5 INS11/12-7 INS12-14	INS11/12-3 INS11/12-4 INS11/12-15	INS11/12-6 INS12-13
	<b>Timing:</b>	Term 4 Week 8	Term 1 Week 8	Term 2 Week 5	Term 3 Weeks 3 - 4
Skills in working scientifically	60%	10%	15%	25%	10%
Knowledge and understanding	40%	10%	15%	5%	10%
	100%	20%	30%	30%	20%

### TASK DETAILS:

No.	Task	Weight	Outcomes	Task Description
1	Scientific Investigation	20%	INS11/12-2 INS12-12	Scientific Investigation assessing working scientifically skills and knowledge and understanding outcomes.
2	Depth Study	30%	INS11/12-5 INS11/12-7 INS12-14	Depth study assessing working scientifically skills and knowledge and understanding outcomes.
3	Practical Examination	30%	INS11/12-3 INS11/12-4 INS11/12-15	Practical exam assessing skills in working scientifically.
4	Trial HSC Examination	20%	INS11/12-6 INS12-13	Trial HSC examination assessing knowledge and understanding outcomes.

SYLLABUS COMPONENTS:	Component Weighting	TASK 1	TASK 2	TASK 3	TASK 4
	Task:	In Class Tasks	Presentation	Research and In Class Essay	Trial HSC Examination
	Outcomes:	H4 H5 H6	H2 H3	H8 H10	H1 H7 H9
	Timing:	Term 4 Week 8	Term 1 Week 6	Term 2 Week 5	Term 3 Weeks 3 - 4
Knowledge and understanding of course content	40%	10%	5%	5%	20%
Analysis and evaluation	20%	10%	0%	5%	5%
Inquiry and research	20%	5%	10%	5%	0%
Communication of Legal Studies information, issues, and ideas appropriate forms	20%	5%	5%	5%	5%
	100%	30%	20%	20%	30%

### TASK DETAILS:

No.	Task	Weight	Outcomes	Task Description
1	In Class Tasks	30%	H4 H5 H6	In-class tasks provided to assess knowledge and understanding of topic content and application.
2	Presentation	20%	H2 H3	Presentation task, reporting on a contemporary issue.
3	Research and In-class Essay	30%	H8 H10	Research into contemporary issue, with an essay written during class time.
4	Trial HSC Examination	30%	H1 H7 H9	All topics assessed. Exam replicated HSC examination paper.

### SYLLABUS COMPONENTS:

Component Weighting	TASK 1	TASK 2	TASK 3	TASK 4
<b>Task:</b>	Class Test	Pre-seen Test	Research Task	Trial HSC Examination
<b>Outcomes:</b>	MA12-1 MA12-8 MA12-10	MA12-1 MA12-3 MA12-5 MA12-6 MA12-10	MA12-8 MA12-9 MA12-10	MA12-1 MA12-2 MA12-3 MA12-4 MA12-5 MA12-6 MA12-7 MA12-8 MA12-10
<b>Timing:</b>	Term 4 Week 8	Term 1 Week 7	Term 2 Week 8	Term 3 Weeks 3 - 4
Understanding, fluency, and communication	50%	10%	15%	10%
Problem-solving, reasoning and justification	50%	10%	15%	10%
	100%	20%	30%	20%
				30%

### TASK DETAILS:

No.	Task	Weight	Outcomes	Task Description
1	Class Test	20%	MA12-1 MA12-8 MA12-10	A 50 minute in-class task that assesses the syllabus components of the course.
2	Pre-seen Test	30%	MA 12-1 MA12-3 MA12-5 MA12-6 MA12-10	A test based on the syllabus components of the course. The test will be comprised of questions that students have the opportunity to prepare for in advance.
3	Research Task	20%	MA12-8 MA12-9 MA12-10	A free response task using a rubric marking scale that assesses the syllabus components of the course.
4	HSC Trial Examination	30%	MA12-1 MA12-2 MA12-3 MA12-4 MA12-5 MA12-6 MA12-7 MA12-8 MA12-10	A formal 3-hour examination based on the syllabus components of the course.

# Mathematics Extension 1

Year 12 Assessment Outline 2023 / 2024

SYLLABUS COMPONENTS:	Component Weighting	TASK 1	TASK 2	TASK 3	TASK 4
	Task:	Class Test	Research Task	Pre-seen Test	Trial HSC Examination
	Outcomes:	ME12-1 ME12-7	ME12-1 ME12-2 ME12-3 ME12-5 ME12-7	ME12-5 ME12-6 ME12-7	ME12-1 ME12-2 ME12-3 ME12-4 ME12-5 ME12-7
	Timing:	Term 4 Week 9	Term 1 Week 10	Term 2 Week 9	Term 3 Weeks 3- 4
Understanding, fluency and communication	50%	10%	15%	10%	15%
Problem-solving, reasoning and justification	50%	10%	15%	10%	15%
	100%	20%	30%	20%	30%

## TASK DETAILS:

No.	Task	Weight	Outcomes	Task Description
1	Class Test	20%	ME12-1 ME12-7	A 50 minute in-class task that assesses the syllabus components of the course.
2	Research Task	30%	ME12-1 ME12-2 ME12-3 ME12-5 ME12-7	A free response task using a rubric marking scale that assesses the syllabus components of the course.
3	Pre-seen Test	20%	ME12-5 ME12-6 ME12-7	A test based on the syllabus components of the course. The test will be comprised of questions that students have the opportunity to prepare for in advance.
4	HSC Trial Examination	30%	ME12-1 ME12-2 ME12-3 ME12-4 ME12-5 ME12-7	A formal 2-hour examination based on the syllabus components of the course.

SYLLABUS COMPONENTS:	Component Weighting	TASK 1	TASK 2	TASK 3	TASK 4
	<b>Task:</b>	Class Test	Pre-seen Test	Research Task	Trial HSC Examination
	<b>Outcomes:</b>	MEX12-1 MEX12-4 MEX12-7 MEX12-8	MEX12-2 MEX12-4 MEX12-7 MEX12-8	MEX12-3 MEX12-7 MEX12-8	MEX12-1 MEX12-2 MEX12-3 MEX12-4 MEX12-5 MEX12-6 MEX12-7 MEX12-8
	<b>Timing:</b>	Term 4 Week 8	Term 1 Week 7	Term 2 Week 10	Term 3 Weeks 3 - 4
	Understanding, fluency and communication	50%	10%	15%	10%
Problem-solving, reasoning and justification	50%	10%	15%	10%	15%
	100%	20%	30%	20%	30%

### TASK DETAILS:

No.	Task	Weight	Outcomes	Task Description
1	Class Test	20%	MEX12-1 MEX12-4 MEX12-7 MEX12-8	A 50 minute in-class task that assesses the syllabus components of the course.
2	Pre-seen Test	30%	MEX12-2 MEX12-4 MEX12-7 MEX12-8	A test based on the syllabus components of the course. The test will be comprised of questions that students have the opportunity to prepare for in advance.
3	Research Task	20%	MEX12-3 MEX12-7 MEX12-8	A free response task using a rubric marking scale that assesses the syllabus components of the course.
4	HSC Trial Examination	30%	MEX12-1 MEX12-2 MEX12-3 MEX12-4 MEX12-5 MEX12-6 MEX12-7 MEX12-8	A formal 3-hour examination based on the syllabus components of the course.





# Mathematics Standard 1

Year 12 Assessment Outline 2023 / 2024

## SYLLABUS COMPONENTS:

Component Weighting	TASK 1	TASK 2	TASK 3	TASK 4
<b>Task:</b>	Research Task	Pre-seen Test	Class Test	Trial HSC Examination
<b>Outcomes:</b>	MS1-12-3 MS1-12-4 MS1-12-5 MS1-12-8 MS1-12-9 MS1-12-10	MS1-12-3 MS1-12-4 MS1-12-8 MS1-12-9 MS1-12-10	MS1-12-1 MS1-12-2 MS1-12-5 MS1-12-6 MS1-12-7 MS1-12-9 MS1-12-10	MS1-12-1 MS1-12-2 MS1-12-3 MS1-12-4 MS1-12-5 MS1-12-6 MS1-12-7 MS1-12-8 MS1-12-9 MS1-12-10
<b>Timing:</b>	Term 4 Week 9	Term 1 Week 7	Term 2 Week 8	Term 3 Weeks 3 - 4
Understanding, fluency and communication	50%	10%	15%	10%
Problem-solving reasoning and justification	50%	10%	15%	10%
	100%	20%	30%	20%

## TASK DETAILS:

No.	Task	Weight	Outcomes	Task Description
1	Research Task	20%	MS1-12-3 MS1-12-4 MS1-12-5 MS1-12-8 MS1-12-9 MS1-12-10	A free response task using a rubric marking scale that assesses the syllabus components of the course.
2	Pre-seen Test	30%	MS1-12-3 MS1-12-4 MS1-12-8 MS1-12-9 MS1-12-10	A test based on the syllabus components of the course. The test will be comprised of questions that students have the opportunity to prepare for in advance.
3	Class Test	20%	MS1-12-1 MS1-12-2 MS1-12-5 MS1-12-6 MS1-12-7 MS1-12-9 MS1-12-10	An in-class task that assesses the syllabus components of the course.
4	Trial HSC Examination	30%	MS1-12-1 MS1-12-2 MS1-12-3 MS1-12-4 MS1-12-5 MS1-12-6 MS1-12-7 MS1-12-8 MS1-12-9 MS1-12-10	A formal 2-hour examination based on the syllabus components of the course.



### SYLLABUS COMPONENTS:

Component Weighting	TASK 1	TASK 2	TASK 3	TASK 4
<b>Task:</b>	Class Test	Pre-seen Test	Research Task	Trial HSC Examination
<b>Outcomes:</b>	MS2-12-3 MS2-12-4 MS2-12-5 MS2-12-8 MS2-12-9 MS2-12-10	MS2-12-3 MS2-12-4 MS2-12-8 MS2-12-9 MS2-12-10	MS2-12-1 MS2-12-2 MS2-12-5 MS2-12-6 MS2-12-7 MS2-12-9 MS2-12-10	MS2-12-1 MS2-12-2 MS2-12-3 MS2-12-4 MS2-12-5 MS2-12-6 MS2-12-7 MS2-12-8 MS2-12-9 MS2-12-10
<b>Timing:</b>	Term 4 Week 8	Term 1 Week 7	Term 2 Week 8	Term 3 Weeks 3 - 4
Understanding, fluency and communication	50%	10%	15%	10%
Problem-solving, reasoning and justification	50%	10%	15%	10%
	100%	20%	30%	20%

### TASK DETAILS:

No.	Task	Weight	Outcomes	Task Description
1	Class Test	20%	MS2-12-3 MS2-12-4 MS2-12-5 MS2-12-8 MS2-12-9 MS2-12-10	An in-class task that assesses the syllabus components of the course.
2	Pre-seen Test	30%	MS2-12-3 MS2-12-4 MS2-12-8 MS2-12-9 MS2-12-10	A test based on the syllabus components of the course. The test will be comprised of questions that students have the opportunity to prepare for in advance.
3	Research Task	20%	MS2-12-1 MS2-12-2 MS2-12-5 MS2-12-6 MS2-12-7 MS2-12-9 MS2-12-10	A free response task using a rubric marking scale that assesses the syllabus components of the course.
4	HSC Trial Examination	30%	MS2-12-1 MS2-12-2 MS2-12-3 MS2-12-4 MS2-12-5 MS2-12-6 MS2-12-7 MS2-12-8 MS2-12-9 MS2-12-10	A formal 2.5-hour examination based on the format of the HSC assessing the syllabus components of the course.

SYLLABUS COMPONENTS:	Component Weighting	TASK 1	TASK 2	TASK 3	TASK 4
	<b>Task:</b>	Source Analysis	Historical Investigation	Research and In Class Essay	Trial HSC Examination
	<b>Outcomes:</b>	MH12-6 MH12-7	MH12-1 MH12-2 MH12-8	MH12-3 MH12-5	MH12-4 MH12-7 MH12-9
	<b>Timing:</b>	Term 4 Week 9	Term 1 Week 6	Term 2 Week 7	Term 3 Weeks 3 - 4
Knowledge and understanding of course content	40%	10%	10%	0%	20%
Historical skills in the analysis and evaluation of sources and interpretations	20%	5%	5%	5%	5%
Historical inquiry and research	20%	0%	10%	10%	0%
Communication of historical understanding in appropriate forms	20%	5%	5%	5%	5%
	100%	20%	30%	20%	30%

### TASK DETAILS:

No.	Task	Weight	Outcomes	Task Description
1	Source Analysis	20%	MH12-6 MH12-7	A range of source materials provided with comprehension questions to build a portfolio of responses.
2	Historical Investigation	30%	MH12-1 MH12-2 MH12-8	Individual and independent investigation, submitted in a report format.
3	Research and In Class Essay	20%	MH12-3 MH12-5	Topic questions provided for research, with an essay written during class time.
4	Trial HSC Examination	30%	MH12-4 MH12-7 MH12-9	All topics assessed. Exam replicated HSC paper.

### SYLLABUS COMPONENTS:

	Component Weighting	TASK 1	TASK 2	TASK 3	TASK 4
<b>Task:</b>		Composition Portfolio and Aural Analysis	Presentation of Performance and Viva Voce	Presentation or Submission Elective Option for Topics 1 and 2	Trial HSC Examination Aural Skills and Elective 3
<b>Outcomes:</b>		H3 H6 H4 H5	H1 H4 H6 H7	H1 – H11	H1 - H11
<b>Timing:</b>		Term 4 Week 10	Term 1 Week 7	Term 2 Week 8	Term 3 Weeks 3 - 4
Performance	10%	0%	10%	0%	0%
Composition	10%	10%	0%	0%	0%
Musicology	10%	0%	10%	0%	0%
Aural	25%	10%	0%	0%	15%
Electives	45%	0%	0%	30%	15%
	100%	20%	20%	30%	30%

### TASK DETAILS:

No.	Task	Weight	Outcomes	Task Description
1	Composition Portfolio and Aural Analysis	20%	H3 H4 H5 H6	Submission of composition or arrangement, aural analysis of composition with reference to concepts.
2	Presentation of Performance and Viva Voce	20%	H1 H4 H6 H7	Solo or ensemble performance and in-class viva voce based on performance repertoire demonstrating an understanding of composition.
3	Presentation or Submission: Elective Option for Topics 1 and 2	30%	H1 – H11	Presentation of elective options 1 and 2.
4	Trial HSC Examination/ Aural Skills Examination	30%	H1 – H11	Aural Skills Examination Presentation of elective 3 music performance, composition portfolio or musicology.



# Personal Development, Health and Physical Education

Year 12 Assessment Outline 2023 / 2024

SYLLABUS COMPONENTS:	Component Weighting	TASK 1 (Core 1)	TASK 2 (Core 2)	TASK 3 (Option 1 & 2)	TASK 4 (Core 1 & 2) (Option 1 & 2)
	Task:	Health Priorities in Australia (20%) Research Report	Factors Affecting Performance (20%) Presentation	Sports Medicine (15%) & Improving Performance (15%) In-class Test	Core 1 (10%) Core 2 (10%) Option 1 (5%) Option 2 (5%) Trial HSC Examination
	Outcomes:	H2 H3 H5	H7 H8 H11	H7 H10 H16 H17	H1 H4 H6 H14 H15 H13
	Timing:	Term 4 Week 8	Term 1 Week 6	Term 2 Week 10	Term 3 Weeks 3 - 5
	Knowledge and understanding of course, content	40%	5%	10%	15%
	Skills in critical thinking, research analysis and communicating	60%	15%	10%	15%
		100%	20%	20%	30%

## TASK DETAILS:

No.	Task	Weight	Outcomes	Task Description
1	Health Priorities in Australia Health Report	20%	H2 H3 H5	Core 1: Health Profile analysis Health Priorities in Australia: (20%) Research and analyse the epidemiology trends for a targeted population group most at risk in Australia.
2	Factors Affecting Performance Energy Production Presentation	20%	H7 H8 H11	Core 2: Energy production presentation Factors Affecting Performance: (20%) Examine the factors that affect performance.
3	Sports Medicine & Improving Performance In-class Test	30%	H9 H10 H16 H17	Option 1 and 2: In-class test Part A: Sports Medicine: (15%) Part B: Improving Performance: (15%) Research, prepare and develop 2-page notes to answer extended response questions on both topics in class.
4	Trial HSC Examination	30%	H1 H4 H6 H14 H15 H13	Core 1 and 2, Options 3 and 4: Multiple choice, core questions, and two options questions. Health Priorities in Australia (10%) Factors Affecting Performance (10%) Sports Medicine (5%) Improving Performance (5%)





# Photography, Video and Digital Imaging

Year 12 Assessment Outline 2023 / 2024

SYLLABUS COMPONENTS:					
Component Weighting		TASK 1	TASK 2	TASK 3	TASK 4
Task:		Videography	Styles and Conventions	Passion Project	Trial HSC Examination
Outcomes:		M1 M3 M6	M2 M4 M5	M1 M4 M6	CH1 CH2 CH3
Timing:		Term 4 Week 8	Term 1 Week 8	Term 2 Week 8	Term 3 Week 3 - 4
Art Making		70%	20%	20%	30%
Critical and Historical Studies		30%	0%	0%	0%
		100%	20%	20%	30%

## TASK DETAILS:

No.	Task	Weight	Outcomes	Task Description
1	Videography	20%	M1 M3 M6	Students to use the medium of video or animation to create a short film representing or documenting their personal experiences as an F.H.S. student. Completes short response on WHS practices.
2	Styles and Conventions	20%	M2 M4 M5	Students create manipulated images/videos using experimental and alternative techniques. Techniques can be both done as both pre- and post-production incorporating digital or analogue skills.
3	Passion Project	30%	M1 M4 M6	Students to create a photographic body of work based on their personal interests and passions. Students must keep an organised process diary in their PPD to be marked in conjunction with their final body of work.
4	Trial HSC Examination	30%	CH1 CH2 CH3	Students complete a final theory examination analysing the four frames of photographic and digital media.



SYLLABUS COMPONENTS:					
	Component Weighting	TASK 1	TASK 2	TASK 3	TASK 4
	<b>Task:</b>	Scientific Investigation	Depth Study	Practical Examination	Trial HSC Examination
	<b>Outcomes:</b>	PH11/12-2 PH12-13	PH11/12-5 PH11/12-7 PH12-14	PH11/12-3 PH11/12-4 PH12-15	PH11/12-6 PH12-12
	<b>Timing:</b>	Term 4 Week 7	Term 1 Week 6	Term 2 Week 2	Term 3 Weeks 3 - 4
Skills in working scientifically	60%	10%	15%	25%	10%
Knowledge and understanding	40%	10%	15%	5%	10%
	100%	20%	30%	30%	20%

### TASK DETAILS:

No.	Task	Weight	Outcomes	Task Description
1	Scientific Investigation	20%	PH11/12-2 PH12-13	Scientific Investigation assessing working scientifically skills and knowledge and understanding outcomes.
2	Depth Study	30%	PH11/12-5 PH11/12-7 PH12-14	Depth study assessing working scientifically skills and knowledge and understanding outcomes.
3	Practical Examination	30%	PH11/12-3 PH11/12-4 PH12-15	Practical exam assessing working scientifically skills and knowledge and understanding outcomes.
4	Trial HSC Examination	20%	PH11/12-6 PH12-12	Trial HSC Examination assessing working scientifically skills and knowledge and understanding outcomes.

SYLLABUS COMPONENTS:	Component Weighting	TASK 1	TASK 2	TASK 3	TASK 4
	<b>Task:</b>	PIP Research Portfolio	Research and In-Class Essay	Content Analysis Report	Trial HSC Examination
	<b>Outcomes:</b>	H6 H7 H8	H3 H9	H4 H10	H1 H2 H5
	<b>Timing:</b>	Term 4 Week 9	Term 1 Week 6	Term 2 Week 5	Term 3 Weeks 3 - 4
Knowledge and understanding of course content	50%	5%	10%	15%	20%
Application and evaluation of social and cultural research methods	30%	20%	5%	0%	5%
Communication of information, ideas, and issues in appropriate forms	20%	5%	5%	5%	5%
	100%	30%	20%	20%	30%

### TASK DETAILS:

No.	Task	Weight	Outcomes	Task Description
1	PIP Research Portfolio	30%	H6 H7 H8	Personal Interest Project (PIP)- Planning, organization, analysis, and evaluation practice.
2	Research and In-Class Essay	20%	H3 H9	Research task on selected country with an in-class essay component.
3	Content Analysis Report	20%	H4 H10	Content analysis report on focus study.
4	Trial HSC Examination	30%	H1 H2 H5	All topics assessed. Exam replicated HSC paper.





# Sport, Lifestyle & Recreation

Year 12 Assessment Outline 2023 / 2024

SYLLABUS COMPONENTS:	Component Weighting	TASK 1	TASK 2	TASK 3	TASK 4
	Task:	Healthy Lifestyle	Sports Coaching and Training	Sports Administration	Trial HSC Examination
	Outcomes:	1.5 2.3 3.5	1.3 2.1 3.2 4.2	1.6 4.5	2.3 3.5 1.3 2.1 4.1 4.4
	Timing:	Term 4 Week 6	Term 1 Week 5	Term 2 Week 6	Term 3 Weeks 3 - 4
Knowledge and understanding	50%	10%	10%	10%	20%
Skills	50%	10%	10%	10%	20%
	100%	20%	20%	20%	40%

## TASK DETAILS:

No	Task	Weight	Outcomes	Task Description
1	Healthy Lifestyle	20%	1.5 2.3 3.5	Individual / group reports.
2	Sports Coaching	20%	1.3 2.1 3.2 4.2	Practical performances and skills checklist / exam.
3	Sports Administration	20%	4.1 4.4 1.3 3.2	Internet research assignments.
4	Trial HSC Examination	40%	2.3 3.5 1.3 2.1 4.1 4.4	Multiple choice tests, short answer tests and extended responses.



SYLLABUS COMPONENTS:	Component Weighting	TASK 1	TASK 2	TASK 3	TASK 4
	Task:	Development of Body of Work and VAPD	Historical/ Critical Case Study	Art Making Body of Work progress	Historical/ Critical Art Making Trial HSC Examination Body of Work Resolution
	Outcomes:	H1 H2 H3	H7 H10	H1 H2 H4	H5 H6 H8 H9
	Timing:	Term 4 Week 9	Term 1 Week 5	Term 2 Week 2	Term 3 Weeks 3 - 4
Art making	50%	15%	0%	20%	15%
Art criticism and art history	50%	15%	20%	0%	15%
	100%	30%	20%	20%	30%

### TASK DETAILS:

No.	Task	Weight	Outcomes	Task Description
1	Development of Body of Work	30%	H1 H2 H3	Visual Arts Process Diary explorations and experimentations providing evidence of BOW developmental ideas/concepts explored in relation to the frames. In addition, the submission of developmental stage of BOW.
2	Historical / Critical Case Study	20%	H7 H10	Case Study research and essay response using the Conceptual Framework to analyse artists' practice.
3	Art Making Body of Work Progress	20%	H1 H2 H4	Submission of artworks under development including VAPD written account of practice through the artwork/audience relationship.
4	Historical/Critical / Art Making Trial HSC Examination and Body of Work Resolution	30%	H5 H6 H8 H9	Trial Examination + Resolution of BOW under development including VAPD curation of artworks with written artist statement and evaluations.

SYLLABUS COMPONENTS:	Component Weighting	TASK 1	TASK 2	TASK 3	TASK 4
	Task:	Module 1: Design Project – PD1 Packaging	Module 2: Design Project – Student Elective Module Project	General Module Collaborative Project	Trial HSC Examination
	Outcomes:	DM1-6	DM1-6	DM1-6	CH1-4 DM6
	Timing:	Term 4 Week 9	Term 1 Week 5	Term 2 Week 10	Term 3 Weeks 3 - 4
Designing and making	70%	20%	20%	30%	0%
Critical and historical analysis	30%	0%	0%	0%	30%
	100%	20%	20%	30%	30%

### TASK DETAILS:

No.	Task	Weight	Outcomes	Task Description
1	Module 1: Design Project – PD1 Packaging	20%	DM1-6	Students will design and make packaging for specific purposes, informed by the critical and historical study of the work of designers, particularly those with an interest in product and object design.
2	Module 2: Design Project – Structures and Environments	20%	DM1-6	Design Project 2 – Students will redesign a chosen area of the school using a combination of physical, digital, and printed mediums.
3	General Module Collaborative Project	30%	DM1-6	Students to engage in a collaborative project. Students' design work might encompass more than one field, eg Graphic Design and Product Design. It should entail researching the development of the brief (including its constraints and identification of purpose), focus on at least one frame and include some related critical and historical studies.
4	Trial HSC Examination	30%	CH1-4 DM6	Historical and Critical and WHS Examination.

SYLLABUS COMPONENTS:	Component Weighting	TASK 1	TASK 2	TASK 3	TASK 4
	Task:	Research Task	Stimulus Based Task	Job Application	Trial HSC Examination
	Outcomes:	2 8	1 4 7	5 6	3 7 9
	Timing:	Term 4 Week 8	Term 1 Week 5	Term 2 Week 8	Term 3 Weeks 3 - 4
Knowledge and understanding	30%	5%	10%	10%	5%
Skills	70%	15%	20%	10%	25%
	100%	20%	30%	20%	30%

## TASK DETAILS:

No.	Task	Weight	Outcomes	Task Description
1	Research Task	20%	2 8	Research task with skills component.
2	Stimulus Based Task	30%	1 4 7	Stimuli provided with a range of comprehension activities.
3	Job Application	20%	5 6	Application portfolio created that includes a resume and cover letter based on a job advertisement.
4	Trial HSC Examination	30%	3 7 9	All topics assessed. Exam replicated HSC Paper.



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## **Assessment Information and Schedules**

**2023 - 2024**

### **Vocational Education and Training (VET)**

**Ultimo RTO 90072**

### **Preliminary Assessment Schedules**





# EducationPUBLIC SCHOOLS NSW ULTIMO RTO 90072

## HOSPITALITY- FOOD AND BEVERAGE CATEGORY B BOARD DEVELOPED COURSE ASSESSMENT SCHEDULE

Preliminary Year 2023 - HSC 2024

QUALIFICATION: SIT20322 Certificate II in Hospitality (Release 1)

Training Package: SIT Tourism, Travel and Hospitality (Release 2.1)

NESA Course Code  
2 U X 2 YR – 26511  
2024 HSC Exam:  
26589  
LMBR UI Code  
11SIT20322

Term	Unit Code	Units Of Competency	AQF CORE / ELECTIVE	HSC STATUS	HSC INDICATIVE Hrs.	Assessment Task Cluster & Method of Assessment	HSC requirements Exam estimate mark & weighting to total 100%
6 PRELIMINARY UOCs						Evidence will be collected during the Preliminary and HSC Course for the Unit of Competency: <i>SITHIND003 Use hospitality skills effectively</i>	240 Indicative Hours over 2 years
Term 1	SITXFSA005 SITXWHS005 SITHCCC025SITXFSA006 SITXCOM007 SITXCCS011	Use hygienic practices for food safety Participate in safe work practices Prepare and present sandwiches Participate in safe food handling practices Show social and cultural sensitivity Interact with customers	E C E E C C	M M E M E M	15 15 20 20 10 20	<b>Induction</b> <b>Task 1:</b> <b>Direct observation</b> – real time/simulated environment. <b>Product based method</b> – structured activities e.g. role plays, presentation, reports. <b>Questioning</b> – written or oral related to knowledge e.g. quizzes, interviews	35 hrs Work placement  40% Prelim Yearly Exam
Term 2	SITXFSA005SITXWHS005SITHCCC025SITXFSA006 SITXCOM007 SITXCCS011	Use hygienic practices for food safety Participate in safe work practices Prepare and present sandwiches Participate in safe food handling practices Show social and cultural sensitivity Interact with customers	E C E E C C	M M E M E M	15 15 20 20 10 20	<b>Task 1:</b> <b>Direct observation</b> – real time/simulated environment. <b>Product based method</b> – structured activities e.g. role plays, presentation, reports. <b>Questioning</b> – written or oral related to knowledge e.g. quizzes, interviews	

Term 3-4	SITHIND006	Source and use information on the hospitality industry	C	E	20	<b>Task 2:</b>  <b>Direct observation-</b> – real time/simulated environment. <b>Questioning</b> – written or oral related to knowledge e.g. quizzes, interviews	
	SITHFAB024	Prepare and serve non-alcoholic beverages	E	S	15		
	BSBTWK201SITHFAB025SITHFAB027SITHIND007	Work effectively with others	C	E	15		
		Prepare and serve espresso coffee	E	S	25		
		Serve food and beverage	E	S	40		
		Use hospitality skills effectively	C	E	25		
6 HSC UOCs							35 hrs Work placement
Term 5	SITHFAB024	Prepare and serve non-alcoholic beverages	E	S	15	<b>Task 3:</b> <b>Direct observation-</b> – real time/simulated environment. <b>Questioning</b> – written or oral related to knowledge e.g. quizzes, interviews	60% HSC Trial Exam
	BSBTWK201 SITHFAB025 SITHFAB027 SITHIND007	Work effectively with others	C	E	15		The final estimate exam mark will only be used as the optional HSC exam mark in the event of misadventure. This mark should be derived from either one or two formal exams. The calculation of the estimate is a school decision.
		Prepare and serve espresso coffee	E	S	25		
		Serve food and beverage	E	E	40		
		Use hospitality skills effectively	C		25		
Term 6-7	BSBTWK201 SITHIND007	Work effectively with others	C	E	15	<b>Task 4:</b> <b>Direct observation-</b> – real time/simulated environment. <b>Questioning</b> – written or oral related to knowledge e.g. quizzes, interviews	
		Use hospitality skills effectively	C	E	25		
NESA requires students to study a minimum of 240 hours to meet Preliminary and HSC requirements.			Total Hours 240			Units of competency from the HSC focus areas will be included in the optional HSC examination.	



# Academic Reports

Reports are issued to Fairfield High School students twice a year, Semester 1, and Semester 2.

The cover page includes a list of each course/subject that the student is enrolled in and the associated teacher. There is also a summary of the student's attendance data, including whole days, partial days, explained and unexplained.

The second page has the summary information about the 5-point scale that all standard reports use and what each Grade means e.g. A – Outstanding, B – High, C – Sound, D – Basic, E – Limited.

## The Five-point Scale

Describe this achievement level	Using this word	And / or this letter
The student has an extensive knowledge and understanding of the content and can readily apply this knowledge. In addition, the student has achieved a high level of competence in the processes and skills and can apply these skills to new situations.	Outstanding	A
The student has a thorough knowledge and understanding of the content and a high level of competence in the processes and skills. In addition, the student is able to apply this knowledge and these skills to most situations.	High	B
The student has a sound knowledge and understanding of the main areas of content and has achieved an adequate level of competence in the processes and skills.	Sound	C
The student has a basic knowledge and understanding of the content and has achieved a basic level of competence in the processes and skills.	Basic	D
The student has an elementary knowledge and understanding in few areas of the content and has achieved very limited competence in some of the processes and skills.	Limited	E

Additional Programs are listed on the second page. The following activities are included: Student Representative Council, Debating, Public Speaking, Representative Sport, Musical Performances, Debating Team, Peer Support Leader any other additional school service activities.

There is also a description of the Social Development and Commitment to Learning outcomes that are reported on for each student.

(Year 7 – 11) Parents may request the school to provide written information that clearly shows their child's achievement compared to the peer group at school. This information will show the number of students in the group in each of the achievement levels is included in all year group reports.





**Course/Subject Reports** have:

- Course Description: a (2 – 3 line summary of what students have studied that semester).
- Overall Achievement: a grade of A – E is issued for Years 7- 11 (A (outstanding), B (high), C (sound), D (basic), E (limited))
- Syllabus Outcomes: reported on A – E
- Social Development: 4 skills reported on as C, S, R (Consistently, Sometimes, Rarely)
- Commitment to Learning: 4 skills reported on as C, S, R (Consistently, Sometimes, Rarely)
- Teacher Comment – a paragraph written to describe what the students can do, what is the area for improvement and how to improve
- In Semester 1 Year 12 there is a Cumulative Rank for the Course and in Semester 2 there is an Examination Mark, Examination Rank and a Cumulative Rank

**Life Skills Reports** have:

- Course Description (2 – 3-line summary of what students have studied that semester)
- Syllabus Outcomes: reported on P4 (independent), P3 (frequent), P2 (occasional) and P1 (beginning)
- Social Development: 4 skills reported on as C, S, R (Consistently, Sometimes, Rarely)
- Commitment to Learning: 4 skills reported on as C, S, R (Consistently, Sometimes, Rarely)
- Teacher Comment - a paragraph written to describe what the students can do, what is the area for improvement and how to improve.

**VET Reports** have:

- Course Description (a 2 – 3-line summary of what students have studied that semester)
- Unit Code & Unit Title: reported on C (competent), NYC (Not Yet Competent), CN (continuing) and D (Did Not Start)
- Social Development: 4 skills reported on as C, S, R (Consistently, Sometimes, Rarely)
- Commitment to Learning: 4 skills reported on as C, S, R (Consistently, Sometimes, Rarely)
- Teacher Comment – a paragraph written to describe what the students can do, what is the area for improvement and how to improve
- Workplace hours – total workplace hours are reflected on the report
- If students sit the Trial Examination, they have the Examination Mark and Examination Rank

These procedures and reporting processes have been developed in conjunction with the guidelines specified in the NSW Department of Education, Policy Standards, Implementation document for Curriculum Planning and Programming, Assessing and Reporting to Parents K-12 policy, 28 January 2020. This document can be found in the NSW Department of Education's policy library at:

<https://policies.education.nsw.gov.au/policy-library/policies/curriculum-planning-and-programming-assessing-and-reporting-to-parents-k-12>

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

