

Model Farms High School

"Achieving Personal Excellence Through Quality Teaching"



Year 9 Assessment Procedures 2024



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Welcome to the Year 9

The purpose of this booklet is to inform you about the assessment procedures and schedules in relation to the Stage 5 of the **NSW Record of School Achievement**.

Your school-based assessment will give grades A, B, C, D or E in all subjects. The grade you are awarded will depend on the quality of your work and your assessment in each subject. Throughout the year, Course Performance Descriptors will be applied across the state to ensure equal overall standards. Bear in mind that an unsatisfactory performance will be recorded on your Record of Achievement if the outcomes of the course are not achieved.

It is extremely important to complete all class work and assignments consistently throughout the year. Do not regard the formal assessment tasks and the external tests as the minimum requirement for success. You need to work conscientiously and steadily in each course in order to meet learning outcomes and requirements.

At the back of this booklet, you will find a blank Assessment Calendar. Use this calendar to plot all your assessment tasks, tests, assignments and projects for each of your courses throughout the year. This will help you organise your workload and plan for deadlines. Don't leave task preparation to the last minute as this will increase your stress levels and affect your performance.

I would like you to be true to yourself and work hard all the year. If you return good work every week, your Record of School Achievement grades will reflect your highest possible performance. It is important to note that this grade appears on your ROSA regardless of when you complete your schooling. At the end of the year, I want you to be able to think back on your year and grades and know you have done your best.

Year 9 is a very important year for you because your future employers will want to see your Record of School Achievement Grades. Please remember that your grades for Year 9 will be displayed in the bottom of all your Records of Attainment for years 11 & 12 as well.

Best wishes for the coming year.

Introduction

The aim of this booklet is to outline the school's expectations of you in Year 9 and to provide important information about the various ways in which assessment takes place. Each subject has a published schedule of assessment tasks which must be completed throughout the year in order for a grade to be awarded to a student. These are similar in all schools and are based on the students working towards achieving the learning outcomes published in the NESA syllabi. Year 9 has a much greater level of formal assessment than in the junior years because students' achievements are being reported in terms of all students across the state and the same standards are to be applied in every NSW school.

This booklet is a valuable resource – it should not be lost! Students should keep it with them and review its contents regularly so that they are aware of what this booklet says about each course and the other matters pertaining to assessable tasks. **The rules contained in this booklet are designed to be fair to all students and to prevent students from gaining unfair advantage over others. Ignorance of these rules will not be accepted as grounds for appeal by students.**

It is important for students to understand that they cannot leave their study till the end of Year 9 as their performance is being judged throughout Year 9.

ROSA Pattern of Study Requirements Checklist

Mandatory curriculum requirements for the award of the Record of School Achievement state that students must undertake a program of courses which includes:

A study of:

- English
- Mathematics
- Science
- Both History and Geography
- Personal Development, Health and Physical Education.

During Stage 4 (Years 7 and 8) a study of:

- Visual Arts
- Music
- Design and Technology
- A language other than English

During Stage 5 (Years 9 and 10), students will select 3 Elective Courses for Year 9 and again in Year 10

Your HSC and Record of School Achievement (ROSA)

What is the Record of School Achievement?

The Record of School Achievement is awarded by NESAs. This is the statutory body responsible to the Minister for Education which certifies students have satisfactorily studied courses for four years. School attendance and conduct also have to be satisfactory.

A student will be considered to have satisfactorily completed a course if there is sufficient evidence the student has, by effort and achievement, followed the courses laid down by NESAs.

What must I do to get a Record of School Achievement?

The Record of School Achievement is awarded to Year 9 students who have:

- satisfactorily completed study in English, Mathematics, Science, Australian History and Geography, PDHPE and at least two elective courses.
- satisfactory completion of a course means
 - followed the course developed or endorsed by NESAs
 - applied yourself with diligence and sustained effort to set tasks and experiences provided in the course by the school; and
 - achieved some or all of course outcomes.
- met requirements in Personal Development, Health and Physical Education, Art, Languages and Music;
- satisfactory attendance and application;

How do I complete the courses for the Record of School Achievement?

- Attend all classes
- Participate in all the required learning experiences
- Complete practical exercises, research projects and assessment tasks
- Attempt all set homework
- Bring all equipment as specified by the teacher
- Work to the best of your ability and not hinder the learning opportunities of others
- Demonstrate through effort that you have met all the requirements set down by both **NESA and Model Farms High School**

How do I get a grade in my courses?

Grades will be awarded for **all subjects** studied in Year 9. Grades will be based on Course Performance Descriptors. The grade you receive is determined by your school based on your performance in the course throughout the year.

The purpose of the grading system is to provide students, parents, employers and the general community with information on the students' levels of achievement in Record of School Achievement subjects.

No grades will be awarded for courses based on Life Skills outcomes and content. These are reported as "completed" on the Record of Achievement and

through the achievement of outcomes listed on the Profile of Student Achievement.

What are Performance Descriptors?

For each course a set of Course Performance Descriptors has been developed based on the common grade scale. Each descriptor is a positive statement about achievement related to the knowledge and skills relevant to the course. Teachers collect assessment information about student achievement during the course and relate it to the specific subject descriptors. The descriptors assist teachers to make the judgements when awarding grades at the end of Year 9.

NESA Year 9 General Performance Descriptors

A

The student demonstrates extensive knowledge of content and understanding of course concepts, and applies highly developed skills and processes in a wide variety of contexts. In addition, the student demonstrates creative and critical thinking skills using perceptive analysis and evaluation. The student effectively communicates complex ideas and information.

B

The student demonstrates thorough knowledge of content and understanding of course concepts, and applies well-developed skills and processes in a variety of contexts. In addition, the student demonstrates creative and critical thinking skills using analysis and evaluation. The student clearly communicates complex ideas and information.

C

The student demonstrates sound knowledge of content and understanding of course concepts, and applies skills and processes in a range of familiar contexts. In addition, the student demonstrates skills in selecting and using information and communicates relevant ideas in an appropriate manner.

D

The student demonstrates a basic knowledge of content and understanding of course concepts, and applies skills and processes in some familiar contexts. In addition, the student demonstrates skills in selecting and using information and communicates ideas in a descriptive manner.

E

The student demonstrates an elementary knowledge of content and understanding of course concepts, and applies some skills and processes with guidance; In addition, the student demonstrates elementary skills in recounting information and communicating ideas.

Assessment

Assessment provides information for students, teachers and parents to compare what is known and can be demonstrated against state-wide standards.

Assessment takes many forms in the classroom:

- formal and informal observation and discussion with students
- formal assessment tasks
- comparing evidence of achievement with that of other students
- comparing evidence of achievement against syllabus standards.

Assessment provides vital information: at the point of planning, along the way and at the end of a cycle in preparation for the next teaching and learning cycle.

What are Assessment Tasks?

Each subject will have a set number of assessment tasks spread through the year. The type of task will be determined by each faculty and may include class work, examinations, assignments, practical work, oral presentations etc. The following guidelines will apply for all faculty assessment programs:

- the tasks will assess a range of knowledge and skills included in the course
- school based examinations may be included

The final grade will be based on the results of all assessment tasks. This grade will be the grade that best reflects the overall performance of the student at the end of Year 9 in each course.

What are my responsibilities with Assessment Tasks?

- Attempt each task to the best of your ability
- Notify your subject teacher of any illness or family reasons for non-completion of a task by its due date. Advance notice is very helpful where possible.
- Ensure that any questions you have about the marks you are given for a particular assessment task are asked as soon as the work is returned to you.
- Complete all forms associated with the Record of School Achievement entry and ensure that the information you provide is correct and complete.

Honesty in Assessment

Malpractice is the copying, cheating, talking, and disrupting others during an Assessment Task including examinations. All Assessment Tasks must be:

- **The student's own original work.** You cannot submit a task that is not your own work or is identical to that of another student. You may work on a task with a friend / relative etc., but the final copy must be in your own words: i.e. it must be your original interpretation of the task. You cannot copy work from another source such as the internet. Failure to comply with this will lead to the award of a zero mark.
- **Completed by a student in the current assessment period.** You may not hand in a task or part of a task completed for another assignment in this or previous years. Students found to have committed this form of malpractice will be awarded a zero mark.

In situations where it is established that the student has copied from another student or misrepresented work copied from a source or committed any other type of malpractice then a **zero mark** will be given for the task.

The Head Teacher, in consultation with the class teacher, will establish that malpractice has occurred. Parents/guardians will be advised in writing. If a student can produce conclusive evidence that malpractice has not have occurred, an appeal may be lodged with the Deputy Principal in writing. An interview with the student will follow and the decision made will be final. If it is found that malpractice has occurred, the student may be provided with a substitute task to demonstrate achievement of the relevant outcomes.

Speaking in an exam, disrupting an exam, behaving inappropriately in an exam or carrying a mobile phone into an exam is malpractice and a zero will be awarded.

Student Year 9 Assessment Policy

Assessment Tasks

- 1.1 Each student is expected to complete all assessment tasks.
- 1.2 Assessment tasks must be handed in **personally** to the class teacher. Unless otherwise specified all assessment, tasks must be handed in as hard copies.
- 1.3 All work done at home must be the student's own work. The progress of home assessment tasks may be checked by the teacher where appropriate. Work submitted containing work not done by the student may receive zero marks.
- 1.4 Assessment task dates will normally be displayed on the calendar of the school's website at least two weeks before completion date.

Completion of Assessment Tasks

- 2.1 Students are expected to complete all assessment tasks on the specified date. Students cannot normally sit the task before this date.
- 2.2 Assessment tasks are due to the teacher in the timetabled period for the subject. If the subject is not timetabled on the due date, assessment tasks must be handed to the teacher by 3pm.
- 2.3 Apart from the exceptional circumstances, **holidays are not grounds for an Illness of Misadventure appeal.**
- 2.4 Broken storage devices, computer printing problems, and any other computer issues will not be accepted as valid excuses for late work. All computer work should be backed up on a consistent basis.
- 2.5 If a student is absent from an assessment task or fails to submit a task on or before the due date, a mark of ZERO will be recorded until the result of any appeals is determined
- 2.6 **If a student is absent from an assessment task, the student has the responsibility of reporting to the Head Teacher of their course on their arrival at school to arrange to complete the task. Failure to do will be considered late work. An Illness/Misadventure form must then be completed. A substitute task will normally be given.**
- 2.7 Late work will be penalised 25% per day including weekends
- 2.8 All students must deliver speeches as per the assessment notification unless an appeals form is lodged to the Head Teacher.
- 2.9 Difficulties in preparing for assessment tasks will not usually be considered as grounds for an appeal. In exceptional circumstances the Principal will consider reviewing results gained under adverse conditions.
- 2.10 If a student knows beforehand that they will be absent, they MUST inform the Head Teacher of the course beforehand to complete an Illness/Misadventure Form before the date of the task.
- 2.11 Students must attend all classes on the day an assessment task is due. Students are not permitted to turn up late because they have been working on the task. Students will be penalised 25%, unless the necessary documentation (illness/Misadventure form) is provided.

Making an Appeal

- 3.1 If a student wishes to appeal for a task not attempted or a task completed under adverse conditions (e.g. illness) an Illness/Misadventure Appeal form MUST be collected from the appropriate Head Teacher on the first day returning to school and handed in completed **within 3 days**. It is the

student's responsibility to ensure that the appeal form is completed correctly. All parts must be completed before submitting to the Head Teacher.

Non-Completion of Assessment Tasks

- 4.1 If a student receives a zero mark, parents will be notified and made aware of the potential consequences.

Attendance

- 5.1 Students attendance at school and in class is an essential prerequisite for the attainment of the ROSA. A Non-Award warning letter will be issued if attendance in class is not satisfactory.

Conduct during Assessment Tasks

- 5.1 Breaches of the conduct in assessment tasks guidelines may result in the removal of the student from the assessment room, loss of marks or the cancellation of the student's paper.

School's Review Committee

- 6.1 Student Malpractice in assessment tasks and examinations will be referred to the School's Review Committee. This may result in the student's paper being cancelled. This Committee will inform the students of the outcome.
- 6.2 Plagiarism is considered malpractice. Plagiarism is the use of the work of others without acknowledgement;
- The passing off of someone else's work as your own, is plagiarism
 - The copying of paragraphs or sentences from someone else's work is permitted, as long as it is appropriately acknowledged by footnoting or quotation marks.
 - The copying of someone else's ideas, including paraphrasing, is allowed, as long as it is acknowledged.
- 6.3 A student who wishes to appeal must do so in writing, setting out the reasons as fully as possible. This appeal must be written by the student and lodged no later than **three days** after the due date for the task. **All documentation must accompany the appeal when it is lodged.**
- 6.4 If you disagree with your grade in any course, you have the right to appeal to the school to reconsider the grade. For grades A to E in all subjects:
- students may only appeal on the grounds that the grade awarded was not consistent with the progressive reporting for that subject
 - the marks or grades awarded for individual tasks will not be subject to review as part of an appeal.

If you wish to appeal a grade, you will need to contact the principal as soon as you receive your Record of School Achievement. If an appeal cannot be resolved at school, you may then appeal to NESAs.

Satisfactory Completion of a Course

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

- a) **Followed** the course development or endorsed by NESAs; and
- b) **Applied** themselves with diligence and sustained effort to the set task and experiences provided in the course by the school
- c) **Achieved** some or all of the course outcomes

School Guidelines for the Award of the Record of School Achievement

Like all students in NSW, students enrolled at Model Farms High School must satisfy NESAs course criteria for the award of the Record of School Achievement.

Principals may determine that, as a result of absence, the course completion criteria have not been met. Clearly, absences will be regarded seriously by principals who must give students early warning of the consequences of such absences.

If at any time it appears that a student is at risk of being given a **'N' (unsatisfactory) determination** in any course the principal must **warn the student as soon as possible and advise the parent or guardian in writing** (if the student is under 18 years of age). This warning should be given in time for the problem to be corrected.

Students who have not complied with the above requirements cannot be regarded as having satisfactorily completed the course. The principal will then apply the 'N' determination.

If an 'N' award is received in English, Mathematics, Science, Australian History, Australian Geography or PDHPE the student cannot achieve the Record of School Achievement. Only a Transcript of Study will be issued.

Sample Appeals Form



Model Farms High School "Achieving Personal Excellence Through Quality Teaching"

Years 9 -10 Assessment Task/ Examination Illness or Misadventure Appeal Form

Section A of this form is to be completed and submitted to the appropriate Head on your return to school.

Section A

Student Name _____ Year _____

Course _____ Teacher Name _____

Task Title _____ Date of Task _____

Explain the reasons for this appeal. Give details of the ways in which you have been disadvantaged in this task.

Student Signature _____ Date ____ / ____ / ____

Parent/Guardian _____ Date ____ / ____ / ____

Signature

Please proceed overleaf

Classroom Teacher {To complete any relevant sections)

The task has since been submitted or completed on _____{date)

The task has been arranged to be completed or submitted on _____(date)

Teacher Comment (Optional)

Teacher Signature _____{required)

The completed Form is now to be returned to the appropriate Head Teacher.

Section B

Head Teacher's Decision/Comment

Head Teacher's Signature _____ Date ____ / ____ / ____

My Assessment Calendar – Year 9

Term 1	Date	Course	Assessment Task/Event
Week 1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
Term 2	Date	Course	Assessment Task/Event
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Term 3	Date	Course	Assessment Task/Event
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Term 4	Date	Course	Assessment Task/Event
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

What do I do If?

Issue	Process to follow:
Sick and can't do an exam	<ul style="list-style-type: none"> • Go to the doctor and obtain a medical certificate • Before school on the first school day after the medical certificate expires, report to the Head Teacher of the course for an appeal form. They will arrange a time for you to complete the task. • Get your parents/carer to sign the appeals form • Return the appeals form to the Head Teacher within 3 days.
Sick and can't get to school to hand in an assessment task	<ul style="list-style-type: none"> • Arrange to get the task to school (email, sibling or another person to drop it off at school). This is the preferred option. • If you can't get the task to school <ul style="list-style-type: none"> ○ Before school on the first school day of return, report to the Head Teacher of the course for an appeal form. Submit the task – fill in the appeals form ○ Get your parent/carer to sign the appeals form ○ Return the appeals form to the Head Teacher within 3 days
Late for an exam – missed bus, traffic etc.	<ul style="list-style-type: none"> • On arrival at school, report to the Head Teacher of the course for an appeal form and further instructions
Late on the day of an exam – appointment (you should have prior knowledge if you have an appointment)	<ul style="list-style-type: none"> • As soon as you are aware of the situation see the Head Teacher of the course and let them know you will be late to school and why. The Head Teacher will give you an alternative time for the exam. • Complete the appeals form that the Head Teacher gives you before the day of the exam • Get your parents/carer to sign the appeals form • Return the appeals form to the Head Teacher within 3 days
Won't be at school on the day of an exam <ul style="list-style-type: none"> • School sporting commitment • Outside school commitment • Pathways student and clash with another subject commitment 	<ul style="list-style-type: none"> • As soon as you are aware of the situation see the Head Teacher of the course and let them know you will be late to school and why. The Head Teacher will give you an alternative time for the exam. • Complete the appeals form that the Head Teacher gives you before the day of the exam • Get your parents/carer to sign the appeals form • Return the appeals form to the Head Teacher within 3 days

<p>Going on a family holiday – normally not a valid reason for missing an assessment task</p>	<ul style="list-style-type: none"> • See the Head Teacher of the course and let them know you will be absent and why • Your Head Teacher give you an appeal form • Arrange a time to complete the exam – fill in the appeals form • Get your parents/carer to sign the appeals form • Return the appeals form to the Head Teacher within 3 days
<p>Technological issues with assignment</p> <ul style="list-style-type: none"> • Can't print • Assignment deleted <p>Technological issues are NOT a valid reason for NOT submitting a task</p>	<ul style="list-style-type: none"> • See the Head Techer of the course and inform them of the issue, they will give you further instructions of what to do. This must be done as soon as the issue arises – not days later. • To prevent most issues from occurring always have a back copy of your assignment on a USB or emailed to yourself. This must be done regularly, that is every time you finish working on the assignment.
<p>Speech – issues with presenting a speech</p>	<ul style="list-style-type: none"> • See the Head Teacher of the course as soon as the situation arises • Obtain appropriate documentation, appeals will not be considered without documentation • Complete the appeals form that the Head Teacher gives you • Get your parents/carer to sign the appeals form • Return the appeals form to the Head Teacher within 3 days

Further Advice

Information on the schools HSC Assessment policy may be sought from the Deputy Principal, a KLA/Faculty Head Teacher, Year 12 student Advisor, the Careers Advisor or your class teacher.

Outside the school you can contact the Office NESA:

Phone: (02) 9367 8111 Fax: (02) 9367 8484

Or NESA Liaison Officer Metropolitan North West

Phone: (02) 9367 8387 Fax: (02) 9367 8080

Or NESA website at:

<https://educationstandards.nsw.edu.au/wps/portal/nesa/home>