



Assessments - Year 7 - 12 Common Guidelines

How Will You Know When Tasks Are On?

The number of Assessment Tasks in each subject, their value and approximate dates of these tasks are outlined for each student in their Assessment Handbook for years 7 to 12 and Assessment Plans for years 7 to 12. An assessment schedule with dates for each assessment task to be completed in 2017 will be issued to students in Term 1, 2017.

In general, only two tasks will be scheduled per day. The exception to this may occur with oral/aural tasks that are assessed over a period of time.

If a change in the nature or date of an Assessment Task is necessary for some reason, students will be given two weeks notice in writing and your teacher will require each student to sign that they are aware of the documented change.

What Information Will You Receive About an Assessment Task?

For every Assessment Task, students will receive information about:

- the value of the task stated as a percentage of the overall assessment
- date and time of the task
- the nature of the task
- the outcomes being assessed
- marking criteria

What Do You Do About Submitting Work?

Many of your Assessment Tasks will be completed during class time or during examination periods. These will be collected at that time.

Any task that you have to complete in your own time **MUST** be submitted at the lesson time on the due date or according to the instructions set out by your teacher(s) on the Assessment Notification. Students who are absent on the due date for an Assessment Task must arrange for it to be brought into school, with a Doctor's certificate to cover the day's absence by 3.30pm.

As Oral/Aural Assessment Tasks are held over a period of time, you must be ready to present your task at the beginning of the Assessment Task time as it would be unfair for some girls to have extra time to prepare. All transcripts and presentation material must be submitted on the day the task is due. This is to ensure students do not continue to work on their speeches or presentations, thus attaining an advantage over students who deliver their speech or presentation earlier in the assessment period.

What Happens if You Miss a Task or Have Submitted a Task Late?

If for any reason you miss an Assessment Task or are late with the submission of a task, a zero mark will be recorded against your name.

There are two courses of action open to you:

(a) you can accept the zero mark because there is no genuine reason for you to appeal.



(b) if you feel that there is a genuine reason to explain why you should not be awarded a zero mark, you may appeal. An appeal letter needs to be obtained from the Year 7, Year 8, Year 9, Year 10, Year 11 or Year 12 page on the College Intranet, completed and submitted to the leader of learning Curriculum on the first day of returning to school.

In the case of an appeal because of illness, your Appeal Form must be accompanied by a Medical Certificate. A parent/guardian must ring the school and notify of absence and that a task is being missed.

The Academic Review Committee will review your appeal and you will be notified of the result in writing or during an Academic Review Committee meeting.

- If your appeal is unsuccessful your mark of zero will remain.
- If your appeal is upheld, you may have to do a substitute task or marks will be awarded.
- If any student takes unfair advantage by deliberately missing classes before a task or arriving late without explanation on the day of a task, this will be a matter for appeal and will be dealt with by the Academic Review Committee.

Students absent on the day before a task because of illness must obtain a Medical Certificate and present it to the Leader of Learning.

When Will a Zero Mark Be Awarded?

Zero mark will be awarded:

for any instance of academic malpractice.

- where an Assessment Task is submitted late and for an unsatisfactory reason.
- where a student is truant the day before or on the day of an assessment task.
- where a student is found to be cheating or helps another person to cheat.
- where a student chooses not to complete or attempt a task.
- where a student submits a task late and does not follow the procedures listed above.

If you are awarded a zero in any task, your parents will be informed. You must complete tasks worth more than 50 percent of the available marks; otherwise, you will not receive a result in either the assessment or examination of that course. Allowance cannot be made for factors such as extended illness, long term domestic problems or holiday trips which affect preparation or performance of a task.

The Use of Computers/Technology in Assessment Tasks

There are some Assessment Tasks where students are required to submit work electronically. Nevertheless, many students choose to use computers to process documents. As with all assessment tasks, students are advised to begin their preparation early so that they will have time to consult with teachers and to overcome any equipment problems.



Students using computers to complete assessment tasks must:
back up their document onto a USB or disk and to Cloudshare on every occasion that they work on the material; and print a hard copy of their latest draft on every occasion where they add or amend material.

As a precaution, it is also recommended that the latest assessment draft is emailed to the student's OLSH College email inbox.

Failure to follow the above procedures may result in a mark of zero for the task.

In the event of a computer malfunction at the time the assessment task is due students must produce:

1. the backup copy USB/disk: and
2. the hard copy of the last draft of the task.

The items are to be produced irrespective of the computer platform the students use at home. Failure to produce both these items on the day the task is due will result in a penalty and may result in a mark of zero. In addition students must produce as soon as it is available proof of the equipment failure, e.g. quote for repairs and repair invoice specifying the problem.

Please note, problems such as running out of disk space, toner, printer cartridges or computer paper are not accepted as equipment failures—they are normal maintenance procedures. Students experiencing difficulties with their computer equipment while working on assessment task are advised to consult their teacher as soon as the problem is noticed.

Can You Appeal Against Your Final Ranking?

If at the end of the assessment period your final rank in the Order of Merit in any subject does not match with what you expected, you may ask that your rank be checked.

This will involve only a check of the assessment program for that subject and the calculation procedures used to arrive at the final rank. It does not involve any review of the marks for individual tasks.

Application for this may be made through the Leader of Learning.

A final appeal may be made to the Board of Studies Teaching and Educational Standards NSW. Again, that appeal will only deal with the mathematical procedures, not marks for individual tasks. Application for this may be made through the Principal.

If you have a concern about an individual task you should raise it with the class teacher at the time the task is returned to you (or before). If the matter is not resolved you should address your concern, in writing, to the Academic Review Committee.



What Are Your Responsibilities Regarding Assessment?

Become familiar with the Assessment Handbook and any other documentation issued by the College or the Board of Studies Teaching and Educational Standards NSW.

Present original work or work which acknowledges reference materials.

Present class work, homework and assessment tasks by the due date.

Submit all work in an appropriate form and according to acceptable standards and guidelines.

Do not interfere with the progress of any other student.

In the event of absence, check on any missed work or any tasks set.

If you have a query about a mark awarded for a task, discuss this with your teacher at the time the task is given back to you.

Download and fill in an Appeal Form if you wish to appeal because of failure to complete an assessment task on time.

Plagiarism

What is it?

It is the use of another person's words or ideas without stating where they come from.

What is wrong with it?

- it is dishonest
- it is unfair to you and others
- it is illegal (under the Copyright Act 1968)

Deliberate Plagiarism

Includes:

- buying or stealing an essay or extended response.
- getting someone to write your report or assignment.
- copying from any source without citing it.
- using someone's ideas without acknowledging that person.
- using "notes" that are in fact "quotes".

How to Avoid Plagiarism

Always cite any sources of information such as:

- books • magazines • newspapers • advertisements
- internet articles • TV programs/movies
- movies • quotations • personal interviews

When Accessing Reference Material:

summarise or paraphrase in your own words and sentence patterns.

just changing one or two words does not make a paraphrase.



How Can I do This?

You should reference within the text of your assignment:

Examples:

“In a major sociological study, Jones (1994) found that there were 3 main causes of depression....”

“Smith (1997) argues that unrestricted development in Sydney is contributing to urban sprawl. He goes on to suggest 3 main policies that are essential to tackle the problem...”

“In an internet article found in (list web address) James Smith identifies 4 main causes of criminal behaviour. They can be summarised as follows:...”

Note that in each of the above examples the author of the ideas has been correctly acknowledged.

School Policy on Plagiarism

Any student found deliberately plagiarising may be given a zero mark and will have to appear before the Academic Review Committee.

Leave of Absence

How do you apply for an extension?

Extensions of time for completion of tasks will only be granted in exceptional circumstances and must be applied for well in advance of the due date. In such cases the student must approach the Leader of Learning Curriculum, complete an illness/misadventure form and provide appropriate documentation prior to the due date. Absence on the day of the assessment notification or going on approved leave is not grounds for an extension appeal.

What happens if you miss a task because of Leave of Absence?

A student requiring extended leave or leave for exceptional circumstances must complete an Application for Extended Leave form at least four weeks before the leave commencement date. This is available at Student Services.

While leave from school may be approved, leave for assessments scheduled during the leave period will only be granted in exceptional circumstances and at the discretion of the Principal.

A student whose leave has been approved for assessment purposes must submit hand-in tasks by the due date, either before going on leave or by electronic submission. In-class tasks will be rescheduled immediately upon the student's return to school.

A student whose leave has been approved but not for assessment purposes may submit hand in tasks by the due date, either prior to going on leave or by electronic submission without penalty.



However, for any in-class assessment task or exam missed during the leave period she will receive a zero mark. In such cases, the student will complete the task(s), on her return to school.

NOTE: A family holiday, an overseas trip and the like, are not considered valid reasons to miss an assessment task. Students and their families are encouraged not to consider any length of absence from school, as this may result in failure to satisfactorily complete a course. In this instance, the student will receive a zero result for missed assessment tasks.

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