



CHELTENHAM GIRLS' HIGH SCHOOL

Year 12 2025

Assessment policy

Issued to Year 12 Students October 29th 2024

(This information is also available on the school's website and Assessment Hub)

Cheltenham Girls High School

General Information

This booklet aims to give students and parent's information about the assessment procedures for the Higher School Certificate.

NSW Education Standards Authority (NESA) Requirements

The Education Act 1990 (NSW) governs the award of the HSC. NESA, under this Act, grants certificates to students who comply with the Act and the requirements.

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

1. have gained the Record of School Achievement or such other qualifications as the 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 completed [HSC: All My Own Work](#) (or its equivalent)
4. have demonstrated a minimum standard of literacy and numeracy
5. have satisfactorily completed courses that comprise the pattern of study required by NESA for the award of the Higher School Certificate; and
6. sit for and make a serious attempt at the requisite Higher School Certificate examinations.

Pattern of Study

To qualify for the Higher School Certificate students must satisfactorily complete a Year 11 pattern of study comprising at least 12 units and a Year 12 pattern of study comprising at least 10 units. Both patterns must include:

- at least six units from Board Developed Courses;
 - at least two units of a Board Developed Course in English;
 - at least three courses of two units value or greater (either Board Developed or Board Endorsed Courses); and
 - at least four subjects.
- to satisfy pattern of study requirements for the Higher School Certificate, a student may count up to six units of Science in Year 11 and [seven units of Science in Year 12](#).

Completion of HSC: All My Own Work Program

All students are required to have satisfactorily completed *HSC: All My Own Work* or its equivalent before any Preliminary or HSC course entries can be submitted. Students entered only for Stage 6 Life Skills courses are exempt from this requirement.

Higher School Certificate Assessment Policy

School-based assessment counts for 50% of your overall mark in each HSC course and is reported on your Higher School Certificate Record of Achievement. (VET and Life Skills Courses have different requirements.)

HSC assessments begin in Term 4 and conclude in Term 3 of the following year.

Your teacher will inform you of the types of assessment tasks, the importance of the tasks in comparison with others, the mark value of each task, when the tasks will be given and their due date.

Completion of all assessment tasks is mandatory. These tasks form part of the assessment program of each course which is published at the beginning of the course. These may include tests, written or oral assignments, practical activities, fieldwork and projects. They are required to be completed on or by the scheduled dates and times which are announced at least two weeks in advance.

Attendance at all timetabled classes on the day BEFORE and on the day of an assessment task day (including Period 0, lunchtimes, and Period 6) is compulsory. **For the Trial HSC examinations ONLY** it is a requirement to attend all timetabled classes **for 2 days** prior to the start of the examination period.

If zero marks are awarded for 50% or more of the available marks prescribed for the course, the Principal will certify that the course has not been satisfactorily completed. This will mean that you are unsatisfactory in this HSC course and the course will not appear on your Higher School Certificate. It may also mean you have insufficient HSC units to be eligible for the Higher School Certificate and/or an ATAR.

You are strongly advised to keep all assessment tasks until the course is completed as you will be required to verify and sign off on your assessment task marks.

The School's Responsibilities

Cheltenham Girls' High School has developed an assessment program for each course running. The school's responsibilities include providing information to students in relation to the following:

1) Number of tasks -

Refer to individual course syllabus on the NESA website under assessment and reporting. School changes to any weightings will be published on the assessment hub.

A formal assessment task:

- a. has one due date, and
- b. assesses student achievement at a single point in time, and
- c. may contain more than one part.

A formal assessment task with more than one part:

- a. must have the same due date, and
- b. will contribute to the maximum weighting for that task.

2) Weightings -

Refer to individual course syllabus on the NESA website under assessment and reporting. All weightings for CGHS Year 12 assessments are available on the assessment hub.

A task that has parts, with multiple due dates spanning weeks or months, is not a single formal assessment task. Such tasks are separate individual formal assessment tasks, each with their own weighting. Each task is to be represented separately in an assessment schedule and each will contribute to the maximum number of tasks allowed for the course.

3) Scheduling tasks -

Scheduling the assessment tasks for the HSC courses, being mindful of the demands these tasks will place on students and teachers.

4) Written advice to students -

The school must provide students with sufficient written notice, typically 14 calendar days, of an upcoming assessment task. The task notification must include the:

- a. components and weightings, as per the assessment schedule, and
- b. syllabus outcomes assessed, and
- c. type of the assessment task, and
- d. scheduled date and time for attempting or submitting the task, and
- e. marking criteria (where appropriate).

For a formal assessment task with more than one part, the task notification must detail the requirements for each part, including that all parts are to be submitted and/or completed together.

The advice given to students must also include:

- Details of administrative arrangements associated with each task (e.g. how the school will deal with absence, late submission of tasks, illness/misadventure immediately before or during the task, etc.)
- Details of the school's policy on malpractice in assessment tasks
- Details of the procedures to be implemented if tasks produce invalid or unreliable results. Note that the results of assessment tasks that have been completed by the students generally cannot be discarded
- Details of the procedures for dealing with student appeals arising from assessment tasks.

5) Appropriate procedures: marking, recording, reporting -

Marking of assessment tasks will be completed in accordance with the prescribed marking criteria. Students will be provided with their raw mark for each assessment task. Each student should receive clear feedback on their performance in every task. This feedback should indicate the student's attainment in the task relative to the outcomes and the student's relative position within the school group (rank order sheet published).

6) At the end of the course, schools must provide students with their final course rank.

7) The school will endeavour to provide feedback to assist student improvement within 2 weeks of a task.

8) Maintaining records –

- a) The school must retain records of marks awarded for each assessment task as part of the assessment program of an HSC course for 24 months. NESAs may request these marks for rank appeals.
- b) Student samples may be retained as evidence of assessments such as test papers, assignments, projects, practical exercises. NESAs may request [work samples](#) for grade monitoring purposes.

The teacher must assess the student's actual performance, not potential performance.

Assessment marks **must not** be modified to take into account possible effects of illness or domestic situations. Attendance and application are not to be taken into account in either the final assessment mark or in any individual assessment task.

- Students are expected to attempt all assessment tasks.
- If a student has an upheld illness/misadventure application, the school must provide the student with an opportunity to attempt the assessment task by either:
 - providing an extension of time to complete the original assessment task, or
 - providing the student with a substitute assessment task.
- The school must ensure the substitute assessment task is in accordance with the illness/misadventure provisions in the school's policies and procedures for school-based assessment.
- In exceptional circumstances where a student cannot complete the assessment task, the school may provide an estimate based on completed comparable assessment tasks which contain comparable outcomes, approved by the principal and in line with the school's policies and procedures for school-based assessment.
- If a student does not complete a task by the due date or attend a scheduled assessment task, and has their illness/misadventure application declined, the school must record a zero mark for the assessment task.

A Student's Responsibilities

To receive a result in any course, you must satisfactorily complete that course. Students are expected to complete all assessment tasks.

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

- a. followed the course developed or endorsed by NESAs; and
- b. applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
- c. achieved some or all of the course outcomes.

The Principal will give you written warnings in sufficient time to allow you to correct any problems regarding your achievement, application or completion of courses. If the Principal decides that you have not satisfactorily completed a course, you will receive no results in that course. You have the right to appeal to NESAs against the Principal's decision. If you choose to do so, the Principal will explain the appeal mechanism to you.

Attendance

On the day of the task, attendance at ALL timetabled classes BEFORE the assessment task is compulsory. The task can be a submitted task or completed in class. Partial absence without appropriate documentation on the day a task is due, prior to its submission, will incur the same penalty as non-submission on the due date, a **ZERO** mark. Partial absence includes fractional truancy. Similarly, if a student is absent all day but makes alternative arrangements to submit a task at the required time, appropriate documentation will be required to substantiate the absence or a **ZERO** mark will apply.

Students are also not permitted to be absent from school for any timetabled lesson **on the day BEFORE an assessment task** is due or to be sat. If this occurs for reasons beyond the control of the student a medical certificate or other documentation acceptable to the Principal must be provided. Students will receive a **ZERO** mark if insufficient evidence is submitted with the appropriate documentation.

If a student is on an approved variation to routine the day before the task or lessons on the day of a task this is deemed attendance at the timetable lessons. Examples of approved variation to routine including but are not limited to attending a sport event on behalf of the school or school organised excursions.

Prolonged Medical Absence

If possible, students who are absent with leave for prolonged medical conditions, during the conduct of a scheduled assessment task should complete the task or substitute task under supervised conditions, approved by the school, while they are absent. The student should contact the Deputy Principal prior to the due date of the task in this circumstance. If not, students may complete a comparable task on their return to school, or in **exceptional** circumstances, are given an estimate. In general, administering the original or a substitute task is preferable to providing an estimate mark.

Absent or late the day BEFORE an Assessment Task due to illness or misadventure?

Where you feel there is a valid reason, such as serious illness or a misadventure, you **MUST**:

- (a) Collect supporting documentation, such as a medical certificate or photos of a delayed train (notification).
- (b) Report to your Deputy Principal **immediately** upon your return to school, with supporting documentation, such as a medical certificate, to discuss your case. Refer to page 7 & 8 for further guidelines.

Absent on the day OF an Assessment Task due to illness or misadventure?

Where you feel there is a valid reason, such as serious illness, for missing the task or being unable to hand it in on the due date and time, you **MUST**:

- (a) Inform the school on the day of the task – phone or email the school and leave a message for the Deputy Principal in charge of your Year **AND** the Head Teacher of the relevant faculty.
- (b) Report to your Deputy Principal **immediately** upon your return to school, with supporting documentation such as a medical certificate, to discuss your case. Refer to page 7 & 8 for further guidelines.
- (c) Be prepared to complete the assessment task or a substitute assessment task at the earliest time available ie your next timetabled lesson.

OR

If the task is a hand-in assessment task you **MUST** hand it in **immediately** upon your return to school. If the task is to be submitted electronically by 8:30am on the due date, it should be submitted by the due date.

If you do NOT follow the above procedure you will be awarded **ZERO** for the task.

Tasks submitted **late**, without approved extension of time via the school illness/misadventure or school business application authorised from the relevant Deputy Principal, will incur a mark of **ZERO**; that is 100% of total marks deducted.

If you are unwell and you visit a doctor on the day before the task please ensure the medical certificate covers multiple days including the day before the assessment and the day of the assessment, then you do not have to visit the doctor on the day of the task as it is already covered by medical certificate. **However, please note that medical certificate cannot be back-dated i.e. visiting a doctor on the day of an assessment will not cover the previous day (day before an assessment).**

Failure of computer equipment is **NOT** an acceptable excuse. Students should develop a pattern of regularly backing up work on an internet-based or transportable storage device which can be brought to school in the event of any computer failure, e.g. printer out of ink

Assessment Schedules

Students are expected to carefully read assessment schedules for all courses which are published in this handbook and updated through the assessment hub. Students are expected to carefully check the assessment calendar for dates of assessment tasks.

Notifications

Students are expected to carefully read the notification of tasks that they will receive approximately 14 days prior to the date of assessment tasks. Notifications may take any one or a combination of the following forms:

- A note distributed in class
- An email to the student's DoE email account
- A notice on a school organised online site such as a google classroom or a Microsoft TEAMS

Students are required to sign for and check the following details on all notifications for assessment tasks:

- a) components and weightings, as per the assessment schedule, and
- b) syllabus outcomes assessed, and
- c) type of the assessment task, and
- d) scheduled date and time for attempting or submitting the task, and
- e) marking criteria (where appropriate).

PLEASE NOTE:

In the case where a student receives a penalty for failure to meet the Assessment Policy Attendance requirements or other reasons stated in the policy, the Head Teacher will be required to explain to the student why the penalty has been applied.

The student will be required to sign an acknowledgement that they have had the policy and reasons for the penalty applied explained to them. There is an example of a version of this acknowledgement on the next page.

Date:



Cheltenham Girls High School

Name of faculty

EXAMPLE OF NOTICE OF BREACH OF ASSESSMENT POLICY

STUDENT ATTENDANCE

*“Attendance at ALL timetabled classes is compulsory on the day of an assessment task. The task can be a submitted task or completed in class. Partial absence without appropriate documentation on the day a task is due prior to its submission will incur the same penalty as non-submission on the due date, a **ZERO** mark. Partial absence includes fractional truancy. Similarly, if a student is absent all day but makes alternative arrangements to submit a task at the required time, appropriate documentation will be required to substantiate the absence or a **ZERO** mark will apply.”*

I understand I have breached the attendance guidelines set out in the Cheltenham Girls’ High School Yr12 2025 Assessment Policy and Schedules booklet, which was issued to all students on 29th October, 2024.

As a result, I understand I will receive a ZERO mark penalty for:

- **ASSESSMENT TASK # 1** – Name of TASK

Mr Fake

Student Name

HT :

Class (teacher):

Illness/Misadventure Procedures

Illness/misadventure provisions exist to support students where their assessment task performance is affected by circumstances beyond their control. Students should never expose themselves to harm in order to attend an assessment or HSC examination.

As per NESAs definition of illness/misadventure is as follows:

Illness or injury is suffered directly by the student **immediately before or during the exam** which they believe diminished their performance in the exam/s (e.g. influenza, migraine).

Misadventure is any event **beyond the student’s control** which the student believes diminished their performance in the exam/s (e.g. involvement in a traffic accident, natural disaster, death of a close friend or family member).

It is important that you attend the examinations where possible, even in the case of illness/misadventure. NESAs will not uphold an illness/misadventure application if the reason for your absence is not considered to be sufficiently serious. You should consult your principal before deciding not to attend an examination. Advice from a relevant independent expert, such as a doctor or a police officer, must also be provided with your application, indicating why you were unable to attend the examination.

Unforeseen illness or misadventure may prevent you from submitting an assessment task by the due date, or from attending an assessment task on the scheduled date. If this occurs it is your responsibility to contact the Head Teacher of the course concerned and arrange for a misadventure form to be submitted to a Deputy Principal, within **five** school days of your return to school. If this occurs during an examination block the 5 days include days when you may not have an exam scheduled. This is due to the need to reschedule examinations during the exam block where possible.

School days are days where it is mandatory for your daughter to attend school or attend at an alternate site. This includes carnivals, excursions and well-being days. School days do not include teacher strikes or staff development days.

Misadventure forms are available electronically on the school's website and also from the Head Teachers' Secondary Studies office (B1). Misadventure forms are to be **submitted in person** to the Deputy Principal and **cannot** be lodged electronically.

You should be prepared to submit or complete your assessment task on your first day of return to school. If an Illness or Misadventure Application is not delivered to a Deputy Principal within **five** school days of your return to school, a **ZERO** mark will be awarded.

The outcome of your Illness or Misadventure Application will be decided by the Deputy Principal in consultation with the Head Teacher after considering your documented evidence, which may include an **independent** doctor's certificate (i.e. the doctor **cannot** be related to the student in any way or a work colleague of your parents). **The doctor's certificate cannot be post-dated (i.e. dated after the day of the task) but must include the date/s of the scheduled task.** Medical certificates that are back dated will **NOT** be accepted and a zero mark will be awarded.

Evidence of Your Illness or Misadventure

It is very important to provide independent evidence with your application. You should seek independent evidence on the same day, either immediately before or after each examination for which you are applying. The documentation you provide must be current, specific to the date and time of the examination, and submitted with the application form. The medical certificate should state the medical condition and/or make explicit how the medical condition affected the student's performance or prevented the student from attempting or completing the specific task.

A medical certificate that merely states you were unfit for work/study is unacceptable.

An example of what a medical certificate could say is "_____ is unable to complete her assessment task due to a migraine".

Only original medical certificates on letterhead paper will be accepted. No photocopies or scans. The original medical certificate must be signed by the Deputy Principal, a copy provided to the student and the original placed in the student's file. The doctor must be registered with the Australian Health Practitioner Registration Agency (AHPRA).

This can be checked via www.ahpra.gov.au

The possible outcomes of an Illness or Misadventure Application include:

- Task to be accepted without loss of marks.
- Original task to be completed at or by a negotiated time.
- Substitute assessment task to be completed at or by a negotiated time.
- A task must be completed, and the mark reviewed against all other tasks on completion of the course.
- A zero mark to be awarded.

Please refer to the back of the Illness or Misadventure Application form for the Guidelines for Assessing Illness or Misadventure appeals.

A substitute task may involve one or more of the following:

- modification of time and/or
- modification of the questions.

Illness/Misadventure does not apply in the following circumstances when an issue occurs long term. This is where your educational performance has been severely affected for at least 6 months in Yr 11 and/or 12 due to circumstance beyond your control and choosing:

- Disrupted schooling
- Financial hardship
- Home environment and responsibilities (severe family disruption, excessive family responsibilities, abuse of applicant, parent or siblings)
- English language difficulties
- Personal Illness/disability
- Refugee Status
- School Environment

The above conditions are covered by the Educational Access Scheme (EAS) which is available via the UAC website in August of the HSC year.

For students with chronic illness please refer to the section on Special Arrangements for Students with Disabilities.

Student Privacy: Student information is protected in accordance with DET policy. Medical certificates provided by the student are made available for the Deputy Principal and Principal for the process of a misadventure appeal. Following that they are stored securely, and access is only permitted for the Year Adviser and Senior Executive.

Absence Due to School Business or Approved Leave

On some exceptional occasions, your inability to meet assessment dates can be foreseen prior to the deadline. Examples include emerging clashes with major sporting events, student leadership events or approved leave. If this occurs, it is your responsibility to immediately contact the Head Teacher of the course concerned **before** the date of the task and/or as soon as possible. In doing so you are required to submit a School Approved Leave Application requesting the opportunity to negotiate alternative arrangements to complete the task.

This form **MUST** be fully completed before the student goes on leave. If not a ZERO mark will apply.

If an assessment task is not submitted or completed because of foreseen circumstances, and no attempt was made **prior to the date** of the task to negotiate alternative arrangements with the Head Teacher through the submission of an application, a **ZERO** mark will apply.

The outcome of your School Approved Leave Application will be decided by the Head Teacher in consultation with the Deputy Principal after considering the information provided.

The possible outcomes of your application include:

- Original task to be completed at or by a negotiated time.
- Substitute task to be completed at or by a negotiated time.

Note: Where the student submits the task or the application after the due date, a ZERO mark will be awarded.

Paperwork **MUST** be submitted in person to the Deputy Principal. Paperwork cannot be submitted to the front Office or any other person.

Absent the day BEFORE an Assessment Task due at a school event, such as a school organised excursion or school approved leave?

There is no need to complete a "school business or approved leave" form as you are attending school at an alternate venue.

Absent the day OF an Assessment Task due to approved school leave or school event such as a school organised excursion?

You need to complete a "school business or approved leave" form. This is required to establish a new date for your assessment.

Absence Due to Unapproved Leave

The assessment schedule is provided to all students at the beginning of term 1. Students know what tasks they have and when they will be expected to complete them. If students choose to take holidays during school term when a task is scheduled and the **leave is not approved, students can expect to receive a zero (0) for the missed task.**

Finalisation of Student Marks

The assessment marks submitted by a school for each course are intended to indicate students' achievements at the end of the HSC course.

The assessment marks are based on:

- A wider range of outcomes than can be measured by the external examination
- Multiple measures and observations were made throughout the HSC course rather than a single assessment event.

The assessment marks submitted to NESAs by the school reflect **the knowledge and skills objectives of the course and the related outcomes.** The marks are calculated on the basis of the mandatory assessment components and weightings for each course. The assessment marks provide the rank order of students and the relative difference between students based on their performance in the assessment tasks.

At the end of the HSC course each student will be provided with the raw marks of each assessment task completed, that contributes towards the school's final mark to be submitted to NESAs. These raw marks must be verified by the student and signed off for. This sign off sheet will be kept by the school as proof of the final mark to be submitted. It is essential that students **keep all their HSC assessment tasks** for the whole HSC course as **evidence** of their achievements.

If a student believes the raw mark(s) provided are in error, the student will need to support this by providing the original assessment task(s) and the marking sheet.

Satisfactory Completion of an HSC Course

Students studying a HSC course must make a genuine attempt to complete the course requirements. It is a matter for the teacher's professional judgement to determine whether a student has made a genuine attempt to complete the requirements.

For courses where internal assessment marks are submitted, students must make a genuine attempt at assessment tasks that contribute more than 50 percent of the available marks. It is emphasised that completion of assessment tasks worth exactly 50 percent is NOT sufficient; tasks worth of excess of 50 percent must be attempted. Students must fulfil the course completion requirements.

A course will not be listed on the Record of School Achievement unless both of these conditions are met. When students are studying an HSC course that includes a requisite examination, students must sit for and make a genuine attempt at the examination.

Non-Serious Attempts and Non-Attempts

Students should enter an assessment task or HSC examination knowing they **MUST** make a genuine effort at the task or exam. NESAs Rules and Procedures describe the Board's requirements that students make a serious attempt to answer the examination questions – failure to do so is called a non-serious attempt or a non-attempt.

A student's task or exam is considered a **non-attempt** if there is no evidence of academic engagement with the task or exam. Students are required to attempt a range of question types throughout the examination paper and must satisfactorily attempt all sections. It is not sufficient to answer multiple choice questions only. Merely rewriting the question is not considered to be an adequate attempt at the paper.

A **non-serious attempt** includes where the students write frivolous or objectionable material in response to the questions.

If a student is identified as providing non-serious or non-attempts, she will be asked to justify why she should receive a result in the task or course concerned. The consequences may be significant and may include not receiving an award in that course. This may render a student ineligible for the award of the HSC.

An Appeal on a School Based Assessment Task

A student has the right to appeal against her own assessed mark. She also has the responsibility to provide evidence to support her appeal. The procedure for dealing with an appeal is outlined below.

Once an assessment task has been taken by the student out of the classroom, after feedback has been received, no variation in marks is possible. **If a student has a question about the marking or if the student does not agree with the judgement of the marking of a task, then the task must remain with the class teacher.**

- **Step 1.**

Consult your teacher and if necessary, the relevant Head Teacher if you wish to question your result for an individual task or results recorded in your school report. Do this as soon as possible, on or after the day you receive the results. You have a maximum of **five** school days to register your query with the Head Teacher in writing. The appeal must outline any points or concerns. It is the school's responsibility to respond to this appeal within a 2-week timeframe.

- **Step 2.**

If you believe that your grounds for the appeal were not appropriately addressed by the Head Teacher, you may lodge a written submission with the relevant Deputy Principal, who is chairperson of the Assessment Review Panel. You must lodge this appeal within five school days of the decision of the Head Teacher.

The written submission must include:

- The grounds for the appeal need to be presented
- The work in dispute
- Any other relevant information

The relevant Head Teacher will need to provide original determination and evidence.

The Assessment Review Panel will consider all the information provided to make a determination. You will be informed of the outcome of your appeal within 2 weeks of submission.

The Assessment Review Panel normally consists of the relevant Deputy Principal as chairperson, the Head Teacher of Secondary Studies (students), Head Teacher T & L (students), unless they are the classroom teacher, in which the issue has arisen and your Year Adviser.

- **Step 3.**

If you believe that your grounds for the appeal were not appropriately addressed by the Assessment Review Panel, you may lodge a written submission with the Principal. This must be submitted within 5 school days after the Deputy Principal has provided the student with the determination of the assessment review panel.

An appeal for end of course final assessment rank

Students need to be aware that they may apply for a school review, and make any subsequent appeal to NESAs, only on the basis of the assessment program and the procedures used in arriving at the **end of course final assessment rank**.

The appeal process does not cover:

- misreading the examination timetable
- misreading of examination instructions
- long-term illness such as Glandular Fever, Asthma and Epilepsy, unless there is evidence of a sudden recurrence during the examination period
- technology and/or computer equipment failure
- failing to use the appeal process correctly, such as but not limited to not submitting appeal documentation within the given 5 school days.

Malpractice Policy

Candidates for the HSC, as well as their teachers and others who guide them, must comply with NESA's requirements for upholding the integrity of HSC school-based assessment and exams. The honesty of students in completing assessment tasks, exams, and tests underpins the integrity of the HSC. Dishonest behaviour carried out for the purpose of gaining unfair advantage in the assessment process undermines the standard of scholarship represented by the award of the HSC and constitutes malpractice.

Malpractice in any form including plagiarism, collusion, misrepresentation, and breach of assessment conditions is unacceptable. The unapproved use of AI in the completion of assessment tasks is a breach of academic integrity. All work presented in assessment tasks and external examinations (including submitted works and practical examinations) must be a student's own or must be acknowledged appropriately.

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

- copying someone else's work in part or in whole, and presenting it as your own
- using material directly from print or digital mediums without reference to the source
- building on the ideas of another person without reference to the source
- plagiarism such as buying, stealing or borrowing another person's work and presenting it as your own
- submitting work that another person, such as a parent, tutor or subject expert, has contributed to substantially
- using words, ideas, designs or the work of others in practical and performance tasks without appropriate acknowledgement
- paying someone to write or prepare material
- breaching school examination rules
- cheating in an in-class assessment/examination, including having access to mobile devices
- using non-approved aids during an assessment task
- providing false explanations to explain work not handed in by the due date
- assisting another student to engage in malpractice.

NESA treats allegations of malpractice very seriously and detected malpractice will jeopardise a student's award and achievement of the RoSA or the HSC.

Schools must act on any form of malpractice that is brought to their attention. Where a student is found to have engaged in malpractice in an HSC school-based assessment task, schools must record the offence in the Malpractice Register in Schools Online.

Students are responsible for knowing and complying with NESA's ACE Rules and policies regarding malpractice, including:

- a. All My Own Work (or its equivalent), and
- b. HSC Rules and Procedures Guide, and
- c. HSC minimum standard: Malpractice and breaches of test rules, and
- d. HSC practical exams.

Students will have already completed All My Own Work which was designed by DoE to make students aware of their assessment obligations.

Students should be particularly aware of Section 10 of the ACE rules which includes information about:

- Integrity of HSC school-based assessment and exams
- All My Own Work - All My Own Work enables students to understand their HSC assessment obligations.
- Completing and Certifying All My Own Work.

<https://curriculum.nsw.edu.au/ace-rules/ace10/amow>

The school has an Assessment Review Panel specifically for matters of Malpractice.

The Assessment Review Panel will include;

- Relevant Deputy Principal (Chairperson)
- Head Teacher Wellbeing/Year Advisor
- Head Teacher Secondary Studies Curriculum – not from the faculty
- Head Teacher Teaching and Learning - Students - not from the faculty

Procedures

Steps involved in investigating alleged malpractice case:

1. Classroom teacher or Head Invigilator will provide evidence of malpractice to the relevant Head Teacher.
2. The Head Teacher will then meet with the student to inform them of the suspicion of Malpractice and will provide the student with the details of the alleged malpractice. The student will be provided with a highlighted copy of their task showing where the alleged malpractice is evident (if applicable). During this meeting the student's Year Advisor will be present as their support person. The parent/guardian will be notified of the alleged malpractice by the Head Teacher in charge of the subject.
3. When malpractice is suspected or detected, the Head Teacher in charge of the subject will provide evidence of the malpractice to the Assessment Review Panel Chairperson.
4. The student will be given an opportunity to respond to the allegation/s including demonstrating that all unacknowledged work is entirely their own. This response must be submitted in writing to the assessment review panel chairperson, within a period of 5 school days from the date of the meeting with the Head Teacher/Year Advisor in step 2.
5. The student's response (if submitted) and original submitted evidence will then be reviewed by the assessment review panel. The panel will review each malpractice case on its merits, considering all the issues, to arrive at a fair conclusion. The Chairperson of the assessment review panel will then inform the student and parent of the decision in writing.

Steps involved with a determination of Malpractice including possible penalties:

Where student conduct constituting malpractice has been established, the school must follow their malpractice policy to impose a penalty appropriate to the seriousness of the offence.

1. The student will be informed as to the penalty.
The school may impose a penalty of one or more of the following:
 - zero marks for part or all of the exam/assessment.
 - reduced marks for part or all of the exam/assessment.
 - an interview with the assessment review panel
2. The Chairperson will then contact the parent/guardian to inform them of the decision.
3. If the malpractice is upheld, the student will be required to complete the "All my own work" malpractice module again and submit the certificate to the relevant Head Teacher.

Student Appeals Process

A further appeal would be referred to the Principal. This must be a written submission within 5 school days after the Deputy Principal has given the student the assessment review panel's determination.

The professional judgement of the Principal's decision regarding malpractice is final and there is no further appeal avenue to NESAs

In exceptional circumstances, the school may decide to administer a substitute assessment task.

If the malpractice is upheld, the offence will be recorded in the Malpractice Register in Schools Online.

Student Declaration

To maintain the integrity of assessment tasks all students will be required to sign a declaration (see below) stating they will not compromise the confidentiality of the task by discussing the task with other students.

In addition, the declaration acknowledges that any action of malpractice will result in reduced marks for all or part of the task or zero marks for part or all of the task for those students either directly or indirectly involved.

CHELTENHAM GIRLS' HIGH SCHOOL

Student Declaration

I understand that it is my responsibility to maintain the integrity of this assessment task by not revealing any information about it to any student.

I am aware that this would be an action of malpractice and would result in the task being replaced.

I am also aware that malpractice results in a zero award for those students directly and indirectly involved in the action.

Task Name: _____ Period: _____

Print Name: _____ Signature: _____ Date: _____

Students are reminded that it is their responsibility to be familiar with the school examination rules, which are distributed with examination timetables. Failure to comply with examination rules may be regarded as incidences of malpractice.

Assessment Reports

For each task you will be given your mark as soon as possible after the task has been marked. School assessment rank orders will be included in school reports. At the end of each reporting period, each student will receive from their class teacher, the raw assessments recorded in the faculty assessment register. These should be checked to ensure accuracy.

Non-Assessment Tasks

Not all homework, assignments and tests provide assessment marks. The purpose of non-assessment tasks is to give you practice and so help you improve your result. You need to complete all your assigned work in order to have satisfactorily completed the course – not just the tasks specified for assessment.

Special Arrangements for Students with Disabilities

NESA may approve disability provisions for the Higher School Certificate examinations if a student has a permanent or temporary disability that would, in a normal examination situation, prevent her from:

1. reading the examination questions; and/or
2. communicating her responses.

Principals have the authority to decide on, and to implement, disability provisions for school-based assessment tasks including examinations.

The school will provide disability provisions for assessment tasks and during examination periods in accordance with those provisions approved by NESA. If you wish to apply for disability provisions you should do so now. Ask the Head Teacher T & L - students about lodging an application with NESA. A new application needs to be lodged with NESA at the start of year 12 (each year) for students who have previously been granted disability provisions by the school. Your application should contain recent evidence of your disability and in some cases examples of your work. For specific details of evidence required, speak to the Head Teacher T & L – students.

NESA will not approve disability provisions:

- a. solely on the basis of a diagnosis
- b. if it confers an advantage over students without that provision
- c. based on students' stated or perceived difficulties when undertaking HSC courses or preparing for HSC exams
- d. based on a student's lack of familiarity with the English language, and
- e. for students with episodic conditions that might occur during the HSC exam, any occurrence of these conditions will be subject to consideration under NESA's [Illness/Misadventure program](#).

Guidelines for Use of Disability Provisions in Assessment Tasks

NESA requires application for Disability Provisions to be lodged not later than early April each year. Dates for Year 12 assessments at CGHS do not therefore allow NESA decisions to be available prior to the commencement of assessment tasks.

If students request the use of Disability Provisions for assessment tasks:

1. Applications to NESA should be lodged at the commencement of the school year in order for NESA decision to be available prior to assessments beginning. In the case of Year 12 students, application should be lodged at the start of Term 4 when Year 12 work commences. Any provisions granted by NESA will be offered to the student for assessment tasks.

OR

2. If due to exceptional circumstances a NESA decision is not available prior to the commencement of assessment tasks, a school panel will be convened to determine, on the information provided, if disability provisions will be granted. The information provided must, unless extenuating circumstances exist, comprise a fully completed NESA application. The school panel will comprise of the Principal and the Head Teacher T & L – students.

The decision reached by the panel will be advised in writing to the student as soon as possible by the Head Teacher T & L – students.

Once NESA has reached its decision the school will provide those Disability Provisions granted by NESA for use in assessment tasks, in addition to the external NESA examination. It is very important that you ensure that your form is fully completed as NESA may reject incomplete or partially complete forms. NESA will also determine the provisions approved based on your documentation so please ensure that you have relevant and appropriate documentation including medical reports that are up to date otherwise your provisions request/s may be declined.

Teachers will work with students and their families to ensure that students with disability can access and participate in education on the same basis as other students. This may include a modified program of study and/or assessments undertaken under different conditions.

All students will be provided access to the full curriculum. Students undertaking a modified program of study and/or assessment pathway may not be able to access or be assessed against all performance descriptors. Therefore, their assessment marks may need to be aligned against all performance descriptors.

Concerns

If you are experiencing any difficulty in assessments for a course you should seek help from your Year Adviser or the Head Teacher in charge of that course.

Date Received:

CHELTENHAM GIRLS' HIGH SCHOOL ILLNESS OR MISADVENTURE APPLICATION

Please Read the Guidelines on the Reverse of this Sheet Before Completing the Application

Student Name..... Subject..... Course (circle one) HSC; PRELIM; RoSA

Class: Year.....

Task: Have you attempted this task? Yes/No % Value.....

Date Due/Scheduled.....

Teacher's Name.....

How was your performance affected by this illness/misadventure?

.....

.....

Documentary Evidence Sighted Yes/No Form of evidence

1. Student's Signature Date

2. Parent's Signature Date

Students' must now take this form to their relevant Deputy Principal **within 5 school days** of their return to school. If your Deputy Principal is unavailable and this is the last opportunity to submit your form before the 5 school days expire you may see another Deputy Principal.

3. Deputy Principal Signature Date.....Sentral Incident no.....

Deputy Principal will certify medical certificate, give original medical certificate to rolls administration and return form to student.

Extenuating circumstances – Head Teacher to consult Deputy Principal before a determination is made

4. THIS FORM NOW TO BE HANDED TO THE FACULTY HEAD TEACHER BY THE DEPUTY PRINCIPAL

5a. Determination:

- Task to be accepted without loss of marks
- Original task to be completed on/by (date)
- Substitute task to be completed on/by (date)
- A zero mark to be awarded

OR

5b. Deputy Principal Determination

- A task must be completed and mark reviewed
against all other tasks on completion of the course

Deputy Principal Signature.....

Reason for Determination.....

.....

6. HT Signature Date Finalisation of application entered into Sentral

7. Action by Head Teacher: This form now to be copied by the Head Teacher, a copy given to the student and the original placed in the monitoring folder.

IF YOU ARE NOT SATISFIED WITH THE DETERMINATION YOU MAY APPEAL. PLEASE FOLLOW THE
PROCESS AS PER THE ASSESSMENT POLICY.

Guidelines for Assessing Illness or Misadventure Appeals

1. Illness/Misadventure Policy

Students may lodge an illness/misadventure appeal if they believe that circumstances occurring immediately before or during the assessment tasks, and which were beyond their control, diminished their task performance. The decision to submit an Illness/Misadventure appeal and the responsibility for doing so rests with the student, except where the student is too ill to do so. In this case it is advisable to call the relevant deputy principal on the day of the task. Illness and misadventure appeals must be lodged in person to the Deputy Principal (Year 12 only) or I/M Coordinator (Year 10 & 11) and cannot be lodged electronically.

2. Grounds for Illness or Misadventure Appeals

As the assessment tasks are intended to be a measure of a student's actual task performance, an appeal must relate to illness or misadventure suffered immediately before or during the task that has affected the student's performance in the task.

Illness or Misadventure appeals may be in respect of:

- Illness or accident, i.e. illness or physical injuries suffered directly by the student which allegedly affected the student's performance in the task, e.g. influenza, an asthma attack, cut hand
- Misadventure, i.e. any other event beyond the student's control which allegedly affected the student's performance in the task, e.g. death of a friend or family member or involvement in a car accident on the way to a task.

3. Unacceptable grounds for an appeal

- 3.1 Alleged deficiencies in tuition or long-term matters relating to loss of preparation time
- 3.2 Disabilities for which NESAs has already granted special provisions, unless an unforeseen episode occurs during the task (e.g. a hypoglycaemic attack in a diabetic student or a student who has been isolated but is still ill), or further difficulties which are supported by the supervising teacher and school
- 3.3 Long-term illness, such as glandular fever, asthma, epilepsy, unless the student has suffered a 'flare-up' of the condition during the task. This should be reflected in the medical certificate.
- 3.4 Matters avoidable by the student, (e.g. misreading of timetable, misinterpretation of assessment task).
- 3.5 Technological malfunctions.

4. Evidence necessary for an appeal

4.1 – Student

The student should detail, for each task, exactly how her performance was affected by the illness or misadventure. NB. An appeal must be completed by the student, unless evidence proves the student was incapacitated and therefore unable to complete it personally.

4.2 – Independent evidence (e.g. health professional, police officer, originals only, no photocopies or scans)

This should detail the specific dates of the illness or misadventure. The medical certificate should state the medical condition and/or make explicit how the medical condition affected the student's performance or prevented the student from attempting or completing the specific task.

A medical certificate that simply states that the student was unfit is not acceptable. neither is a back dated certificate.

When a medical certificate is provided to the Deputy Principal or I/M coordinator for a misadventure, the deputy principal will ensure that the student's attendance record is amended and the medical certificate securely filed.

5. Considering a student appeal

5.1 Illness or misadventure occurring immediately before or during the task(s)

It is considered that illness or misadventure which has occurred immediately before a task will affect a student's performance. In some cases, illness or misadventure occurring before the due date for an assessment may be considered. For instance, the death and/or funeral of a close relative are legitimate grounds for an appeal, depending on the closeness of the relationship, and the nature of the evidence presented. The 'immediately before' and 'unforeseen' nature of a misadventure appeal, must be given close consideration.

5.2. Chronic conditions

Students suffering from a chronic illness are only eligible for an appeal if the condition is exacerbated immediately before or during the task period, or if the student experiences symptoms during the task which impede performance.

5.3 Disability provisions

Students who have received special provisions in task(s) are only eligible for an appeal if an unforeseen episode occurs during a task.

**CHELTENHAM GIRLS' HIGH SCHOOL
SCHOOL BUSINESS OR APPROVED LEAVE APPLICATION**

(To be used by students anticipating absence from an assessment task due to school business or approved leave)

Student Name Subject Course (circle one) HSC/PRELIM/RoSA.

Class: Year

Task: % Value

Date Due/Scheduled

Teacher's Name

Please explain the nature of the school business or approved leave
.....
.....

Documentary Evidence Sighted Yes/No Form of evidence

- 1. Student's Signature Date
- 2. Parent's Signature Date
- 3. Deputy Principal Signature Date

4. THIS FORM NOW TO BE HANDED TO THE FACULTY HEAD TEACHER PRIOR TO THE DUE DATE OF THE ASSESSMENT TASK.

5. Head Teacher Determination:

- a. Original task to be completed on/by (date)
- b. Substitute task to be completed on/by (date)

NOTE: Where the student submits the task or this application after the due date, refer to the penalties as detailed in the policy.

Head Teacher's comment (if applicable)

6. Head Teacher Signature Date

7. THIS FORM NOW TO BE RETURNED TO THE STUDENT FOR PARENT ACKNOWLEDGEMENT

8. Parental acknowledgement of Head Teacher determination

Parent Name: _____ Parent Signature: _____ Date _____

9. Student returns form to Head Teacher before assessment

Action by Head Teacher: This form now to be copied by the Head Teacher and copies distributed as below:

- a. Original to be filed by Head Teacher
- b. Copy to parent

IF YOU ARE NOT SATISFIED WITH THE DETERMINATION, YOU MAY APPEAL. PLEASE FOLLOW THE PROCESS AS PER THE ASSESSMENT POLICY

