



# CHELTENHAM GIRLS' HIGH SCHOOL

YEAR 10 2025

## ASSESSMENT POLICY

Issued to Year 10 Students  
Tuesday 11<sup>th</sup> of February

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

## Stage 5

### ASSESSMENT POLICY INTRODUCTION

This booklet aims to give students, parents and caregivers an outline of the requirements for assessment for the stage five courses – Year 10. We urge you to read this booklet carefully. Students who are unclear about procedures or their responsibilities should immediately arrange an interview with the Year 10 Adviser.

Students must satisfactorily complete the NSW Record of School Achievement (RoSA) requirements for each subject before they commence the HSC course in that subject. Students must sign that they have received this book.

NESA lays down minimum requirements for satisfactory completion of Year 10 in terms of Key Learning Areas and indicative hours. Under our school's pattern of study, by the completion of Year 10, students will have:

- Satisfactorily completed courses in English, Mathematics and Science
- Satisfactorily completed courses in History, Geography and PDHPE
- Satisfactorily studied three elective subjects
- Met requirements in non-elective Music (Year 9) & Careers (Year 10)
- Undertaken assessments required by the school

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 of an assessment task day (from Period 1 to end of the assessment period) is compulsory.

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.

**You are strongly advised to keep all assessment tasks until the course is completed and marks have been verified.**

## What is Assessment?

Assessment is used to analyse and interpret the knowledge, understanding and skills that students demonstrate throughout the learning process. Assessment provides information about student learning and achievement at a point in time and the progress students have made.

Assessment is most effective when it is an integral part of teaching and learning. The primary role of assessment is to identify where students are in their learning so that teaching can be adapted to target student needs, and progress can be monitored over time.

Assessment involves:

- identifying where students are in their learning
- ongoing monitoring of student progress in relation to the syllabus
- providing feedback about student progress to determine the next steps in learning.

It is a requirement of the school assessment program that for each course the school must establish a program of assessment tasks. These tasks are conducted throughout the academic year and each has a weighting determined by the school within guidelines provided by NESA. Each task enables teachers to collect information about student achievement in relation to several outcomes, to award marks in accordance with marking guidelines, and to provide constructive feedback to students on their performance highlighting their strengths and indicating where they could make improvements.

Assessment data which is recorded on reports represents a measure of student achievement. Assessment data is derived from the results of a number of assessment tasks which are outlined in the schedule given to you by your teacher and accessed electronically via the school assessment hub.

## **REQUIREMENTS FOR THE AWARD OF A NSW RECORD of SCHOOL ACHIEVEMENT (RoSA) credential.**

It is a requirement that Year 10 students attend school until the final day of Year 10 as determined by the school system, unless an exemption has been granted by the Principal.

The RoSA credential will:

- Be a record of achievement for students who leave school prior to receiving their HSC
- Report results of moderated, school based assessment, not external tests
- Be available when a student leaves school any time after they complete Year 10
- Show a result for all courses completed in Year 10 and Year 11
- Be able to be reliably compared between students across NSW
- Give students the option to take online literacy and numeracy tests
- Be comprehensive and offer the ability to record a student's extracurricular achievements

### **Satisfactory course completion requirements:**

For the satisfactory completion of a course, it is your responsibility to:

- (a) follow the course developed or endorsed by NESA; and
- (b) apply yourself with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
- (c) achieve some or all of the course outcomes.

Satisfactory completion of courses is judged, among other things, by your attendance and level of involvement in class, the assignments, homework completed, and your level of achievement. If the Principal determines that you are in danger of not completing a course satisfactorily, you will be warned in writing in time for you to correct the problem and satisfactorily complete the course. If you are deemed not to have completed a course, you will receive an 'N' determination. The course will be listed as 'Not Completed'

You have the right to appeal against an 'N' determination. The appropriate form can be obtained from your Principal. Appeals against 'N' determinations should be lodged with your Principal, who will advise you of the date by which your appeal must be submitted. If you are dissatisfied with the result of the school review of your appeal, you should advise the Principal that you wish the appeal to be referred to the NESA.

Indicators of possible failure for students to apply themselves and fulfil course requirements to the school's satisfaction include:

- an excessive number of absences or lateness to school;
- an excessive rate of absences or lateness in one course;
- failure to submit assessment tasks;
- poor achievement caused by lack of application;
- failure to complete class work and homework, and/or
- proven case of copying, plagiarism or cheating.

### **NSW RECORD of SCHOOL ACHIEVEMENT Grading:**

The grading system describes the student's achievement **at the end** of each course in Stage 5. Teachers will make the final judgement of the grade deserved on the basis of available assessment information and with reference to the Course Performance Descriptors.

For subjects other than Mathematics, NESA has developed Course Performance Descriptors which describe five levels of achievement from A to E. In Mathematics grades are awarded from A10 to E2 according to the NESA Course Performance Descriptors. From the submitted grade, NESA will produce the NSW Record of School Achievement showing a Grade, from A to E, in each course studied.

## 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:

- a. Number of tasks  
Refer to individual course syllabus on the NESAs website under assessment and reporting. School changes to any weightings will be published on the assessment hub.
- b. Weightings  
Refer to individual course syllabus on the NESAs website under assessment and reporting. All weightings for CGHS Year 10 assessments are available on the assessment hub.
- c. Scheduling tasks  
Scheduling the assessment tasks for the Stage 5 courses, being mindful of the demands these tasks will place on students and teachers.
- d. 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:
  - i. Components and weightings, as per the assessment schedule, and
  - ii. Syllabus outcomes assessed, and
  - iii. Type of the assessment task, and
  - iv. Scheduled date and time for attempting or submitting the task, and
  - v. Marking criteria (where appropriate).

### **The advice given to students must 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.
- e. 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
  - f. The school will endeavour to provide feedback to assist student improvement within 2 weeks of a task.
  - g. Maintaining records –
    - i. The school must retain records of marks awarded for each assessment task as part of the assessment program of the Stage 5 course for 24 months.
    - ii. 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.

Satisfactory completion of a course involves:

- following the course developed or endorsed by NESA; and
- applying yourself with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
- achieving 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 NESA 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.

If a student is on an approved variation to routine on the day of a task, this is deemed attendance at the timetable lessons. Examples of approved variation to routine include 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.

Students who have a chronic illness should ensure they meet with the year advisor and the deputy as soon as possible to discuss the most appropriate support that can be offered by the school to assist the student.

### **What do I do if I am 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 Illness/Misadventure Coordinator (Mrs Narsai) **AND** the Head Teacher of the relevant faculty.
- (b) Report to your Illness/Misadventure Coordinator (Mrs Narsai) **immediately** upon your return to school, with supporting documentation, such as a medical certificate, to discuss your case. Refer to page 9 & 10 for further guidelines.
- (c) Be prepared to complete the assessment task or a substitute task at the earliest time available i.e. 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 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 by the Illness/Misadventure Coordinator (Mrs Narsai), will incur a mark of **ZERO**; that is 100% of total marks deducted.

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 accessed electronically through the school's assessment hub.

Students are expected to carefully check the assessment calendar published through the school assessment hub 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 Year 10 2025 Assessment Policy and Schedules booklet, which was issued to all students on 11<sup>th</sup> of February, 2025.

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 examination performance is affected by circumstances beyond their control. Students should never expose themselves to harm in order to attend an assessment or Year 10 examination.

As per NESAs, the 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 the Illness/Misadventure Coordinator (Mrs Narsai), within **five** school days of your return to school. If this occurs during an examination block, the 5 days include days where 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 students to attend school or attend at an alternate site. This includes carnivals, excursions and well-being days. School days do not include teacher strikes, staff development days.

Illness/Misadventure forms are available electronically on the school's website and also from the Head Teachers' Secondary Studies office (A10). Illness/Misadventure forms are to be **submitted in person** to the Illness/Misadventure Coordinator (Mrs Narsai) 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 the Illness/Misadventure Coordinator (Mrs Narsai) 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 Head Teacher in consultation with the Illness/Misadventure Coordinator 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.

### 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 (Year 12 only) or Illness/Misadventure Coordinator (Year 10 &11) 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](http://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 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 Year 10 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

If the above conditions occur in year 11 and/or 12, then they 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, Illness/Misadventure Coordinator 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.

## Requesting Leave during school terms

Generally, leave will not be approved during the school term, unless it is an emergency. Holidays and generally visiting relatives are not considered an emergency. The school will ask for supporting documentation other than airfares. Approval of leave should not be anticipated. Assessment Schedules are published at the beginning of the school year, so students and parents are aware of assessment task and examination dates.

Students who choose to take leave during the school term that is **Not Approved** by the Principal and they have an assessment task due during the period of leave, can expect to receive a Zero (0) for their task.

**Approved Leave** given in an emergency will permit the student to reschedule the task with their teacher. Students may hand their task in ahead of the due date however, no additional time will be given to them, and the task notification will not be provided in advance of the published date. That is usually 14 days prior to the due date.

## 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:

- **School Business Variation of Routine** such as student leadership events and excursions. If it is approved school business, it is your responsibility to immediately submit the School Business/ Approved Leave Application form to the Deputy Principal of your year group prior to contacting the Head Teacher of the course concerned requesting the opportunity to negotiate alternative arrangements to complete the task. This form must be fully completed and submitted **before** the date of the task and/or as soon as possible. If not, a ZERO mark will apply.
- **School Approved Leave** such as major sporting events and approved emergency leave. If this occurs, it is your responsibility to immediately apply for approved leave from the Principal. You are then required to complete the School Business/Approved Leave Application which must be submitted **with** the School Approval letter and given to the Deputy Principal of your year group prior to contacting the Head Teacher of the course concerned. Contact with the Head Teacher is required to request the opportunity to negotiate alternative arrangements to complete the task. This form must be fully completed and submitted **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 Business/School Approved Leave Application will be decided by the Deputy Principal and Head Teacher 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.
- Zero mark awarded

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 and Head Teacher. Paperwork cannot be submitted to the Front Office or any other person.

## **Absent the day OF an Assessment Task due to approved school leave or school variation of routine such as a school organised excursion?**

You need to complete a "school business or approved leave application" form. This is required to establish a new date for your assessment. If it is approved leave, the approval letter received from the principal must be submitted with the form to the Deputy Principal of your year group.

## 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.**

### NON SERIOUS ATTEMPTS AND NON-ATTEMPTS

Students should enter an assessment task or Year 10 examination knowing they **MUST** make a genuine effort at the task or exam. NESAs Rules and Procedures describe NESAs 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. 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 Year 10 RoSA.

### 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 of a task 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 on 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 completion of Step 1.

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 grade

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

The Illness/Misadventure 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.

## Assessment/Examination equipment rules for Students

Students must not have with them any books, notes, papers, or materials other than those necessary for the assessment/examination. No dictionaries or word translators are permitted, unless permitted by the course teacher.

Any equipment brought into the assessment room will be subject to inspection before the assessment commences.

The following equipment **must NOT** be brought into the assessment/examination room:

- Mobile phone or other electronic communication devices including smart watches.
- Any wristwatch, ruler, pen or other device which has the features of a calculator but is not an approved scientific calculator.
- An alarm clock or any other device with a chime, chirp or electronic beep
- EarPods or any other device capable of being used to breach the security of the examinations or disturb other students.
- Watches (not listed above) in the examination room, must be removed and placed in clear view on the examination table for checking.

Scientific calculators must be approved. This can be checked on the NESAs website. It is the responsibility of the student to supply equipment that is in good working order. This includes calculators. Equipment failure is not a ground for an appeal under misadventure provisions.

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

**A breach of the assessment/examination rules can result in a zero mark being awarded.**

## Malpractice Policy

Candidates for the Year 10 RoSA, as well as their teachers and others who guide them, must comply with NESAs requirements for upholding the integrity of school-based assessment and exams. The honesty of students in completing assessment tasks, exams, and tests underpins the integrity of the Year 10 RoSA. 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 RoSA 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.

Students will complete All My Own Work at the end of Year 10 in preparation for Stage 6 courses. All My Own Work was designed by DoE to make students aware of their assessment obligations in Stage 6.

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 related to the offence 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.

## 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. At the end of each reporting period, each student will receive from their class teacher a computer printout of 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 the Principal.

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.

Once the Principal has reached a decision, the school will provide those Disability Provisions granted for use in assessment tasks and examinations. It is very important that you ensure that your form is fully completed. The Principal will 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.

# CHELTENHAM GIRLS' HIGH SCHOOL

Date Received:

## 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 No: ..... 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 the Deputy Principal (Year 12 only) or Illness/Misadventure Coordinator (Year 10 & 11) **within 5 school days** of their return to school. If your Deputy Principal or Illness/Misadventure Coordinator 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. DP or I/M Coordinator Signature .....Date.....Sentral Incident no.....

Deputy Principal (Year 12 only) or Illness/Misadventure Coordinator (Year 10 & 11) will certify medical certificate and give original medical certificate to rolls administration.

Extenuating circumstances – Head Teacher to consult Deputy Principal or Illness/Misadventure Coordinator before a determination is made.

### 4. THIS FORM IS NOW GIVEN TO THE FACULTY HEAD TEACHER BY THE DEPUTY PRINCIPAL (Year 12 only) or Illness/Misadventure COORDINATOR (Year 10 and 11)

#### 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 or Illness/Misadventure Coordinator Determination:

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

Deputy Principal (Year 12 only) or Illness/Misadventure Coordinator (Year 10 & 11) Signature.....

Reason for Determination .....

.....

6. HT Signature ..... Date ..... Finalisation of application entered in Sentral

7. Action by Head Teacher - This form is 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 requests for an appeal 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.

An Illness or Misadventure appeal 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 episode 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. Medical certificates that are back dated will **NOT** be accepted.

**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, they 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