



CHELTENHAM GIRLS' HIGH SCHOOL

YEAR 10 2021

ASSESSMENT POLICY

Issued to Year 10 Students Monday 8th 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 (Years 9 & 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 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 the process of identifying, gathering and interpreting information about student achievement. Assessment can be used for a number of key purposes, including to:

- assist in student learning;
- evaluate and improve teaching and learning programs;
- provide information on student learning and progress in a course in relation to the syllabus outcomes;
- provide evidence of satisfactory completion of a course, and
- report on the achievement by each student at the end of a course.

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 website and Sentral.

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 request for variation of determination against an 'N' determination. The appropriate form can be obtained from your Principal. Request for variation of determinations against 'N' determinations should be lodged with your Principal, who will advise you of the date by which your request for variation of determination must be submitted. If you are dissatisfied with the result of the school review of your request for variation of determination, you should advise the Principal that you wish the request for variation of determination 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
Identifying a minimum number of tasks that will be used to measure students' achievement in each syllabus component. Three to five tasks of various types (eg formal examinations, practical tests, oral tests) are sufficient to assess the components of a Stage 5 course.
- b. Weightings
Allocating weightings to each of the tasks in accordance with the component weightings and the school's judgement of the relative importance of each task. An individual task would not normally be worth less than 10 percent, or more than 40 percent, of the total weighted mark.
- 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
Providing students with written advice about the school's requirements for assessment in each course. This is generally provided to students 2 weeks prior to a task.
- e. The school will provide feedback within 2 weeks of a task, unless exceptional circumstances exist.
The advice given to students must include:
 - i. The components and their weightings as specified in the assessment and examination materials on NESA website
 - ii. The general nature of each assessment task
 - iii. A schedule of when assessment tasks are planned to take place. In addition, there must be provision for adequate notice of the precise timing of each assessment task
 - iv. The weight value of each task in relation to the total weighted mark for the course
 - v. Details of administrative arrangements associated with each task (eg how the school will deal with absence, late submission of tasks, illness/misadventure immediately before or during the task, etc)
 - vi. Details of the school's policy on malpractice in assessment tasks
 - vii. 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
 - viii. Details of the procedures for dealing with student request for variation of determination arising from assessment tasks.
 - ix. 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).
- g. Maintaining records
The school is required to maintain records of marks awarded for each task identified as part of the assessment program of the Stage 5 course.
Student samples may be retained as evidence of assessments such as test papers, assignments, projects, practical exercises.

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.

The school may offer substitute tasks or, in exceptional circumstances, estimates based on other tasks if students have valid reasons for not completing individual tasks this must be in accordance with the illness/misadventure provisions published in the school's assessment program. Attendance and application are not to be taken into account in either the final assessment mark or in any individual 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 NESAs; and
- applying yourself with diligence and sustained effort to the set tasks 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 request for variation of determination to NESAs against the Principal's decision. If you choose to do so, the Principal will explain the request for variation of determination mechanism to you.

Attendance

Attendance at ALL timetabled classes is compulsory on the due 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.

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. 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 absent for an Assessment Task?

1. 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.
2. 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 an alternative 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 you do NOT follow the above procedure you will be awarded **ZERO** for the task.

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 handed out by their teacher and are accessed electronically via the school website and Sentral

Students are expected to carefully check the assessment calendar published through Sentral and the school website for dates of assessment tasks.

Notifications

Students are expected to carefully read the notification of tasks that they will receive approximately two weeks 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 DEC email account
- A notice on the school's MOODLE site

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

- a. the nature of the task;
- b. syllabus outcomes to be assessed;
- c. the weighting of the task;
- d. the assessment marking criteria, and
- e. the date of the task.

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.

ILLNESS/MISADVENTURE PROCEDURES FOR STUDENTS ABSENT FROM A TASK

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 HSC examination.

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 by 3.05pm within **five** school days (this includes days where you may not have an exam scheduled if in exam period) of the due date of the assessment task.

Should your certified medical condition go beyond 5 school days after the task, it is your responsibility to contact the relevant Deputy Principal to make arrangements.

Misadventure forms are available electronically on the school's website and also from the Head Teachers' Secondary Studies office (B3). Misadventure forms are to be **submitted in person** to the Deputy Principal then the Head Teacher or delegate and **cannot** be lodged electronically.

If an assessment task is not submitted and an Illness or Misadventure Application is not delivered to the Head Teacher within **five** school days after the date the task was to be attended or submitted, a zero mark will be awarded.

The outcome of your Illness or Misadventure Application will be decided by 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.

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.**

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.
- Alternative 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 NESAs Guidelines for Assessing Illness or Misadventure request for variation of determination.

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.

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 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, such as extended travel 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.

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 after considering the information provided.

The possible outcomes of your application include:

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

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. NESA Rules and Procedures describe NESA 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.

REQUEST FOR VARIATION OF DETERMINATION PROCESS

A student has the right to request for variation of determination against her own assessed mark. She also has the responsibility to provide evidence to support her request for variation of determination. The procedure for dealing with assessment requests for variation of determination is outlined below.

- 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 and have it dealt with by the teacher/Head Teacher.
- Step 2.
If you believe that your grounds for request for variation of determination were not appropriately addressed by the teacher/Head Teacher, you may **lodge a written request for variation of determination with the relevant Deputy Principal**, who is chairperson of the Assessment Request for variation of determination Committee. You must lodge this request for variation of determination within **five** school days of the completion of Step 1.
The written submission must include:
 - The grounds for the request for variation of determination need to be presented
 - The work in dispute
 - Any other relevant informationThe Request for variation of determination Committee will consider all the information provided to make a determination. You will be informed of the outcome of your request for variation of determination as soon as possible.

The Assessment Request for variation of determination Committee normally consists of the relevant Deputy Principal as chairperson, the Head Teacher of the relevant subject area and your Year Adviser. In the case of your class teacher, who assessed your work, also being the faculty Head Teacher or Deputy Principal, an additional Head Teacher (usually the Head Teacher Secondary Studies) or the other Deputy Principal, will join the Committee. A further request for variation of determination would be referred to the Principal.

Students need to be aware that they may apply for a school review, and make any subsequent request for variation of determination to NESA, only on the basis of the assessment program and the procedures used in arriving at the final assessment mark.

The Illness/Misadventure request for variation of determination 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

MALPRACTICE

The honesty of students in completing assessment tasks, examinations and submitted works, and of teachers and others in guiding students, underpins the integrity of the ROSA, Preliminary HSC and Higher School Certificate. Throughout the assessment process, the highest level of honesty is required.

All work presented in assessment tasks and HSC examinations (including submitted works and practical examinations) must be your own or must be acknowledged appropriately.

Malpractice, including plagiarism, could limit your marks for the task or examination, and will jeopardise your Year 10 RoSA results. At Cheltenham Girls' High School you will be awarded ZERO marks for part or all of the assessment. If suspected of malpractice you will be interviewed by the Head Teacher and the relevant Deputy Principal and you will need to answer questions about the assessment task, prove and explain your work processes

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 their own;
- using material directly from books, journals, CDs or the internet without reference to the source;
- building on the ideas of another person without reference to the source;
- buying, stealing or borrowing another person's work and presenting it as their own;
- submitting work to which another person such as a parent, coach or subject expert has contributed substantially;
- using words, ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement;
- paying someone to write or prepare material;
- breaching school examination rules;
- using non-approved aids during an assessment task;
- contriving false explanations to explain work not handed in by the due date, and
- assisting another student to engage in malpractice.

Honesty in HSC Assessment – the Standard

This standard sets out NESAs requirements concerning students submitting their own work in HSC assessment. Candidates for the Higher School Certificate, as well as their teachers and others who may guide them, are required to comply with the standard. The honesty of students in completing assessment tasks, examinations and submitted works, and of teachers and others in guiding students, underpins the integrity of the Higher School Certificate.

Throughout the assessment process, the highest level of honesty is required. Each student's mark will be determined by the quality of the work produced by the student only. To demonstrate honesty, any component of a student's work that has been written, created or developed by others must be acknowledged in accordance with the NESAs subject specific documentation. Use or inclusion of material from other sources such as books, journals and electronic sources, including the internet, must be acknowledged. General teaching and learning do not require formal acknowledgement.

Dishonest behaviour carried out for the purpose of gaining unfair advantage in the assessment process constitutes malpractice, or cheating. Malpractice in any form, including plagiarism, is unacceptable. NESAs treats allegations of malpractice very seriously and detected malpractice will limit a student's marks and jeopardise their HSC. Should malpractice be suspected, students will be required to demonstrate that all unacknowledged work is entirely their own. Serious and deliberate acts of malpractice amount to corrupt conduct and, where appropriate, NESAs will report matters to the Independent

Consequences of malpractice for NESA (HSC examinations, projects and practical works)

NESA treats cheating very seriously. It investigates allegations of cheating and penalises students caught cheating in HSC written examinations and in projects or practical works.

Detected malpractice will limit a student's marks and jeopardise their HSC. One or more of the following will apply:

- reduced marks for all or part of the examination
- zero marks for part or all of the examination
- an interview with a malpractice panel at NESA
- loss of one or more courses towards the HSC award
- damage to the student's ability to apply for entry to TAFE or University course or scholarship

Schools are obliged to report incident of malpractice to NESA.

Students involved in malpractice in relation to any assessment task will be referred to the schools Assessment Review Panel. The panel will review each case of malpractice on its merits, considering all the issues, in order to arrive at a fair conclusion and make recommendations to the Principal. Students suspected of malpractice will be required to demonstrate that all unacknowledged work is entirely their own.

Students who do not make a serious attempt at an assessment task can also expect to receive a limited mark for that task.

For further detail refer to the NESA website.

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 a zero award 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 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

If you suffer from a disability which would, in a normal test situation, prevent you from

- reading and interpreting the test questions and/or
- communicating knowledge or understanding to an examiner as effectively as a student without a disability.

The school will provide special test provisions for assessment tasks and during examination periods in accordance with those provisions approved by NESAs. If you wish to apply for disability provisions you should do so now. Ask the Head Teacher LAST about lodging an application with the Principal.

A new application needs to be lodged with NESAs for Year 12.

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 Head Teacher LAST.

Disability provisions are **not** available

- as compensation for difficulties in undertaking a course or preparing for the test and/or
- for lack of familiarity with the English language.

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.

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

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. Class teacher's comment

.....

4. Deputy Principal Signature Date

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

6. Head Teacher Determination:

• Original task to be completed on/by (date)

• Alternative task to be completed on/by (date)

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

Head Teacher's comment (if applicable)

.....

7. Head Teacher Signature..... Date

8. THIS PROFORMA NOW TO BE COPIED - ORIGINAL TO PARENT FOR ACKNOWLEDGEMENT

9. Parental acknowledgement of Head Teacher determination

Parent Name: _____ Parent Signature: _____ Date _____

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

- Original to be filed by Head Teacher
- Copy to parent

IF YOU ARE NOT SATISFIED WITH THE DETERMINATION YOU MAY REQUEST FOR VARIATION OF DETERMINATION TO THE CHAIRPERSON OF THE COMMITTEE WITHIN FIVE SCHOOL DAYS OF THE DATE IN POINT 6 ABOVE.

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 the original due date of the task. 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 the other Deputy Principal.

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

Deputy Principal will photocopy and 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 PROFORMA NOW TO BE HANDED TO THE FACULTY HEAD TEACHER PRIOR TO THE DUE DATE OF THE ASSESSMENT TASK.

5. Class Teacher's Comment.....

6a. Head Teacher Determination:

- Task to be accepted without loss of marks
- Marks Deducted – as per assessment policy
- Original task to be completed on/by (date)
- Alternative task to be completed on/by (date)
- A zero mark to be awarded

OR

6b. Head Teacher and 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.....

Head Teacher's comment (if applicable)

7. Head Teacher Signature Date Determination entered into Sentral

8. THIS PROFORMA NOW TO BE RETURNED TO THE STUDENT FOR PARENT ACKNOWLEDGEMENT

9. Parental acknowledgement of Head Teacher determination

Parent Name: _____ Parent Signature: _____ Date _____

10. Student returns form to head teacher

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

- Original to be filed by Head Teacher
- Copy to parent

IF YOU ARE NOT SATISFIED WITH THE DETERMINATION YOU MAY REQUEST FOR VARIATION OF DETERMINATION TO THE CHAIRPERSON OF THE COMMITTEE WITHIN FIVE SCHOOL DAYS OF THE DATE IN POINT 6 ABOVE

Guidelines for Assessing Illness or Misadventure Request for Variation of Determination

1. Illness/Misadventure Policy

Students may lodge an illness/misadventure request for variation of determination 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 request for variation of determination 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 variation of determination must be lodged in person to the Head Teacher or delegate and cannot be lodged electronically.

2. Grounds for Request for Variation of Determination

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

Request for variation of determinations 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 request for variation of determination

- 3.1 Alleged deficiencies in tuition or long-term matters relating to loss of preparation time
- 3.2 Disabilities for which the Board 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 a request for variation of determination

4.1 – Student

The student should detail, for each task, exactly how her performance was affected by the illness or misadventure.

NB. Requests for variation of determination 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.

When a medical certificate is provided to the deputy principal 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 request for variation of determination

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 is legitimate grounds for request for variation of determination, depending on the closeness of the relationship, and the nature of the evidence presented. The 'immediately before' and 'unforeseen' nature of a misadventure request for variation of determination, must be given close consideration.

5.2. Chronic conditions

Students suffering from a chronic illness are only eligible for request for variation of determination 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 a request for variation of determination if an unforeseen episode occurs during a task.

