



**RUTHERFORD**

TECHNOLOGY HIGH SCHOOL

RESPECT  
RESPONSIBILITY  
COMMITMENT

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## Assessment Policy and Procedure 10-12 (January 2024)

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## **ASSESSMENT REQUIREMENTS (YEARS 10, 11 and 12)**

Assessment is the broad name for the collection and evaluation of evidence of a student's learning. It is integral to teaching and learning and has multiple purposes. Assessment can enhance student engagement and motivation, particularly when it incorporates interaction with teachers, other students and a range of resources.

### **Assessment:**

- Provides opportunities for teachers to gather evidence about student achievement in relation to outcomes.
- Enables students to demonstrate what they know and can do.
- Clarifies student understanding of concepts and promotes deeper understanding.
- Provides evidence that current understanding is a suitable basis for future learning.
- Provides valuable feedback to students.

### **Assessment activities should:**

- Be valid and be based on syllabus outcomes.
- Include criteria to clarify for students what aspects of learning are being assessed.
- Enable students to demonstrate their learning in a range of different contexts.
- Be reliable, free from bias and provide evidence that accurately represents students knowledge, understanding and skills.
- Enable students and teachers to use feedback effectively and reflect on the learning process.
- Be inclusive of and accessible to all students.
- Be part of an ongoing process where progress is monitored over time. Teachers should consider the effect that assessment and feedback have on student motivation and self esteem and the importance of the active involvement of students in their own learning.

### **Adjustments for students with special education needs:**

Teachers may need to make adjustments to teaching, learning and assessment practices for some students with special education needs so that they are able to demonstrate what they know and can do in relation to syllabus outcomes and content. The types of adjustments made will vary, based on the needs of individual students.

These may be:

- Adjustments to the assessment process, for example additional time, rest breaks, quieter conditions or the use of a reader and/or scribe or specific technology.
- Adjustments to assessment activities, for example rephrasing questions or using simplified language, fewer questions or alternative formats for questions.
- Alternative formats for responses, for example written point form or notes, scaffolded structured responses, short objective questions or multimedia presentations.

## **ASSESSMENT NOTIFICATIONS**

- Assessments must be in the school proforma and include outcomes being assessed, marking criteria, notification date, due date, task weighting and a clear description of the submission requirements.
- An individual task will not be less than 10% or more than 40% of the total mark for the year.
- One task may address several assessment components.
- Each task is a single event, not an aggregation of several smaller tasks.
- Assessment notifications must be handed out at least 2 weeks prior to assessment task. Class teachers need to go through the notification and explain the task and expectations of task completion. Students are encouraged to complete draft responses, where possible and gain feedback prior to the task.
- Examinations will also have a notification 2 weeks prior to the examination, however, no further detailed explanation is required.

## SUBMITTING TASKS

Assessment tasks will be scheduled to be completed and submitted to teachers for marking on or by specified dates and, at times or specific periods, throughout the year (e.g. 12/07/22, Period 5). If a date only is given, the deadline for submission is either the class timetabled on the day or if the subject is not timetabled, by close of the school day 3.20pm. This also includes assessment tasks which are submitted online, including Canvas. All tasks that are submitted before the deadline date and time will be accepted; for example, a task that is to be submitted in class and due to circumstances is submitted online is still a valid task.

## NESA COURSE COMPLETION CRITERIA

A student will be considered to have satisfactorily completed a course if there is sufficient evidence that you have met the following Course Completion Criteria:

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

Students must make a **genuine attempt at tasks that total more than 50%** of the available school assessment marks for that course. The completion of tasks worth exactly 50% is not sufficient. While a task submitted after the due date may not receive its full value in marks, the student may be required to submit the task in order to avoid falling below the level required by this regulation.

## N-AWARD WARNING LETTER

An official NESA N-Award Warning letter will be sent to parents/carers of a student who fails to complete an assessment task. If the outstanding work is not completed within the time set out in the initial N-Award Warning letter, then a follow up N-Award Warning letter should be sent indicating this with a new due date. This can involve two letters (two weeks apart) for the same outstanding work product. NESA N-Award Warning letters are issued regularly where required and signify that a student may be in danger of an N-Determination in the course concerned. NESA N-Award Warning letters are NOT a punitive instrument. If the work requested for completion is completed, they are nullified as per NESA policy. Current N-Award Warning letters (as required by NESA) are generated through Sentral administration system. All letters are printed on blue paper. They are for:

- HSC Course (Year 12), Year 11 Course, RoSA (Year 10)

**Each N-Award Warning letter observes the following essential information:**

Task Name/Course Requirement/Course Outcome	Date & Task Initial Due Date	Action required by student	Date to be completed by

- The original task with relevant submission requirements (if for an assessment).
- A minimum of two weeks for resolving N-Award warning will be given.
- The revised due date will be represented as (day/month/year).

## LETTERS OF CONCERN

Letters of Concern will be sent to indicate that a student is not meeting the requirements of a course, due to lack of participation in course work, homework and/or formative assessments.

- First letter for Incomplete coursework: teachers will provide specific detail of unfinished or incomplete classwork, homework and/or formative tasks that require completion in these letters (i.e. 'bookwork' is not sufficient). Teachers will attach to the letters any pertinent documents to facilitate completion.
- Additional letters: teachers will continue to send letters of concern if the work remains incomplete or a non-serious attempt at completion was made after the first letter was sent. Previously listed tasks should be listed and remarked upon in successive letters (extra detail of quality required will be provided i.e. expected word or page limits).
- Work can be insisted upon but cannot be attached to other demands. Discipline or attendance matters must be dealt with separately.
- Letters of Concern will be printed on yellow paper and must be signed by relevant Deputy Principal.

## KEEPING ACCURATE RECORDS

Faculties need to have the Principal's signature on all N-Award letters sent. Faculties must keep a record of all N-Award Warning letters sent. Each N-Award Warning letter must indicate how many warnings have been sent before. If a student is to receive an N-Determination, copies of the N-Award Warning letters must be available to counter any appeal made by the student. NESAs will not support an N-Award if the official letters have not been sent and copies kept.

The original letter signed by the Head Teacher and the Principal is to be posted home through the Front Office. Copies of each N-Award and Letters of Concern are to be kept in student file and the relevant Monitoring Folder. Parent phone calls should be made to all students when an issue is significant enough for a letter, or repeat letters to be sent home. The signed parent signed tear-off slip should be kept by the faculty for each letter sent. Parent responses should be documented, along with any phone contact made.

## ABSENCES

NESA does not mandate attendance requirements (however it does offer 85% attendance as a guide for engagement in programmed lesson time) but principals may determine that, as a result of such absence, the Course Completion Criteria may not be met in individual courses. This means that if a student is absent from school, N-Award Warning letters must be sent for each non-completed assessment task in the affected course taken by the student. A Letter of Concern will be sent for all missed coursework and associated tasks. NESAs **will not** accept any 'whole school' approach which merely states a student has been absent from school. It is EACH faculty's responsibility to show how absence has affected a student's ability to meet Course Completion Criteria.

## WORK PLACEMENT AND ASSESSMENTS

Students who are on approved Work Placement need to also complete assessments. The following will apply to students on Work Placement:

- If an assessment task is to be submitted online, via Canvas or email they still must do this by the due date.
- For all assessment tasks that are completed in class under timed conditions the student needs to speak to their teacher as well as the Head Teacher **before** going on Work Placement to complete before commencement of Work Placement. If deemed appropriate the assessment task question may be changed but will still assess the same outcomes.
- Where possible students should not be on Work Placement during examination periods at school. If this is unavoidable the student must organise with their Work Placement a time to sit the examination at school with their cohort.

## SUSPENSION AND ASSESSMENTS

Students who miss an assessment task due to suspension will be provided an opportunity to complete the assessment task.

- If an assessment task is to be submitted online, via Canvas or email they still must do so this by the due date.
- For all in class assessments students will be provided the opportunity to complete the task at school and under supervision no later than a week after they return to school. If deemed appropriate the assessment task may be changed but will still assess the same outcomes.
- If a student is suspended during an examination the Principal may approve for the student to be on site to sit the examination with the rest of the cohort.

## NON COMPLETION OF ASSESSMENT TASKS

If a student does not submit **any evidence of work** by the due date and period or fails to attend an assessment task period or examination, they will automatically be awarded a ZERO.

- Late submissions without Illness/Misadventure form and relevant supporting documentation will be marked but the student's mark of zero for the task will stand.
- An N-Award Warning letter will be sent home to communicate this to parents and phone call made by class teacher.
- Where a student has been given **zero marks because of failure to complete assessment tasks totalling 50% or more of the final assessment mark**, the Principal must indicate that the course has not been satisfactorily completed. The school will follow the N-Determination process specified by NESAs. This may result in the student being ineligible for the award of a Year 10 RoSA, Year 11 Course or HSC.

***If a student has a valid reason for not completing the assessment task they must complete an Illness/Misadventure form within three days of returning to school.***

## MALPRACTICE

In accordance with NESAs requirements, all students must complete the All My Own Work program prior to commencing their HSC program of study.

Cheating or malpractice is dishonest behaviour by a student that gives them an unfair advantage over others. Most students understand what cheating in an examination means, however, there are other types of behaviour that are also considered malpractice.

Examples of malpractice include:

- Copying someone's work in part or in whole, and presenting it as their own.
- Using material directly from books, journals or the internet without reference to the source.
- Building on the ideas of another person without referencing the source.
- Purchasing, stealing or borrowing another person's work and presenting it as their own.
- Submitting work to which another person – parent, coach, tutor has contributed substantially.
- Using words, ideas, designs or workmanship of others in practical and performance tasks without acknowledgement.
- Paying someone to write or prepare material.
- Breaching school examination rules.
- Using non approved aides during an assessment task.
- Contriving false explanations to explain work not handed in by the due date.
- Assisting others to engage in malpractice.

Artificial Intelligence (AI), ChatGPT or equivalent generative text software may only be used when explicit consent to do so has been stated clearly in a task notification. This applies to any submissible task, including formative, summative, informal or formal assessment. If permission is given to use AI, then explicit referencing must be provided by students. This must accurately identify any or all use of AI generated text.

RTHS uses Turnitin which is an electronic text-matching system which allows for the checking of plagiarism and referencing. The teacher marking your assessment is able to see your final originality report. Turnitin doesn't make judgements on whether you have plagiarised, but helps assessors determine the originality of your work.

Students who submit work for assessment purposes that contain evidence of plagiarism may be awarded a zero mark for the task, or partial loss of marks. Work containing less than 51% original work will not be deemed a satisfactory attempt. Only original work product will contribute to the marks allocated. A student may appeal against the value of the mark awarded if plagiarism is believed to exist. It will be the student's responsibility to prove to the Appeals Panel at the school that the submitted work in question is their own.

Students who are found to have conducted malpractice, will receive a zero mark on the relevant sections of the task, or the whole task if appropriate. This information will also be entered into a formal malpractice register with NESAs.

## **NON SERIOUS ATTEMPTS**

In the event of a student not making a serious attempt at an assessment task or examination, the following will happen:

- Award zero for that task and record this in the assessment records.
- Inform the Head Teacher of the non attempt.
- Inform parents/carers via the N-Award Warning Letter and a phone call home.

Note: Assessments and examinations with multiple parts are only deemed a Non Serious Attempt if the student has only written a few sentences, only attempted a small percentage of the task or only completed the multiple choice section of the assessment. Otherwise the student will be awarded marks for the sections completed.

***If a student has a valid reason for a non serious attempt of an assessment task, they must submit a completed Illness/Misadventure form within three days of completing and submitting the task.***

## **TECHNICAL FAILURES**

Difficulties related to computing equipment will not constitute sufficient grounds for the granting of an extension. Students are expected to follow responsible practices in relation to the use of technologies, including the maintenance of reliable backup copies, allowing sufficient time to deal with potential technical failures and the retention of printed drafts. In the event of printer failure, students may submit work via email attachment to the appropriate teacher. If this is not possible speak to the teacher before the due date for support to submit the task on time.

## **STUDENT PROCEDURES FOR COMPLETING N-AWARD TASKS**

Students are consistently encouraged by school staff and parents to complete all outstanding assessment tasks/examinations or coursework. The onus rests with the student to do so and to seek support from their classroom teachers.

Students causing concern in any course will be interviewed by classroom teacher and/or head teacher on a needs basis as well as calls being made home, Letters of Concern sent in addition to the N-Award Warning letters. Records of any such interviews will be recorded on Sentral and in the Senior Monitoring Folder.

It must be noted that because of poor attendance or refusal to participate in class, practical activities, excursions, experiments, whole class demonstrations and any other activity that is related to the completion of an assessment or coursework often cannot be easily represented or redone and will only occur if practical to do so. Missing critical experiences may impact on a student's mark or grade. In the event of students being unable to complete a task due to missing relevant educational experiences an alternate task that meets the same outcomes will be developed to clear the equivalent task.

***If a Class Teacher is absent the student will seek support from the faculty Head Teacher.***

**Extra Support to resolve N-Award Warnings:**

Students who are catching up on any assessments or coursework need to:

- Seek assistance from their class teacher and ask what they need to do.
- Students must utilise study periods to complete tasks in the Learning Hub, Library, Senior Study or Learning and Engagement Centre where appropriate. Class time is not an appropriate time to seek support for completion of assessment tasks.
- It is the responsibility of the student to submit their assessment task to their class teacher and if it is a digital submission inform the class teacher on the day, if it was via Canvas or email.
- Students can also complete their work at home or with support from tutors outside of school.

***Once resolved the Class Teacher is responsible for resolving the task on Sentral.***

**YEAR 10-12 N-AWARD SENTRAL REGISTER**

All students who have had N-Award Warning Letters sent home are listed on Sentral. Year group Deputy Principal will print a list of the N-Awards and place on noticeboard in Student Services for student access Monday mornings. All lists to be emailed to staff Monday of each week.

**NESA FINAL N-DETERMINATIONS**

In Term 3 (Years 11, 12) and Term 4 (Year 10) each year, the Principal will request information from Head Teachers concerning any RoSA (Year 10), Year 11 or Higher School Certificate (Year 12) student(s) who are subject to an N-Determination in any course or subject for that year.

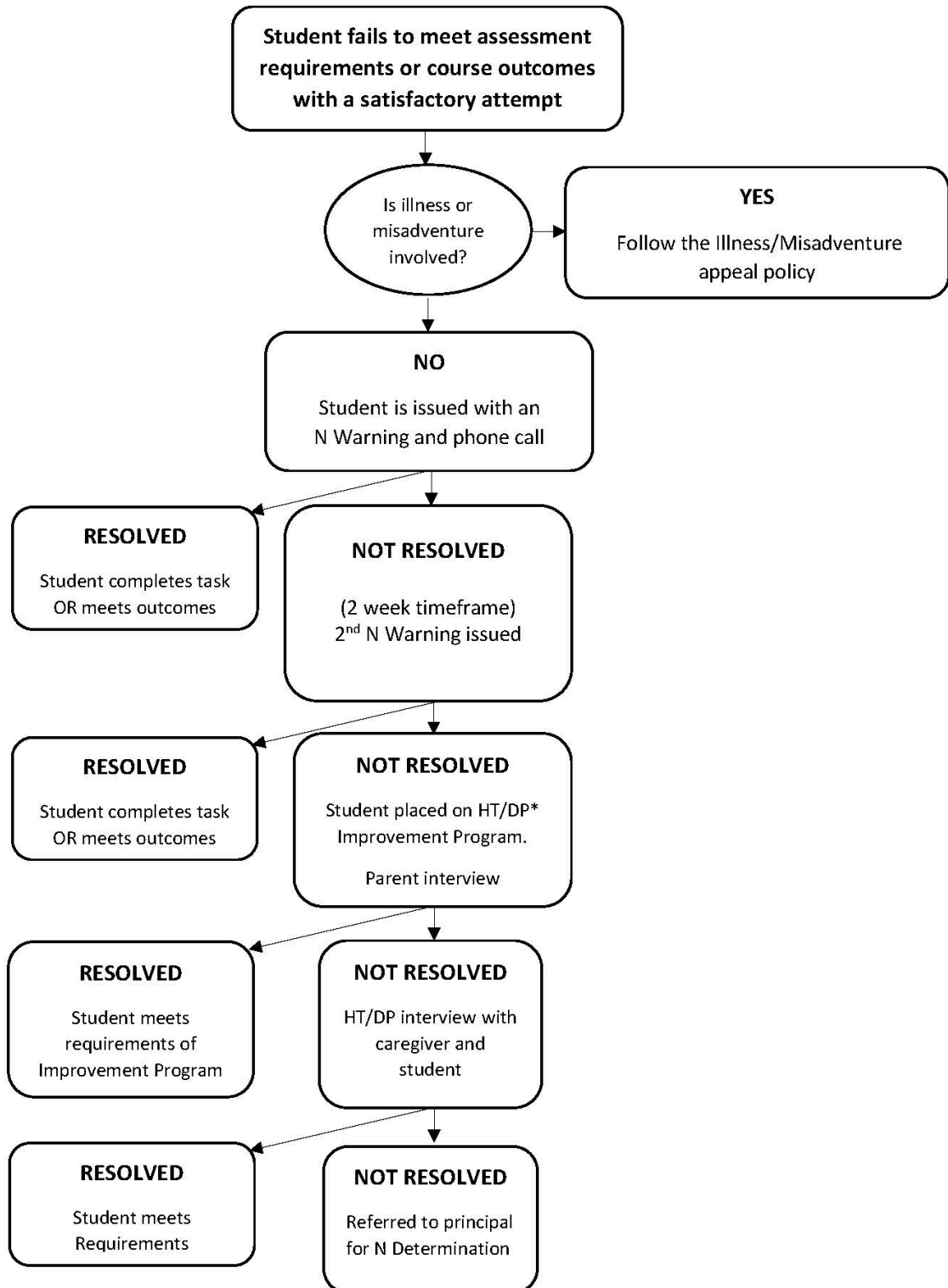
Any student subject to an N-Determination must be a 'current concern' as indicated by 1 or more letters of Ongoing Serious Concern (generated by year group Deputy Principal) being sent home at the time of Principal information request.

Any student listed as of 'current concern' is then interviewed by the Principal, provided with appropriate appeal forms and the appeal procedure is outlined to the student. All deadlines and school and student responsibilities are articulated clearly and MUST be upheld.

Students are issued with the case against them by the school before the NESA deadline. It is the Head Teacher's responsibility to make the case which the Principal (or Senior Executive) will lodge with the student and their family. Given deadlines, further N-Award Warning letters after this NESA deadline for alerting students are not included but can be earnestly pursued.

Students are to follow NESA appeal procedure articulated by the Principal and report within deadline dates with proof of completion of outstanding work. The Principal decides based on available evidence, in consultation with class teachers and the head teachers concerned and notifies NESA of the withdrawal of the N-Determination or its continued support by the school. The student may seek a NESA review if they disagree with the Principal's decision, otherwise the N-Determination stands. NESA's decision is then final.

## N Determination Process



\* DP Improvement Program when student has N Warnings across 3 subjects or 3 tasks in a single subject



## **ILLNESS/MISADVENTURE APPEALS**

**Illness or accident** is defined as illness or physical injuries suffered directly by the student which has affected the student's performance in assessment(s)/examination(s) or a long term illness which prevented the student from undertaking the required research and/or preparation.

**Misadventure** is defined as any other event beyond the student's control which has affected the student's performance in the assessment(s) (e.g. death of a friend or family member, disruption at the examination centre) or which prevented the student from undertaking the required research and/or preparation.

### **A student may submit an Illness/Misadventure Appeal if the student:**

- Has been unable to complete or submit an assessment task by the due date and period due to special circumstances i.e. illness/misadventure.
- Was unable to fully complete an assessment task by the due date and period. In this case the student must still hand in what has been completed.
- Completes or submits an assessment task but feels that the standard of work was affected by special circumstances.

### **Process:**

The Assessment Panel will consist of the Head Teacher of the course concerned and the Deputy Principal. Forms are available from the Administration Office, from Head Teachers or the Deputy Principal. The student completes the form and submits to faculty Head Teacher who will discuss with year group Deputy Principal. After considering the Illness/Misadventure Appeal, one of the following actions will apply:

- Complete set task OR alternate task prior/after the set date without penalty.
- Extension of time for the assessment task without any penalty.
- Give a moderated estimate based on evidence (marks in previous assessment tasks). In this instance, the student will still be required to complete the task when they return to school.
- Reason unacceptable and a mark of zero is confirmed.
- The Illness/Misadventure form must be lodged no longer than 3 days after returning to school. If an appeal is not lodged under these conditions, then the awarded mark will stand.

Lodged forms are filed in the student's record file once it has been processed and a copy provided to Head Teacher for Monitoring Folder (Years 11 and 12) and Faculty Folder (Year 10). The original is mailed home.

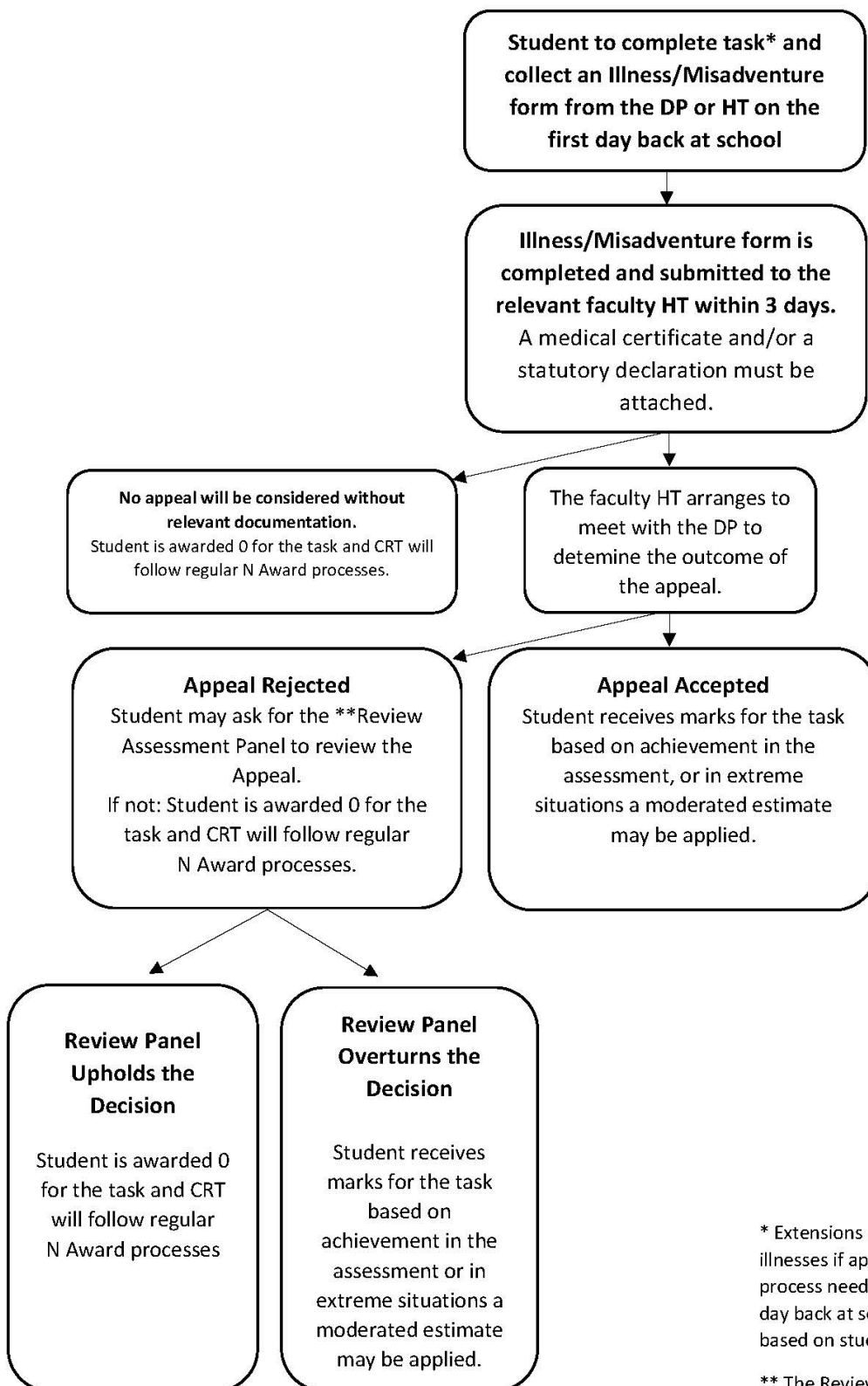
**Supporting documentation** is a requirement when submitting an Illness/Misadventure Appeal. In the event of an absence due to illness, a Medical Certificate must be presented with the Illness/Misadventure Appeal documentation. These may be obtained from a doctor or from a pharmacy. A Statutory Declaration can also be used when a medical certificate is unable to be obtained. A JP is available in the school office. For any misadventure, supporting evidence will also need to be supplied. If this is not possible, contact the school immediately to discuss the options available. The supporting evidence and Illness/Misadventure form must be provided within 3 days of returning to school. Failure to include evidence of the illness or misadventure may result in the appeal being unsuccessful and the original awarded mark remaining.

**Student appeals** will be considered by the school's Review Assessment Panel, consisting of the Principal and a Deputy Principal from another year group. If the student is not satisfied with the initial Illness/Misadventure outcome an appeal must be lodged no longer than 3 days after the initial decision. If an appeal is not lodged under these conditions, then the awarded mark will stand.

### **The provisions of the appeals process do not cover:**

- Attendance at a non school based sporting event (unless State or National representation), cultural event or family holiday.
- Alleged inadequacies of teaching or matters relating to loss of preparation time, loss of study time or facilities.
- Disabilities for which special provisions have already been granted, unless an unforeseen episode occurs during the examination (e.g. a hypoglycaemic attack suffered by a diabetic student)
- Long term illness such as glandular fever, asthma, epilepsy; unless the student suffered a 'flare-up' of the condition immediately before or during the examination(s) or due date of assessment task.
- Matters avoidable by student (e.g. misreading of timetable, notification or examination paper).

## Illness/Misadventure Process



\* Extensions may be granted for long illnesses if appeal is accepted. However, the process needs to begin on the students first day back at school. The new due date will be based on students' individual circumstances.

\*\* The Review Assessment Panel consists of the relevant Principal and Deputy Principal of another year group.

## Assessment Flow Chart

