MUIRFIELD HIGH SCHOOL
PRELIMINARY ASSESSMENT POLICY
Assessment Tasks

1.1 Each student is expected to complete and make a genuine attempt at all assessment tasks.

1.2 Assessment tasks take precedence over all other school activities, including excursions, competitions and sporting events. Under special circumstances the Principal may grant exemptions.

1.3 Assessment tasks must be handed in personally to the class teacher or subject head teacher in their staffroom. Unless otherwise specified, all assessment tasks must be handed in as hard copies.

1.4 Assessment for the Preliminary HSC Course will begin Term 1, Week 1, 2016 and finish Term 3, Week 10, 2016.

1.5 Assessments can only be based on the Preliminary HSC course, apart from exceptions noted by the Board of Studies.

1.6 All work done at home must be the student’s own work. The progress of home assessment tasks will be checked by the teacher where appropriate. Work submitted containing work not done by the student may receive zero marks.

1.7 For subjects with an externally marked practical component, the majority of the work must be done at school under teacher supervision.

1.8 All teachers will display laminated copies of their classes’ assessment schedules in their classroom.

1.9 Exam type tasks are those for which no additional question details have been provided. Additional question details may include such things as marking criteria, an open book task, or the question being given beforehand.

1.10 Students are not permitted to be absent from timetabled classes to prepare or complete work for other subjects, if they do so, they may be awarded zero marks for the assessment task.
Completion of Assessment Tasks

2.1 Work submitted late will receive a zero mark unless accompanied by a doctor’s certificate or an application is made to the Principal regarding misadventure.

2.2 Broken disks, computer and printing problems, will not be accepted as valid excuses for late work. School staff will not print assessment tasks. Students unable to print assessment tasks must email the task to the school by 2.35pm on the due date. Students remain responsible to print and submit the task.

The school’s email address is:  muirfield-h.school@det.nsw.edu.au

Please mark email topic:  Attention: (Class Teacher Name)

2.3 If a student is absent from an assessment task, a doctor’s certificate as proof of illness must be submitted. Students will be expected to complete the task on the first day of their return to school. The student has the responsibility of reporting to the head teacher of the subject concerned on their arrival at school on the day they return in order to arrange the task’s completion. Incidents of misadventure leading to absence from an assessment task will be considered by the Principal & the relevant Head Teacher.

2.4 If a student is absent due to illness or misadventure on the due date for submission of an assignment, the assignment must be submitted on the day of return (even if the student does not have the subject that day). Failure to do so on immediate arrival to school will be considered late work and no marks will be awarded. Students must complete Appendix A form.

If a student is absent and does not provide a doctor’s certificate, a zero mark will be recorded.

The doctor’s certificate must cover absence on the due date and any subsequent days.

2.5 Difficulties in preparing for assessment tasks will not usually be considered for compensation. In exceptional circumstances, the Principal will consider reviewing results gained under adverse conditions.

2.6 If a student knows beforehand that they will be absent on the date of an in class task, the school should be contacted and the Deputy Principal informed well prior to the date. Assessment tasks should be completed and submitted before the due date unless other arrangements are made with the head teacher of the subject. Should a task be submitted late then a doctor’s certificate must be submitted.
2.7 If a student is ill during an assessment task they must inform the supervising teacher and see the Deputy Principal immediately after.

2.8 If a student becomes ill during an assessment task the head teacher will decide whether an estimate or a substitute task will be given.

2.9 If, for any reason, an assessment task produces invalid or unreliable results an additional task may be given. Both tasks will be included in the final assessment mark but the weighting of the first task will be reduced. Students will be informed in writing if this occurs. The value of the task weighting, however, will not change.

2.10 Students must attend all classes on the day an assessment task is due. Students are not permitted to turn up late because they have been working on the task. No marks will be awarded if this occurs, unless the necessary documentation is provided. (See 2.3)

2.11 In the event of illness for an examination, students are expected to see the teacher or head teacher of the subject to arrange a time to sit the examination. A doctor’s certificate must be submitted.

2.12 Students are entitled to appeal decisions to award no marks by completing and submitting an “Illness and Misadventure” form (See Appendix A). These may be copied from the assessment handbook or obtained from your year adviser.

**Non Completion of Assessment Tasks**

3.1 Students awarded zero marks for assessment tasks totalling 50 or more of the final course assessment marks will be certified as not having satisfactorily completed the course. This means that the student will not receive an assessment mark or an examination mark for that subject.

3.2 Students and parents will be notified if a student receives a zero mark and opportunities will be provided for the student to meet course outcomes. Parents and students will also be made aware of potential consequences of non-completion of course outcomes.
Attendance

4.1 **Student attendance at school and in timetabled classes is an essential component of completing course outcomes.**

Excessive absences from class or school may result in a notification of a Non-Award in the HSC for that subject.

4.2 **Extended Personal Leave**

The following procedures need to be adopted if families are planning an overseas or interstate trip. The student must realise that doing this can place the Higher School Certificate in jeopardy.

Different subjects have different prerequisites; that is things that students are meant to have done before they sit the final examination. Practical subjects require students complete a set number of hours of practical work. An extended trip would mean that the student may not meet required hours, and therefore the Principal will not be able to confirm course attainment. In that case, the student may not meet the required hours. In addition, students may not be able to demonstrate course outcomes.

4.3 As per our attendance policy “**For students absent due to illness, injury or misadventure the school will provide ongoing educational support. For students absent due to family holidays, parents are responsible for ongoing educational programs.**”

4.4 **Student Procedure when Travelling Overseas or Interstate**

i) Year 11 students will only be granted exemption from school in extraordinary circumstances. Parents are to apply for exemption in advance to the Year 11 Deputy Principal. Exemption forms are located on the school’s web-site ([http://www.muirfield-h.schools.nsw.edu.au/our-school/attendance-absences](http://www.muirfield-h.schools.nsw.edu.au/our-school/attendance-absences)).

ii) Students requesting extended leave a written request must be given to their Deputy Principal in advance.

iii) Extended leave that clashes with assessment tasks may result in a zero being awarded for that task.
Assessment Review Committee

5.1 All schools are required to record student malpractice in assessment tasks and examinations on the Board of Studies Online Register of Student Malpractice. Malpractice will be referred to the Assessment Review Committee. This may result in the student’s paper being cancelled. This committee will inform the student of the outcome. The committee will consist of at least three of the following:

- Principal or their nominee
- Deputy Principal or their nominee,
- Year 12 Student Adviser
- Head Teacher Senior Studies
- The relevant KLA Head Teacher and/or Head teacher from another KLA

5.2 Completion of assessment tasks must comply with the BOS policy: “All my own work.”

Plagiarism is considered malpractice. Plagiarism is the use of the work of others without acknowledgement:

- The passing off of someone else’s entire work as your own is plagiarism.
- The copying of paragraphs or sentences from someone else’s work is permitted, as long as it is appropriately acknowledged by footnoting or quotation marks.
- The copying of someone else’s ideas, including paraphrasing, is allowed, as long as it is acknowledged.
5.3 When a student wishes to submit an “Illness and Misadventure” appeal (see Appendix A), it must be written by the student and lodged no later than SEVEN days after their return to school. All documentation must accompany the appeal when it is lodged. This appeal should be submitted to the Head Teacher Senior Studies.

5.5 Students who wish to seek a review of an illness/ misadventure appeal decision to BOSTES must submit this request in writing to the Principal within FIVE school days of them being notified of the illness/misadventure appeal outcome.

5.6 For appeals against an internal assessment mark the student should see their classroom teacher in the first instance and the Head Teacher. Students can then lodge a formal Grievance and Appeal Form (see appendix C).

5.7 In the case of an appeal at the end of the HSC course of a student’s final assessment mark, details from the student’s rank sheet issued by BOSTES after the completion of the HSC examination should be included.
**GENERAL REQUIREMENTS OF STUDENTS**

To be determined to have met requirements for Preliminary Courses, students must be able to provide evidence to the Principal that they have:

<table>
<thead>
<tr>
<th>BOS Terminology:</th>
<th>At Muirfield HS this means:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Followed the course developed or endorsed by the Board of Studies.</td>
<td>Following the relevant BOS syllabus and the learning activities set by the teacher.</td>
</tr>
<tr>
<td>Applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school.</td>
<td>Attending all timetabled lessons unless there is a valid reason.</td>
</tr>
<tr>
<td></td>
<td>Making a genuine attempt to complete the greater majority of tasks set in class or at home.</td>
</tr>
<tr>
<td></td>
<td>Actively participating in the learning experiences provided.</td>
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<tr>
<td></td>
<td>Completing mandatory practical activities.</td>
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<tr>
<td>Achieved some or all of the course outcomes.</td>
<td>This means that students must be able to demonstrate that they have learnt concepts, ideas and skills in that course to at least an elementary level and can demonstrate this in assessment tasks in that course.</td>
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**Failure by a student to meet any of these requirements may result in them being issued an “N determination” warning letter.**

The issuing of 3 “N determination” warning letters by the school in any one subject may result in a student being declared to have not met course requirements.

BOS = NSW Board of Studies ([www.boardofstudies.nsw.edu.au](http://www.boardofstudies.nsw.edu.au))
Appendix A

Illness and Misadventure

Sometimes students will suffer from an illness or misadventure that affects their performance or prevents them from attending an assessment task or examination. The Muirfield High School illness and misadventure policy has been designed to mirror the official policy of BOSTES, ensuring fairness and transparency for all students.

Applications

Applications can be made for, but not limited to:

- illness, primarily acute conditions that affect the student’s ability to perform a particular task for a limited period of time
- misadventure, including bereavement and accidents.

Limitations on Applications

You cannot submit an application on the basis of:

- difficulties in preparation or loss of preparation time; for example as a result of an earlier illness
- loss of study time or facilities during Year 12
- long-term illnesses such as glandular fever, unless you suffer a flare-up of the condition during an examination
- the same grounds for which you received disability provisions, unless you experience additional difficulties during an examination
- misreading examination timetables or instructions
- other commitments, such as participation in external programs, work or sporting events, or attendance at examinations conducted by other education organisations.

If you are unsure whether you are eligible you should ask your Principal, Deputy Principal or the Head Teacher Senior Studies.

It is your right and responsibility to submit an Illness/Misadventure application whenever necessary. If you are incapacitated, an application may be completed or submitted by your parent/guardian on your behalf.

It is important that you make every effort to attend examinations or submit assessment tasks on the due date, even when applying for illness or misadventure.
Application due to illness/misadventure of Higher School Certificate/Preliminary Assessment Task or Trial Examination

<table>
<thead>
<tr>
<th>Family Name</th>
<th>First Name</th>
<th>Course</th>
<th>Home telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>PRELIMINARY / HSC</td>
<td></td>
</tr>
</tbody>
</table>

Closing date: Applications must be submitted to the Head Teacher Senior Studies and signed no later than 7 DAYS after the examination or submission date.

<table>
<thead>
<tr>
<th>Assessment or examination task (and component if applicable)</th>
<th>Submission or examination date</th>
<th>Did you receive disability provisions for this course?</th>
</tr>
</thead>
<tbody>
<tr>
<td>For example: English Standard, or English Standard Module C</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Student application

I have carefully read the information provided in The Muirfield High School Assessment Booklet and the BOSTES Information Guide for Students regarding the rules and procedures for illness/misadventure for Higher School Certificate/Preliminary students.

I consider that my performance was affected by illness or unforeseen misadventure which occurred immediately before or during the assessment/examination.

I declare all the information I have supplied is true.

Student Signature ___________________________ Date ____________

<table>
<thead>
<tr>
<th>Date</th>
<th>Task/Examination</th>
<th>Details of effect on performance</th>
<th>Attendance</th>
<th>Submitted Work</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Describe how illness or unforeseen misadventure affected your performance or prevented your attendance. Give details of any action you took to report this.</td>
<td>Yes/No</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>
Section 2 – Witness Statement

Independent evidence of illness or misadventure should be completed by a medical practitioner, police officer, Roads and Maritime Services official, presiding examiner/assessor etc. The witness must not be related to the student.

<table>
<thead>
<tr>
<th>Illness – <em>attach the following documentation:</em></th>
<th>Misadventure – <em>attach the following documentation:</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>A doctor’s certificate that contains:</td>
<td>A written witness statement, NOT composed by the applicant or a relative, that contains:</td>
</tr>
<tr>
<td>-Diagnosis</td>
<td>-Date of misadventure</td>
</tr>
<tr>
<td>-Date and duration of illness</td>
<td>-Were they a witness to the event?</td>
</tr>
<tr>
<td>-Consultation date</td>
<td>-If NO, how did they obtain evidence of the event?</td>
</tr>
<tr>
<td>-Description of how the student’s condition/symptoms could affect their performance</td>
<td>-Are they known to the student?</td>
</tr>
<tr>
<td>-Contact details of medical practitioner</td>
<td>-Description of event</td>
</tr>
<tr>
<td></td>
<td>-Contact details</td>
</tr>
<tr>
<td></td>
<td>Or</td>
</tr>
<tr>
<td></td>
<td>An official report or notice of event. <em>E.g. Emergency track work at a specified time and place.</em></td>
</tr>
</tbody>
</table>
Extraordinary Leave

Leave will only be granted to Senior Students in extraordinary circumstances and is at the discretion of the Principal or their delegate.
I understand that if the application is accepted:
- I am responsible for his/her supervision during the period of extended leave
- The provided period of extended leave is limited to the period indicated
- The provided period of extended leave is subject to the conditions listed on the Certificate of Extended Leave - Travel
- The period of extended leave will count towards my child’s absence from school

I declare that the information provided in this application is to the best of my knowledge and belief; accurate and complete. I recognize that should statements in this application prove to be false or misleading any decision made as a result of this application may be reversed. I further recognize that a failure to comply with any condition set out in the Application for Extended Leave - Travel may result in the provided period of extended leave being cancelled.

Signature of parent(s): ___________________________ Date: / / 

PRIVATE STATEMENT

The Department of Education and Communities is subject to the Privacy and Personal Information Protection Act 2000. The information that you provide will be used to process your child’s Application for Extended Leave - Travel during the period indicated. It will only be used or disclosed for the following purposes:

- General student administration relating to the education and welfare of the student
- Communication with students and parents
- To ensure the health, safety and welfare of students, staff and visitors to the school
- State and National reporting purposes
- For any other purpose required by law.

The information will be stored securely. You may access or correct any personal information by contacting the school. If you have a concern or complaint about the way your personal information has been collected, used, or disclosed, you should contact the school.

PART B: TO BE COMPLETED BY THE PRINCIPAL

I accept this Application for Extended Leave - Travel. (Please tick one box only):

- Yes ☐ No ☐

Please provide more detail here (if required):

________________________

Principal’s name (please print): ___________________________ Telephone number: ___________________________

Signature of principal: ___________________________ Date: / / 

Note: Please complete the Certificate of Extended Leave - Travel if requested leave is to be provided.
Muirfield High School
Assessment Appeal Form

Student Name: ____________________________

Subject: ____________________________ Grade: ____

Class Teacher: ____________________________ Date: _____

Appeal Reason:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Evidence to support application:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Appeal Outcome:
The appeal panel have noted the above and have decided:

☐ To grant this appeal
☐ Not to grant this appeal

Reason: ____________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Deputy: ____________________________
Signature: ____________________________ Date: ________

Student’s Signature: ____________________________ Date: ______

Parent’s Signature: ____________________________ Date: ______

Senior Review Member: ____________________________
Signature: ____________________________ Date: ________
Grievance and Appeals

Concerns may arise from time to time about aspects of a course. It may be about resources, facilities, another person, an assessment task or an assessment result. **Grievances** may involve:

- An action
- An omission
- A situation
- A decision

- which is reasonably judged to be unfair
- Discriminatory
- Unjustified

Students have 2 school days from the grievance arising in which to lodge an Assessment Appeal Form (Appendix C). For example, a student receives an assignment on a Monday, the appeal must be submitted by 2:35pm Wednesday.

**The following procedure must be followed:**

a. Immediately try to clarify the situation with the class teacher involved.

b. If the situation is unresolved, complete the Assessment Appeal Form.

c. Submit the form, within 2 school days, to the Head of Senior Studies.

d. The Senior Review Panel will meet to adjudicate on the matter.

These procedures are consistent with Board of Studies requirements.

**Grounds that will not be taken into consideration:**

- Individual results or marks – reviews are limited to the assessment process
- Misunderstanding assessment criteria that is published on assessment notifications
- Preferencing informal oral directives over information contained in published assessment notifications
- Absences due to work placement, work experience, TAFE, overseas or interstate trips
- Teacher allocations
- Class placement
- Line allocation
- Assessment workload
- External tutorial instruction
- Illness or misadventure (see Appendix A)