



**STAGE 5
(Year 9 & 10)**

2020

**RoSA
(Record of Student Achievement)**

STUDENT ASSESSMENT HANDBOOK

ASSESSMENT POLICY

1. The RoSA

The NSW Record of School Achievement (RoSA) is a credential that is issued when a student leaves school. A RoSA will show grades for all the courses a student has completed up until the point they leave school, including those completed in Year 10, Year 11 and Year 12. NSW Education Standards Authority (NESA) keeps a record of the accumulative achievement of students. Students will need to have completed the mandatory requirements for Stage 5 (Year 10) to be eligible for a RoSA.

2. RoSA Requirements

- Each student must satisfactorily complete courses in English, Mathematics, Science and the mandatory Australian Geography and History course.
- Each student must complete a minimum of 300 hours of PD/H/PE, a minimum of 100 hours each of Music, Visual Arts and Language, and 200 hours of Design and Technology.
- Each student must attend at least 85% of the available school time to be deemed as satisfactorily studying the course.
- Each student must attend school up to the last day of term 4 or the attendance requirements as determined by the Department of Education.

3. Satisfactorily Completion of Course.

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

- a. **followed** the course developed or endorsed by NESA;
- b. **applied themselves 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.

At Wollumbin High School, to successfully complete the RoSA, students must make a serious attempt at 100% of assessment tasks and required course work. This means students are required to:

- a. Make learning a priority;
- b. Attend lessons in that course for the required number of hours;
- c. Complete all class work, homework, examinations and tasks to the best of their ability;
- d. Hand in all tasks and required work by the due date;
- e. Come prepared for learning with the necessary equipment and books. This also applies to correct footwear for Science and practical subjects. Failure to do so, may mean exclusion from the lesson and impact on the achievement of the 100% serious attempt requirement;
- f. Catch up on any missed course work due to absence, school approved activity or suspension;
- g. Participate in a genuine way in the whole range of learning experiences provided by the school.

Students who do not meet RoSA requirements will receive an "N" Determination" in that course. Students who are "N Determined" in mandatory courses will be unable to progress to Year 11 as the Year 10 RoSA requirements will not be met.

Students in Year 9 who elect to change an elective course at the end of that year will have a grade allocated for only a 100 hour course. Therefore any student who is in danger of receiving an "N Determination" in that elective course must carry that course into Year 10 so they have the opportunity to redeem themselves.

4. N Determination (Not Satisfactory)

Students must submit all tasks in order to be considered by teachers to have met course outcomes and therefore successfully complete Year 10.

Failure to submit a task or a non-serious attempt at a task will be given an "N Award Warning". Late tasks will be assessed to ensure that course outcomes have been met.

If at any time it appears that a student is at risk of receiving an "N Determination" in any course, the Principal (or delegate) must warn the student as soon as possible and advise the parent or guardian (if the student is under 18 years of age) in writing. This warning should be given in time for the problem to be corrected.

Students who have not complied with the requirements listed above and have received at least two written warnings will be regarded as not having satisfactorily completed the course. The Principal will apply the “N Determination” if a student does not make an effort to improve.

A student could be in danger of receiving an “N Determination” if:

- The attendance pattern becomes unsatisfactory;
- Assessment tasks are not submitted;
- A genuine effort is not made to complete the course.

5. N Determination Consequences.

A student who is given an N Determination in **any mandatory course** (English, Maths, Science, Australian Geography and History, PD/H/PE) will not be eligible to move into year 11.

A student who is given an N Determination in an additional course (**electives**) retains eligibility for the ROSA (pending new advice from the BOS) provided that all mandatory requirements are met.

6. RoSA Assessment

Assessment is an ongoing process. Assessment of all students at Wollumbin High School is focused on outcomes. Examples of assessable tasks include: lesson worksheets, tests, weekly homework sheets, models, bookwork, research and investigation activities, team projects and assignments, oral and class presentations and practical tasks.

At the conclusion of Years 9 and 10 grades will be awarded for each course to indicate a student's level of achievement. The Year 9 grade will only be recorded on a RoSA if the student does not continue with that course in Year 10. The grade received is determined by how well the student completed tasks that form each course assessment policy. Assessment will be a continuous process and it is important students complete tasks to the best of their ability.

Grades in each course will be indicated by the letters A, B, C, D and E. The outcomes a student achieves will be matched against a set of Course Performance Descriptors to decide which best describes the level of achievement.

7. Support

Read this document carefully. **Do not lose it.** Seek advice from the Year Adviser, Careers Adviser, teachers, the Librarian, Support Teachers and Deputy Principal if required. Homework help is available in the Learning Support Room.

Year 10 students will receive an information booklet from the Board of Studies containing specific rules and regulations. **Do not lose it.**

8. Assessment Notification

Students must have a written record of the task either as a handout from the teachers or recorded in their planners. Students will be given reasonable notice of pending assessment tasks.

Use the school planner to be organised, ensuring tasks are presented on time.

Students are expected to meet deadlines for all tasks. (See Point 12: Late Submission of Tasks)

9. Extensions of Time

Extensions of time may be given at the discretion of the appropriate Head Teacher, provided acceptable written notification is provided, prior to the deadline, from a student's parent or guardian.

10. Attendance at School, Department of Education or other Approved Events

If a student participates in a school endorsed special event and this interferes with their:

- i. Attending an assessment activity, i.e. examination or in-class activity or
- ii. Meeting an assessment deadline or
- iii. Adequately preparing for an assessment activity,

It is the responsibility of the student to inform the teachers well in advance so that the teacher can organise for the student to sit or present the task. Use the form at the end of this section when seeking an extension of time. **It must** be submitted to the relevant Head Teacher prior to the due date.

11. Absence from an In-School Assessment Task

If a student is absent for an in-school assessment task (including exams) because of illness or exceptional circumstances, they must supply evidence such as a Drs Certificate as soon as they return to school and make arrangements to do the task as soon as possible. If an absence is not substantiated then a zero (0) mark will be awarded.

A student who has been **suspended** must submit the task on the first day back at school to their teacher. Late submission will incur a zero (0) mark. For an in class task, the student must make contact with the teacher who will advise whether you will be required to attend school for the duration of the task or sit for an alternate task on the first day at school following the suspension.

If you truant on the day or period of the task, a zero (0) award will be made.

Where a take home assessment task is not presented on the due date and no extension has been granted, or the student is absent from school on the due date they are required to present documentary evidence (for cases of illness a medical certificate stating the illness is required) to their teacher or a zero (0) mark will be awarded.

12. Late Submission of Tasks

Tasks are due at the beginning of the lesson for that day unless otherwise stated on the task notification. Deadlines for the submission of assessment assignments, or similar work, must be met. Students, in all instances, are **strongly advised to hand in work by the due date**, even if it is incomplete. Late submissions will receive an "N Warning".

If an absence is not substantiated for late submission of a task, a zero (0) mark will be awarded.

Students are required, even if the task is late, to submit a genuine attempt so that they may meet NESA requirements for "Satisfactory Completion".

13. Cheating or Plagiarism

If the Head Teacher is satisfied that a student has cheated in any assessment task, a **zero (0) mark** will be awarded.

Plagiarism is the direct use of material from a published document or text without the acknowledgement of the source. When researching assignments, students should be aware that if they **plagiarise**, they will be awarded a **zero (0) mark**.

14. Writing a Bibliography

Advice about compiling a Bibliography is on the back page of this document.

15. Reporting

Results of all assessment tasks will be reported either formally or informally in accordance with the school report format.

Notification to parents regarding concerns over student assessment will be on the standard school proforma.

16. Course Performance Descriptors

Course Performance Descriptors are a tool to assist teachers across the state in making sound and consistent about overall student achievement. They are a series of statements which describe the main features of typical students' performance at the end of the course.

Grades A to E will be allocated to students based on their achievement level mapped against the descriptors. Course specific performance descriptors have been placed on the WHS Intranet.

17. Font size

Font size 12 is the smallest students should use on tasks.

18. Seeking Leave for Extended Absence

Parents must write well in advance, seeking leave from the Principal if a student is likely to miss school for more than 5 days. Student will be responsible for catching up on missed work and submitting tasks.

REQUEST FOR EXTENSION OF TIME

A NEW FORM IS TO BE COMPLETED FOR EACH TASK



Name: Year

Course:

Teacher:

Type of Assessment Task:

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Date Issued / / Date Due / / Request Extension until / /

Reasons for Requesting Extension of Time:

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.....

I have attached a **Medical Certificate** from Dr:

.....

I have attached a **Supporting Statement** from:

.....

Signature of Student Date Due / /

The Careers Adviser was notified of this appeal on / / By

Signature of Careers Adviser

.....

Signature of Head Teacher

.....

This request has been Approved / Declined.

Action Recommended:

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Reasons for Decline:

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.....

If this request has been approved it is now your responsibility to make alternate arrangements with your classroom teachers.

Course Codes

Code	Course
AGR	Agriculture
COM	Commerce
DRM	Drama
ENG	English
FDT	Food Technology
GEO	Geography
HIS	History
MET	Industrial Technology - Metal
WOO	Industrial Technology - Wood
MAR	Marine Studies
MA	Mathematics
MUS	Music
PASS	Physical Activity & Sports Studies
PDH	PD/H/PE
SCI	Science
VA	Visual Arts

Stage 5: Year 9 ASSESSMENT TIMETABLE 2020

Week	Term One	Week	Term Two	Week	Term Three	Week	Term Four
1A		1B		1B		1B	FDT-3 WOO-3
2B		2A	WOO-1 VA-1	2A	MET-2	2A	
3A		3B	HIST-3 GEO-3 SCI-1	3B	MA-3 VA-2	3B	PDH-2 HIST-3 GEO-3
4B		4A	NAPLAN PASS-1	4A	PDH-1	4A	PDH-3 PASS-3
5A	HIST-1 GEO-1	5B	HIST-4	5B		5B	VA-3 MET-4 WOO-4 AG-3 MAR-3 MUS-3
6B	MA-1 MET-1	6A	MAR-1	6A	HIST-1 GEO-1	6A	MA-4 SCI-3 HIST-4 COM-4
7A	ENG-1	7B	COM-2	7B	ENG-3	7B	Quality Portfolios
8B		8A	ENG-2 MA-2 PASS-2	8A	HIST-2 GEO-2 MAR-2	8A	
9A	AG-1 COM-1	9B	WOO-2 AG-2	9B	MET-3 COM-3	9B	
10B	HIST-2 GEO-2 FDT-1	10A	DRM-2 FDT-2	10A	DRM-3 MUS-2 SCI-2	10A	
11A	DRM-1 MUS-1						

Stage 5: Year 10 ASSESSMENT TIMETABLE 2020

Week	Term One	Week	Term Two	Week	Term Three	Week	Term Four
1A		1B	WOO-1	1B	SCI-2	1B	FDT-3
2B		2A	VA-1	2A		2A	ENG-2
3A		3B	GEO-2	3B	VA-2 MET-3	3B	GEO-2 MA-4 PASS-3
4B		4A	HIST-3 PASS-1	4A	PDH-1 WOO-3	4A	ENG-3 SCI-3 PHD-3 GEO-3
5A	MET-1	5B	MET-2	5B	ENG-1 MA-3	5B	VA-3 MET-4 WOO-4 AG-3 MAR-3 MUS-3
6B	HIST-1 MET-1	6A	GEO-3 MAR-1	6A	HIST-1	6A	HIST-3 COM-4
7A	SC1-1	7B	COM-2	7B		7B	
8B	MA-1	8A	MA-2 PASS-2 HIST-4	8A	GEO-1 MAR-2	8A	Quality Portfolios
9A	AG-1 HIST-2 GEO-1 COM-1	9B	AG-2 WOO-2	9B	PDH-2 HIST-2 COM-3	9B	HIST-4
10B	FDT-1	10A	DRM-2 FDT-2	10A	DRM-3 MUS-2	10A	

11A	DRM-1 MUS-1						
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ASSESSMENT GUIDELINES – STAGE 5

Course: STAGE 5 AGRICULTURE		
Due Date	Assessment Task Description	Weighting
T1 Wk9	Practical Task – Crop Production	30
T2 Wk9	Design Task – Cows Create Careers	30
T4 Wk5	Year Examination	40
FEES: Nil – Included in school fees		100

Course: STAGE 5 COMMERCE			
Task No.	Due Date	Assessment Task Description	Weighting
1	T1 Wk9	Research Task	25
2	T2 Wk 7	Topic Test	25
3	T3 Wk 9	Extended Response	25
4	T4 Wk 6	Pop Up Stalls	25
FEES: Nil			100

Course: STAGE 5 DRAMA			
Task No.	Due Date	Assessment Task Description	Weighting
1	T1 Wk11	CAPA Cabaret Play building Performance	30
2	T2 Wk10	Form Study Portfolio	40
3	T3 Wk10	Children's Theatre	30
FEES: \$10.00			100

Course: YEAR 9 ENGLISH			
Task No.	Due Date	Assessment Task Description	Weighting
1	T1 Wk7	Expository Essay	30
2	T2 Wk8	Multimodal Task	40
3	T3 Wk7	Narrative	30
FEES: Nil – Included in school fees			100

Course: YEAR 10 ENGLISH			
Task No.	Due Date	Assessment Task Description	Weighting
1	T3 Wk5	Major Project + Reflection	40
2	T4 Wk2	Portfolio of Work	40
3	T4 Wk4	Yearly Examination	20
FEES: Nil – Included in school fees			100

Course: STAGE 5 FOOD TECHNOLOGY			
Task No.	Term	Assessment Task Description	Weighting
1	T1 Wk10	Under / Over Nutrition	30
2	T2 Wk10	Cultural Celebration Task	30
3	T4 Wk1	Recipe Cards	40
FEES: \$70.00			100

Course: YEAR 9 1 GEOGRAPHY (Semester 1)			
Task No.	Term	Assessment Task Description	Weighting
1	T1 Wk5	Research Task - Agriculture	30
2	T1 Wk10	Topic Test Sustainable Biomes	35
3	T2 Wk3	Task – Changing Places	35
FEES: Nil – Included in school fees			100

Course: YEAR 9 2 GEOGRAPHY (Semester 2)			
Task No.	Term	Assessment Task Description	Weighting
1	T3 Wk6	Research Task - Agriculture	30
2	T3 Wk8	Topic Test Sustainable Biomes	35
3	T4 Wk3	Task – Changing Places	35
FEES: Nil – Included in school fees			100

Course: YEAR 10 1 GEOGRAPHY (Semester 1)			
Task No.	Term	Assessment Task Description	Weighting
1	T1 Wk9	Booklet	30
2	T2 Wk3	Skills Exam	40
3	T2 Wk6	Wellbeing Research	30
FEES: Nil – Included in school fees			100

Course: YEAR 10 2 GEOGRAPHY (Semester 2)			
Task No.	Term	Assessment Task Description	Weighting
1	T3 Wk8	Booklet	30
2	T4 Wk3	Skills Exam	40
3	T4 Wk4	Wellbeing Research	30
FEES: Nil – Included in school fees			100

Course: YEAR 9 1 HISTORY (Semester 1)			
Task No.	Term	Assessment Task Description	Weighting
1	T1 Wk5	Research Task – Industrial Revolution	20
2	T1 Wk10	Extended Response	15
3	T2 Wk3	WWI – Source Study	25
4	T2 Wk5	Examination	40

FEES: Nil – Included in school fees	100
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Course: YEAR 9 2 HISTORY (Semester 2)			
Task No.	Term	Assessment Task Description	Weighting
1	T3 Wk6	Research Task – Industrial Revolution	20
2	T3 Wk8	Extended Response	15
3	T4 Wk3	WWI – Source Study	25
4	T4 Wk6	Examination	40
FEES: Nil – Included in school fees			100

Course: YEAR 10 1 HISTORY (Semester 1)			
Task No.	Term	Assessment Task Description	Weighting
1	T1 Wk6	In Class Task - Timeline	25
2	T1 Wk9	Short Answer Responses	25
3	T2 Wk4	Exam	25
4	T2 Wk8	Independent Research Task	25
FEES: Nil – Included in school fees			100

Course: YEAR 10 2 HISTORY (Semester 2)			
Task No.	Term	Assessment Task Description	Weighting
1	T3 Wk6	In Class Task - Timeline	25
2	T3 Wk9	Short Answer Responses	25
3	T4 Wk6	Exam	25
4	T4 Wk9	Independent Research Task	25
FEES: Nil – Included in school fees			100

Course: STAGE 5 (100 Hours) INDUSTRIAL TECHNOLOGY – METAL			
Task No.	Due Date	Assessment Task Description	Weighting
1	T1 Wk6	Candle Holder	20
2	T3 Wk2	BBQ/ Wood Splitter	40
3	T3 Wk9	Tool Box	15
4	T4 Wk5	Mini Major Project	25
FEES: \$60.00			100

Course: STAGE 5 (200 Hours) INDUSTRIAL TECHNOLOGY – METAL			
Task No.	Due Date	Assessment Task Description	Weighting
1	T1 Wk5	Wall Bracket	10
2	T2 Wk5	Motorcycle Stand	30
3	T3 Wk3	Metal Turning project	20
4	T4 Wk5	Major Project	40
FEES: \$60.00			100

Course: STAGE 5 (100 Hours) INDUSTRIAL TECHNOLOGY – WOOD			
Task No.	Due Date	Assessment Task Description	Weighting
1	T2 Wk2	Folding Stool	30
2	T2 Wk9	Wood Turning – Bowl	20
3	T4 Wk1	Wood Turning – Mallet	20
4	T4 Wk5	Acoustic Phone Speaker - Practical & Folio	30

FEES: \$60.00	100
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Course: STAGE 5 (200 Hours) INDUSTRIAL TECHNOLOGY – WOOD			
Task No.	Due Date	Assessment Task Description	Weighting
1	T2 Wk1	Clock Carcass	25
2	T2 Wk 9	Clock Complete	25
3	T3 Wk4	Major Project Folio	25
4	T4 Wk5	Major Project Practical	25
FEES: \$60.00			100

Course: STAGE 5 MARINE STUDIES			
Task No.	Due Date	Assessment Task Description	Weighting
1	T2 Wk6	Practical Task – Boat Building	30
2	T3 Wk8	Design/Research Task – Marine Mammals	30
3	T4 Wk5	Yearly Examination	40
FEES: \$30.00			100

Course: YEAR 9 MATHEMATICS All levels			
Task No.	Due Date	Assessment Task Description	Weighting
1	T1 Wk6	Class Test	20
2	T2 Wk8	Half Yearly Examination	30
3	T3 Wk3	Investigation Task	20
4	T4 Wk6	Yearly Examination	30
FEES: Nil – Included in school fees			100

Course: YEAR 10 MATHEMATICS All levels			
Task No.	Due Date	Assessment Task Description	Weighting
1	T1 Wk8	Investigation Task	20
2	T2 Wk8	Half Yearly Examination	30
3	T3 Wk5	Class Test	20
4	T4 Wk3	Yearly Examination	30
FEES: Nil – Included in school fees			100

Course: STAGE 5 MUSIC			
Task No.	Due Date	Assessment Task Description	Weighting
1	T1 Wk11	CAPA Cabaret	30
2	T3 Wk10	Children's Theatre Portfolio + Composition	30
3	T4 Wk5	Yearly Exam + Carrols	40
FEES: \$20.00			100

Course: STAGE 5 P.A.S.S (Physical Activity & Sports Studies)			
Task No.	Due Date	Assessment Task Description	Weighting
1	T2 Wk4	Body Systems Test	20
2	T2 Wk8	School Carnivals (Swimming, Cross Country, Athletics)	30
3	Ongoing - Wk4 Wk3	Practical Skills	50
FEES: Nil			100

Course: YEAR 9 PD/H/PE			
Task No.	Due Date	Assessment Task Description	Weighting
1	T3 Wk4	Athletics & Fitness Testing Standards	30
2	T4 Wk3	Contraception	20
3	Ongoing – T4 Wk4	Individual & Team Sports	50
FEES: Nil – Included in school fees			100

Course: YEAR 10 PD/H/PE			
Task No.	Due Date	Assessment Task Description	Weighting
1	T3 Wk4	Athletics & Fitness Testing Standards	30
2	T3 Wk9	Alternative Medicine	20
3	Ongoing – T4 Wk3	Individual & Team Sports	50
FEES: Nil – Included in school fees			100

Course: YEAR 9 SCIENCE			
Task No.	Due Date	Assessment Task Description	Weighting
1	T2 Wk3	Scientific Model/Research Task	30
2	T3Wk10	Independent Depth Study	30
3	T4 Wk6	Yearly Examination	40
FEES: Nil – Included in school fees			100

Course: YEAR 10 SCIENCE			
Task No.	Due Date	Assessment Task Description	Weighting
1	T1 Wk7	Scientific Model/Research Task	30
2	T3Wk1	Independent Depth Study	30
3	T4 Wk4	Yearly Examination	40
FEES: Nil – Included in school fees			100





Course: STAGE 5 VISUAL ART			
Task No.	Due Date	Assessment Task Description	Weighting
1	T2 Wk2	Body Of Work & Diary	30
2	T3 Wk3	Body Of Work & Diary	30
3	T4 Wk5	Body Of Work & Diary	40
FEES: \$35.00			100

DISTANCE EDUCATION

Information about assessment will be given to you by the Course Provider

How to Write a Bibliography

Whenever you write a research paper, always let the reader know where you found your information. This is called a *bibliography*. Follow the guidelines below and write a bibliography for your report.

<p>Internet – When you get information from the internet, use the format in this example</p> <p>Young, M.C. “Mrs Young’s Research Room.” Online. 08 March 1999. Available http://www.geocities.com/EnchantedForest/Tower/6766/.</p>	
<p>Book – Here is an example to use with a book.</p> <p>Hillyer, V.M. A Child’s History of the World. New York: The Century Co., 1924</p>	
<p>Encyclopedia – The encyclopaedia Format Looks like this example.</p> <p>“A.A. Milne.” <u>The World Book Encyclopedia</u>. 1997, 555.</p>	
<p>Magazine – When using a newspaper, use this format.</p> <p>McCraken, Harry. “Bandwith on Demand”</p>	
<p>Newspaper – If you use a newspaper, use this format.</p> <p>Ussery, Peggy. “Salaries Will Be Reviewed” The Columbia Country News Times {Columbia County, GA} June 1998: 1</p>	