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**STAGE 5**

**(Year 9 & 10)**

**2022**

**RoSA**

**(Record of Student Achievement)**

**STUDENT ASSESSMENT HANDBOOK**

Educational Excellence - High Expectations - Student Success

**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:

1. **followed** the course developed or endorsed by NESA;
2. **applied themselves with diligence** **and sustained** effort to the set tasks and experiences provided in the course by the school;
3. **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:

1. Make learning a priority;
2. Attend lessons in that course for the required number of hours;
3. Complete all class work, homework, examinations and tasks to the best of their ability;
4. Hand in all tasks and required work by the due date;
5. 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;
6. Catch up on any missed course work due to absence, school approved activity or suspension;
7. 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 at the end of the course.

**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:

1. Attending an assessment activity, ie: examination or in-class activity or
2. Meeting an assessment deadline or
3. 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 size12 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:

Date Issued ……. / ……. /……. Date Due ……. / ……. /…… Request Extension until ……. / ……. /…….

Reasons for Requesting Extension of Time:

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:

Reasons for Decline:

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

**Stage 5: Year 9 ASSESSMENT TIMETABLE 2022**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Week | Term 1 | Week | Term 2 | Week | Term 3 | Week | Term  |
| **1A** |  | **1A** |  | **1A** |  | 1A | WOOD-3 |
| **2B** |  | **2B** | WOOD-1VISUAL ART1 | **2B** | METAL-2 | 2B | FOOD TECH 3 |
| **3A** |  | **3A** |  | **3A** | VISUAL ART-2 | 3A | PDHPE-2 |
| **4B** |  | **4B** | NAPLANGEOGRAPHY-3PASS-1 | **4B** | PDHPE-1 | 4B | PDHPE-3PASS-3ENGLISH-2GEOGRAPHY-3 |
| **5A** | GEOGRAPHY-1 | **5A** | HISTORY-3 | **5A** | MATHS | 5A | VISUAL ART-3 IST-3METAL-4 COMMERCE-4HISTORY-3WOOD-4MATHSMUS-3 |
| **6B** | MATHS-1METAL-1MARINE STUDIES 1 | **6B** |  | **6B** | GEOGRAPHY1MARINE STUDIES 3 | 6B | SCIENCE-3ENGLISH-3 |
| **7A** |  | **7A** | COMMERCE-2 | **7A** |  | 7A | Quality Portfolios |
| **8B** | FOOD TECH 1SCIENCE-1HISTORY-1IST-1 | **8B** | FOOD TECH 2MATHS-2PASS-2IST-2 | **8B** | HISTORY-1 | **8B** |  |
| **9A** | COMMERCE-1 | **9A** | WOOD-2 | **9A** | METAL-3COMMERCE-3 | **9A** |  |
| **10B** | DRAMA-1MUSIC-1 | **10B** | DRAMA-2SCIENCE-2MARINE STUDIES 2 | **10B** | DRAMA-3MUSIC-2ENGLISH-1 | 10B |   |

 **Stage 5: Year 10 ASSESSMENT TIMETABLE 2022**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Week | Term 1 | Week | Term 2 | Week | Term 3 | Week | Term 4 |
| **1A** |  | **1A** | WOOD-1 | **1A** |  | 1A |  |
| **2B** |  | **2B** | VISUAL ART-1 | **2B** |  | 2B | ENGLISH-2FOOD TECH 3 |
| **3A** |  | **3A** | GEOGRAPHY-2 | **3A** | VISUAL ART-2METAL-3 | 3A | PASS-3 |
| **4B** |  | **4B** | HISTORY-2PASS-1 | **4B** | SCIENCE-2PDHPE-1WOOD-3 | 4B | SCIENCE-3PHDPE-3GEOGRAPHY-2 |
| **5A** | METAL-1 | **5A** | METAL-2 | **5A** | MATHS-3 | 5A | ENGLISH-3VISUAL ART 3 IST-3METAL-4COMMERCE-4WOOD-4MUSIC-3MATHS - 4 |
| **6B** |  | **6B** | GEOGRAPHY-3 | **6B** |  | 6B | GEOGRAPHY-3HISTORY-2 |
| **7A** | SCIENCE-1 | **7A** | COMMERCE-2 | **7A** | ENGLISH-1 | 7A |  |
| **8B** | MATHS-1IST-1FOOD TECH 1 | **8B** | PASS-2HISTORY-3IST-2FOOD TECH 2 | **8B** | GEOGRAPHY-1 | **8B** | **Quality Portfolios** |
| **9A** | HISTORY-1GEOGRAPHY-1COMMERCE-1 | **9A** | MATHS-2WOOD-2 | **9A** | PDHPE-2HISTORY-1COMMERCE-3 | **9A** | HISTORY-4 |
| **10B** | DRAMA-1MUSIC-1 | **10B** | DRAMA-2 | **10B** | DRAAM-3MUSIC-2 | 10B |  |

**ASSESSMENT GUIDELINES – STAGE 5**

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| **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 5 | Topic Test  | 25 |
| **FEES: Nil** | **100** |

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| **Course: *STAGE 5 DRAMA*** |
| **Task No.** | **Due Date** | **Assessment Task Description** | **Weighting** |
| 1 | T1 Wk10 | CAPA Cabaret Play building Performance | 20 |
| 2 | T2 Wk10 | Form Study Portfolio | 30 |
| 3 | T3 Wk10 | Children’s Theatre  | 50 |
| **FEES: $10.00** | **100** |

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| **Course: *YEAR 9 ENGLISH*** |
| **Task No.** | **Due Date** | **Assessment Task Description** | **Weighting** |
| 1 | T3 Wk10 | Multimodal Task | 30 |
| 2 | T4 Wk4 | Portfolio Of Work | 40 |
| 3 | T4 Wk 6 | Examination | 30 |
| **FEES: Nil – Included in school fees** | **100** |

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| **Course: *YEAR 10 ENGLISH*** |
| **Task No.** | **Due Date** | **Assessment Task Description** | **Weighting** |
| 1  | T3 Wk7 | Major Project + Reflection | 40 |
| 2 | T4 Wk2 | Portfolio of Work  | 40 |
| 3 | T4 Wk5 | Yearly Examination | 20 |
| **FEES: Nil – Included in school fees** |  **100** |

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| **Course: *STAGE 5 FOOD TECHNOLOGY*** |
| **Task No.** | **Term** | **Assessment Task Description** | **Weighting** |
| 1 | T1 Wk10 | Food for Specific Need – Meal Plan task | 30 |
| 2 | T2 Wk10 | Food Product Task | 40 |
| 3 |  T4 Wk3 | Food Service and Catering | 30 |
| **FEES: $70.00** | **100** |

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| **Course: *YEAR 9 1 GEOGRAPHY (Semester 1)*** |
| **Task No.** | **Term** | **Assessment Task Description** | **Weighting** |
| 1 | T1 Wk5 | Research Task - Agriculture | 50 |
| 2 | T2 Wk4 | Topic Test Sustainable Biomes/ SKILLS | 50 |
| **FEES: Nil – Included in school fees** | **100** |

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| **Course: *YEAR 9 2 GEOGRAPHY (Semester 2)*** |
| **Task No.** | **Term** | **Assessment Task Description** | **Weighting** |
| 1 | T3 Wk6 | Research Task - Agriculture |  |
| 2 | T4 Wk4 | Topic Test Sustainable Biomes/ SKILLS |  |
| **FEES: Nil – Included in school fees** | **100** |

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

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| **Course: *YEAR 10 2 GEOGRAPHY (Semester 2)*** |
| **Task No.** | **Term** | **Assessment Task Description** | **Weighting** |
| 1 | T3 Wk8 | Fieldwork Booklet | 30 |
| 2 | T4 Wk4 | Skills Exam | 40 |
| 3 | T4 Wk6 | Wellbeing Research | 30 |
| **FEES: Nil – Included in school fees** | **100** |

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| **Course: *YEAR 9 1 HISTORY (Semester 1)*** |
| **Task No.** | **Term** | **Assessment Task Description** | **Weighting** |
| 1 | T1 Wk8 | Extended Response / Posters Industrial revolution Assessment / Learning Grid (9E – In class essay() | 50 |
| 2 | T2 Wk5 | Examination – WW1 and Source | 50 |
| **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 Wk8 | Extended Response / Posters Industrial revolution Assessment / Learning Grid (9E – In class essay() | 50 |
| 2 | T4 Wk5 | Examination – WW1 and Source | 50 |
| **FEES: Nil – Included in school fees** | **100** |

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| **Course: *YEAR 10 1 HISTORY (Semester 1 )*** |
| **Task No.** | **Term** | **Assessment Task Description** | **Weighting** |
| 1 | T1 Wk9 | Short Answer Responses / Timeline | 50 |
| 2 | T2 Wk4 | Exam | 25 |
| 3 | T2 Wk8 | Independent Research Task | 25 |
| **FEES: Nil – Included in school fees** | **100** |

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| **Course: *YEAR 10 2 HISTORY (Semester 2 )*** |
| **Task No.** | **Term** | **Assessment Task Description** | **Weighting** |
| 1 | T3 Wk9 | Short Answer Responses / Timeline | 50 |
| 2 | T4 Wk6 | Exam | 25 |
| 3 | T4 Wk9 | Independent Research Task | 25 |
| **FEES: Nil – Included in school fees** | **100** |

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| **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 | Toolbox | 15 |
| 4 | T4 Wk5 | Mini Major Project | 25 |
| **FEES: $60.00** | **100** |

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| **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** |

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| **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** |

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| **Course: *STAGE 5 INFORMATION SOFTWARE TECHNOLOGY*** |
| **Task No.** | **Due Date** | **Description** | **Weighting** |
| 1 | T1 Wk8 | Investigation Task | 33 |
| 2 | T2 Wk8 | Semester 1 Project Submission | 33 |
| 3 | T4 Wk5 | Semester 2 Project Submission | 34 |
| **FEEs: Nil – Included in school fees** | 100 |

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| **Course: *STAGE 5 Marine Studies*** |
| **Task No.** | **Due Date** | **Description** | **Weighting** |
| 1 | T1 Wk 6 | CPR test | 30 |
| 2 | T2 Wk 10 | Research Task | 35 |
| 3 | T3 Wk 6 | Cooking task | 35 |
| **FEEs: $30** | 100 |

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| **Course: *YEAR 9 MATHEMATICS***  |
| **Task No.** | **Due Date** | **Description** | **Weighting** |
| 1 | T1 Wk6 | Topic Test | 20 |
| 2 | T2 Wk8 | Half Yearly (includes common component) | 30 |
| 3 | T3 Wk5 | Investigation Task | 20 |
| 4 | T4 Wk5 | Yearly Examination  | 30 |
| **FEEs: Nil – Included in school fees** | 100 |

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| **Course: *YEAR 10 MATHEMATICS ADVANCED (5.3)*** |
| **Task No.** | **Due Date** | **Description** | **Weighting** |
| 1 | T1 Wk8 | Investigation Task | 20 |
| 2 | T2 Wk9 | Half Yearly (includes common component) | 30 |
| 3 | T3 Wk5 | Topic Test | 20 |
| 4 | T4 Wk5 | Yearly Examination (All topics studied this year) | 30 |
| **FEEs: Nil – Included in school fees** | 100 |

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| **Course: *STAGE 5 MUSIC*** |
| **Task No.** | **Due Date** | **Assessment Task Description** | **Weighting** |
| 1 | T1 Wk10 | Performance | 30 |
| 2 | T3 Wk10 | Composition | 30 |
| 3 | T4 Wk5 | Performance OR composition research task | 40 |
| **FEES: $20.00**  | **100** |

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

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| **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** |

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| **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** |

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| **Course: *YEAR 9 SCIENCE*** |
| **Task No.** | **Due Date** | **Assessment Task Description** | **Weighting** |
| 1 | T1 Wk8 | Skills Prac exam | 30 |
| 2 | T2Wk10 | Independent Depth Study | 30 |
| 3 | T4 Wk4 | Yearly Examination | 40 |
| **FEES: Nil – Included in school fees** | **100** |

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| **Course: *YEAR 10 SCIENCE*** |
| **Task No.** | **Due Date** | **Assessment Task Description** | **Weighting** |
| 1 | T1 Wk7 | Scientific / Research task | 30 |
| 2 | T3Wk4 | Independent Depth Study | 30 |
| 3 | T4 Wk4 | Yearly Examination | 40 |
| **FEES: Nil – Included in school fees** | **100** |

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| **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** |

**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.

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