

Springwood High School Combined Senior Curriculum



Preliminary HSC Assessment Policy, Procedures & Schedule

Term 4 2020 – Term 1 2021

THE COMBINED SENIOR CURRICULUM (CSC)

The senior curriculum structure at SHS does not distinguish between Year 11 and Year 12 students. The senior curriculum structure instead has students completing what are called Senior Year 1 and Senior Year 2.

Typically, within this model students will meet NSW Education Standards Authority (NESA) requirements for the completion of the preliminary HSC and HSC courses for 3 subjects in Senior Year 1, including sitting the HSC examinations for these 3 subjects in this year. Students then move onto studying and completing preliminary HSC and HSC course requirements for another 3 courses in Senior Year 2, in accordance with the number of units being studied.

Some benefits of this model include:

- an enhanced capacity to offer students a broader range of subjects over the two years of their senior schooling
- more strongly aligning learning and progression in learning to student interest and need rather than chronological age
- more focused concentration in learning and assessment for students, who will no longer be expected to master skills, knowledge and understandings in 6 subjects at the same time
- the opportunity for some students to re-evaluate senior subject choices in the transition from Senior Year 1 to Senior Year 2
- ability to spread subject choices requiring major works over two years instead of one
- enabling students who so desire to leave school for the workplace before the end of Senior Year 2 having completed 3 HSC subjects

RECORD OF SCHOOL ACHIEVEMENT

The Record of School Achievement (RoSA) is a credential for all students to recognise school achievement before receiving their Higher School Certificate (HSC).

It is a cumulative credential recognising all of a student's academic achievements. Instead of just showing what a student's results were at the end of Year 10, the RoSA recognises that many students who leave school before the HSC examinations still complete some Preliminary HSC courses.

The RoSA will show students' Year 10 grades, as well as any grades for Preliminary HSC courses completed. If a student starts a course but leaves school before completing it, their RoSA will show evidence of his or her enrolment. The RoSA will also show results of any VET or Life Skills courses a student completes in Year 10 and/or the Preliminary HSC course. More information can be found at:

<http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/leaving-school/record-of-school-achievement>

REQUIREMENTS & ASSESSMENT PROGRAM

The purpose of this booklet is to provide the following information for teachers, students, parents and the community:

- the requirements for the award of the HSC
- HSC NESA Courses and their requirements
- the requirements for satisfactory achievement in Preliminary courses
- the arrangements for students deemed “N” or Unsatisfactory in a Preliminary Course
- the student tasks required for assessment in each course
- the weighting for each task
- the policies and procedures for dealing with cases of malpractice in assessment tasks
- the policies and procedures for the submission of assessment tasks
- the procedures for reporting students’ performance on assessment tasks
- students’ rights and responsibilities.

1. REQUIREMENTS FOR THE AWARD OF THE HSC

To be awarded the HSC, you must study a minimum of 12 units in the Preliminary course and a minimum of 10 units in the HSC course. Both the Preliminary course and the HSC course must include the following:

- at least six units from NESA Developed Courses including at least two units of a NESA Developed Course in English
- at least three courses of 2 units value or greater
- at least four subjects (N.B. at most six units of courses in Science can contribute to Higher School Certificate eligibility)
- you must complete the practical, oral or project works required for specific courses and the assessment requirements for each course
- you must have sat for and made a serious attempt at the required Higher School Certificate examinations.

Additional information

- Information for students is available at:
<http://educationstandards.nsw.edu.au/wps/portal/nesa/students/student-guide>
and elsewhere on the NESA website, which is an important point of reference.
- If you wish to receive the Australian Tertiary Admission Rank (ATAR) you must study a minimum of ten NESA Developed units in the HSC Course.
- If you do not wish to receive an ATAR, the rest of your courses may be made up from NESA Endorsed Courses once you have studied six units from NESA Developed Courses.

VOCATIONAL EDUCATION AND TRAINING (VET)

VET Industry Curriculum Frameworks

The NESAs have developed curriculum frameworks for a number of industry areas. You must undertake a work placement to complete these courses successfully. Tourism and Events is only offered through TAFE delivery.

Courses in the VET Industry Curriculum Frameworks can be studied as Preliminary and/or HSC courses. The 240-hour course in each framework (and 360-hour course in Human Services) will have a written examination which students can choose to undertake, enabling their results to be included in the calculation of the ATAR as a Category B subject.

Industry Curriculum Framework	Course Information	
Automotive	120-hour course	240-hour course
Business Services	120-hour course	240-hour course
Construction	120-hour course	240-hour course
Electrotechnology	120-hour course	240-hour course
Entertainment Industry	120-hour course	240-hour course
Financial Services	120-hour course	240-hour course
Hospitality	120-hour course	240-hour course
Human Services	240-hour course	360-hour course
Information Technology	120-hour course	240-hour course
Metal and Engineering	120-hour course	240-hour course
Primary Industries	120-hour course	240-hour course
Retail Services	120-hour course	240-hour course
Tourism and Events	120-hour course	240-hour course

ASSESSMENT REQUIREMENTS

1. SATISFACTORY COMPLETION OF A COURSE

To achieve satisfactory achievement in a Preliminary course a student must demonstrate that they have:

- **followed** the course developed or endorsed by NESAs
- **applied** themselves with diligence and sustained effort to the set tasks and experiences provided by the school in that course. This includes classwork, homework and assessment tasks
- **achieved** some or all of the course outcomes.

2. ATTENDANCE

If a student shows an unsatisfactory pattern of attendance, the course completion criteria may not be met and hence a student may be declared unsatisfactory in a course. Students will be given early warning of the consequences of absences through official warning letters.

3. LENGTH OF PRELIMINARY COURSES & CHANGES IN TRANSITION TO HSC

The Preliminary courses will be completed in week 10 of term 1. HSC Courses will commence in week 10 of Term 1. **Students are strongly advised to complete at least 12 units of study for the HSC.** However, if you are planning to drop a 2 unit course, you may be able to do so after consultation with the appropriate Head Teacher and Deputy Principal from the start of Week 2, Term 2. Further information about HSC Extension courses which start in Term 2 will be provided by faculties to relevant students during Term 1. Extension course classes may run outside of the school timetable at a time when the teacher is available.

4. UNSATISFACTORY COMPLETION OF A PRELIMINARY COURSE

Students who are deemed as being unsatisfactory in a Preliminary course may be accepted on probation into the HSC course. However, this carries the stipulation that Preliminary course requirements as set out by the Principal (in consultation with the relevant Head Teacher) will be completed. This may require the student to undertake:

- a supplementary examination and/or
- further assessment tasks.

Students will be advised in writing of their individual requirements to satisfactorily complete the particular course. Students will be advised in writing of the results of the supplementary examinations and strategies will be discussed with regard to their future courses of study.

5. CHANGING COURSES

The Principal may allow a change of subject or course provided that he or she is satisfied that the student can satisfactorily complete the new course. A change of Preliminary HSC course is best made **before the end of week 8 of term 4** (i.e. the 3rd week of the Preliminary course). Students wishing to change courses after satisfactorily completing a Preliminary course will have the completed course recorded on their Record of School Achievement. These students must satisfactorily complete all requirements of the new Preliminary course before the Principal can certify the achievement of the outcomes of the new course. Unless the Principal can so certify, the student's entry for the HSC course cannot be validated. The Principal may allow students to begin study of the HSC course while concurrently completing Preliminary course requirements.

A change of course will only be allowed after consultation with the relevant Deputy Principal, the Careers Adviser and the Head Teacher of the subjects concerned. **You should first discuss the matter with the Deputy Principal, in order to begin the process.**

6. COMPLETION OF ASSESSMENT TASKS

All work must be submitted **on or before** the due date. Tasks not completed in class are to be submitted **at the start of the relevant subject period** on the due date. Late work will be awarded a **zero mark** unless a written application for an extension of time has been made to the Deputy Principal prior to the due date. An extension of time will only be granted in extreme circumstances.

All work must be submitted in a hard (paper) copy unless directed otherwise by the subject teacher. USBs will not be accepted as evidence of a completed task. If students experience difficulty with the printing out of assessment material, they must arrange printing of material **before** the lesson.

If a task is missed due to illness or misadventure, the student is required to submit an application for misadventure (see example at the end of this booklet), a **Doctor's Certificate** and a written note from a parent / caregiver to indicate the grounds for the application.

A student may apply to the Deputy Principal for an extension of time **BEFORE** the due date. Supporting statements from a parent / caregiver will be required. Extension request forms are available from the Deputy Principal.

7. FAILURE TO COMPLETE ASSESSMENT TASKS

When a student has a valid reason for not completing an assessment task, the student is required to submit an "Illness and Misadventure Form" (See back of booklet) to the Deputy Principal as soon as possible. If the Deputy Principal, in consultation with the relevant Head Teacher, approves the submission, a mark may be awarded on a suitable substitute task **or** an estimate given based on other appropriate work. This will only occur in extreme circumstances. If there is no valid reason for non-completion of an assessment task by the due date, a zero mark will be recorded for that task.

8. COMMON HSC ASSESSMENT PRACTICES, INCLUDING FEEDBACK

NESA procedural requirements around assessment include the injunction that “common assessment programs should be followed with common tasks, conditions and marking procedures.”

In keeping with this requirement, it is school policy that following formal notification of a Stage 6 assessment task, i.e. Preliminary HSC *and* HSC, teachers are **not** to provide students with individualized feedback, which has not been made available to **all** students in the class and course, on the **actual product** (e.g essay, research task, report, portfolio) that students are producing to submit for marking.

This policy is made on the grounds that it potentially makes aspects of the teaching and learning that has taken place inequitable and unfair, given that the individual student may receive individualised feedback from their teacher that has not been made available to all others in the course.

Students must understand that if feedback on a task has been provided to the whole class on a day that they were absent, it does **not** entitle them to individualised feedback from the teacher at a later time. All faculties will have procedures for sharing information and feedback given and students are encouraged to see the Head Teacher of the faculty concerned to find out how they can access that information and feedback.

9. MALPRACTICE

Assessment tasks must be students' own work

The purpose of the assessment procedure is to measure a student's achievement throughout the duration of the assessment period. It is essential that the assessment be the student's own individual effort, not that of others. Therefore with designated assessment tasks such as home assignments and research tasks, students may be required to sign a statement that the work is, in fact, essentially his or her own work. If at a subsequent date the work is found not to be essentially his or her own, a mark of zero may be recorded for the assignment. A student may lodge an appeal about this decision with the Principal.

10. TASKS UNDERTAKEN UNDER EXAMINATION CONDITIONS

Any allegation of inappropriate behaviour will be investigated by the Deputy Principal and relevant Head Teacher. If dishonesty takes place in the completion of an assessment task of this type, the student will be awarded a mark of zero. An appeal may be made to the Principal.

11. COMMUNICATING AND REPORTING

- **Notification of each assessment task**

Students will be given timely written notification of each assessment task. This will include the nature and timing of each task, its weighting within the course, the outcomes being assessed, the marking criteria, and how the task and marking criteria reflects components of the syllabus being taught. Best practice includes teachers asking students to sign a register to acknowledge receipt of the task notification when it is issued, or for teachers to sign and give to the student a receipt upon the issuing of the task notification.

- **After each assessment task**

Students will be given timely feedback on each assessment task. This will take the form of a mark or grade and include comments.

- **Formal Reports**

Students will receive a mid-course progress report and an end of Preliminary course report. Students will be given their examination mark and their position in the course on their final Preliminary Course report.

12. STUDENTS AT RISK OF NOT ACHIEVING A SATISFACTORY RESULT

- Students will be advised, in writing, in time for the problem to be corrected.
- Parents or guardians will be advised in writing if the student is under 18.
- A written acknowledgment of the warning from the parent/student is requested.
- Copies of warning notices are retained by the school. **(See copy of warning notice at the back of this booklet.)**

13. STUDENT GUIDE TO ASSESSMENT APPEALS FOR VOCATIONAL EDUCATION AND TRAINING COURSES

This guide describes the appeal process and your rights. You have the right to have your appeal dealt with confidentially, fairly, promptly and without fuss. You have the right to lodge an appeal against the assessment of your competency on the following grounds:

- The assessment process did not provide you with a fair and reasonable opportunity to demonstrate your competency.
- You were not informed in advance of the conditions and method of assessment.
- The process used was discriminatory in some way.
- You were ill at the time of assessment (must be supported by a medical certificate).

The appeal must be lodged with the school within five working days of the actual assessment.

The RTO (Nirimba Office) must deal with your appeal within five working days from the registered date of receipt of the appeal.

An appeals panel appointed by the RTO is given responsibility to manage the appeals system and process on its behalf.

In response to your appeal the appeals panel may:

- interview any of the people involved in your assessment process
- request another assessor to review your case
- schedule another assessment
- uphold or reject your appeal at any stage.

You have the right to have a support person of your choice during the appeals process to help you and to verify the grounds of your appeal.

The RTO must accurately document all appeals procedures and outcomes and provide you with copies.

If you are still unhappy with the outcome of the appeal you can appeal to the Penrith District Office.

If you require any further information or assistance with regard to an appeal, please contact the VET Coordinator at school or on the school phone number 4751 2111.

14. THE SCHOOL'S ASSESSMENT REVIEW COMMITTEE

NESA has determined that students may seek a review of the assessments if their position in the school's Order of Merit differs significantly from expectations they may have from feedback for their performance on assessment tasks throughout the course. This review would be based on the procedures for determining the final assessment mark, not on a reconsideration of teachers' judgments of the worth of individual tests, assignments, projects and other work on which the assessment mark is based. The School Assessment Committee would have to review and ascertain that:

- the weightings used by the faculty in its assessment program conform to the NESA's requirements as detailed in the subject guide
- the procedures used for determining the final subject assessment mark conform to its stated assessment program
- the computational procedures taken by the Faculty in reaching the assessment mark contain no errors.

Changes to assessments will only be made if the School Review Committee finds an error or discrepancy in one or more of the three elements listed above. The School Review Committee will be made up of the following:

- the Principal or the Principal's nominee (Chairperson)
- two people not involved in determining the Assessments for the course involved
- one person directly involved with the course including the preparation of Assessments.

Students making an appeal are to be given a full and detailed written answer which outlines the Committee's decision.

15. QUESTIONS A PRELIMINARY HSC STUDENT MIGHT ASK

How many tasks will there be?

- The number of tasks is capped at 3 for each 2 unit course.

How many tasks do I have to do?

- If the non award of the course means you fall below 12 Units, you will not be awarded a Preliminary HSC Certificate at all.
- Your parents / caregivers will be informed each time you do very poorly, get a zero or fail to complete a task.

What is needed for a Preliminary HSC Assessment Mark?

- Faculties will devise tasks, common activities and assessment schedules for each course.
- Task outlines will be prepared for all courses.
- A Preliminary HSC Assessment Schedule (i.e. this document) will be distributed to students at the beginning of the course or as new Preliminary HSC students enrol at SHS.
- Students must satisfactorily complete tasks and coursework to be assessed and reported on for the award of each HSC course.

What happens if I am not able to submit an assessment task on the due date?

- A student may apply to the Deputy Principal for an extension of time **BEFORE** the due date – a medical certificate and supporting statements from a parent / caregiver will be required. Extension Request forms are available from the Deputy Principal.
- If a task is missed due to illness or misadventure, the student is required to submit an application for misadventure (see example at the end of this booklet, a Doctor's Certificate and a written note from a parent / caregiver to explain any illness. *These must be handed to the Deputy Principal of the missed assessment task on the **first** day of attendance at school after the illness, **not** in the first lesson that you see your teacher - which may be two or three days later.*
- If no acceptable / reasonable excuse is provided then the student is awarded a ZERO for the task - but is still required to complete it or a substitute task for progress reporting.
- The student, parent / caregiver will be informed in writing of the zero or extension of time.
- A reply slip should be signed by a parent / caregiver and returned to the Deputy Principal.
- The Head Teacher will be informed.
- Initial or official warning letters notifying your parents of unsatisfactory performance ('N' awards) will be sent by the Head Teacher, as required.

What happens if a student is not satisfying course requirements because of their attendance?

- This document explains the relationship between progress, achievement of outcomes, and indicative hours required to satisfactorily complete courses.
- Teachers will mark class rolls to check students' participation in courses.
- An interview will take place with the Head Teacher and Deputy Principal as required or during the senior review.
- You may be placed on probation. Your continuation within the course will depend on your further progress.
- Initial and official warning letters regarding progress and unsatisfactory achievement of outcomes will be sent to parents / caregivers if requirements are not being met. (See *copy of the official NESAs warning letter at the back of this booklet.*)
- Parents / caregivers will be required to acknowledge letters.
- Copies of warning notices are retained by the School.

What happens if I receive an initial warning letter, or official warning letter for failing to complete a task or failure to meet the course requirements?

If you receive one of these letters you will be given another chance to complete the task or improve attendance at the course. Failure to do so after the second official warning may result in your being declared unsatisfactory in the course. This also means you may have to withdraw from the course if course requirements have not been satisfactorily fulfilled.

What about exams?

Exams are almost always used as assessment tasks and if you miss one, it is treated in the same way as missing an assessment task. If you miss an exam for any reason you should:

- Phone the school and leave a message for the Head Teacher Administration that you will be absent.
- Liaise with the Head Teacher Administration to complete the exam at the first available opportunity. This will usually be when an exam is being conducted in a subject you do not study. Don't wait until all the exams are over before you contact the Head Teacher Administration to present yourself for the missed exam.
- Supply a Doctor's Certificate and a note from your parent, as is required for other assessment tasks.
- An estimate may be given in extreme circumstances.

Why should I do any other (i.e.non-assessment) class work?

To be eligible for your Preliminary Higher School Certificate by fulfilling course requirements. You are required to do your usual class work such as assignments, homework and revision exercises because this is necessary for you to meet all course requirements.

What happens if I copy another person's work?

- Malpractice includes all instances of cheating, copying, or misrepresenting work as your own e.g. copying from text books, sharing other people's work.
- When malpractice occurs, **all** students involved will be awarded zero for the task.
- Plagiarism is another form of malpractice - using large pieces of text / pictures from books / encyclopaedia / computer programs - and not re-writing them in your own words or giving their source - will also result in a zero award.
- All work must be your own, and of the highest standard **you** can produce.

What happens if my computer breaks down and I lose all my work?

- Computer failure is not considered a valid reason for lateness or non-completion of tasks. Ensure you are regularly saving your work and have made a back-up copy each time you work on a task. If you are able to submit an assessment by email, you must still retain a back-up copy.
- Keep a hard copy / draft of all your work as it is progressively completed.
- Hand in drafts if you cannot get the work from your computer disk.
- Do not leave computer-based presentations to the night before - that's when the disk is sure to fail or the printer will run out of ink / toner.

What is an ATAR?

Advice about an Australian Tertiary Admission Rank (ATAR) will be forwarded to you if your courses make you eligible for entrance to a university and if you have asked for the advice. Your Australian Tertiary Admission Rank is based on a combination of scaled marks in ten units of satisfactorily completed Board Developed Courses:

- Two units of English
- your next best 8 units chosen from your remaining units. Only one category B course can be included in the UAI calculation.

Both the HSC exam marks and the assessment marks prepared for Board Developed Courses are used to calculate the ATAR. This is only used to decide who can apply for university courses.

For more information visit: <http://www.uac.edu.au/undergraduate/atar/>

What avenues for appeal do I have?

You are strongly advised to talk to your teachers if you are having difficulty with your courses. If you leave it too late, the N Award procedures commence and it becomes more difficult for students to get back on track. The following forms are available from the Deputy Principal. You must be able to support these appeals with evidence.

- Student Application for Extension of Time on an Assessment Task.
- Student Appeal – Illness, Accident, Misadventure.

What do I do if I feel I am not being treated fairly?

- You may only appeal against a particular mark at the time it is awarded to you. Your teacher will explain why you have been awarded that particular mark.
- Issues relating to incorrect addition and totalling of the marks received for individual assessment and test components must be raised with your teacher at the time and in the place (i.e. in the lesson and the learning space) of the return of the assessment task or test paper.
- When you are given your Course Ranking after the HSC, you may appeal against it if you feel a mistake has been made. A panel will be formed to consider your appeal. See the Deputy Principal for details when you need them.

Rights and Responsibilities

These rights and responsibilities are equally important.

Rights

- Students have the right to know how assessment procedures operate in each subject they study. However, the teacher has the right to vary their assessment schedule where they see the need, provided due notice is given. Parents/carers are to be notified of changes in writing and the Deputy Principal is to be informed.
- Students have the right to know, before the beginning of the course, the:
 - components and weighting for each course
 - nature of each assessment task
 - the set or suggested time for each task
 - mark value for each task in relation to the total number of marks for the course.
- Students have the right to know why they received the Assessment Mark they did, and how they may improve in future assessments.
- Students have the right to be given early warning, in writing, that their non-submission of assessment work in a given subject will lead to refusal of the Board to award an Assessment and Examination Mark in the Preliminary Course.

Responsibilities

- Students have the responsibility to complete all assessment work to the best of their ability.
- Students have the responsibility to advise the Deputy Principal of any illness, accident or misadventure which will adversely affect their assessment work, and to advise this as soon as possible.
- Students have the responsibility of ensuring that drafts and back up copies of tasks being completed at home and over time are kept and are able to be readily submitted if and when required.
- Students have the responsibility of seeking correction to instances of incorrect addition and totalling of test and assessment marks during the lesson and in the learning space in which the task or test is returned. Corrections will not be considered at a later time and once a task or test has been removed from the learning space in which it was returned.
- Students have the responsibility to do their best to compensate for any illness, accident or misadventure which affects their work.
- Students have the responsibility to keep this policy booklet, and any additional policy documents issued to them, in a safe place so that it may be referred to when necessary.

On the next few pages you will find schedules of the assessable tasks for each Preliminary HSC course. More details will be available from Head Teachers and class teachers of each faculty. Read this handbook carefully. Check that you understand every part of it. If you or your parents have any questions regarding HSC or Assessment rules, see the Deputy Principal, Head Teachers or your Year Adviser.

ANCIENT HISTORY

	Task 1	Task 2	Task 3	Weighting %
Task Description	Source based Task	Historical Investigation	Examination	
Date Due	Term 1, Week 2 Friday 5 th February	Term 1, Week 7 Friday 12 th March	Term 3, Week 9	
Outcomes assessed	AH11-4, 11-6, 11-9	AH11-2, 11-3, 11-7, 11-8	AH11-1, 11-2, 11-3, 11-5, 11-6, 11-9, 11-10	
<i>Knowledge and Understanding of Course Content</i>	10	10	20	40
<i>Historical skills in the Analysis and Evaluation of sources and interpretation</i>	10		10	20
<i>Historical Inquiry and Research</i>	10	10		20
<i>Communication of historical understanding in appropriate forms</i>		10	10	20
Total %	30	30	40	100

BIOLOGY

COMPONENT	TASK 1	TASK 2	TASK 3	Weighting %
	Practical Investigation	Depth Study Presentation	End-of-Course Examination	
	Term 4, Week 8 Thursday 3 December	Term 1, Week 4 Friday 19 February	Term 1 Week 9 (Examination Week)	
	Outcomes assessed BIO11/12-1 BIO11/12-2 BIO11/12-3 BIO11/12-7 BIO11-9	Outcomes assessed BIO11/12-1 BIO11/12-4 BIO11/12-5 BIO11/12-6 BIO11/12-7 BIO11-10	Outcomes assessed BIO11/12-1 to BIO11/12-7 and BIO11-8 to BIO11-11	
Skills in Working Scientifically	20	20	20	60
Knowledge and understanding	10	10	20	40
Total %	30	30	40	100

BUSINESS STUDIES

	Task 1	Task 2	Task 3	Weighting %
Task Description	News article and in class essay	Research Task	Examination	
Date Due	Term 4, Week 9 Line 1 – Wednesday 9 th December Line 3 – Monday 7 th December	Term 1, Week 5 Line 1 – Monday 25 th February Line 3 – Tuesday 23 rd February	Term 3, Week 9	
Outcomes assessed	P1, P2, P7, P8	P4, P6, P7, P8, P9	All outcomes	
<i>Stimulus based skills</i>			20	20
<i>Inquiry and Research</i>	10	10		20
<i>Communication of business information, ideas and issues</i>	10	10		20
<i>Knowledge and understanding of Course Content</i>	10	10	20	40
Total %	30	30	40	100

CHEMISTRY

COMPONENT	TASK 1	TASK 2	TASK 3	Weighting %
	Practical Investigation	Depth Study Presentation	End-of-Course Examination	
	Term 4, Week 9 Wednesday 2 December	Term 1, Week 8 Thursday 18 March	Term 1 Week 9 (Examination Week)	
	Outcomes assessed CH11/12-1 CH11/12-2 CH11/12-4 CH11/12-7 CH11-8	Outcomes assessed CH11/12-1 CH11/12-4 CH11/12-5 CH11/12-6 CH11/12-7 CH11-9	Outcomes assessed CH11/12-1 to CH11/12-7 and CH11-8 to CH11-11	
Skills in Working Scientifically	20	30	10	60
Knowledge and Understanding	10	10	20	40
Total %	30	40	30	100

DRAMA

OUTCOMES	SYLLABUS TOPICS	WEIGHTINGS	TASK 1	TASK 2	TASK 3
			Term 4, Week 9 Friday 11 th December	Term 1, Week 3 Friday 12 th February	Term 1 Week 9 Monday 22 nd March Tuesday 23 rd March (Evening Performances)
			Group Rehearsal/Logbook	Mini Individual Performance/Submitted Project	Scripted Play Performance and Experiential Essay
P1.1, P1.2, P1.3, P1.4, P1.5, P1.6, (P1.7, P1.8)	Making	40	15	15	10
P2.1, P2.2, P2.3, P2.4, (P2.5, P2.6)	Performing	30	10	10	10
P.3.1, P3.2, P3.3, (P3.4)	Critically Studying	30		10	20
Marks		100	25	35	40

EARTH AND ENVIRONMENTAL SCIENCE

COMPONENT	TASK 1	TASK 2	TASK 3	Weighting %
	Scientific Poster	Depth Study	End-of-Course Examination	
	Term 4, Week 9 Thursday 10 December	Term 1, Week 8 Tuesday 16 March	Term 1 Week 9 (Examination Week)	
	Outcomes assessed EES11/12-1 EES11/12-4 EES11/12-5 EES11/12-6 EES11/12-7 EES11-8	Outcomes assessed EES11/12-4 EES11/12-5 EES11/12-6 EES11/12-7 EES11-9 EES11-10	Outcomes assessed EES11/12-1 to EES11/12-7 and EES11-8 to EES11-11	
Skills in Working Scientifically	20	20	20	60
Knowledge and Understanding	10	10	20	40
Total %	30	30	40	100

ENGLISH STANDARD

	Task 1	Task 2	Task 3	Weighting %
Task Description	Response and reflection task.	Multimodal presentation	End of Year 11 examination	
Date Due	Term 4, Week 10 Tues 15th December	Term 1, Week 5 Wed 24th February	Term 1 Week 9	
Outcomes assessed	EN11-1, EN11-3, EN11-4, EN11-9	EN11-2, EN11-5, EN11-6, EN11-8	EN11-1, EN11-3, EN11-5, EN11-7	
<i>Knowledge and understanding of course content</i>	15	15	20	50
<i>Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes</i>	15	15	20	50
Total %	30	30	40	100

ENGLISH ADVANCED

	Task 1	Task 2	Task 3	Weighting %
Task Description	Response and reflection task.	Multimodal presentation	End of Year 11 examination	
Date Due	Term 4 Week 10 Tues 15 th December	Term 1 Week 5 Wed 24 th February	Term 1 Weeks 9	
Outcomes assessed	EA11-1, EA11-2, EA11-4, EA11-6; EA11-9	EA11-3, EA11-6, EA11-7, EA11-8, EA11-9	EA11-1, EA11-3, EA11-5, EA11-8	
<i>Knowledge and understanding of course content</i>	15	15	20	50
<i>Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes</i>	15	15	20	50
Total %	30	30	40	100

ENGLISH STUDIES

	Task 1	Task 2	Task 3	Weighting %
Task Description	Mock Interview and CV Submission	Google Classroom Portfolio	Viewing Exam	
Date Due	Term 4, Week 10 Tues 15th December	Term 1, Week 5 Thurs 25th February	Term 1, Week 9	
Outcomes assessed	ES 11-2, ES 11-5, ES 11-10	ES 11-1, ES 11-3, ES 11-8, ES 11-9	ES 11-2, ES 11-4. ES 11-6, ES 11-7	
Knowledge and understanding of course content	15	20	15	50
Skills in comprehending texts, communicating ideas and using language accurately, appropriately and effectively	15	20	15	50
Total %	30	40	30	100

YEAR 11 ENGLISH EXTENSION 1 (Senior Year 1 students)

Note: English Extension courses do not run as in a compacted structure. Both courses will run from Term 4 Week 6 until Term 3 Week 10

	Task 1	Task 2	Task 3	Weighting %
Task Description	Creative Response and Reflection	Critical Response	Multimodal Presentation	
Date Due	Term 1, Week 3 Wed 10 th February	Term 2, Week 3 Wed 5 th May	Term 3, Week 8 Wed 1 st September	
Outcomes assessed	EE11-1, EE11-2, EE11-3, EE11-6	EE11-1, EE11-3, EE11-5	EE11-1, EE11-3, EE11-4, EE11-5, EE11-6	
<i>Knowledge and understanding of course content</i>	15	15	20	50
<i>Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes</i>	15	15	20	50
Total %	30	30	40	100

YEAR 12 ENGLISH EXTENSION 1 (Senior Year 2 students)

Note: English Extension courses do not run as in a compacted structure. Both courses will run from Term 4 Week 6 until Term 3 Week 10

	Task 1	Task 2	Task 3	Weighting %
Task Description	Imaginative Response and Reflection	Critical response with related text	Trial HSC Examination	
Date Due	Term 1, Week 6 Wed 3 rd March	Term 2, Week 7 Wed 2 nd June	Term 3 Trial HSC Exam Period	
Outcomes assessed	EE12-2, EE12-4, EE12-5	EE12-1, EE12-2, EE12-3, EE12-4	EE12-2, EE12-3, EE12-4, EE12-5	
<i>Knowledge and understanding of course content</i>	15	20	15	50
<i>Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes</i>	15	20	15	50
Total %	30	40	30	100

YEAR 12 ENGLISH EXTENSION 2 (Senior Year 2 students)

Note: English Extension courses do not run as in a compacted structure. Both courses will run from Term 4 Week 6 until Term 3 Week 10

	Task 1	Task 2	Task 3	Weighting %
Task Description	Viva Voce	Literature Review	Critique of the Creative Process	
Date Due	Term 1, Week 9 Tues 23 rd March	Term 2, Week 10 Tues 22 nd June	Term 3, Week 3 Thurs 29 th July	
Outcomes assessed	EEX12-1, EEX12-3, EEX12-4	EEX12-1, EEX12-2, EEX12-3, EEX12-4	EEX12-1, EEX12-3, EEX12-5	
Skills in extensive independent research	15	20	20	50
Skills in sustained composition	15	15	15	50
Total %	30	35	35	100

ENTERTAINMENT 2 UNIT VOCATIONAL EDUCATION AND TRAINING (VET) COURSE

Workplacement will be held intermittently throughout the course.

Cluster Task	Units of Competency	Term	Week	Date
A Safety	<ul style="list-style-type: none"> Work safely in the construction industry 	4	9	Fri Dec 11
C Audio Operations	<ul style="list-style-type: none"> Undertake live audio operations Operate sound reinforcement systems 	1	4	Fri Feb 19
D Lighting Operations	<ul style="list-style-type: none"> Operate basic lighting Assist with bump in and bump out of shows 		8	Mon Mar 15
B The Entertainment Industry	<ul style="list-style-type: none"> Work effectively in the creative arts industry Apply work health and safety practices 	2	5	Fri May 21
E On The Stage	<ul style="list-style-type: none"> Assist with production operations for live performances Work effectively backstage during performances Use power tools/hand held operations 		9	Fri Jun 18
F Vision Systems	<ul style="list-style-type: none"> Operate vision systems 	3	3	Fri Jul 30
G Customers Always Right	<ul style="list-style-type: none"> Provide service to customers 		5	Fri Aug 13
H (specialisation only) Major Creative and Project Development	<ul style="list-style-type: none"> Participate in collaborative creative projects Organise personal work priorities and development Install and operate follow spots 		4	Fri Aug 6

EXTENSION HISTORY

	Task 1	Task 2	Task 3	Weighting %
Task Description	History Project	Essay	Trial HSC Examination	
Date Due	Term 1, Week 4 Monday 15 th February	Term 3, Week 4 Monday 2 nd August	Term 3, Weeks 6/7	
Outcomes assessed	HE12-1, 12-2, 12-4	HE12-1, 12-2, 12-3, 12-4	HE12-1, 12-3, 12-4	
<i>Knowledge and Understanding about significant historiographical ideas and processes</i>	10	10	20	40
<i>Skills in designing, undertaking and communicating historical inquiry and analysis</i>	20	30	10	60
Total %	30	40	30	100

HOSPITALITY – FOOD & BEVERAGE 2 UNIT VOCATIONAL EDUCATION AND TRAINING (VET) COURSE

OUTCOMES	UNITS OF COMPETENCY	WEIGHTINGS	TASK 1	TASK 2	TASK 3	TASK 4	TASK 5
			Work Placement Term 1, Week 6&7 1 st -12 th March	Cluster B Term 1, Week 5 Feb 26th	Cluster A Term2, Week 1 April 23rd	Classwork Ongoing	Preliminary Examination Term 1, Week 9
Competency Based Course. Assessment is based on the competencies achieved for each module of work.	Use hygienic practices for food safety Participate in safe work practices Prepare and serve espresso coffee Prepare sandwiches Prepare and serve non-alcoholic beverages Use food preparation equipment.	Not Applicable in VET Course. Marks are for reporting purposes.	35 Mandatory Hours Interact with customers Use hospitality skills effectively Line 1 Wk 6 1 st -5 th March Line 3 Wk 7 8 th -12 th March	Prepare and serve espresso coffee Prepare sandwiches Prepare and serve non-alcoholic beverages	Use hygienic practices for food safety Participate in safe work practices	Completion of class workbooklets and submission for review at completion of each unit Core Units Food and Beverage Stream Units	End of Course Examination inclusive of:- Core Units Food and Beverage Stream Units
Total %						50	50

Excursion – Week 8 Term 4 Scenic World -4th December

Assessable hours – Orientation Day 1st Dec, Christmas Lunch 8th Dec, Expo 18th Feb, Harmony Day 19th March

INDUSTRIAL TECHNOLOGY TIMBER PRODUCTS AND FURNITURE TECHNOLOGIES

	Task 1	Task 2	Task 3	Weighting %
Task Description	Project 1	Project 2	End of Course Examination	
Date Due	Term 4, Week 10, December 14th	Term1, Week 8, March 19th	Term 1, Week 9 March 22 nd -26th	
Outcomes assessed	P2.1, P2.2, P3.1, P4.1, P4.2, P4.3, P5.1, P5.2, P6.1, P6.2	P2.1, P2.2, P3.1,P3.2, P3.3, P4.1, P4.2, P4.3, P5.1, P5.2, P6.1, P6.2	P1.1, P7.1, P7.2, P1.2	
<i>Industry Study</i>			15	15
<i>Design</i>		10		10
<i>Management and Communication</i>	5	15		20
<i>Production</i>	15	25		40
<i>Industry related Manufacturing technology</i>			15	15
Total 100%	20	50	30	100

INFORMATION PROCESSES AND TECHNOLOGY

	Task 1	Task 2	Task 3	Weighting %
Task Description	Assessment Task 1 - WHS	Assessment Task 2 – “Entrepreneur”	Exam of Course Examination	20%
Date Due	Term 4, Week 10 Monday, December 14th	Term 1, Week 8 Thursday, March 18th	Term 1, Week 9 March 22 nd -26th	50%
Outcomes assessed	P1.2, P2.1, P2.2, P3.1, P7.2	P1.1, P1.2, P3.1, P5.1, P6.1, P6.2, P7.1, P7.2	P1.1, P1.2, P2.1, P2.2, P3.1, P4.1, P5.1, P7.1	30%
<i>C1: Introduction to Information Skills and Systems</i>	5	5	10	35
<i>C2: Tools for Information Systems</i>	5	20	25	35
<i>C3: Developing Information System</i>	10	10	10	30
Total 100 %	20	35	45	100

BEGINNERS FRENCH

	Task 1	Task 2	Task 3	Weighting %
Task Description	Speaking and Writing	Reading and Listening	Examination	
Date Due	Term 1, Week 5 Tuesday 16 th February Wednesday 17 th February	Term 1, Week 8 Wednesday 17 th March	Term 3, Week 9	
Outcomes assessed	1.1, 1.2, 1.3, 1.4, 3.1, 3.2, 3.3, 3.4	2.1, 2.2, 2.3, 2.4, 2.5, 2.6	2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 3.1, 3.2, 3.3, 3.3, 3.4	
<i>Listening</i>		15	15	30
<i>Reading</i>		15	15	30
<i>Speaking</i>	20			20
<i>Writing</i>	10		10	20
Total %	30	30	40	100

LEGAL STUDIES

	Task 1	Task 2	Task 3	Weighting %
Task Description	Essay	Research task	Examination	
Date Due	Term 4, Week 8 Thursday 3 rd December	Term 1, Week 4 Friday 19 th February	Term 1, Week 9	
Outcomes assessed	P1, P2, P9	P4, P5, P6, P8, P10	P1, P2, P3, P4, P5, P7, P9	
<i>Course Content</i>	10	10	20	40
<i>Analysis and Evaluation</i>	5	5	10	20
<i>Research</i>	10	10		20
<i>Communication</i>	10	10		20
Total %	25	35	40	100

MATHEMATICS – STANDARD

COMPONENT	WEIGHTINGS	TASK 1	TASK 2	TASK 3
		Term 4, Week 9 11/12/20	Term 1, Week 5 26/2/21	Term 1, Week 9
		In Class Test	Alternate Task Project	End of Course Examination
		MS11-(3, 4, 9, 10)	MS11-(2, 7 9 10)	MS11-(1-10)
Concepts, skills and techniques	50	15	15	20
Reasoning and communication	50	15	15	20
Marks	100	30	30	40

MATHEMATICS - ADVANCED

COMPONENT	WEIGHTINGS	TASK 1	TASK 2	TASK 3
		Term 4, Week 9 8/12/20	Term 1, Week 5 26/2/21	Term 1, Week 9
		In Class Test	Alternate Task Project	End of Course Examination
		MA11-(1, 2, 8, 9)	MA11-(1, 2, 4, 5 ,8, 9)	MA11-(1-9)
Concepts, skills and techniques	50	15	15	20
Reasoning and communication	50	15	15	20
Marks	100	30	30	40

MATHEMATICS – EXTENSION 1

COMPONENT	WEIGHTINGS	TASK 1	TASK 2	TASK 3
		Term 4, Week 10 14/12/20	Term 1, Week 6 1/3/21	Term 1, Week 9
		In Class Test	Alternate Task Project	End of Course Examination
		ME11- (1, 2, 6, 7)	ME11 – (1, 2, 3, 5, 6, 7)	ME11 – (1-7)
Concepts, skills and techniques	50	15	15	20
Reasoning and communication	50	15	15	20
Marks	100	30	30	40

MATHEMATICS – EXTENSION 2

COMPONENT	WEIGHTINGS	TASK 1	TASK 2	TASK 3	20 20 40
		Term 4, Week 10 14/12/20	Term 1, Week 9 During Prelim Exam Period	Term 3, Week 3 28/6/21	Term 3, Week 6
		In Class Test	In Class Test	Alternate Task Project	End of Course Examination
		MEX12- (1, 4, 7, 8)	MEX12 – (1, 2, 4, 5, 7, 8)	ME11 – (1-7)	MEX12 – (1-8)
Concepts, skills and techniques	50	10	10	10	20
Reasoning and communication	50	10	10	10	20
Marks	100	30	30	20	40

MODERN HISTORY

	Task 1	Task 2	Task 3	Weighting %
Task Description	Source Analysis	Historical Investigation	Examination	
Date Due	Term 4, Week 9 Thursday 10 th December	Term 1, Week 5 Monday 22 nd February	Term 3, Week 9	
Outcomes assessed	MH11-2, 11-5, 11-6	MH11-1, 11-6, 11-8, 11-9, 11-10	MH11-3, 11-6, 11-7	
<i>Knowledge and Understanding of Course Content</i>	10	5	25	40
<i>Historical skills in the Analysis and Evaluation of sources and interpretation</i>	10	5	5	20
<i>Historical Inquiry and Research</i>	5	15		20
<i>Communication of historical understanding in appropriate forms</i>	5	5	10	20
Total %	30	30	40	100

PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION

COMPONENT	WEIGHTINGS	TASK 1	TASK 2	TASK 3
		Term 4, Week 10	Term 1, Week 6	Term 1, Week 10-11
		Monday 14 th December	Friday 5 th March	
		Research Task	In Class Task	End of Course Examination
		P1, P2, P3 P4, P5, P6, P15, P16	P7, P8, P9, P10, P11, P16, P17	P1-P12
Knowledge and understanding of course content.	40	15	15	10
Skills in critical thinking, research, analysing and communicating.	60	20	20	20
Marks	100	35	35	30

PHOTOGRAPHY VIDEO AND DIGITAL IMAGING

OUTCOMES	SYLLABUS TOPICS	WEIGHTINGS	TASK 1	TASK 2	TASK 3
			Term 1 Week 3 Friday 12 th February 2021 Practical (Wet Photography submission & research and development)	Term 1 Week 7 Friday 12 th March 2021 Practical (Digital Imaging submission & research and development)	Term 1, Weeks 9 – 10 22 nd March – 1 st April Critical Historical studies (end of course examination)
M1, M2, M3, M4, M5, M6	Making – Wet Photography, Digital Imaging and Video	70	30	40	
CH1, CH2, CH3, CH4, CH5,	Critical and Historical studies	30			30
Marks		100	30	40	30

PHYSICS

COMPONENT	TASK 1	TASK 2	TASK 3	Weighting %
	Practical Investigation	Depth Study Presentation	End-of-Course Examination	
	Term 4, Week 9 Friday 11 December	Term 1, Week 5 Tuesday 23 February	Term 1 Week 9 (Examination Week)	
	Outcomes assessed PH11/12-1 PH11/12-2 PH11/12-3 PH11/12-7 PH11-8	Outcomes assessed PH11/12-1 PH11/12-4 PH11/12-6 PH11/12-7 PH11-10	Outcomes assessed PH11/12-1 to PH11/12-7 and PH11-8 to PH11-11	
Skills in Working Scientifically	20	20	20	60
Knowledge and Understanding	10	10	20	40
Total %	30	30	40	100

Year 12 Science Extension

Note: The Science Extension course does not run as in a compacted structure. The course will run from Term 4 Week 6 until Term 3 Week 10

Component	Task 1	Task 2	Task 3	
	Poster and oral presentation of research proposal	Progress Report	Scientific Research Report	
	Term 1, Week 8 Monday 15 P4	Term 2, Week 7 Monday 31 May P4	Term 3, Week 6 Monday 28 August P4	
	SE-1, SE-3, SE-6, SE-7	SE-4, SE-5, SE-7	SE-1 – SE-7	
	Weighting %			
Communicating scientifically	15	5	10	30
Gathering, recording, analysing and evaluating data	5	15	10	30
Application of scientific research skills	10	10	20	40
Total %	30	30	40	100

SOCIETY AND CULTURE

	Task 1	Task 2	Task 3	Weighting %
Task Description	Presentation	Essay	Examination	
Date Due	Term 1, Week 2 Wednesday 3 rd February	Term 1, Week 6 Wednesday 3 rd March	Term 3, Week 9	
Outcomes assessed	P3, P5, P10	P7, P8, P9	P1, P4, P6	
<i>Knowledge and Understanding of Course Content</i>	10	15	25	50
<i>Application and Evaluation of Social and Cultural research methodologies</i>	10	10	10	30
<i>Communication of information, ideas and issues in appropriate forms</i>	10	5	5	20
Total %	30	30	40	100

SPORT, LIFESTYLE AND RECREATION

OUTCOMES	SYLLABUS TOPICS	WEIGHTINGS	TASK 1 & 2	TASK 3
			Ongoing	Term 1, Week 10/11
			Practical assessment	End of Course Examination
P1.3, 2.5, 3.6, 4.2, 4.4, 4.5	Module 1	15		15
P1.1, 1.3, 2.1, 2.2, 3.1, 3.2, 4.2, 4.5	Module 2	15		15
P1.1, 1.3, 2.1, 3.1, 3.2, 4.1, 4.4	Practical	70	70	
Marks		100	70	30

STUDIES OF RELIGION

	Task 1	Task 2	Task 3	Weighting %
Task Description	Research Task	Topic Test	Examination	
Date Due	Term 1, Week 2 Thursday 4 th February	Term 1, Week 4 Wednesday 17 th February	Term 3, Week 9	
Outcomes assessed	P2, P6, P7, P8, P9	P3, P4, P5, P8, P9	P1, P2, P3, P4, P5, P8, P9	
<i>Knowledge and Understanding of Course Content</i>	10	10	20	40
<i>Source based skills</i>		10	10	20
<i>Investigation and Research</i>	15	5		20
<i>Communication of information, ideas and issues in appropriate forms</i>	5	5	10	20
Total %	30	30	40	100

TEXTILES AND DESIGN

	Task 1	Task 2	Task 3	Weighting %
Task Description	Preliminary Design Project 1	Preliminary Design Project 2	End of Course Examination	
Date Due	Term 1, Week3, Monday 8 th February	Term 1, Week 8, Tuesday, March 16th	Term 1, Week 9 March 22 nd -26th	
Outcomes assessed	P1.1, P1.2, P2.1, P2.2, P2.3, P4.1	P2.1, P2.2, P2.3, P3.1, P3.2, P4.1	P5.1, P5.2, P6.1	
<i>Design</i>	20	10	10	40
<i>Properties and Performance of textiles</i>	10	25	15	50
<i>Australian Textiles, Clothing, Footwear and Allied Industries</i>			10	10
Total 100%	30	35	35	100

VISUAL ARTS

OUTCOMES	SYLLABUS TOPICS	WEIGHTINGS	TASK 1	TASK 2	TASK 3
			Term 1, Week 4 Friday 19 th February 2021	Term 1, Week 8 Thursday 18 th March 2021	Term 1 Weeks 9-10 22 nd March – 2 nd April 2021
			VAPD and Component 1 Practical Submission	VAPD and Components 2 and 3 Practical Submission	End of Course Examination
P1.P2.P3.P4.P5.P6.	Artmaking	50	20	30	
P7.P8.P9.P10	Art Criticism and Art theory	50	10		40
	MARKS	100	30	30	40



SPRINGWOOD HIGH SCHOOL

ILLNESS, ACCIDENT, EXCEPTIONAL CIRCUMSTANCE or MISADVENTURE APPEAL FORM

To be used by students, who because of **illness, accident, exceptional circumstance** or **misadventure** immediately prior to, or during, the course of an Assessment:

- 1) Fail to complete an Assessment
- 2) Fail to attend an Assessment
- 3) Feel they have been unable to do justice to themselves in the Assessment.

GENERAL INSTRUCTIONS TO STUDENTS

A. When to appeal

- 1) If illness, accident or misadventure prevents your attendance at an Assessment, the **Deputy Principal** for your year must be informed immediately.
- 2) If illness, accident or misadventure, which might adversely affect your performance in the Assessment occurs before the Assessment, you should advise the Deputy Principal before you enter the **Assessment Room**.
- 3) If illness occurs during the course of the Assessment the candidate must immediately notify the teacher.

B. How to appeal

Submit full details of the Appeal Form on the next page, supported by Medical and/or other appropriate evidence to the Deputy Principal.

C. Please Note

A student, **absent** from Assessment or **late** with an Assessment, may receive a Zero Mark unless he/she has complied with these rules.



SPRINGWOOD HIGH SCHOOL

Preliminary HSC Course

ILLNESS, ACCIDENT, EXCEPTIONAL CIRCUMSTANCE or MISADVENTURE APPEAL

Student's Name:Year:
(First Names) (Surname)

I hereby request a review of my performance for the recent assessment task for:

SUBJECT	COURSE	ASSESSMENT	DATE OF ASSESSMENT

Reason(s) for appeal:

I have attached medical certificates from:

Dr. _____

I have attached statements from:

The Deputy Principal was notified of the Illness/Misadventure on:

_____/_____/_____ at _____ am/pm

Signature: _____

Candidate/Parent/Guardian

Students must hand the completed form together with certificates and/or statements to the Deputy Principal.

COMMENT BY DEPUTY PRINCIPAL:



SPRINGWOOD HIGH SCHOOL

Grose Road, Faulconbridge NSW 2776
PO Box 180, Springwood NSW 2777
P (02) 4751 2111 F (02) 4751 1677
E springwood-h.school@det.nsw.edu.au
www.springwood-h.schools.nsw.edu.au

Mr & Mrs Smith
1 First Street
Sydney NSW 2000

Monday, 18th November 2021

N Award Warning - Non Completion of a Preliminary Course.

Dear Charles & Isabelle Scott

I am writing to advise that your child Bon Scott is in danger of not meeting the Course Completion Criteria for the Preliminary course Music.

Course Completion Criteria.

The satisfactory completion of a course requires principals to have sufficient evidence that the student has:

- a) Followed the course developed or endorsed by the Board; and
- b) Applied themselves with diligence and sustained effort to the set tasks and experiences provided in the Course by the School; and
- c) Achieved some or all of the outcomes.

The Board of Studies requires schools and colleges to issue students with official warnings in order to give them the opportunity to redeem themselves. Please regard this as the official warning letter number 4 we have issued concerning your child's participation in Music.

A minimum of **two** course specific warnings must be issued prior to a final 'N' Determination being made for a course.

Where it is determined that a student has not met the Course Completion Criteria, they place themselves at risk of receiving an 'N' (non-completion of course) determination. An 'N' determination will mean that the course will not be listed on the student's Record of Achievement. It may also mean that the student is unable to proceed to the HSC course as they have not satisfactorily completed the Preliminary Course.

To date Bon has not satisfactorily met criteria for Course Completion.

The following table lists those tasks, requirements or outcomes not yet completed or achieved, and/or for which a genuine attempt has not been made. In order for Bon to satisfy the Course Completion Criteria, the following task requirements or outcomes need to be satisfactorily completed/achieved.

Task Name/Course	Percentage Weighting	Date Task Initially	Action Required by Student	Date to be Completed
Assessment 1 - Essay on Hamlet	46%	16/08/2021	Complete this essay and hand in	23/08/2021

Please discuss the matter with Bon and contact the School if further information or clarification is needed. Yours faithfully,

Mr John Smith, Head Teacher

Dr Mark Howie - Principal

Requirements for the satisfactory completion of a Preliminary Course

I have received the letter dated Monday, 14th November 2016 indicating that Bon is in danger of not satisfactorily completing Music.

I am aware that the 'N' determination may make my child ineligible to proceed to the Higher School Certificate course.

I am also aware that this course may not appear on their Preliminary Course Record of

Achievement. Parent/Guardian's Signature

Date

Student's Signature

Date



SPRINGWOOD HIGH SCHOOL

Preliminary HSC Course

Request for Extension

Student's Name:Year:
(First Names) (Surname)

I hereby request an extension of time to complete the following assessment task(s):

SUBJECT	COURSE	ASSESSMENT	DATE OF ASSESSMENT

Reason(s) for request for an extension:

I have attached medical certificates from:
Dr.

I have attached statements from:

Signature: _____
Candidate/Parent/Guardian

Students must hand the completed form together with certificates and/or statements to the Deputy Principal.

COMMENT BY DEPUTY PRINCIPAL:

Signed: _____ Date: _____