

# Muirfield High School



# Higher School Certificate Policy Booklet 2024



## Contents

Message from the Principal .....	5
Section I NESA Requirements .....	6
HSC: All My Own Work.....	6
Minimum standard of literacy and numeracy – ACE4060 .....	6
Course completion criteria – ACE8019 .....	6
Failure to submit tasks – ACE8078.....	7
Section II Muirfield High School Requirements .....	8
1. Responsibilities of the student .....	8
2. Assessment Tasks .....	9
2.1 Types of tasks .....	9
2.2 Completion and submission of assessment tasks.....	9
2.3 Non-serious attempts & non-attempts .....	9
2.4 Changes to tasks .....	10
3. Malpractice.....	10
3.1 What is malpractice?.....	10
3.2 Action in response to suspected malpractice or plagiarism.....	11
4. Unfair advantage in assessment – absence from class or late on day of assessment tasks .....	11
5. Technological Failure in assessment tasks .....	12
6. Absence affecting assessment tasks.....	12
6.1 Leave from school .....	12
6.2 Student absence from assessment tasks due to school business, including representative sport and work placement.....	13
6.3 Student absence from school Trial HSC examinations due to school business including work placement or HSC examinations or TAFE examinations .....	13
6.4 Student absence due to suspension .....	13
7. Illness/Misadventure .....	14
7.1 Absence due to illness/misadventure on the day a hand-in task is to be submitted: .....	14
7.2 Absence due to illness/misadventure on the day of an in-class assessment task .....	16
7.3 Illness during in-class assessment .....	16
7.4 Illness/Misadventure during the Trial HSC Examinations: .....	16
7.5 Extended Absence due to Illness – with impact on in-class and hand-in tasks:.....	17

7.6 Recurrent illness:.....	17
7.7 Supporting Evidence.....	18
7.8 Outcome of illness/misadventure application.....	18
8. Appeals .....	18
8.1 Grounds for an appeal.....	18
8.2 Grievance .....	19
8.3 Process of appeal or to lodge a grievance.....	19
8.4 Assessment Review Panel.....	20
8.3 Procedures for Review .....	20
FORM A: MEDICAL CERTIFICATE .....	21
FORM B: ILLNESS/MISADVENTURE FORM .....	22
FORM C: EXCEPTIONAL CIRCUMSTANCES FORM .....	24
FORM D: ASSESSMENT APPEAL FORM .....	25

## Message from the Principal

At Muirfield, we want all our students to achieve results of which they are proud. I encourage students to think about their “future selves” and do what they can now to help their future selves.

Assessment in the HSC year can be a stressful, but by attending all classes, participating in all learning activities and taking feedback from teachers, students can have a successful year.

This Higher School Certificate Assessment Policy is issued to all students in Year 12 to:

- ensure all students and their parents are fully informed about HSC assessment requirements, particularly with regard to the school assessment components for each of their courses
- ensure students understand the consequences of missing assessment tasks
- ensure students have advanced warning concerning assessable tasks, when they will be scheduled and their relative weighting with regard to the final school assessment mark in each course
- enable students to plan their time wisely and organise an appropriate study program for their assessment schedule and/or major work(s)
- encourage students to maintain a high standard of work in each of their courses. All aspects of their work will ultimately contribute in some way to their final success at the HSC.

This document outlines student rights and responsibilities in the assessment process and provides them with the basic rules of assessment. It also includes the guidelines to ensure the assessment process is applied consistently and without discrimination. The rules contained in this document are designed to be equitable for all students and to prevent students from gaining unfair advantage over others. Ignorance of these rules will not be accepted as grounds for appeal by students.

It is important for students to understand they cannot leave their study to the end of Year 12 as their performance is being assessed and evaluated throughout Year 12. Classwork is not only important in developing knowledge and skills, it can also be used in teacher judgement should assessment tasks be missed due to exceptional circumstances such as illness. Students cannot afford to treat their studies lightly if they expect to do well. At Muirfield High School, we will provide you with the very best educational support but ultimately your success will come from your desire and ability to commit to your studies and challenge yourself through a focus on continual improvement.

I wish each of you a successful and fulfilling year.

Ms Jennifer Reeves  
Principal

## Section I NESAs Requirements

*The NSW Education Standards Authority (NESA) set out the requirements for the award of the Higher School Certificate (HSC) within the Assessment Certification Examination (ACE) Manual. The specific sections of the manual can be found throughout this section of the policy, and can be accessed online.*

### HSC: All My Own Work

This is a program designed to help HSC students follow the principles and practices of good scholarship. This includes understanding, valuing and using ethical practices when locating and using information as part of their HSC studies. Students who have completed the program will also know about penalties for cheating and how to avoid malpractice when preparing their work for assessment. To be eligible for the HSC, students must complete HSC: All My Own Work before they submit any work for Preliminary or HSC courses, unless they are only entered for Year 11 and Year 12 Life Skills courses.

<https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/hsc-all-my-own-work>

### Minimum standard of literacy and numeracy – ACE4060

Students must demonstrate a minimum standard of literacy and numeracy to be eligible for the award of the HSC. Students must demonstrate the minimum standard in each domain of reading, writing and numeracy. The HSC minimum standard is set at the Australian Core Skills Framework (ACSF) Level 3. Students in Years 10 to 12 may demonstrate the HSC minimum standard by achieving Level 3 or above in the NESA minimum standard online reading, writing and numeracy tests. Students who leave school and have not met HSC eligibility requirements will receive a RoSA, or a Transcript of Study. Students who subsequently (in the five-year accumulation period) become eligible for the HSC by demonstrating the HSC minimum standard will be issued with an HSC testamur and have their results re-issued on a Record of Achievement. School leavers in Years 10 to 12 may sit the NESA minimum standard online tests and use the test results to demonstrate their levels of reading, writing and numeracy to employers and/or further education and training providers.

### Course completion criteria – ACE8019

The following course completion criteria refer to both Preliminary and HSC courses. 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; and
2. applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
3. achieved some or all of the course outcomes

Students who have not complied with the requirements for satisfactory completion of a course at the time of finalising assessments cannot be regarded as having satisfactorily completed the course. The principal will then issue an N Determination and advise NESA.

### Failure to submit tasks – ACE8078

If a student fails to complete a task specified in the school-based assessment program and the school considers the student has a valid reason (e.g. illness), the principal may decide that, in accordance with the school's assessment policy, an extension of time may be granted or a mark may be awarded based on a substitute task. In exceptional circumstances (e.g. where undertaking a substitute task is not feasible or reasonable, or where the missed task is difficult to duplicate), the principal should authorise the use of an estimate based on other appropriate evidence.

If there is no valid reason for failing to complete an assessment task, a zero mark must be recorded for that task. If a student's attempt at a particular task scores zero, the question of whether the attempt was a genuine one is a matter for the teacher's professional judgement.

## Section II Muirfield High School Requirements

### 1. Responsibilities of the student

In order to meet the NESAs requirements of following the course developed or endorsed by NESAs; applying themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and achieving some or all of the course outcomes, students are responsible for:

- being familiar with the procedures, course information and assessment schedules contained within the Year 12 Assessment Policy and the Year 12 Assessment Schedules
- attending all classes and ensuring their attendance enables them to achieve course outcomes
- demonstrating sustained diligence and effort in each subject and participating in all lessons constructively
- making a serious attempt at all assessment tasks and completing all other set tasks in order to achieve course outcomes
- catching up on missed work when absent from school and being aware that it is their responsibility to know what work has been missed and to complete all missed work
- ensuring when absent from school on the day an assessment task notification is issued that it is their responsibility to contact their teacher and/or the relevant faculty head teacher to obtain the task notification (no extension or leave will be granted if a student fails to carry out this action)
- speaking with their teacher or the relevant faculty head teacher for clarification about the requirements of the subject/course assessment program
- being present for all timetabled lessons on the day an assessment task falls due for class submission
- submitting work that is their own, as any material copied without acknowledgement of the original source will be regarded as plagiarism and penalties will be imposed
- lodging any appeal/grievance regarding assessment within two school days of receiving the marked assessment task (note: two school days does NOT include weekends, public holidays or school holidays).

Students who do not apply themselves with diligence and sustained effort to the set tasks or do not complete assessment tasks may be issued an N warning letter. The issuing of 2 N warning letters by the school in any one subject may result in a student being declared to have not met course requirements. Further, for students over the age of 17, unsatisfactory participation in learning and/or two N warning letters in the same course can be considered grounds for expulsion.



## 2. Assessment Tasks

### 2.1 Types of tasks

Each course requires students to complete a number of assessment tasks, in order to demonstrate satisfactory application and completion. These tasks are set in the respective course assessment schedules.

Students must complete all required tasks in each course (not just the formal assessment tasks) if they wish to qualify for the award of the HSC. In exceptional circumstances, class tasks may be used to determine an estimate mark for missed assessment tasks or as evidence of level of student achievement to verify work presented in assessment tasks.

### 2.2 Completion and submission of assessment tasks

The Year 12 Assessment Schedule shows the general timing of assessment tasks in regard to the school term and week. Precise submission dates and times for a hand-in or in-class task will be clearly specified on the assessment notification for that particular task. Dates and times for examinations will be provided on the examination timetable. Assessment tasks take generally precedence over other school activities, including excursions, competitions and sporting events. Under special circumstances, the Principal or delegate may grant exemptions. Assessment tasks take precedence over family holidays. Absence due to family holidays may result in a zero being awarded for assessment tasks.

Failure to submit a task on time will result in a zero mark being awarded. If a student is absent on the day an assessment task is due, they may apply for illness/misadventure by following the procedures outlined in Part 7.

It is the student's responsibility to check the submission method detailed on the assessment notification, as this may vary due to the nature of the assessment task, or method required:

- digitally submitted tasks must be submitted on the due date and time as specified on the assessment notification
- hard copy tasks must be handed in on the due date and time as specified on the assessment notification, to the class teacher or faculty head teacher only
- in-class tasks, students must be prepared to complete the task during the relevant period on the specified due date.

### 2.3 Non-serious attempts & non-attempts

**Non-serious attempts** include frivolous or objectionable material or answers not related to the topic. **Non-attempts** are when students provide minimal answers, for example, attempting only multiple-choice questions in an examination or giving only a few sentences for an extended essay response.

Students deemed to have made a non-serious attempt or non-attempt at an assessment task will have a mark of zero recorded and may be issued an N Warning for the task. Students who

provide answers to examination questions in a language other than English (unless specifically instructed to do so) will have zero marks awarded.

A student may appeal a decision by submitting an Assessment Appeal form (Form D) to the Head Teacher Senior Studies within two school days of the original determination.

## 2.4 Changes to tasks

In circumstances beyond the school's control, eg where there are security breaches of externally produced exams, or in exceptional circumstances, the school reserves the right to have students undertake an additional or replacement task or part of a task to ensure valid and fair assessment of students. Students will be informed in writing of any changes.

## 3. Malpractice

### 3.1 What is malpractice?

All work presented in assessment tasks and external examinations (including submitted works and practical examinations) must be a student's own or must be acknowledged appropriately. Malpractice, including plagiarism, could lead to students receiving zero marks and will jeopardise their HSC results.

Malpractice is any activity that allows students to gain an unfair advantage over other students. It includes, but is not limited to:

- copying someone else's work in part or in whole, and presenting it as their own
- using material directly from books, journals, CDs or the internet without reference to the source
- building on the ideas of another person without reference to the source
- buying, stealing or borrowing another person's work and presenting it as your own
- submitting work which another person, such as a parent, coach or subject expert, has contributed to substantially
- using words, ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement
- paying someone to write or prepare material
- breaching school examination rules
- using non-approved aids during an assessment task
- contriving false explanations to explain work not handed in by the due date
- assisting another student to engage in malpractice
- unauthorised use of generative AI, ie the use of software applications and artificial intelligence that can produce various types of content including text, multimedia, images and audio.

The above are examples of malpractice and are not final. The Principal or delegate may determine if an act performed by the student is deemed as malpractice.

### 3.2 Action in response to suspected malpractice or plagiarism

In the case of suspected plagiarism or work completed by someone else or AI, students will be required to provide evidence that all unacknowledged work is entirely their own. Such evidence might include but is not limited to the student:

- providing evidence of and explaining the process of their work, which might include diaries, journals or notes, working plans or sketches, and progressive drafts to show the development of their ideas, electronic version history
- answering questions regarding the assessment task, examination or submitted work under investigation, to demonstrate their knowledge, understanding and skills.

Student malpractice in assessment tasks and examinations will be referred to the Head Teacher Senior Studies who will consult with the relevant Deputy Principal. Following a determination of malpractice, the Head Teacher Senior Studies will notify the student of the decision, and contact the parent/caregiver. The school must report instances of malpractice to NESAs with details on the students involved, the type of offence and the penalties applied. This record is then kept and maintained by NESAs.

Work submitted containing work not done by the student may receive zero marks.

Should the student wish to apply for a review of a decision of malpractice, they must complete and submit the Application for Review Form (Form D) to the Head Teacher Senior Studies within two school days of the decision being taken. Appeals will be considered by the Assessment Review Panel. Late appeals will not be considered.

#### 4. Unfair advantage in assessment – absence from class or late on day of assessment tasks

NESA outlines that no student is to gain an unfair advantage over other students, whether that be on the day of, or in the days prior, to an assessment task. Causes of unfair advantage include:

- for a student to absent themselves from any lessons or normal school routine on the day an assessment task is scheduled or a hand-in/in-class task is due
- arriving late to school on the day a scheduled assessment task or hand-in/in-class task is due.

These may be considered malpractice and will be referred to the Head Teacher Senior Studies who will consult with the relevant Deputy Principal. If it is deemed that a student has gained an unfair advantage, a zero mark may be awarded.

Should the student wish to apply for a review of a decision of malpractice, they must complete and submit the Assessment Appeal Form (Form D) to the Head Teacher Senior Studies within two school days of the decision being taken. Appeals will be considered by the Assessment Review Team. Late appeals will not be considered.

## 5. Technological Failure in assessment tasks

Students are solely responsible for maintaining backups of all personal data files, independent of the school's computers and network. Technology and computer problems (e.g. broken computer, faulty USBs, printing issues) will not be accepted as valid excuses for late work unless students can provide independent evidence of the technological failure, e.g. attempts to rebuild or recover printouts of drafts or partial drafts or associated notes and summaries, in order for extensions or alternate tasks to be granted. Students should submit an Illness/Misadventure Form (Form A) to the Head Teacher Senior Studies with all supporting evidence attached. The Assessment Review Panel will determine the appeal, in consultation with the respective faculty head teacher.

## 6. Absence affecting assessment tasks

### 6.1 Leave from school

**6.1.1 Extended Leave:** Leave from school for the purposes of bereavement or family commitments may be granted by the Principal upon completion of an Application for Extended Leave – Travel Form, which is to be submitted to the relevant deputy principal or the front office. In Year 12, leave for holidays will not be granted during term time. Students are expected to be present at school to complete all tasks, submit all assessment tasks and sit all examinations set as part of the assessment program for a course at the specified time. Students and parents/caregivers should NOT assume leave will be granted, particularly in circumstances where family holidays, social engagements or other matters of a discretionary nature clash with assessment tasks.

**6.1.2 Personal leave and assessment tasks:** NESAs make no provision for tasks missed due to leave. There are well-established protocols for illness and misadventure, however, requests for leave do not fall within these protocols. Students and families are expected to make arrangements to ensure that all requirements of the HSC can be fulfilled. All assessments must be completed at the scheduled time, unless students are affected by illness or misadventure.

**6.1.3 Exceptional circumstances:** Students seeking change to assessment task(s) because of leave for exceptional circumstances, should submit the Exceptional Circumstances (Form C) with appropriate evidence to the Head Teacher Senior Studies who will consult with the faculty head teacher to determine whether a substitute/duplicate task/extension is feasible or reasonable.

Failure to consult within adequate time, and failure to comply with task submission requirements, may result in a zero mark being awarded. All hand-in tasks due during the period of leave MUST be submitted prior to leave commencing or electronically on the due date if the latter is accepted by the faculty head teacher. Failure to do so may result in a zero mark being awarded.

Students with a scheduled in-class task, such as an examination, test, presentation, or group work task, may not be able to complete this prior to leave commencing. In this case, a zero mark may be awarded.

## 6.2 Student absence from assessment tasks due to school business, including representative sport and work placement

In the case of mandatory work placement, students must submit the Exceptional Circumstances Form (Form C) to the Head Teacher Senior Studies at least one week prior to work placement. The school will always endeavour to minimise clashes with assessment tasks and school organised activities. Students must also make every effort to avoid clashes with assessment tasks. All hand-in tasks due during the period of work placement **MUST** be submitted prior to leave commencing or electronically on the due date if the latter is accepted by the faculty head teacher. The Head Teacher Senior Studies will consult with the faculty head teacher to determine the nature of a substitute/duplicate task or extension where the task cannot be submitted electronically.

In the case of representative school activities other than elite levels, assessments generally take priority. Should the organising teacher support student participation, students should submit the Exceptional Circumstances Form (Form C) to the Head Teacher Senior Studies who will make a determination. The form must be submitted to the Head Teacher Senior Studies at least two weeks prior to the event. The Head Teacher Senior Studies will consult with the faculty head teacher to determine the nature of a substitute/duplicate task or extension where the task cannot be submitted electronically. If the student attends the event/activity without approval or where undertaking a substitute task is not feasible or reasonable, or where the missed task is difficult to duplicate, the task may be awarded zero.

## 6.3 Student absence from school Trial HSC examinations due to school business including work placement or HSC examinations or TAFE examinations

Students who have prior knowledge of absence to a Trial HSC examination due to HSC oral or practical examinations, mandatory work placement or representative school business must submit the Exceptional Circumstances Form (Form C) to the Head Teacher Senior Studies at least two weeks prior to the school examination period.

HSC oral and practical examinations take precedence. Negotiations will need to occur for other school business. The school will always endeavour to minimise clashes with assessment tasks and school organised activities. It may be recommended that the student modify their mandatory work placement hours to attend the examination.

Generally, a student **will not** complete an examination before the scheduled time. Students will sit the examination during the next available time slot during the examination period. Due to security and equity reasons, alternate questions may be set.

## 6.4 Student absence due to suspension

Students absent from school due to suspension will **NOT** be entitled to apply for an extension or assessment reschedule. At the time of suspension, the relevant deputy principal will notify teachers of the student's suspension. The following procedures will then apply:

- **hand-in assessment tasks** – the student is responsible for ensuring that all hand-in tasks received prior to the suspension being imposed which are due during the period of suspension are submitted on time, either by delivery to the school by a third party, or online, whichever is applicable.
- **in-class assessment tasks** – the relevant faculty head teacher and/or class teacher will reschedule an alternative date for the task, which will be communicated to the student.
- **examinations** – the deputy principal will arrange for the student to sit the examination at the scheduled time in an alternative school-based location, which will be communicated to the student.

The consequences of not following these procedures may result in a zero mark being awarded.

## 7. Illness/Misadventure

Consideration is given to students who suffer illness or misadventure at the time of, or immediately prior to, a task. As the assessment marks are intended to be a measure of a student's actual performance, applications must relate to illness or misadventure suffered immediately before or during the task(s) and that has affected the student's assessment performance. Applications may be in respect of:

- illness or injury – that is, illness or physical injuries suffered directly by the student which allegedly affected the student's performance in the assessment(s) (eg influenza, an asthma attack, a cut hand);
- misadventure – that is, any other event beyond the student's control which allegedly affected the student's performance in the assessment(s) (eg death of a friend or family member, involvement in a traffic accident).

Difficulties in preparing for assessment tasks such as those related to time management are not grounds for an illness/misadventure application. Where an illness/misadventure application is declined, and a task has not been submitted or attempted on the set date, a mark of zero will be recorded. It is strongly recommended students make attempts at all tasks.

It is important to note that set procedures must be followed for any consideration to be applied in order to ensure fairness for all students. Students wishing to apply for illness/misadventure should follow the relevant procedure specific to the situation as outlined below.

### **NB: The use of medical certificates in this policy refers to Form A, Muirfield Medical Certificate**

#### 7.1 Absence due to illness/misadventure on the day a hand-in task is to be submitted:

Students should attempt to have the task either delivered in person (e.g. by a third party) or submitted electronically on the due date and time as specified on the assessment notification to the school account or submit via online learning classrooms. Students absent on the due date for hand-in tasks should attempt to submit the task, regardless of level of completion, as

tasks often have had extended time to be completed. Submitted work may support an application for illness/misadventure.

Students should submit an Illness/Misadventure Form (Form B) and attach supporting documentation, such as the Muirfield High School Medical Certificate for consideration to the Head Teacher Senior Studies within 5 school days of the task due date or the first school day not covered by the medical certificate (whichever is earlier). For tasks that are unable to be submitted electronically, the assignment must be submitted on the day of return (even if the student does not have the subject that day).

The school's email address is: [muirfield-h.school@det.nsw.edu.au](mailto:muirfield-h.school@det.nsw.edu.au)

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

If not already submitted, or submitted as incomplete, the full task must be submitted on the first day back to school or the first day not covered by the medical certificate, whichever is earlier. Work submitted late will receive a zero mark unless an illness/misadventure application is approved.

Students may submit an Illness/Misadventure Form (Form B) for consideration regarding the impact of illness/misadventure on preparation immediately prior to the due date but not for recurrent illness (see Section 7.6 below).

If a student knows beforehand that they will be absent on the date of a hand-in task, the task needs to be submitted before the date. (See Section 6)

## 7.2 Absence due to illness/misadventure on the day of an in-class assessment task

If a student is absent due to illness/misadventure on the day of an in-class assessment task, the student or parent/caregiver MUST contact the school by 8.30am on the day the task is scheduled, either by phone: 02 9872 2244; or email: [muirfield-h.school@det.nsw.edu.au](mailto:muirfield-h.school@det.nsw.edu.au)

Students must submit an illness/Misadventure Form (Form B) and attach supporting documentation, such as the Muirfield High School Medical Certificate. Forms can be submitted electronically marked attention to Head Teacher Senior Students or submitted in person before school on their first day back to school to the Head Teacher Senior Studies. Students must be prepared to complete the task on that day.

The Head Teacher Senior Studies will consult with the faculty head teacher to determine the nature of a substitute/duplicate task. In circumstances where a substitute task is not feasible or reasonable, or where the missed task is difficult to duplicate, an estimate may be used based on other assessments and similar course work.

## 7.3 Illness during in-class assessment

If a student is ill during an in-class assessment task, they must inform the supervising teacher and see their Deputy Principal immediately after. A student may submit an Illness/Misadventure Form (Form B) to the Head Teacher Senior Studies. Supporting evidence may include a statement by the supervising teacher and/or the Muirfield High School Medical Certificate (Form A). The Head Teacher Senior Studies will consult with the faculty head teacher to make a determination, for example whether an estimate or a mark from the unaffected components can be used or an alternate task administered should the illness be deemed to have had a significant impact on student achievement.

## 7.4 Illness/Misadventure during the Trial HSC Examinations:

As other assessment tasks do not replicate the type and range of questions of the Trial HSC examinations, other tasks generally cannot be used to form an estimate should a Trial HSC examination be missed.

If a student will be absent due to illness/misadventure on the day of an examination, the student or parent/caregiver MUST contact the school by 8.30am on the day the exam is scheduled, either by phone: 02 9629 9577; or email: [muirfield-h.school@det.nsw.edu.au](mailto:muirfield-h.school@det.nsw.edu.au)

It is recommended that where at all possible students should attend examination sessions. The school does not, however, expect students to attend an examination against specific documented medical advice. Where students are in doubt, they are advised to contact the school by phone.

Students must submit an Illness/Misadventure Form (Form B) with supporting evidence such as the Muirfield High School Medical Certificate (Form A).

Students will sit the examination during the next available time slot during the examination period. Due to security and equity reasons, alternate questions may be set. Should students be



ill for an extended period resulting in an inability to sit the examinations during the examination period, they will sit the examination(s), or a substitute task, in **the week** following the examination period. Should the student be unable to sit any examinations in this time frame, and where other assessments are unable to be used to determine an estimate as they do not replicate type and conditions of examinations, a mark of zero may be recorded for all or part of the Trial HSC examination. The Assessment Review Team will make all determinations concerning tasks during the Trial Examination period.

#### 7.5 Extended Absence due to Illness – with impact on in-class and hand-in tasks:

While we empathise with students who have extended illness, especially illness which cause extended absence, eg for periods of hospitalisation, it is not possible to assess students who have not submitted work or have submitted insufficient work for the teacher to assess achievement of outcomes, be it assessment tasks or course work. Further, the school may not be able to verify that work completed while absent from school for extended times has been entirely developed and completed by the student. Without ongoing engagement in class, it may not be possible for the teacher to apply an estimate.

Students are to submit an Illness/Misadventure Form (Form B) and the Muirfield High School Medical Certificate (Form A) for each assessment task missed to Head Teacher Senior Studies within five school days of the due date. Extension of time or alternate task may be granted. Where undertaking a substitute task is not feasible or reasonable, or where the missed task is difficult to duplicate and where there is difficulty to determine an estimate due to lack of appropriate evidence, a zero mark will be recorded.

Where the student's illness precludes their return to school to undertake substitute or alternate assessment tasks within 4 school weeks from the original due date, a mark of zero may be recorded.

#### 7.6 Recurrent illness:

Where students have recurrent or ongoing illness and miss an assessment task, illness/misadventure applications must relate to illness or misadventure suffered **immediately before or during** the assessment task that has affected the student's performance. Long-term illness such as glandular fever, asthma, epilepsy, mental health are not acceptable grounds for illness/misadventure unless the student suffered a 'flare-up' of the condition immediately before or during the assessment task. Illness/misadventure will not be considered for assessment(s) for disabilities for which the school has already granted disability provisions, unless an unforeseen episode occurs during the assessment (eg a hypoglycaemic event suffered by a diabetic student or a student who has been isolated but is still ill) or further difficulties occur. The medical certificate must indicate details of the date of onset of the illness, plus any additional dates of consultation, together with a statement about how the student's performance in the assessment may have been affected.

If there is no valid reason for failing to complete an assessment task, a zero mark must be recorded for that task. If a student's attempt at a particular task scores zero, the question of whether the attempt was a genuine one is a matter for the teacher's professional judgement.

### 7.7 Supporting Evidence

The submission of supporting evidence is crucial to any application process. When seeking a medical certificate, the Muirfield High School Medical Certificate (Form A) is mandatory. The submission of general doctor's certificate will NOT be accepted. Students can access a copy of this document from the school's website or from the Head Teacher Senior Studies, and present it to their relevant medical practitioner to complete in full. The submission of the Muirfield High School Medical Certificate does not automatically mean the illness/misadventure application will be upheld.

The Muirfield High School Medical Certificate should cover the entire period of the student's absence, not simply the day of the task. If a student cannot supply a Muirfield High School Medical Certificate to support their illness/misadventure application, other supporting evidence MUST be supplied. Other forms of documentation that may be presented to support their application can include travel itineraries, court proceedings, legal documents, death notice, etc. If a statutory declaration is supplied, it must be completed and signed by the person making the declaration.

### 7.8 Outcome of illness/misadventure application

All illness/misadventure applications will be considered and determined by the Head Teacher Senior Studies, in consultation with relevant faculty head teachers. If the application is accepted, the task is marked without penalty and the student will be informed. Depending on the circumstance, the outcome may require an estimate or a maintenance of rank which may not be determined until the end of all other course assessments. A substitute task may be administered, or an estimated mark may be given at the discretion of the faculty head teacher when a student is absent from a task with a valid reason.

If the application is declined, then the task must be submitted or attempted if not already done so, in accordance with NESAs rules and procedures. One of two outcomes may then occur:

- original task submitted or attempted on time – the original task will be marked with feedback provided, and this earned mark will apply or
- original task was submitted or attempted late – the original task will be marked with feedback provided, however, a zero mark will be officially awarded.

Irrespective of the outcome of the illness/misadventure application, all students will be required to complete the task/substitute task to show evidence that the student has met the course completion requirements.

## 8. Appeals

### 8.1 Grounds for an appeal

All students have the right to request a review of a decision made regarding:

- an assessment task result
- an application for an assessment task rescheduling
- an application for an exceptional circumstance, meaning an inability to submit a task on the scheduled due date
- an application for illness/misadventure
- a decision made in regards to student malpractice
- a decision resulting in a student receiving a zero mark.

## 8.2 Grievance

Further, students have the right to submit a request for a review relating to a grievance around assessment tasks:

- the validity of an assessment
- an action, decision or omission which could reasonably be judged to be unfair, discriminatory or unjustified
- irregularity in marking of task.

Grounds for a grievance that will not be taken into consideration include:

- individual results or marks – reviews are limited to the assessment process
- misunderstanding assessment criteria that is published on assessment notification
- teacher allocation
- class placement
- line allocation
- assessment workload
- external tutorial instruction or advice.

## 8.3 Process of appeal or to lodge a grievance

**8.3.1 Appeal of a decision:** Students have two school days from the date of receiving the decision to lodge an appeal with the Head Teacher Senior Studies, using the Assessment Appeal Form (Form D). Students should attach supporting evidence, including their original application.

**8.3.2 Grievance** Where a grievance arises, student should attempt to clarify the situation with the class teacher. If the situation remains unresolved, the student should speak with the faculty head teacher. Where the class teacher is also the faculty head teacher, or if the situation remains unresolved, the student should submit an Assessment Appeal Form (Form D) which must be written by the student and lodged no later than five school days from the grievance occurring. All documentation must accompany the appeal when it is lodged. Appeals should be submitted to the Head Teacher Senior Studies.

Unless stated in the policy, all appeals of decisions will go to the Assessment Review Panel. Appeals of the Assessment Review Panel will be directed to the Principal. No further appeals will be entered.

#### 8.4 Assessment Review Panel

The panel will consist of at least **three** of the following:

- Principal or their nominee
- Deputy Principal or their nominee
- Careers Adviser
- Head Teacher Senior Studies
- A faculty Head Teacher.

#### 8.3 Procedures for Review

In reviewing the determination of a student's appeal, the Assessment Review Panel will consider the following as applicable:

- the student's relevant original application form
- documentation submitted with the original application
- any additional statement and/or documentation submitted with the student's review form
- all evidence presented which relates to the reason for review.

Please note: there is NO provision to appeal for a determination made in regards to technological failure.



MUIRFIELD HIGH SCHOOL
Barclay Road, North Rocks, New South Wales, 2151 Ph. 9872 2244
Email: muirfield-h.school@det.nsw.edu.au
Principal: Ms Jennifer Reeves – BA DipEd GradDip(Information Management)

FORM A: MEDICAL CERTIFICATE

TO THE INDEPENDENT PROFESSIONAL AUTHORITY PROVIDING DOCUMENTATION
Muirfield High School requires a student to notify you that they are using this medical certificate to claim illness or misadventure for a scheduled Stage 6 assessment task or examination. Your help in providing information regarding the impact of this student's illness is appreciated and will be used to assess the validity of this application.

I, ....., a legally qualified medical practitioner, certify that on
.....(date) examined .....(patient's name).

Form with two checkboxes:
[ ] The patient is suffering from: .....
(diagnosis provided with patient's consent where possible)
OR
[ ] The patient is suffering from a medical condition of a confidential nature

In my professional opinion, this will affect the completion of the following: (please tick)

Table with 5 columns: Activity, In a minor way, Moderately, Severely, Please specify. Rows include CLASS ATTENDANCE, WRITTEN ASSESSMENTS, PRACTICAL ASSESSMENTS, PRIVATE STUDY.

For the period of ..... to .....

EXAMINATIONS: I certify that the student is medically unfit to sit for examination/s on:

Other remarks: .....

Details of Independent Professional Authority OR Stamp of Independent Professional Authority

Name:
Profession:
Provider Number:
Address:
Contact Number:
Signature:



**MUIRFIELD HIGH SCHOOL**

Barclay Road, North Rocks, New South Wales, 2151 Ph. 9872 2244

Email: muirfield-h.school@det.nsw.edu.au

Principal: Ms Jennifer Reeves – BA DipEd GradDip(Information Management)

**FORM B: ILLNESS/MISADVENTURE FORM**

*Used to justify request consideration for assessment/s for students who are unwell or have an accident or other misadventure at the time of an assessment and where the illness/misadventure may have impacted on the completion of task. Must be submitted on the first day of return to school, or earlier.*

**PART A** (to be completed by the student)

Student Name: ..... Year: ..... Date of appeal: .....

Task No	Task Name & Type	Faculty/Course	Teacher	Date issued	Date due	Weighting

**PART B** (to be completed by the student)

**Reason for this application.** Describe how illness or misadventure affected your performance or prevented your attendance. Give details of any action you took to report this.

.....

.....

.....

Did you attend?                      Yes    No  
 Did you submit the work? Yes    No

Evidence provided to support this application:  
 Medical certificate (Stage 6: Muirfield High School Medical Certificate. Stage 5: doctor’s medical certificate)  
 Statutory Declaration  
 Other (Please specify) .....

I have carefully read the information provided in the Muirfield High school Assessment Booklet and the NESA Information Guide for Students regarding the rules and procedures for illness/misadventure for HSC students. I consider that my performance was affected by illness or unforeseen misadventure which occurred during, or immediately prior to, the assessment task. I declare all the information I have supplied is true.

Student signature: ..... Parent/caregiver signature: .....



**MUIRFIELD HIGH SCHOOL**

Barclay Road, North Rocks, New South Wales, 2151 Ph. 9872 2244

Email: muirfield-h.school@det.nsw.edu.au

Principal: Ms Jennifer Reeves – BA DipEd GradDip(Information Management)

**Part C** (OFFICIAL USE ONLY: to be completed by the Head Teacher Senior Studies)

Student Name: ..... Date application received: .....

Course: ..... Task: .....

Original task attempted/submitted:  Yes, Date Submitted/attempted: .....  No  N/A

Application decision:  Accepted  Declined

	Details/Comments:
<input type="checkbox"/> Task rescheduled	
<input type="checkbox"/> Task extension (CRT/HT negotiated)	
<input type="checkbox"/> Task rescheduled	
<input type="checkbox"/> Substitute task to be completed	
<input type="checkbox"/> Maintenance of rank (after all other tasks completed)	
<input type="checkbox"/> Other	

Student notified on (date): .....

Original for student file       Faculty Head Teacher copy       Classroom teacher cop



**MUIRFIELD HIGH SCHOOL**

Barclay Road, North Rocks, New South Wales, 2151 Ph. 9872 2244

Email: muirfield-h.school@det.nsw.edu.au

Principal: Ms Jennifer Reeves – BA DipEd GradDip(Information Management)

**FORM C: EXCEPTIONAL CIRCUMSTANCES FORM**

*Used to request special consideration for an assessment task that clashes with a school approved activity or genuine personal circumstance. Must be submitted at least one week prior to the task for work placement and two weeks for all other requests.*

**PART A (to be completed by the student)**

Student Name: ..... Year: ..... Date of appeal: .....

Task No	Task Name & Type	Faculty/Course	Teacher	Date issued	Date due	Weighting

**PART B (to be completed by the student)**

**Reason for this application.** *Details of the activity, eg location, date, organising teacher or details of personal reason. Attach all supporting documentation.*

.....  
.....  
.....  
.....

I have attached all relevant supporting documentation, including evidence of school approved activity, or evidence to support a personal exception circumstance.

Student signature: ..... Parent/caregiver signature: .....

**Part C (OFFICIAL USE ONLY: to be completed by the Head Teacher Senior Studies)**

Application decision: Accepted / Declined

Task rescheduled:  Yes  No

Details regarding rescheduled date or alternate task: .....

Comments: .....

.....

Student notified on (date): .....

Original for student file       Faculty Head Teacher copy       Classroom teacher c





**MUIRFIELD HIGH SCHOOL**

Barclay Road, North Rocks, New South Wales, 2151 Ph. 9872 2244

Email: muirfield-h.school@det.nsw.edu.au

Principal: Ms Jennifer Reeves – BA DipEd GradDip(Information Management)

**FORM D: ASSESSMENT APPEAL FORM**

*Used to request a review of a decision or to lodge a grievance. Must be submitted to the Head Teacher Senior Studies within two days of original decision in cases of review and five days in cases of grievance.*

**PART A** (to be completed by the student)

Student Name: ..... Year: ..... Date of appeal: .....

Course:..... Teacher: .....

Nature of appeal:

- Illness/Misadventure decision
- Special Circumstances
- Malpractice decision
- Grievance

Task No	Task Name & Type	Nature of Task, eg hand-in essay, in-class test	Date issued	Date due	Weighting

**PART B** (to be completed by the student)

**Reason for this application. Attach additional pages if required.**

.....  
.....  
.....

- I have attached all relevant supporting documentation, including original task and feedback and/or illness/misadventure form.

Student signature: ..... Parent/caregiver signature: .....

**Part C** (OFFICIAL USE ONLY: to be completed by the relevant staff member/s)

Panel members and positions:

Application decision:		
Accepted / Declined		
Comments:		

.....  
.....

Student notified on (date): ..... Reviewer signature: .....

- Original for student file
- Faculty Head Teacher copy
- Classroom teacher copy