



YEAR 11 POLICY GUIDE

2022

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General Requirements of Students for HSC Course

To be determined to have met the requirements for completion of HSC Courses, students must be able to provide evidence to the principal that they have:

NESA Terminology from Assessment, Certification & Examination (ACE) manual:	For students at Muirfield HS this means:
“Followed the course developed or endorsed by the New South Wales Education Standards Authority (NESA)”	<ul style="list-style-type: none">• Following the relevant NESA syllabus and participating in the learning activities set by the teacher
“Applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school”	<ul style="list-style-type: none">• Attending all timetabled lessons unless there is a valid, explained reason• Making a genuine attempt to complete the greater majority of tasks set in class or at home to the best of their ability• Actively participating in the learning experiences provided• Completing mandatory practical activities
“Achieved some or all of the course outcomes”	<ul style="list-style-type: none">• Demonstrating in class that they have learnt concepts, ideas and skills in that course to at least an elementary level (as determined by the class teacher) in assessment tasks and other activities in that course

Failure by a student to meet any of these requirements may result in them being issued an “N determination” warning letter.

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

NESA = NSW Education Standards Authority (www.educationstandards.nsw.edu.au)

Assessment Tasks

- 1.1** Each student is expected to complete and make a genuine attempt at all assessment tasks.
- 1.2** Assessment tasks take precedence over all other school activities, including excursions, competitions and sporting events. Under special circumstances the principal may grant exemptions.
- 1.3** Assessment tasks take precedence over family holidays. Absence due to family holidays may result in a zero being awarded for assessment tasks.
- 1.4** Assessment tasks must be handed in personally to the class teacher or subject head teacher in their staffroom. Unless otherwise specified, all assessment tasks must be handed in as hard copies.
- 1.5** Assessment for the Year 11 Preliminary HSC Course will begin Term 1, 2022 and finish approximately Week 10, Term 3, 2022.
- 1.6** Assessments can only be based on the Year 11 course, apart from exceptions noted by NESAs.
- 1.7** All work done at home must be the student's own work. The progress of home assessment tasks will be checked by the teacher where appropriate. Work submitted containing work not done by the student may receive zero marks.
- 1.8** All teachers will display laminated copies of their classes' assessment schedules in their classroom.
- 1.9** Exam type tasks are those for which no additional question details have been provided. Additional question details may include such things as marking criteria, an open book task, or the question being given beforehand.
- 1.10** Students are not permitted to be absent from timetabled classes to prepare or complete work for other subjects. If they do so, they may be awarded zero marks for the assessment task.
- 1.11** The maximum number of assessment tasks in Year 11 shall be no more than 3, including their Yearly Examination.

Completion of Assessment Tasks

- 2.1** Work submitted late will receive a zero mark unless an illness misadventure application is approved. Illness /Misadventure application must be submitted to the Head Teacher Senior Studies within 7 days of return to school. The task must be completed or submitted on the first day back to school or the first day not covered by the medical certificate.
- 2.2** Broken USBs, computer, email and printing problems, will not be accepted as valid excuses for late work. School staff will not print assessment tasks. Students unable to attend school due to illness must email the task to the school by the date and time published on the assessment notification sheet. Students remain responsible to print and submit the task.

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

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

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

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

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

- 2.4** If a student is absent due to illness/misadventure on the due date for submission of an assignment, the assignment must be submitted on the day of return (even if the student does not have the subject that day). If the task is incomplete due to the severity and length of the illness, submission of the incomplete task is still required. Failure to do so on immediate arrival to school will be considered late work and no marks will be awarded. Students must complete Appendix A form.
- 2.5** Difficulties in preparing for assessment tasks will not usually be considered for compensation. In exceptional circumstances, the Senior Review Team will consider reviewing results gained under adverse conditions.
- 2.6** If a student knows beforehand that they will be absent on the date of an in-class task, the school should be contacted, and their Deputy Principal informed well prior to the date. Assessment tasks should be completed and submitted before the due date unless other arrangements are made with the head teacher of the subject. Should a task be submitted late then a doctor's certificate must be submitted.

- 2.7** If a student is ill during an in-class assessment task they must inform the supervising teacher and see their Deputy Principal immediately after.
- 2.8** If a student becomes ill during an in-class assessment task the head teacher will decide whether an estimate or a substitute task will be given.
- 2.9** If, for any reason, an assessment task produces invalid or unreliable results an additional task may be given. Both tasks will be included in the final assessment mark but the weighting of the first task will be reduced. Students will be informed in writing if this occurs. The value of the task weighting, however, will not change.
- 2.10** Students must attend all classes on the day an assessment task is due. Students are not permitted to turn up late because they have been working on the task. No marks will be awarded if this occurs unless the necessary documentation is provided. (See 2.3)
- 2.11** In the event of illness for an in-class assessment, on their first day of return, students are expected to see the teacher or head teacher of the subject to arrange a time to sit the task. An illness misadventure form with a doctor's certificate attached must be submitted within 7 days of returning to school and handed to the Head Teacher Senior Studies.
- 2.12** In the event of a misadventure for an in-class assessment, on their first day of return, students are expected to see the teacher or head teacher of the subject to arrange a time to sit the task. An illness misadventure form with relevant documentation must be attached and submitted within 7 days of returning to school and handed to the Head Teacher Senior Studies.
- 2.13** In the event of illness/misadventure for a Yearly Examination students/parents need to notify the school on the day of the examination. The student or parent must lodge an Illness Misadventure Form with relevant documentation attached to the Head Teacher Senior Studies on their return to school. Students who miss an examination will sit the task during the next available timeslot during the Yearly Examination period. Where no available timeslots are available, students should negotiate with the Subject or Faculty Head Teacher a suitable time to sit the task. The Senior Review Team will make all determinations concerning tasks during the Yearly Examination period.

Non-Completion of Tasks

- 3.1 Students awarded zero marks for assessment tasks totalling 50 or more of the final course assessment marks will be certified as not having satisfactorily completed the course. This means that the student will not receive an assessment mark or an examination mark for that subject.
- 3.2 Students and parents will be notified if a student receives a zero mark and opportunities will be provided for the student to meet course outcomes. Parents and students will also be made aware of potential consequences of non-completion of course outcomes.

Attendance

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

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

4.2 Extended Personal Leave

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

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

- 4.3 As per our attendance policy *“For students absent due to illness, injury or misadventure the school will provide ongoing educational support. For students absent due to family holidays, parents are responsible for ongoing educational programs.”*
- 4.4 Students must be available to sit Yearly Examinations on any day of the designated Trial period. Morning examinations may commence as early as 8:15am, and afternoon examinations end as late as 5:00pm.

4.5 The school supports students undertaking representative duties for the school, region, state, country, or other approved external programs. Students selected for representative duties or elite programs must apply for leave through the Deputy Principal. Parents are responsible for ongoing educational programs while students are on leave for representative duties.

4.6 Student Procedure when Travelling Overseas or Interstate

- i) Year 11 students will only be granted exemption from school in extraordinary circumstances. Parents are to apply for exemption in advance to the Year 11 Deputy Principal. Exemption forms are located on the school’s web site (<http://www.muirfield-h.schools.nsw.edu.au/our-school/attendance-absences>).
- ii) Students requesting extended leave a written request must be given to their Deputy Principal in advance.
 - iii) Extended leave that clashes with assessment tasks may result in a zero being awarded for that task.

Senior Review Panel

5.1 Student malpractice in assessment tasks and examinations will be referred to the Senior Review Team. This may result in the student’s paper being cancelled. Malpractice consists of the following, but not limited to:

Unauthorised access to task or marking criteria	Unauthorised access to examination	Unauthorised use of electronic device	Possession or use of unauthorised notes
Plagiarism & aiding plagiarism	Frivolous attempt	Collusion	Unacknowledged assistance
Offensive content	Making a false claim	Possession or use of unauthorised notes	Distributing or sharing the content of examinations and in-class tasks during exclusion periods

This committee will inform the student of the outcome. The committee will consist of at least **three** of the following:

Principal or their nominee, Deputy Principal or their nominee, Careers Adviser, Head Teacher Senior Studies, the relevant KLA Head Teacher, and/or Head Teacher from another KLA.

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

Plagiarism is considered malpractice. Plagiarism is the use of the work of others without acknowledgement. Some guidelines to consider are:

- Copying someone else’s entire work and submitting it as your own is plagiarism.
- Copying passages of someone else’s work and submitting it as your own is plagiarism.
- Copying someone else’s work and substituting some words or sentences is plagiarism.
- The copying of paragraphs or sentences from someone else’s work is permitted, as long as it is appropriately acknowledged by footnoting or quotation marks.
- The copying of someone else’s ideas, including paraphrasing, is allowed, as long as it is acknowledged.

5.3 When a student wishes to lodge “Assessment Appeal” Form (see appendix B), it must be written by the student and lodged no later than TWO school days from the grievance occurring. All documentation must accompany the appeal when it is lodged.

5.4 A student who wishes to appeal should hand the appeal to the Head Teacher Senior Studies.

5.5 Students who wish to seek a review of an illness/ misadventure appeal decision must submit this request in writing to the Year 11 Deputy Principal within 5 school days of them being notified of the illness/misadventure appeal outcome.

Appendix A

Illness and Misadventure

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

Applications

Applications can be made for, but not limited to:

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

Limitations on Applications

You cannot submit an application on the basis of:

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

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

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

It is important that you make every effort to attend examinations or submit assessment tasks on the due date, even when applying for illness or misadventure.

Application due to illness/misadventure of Higher School Certificate Assessment Task or Trial Examination

Family Name

First

Course

Home

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

Assessment or examination task (and component if applicable) For example: English Standard, or English Standard Module C	Submission or examination date	Did you receive disability provisions for this course?

Have you, or will you be, lodging separate applications for other courses?

Student application

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

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

I declare all the information I have supplied is true.

Student Signature

Date

Section 1 – Student Statement

Date	
Task/Examination	
Details of effect on performance <i>Describe how illness or unforeseen misadventure affected your performance or prevented your attendance. Give details of any action you took to report this.</i>	
Attendance	Yes/No
Submitted Work	Yes/No

Section 2 – Witness Statement

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

Illness – <i>attach the following documentation:</i>	Misadventure – <i>attach the following documentation:</i>
<p>A doctor’s certificate that contains:</p> <ul style="list-style-type: none"> -Diagnosis -Date and duration of illness -Consultation date -Description of how the student’s condition/symptoms could affect their performance -Contact details of medical practitioner 	<p>A written witness statement, NOT composed by the applicant or a relative, that contains:</p> <ul style="list-style-type: none"> -Date of misadventure -Were they a witness to the event? -If NO, how did they obtain evidence of the event? -Are they known to the student? -Description of event -Contact details <p>Or</p> <p>An official report or notice of event. <i>E.g., Emergency track work at a specified time and place.</i></p>

Section 4 – Application Approval

Application Approved	YES	NO – Date Student Informed:	
Approved by	Name: Special Terms:	Signature:	Date:

Appendix B

Muirfield High School Assessment Appeal Form

Date: _____

Student Name: _____

Subject: _____

Teacher: _____

Appeal Reason: _____

Evidence to support application: _____

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

Appeal Outcome:

The appeal panel have noted the above and have decided:

To grant this appeal

Not to grant this appeal

Reason: _____

Deputy: _____ Signature: _____ Date: _____

Senior Review Member: _____ Signature: _____ Date: _____

Grievances and Appeals

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

- An action
 - An omission
 - A situation
 - A decision
- which is reasonably judged to be
- Unfair
 - Discriminatory
 - Unjustified

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

The following procedure must be followed:

- a. Immediately try to clarify the situation with the class teacher involved.
- b. If the situation is unresolved, complete the Assessment Appeal Form.
- c. Submit the form, within 2 school days, to the Head Teacher Senior Studies.
- d. The Senior Review Panel will meet to adjudicate on the matter.

These procedures are consistent with NESAs requirements.

Grounds that will not be taken into consideration:

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