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## 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 undertaking HSC courses 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 the HSC courses. 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 (AMOW)

This is an educational program designed to make a student aware of their HSC assessment obligations and to instruct students about scholarship principles and ethical practices. The course comprises content across 4 topics related to locating and acknowledging sources of information, plagiarism, copyright, and working with others. 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://curriculum.nsw.edu.au/ace-rules/ace10/amow>

### Minimum standard of literacy and numeracy

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

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:

- a. followed the course developed or endorsed by NESA; 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 course outcomes.

Students studying an HSC course must make a genuine attempt to complete the course requirements. It is a matter for the teacher's professional judgement to determine whether

a student has made a genuine attempt to complete the requirements. For courses where school-based assessment marks are submitted, students must make a genuine attempt at assessment tasks that contribute in excess of 50 percent of the available marks. It is emphasised that completion of assessment tasks worth exactly 50 percent is not sufficient; tasks worth in excess of 50 percent must be attempted. Principals therefore will determine if there is sufficient evidence that each student has applied himself or herself with diligence and sustained effort to the set tasks and experiences provided in the course by the school. If at any time it appears that a student is at risk of being given an 'N' (non-completion of course requirements) determination in any course, including VET courses, the principal must warn the student as soon as possible and advise the parent or guardian (if the student is under 18 years of age) in writing.

### **Failure to submit tasks**

Students are expected to attempt all assessment tasks.

If a student has an upheld illness/misadventure application, schools must provide the student with an opportunity to attempt the assessment task by either: providing an extension of time to complete the original assessment task, or providing the student with a substitute assessment task.

If a student does not complete a task by the due date or attend a scheduled assessment task, and has their illness/misadventure application declined, the school must record a zero mark for the assessment task.

### **VET Work Placement**

Where [mandatory work placement](#) hours are not completed in a [VET Industry Curriculum Framework course](#), or where required in a [VET Board Endorsed Course](#), an 'N' determination should be issued.

It should be noted that if a student fails to undertake any [mandatory work placement](#) component it may be determined that the student has not made a genuine attempt to complete course requirements. In this case the principal can indicate that the course has not been satisfactorily completed and the student may be issued with an 'N' determination.

It is possible for the principal to certify, at a later time, that the student has subsequently completed the mandatory requirements and request that the 'N' determination be withdrawn.

## 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 HSC Assessment Policy and the HSC 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 malpractice and penalties will be imposed
- understand that malpractice in any form including plagiarism, collusion, misrepresentation, and breach of assessment conditions is unacceptable
- lodging any illness/misadventure, extraordinary request, appeal or grievance within specified timelines

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, where a student is at risk of receiving an 'N' determination (non-completion of course requirements) in a minimum of 2 courses and has received a minimum of 2 written 'N' warnings in each course, the student may be expelled for unsatisfactory participation.

## 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. Further, class tasks may be used as evidence that assessment work is a student's own work.

### 2.2 Completion and submission of assessment tasks

The HSC Assessment Schedule shows the general timing of assessment tasks in regards 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. Notifications will provide students with sufficient writing notice, typically 14 calendar days, though there will be times when this notice period may not be possible. Dates and times for examinations will be provided on the examination timetable; rather than individual task notification.

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.

Students are expected to attempt all assessment tasks. Failure to submit a task on time, without an upheld illness/misadventure application, 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 this policy.

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

Students must undertake and make a serious attempt at all tasks. **Non-serious attempts** include frivolous or objectionable material, or answering in a language other than English (unless specifically instructed to do so) 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 for all or part of the task and may be issued an N Warning for the task. Students who do not make a serious attempt at an exam may receive zero for the whole exam and may be issued with an N Warning.

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. The Assessment Review Panel will review the application.

## 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, such as when a task produces invalid or unreliable results, 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 in any form including plagiarism, collusion, misrepresentation, and breach of assessment conditions is unacceptable. 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. Student conduct amounting to malpractice may range from unintentional failures to comply with assessment rules and procedures to deliberate attempts to gain an unfair advantage involving intentional wrongdoing. Examples of malpractice 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

Types of malpractice:

- 3.1.1 Misrepresentation:** Misrepresentation is when a student misleads or deceives others by presenting untrue information through the fabrication, alteration, or omission of information. It can include making up journal entries for a project, referring incorrect or non-existent sources, contriving false explanations to explain work not handed in, submitting falsified or altered documents, such as medical certificates.
- 3.1.2 Plagiarism:** Misrepresentation is when a student misleads or deceives others by presenting untrue information through the fabrication, alteration, or omission of information.
- 3.1.3 Collusion:** Collusion is when a student inappropriately collaborates with another student, group of students, person, organisation, or entity to produce work that was meant for individual assessment. It can include sharing answers to an assessment with other students; submitting work that has been substantially contributed to by another person; unauthorised use of artificial intelligence technologies.
- 3.1.4 Breach of assessment conditions:** This includes not adhering to the school rules for examinations. Malpractice occurs when a student breaches the conditions set for assessment in an attempt to gain an unfair advantage.

Students who knowingly assist other students to engage in malpractice will be considered to have engaged in collusion.

The above are examples of malpractice and are not final.

### 3.2 Action in response to suspected malpractice

In the case of suspected cases of collusion, plagiarism or misrepresentation, eg where students present work of others as their own, students will be required to provide evidence that all unacknowledged work is entirely their own. This request may come from the faculty head teacher. 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 Assessment Review Panel by the faculty head teacher. The panel will review each malpractice case on its merits, considering all the issues, in order to arrive at a fair conclusion and make a determination.

Where student conduct constituting malpractice has been established, the school will impose a penalty appropriate to the seriousness of the offence. This may include awarding zero for all or part of the task, and/or issuing an N Warning.

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.

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 Principal. The Principal's decision is final and no further appeals will be considered. Late appeals will not be considered.

#### 4. Breach of assessment conditions: 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 by the faculty Head Teacher who will refer the matter to the Head Teacher Senior Studies who will convene the Assessment Review Panel. 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 Studies within two school days of the decision being taken. Appeals will be considered by the Principal. 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. Student use of Google Docs is strongly encouraged. Students should submit an Illness/Misadventure Form (Form B) to the Head Teacher Senior Studies with all supporting evidence attached. The Head Teacher Senior Studies will consult with the faculty head teacher to make a decision.

## 6. Absence affecting assessment tasks

### 6.1 Leave from school

#### **6.1.1 Personal leave and assessment tasks:**

NESA makes 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. While principals have discretion to grant leave to an HSC student, leave for holidays will not be granted during term time, and is not grounds for an illness/misadventure application. All course completion, assessment requirements continue to apply, irrespective of whether their leave request is granted or not.

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 social engagements or other matters of a discretionary nature clash with assessment tasks.

#### **6.1.2 Leave for extraordinary circumstances:**

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.

Should an assessment task fall within the period of absence, students may submit an Illness/Misadventure Application (Form B) with suitable evidence. If a student does not complete a task by the due date or attend a scheduled assessment task, and has their illness/misadventure application declined, the school will record a zero mark for the assessment task.

Students who miss an assessment task(s) because of approved leave for extraordinary circumstances that would not reasonably be considered an illness/misadventure should also submit the Extraordinary 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 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. If exceptional circumstances application is upheld, 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 elite representative sport and work placement.**

In the case of mandatory work placement, students must submit the Extraordinary 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 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 Extraordinary 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 whether to uphold or decline the application, and if upheld, the nature of a substitute 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, eg 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 Extraordinary Circumstances Form (Form C) to the Head Teacher Senior Studies at least one week 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, substitute 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. Assessment tasks are intended to be a measure of a student's actual performance, not potential performance. Applications that relate to illness or misadventure suffered immediately before or during the task(s) and that has affected the student's assessment performance, if upheld may be given a substitute task or an extension of time. Applications may be in respect of:

- a. 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);
- b. 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 and submit work completed to date.

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 High School Medical Certificate**

**7.1 Absence due to illness/misadventure on the day a hand-in task is to be submitted:** Students should submit an Illness/Misadventure Form (Form B) and attach supporting documentation, such as the Muirfield High School Medical Certificate (Form A) 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). If the student is still absent five days after the task, the Illness/Misadventure Form is to be emailed to the school, irrespective of ongoing absence covered by medical documentation. Students are to present themselves to the Head Teacher Secondary Studies or the relevant deputy principal on the first day of return to discuss the application and missed task(s).

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: Head Teacher Secondary Studies*

It is strongly recommended that students attempt to have a hand-in task, or whatever has been completed to date, 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. Submitted work may support an application for illness/misadventure.

Should an illness/misadventure application be upheld, students will be either given an substitute task or an extension. When an illness/misadventure application is declined, the school must record a zero mark for the assessment task.

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.

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.

## 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 (Form A). Forms can be submitted electronically attention to Head Teacher Senior Students or submitted in person before school on their first day back to school or the first day not covered by the medical certificate, whichever is earlier to the Head Teacher Senior Studies. Students must be prepared to complete the task on that day, although an alternate time may be negotiated.

The Head Teacher Senior Studies will consult with the faculty head teacher to determine the nature of a substitute task or extension.

## 7.3 Illness/Misadventure during in-class assessment

If a student is ill during an in-class assessment task, they must inform the supervising teacher. 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 a substitute task, or part task, is 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 9872 2244; 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 should be prepared to sit the examination during the next available time slot during the examination period. Students should make contact with the Head Teacher Secondary Studies who will advise of the time the examination will be sat. Due to security and equity reasons, substitute 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 will be recorded for all or part of the Trial HSC examination. The Assessment Review Panel will make all determinations concerning tasks during the Trial Examination period.

#### 7.5 Extended Absence due to Illness – with impact on assessment 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, even given the exceptional circumstances of extended illness.

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 assessment tasks within 4 school weeks from the original due date, a mark of zero may be recorded. (For HSC Trials affected by extended absence due to illness/misadventure, see Section 6.4.)

#### 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 illness, 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 court proceedings, legal documents, death notice, etc. If a statutory declaration is supplied, it must be completed and signed.

### 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. Where an illness/misadventure application is upheld, a substitute task may be administered, or an extension granted.

In exceptional circumstances, an estimated mark based on completed comparable assessment tasks may be approved by the principal. A comparable task assesses the same or similar outcomes as those of the original task, and uses the same or similar marking guidelines. The estimated mark will be determined by the class teacher in consultation with the faculty head teacher. The outcome may require an estimate which may not be determined until the end of all other course assessments. If there are no comparable task, a mark of zero will be recorded.

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. Disability provisions

The school will provide reasonable adjustments for students with a disability. Collaborative planning will support the selection of the most appropriate curriculum option and adjustments.

Disability provisions are provided for permanent, temporary or intermittent conditions.

Adjustments for assessment tasks do not mean students do not undertake tasks. Students need to be aware that school-determined adjustments for assessment tasks may not be approved by NESAs for the HSC exams. Applications to NESAs for disability provisions will be managed through the Learning Support Team.

## 9. Appeals

### 9.1 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 extraordinary circumstance
- an application for illness/misadventure
- a decision made in regard to student malpractice
- a decision resulting in a student receiving a zero mark
- rank order
- a decision regarding technological failure.

All appeals, with the exception of individual assessment task mark, must be submitted on Assessment Appeal Form (Form D) to the Head Teacher Secondary Studies within two days of receipt of the original decision. All appeals of decisions will go to the Assessment Review Panel. Appeals of decisions of the Assessment Review Panel will be directed to the Principal. The Principal's decision is final. No further appeals will be entered.

#### 9.1.1 Appealing an individual assessment task mark

If a student believes there are errors or inconsistencies in the marking of an individual assessment task mark, they need to raise the matter with the teacher at the time of return. Should a teacher require further time, or should a student seek a review of the teacher's decision, the class teacher will retain the task/responses for all students in the course and seek advice from the faculty head teacher. Appeals can only be made during the period the task is returned, irrespective of the student's attendance. Individual

appeals over marks allocated for an individual assessment task will be resolved within two weeks of provision of initial feedback.

### **9.1.2 Appealing a rank order**

Students may request a school review of their placement in the rank order for a course which can be viewed via the NSW Students Online account. Students cannot seek a review of teachers' judgements of the worth of individual performance in assessment tasks, or appeal marks or grades in individual assessment tasks. Students seeking a review should contact the Head Teacher Secondary Studies with their appeal. The Head Teacher will convene the Assessment Review Panel to examine student review requests. The Panel will consider whether the tasks were weighted in line with NESA's requirements and complied with the stated formal assessment program when determining the student's final assessment mark, and whether the marks were entered and calculated correctly. Should the appeal be upheld the Head Teacher Secondary Studies will inform the student and have the revised final assessment marks provided to NESA. If the appeal is declined, the Head Teacher Secondary Studies will advise the student of the provision for a subsequent appeal to NESA, retain all documentation for 24 months. Dates for release of rank order and application for review of assessment rank are provided by NESA every year.

NB: Appeals for N Determinations are managed through the NESA processes.

## **9.2 Grievance**

Students have the right to submit a grievance concerning:

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

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

All grievances must be submitted on Assessment Appeal Form (Form D) to the Head Teacher Secondary Studies within two days of receipt of the initial action. The Assessment Review Panel will review the Assessment Appeal Form (Form D) and any supporting evidence. Appeals of decisions of the Assessment Review Panel will be directed to the Principal. The Principal's decision is final.

### 9.3 Assessment Review Panel

The Assessment Review Panel has three members. Composition of this panel includes the Head Teacher Senior Studies, an additional head teacher, not from the faculty in which any matter or grievance has arisen, and one other from the following:

- Deputy Principal or their nominee
- An additional head teacher, not from the faculty in which any matter or grievance has arisen
- Careers Adviser

### 9.4 Procedures for Review

In reviewing the determination of a student's appeal against a decision made by the Head Teacher Secondary Studies and the faculty Head Teachers, 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.

When the Principal reviews a decision of the Assessment Review Panel, the Principal will focus on whether the Assessment Review Panel properly and correctly considered the matters before it.

**Flow chart summaries – to be developed T4**