



YEAR 12 ASSESSMENT AGREEMENT LETTER

YEAR 12 HSC 2018 REQUIREMENTS / CONDITIONS RELATING TO ASSESSMENT AT ST COLUMBA'S CATHOLIC COLLEGE

1. LEAVE REQUESTS

Leave is not approved, unless it is an emergency or exceptional circumstances. If a parent is intending to take his/her child out of the College on leave, a **request must be made in writing to the Principal** at least two weeks before the planned departure. It is a legislative requirement that students attend school. Only the College Principal can grant an exemption from attendance as a result of exceptional circumstances. Consequently, parents are required to submit a leave request letter and form (obtained from Student Services or the College website) which provides the following details to the Principal:

- first and last day of leave
- reason for the request for leave

The Principal will notify the parent/s of the outcome of the leave request in a written response.

Students who go on planned leave without requesting leave from the Principal, will receive a ZERO PENALTY for any Assessment Task that is missed during their leave.

Students who go on leave will, be required to submit/complete any assessment task they will miss BEFORE their departure. This will be arranged with the class teacher, approved by the Leader of Learning and communicated to the Head of Learning. Communication of the new date for completion/submission of the Assessment Task will be provided to the student **in writing**.

It is the full responsibility of the student to go to see the class teacher or Leader of Learning regarding arrangements for any missed Assessment Tasks due to leave.

Parents are asked (unless it is an emergency involving exceptional circumstances), not to disrupt their child's learning in their HSC year by taking them on leave outside normal school vacations.

2. YEAR 12 ASSESSMENT BLOCKS AND FORMAL EXAMINATIONS

There are two assessment blocks timetabled for Year 12. These assessment blocks are part of the Year 12 College assessment program, and attendance is mandatory. The two assessment blocks for 2018 are:

- 1) Assessment Block Weeks 6/7 Term 1 – Wednesday 7th March to Friday 16th March 2018
- 2) Trial HSC Examinations Weeks 3/4 Term 3 – Monday 6th August to Monday 20th August 2018

The Higher School Certificate timetable will be released in Term 2, 2018 by NESA. These examinations normally commence in early Term 4, 2018 for a period of approximately four weeks.

3. ASSESSMENT POLICY FOR LATE WORK

Students at St Columba's Catholic College will be provided with **at least TWO weeks notice** of an assessment task in an Assessment Task Notification Sheet. This notification sheet will be provided to all students in **hard copy** and must be signed for by each student. The Assessment Task Notification Sheet indicates the date for submission or completion of a task.

All hand-in tasks must be submitted by **9am on the due date** in **HARD COPY** directly to the subject teacher or relevant Leader of Learning in **Brauer Hall**. Tasks that are submitted after this time will require an Illness/Misadventure form and may result in a **zero penalty** for part or all of the assessment.

'In-class' assessment tasks must be completed on the due date stipulated on the Assessment Task notification sheet. Tasks that are not completed at this time will require an Illness/Misadventure form and may result in a **zero penalty** for part or all of the assessment.

Students wanting to make an Illness/Misadventure appeal must submit the appropriate form with all relevant documentation to the LOL within **2 days of their return to school**.

4. ABSENCE OWING TO ILLNESS OR MISADVENTURE

A student who cannot submit or sit for a formal assessment task on the due date owing to illness or misadventure must follow these procedures:

1. Student or parent contacts the College Office as soon as possible, who will inform the respective teacher and Leader of Learning that same day
2. Student completes the Illness/Misadventure form and submits the form with attached supporting documentation **to the relevant Leader of Learning** within **2 days** of returning to school. In the case of illness, **a doctor's certificate is mandatory**.
3. Students report to their subject teacher **on the first day of return to school** so alternative arrangements can be made regarding the completion of in-class tasks
4. For in-class tasks, students must be **prepared to sit the task on the day they have returned to school** with a Doctor's certificate
5. For hand-in tasks, students will submit the task **the next school day**

Misadventure relates to an **unexpected** event that may impact on a student completing an assessment.

Tasks not submitted on the due date owing to computer, device, printer, USB and Internet failure **WILL NOT** be acceptable for grounds of misadventure. **If a student fails to submit an assessment task on time claiming technological failure, a ZERO PENALTY will apply, unless they can provide sufficient evidence of draft work which must be submitted to the teacher on the due date.**

5. STUDENT SERVICES

Assessment tasks **MUST NOT** be submitted to Student Services or to the Main Office. Submission instructions are clearly identified on the Assessment Task Notification Sheet. Tasks must be submitted directly to the subject teacher or the relevant Leader of Learning.

6. ELECTRONIC SUBMISSION OF ASSESSMENT TASKS

Assessment tasks **CANNOT** be submitted on USB drives, or via Edmodo or email, unless the class teacher provides direction of this in writing. Tasks submitted by electronic means which have not been received by the due date may be penalised with a zero penalty for part or all of the assessment.

7. ALL FORMAL ASSESSMENT TASKS MUST BE SUBMITTED

In order to meet the requirements of the Higher School Certificate, NESAs mandates each candidate to have completed **all assessment tasks**. **Students MUST submit ALL tasks**, irrespective of any penalty which may be applied. Only in exceptional circumstances will the Principal, Head of Learning and Leader of Learning allow further consideration.

8. CHEATING / MALPRACTICE

All work submitted that is part of an Assessment Task must be completed solely by the student (or in the case of Group Work, strictly according to the class teacher's directions). Unless stated otherwise, each student will be required to submit his or her own separate assessment task.

Students who are deemed, by the Head of Learning and the relevant Leader of Learning, to have cheated in any assessable task or who have assisted another student to cheat, will:

- be awarded a **ZERO PENALTY for that task OR components of the task as is deemed appropriate by the Head of the Learning and the Principal**
- be issued with a **WARNING LETTER**
- be required to re-submit the task
- be entered onto the NESAs Malpractice Register
- be placed on the College's formal Malpractice Register

9. CONFIRMATION OF ENTRIES

HSC students will be issued with their Confirmation of Entry form at the start of the HSC course and it is checked again at the beginning of each term in 2018. It is the student's responsibility to check this form for accuracy concerning information such as their personal details and subjects being studied at HSC level. Whenever a student makes a change to their HSC courses they will be issued with a new Confirmation of Entry form. All confirmation of entry forms are to be signed by the student and will be kept on file by the college.

10. DISTRIBUTION OF ASSESSMENT SCHEDULES

Assessment for the HSC Course commences during Term 4 after the completion of the Preliminary Course. At the commencement of the HSC Course, students will be issued with an Assessment Handbook and Assessment Schedules for each course. These documents are published on the College website and on the Year Group's Edmodo page. Due dates for each assessment task for each course are placed on the Assessment Calendar which is also published on the College website.

Assessment schedules for each course will be distributed again in Term 1, 2018 (with 2018 dates) in an Assessment Handbook. The assessment schedules will specify the date of tasks set. Students will be required to sign a class list to indicate that they have received their Assessment Handbook and Assessment Schedules.

11. NOTIFICATION OF TASKS

Students at St Columba's Catholic College will be provided with **at least TWO weeks notice** of an assessment task in an Assessment Task Notification Sheet. This notification sheet will be provided to all students in **HARD COPY** and must be signed for by each student. The Assessment Task will be placed on the class Edmodo page on the same day it is distributed in hard copy to students.

The date of an assessment task may need to change from the original for various school circumstances. If assessment dates need to change, students will be provided with sufficient written notice of the change. All changes to assessment dates will be amended on the Assessment Calendar on the College website.

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I have read and fully understand the assessment requirements / conditions in relation to the following areas:

1. LEAVE REQUESTS
2. YEAR 12 ASSESSMENT BLOCKS AND FORMAL EXAMINATIONS
3. ASSESSMENT POLICY FOR LATE WORK
4. ABSENCE OWING TO ILLNESS OR MISADVENTURE
5. STUDENT SERVICES
6. ELECTRONIC SUBMISSION OF ASSESSMENT TASKS
7. ALL FORMAL ASSESSMENT TASKS MUST BE SUBMITTED
8. CHEATING / MALPRACTICE
9. CONFIRMATION OF ENTRIES
10. DISTRIBUTION OF ASSESSMENT SCHEDULES
11. NOTIFICATION OF TASKS.

Student signature

Parent / Caregiver signature

Student Name: _____

Homeroom: _____ Date: _____

DETACH THIS PAGE ONLY AND RETURN TO YOUR HOMEROOM TEACHER BY FRIDAY 20TH OCTOBER.

KEEP THE REST OF THIS DOCUMENT WITH YOUR ASSESSMENT INFORMATION HANDBOOK AND ASSESSMENT SCHEDULES FOR YOUR FUTURE REFERENCE.