



YEAR 12 HSC 2017 REQUIREMENTS / CONDITIONS RELATING TO ASSESSMENT AT ST COLUMBA'S CATHOLIC COLLEGE

1. LEAVE REQUESTS:

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. It is a legislative requirement that students attend school. Only the Principal can grant an exemption from attendance as a result of exceptional circumstances. Consequently, parents are required to submit a leave request letter, which provides the following details to the Principal.

- First and last day of leave.
- Reason for the leave.

The Principal will notify the parent/s of the outcome of the leave request in writing. 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 FORMAL EXAMINATIONS:

There are two blocks of internal formal examinations timetabled for Year 12. These examinations are part of Year 12 college assessment components and attendance is mandatory. The two internal examination blocks for 2017 are -

- 1) Year 12 Half-Yearly Examinations – Monday 20th March to Friday 31st March 2017
- 2) Year 12 HSC Trial Examination – Monday 31st July to Friday 11th August 2017

The Higher School Certificate timetable will be released in Term 2, 2017 by the Board of Studies. These examinations normally commence in early Term 4, 2017 for a period of approximately four weeks.

3. ASSESSMENT POLICY FOR LATE WORK:

All formal HSC assessment tasks clearly stipulate the due date. The assessment notification document will outline the submission details. All research tasks are DUE at 9am on the due date. Students are to sign in that they have handed in their assessment task with their subject teacher or another designated teacher in Brauer Hall, again on the teacher's roll. Tasks that are submitted outside these due times will receive a ZERO mark.

Students who receive a zero mark will be notified in writing. An Illness/Misadventure form will be included with this notification. To appeal this zero mark, the Illness/Misadventure form with supporting evidence must be submitted to the Leader of Learning of the subject area within two college days.

4. ABSENCE OWING TO ILLNESS:

A student who cannot submit or sit for a formal assessment task on the due date owing to illness **must provide a doctor's certificate**. This doctor's certificate is **mandatory**. For an in-class task, the student must be **prepared to sit the task the next day** after the period of illness noted on the doctor's certificate expires. Hand-in tasks will be submitted to the subject teacher or Leader of Learning of the subject area the next college day after the doctor certificate period of illness expires.

5. ABSENCES OWING TO MISADVENTURE:

Students who cannot attend an in-class task owing to reasons of misadventure must provide suitable documentary evidence to support their misadventure. Misadventure refers to an **unexpected event** that causes difficulty for a student to complete or sit for a task on the due date.

In circumstances where the event is not unexpected, and students are planning to be absent and therefore not able to hand in or sit for the task, an approval for leave from the Principal must be placed in writing. Failure to comply with this request will result in an assessment penalty being applied if the student fails to submit or sit the task.

Tasks not submitted owing to computer failure, printer failure and USB failure will not be acceptable for grounds of misadventure. Students must have means of backing up their work to avoid a zero mark owing to failure of technology or provide sufficient evidence to show the assessment task has been completed.

6. STUDENT SERVICES:

Assessment tasks **MUST** not be submitted to Student Services or given to another teacher to pass onto the subject teacher. Tasks must be given only to the subject teacher or the relevant Leader of Learning. Any assessment tasks lost as a result of not following these directions will be given a zero mark.

7. ELECTRONIC SUBMISSION OF TASKS:

Student may elect to submit tasks electronically (e-mail/Edmodo class page). It is the student's responsibility to ensure that the task has been received by the subject teacher by the due date. Tasks submitted by electronic means and have not received by the due date may be penalized with a zero mark.

8. ALL TASKS MUST BE SUBMITTED:

Irrespective of the penalty all tasks **MUST** be submitted. Only in exceptional circumstances will the Principal allow further consideration.

9. CHEATING OR MALPRACTICE:

Students who, are judged by the Head of Learning and relevant Leader of Learning, to have cheated in any assessable task, or who have assisted another student to cheat, will be awarded zero marks for that task.

10. CONFIRMATION OF ENTRIES.

HSC students will be issued with their Confirmation of Entry form at the start of the HSC course and at checked again at the beginning of 2017. 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.

11. DISTRIBUTION OF ASSESSMENT SCHEDULES.

Assessment schedules for each course will be distributed at the commencement of the HSC course and again in Term 1, 2017 (with 2017 dates) in an Assessment Handbook. The assessment schedule will specify the date of tasks set.

Students will be required to sign the relevant class list to acknowledge receipt of the assessment handbook.

Copies of assessment schedules will be placed on the college website and on the Year 12 Edmodo page.

12. NOTIFICATION OF TASKS.

Students will receive at least two weeks' notice in writing if an assessment task due date needs to be altered. Students will be required to sign on a class roll (provided by the teacher) to document that they have received the task.

Students will be given a minimum of two weeks to complete a HSC formal assessment task.

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ST COLUMBA'S CATHOLIC COLLEGE.**

I have read and fully understand the requirements / conditions outlined in the 2017 college assessment policy and I fully understand the policy in relation to the following areas.
(Please complete and return to the homeroom teacher).

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

Student signature

Parent / Caregiver signature

Student Name: _____

Homeroom: _____ Date: _____

DETACH THIS PAGE ONLY AND RETURN. KEEP THE ASSESSMENT POLICY FOR FUTURE REFERENCE.