

St Columba's Catholic College

ST COLUMBA'S
CATHOLIC COLLEGE



STAGE 5

Assessment Handbook

Year 10
2017

TABLE OF CONTENTS

CHANGES TO RoSA 2017	2
WHY DO SCHOOLS NEED TO HAVE AN ASSESSMENT POLICY	3
OVERVIEW OF ELIGIBILITY FOR THE AWARD OF RoSA	4
CURRICULUM REQUIREMENTS FOR THE RECORD OF SCHOOL ACHIEVEMENT (RoSA)	5
COURSES TYPES.....	6
COURSES OFFERED	6
ASSESSMENT GUIDELINES FOR THE YEAR 10 RoSA 2017	7
ATTENDANCE	7
SATISFACTORY COURSE COMPLETION	7
RECORD OF SCHOOL ACHIEVEMENT (RoSA) GRADES	7
GENERAL PERFORMANCE DESCRIPTORS.....	8
THE ST COLUMBA’S CATHOLIC COLLEGE ASSESSMENT POLICY	9
NON COMPLETION OF ASSESSMENT TASKS -	10
ASSESSMENT POLICE FOR LATE WORK.....	10
APPEALS COMMITTEE	10
CHEATING AND MALPRACTICE IN ASSESSMENT TASKS	10
SAMPLE LETTER - NON-COMPLETION OF A RECORD OF SCHOOL ACHIEVEMENT (RoSA) COURSE FORM	13
SAMPLE LETTER - ILLNESS/MISADVENTURE FORM	15
SAMPLE LETTER – STUDENT APPEAL FORM	16
KLA ASSESSMENT GRIDS	18 - 49

Changes to RoSA from 2016

In 2011, the NSW Government announced the abolition of the School Certificate and proposed a new credential, called the Record of School Achievement (RoSA), recognising that education has changed significantly over the past 45 years.

As the school leaving age has been raised to 17 years, most students who decide to leave school will do so during Years 11 or 12. RoSA will enable them to still receive a record of their school achievements.

The new credential will:

- ✓ Be a record of achievement for students who leave school prior to receiving their HSC;
- ✓ Report results of moderated, school-based assessment, not external tests;
- ✓ Be available when a student leaves school any time after they complete Year 10;
- ✓ Show a result for all courses completed;
- ✓ Be able to reliably compare between students across NSW;
- ✓ Give students the option to take online literacy and numeracy tests up to five times between
Years 10 and 12; and
- ✓ Be comprehensive and offer the ability to record a student's extracurricular achievements.

It is important to note that there will be no changes to college processes for this year other than there being no external tests for Year 10 students. The end date for Year 10 will be the last college day in term 4. Year 10 students will be expected to be at the college until this date, unless written permission is given by the College Principal.

Why do Schools need to have an Assessment Policy?

The College Assessment Policy has been designed so that no student can be advantaged or disadvantaged by the college's system of assessment for the Record of School Achievement (RoSA). Assessment at St Columba's Catholic College encourages progressive development of skills and knowledge while ensuring:

- consistency across subjects and courses;
- fairness in marking and reporting;
- coordination of the assessment program to ease the load on students.

The College Assessment Policy reflects the concern of this community with justice and the dignity of each person.

Internal school assessment plays an important role in assessing overall student achievement in a Record of School Achievement (RoSA) course by:

- assessing student achievement of a wider range of syllabus outcomes;
- providing multiple opportunities for students to demonstrate their achievements;
- providing different way for students to demonstrate their achievements.

The purpose of the Record of School Achievement (RoSA) program of study is to:

- provide a curriculum structure that encourages students to complete secondary education;
- foster the intellectual, social and moral development of students, in particular developing their:
 - knowledge, skills, understanding and attitudes in the fields of study they choose
 - capacity to manage their own learning
 - desire to continue learning in formal or informal settings beyond school
 - capacity to work together with others
 - respect for the cultural diversity of Australian society;
- provide a flexible structure within which students can prepare for:
 - Year 11 Preliminary HSC certificate and Year 12 HSC
 - further education and training
 - employment
 - full and active participation as citizens;
- provide formal assessment and certification of students' achievements;
- provide a context within which schools also have the opportunity to foster students' physical and spiritual development.

Overview of Eligibility for the Award of the Record of School Achievement (RoSA)

Eligibility requirements for the Record of School Achievement (RoSA)

To be eligible for a Record of School Achievement (RoSA), a student must:

- have attended a government school; or have attended a registered non-government school to which a current certificate of accreditation for presentation of candidates for the Record of School Achievement (RoSA) applies; or have attended a school outside New South Wales recognised by NSW Education Standards Authority (NESA), and
- have participated, to NESA's satisfaction, in courses of study that have been determined under the Act as appropriate to be undertaken by candidates for the School; and
- have been accepted by NESA as having satisfactorily completed those courses of study; and
- have undertaken, to NESA's satisfaction the assessment tasks set; and
- have complied with any requirements prescribed by the regulations or any requirements imposed by the Minister or NESA; and
- have completed Year 10.

Requirements for the award of the Record of School Achievement (RoSA)

To qualify for the award of the Record of School Achievement (RoSA), a student must:

- satisfactorily complete the mandatory curriculum requirements of NESA; and
- attend the college until the final day of Year 10 as determined by the College principal
- make a serious attempt at the Record of School Achievement (RoSA) assessment tasks.

NESA may refuse to grant a Record of School Achievement (RoSA) to a student whose attendance or application at school has been of such an unsatisfactory character that the award of the certificate would not, in the opinion of NESA, be justified.

It is at principal's discretion to ask a student to repeat year 10, until all requirements of the RoSA are satisfied.

Curriculum Requirements for the Record of School Achievement (RoSA)

The Record of School Achievement (RoSA) is a Certificate issued by NESA.

To be eligible for the Record of School Achievement (RoSA) a student must:

1. Satisfy NESA's mandatory curriculum requirements for the award of a Record of School Achievement (RoSA) are listed below. All time allocations are indicative. Indicative time is the time expected for a typical student to achieve the objectives and outcomes of the course. The indicative time for a course is therefore directly related to that course's objectives and outcomes.

Mandatory Curriculum Requirements

English	The Board Developed syllabus to be studied substantially throughout each of Years 7–10. 400 hours to be completed by the end of Year 10.
Mathematics	The Board Developed syllabus to be studied substantially throughout each of Years 7–10. 400 hours to be completed by the end of Year 10.
Science	The Board Developed syllabus to be studied substantially throughout each of Years 7–10. 400 hours to be completed by the end of Year 10.
Human Society and its Environment	To be studied substantially throughout each of Years 7-10. 400 hours are to be completed by the end of Year 10 and must include 100 hours of each of History and Geography in Stage 4 (Years 7-8) and 100 hours of each of Australian History and Australian Geography in Stage 5 (Years 9-10)
Languages	100 hours to be completed in one language over one continuous 12-month period between Years 7–10 but preferably in Years 7–8.
Technological and Applied Studies	The mandatory 200-hour course in Design and Applied Technology. At least 50 hours of the mandatory course must be devoted to learning about and using computers. This requirement will be met by integrating computer technology in appropriate Design Projects.
Creative Arts	The 100-hour mandatory courses in each of Visual Arts and Music. It is the Board's expectation that the 100-hour mandatory courses in these subjects will be taught as coherent units of study and not split over a number of years.
Personal Development, Health and Physical Education	The mandatory 300-hour integrated course in Personal Development, Health and Physical Education. This integrated course is to be studied in each of Years 7–10 to allow for student maturation and to maintain physical fitness. 300 hours to be completed by the end of Year 10.

NESA does not require schools to offer additional studies. However, it provides a wide range of additional courses that, if taught during Stage 5 in accordance with Board Developed or Board Endorsed syllabuses and indicative time requirements will be credentialed for the Record of School Achievement (RoSA).

Course Types

Board Developed Courses

A syllabus is available for each course developed by the Board. After each syllabus has operated for a period of time, the Board reviews the document and a revised or new syllabus is designed or the course is deleted.

Board Endorsed Courses

Board Endorsed courses may be designed by an individual school, or group of schools, to meet the perceived local needs of a group of students. These courses are endorsed by the Board Endorsement Panel acting on behalf of the Board.

Courses Offered

At St Columba's Catholic College the following Courses are offered:

Board Developed Courses	Board Endorsed Courses
Agriculture Commerce Drama Dance English Food Technology Australian Geography Australian History Industrial Technology Timber Information Software Technology Japanese Mathematics Music PDHPE Physical Activity and Sports Studies Science Textiles Technology Visual Arts Visual Design	Religious Education – Catholic Studies

Assessment Guidelines in the Record of School Achievement (RoSA) Year

Attendance

Principals may grant students leave for legitimate reasons such as illness, physical injury or emergency family issues. All leave requests must be made in writing to the college principal. If leave has been granted during the year there will be no effect on course completion requirements provided that you have completed compensatory assignments during the period of absence or have been able to catch up on missed work on your return to the college. If absence is prolonged and work is not possible during the period, the Principal may judge that it is not feasible to make up the work during the year. Any extended period of unapproved absence may result in non-completion of a course(s) and may impact on your eligibility for the award of the Record of School Achievement (RoSA).

Satisfactory course completion requirements

For the satisfactory completion of a course, it is your responsibility to:

- follow the course developed or endorsed by the Board; and
- apply yourself with diligence and sustained effort to the set tasks and experiences provided in the course by the college; and
- achieve some or all of the course outcomes.

Satisfactory completion of courses is judged, among other things, by your attendance and level of involvement in class, the assignments, homework completed and your level of achievement. If the Principal determines that you are in danger of not completing a course satisfactorily, you will be warned in writing in time for you to correct the problem and satisfactorily complete the course. If you are deemed not to have completed a course, you will receive an 'N' determination. The course will be listed as 'Not Completed' and this may mean that you are not eligible for the award of a Record of School Achievement (RoSA) in that year. A student who receives an "N" determination may at principal's discretion be asked to repeat Year 10.

You have the right to appeal against an 'N' determination. The appropriate form can be obtained from your Principal. Appeals against 'N' determinations should be lodged with your Principal, who will advise you of the date by which your appeal must be submitted. If you are dissatisfied with the result of the college review of your appeal, you should advise the Principal that you wish the appeal to be referred to NESAs.

Record of School Achievement (RoSA) Grades Year 10

For each course studied for the Record of School Achievement (RoSA), student performance will be reported as a grade A – E. The grade received is determined by the College, based on performance in the course throughout the year. The Board has developed a set of General Performance Descriptors that describe five levels of achievement, A–E for each course. Each descriptor is a positive statement about achievement related to the knowledge and skills relevant to the course. These descriptors are 'end of course' descriptors and teachers apply these when determining the final grade to be allocated. This grade indicates the students' level of achievement of the outcomes for all Stage 5 Syllabus'. This process for RoSA Grade determination for Year 10 and Year 11 is reflected in each KLA Assessment Plan (refer to the 'Compliance' folder on m-Drive).

Teachers will collect assessment information about your achievements in a course and relate it to the Course Performance Descriptors. This information will assist the college in making the final judgment of the grade to award you at the end of Year 10. No grades will be awarded for Life Skills Courses. These are reported through the achievement of outcomes listed on the Student Profile.

Your teacher will give you written **feedback** on your assessment tasks. Clearly marked on the assessment task will be ONE of the following grades (**A, B, C, D or E**). With the nature of some tasks a mark and grade may be provided.

The grades allocated to formal assessment tasks may differ to grades allocated for Semester Reports. Grades for semester reports will also include “informal” class work undertaken during the semester.

General Performance Descriptors

A	The student has an extensive knowledge and understanding of the content and can readily apply this knowledge. In addition, the student has achieved a very high level of competence in the processes and skills and can apply these skills to new situations.
B	The student has a thorough knowledge and understanding of the content and a high level of competence in the processes and skills. In addition, the student is able to apply this knowledge and these skills to most situations.
C	The student has a sound knowledge and understanding of the main areas of content and has achieved an adequate level of competence in the processes and skills.
D	The student has a basic knowledge and understanding of the content and has achieved a limited level of competence in the processes and skills.
E	The student has an elementary knowledge and understanding in few areas of the content and has achieved very limited competence in some of the processes and skills.

The St Columba's Catholic College Assessment Policy

1. Internal Assessment

- Generally the Record of School Achievement (RoSA) Internal Assessment commences mid Term 1. Students have been issued with guidelines and Assessment Grids for each course in this handbook.
- Students are encouraged to use this handbook to make an Assessment Calendar of all the tasks that appear in their subject assessment grids for the year. Dates may vary from the original assessment grids; however, students will be given at least two weeks notice in writing of any changes.
- If an internal assessment task is deemed to be invalid, the Principal has the discretion to substitute an alternative assessment task.

2. Progress Reports

- Students will receive an indication of their performance for individual pieces of work.
- Semester Reports are issued.

3. Student Responsibilities

- To familiarise yourself with the general College Policies. These are outlined in the Student Assessment Handbook and Assessment Grids. All NESA requirements are available on the web at www.boardofstudies.nsw.edu.au
- To speak with the Leader of Learning, Head of Learning or Assistant Principal if you are in doubt about the requirements of the Assessment Policy.
- To co-operate with the process of Assessment.

Non – Completion of Assessment Tasks

If a student is **absent on the day of a task** is due (either a hand-in task or in-class examination) owing to illness the college **must** be contacted by the **parent / guardian** to inform the relevant Leader of Learning of the absence.

It is mandatory that a Doctor's certificate is provided. The student will be expected to submit the task or complete the in-class examination the next day after the doctor's certificate expires.

In the case of misadventure, students are required to complete an Illness/Misadventure Form on the morning they return to the college and are required to produce evidence to support their appeal within three (3) days. Misadventure refers to events that are **UNEXPECTED**. Computer, printer or USB failure are NOT grounds for misadventure. Students must ensure their work is backed up in more than one area. Draft copies of work must also be shown to the subject teacher to avoid any assessment penalties.

Where the appeal is accepted, either the original task may be reset or a substitute task may be provided or an estimate mark may be awarded in accordance with the college's policy relating to the estimation of marks for assessment tasks.

ASSESSMENT POLICY FOR LATE WORK

All formal RoSA assessment tasks clearly stipulate the due date. The assessment notification document will outline the submission details. All tasks are to be submitted on the **due date and handed in to the subject teacher at the beginning of the lesson**. Students are to sign in that they have handed in their assessment task with their subject teacher, again on the teacher's roll.

Tasks that submitted after this due time will receive a ZERO mark.

Students who receive a zero mark will be notified in writing. To appeal this zero mark, an Illness/Misadventure form with supporting evidence must be submitted to the Leader of Learning of the subject area **within two school days**. Students can collect an Illness/Misadventure form from Student Services.

The task must still be submitted and further consequences, such as detentions, may also be applied by the relevant Leader of Learning.

Appeals Committee

The College's appeal committee consists of the Head of Learning, the Leader of Learning of the subject area and the Year 10 Leader of Mission. This committee will determine the merit of the illness/misadventure appeals. The outcome for each appeal will be made in writing and given to each student.

Cheating and Malpractice in assessment tasks

Students who, are deemed by the Head of Learning and KLA 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.

The following directives are excerpted from NESAs's 'HSC Assessments and Submitted Works – Advice for Teachers' document:

What is cheating in HSC assessment?

Cheating, or malpractice, is dishonest behaviour by a student that gives them an unfair advantage over others. It includes:

- copying, buying, stealing or borrowing part or all of someone else's work and presenting it as their own

Consequences of malpractice

NESA treats cheating very seriously. It investigates allegations of cheating and penalises students caught cheating in HSC written examinations and in projects or practical works.

Detected malpractice will limit a student's marks and jeopardise their HSC. One or more of the following will apply:

- reduced marks for all or part of the assessment/examination
- zero marks for part or all of the assessment/examination
- an interview with a 'malpractice' panel at our college and/or the Board of Studies
- loss of one or more courses towards the HSC award
- damage to the student's ability to apply for entry to TAFE or university courses or scholarships.

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).

In cases where an Assessment Task is completed either entirely, or partially, beyond College supervision (e.g. a take-home Task), students may be requested to present written documentation that clearly states that the work presented is the student's original work. In the case of some Research Tasks, Major Work or Projects, a student log, which may include photographs or draft work may be required by the teacher (or college assessment committee) and must be presented upon request.

If serious doubt arises regarding the authenticity and originality of work submitted, or there is evidence of plagiarism or cheating, a substantial penalty will result.

Students must follow the advice, rules and conventions regarding sources, quotations, plagiarism, etc. as set out in the modules of '*All My Own Work*', which were undertaken at the completion of Year 10.

Below are some instances of malpractice and if substantiated the following penalties will be applied:

- (a) Research Tasks (see previous page) - zero marks for the section or that part of or sections affected, or a zero determination for the entire Task.
- (b) Cheating in Examinations - zero determination for part or all of the paper.
- (c) Mobile phone or non-approved electronic device on person in formal examination – zero determination.
- (d) Should it be determined that another student in the year cohort course willingly assisted in cheating, copying, or plagiarism (including electronic data available via the internet or work from private tutors), then that student will also be awarded a zero determination or substantial penalty.
- (e) The passing on of assessment tasks or components of tasks from one student to another through digital form (eg. email) or in hard copy is considered as assisting in cheating. Students involved in this practice will also be awarded a zero determination or substantial penalty.
- (f) **Completing or preparing for Tasks during other normal lessons**, (other than official Study Periods) on the 'set' date, or 'due' date – appropriate school consequence.
- (g) Truancing from a lesson, in part or whole, in order to prepare for a Task to be sat, or to complete a Task due to be handed up later that day - zero determination or substantial penalty for that task. As explained earlier in this information booklet, students need a doctor's certificate or misadventure evidence when absent.

GROUP WORK

If a particular Task involves a student working in a group, the expectations of the class teacher will be made clear relating to what is expected of each individual within the group as distinct from what is expected of the group as a whole. Unless stated otherwise, each student will be required to submit his or her own separate Assessment Task.

FAILURE OF HOME COMPUTER SOFTWARE / HARDWARE, OR THE SCHOOL COMPUTER SYSTEM

- The School **does not accept responsibility** for the lateness of completion of Assessment Tasks due to the failure of any computer software or hardware.
- When using computers for Assessment Task completion students must ensure that work is **regularly saved to another storage device**, not just the computer hard drive.
- **A new unused storage device must be used for the purposes of 'saving'** on-going Assessment Task work so as to avoid corruption. This is the students' responsibility.
- USBs may also be used for the saving of work files but these need to be both home and school compatible and used properly. Opening and working directly in a USB file, rather than first transferring it to the computer desktop and working from there, can cause the USB to fail.
- Home printers are the responsibility of the student and must be kept in good order; ink and paper supply maintained.
- In rare cases, if an unexpected computer failure does occur, in order to prove the case, a student must be able to present both a 'saved to disk', or printed draft hardcopy or upload to Edmodo (with date stamp if asked by the teacher to do so) of the work completed at the time, as well as an explanatory note from their parents or guardian. Note: **The saved file must not be opened after the due date/time in order for it to be considered as evidence.**
- Students must not take for granted that on the day of a due task a 'saved' completed Assessment Task can be brought to school and printed off at some time on the 'due' day using school facilities. The School System could be experiencing difficulties that day, or system maintenance or repair being undertaken.
- Ideally all Assessment Task computer work and final printout should be done at home, and ready for handing 24 hours in advance of the 'due' date.
- **All tasks are to be submitted in 'hard copy'**, unless the task specifications clearly state that a digital copy is required.



Non-Completion of a Record of School Achievement (RoSA) Course

Student's Name: _____

Date: _____

Dear _____

The purpose of this letter is to warn you that _____ is in danger of receiving an 'N' determination for non-completion of course requirements in the course listed below. This determination will mean that he/she will not receive a result in this course and it may/will affect his/her eligibility for the award of the Record of School Achievement (RoSA).

Course in jeopardy: _____

The following information specifies those areas where _____ is failing to meet NESA's course requirements:

Section A

The satisfactory completion of a course requires Principals to have 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 college; and*
- c) *achieved some or all of the course outcomes*

_____ has not to date satisfactorily met _____
(a), (b), (c) or all three areas

Section B

Students must make a genuine attempt at assessment tasks.

Where students are studying for a course that includes a requisite examination, students must sit for and make a genuine attempt at such examinations.

Whilst NESA does not determine minimum attendance requirements, Principals may determine that, as a result of absence, the course completion criteria, as detailed under Section A, have not been met. NESA suggests a minimum of 85% attendance. All such warnings must relate the absences to specific unsatisfactory completion of course requirements.

The following list notifies you of the tasks; course requirements or course outcomes not yet completed and/or for which _____ has not yet made a genuine attempt. In order for him/her to satisfy course requirements the following tasks, course requirements or course outcomes need to be satisfactorily completed:

Task Name/Course Requirement/Course Outcome: _____

Percent Weighting towards Final Assessment Mark: (if applicable) _____

Date Task Initially Due: (if applicable) _____

Action required by student: _____

Date to be completed by: _____

Please regard this letter as an **official warning**. NESAs requires schools to issue students with official warnings in order to give them the opportunity to redeem themselves.

This is _____ warning we have issued to this student concerning _____
(eg. 1st, 2nd) (Course)

NESA requires principals to issue a minimum of two course-specific warnings prior to a final 'N' determination being made for a course.

Please discuss this matter with _____ and contact the college if information
(Student)
or clarification is needed.

Sincerely,

Leader of Learning KLA

Head of Learning

✂.....

Please return to the Leader of Learning

REQUIREMENTS FOR THE SATISFACTORY COMPLETION OF A RECORD OF SCHOOL ACHIEVEMENT (ROSA) COURSE

I have received the letter dated _____ indicating _____ is in
danger of not having satisfactorily completing the course in _____

I am aware that this course may not appear on his/her Record of School Achievement (RoSA). I am also aware that the 'N' determination may make him/her ineligible for the award of the Record of School Achievement (RoSA).

Parent's/Carer's signature: _____ **Date:** _____



Illness / Misadventure Form

Student's Name: _____ Homeroom: _____

Course: _____

Class Teacher: _____

Assessment Task Date: _____

Type of Task (tick one) In College Exam Test Task
or
 Task done outside college to be handed in

Outline the circumstances of your case.

.....
.....

Do you have a Doctor's Certificate to support your case? If YES, attach it to the back of this form.

Do you have any other documentary evidence to support your case? YES/NO
If YES, list below the nature of the evidence and attach it to the back of this form.

.....
.....

Declaration

I/We declare that the above information is a true and accurate account of the circumstances surrounding the non-completion on/by the due date of the assessment task stated.

Student's Signature: _____ Date: _____

Parent's Signature: _____

College Use Only

Appeal: Upheld/Rejected Signature: _____

Student/Parents notified in writing of outcome.

Date notified: _____ By Whom: _____

To be completed by student, signed by class teacher and returned by student as evidence of lodging the Appeal.

Appeal Lodged by: _____ (Student's Name)

Date Lodged: _____ Teacher's Signature: _____



**Student Appeal Form
College Based Assessment**

Student's Name: _____ Homeroom: _____

Course: _____

Class Teacher: _____

Assessment Task Date: _____

Type of Task (*tick one*) In College Exam Test Task
or
 Task done outside college to be handed in

Outline the circumstances of your case.

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

Declaration

I/We declare that the above information is a true and accurate account of the circumstances surrounding the appeal.

Student's Signature: _____ Date: _____

Parent's Signature: _____

College Use Only

Appeal: Upheld/Rejected Signature: _____

Student/Parents notified in writing of outcome.

Date notified: _____ By Whom: _____

To be completed by student, signed by class teacher and returned by student as evidence of lodging the Appeal.

Appeal Lodged by: _____ (*Student's Name*)

Date Lodged: _____ Teacher's Signature: _____

RoSA Assessment Schedules

2017

RoSA assessment grids for each course will be distributed in class by the subject teacher. Students will be asked to sign a class list to acknowledge the receipt of this grid. Students will be notified of any changes to the date of an assessment task in writing with two weeks notice.