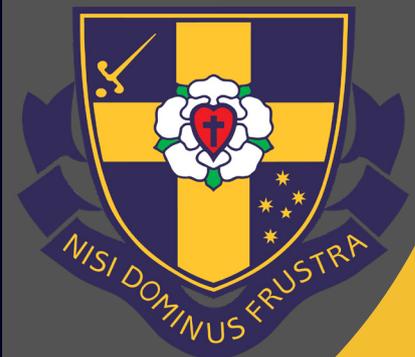


Year 10 2023

# Student Assessment Booklet

The College  
of St. Paul's



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*Hard work beats talent when talent doesn't work hard.*

Quote attributed to Tim Notke – basketball coach

# St Paul's College Year 10 Assessment Booklet

Welcome to Year 10. This handbook provides information about the requirements of the NSW Education Standards Authority (NESA) and St Paul's College for your Year 10 subjects.

Schools are required to submit information to NESA about student achievement in the Year 10. This information is derived from the internal assessment program for each course of study. The focus for this booklet is on requirements around Year 10 assessment.

Further information around the requirements of the Year 10 Record of School Achievement (RoSA) can be found at the NESA Assessment Certification Examination (ACE) website:

<https://ace.nesa.nsw.edu.au/>

## 1. The purpose of assessment

Students in Year 10 are eligible for the Record of School Achievement (RoSA) after they complete the Year 10 course. The RoSA is an exit credential that students receive if they leave secondary education after the end of Year 10, but before the completion of the HSC. Schools assign grades from A to E for students at the completion of the Year 10 course. These grades are derived from students' performances in the whole of the assessment program for each subject. In an assessment program, subject teachers set assessment tasks such as tests, research projects, essays and practical tasks. Each student completes these assessment tasks to meet the requirements of the course.

**Students must make a genuine attempt to complete all assessment tasks in each course studied.**

## 2. Notification of assessments

**Assessment schedules** are provided for each subject by their classroom teacher. The schedule provides an outline of the following:

- the number of assessment tasks
- the general nature of the task
- the term and week within which the task is due
- the syllabus outcomes that the task will assess
- the percentage weighting attached to each task
- the ways that mandatory assessment components will be assessed across the course

**Assessment task notifications/ criteria sheets** provide specific information about individual assessment tasks and are issued at least two weeks prior to the due date via Student Café. This information includes:

- the precise nature of the task
- the due date
- the percentage weighting and might include the raw mark value
- the conditions for submission and/ or completion
- assessment criteria
- drafting protocols

It is a student's responsibility to ensure that the work is submitted on time or that they are present for an assessment task. It is also the student's responsibility to access assessment task notifications/ criteria sheets via Student Café.

The '**Year 10 2023 Schedule of Due Dates for Assessment Tasks**' provides an outline about the assessment tasks for all Year 10 subjects in due date order. This outline is subject to change; students can be issued

with an updated schedule if significant alterations to due dates have occurred. The purpose of this schedule is to assist students to plan their work so that they can avoid placing themselves under significant pressure.

Whilst dates in the schedule are accurate at the time of printing, the source of truth about the due date of an assessment task is always the assessment task notification/ criteria sheet that is uploaded to Student Café two weeks prior to an assessment due date.

### **3. Absence from assessment tasks**

If a student is unable to complete an assessment task because of illness, permissible leave, a genuine family crisis or misadventure, the College should be notified as soon as possible before or after the absence and it should be identified that they will miss a Year 10 assessment task. This information should be directed to the Director, Teaching and Learning.

Students will be required to complete an 'Application for Special Consideration.' A copy of this form is in the appendix of this booklet; further forms are available from the Director, Teaching and Learning. Appropriate documentation (for example, a medical certificate) should be provided to substantiate an application for special consideration. This should be timely and dated by the appropriate professional on, or very soon after, the date of the missed task. The application for special consideration should be submitted to the Director, Teaching and Learning within 5 school days of the missed task.

Decisions around the resolution of an application for special consideration will be made by the Director, Teaching and Learning. In most instances, students will complete the assessment task or a substitute task. This will be completed immediately on returning to school at a time determined by the College. Failure to complete assessment tasks on re-scheduled dates will result in the record of a zero mark for the task if unsubstantiated by further appropriate documentation.

Students will be penalised if they are absent unless they can satisfy the requirements for special consideration. Family holidays do not meet those requirements.

The consequences of a student being absent for an extended period or suffering some ailment which would prevent them adequately completing the task will be dealt with in consultation with the Director, Teaching and Learning.

### **4. Late assessment tasks**

Where there is no valid reason for the late submission or completion of an assessment task, penalties will be applied as follows:

- 1<sup>st</sup> day 20% penalty
- 2<sup>nd</sup> day additional 20%
- 3<sup>rd</sup> day additional 20%
- 4<sup>th</sup> day additional 20%
- 5<sup>th</sup> day additional 20%

Computer failure will NOT be accepted as a valid excuse for lateness; this includes emails that fail to send and uploads of incorrect documents. It also includes technical issues with computers. Drafts should be saved and printed; back-up copies should be made.

Students are expected to submit all tasks even if a zero mark has been awarded. Failure to submit a task may endanger the student satisfactorily completing their Year 10 course and their ability to satisfy the requirements of the RoSA.

## **5. Applications for extensions**

Extensions may be granted at the discretion of the Director, Teaching and Learning in consultation with the classroom teacher. Students will be required to complete an 'Application for Special Consideration,' as outlined, above, in Section 3. Appropriate documentation will be required. Students might also be required to provide evidence of progress in the relevant assessment task.

Students need to make an application for an extension well before the due date (not within the four days leading up to the due date) or as soon as possible prior to the due date, in the case of illness or misadventure.

## **6. Assessment malpractice: collusion, copying, plagiarism and other forms of cheating**

Students must submit their own work and acknowledge sources and other forms of assistance. Substantiated instances of malpractice could result in a '0' mark for the assessment task. Collusion - aiding and abetting cheating - may also result in a '0' mark for the assessment task for all students involved. In such cases, students will be required to re-sit the assessment task at a time convenient to the College; zero marks, however, will stand. Decisions around mark penalties for malpractice will be made by the Director, Teaching and Learning in consultation with the relevant Head of Department.

All submitted tasks will be uploaded to Student Café through Turnitin. This is an internationally used program that provides reports on plagiarism detection. Appropriately referencing sources will avoid charges of assessment malpractice. Questions about appropriate referencing can be directed to classroom teachers.

## **7. Notification of penalties and processes for review and appeal**

Parents or guardians of students will be informed, in writing, of any breaches of this policy and the subsequent penalties. Failure to complete an assessment task, or a non-serious attempt, will result in the award of a '0' mark and the submission of an 'N' (non-completion) warning notice. The student will be required to re-sit or complete the task at a time that is convenient to the College.

Formal warnings of a possible 'N' determination will also be sent to parents and guardians as appropriate. These letters should be countersigned by the parents or guardians and returned to the Director, Teaching and Learning within five days of their receipt.

Should a student receive a '0' mark or any other penalty for an assessment task, a review of the procedures relevant to the determination may be requested. The review will be conducted by Director, Teaching and Learning in consultation with classroom teachers and/ or the relevant Head of Department and other College personnel as deemed necessary. Assessment procedures – as outlined in this booklet - of the College and the rules of NESAs will be the basis for the review.

As a general rule, students cannot question the marking of an assessment task. Teachers' judgment of the work of individual assessment tasks are not subject to review. However, if it appears that marks have been added incorrectly, or if there are questions about how marks were allocated, questions can be posed to the classroom teacher.

## 8. Processes for assessment tasks deemed to be invalid or unreliable

If all students have not had equal access to the full range of marks in an assessment task, so that the results data is unreliable in terms of differentiating students based on what they know and can do, then the task may be deemed invalid. Teachers or students who have concerns in this regard are to approach the Director, Teaching and Learning, who will consult with key staff in order to determine a pathway forward.

## 9. The Record of School Achievement (RoSA): leaving school before the HSC

Students who leave school after Year 10 but before they have completed the HSC are eligible for a RoSA (Record of Student Achievement). This document states all of the courses they have completed. This is a progressive document, and student results from Year 10 and Year 11 courses are included. The RoSA can be requested when a student decides to leave.

<b>Assistance: Key College Personnel</b>		
<b>Staff Member</b>	<b>Role</b>	<b>Area of Concern</b>
Ms Anita Morton	Principal	General
Ms Kym Armstrong	Director, Teaching & Learning	Subjects, Assessment, NESAs, Teaching & Learning
Ms Caroline Clancy	Deputy Principal - Students	Wellbeing
Mr Peter O'Neill	Deputy Principal - Staff Head of Mathematics	Mathematics
Mrs Laura Chettleburgh	Head of English	English
Mrs Simone Crossley – Term 1 Ms Kym Armstrong – Terms 2-4	Head of Science	Science
Miss Eliza Flanigan	Careers Teacher	Careers Pathways, Subject Selection, University, TAFE
Mrs Michelle Wilson	Head of PDHPE	PDHPE, PASS
Mr Malcolm Thomas	VET, School Based Traineeships Head of TAS	Agriculture, Food Technology, Industrial Technology, Equine Studies, Information and Software Technology
Mrs Sarah Cunningham	Coordinator, Learning Enhancement	Learning and Exam Support
Miss Courtney Brogden	Head of HSIE	History, Geography, Commerce
Mrs Stacey Hartwich	Head of CAPA	Drama, Music, Visual Arts



A Co-educational Christian Day and Boarding School

## Student Assessment: Application for Special Consideration - 2023

- Extension  
 Appeal for consideration due to illness, accident or misadventure

Student Name & Year Group: \_\_\_\_\_

Subject: \_\_\_\_\_

Teacher: \_\_\_\_\_

Nature of Task: \_\_\_\_\_

Due Date: \_\_\_\_\_

Reason for Appeal / Extension request: \_\_\_\_\_  
(or attach statement) \_\_\_\_\_

Documentation attached:            Yes                        No           

I declare that all of the information provided in my documentation is true.

I give permission for the Principal of St Paul's College, or their nominated agent, to obtain further details from any person who has provided documentation to substantiate this application for special consideration.

\_\_\_\_\_  
*Signature of Student*            *Date*

\_\_\_\_\_  
*Signature of Parent*            *Date*

Teacher's Recommendation: \_\_\_\_\_

Director, Teaching and Learning decision:

Reasons for decision:

- Penalty of \_\_\_ %  
 Extension approved  
 New due date: \_\_\_\_\_  
 Alternative task to be completed  
 Estimate to be generated  
 Task to be submitted with penalty  
 No extension granted

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_





