



# Stage 6 Assessment Policy

## Policy & Procedures

2014

Students studying a Preliminary/HSC course must make a genuine attempt to complete all course requirements. These procedures are based on the guidelines issued by the Board of Studies in *The Assessment, Certification and Examination (ACE) Manual*.

1. The Assessment is considered as important as the H.S.C. examination and *all* students are required to complete *all* assessment tasks. Student will be given an official notification of each task at least *two weeks* before the submission date. The notification will also include the weighting and assessment criteria.
2. Tasks (exams or assessment tasks) which are incomplete, not submitted on time or missed due to absence will be awarded a zero mark unless an application is made to the Head of College. An **Appeals Application Form** is available from Mrs Boye (Co-ordinator of Teaching and Learning) and must be completed and returned. This must be presented on the day the task is due or in the case of absence, on the first day of return to the College. Application for absence due to sickness must be accompanied with an authorised medical certificate at the same time of application. Consideration can only be given if misadventure/sickness occurs *on the day* of the task. Students presenting a valid reason may be required to attempt an alternate task or may be assessed on the basis of other appropriate evidence.
3. Where a student anticipates being absent when an assessment task is due, a written request from a parent/guardian for leave of absence must be presented to the Head of College before the task/exam is scheduled. Where approval is granted the student may be required to attempt an alternative task or may be assessed on the basis of other appropriate evidence. Where leave of absence is denied, absence or non-completion of the task will result in a zero mark.
4. When zero marks for non-attempts are awarded for the equivalent of 50% of the total assessment mark, the Head of College cannot certify that the course has been satisfactorily studied.
5. Candidates who cheat, either by plagiarism or by any other form of malpractice, will be reported to the Head of College. The penalty will be at the discretion of the Head of College and could be:
  - the awarding of zero marks
  - rescheduling tasks or
  - some other appropriate action including a 'N' Determination Warning Letter

### **'N' Determinations**

A student will have satisfactorily completed a course if there is sufficient evidence that they have:

- (a) followed the course developed by the Board of Studies;
- (b) applied themselves with diligence and effort to the set tasks and experiences provided in the course by the College;
- (c) achieved some or all of the course outcomes.

If at any time a student is at risk of being given an 'N' determination for a course, the Coordinator of Teaching & Learning and Head of College, will advise the student and their parents (or guardians) in writing as soon as possible. A student at risk of an 'N' determination will receive a minimum of **2** warning letters, each outlining the problem



and the steps required to rectify the problem with a target date. If the problem has not been corrected by the date given on the letters, the 'N' determination may be awarded by the Head of College. The 'N' determination is most serious. It means that a student has not completed the course and will have an 'N' appear on their HSC or RoSA documentation for that course. Depending on the student's pattern of study, they may not be eligible for the award of the HSC.

