

KYOGLE HIGH SCHOOL

STAGE 6 HSC ASSESSMENT PROCEDURES

V12/02/26



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A. Introduction

Students are required to complete school-based assessment tasks for all Preliminary and Higher School Certificate Courses. The purpose of internal assessment is to:

- Assist student learning
- Evaluate and improve teaching and learning programs
- Assess student achievement in the course
- Provide evidence of the satisfactory completion of a course

Internal assessment plays an important role in assessing overall student achievement in a course by:

- Assessing student achievement of a wider range of syllabus outcomes than may be measured by the external examination
- Assessing outcomes that are more easily assessed in settings other than the HSC examination, e.g. fieldwork.
- Providing multiple opportunities for students to demonstrate their achievements
- Providing different ways, other than approaches used in the HSC examination, for students to demonstrate their achievements

Assessment tasks may include tests, written or oral assignments, practical activities, fieldwork and projects. The assessment requirements are determined by the NESA and are set out in the syllabus for each HSC subject. Final assessment marks are submitted to NESA.

VET (Vocational Education and Training) courses are competency based and schools are not required to provide an internal assessment mark. Students are required to complete competency based assessment tasks. However, schools are required to submit an examination mark for all students who will be undertaking the HSC examination in a VET course. This mark is used in cases of Illness/Misadventure.

B. Satisfactory Completion of Course

Schools are required to indicate that students have met the following criteria to be awarded a Higher School Certificate.

Satisfactory completion of a course involves:

- Following the course developed and endorsed by the NESA¹; and
- Applying yourself with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
- Achieving some or all of the course outcomes.

Students are also required to make a genuine attempt at more than 50% of the available assessment marks in each course.

While NESA does not stipulate a specific attendance requirement, the school, in accordance with DE policy, has determined that an attendance rate below 85% would make it difficult for a student to meet course completion criteria.

In addition to these requirements, students studying a VET course are also required to complete the mandatory hours of work placement.

¹ New South Wales Education Standards Authority

C. Staff and Student Responsibilities

School Responsibilities	Student Responsibilities
Students will be provided with electronic or hard copies of the relevant part of the syllabus for each course (or shown site location)	Students are required to sign a register to indicate receipt of these documents. They are to familiarise themselves with syllabus requirements, course scope and sequence, KHS HSC Assessment policies, procedures and assessment schedules and to retain these documents for the duration of the course.
Students will be provided with a scope and sequence for each course.	
Students will be provided with a school HSC Assessment Policy	
The assessment schedules for each course will include the syllabus weighting, mark value of each task, scheduled week, and outcomes assessed.	
A meeting will be held for students to explain school policies and procedures, NESA requirements and assessment schedules.	Students are required to attend the meeting and sign a register to indicate that they have received copies of the school's HSC Assessment Policy and have listened to an explanation of school policies and procedures, assessment schedules and NESA requirements.
Students will be given adequate written notice of the nature and timing of assessment tasks. Generally, at least two weeks' notice will be given.	Students will sign a dated register to indicate that they have received written notification of each assessment task.
Meaningful feedback will be provided on students' performance on all assessment tasks.	Students are to use feedback from assessment tasks to guide further improvement.
The school will be bound by our stated policies and procedures in regard to illness, misadventures, malpractice, late submission and non-completion of and in assessment tasks.	Students will be bound by our stated policies and procedures in regard to illness, misadventures, malpractice, late submission and non-completion of and in assessment tasks
Students will be advised in writing when they are not meeting NESA requirements for each course. The notification will include what is necessary to enable the students to meet the requirements satisfactorily.	In order to avoid an "N" Determination in a HSC course, students will address concerns in relation to meeting NESA requirements within the specified time frame.
Students will be informed of their entitlements to school reviews and appeals to NESA.	Students will utilise the appropriate appeal process when necessary.

D. Procedures Relating to the Administration of Tasks

1. Conducting Assessment Tasks - What Students Can Expect

- Assessment tasks will focus on specified course outcomes.
- Tasks will provide students with the opportunity to demonstrate what they know and can do and will assist their learning.
- Tasks will be valid and reliable, measure what the task purports to assess and will provide accurate information on each student's achievement.
- Tasks and mark ranges will allow for discrimination between the performances of individual students.
- Students will receive marking guidelines or criteria where that provide clear descriptions of the quality of the response required to receive each mark.
- There will be consistent application of marking guidelines.
- Feedback on all tasks will be meaningful and constructive, designed to assist students to improve their performance, will be linked to the specific outcomes and will be provided in a timely fashion.

2. Student Absences

Student Is Absent When Assessment Task Information Is Given Out.

It is the responsibility of the student, upon return to school, to check with each teacher about missed task information (if any) and course work. In the event of absence, students should also refer to Assessment schedules and Scope and Sequence for each course as a guide to possible tasks. If the student has not returned to school within three school days, it is a student's responsibility to check with their teacher for clarification on the written notice of the assessment task. All assessment task notifications are provided at least two weeks prior to due date and in some cases can be emailed to students' school email. Absence does not affect access to assessment task notifications.

Student Knows In Advance That They Will Be Absent On the Day of A Task

If the student knows in advance that because of a school endorsed activity or leave, he/she will be absent on the designated day for the completion of a task, then the student must submit an Illness/Misadventure Appeal Form on or before the date the task is to be completed. In these circumstances, marks will be awarded without penalty. Unless there is written notification indicating otherwise, the student should expect to complete the task on the first day of return to school.

Zero marks may be awarded if:

- (i) the student fails to complete the task within the required time. The student will still be required to complete the task and a "N" Determination Warning letter will be sent outlining the necessary action and new time frame. A letter will also be sent to indicate the award of zero marks.
- (ii) an Illness/Misadventure Appeal Form is not submitted as outlined above. If the task has been completed the student will be notified in writing of the award of zero marks. If the task has not been completed, a NESAs "N" Determination Warning letter will be sent outlining the necessary action and time frame. The student will still be required to complete the task to meet NESAs requirements. A letter will also be sent to indicate the award of zero marks.
- (iii) the Illness/Misadventure Appeal is rejected. The student may appeal the decision.
If the task has been completed the student will be notified in writing of the award of zero marks. If the task has not been completed, a NESAs "N" Determination Warning letter will be sent outlining the necessary action and time frame. The student will still be required to complete the task to meet NESAs requirements. A letter will also be sent to indicate the award of zero marks.

Student Is Unexpectedly Absent On the Day of A Task

An Illness/Misadventure Appeal Form must be submitted on the due date or within 24 hours of the student's return to school. If this is not possible within THREE days, students are required to contact the school. An "N" Determination Warning letter may be sent outlining the action and time frame for the student to complete the task. Unless there is written notification indicating otherwise, the student should expect to complete the task on the first day of return to school.

Zero marks may be awarded if:

- (i) the student fails to complete the task within the required time. The student will still be required to complete the task and a “N” Determination Warning letter will be sent outlining the necessary action and time frame. A letter will also be sent to indicate the award of zero marks.
- (ii) an Illness/Misadventure Appeal Form is not submitted as outlined above. If the task has been completed the student will be notified in writing of the award of zero marks. If the task has not been completed, a “N” Determination Warning letter will be sent outlining the necessary action and time frame. The student will still be required to complete the task to meet NESA requirements. A letter will also be sent to indicate the award of zero marks.
- (iii) the Illness/Misadventure Appeal is rejected. The student may appeal the decision. If the task has been completed the student will be notified in writing of the award of zero marks. If the task has not been completed, an “N” Determination Warning letter will be sent outlining the necessary action and time frame. The student will still be required to complete the task to meet NESA requirements. A letter will also be sent to indicate the award of zero marks.

Student Knows In Advance That They Will Be Absent On the Day A Task Is To Be Submitted

If the student knows in advance that because of a school endorsed activity or leave, they will be absent on the designated day for the submission of a task then the student must submit the task before the due date or arrange for the task to be submitted on the due date.

Zero marks may be awarded if the student fails to submit the task within the required time. The student will still be required to complete the task and an “N” Determination Warning letter will be sent outlining the necessary action and new time frame. A letter will also be sent to indicate the award of zero marks.

Student Is Unexpectedly Absent on the Day A Task Is To Be Submitted

If the student is unexpectedly absent on the day a task is to be submitted, the student must submit an Illness/Misadventure Appeal Form within 24 hours of their return to school. If this is not possible within THREE days, the student must contact the school. An “N” Determination Warning letter may be sent outlining the action and time frame for the student to submit the task. Unless there is written notification indicating otherwise, the student should expect to submit the task on the first day of return to school.

Zero marks may be awarded if:

- (i) the student fails to submit the task within the required time. The student will still be required to complete the task and an “N” Determination Warning letter will be sent outlining the necessary action and new time frame. A letter will also be sent to indicate the award of zero marks.
- (ii) an Illness/Misadventure Appeal Form is not submitted as outlined above. If the task has been completed the student will be notified in writing of the award of zero marks. If the task has not been submitted, an “N” Determination Warning letter will be sent outlining the necessary action and time frame. The student will still be required to complete the task to meet NESA requirements. A letter will also be sent to indicate the award of zero marks.
- (iii) the Illness/Misadventure Appeal is rejected. The student may appeal the decision. If the task has been completed the student will be notified in writing of the award of zero marks. If the task has not been submitted, an “N” Determination Warning letter will be sent outlining the necessary action and time frame. The student will still be required to complete the task to meet NESA requirements. A letter will also be sent to indicate the award of zero marks.

Prolonged or Repeated Absences

If a student is absent for more than two weeks (ten school days), regardless of the reason, an “N” Determination Warning letter for each course will be issued to indicate the course work and assessment tasks (if any) the student is required to complete. Provided contact has been made with the school, the due dates for any course work and tasks would take account of the student’s individual situation.

Students who are absent with leave during the conduct of an assessment task or tasks, may be required to:

- complete the task or comparable task upon return to school.
- In exceptional circumstances, the Principal or delegate may allow an estimate to be given.

3. Class Assessment Tasks

Notification of a Task

Students will be required to sign a register to indicate receipt of task notification. If the student is absent when assessment task information is given out, it is the responsibility of the student, upon return to school, to check with the teacher about missed task information. Students should refer to Assessment schedules and Scope and Sequence for each course as a guide to possible tasks. If the student has not returned to school within three school days, it is a student's responsibility to check with their teacher for clarification on the written notice of the assessment task. All assessment task notifications are provided at least two weeks prior to due date. Absence does not affect access to assessment task notifications as students can be emailed task if absent.

Attendance

Students will be required to sign a register of attendance on the day of the task.

Attempting the Task

Students must make a genuine attempt at the task. If the student is unable to make a genuine attempt at the task because of illness or misadventure, then an Illness/Misadventure Form should be submitted on the day of the task or within 24 hours.

If the appeal is upheld, the student will either attempt the task again or, if the integrity of the original task has been compromised, be given a substitute task or receive an estimate based on evidence of achievement on one or more similar task/s. The latter would only be possible if there is at least one other task which measures similar outcomes and is conducted under the same conditions.

Zero marks may be awarded if the student fails to make a genuine attempt at the task and:

- (i) has no grounds for an Illness/Misadventure appeal. The student will still be required to make a genuine attempt at the task and an "N" Determination Warning letter will be sent outlining the necessary action and time frame. A letter will also be sent to indicate the award of zero marks.
- (ii) an Illness/Misadventure Appeal Form is not submitted as outlined above. The student will still be required to make a genuine attempt at the task. An "N" Determination Warning letter will be sent outlining the necessary action and time frame. A letter will also be sent to indicate the award of zero marks.
- (iii) the Illness/Misadventure Appeal is submitted and is rejected. The student may appeal the decision. The student will still be required to make a genuine attempt at the task. An "N" Determination Warning letter will be sent outlining the necessary action and time frame. A letter will also be sent to indicate the award of zero marks.

Student Is Present At School But Does Not Attempt the Task

If the student is present at school but does not attempt the task, an Illness/Misadventure Appeal Form must be submitted on the day of the task or within 24 hours. If the appeal is upheld, the student will either attempt the original task or, if the integrity of that task has been compromised, be given a substitute task or receive an estimate based on evidence of achievement on one or more similar task/s. The latter would only be possible if there is at least one other task which measures similar outcomes and is conducted under the same conditions. An "N" Determination Warning letter may be sent outlining the necessary action and time frame.

Zero marks may be awarded if:

- (i) an Illness/Misadventure Appeal Form is not submitted as outlined above. An "N" Determination Warning letter will be sent outlining the necessary action and time frame. The student will still be required to complete the task to meet NESA requirements. A letter will also be sent to indicate the award of zero marks.
- (ii) the student fails to complete the task within the required time. The student will still be required to complete the task and an "N" Determination Warning letter will be sent outlining the necessary action and new time frame. A letter will also be sent to indicate the award of zero marks.
- (iii) the Illness/Misadventure Appeal is rejected. The student may appeal the decision. An "N" Determination Warning letter will be sent outlining the necessary action and time frame. The student will still be required to complete the task to meet NESA requirements. A letter will also be sent to indicate the award of zero marks.

Student Knows In Advance That They Will Be Absent For A Task

If the student knows in advance that because of a school endorsed activity or leave, he/she will be absent on the designated day for the completion of a task, then the student must submit an Illness/Misadventure Appeal Form on or before the date the task is to be completed. In these circumstances, marks will be awarded without penalty. Unless there is written notification indicating otherwise, the student should expect to complete the task on the first day of return to school.

Zero marks may be awarded if:

- (i) the student fails to complete the task within the required time. The student is still required to complete the task and an "N" Determination Warning letter will be sent outlining the necessary action and new time frame. A letter will also be sent to indicate the award of zero marks.
- (ii) an Illness/Misadventure Appeal Form is not submitted as outlined above. If the task has been completed the student will be notified in writing of the award of zero marks. If the task has not been completed, an "N" Determination Warning letter will be sent outlining the necessary action and time frame. The student will still be required to complete the task to meet NESA requirements. A letter will also be sent to indicate the award of zero marks.
- (iii) the Illness/Misadventure Appeal is rejected. The student may appeal the decision. If the task has been completed the student will be notified in writing of the award of zero marks. If the task has not been completed, an "N" Determination Warning letter will be sent outlining the necessary action and time frame. The student will still be required to complete the task to meet NESA requirements. A letter will also be sent to indicate the award of zero marks.

Student Is Absent From A Task

If the student is absent on the day of the task, an Illness/Misadventure Appeal Form must be submitted on the due date or within 24 hours of the student's return to school. If this is not possible within THREE days, students are required to contact the school. An "N" Determination Warning letter may be sent outlining the action and time frame for the student to complete the task. The student should expect to complete the task on the first day of return to school.

Zero marks may be awarded if:

- (i) the student fails to complete the task within the required time. The student will still be required to complete the task and an "N" Determination Warning letter will be sent outlining the necessary action and new time frame. A letter will also be sent to indicate the award of zero marks.
- (ii) an Illness/Misadventure Appeal Form is not submitted as outlined above. If the task has been completed the student will be notified in writing of the award of zero marks. If the task has not been completed, an "N" Determination Warning letter will be sent outlining the necessary action and time frame. The student will still be required to complete the task to meet NESA requirements. A letter will also be sent to indicate the award of zero marks.
- (iii) the Illness/Misadventure Appeal is rejected. The student may appeal the decision. If the task has been completed the student will be notified in writing of the award of zero marks. If the task has not been completed, an "N" Determination Warning letter will be sent outlining the necessary action and time frame. The student will still be required to complete the task to meet NESA requirements. A letter will also be sent to indicate the award of zero marks.

4. Submitting Assessment Tasks

Notification of a Task

Students will be required to sign a register to indicate receipt of task notification. If the student is absent when assessment task information is given out, it is the responsibility of the student, upon return to school, to check with each teacher about missed task information. Students should refer to Assessment schedules and Scope and Sequence for each course as a guide to possible tasks. If the student has not returned to school within three school days, it is a student's responsibility to check with their teacher for clarification on the written notice of the assessment task. All assessment task notifications are provided at least two weeks prior to due date. Assessment notifications can be emailed to students.

Malpractice

All tasks must be the student's own work, with all sources correctly acknowledged and referenced. Zero marks may be awarded in cases of proven malpractice. The student will still be required to make a satisfactory attempt at the task. An "N" Determination Warning letter will be sent outlining the action and time frame required for the student to complete the task.

Submission of a Task

Tasks must be submitted by either submission online or handed to the designated person, usually the class teacher or Head Teacher, before 8.55am on the due date. The relevant teacher and student will sign a register to indicate that the task has been submitted and the date of submission. No responsibility will be taken for tasks which are not submitted according to this procedure. Electronic submission will be time stamped to show that students have met submission time requirements.

When to Submit Tasks

Tasks must be submitted by the due date **prior to 8.55am** unless otherwise specified. In this case tasks must be submitted by the specified time. If the student knows in advance that they will be absent on the due date, the task must be submitted in advance or arrangements made to ensure the task is submitted on the due date and time.

Student Knows In Advance That They Will Be Absent When a Task Is Due To Be Submitted

If the student knows in advance that because of a school endorsed activity or leave, they will be absent on the designated day for the submission of a task then the student must submit the task before the due date or arrange for the task to be submitted on the due date.

Zero marks may be awarded if the student fails to submit the task within the required time. The student will still be required to complete the task and an "N" Determination Warning letter will be sent outlining the necessary action and new time frame. A letter will also be sent to indicate the award of zero marks.

Student Is Absent On the Day A Task Is To Be Submitted

If the student is unexpectedly absent on the day a task is to be submitted, the student must submit an Illness/Misadventure Appeal Form within 24 hours of the student's return to school. If this is not possible within THREE days, the student must contact the school.

A NESAs "N" Determination Warning letter may be sent outlining the action and time frame for the student to submit the task. Unless there is written notification indicating otherwise, the student should expect to submit the task on the first day of return to school.

Zero marks may be awarded if:

- (i) the student fails to submit the task within the required time. The student will still be required to complete the task and an "N" Determination Warning letter will be sent outlining the necessary action and new time frame. A letter will also be sent to indicate the award of zero marks.
- (ii) an Illness/Misadventure Appeal Form is not submitted as per policy. If the task has been completed the student will be notified in writing of the award of zero marks. If the task has not been submitted, an "N" Determination Warning letter will be sent outlining the necessary action and time frame. The student will still be required to complete the task to meet NESAs requirements. A letter will also be sent to indicate the award of zero marks.
- (iii) the Illness/Misadventure Appeal is rejected. The student may appeal the decision. If the task has been completed the student will be notified in writing of the award of zero marks. If the task has not been submitted, an "N" Determination Warning letter will be sent outlining the necessary action and time frame. The student will still be required to complete the task to meet NESAs requirements. A letter will also be sent to indicate the award of zero marks.

5. Illness/Misadventure

Obtaining an Illness/Misadventure Appeal Form

It is the responsibility of the student to obtain and submit an Illness/Misadventure Appeal Form in the appropriate circumstances. Forms may be obtained from the Front Office.

Submitting the Illness/Misadventure Appeal Form

For an Illness/Misadventure Appeal to be considered, it must be submitted to the Deputy Principal within the required time. It must also include a medical certificate or other evidence/documentation to validate the Illness and Misadventure. This evidence must be from an independent source (example – family members may not provide this evidence). Check with your Deputy Principal for assistance with certification if you are unsure. [More information can be found here.](#) The teacher is usually the class teacher.

The Purpose of the Illness/Misadventure Appeal Process

The purpose of the Illness/Misadventure Appeal process is to ensure that students are not disadvantaged by circumstances which could not be reasonably predicted and which are beyond their control.

The following is an examples where the Illness/Misadventure Appeal process might be successfully used:

- a student will miss an assessment task because of an approved school activity or a student is absent because of illness on the day of an exam.

The following are examples where Illness/Misadventure would not be approved: a student truanted from school during the period when a task was held or a student forgets to bring an assessment task on the due day.

- **Computer Failure** - *Computer failure will not be accepted as a reason for failing to submit an assessment task.* It is expected that all computer generated work should be saved in more than one format. In the event of computer/printer failure, the student is required to submit the work as saved. Hard copies of the task in progress may also be required. It is recommended that students submit to their class teacher regularly prior to task due date. Students can submit unlimited times and only the most recent submission will be marked unless otherwise advised.

When to Submit an Illness/Misadventure Appeal Form

- (i) Student knows in advance of absence on the day of a task.** If the student knows in advance that because of a school endorsed activity or leave, he/she will be absent on the designated day for the completion of a task, then the student must submit an Illness/Misadventure Appeal Form **on or before the date** the task is to be completed. In these circumstances, marks will be awarded without penalty. Unless there is written notification indicating otherwise, the student should expect to complete the task on the **first day of return** to school.
- (ii) Student is absent on the day of a task.** If a student is unexpectedly absent on the day of a task, an Illness/Misadventure Appeal Form must be submitted on the due date or within **24 hours** of the student's return to school. If this is not possible within THREE days, students are required to contact the school. An "N" Determination Warning letter may be sent outlining the action and time frame for the student to complete the task. Unless there is written notification indicating otherwise, the student should expect to complete the task on the first day of return to school.
- (iii) Student is absent on the day a task is to be submitted.** If the student is unexpectedly absent on the day a task is to be submitted, the student must submit an Illness/Misadventure Appeal Form within 24 hours of the student's return to school. If this is not possible within THREE days, the student must contact the school. An "N" Determination Warning letter may be sent outlining the action and time frame for the student to submit the task. Unless there is written notification indicating otherwise, the student should expect to submit the task on the **first day of return** to school.
- (iv) Student is present but does not attempt a task.** If the student is present at school but does not attempt a task, an Illness/Misadventure Appeal Form must be submitted on the day of the task or within 24 hours. If the appeal is upheld, the student will either attempt the original task or, if the integrity of that task has been compromised, be given a substitute task or receive an estimate based on evidence of achievement on one or more similar task/s. The latter would only be possible if there is at least one other task which measures similar outcomes and is conducted under the same

conditions. An “N” Determination Warning letter may be sent outlining the necessary action and time frame.

- (v) **Student attempts the task but is unable to complete the task due to *unexpected* illness or misadventure that occurs *during* the task.** An Illness/Misadventure Appeal form should be submitted on the day of the task or within 24 hours. If the appeal is upheld, the student will either attempt the original task or, if the integrity of that task has been compromised, be given a substitute task.
- (vi) **It is not possible to sit/submit the task, then submit an Illness and Misadventure Appeal form retrospectively claiming that the task was completed under duress (eg. current/known sickness).** For a student who sits a task, the mark for that task stands.

Note: There is a different Illness/Misadventure Appeal procedure for HSC examinations. Students are able to submit an IM for an HSC examination if they sit the exam but believe that their performance was impacted by illness or misadventure. More information is provided closer to the HSC exam period.

Result of Illness/Misadventure Appeal

Students will receive written notification of the result of the Illness/Misadventure Appeal. Students may appeal the decision.

6. Awarding Zero Marks

Zero marks may be awarded:

- (i) When a student fails to make a **genuine attempt** at the task and has no grounds for Illness/Misadventure. The student will still be required to make a genuine attempt at the task and an “N” Determination Warning letter will be sent outlining the necessary action and time frame. A letter will also be sent to indicate the award of zero marks.
- (ii) In cases of **malpractice**.
The student will still be required to make a satisfactory attempt at the task and an “N” Determination Warning letter will be sent outlining the necessary action and time frame. A letter will also be sent to indicate the award of zero marks.
- (iii) When a student completes or submits the task **later** than the specified date, submits an Illness/Misadventure Appeal Form but the **Appeal is rejected**. The student has the right to appeal. A letter will also be sent to indicate the award of zero marks
- (iv) When a student completes or submits the task **later** than the specified date but **does not submit an Illness/Misadventure Appeal Form**. A letter will also be sent to indicate the award of zero marks
- (v) When a student **fails to complete or submit the task** and does not submit an Illness/Misadventure Appeal Form.
The student will still be required to complete/submit the task and an “N” Determination Warning letter will be sent outlining the necessary action and time frame. A letter will also be sent to indicate the award of zero marks.

7. Malpractice in Tasks

Malpractice is any activity undertaken by a student that allows them or others to gain an unfair advantage over others.

It includes but is not limited to:

- copying someone else’s work in part or in whole, and presenting it as their own
- using material directly from books, journals, or the internet without reference to the source
- building on the ideas of another person without reference to the source
- buying, stealing or borrowing another person’s work and presenting it as their own

- submitting work to which another person such as a parent, coach or subject expert has contributed substantially
- using words, ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement
- paying someone to write or prepare material
- breaching school examination rules
- cheating in an HSC exam
- using non-approved aids during an assessment task
- contriving false explanations to explain work not handed in by the due date
- assisting another student to engage in malpractice
- Using unauthorised Artificial Intelligence to generate work, and submitting without declaring the work as 'AI Generated'

Artificial Intelligence (AI), Arial ChatGPT or equivalent generative text software may only be used when explicit consent to do so has been stated clearly in a task notification. This applies to any submissible task, including formative, summative, informal or formal assessment. If permission is given to use AI, then explicit referencing must be provided by students. This must accurately identify any or all use of AI generated text.

Zero marks may be awarded in cases of proven malpractice. Students have the right to appeal. A letter will also be sent to indicate the award of zero marks.

Teachers must be able to certify that work submitted by a student is that student's own work. It is the student's responsibility to provide sufficient proof to avoid non-certification of submitted work/tasks. Students may receive zero marks for any work/tasks that cannot be certified as being completed by the student.

Students are required to abide by the principles outlined in NESA's All My Own Work program.

8. Invalid Tasks/Parts of Tasks or Non-Discriminating Tasks

When tasks or parts thereof are found to be invalid or fail to discriminate, the school will determine the most appropriate course of action from the following:

- (i) use a comparable task (note outcomes and nature of task) for moderation purpose
- (ii) add an additional task (with sufficient notice) and adjust weightings accordingly
- (iii) use a replacement task
- (iv) reduce the weighting assigned to the task
- (v) discarding the task altogether. This would only occur in extreme circumstances

9. Utilising Disability Provisions

Students with special needs or students who have been injured have the right to apply for Disability Provisions in assessment tasks conducted at school. This may include a writer, additional time, separate supervision or, in some cases, an alternative task.

Students with special needs will be required to provide independent evidence of their disability to the Learning and Support Teacher (LaST) Mrs Batson. The most common method is by application to NESA. The LaST will ensure that students receive Disability Provisions for the Half Yearly and Trial HSC Examinations.

It is the responsibility of the student to apply for Disability Provisions for all other assessment tasks conducted at school. This must be done at least TWO school days before the task date. It is recommended that students use the Illness/Misadventure Appeal Form to ensure that the teacher has written evidence of the request for Disability Provisions.

Students with an injury and who request Disability Provisions in an assessment task to be conducted at school will be required to submit an Illness/Misadventure Appeal Form to the class teacher or Head teacher. This must be done at least TWO school days before the task date.

10. NESAs “N” Determination Warning Letters

What Is An “N” Determination?

An “N” Determination in a course means that the course will not be listed on the student’s HSC Record of Achievement. This may mean that a student is no longer eligible for the award of the Higher School Certificate in that year.

Purpose of the “N” Determination Warning Letters

“N” Determination Warning letters are sent to provide students with the opportunity to redress a situation which may place the award of the Higher School Certificate at risk. Specifically, there must be sufficient evidence to indicate that a student has met NESAs requirements for the satisfactory completion of the Higher School Certificate:

- followed the course developed or endorsed by NESAs; and
- applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
- achieved some or all of the course outcomes.

When Are “N” Determination Warning Letters Sent?

“N” Determination Warning letters are sent when a student fails to meet one or more of the NESAs requirements for the satisfactory completion of the HSC. This may include repeated failure to complete class work or homework; incomplete bookwork; a non-serious attempt at an assessment task; late submission of an assessment task; non-submission of an assessment task; malpractice.

Whilst NESAs does not stipulate a specific attendance requirement, the school, in accordance with NESAs policy, has determined that an attendance rate below 85% would make it difficult for a student to meet course completion criteria. An “N” Determination Warning letter would be sent in these circumstances.

The school uses a range of procedures to monitor student progress and ensure that students receive early warning when they are not meeting requirements for the satisfactory completion of a course.

“N” Determination Warning Letters may be result from:

- Teacher, e.g. incomplete class work, homework or bookwork.
- Faculty, e.g. non-serious attempt at an assessment task, malpractice, late or non-submission of an assessment task.
- Mid-term reviews.
- Learning Support Team meetings where particular issues are identified, e.g. prolonged or repeated absences which prevent students meeting course completion criteria.
- Half Yearly report.

What Information Is Provided In An “N” Determination Warning Letter?

- the number of warnings issued in the subject
- the course completion criteria which the student is failing to meet
- the nature of the problem and the time frame
- the action required by the student to rectify the situation and the new time frame.

How Does A Student Resolve The Situation?

If the student completes the action required by the specified date, the “N” Determination Warning letter is cleared. Note that students who receive repeated “N” Determination Warning letters are at risk of an “N” Determination, even in circumstances where they have completed the required action.

What Happens If The Student Does Not Respond To The “N” Determination Warning Letter?

In these circumstances, the “N” Determination Warning remains unresolved. A minimum of two course-specific warnings are required prior to a final “N” Determination being made.

Notification of an “N” Determination

Students will receive official notification from the school of a Final “N” Determination for a course. The letter informs students of their right to appeal to the Principal and the procedures required to do this. If this appeal is unsuccessful, students may appeal to NESAs.

11. Student Right of Appeal

Students have the right to appeal to the Principal for a review of the following:

- Illness/Misadventure Appeal decision
- Malpractice decision
- An unresolved dispute over an assessment task
- “N” Determination
- Final Ranking

Appeals will be heard by a panel which typically consists of the Executive Team. This panel will make a recommendation to the Principal.

Following an unsuccessful appeal to the Principal, students have the right to appeal to NESAs only on the basis of the assessment program and procedures used in arriving at the final assessment rank.

This involves the following:

- Does the weighting specified by the faculty assessment policy conform with NESAs requirements as detailed in the subject’s assessment guidelines?
- Do the procedures used by the faculty for determining the final assessment marks conform to the stated faculty assessment policy?
- Were there any arithmetic or clerical errors in determining the assessment marks?

There can be no appeal to NESAs in relation to perceived inadequacies of teaching or against a school’s judgement of a student’s performance on a particular task. These issues must be resolved within the school at the relevant time.

12. Examinations

Preliminary and HSC students will have one examination period:

- Written Final Preliminary Examinations or Trial HSC Examinations. Students who study subjects which include a practical component for the Trial HSC Examinations will be notified by the relevant faculty as to the timing of these examinations.

13. Rules for Examination/Assessment Tasks

To ensure fair and proper administration of examination/assessment tasks, the following rules will apply for all examinations/assessment tasks. Consequences may apply for students who breach these rules.

Note: Year 12 students must also follow all applicable NESAs HSC rules and procedures when sitting HSC examinations.

i) Equipment for the Examinations

- a) You are expected to provide the required equipment, e.g. calculators, rulers, pens etc. Blue or black pens must be used for writing answers. Pencils or other coloured pens are not to be used unless specified in the examination directions. Specified equipment only may be taken into the exam room. Students will be notified beforehand if they are required to bring other specific equipment.
- b) There is to be no borrowing or sharing of equipment (unless approved by the exam/task supervisor as part of a group task).
- c) Materials or equipment such as mobile phones, cameras and notebooks, study notes or any other materials that may be considered as malpractice and which are not required for the examination or task are to be left in bags in a location determined by the supervising teacher. Mobile phones must be

turned off and placed in bags outside of the exam room. Students should not enter the exam with writing on any part of their person.

- d) You may bring a bottle of water in a clear bottle with no labelling. No other food or drink is permitted unless required for a medical condition; in these cases, approval to bring other food or drink into an examination must have been approved by the principal or his/her delegate at least 24 hours prior to the exam/task.
- e) You can wear your watch into your examinations, but once you sit down you will have to take it off and place it in clear view on your desk. Programmable watches, including smart watches, are not allowed in the examination room.
- f) All equipment you bring may be subject to inspection on entry. You will be directed to place any unauthorised equipment or material in a designated area. Examination staff will not be responsible for these items.
- g) It is your responsibility to be aware of, and provide, the equipment you are allowed to bring for each examination. If you are allowed a scientific calculator, check that it is on the approved list (available on Students Online). Make sure any equipment, such as a calculator, is in good working order because an application under misadventure provisions for equipment failure will not be upheld.
- h) You must NOT bring any of the following into the examination room:
 - a mobile phone or smart watch
 - any electronic device (except a calculator where permitted). This includes communication devices, organisers, tablets (e.g. iPad, etc.), music players or electronic dictionaries
 - paper or any printed or written material (including your examination timetable)
 - dictionaries, except when permitted in Languages examinations
 - correction fluid or correction tape.

ii) Exam Room Procedures

- a) Students are to arrive promptly for the start of an assessment task. For examinations, students should be present at least ten minutes prior to the start of the exam. Students are to enter the room/hall only when instructed to do so by the supervising teacher.
- b) Students who arrive late cannot expect to be given extra time. Students who arrive more than an hour late will not normally be admitted to the examination. No special consideration will be given for students who misread the timetable.
- c) Students who are not wearing uniform should obtain a uniform pass before entering the task/examination.
- d) Students must sit at the desks allocated to them.
- e) Students are required to remain in their allocated seats for the duration of a task or examination.
- f) During reading time, you must not write, use any equipment including highlighters, or annotate your examination paper in any way. For examinations in which dictionaries are permitted, you may consult your dictionary, but not annotate during reading time.
- g) Students will not be permitted to leave the room until the end of the examination. *During the HSC Trial Examination only, students will not be permitted to leave (finish) until 1 hour after the start of the examination or leave (finish) during the last 15mins of the examination. These HSC Trials rules mirror those for HSC examinations.*
- h) Students must not begin writing until instructed to do so by the examination supervisor.
- i) Students must stop writing immediately when told to do so by the supervisor.

- j) Completed answers and question papers are to be arranged according to the instructions of the supervising teacher.
- k) Students must not leave the examination room during the examination, except in an emergency. If you must leave and want to return and resume the examination, you must be supervised while you are absent from the examination room.
- l) Student must not remove any examination papers or related materials from the examination room. Any papers removed from the examination room may be considered as malpractice. Students are to remain seated until directions have been given for leaving.

iii) Conduct during the Examinations

- a) Students should not speak with each other upon entering the exam room, or at any other time during the examination. Any communication should only be with the supervising teacher/exam supervisor.
- b) Students are to follow all instructions given by the supervising teacher and must always conduct themselves in a courteous manner. Students should not behave in any way which is likely to disturb the work of another student or adversely affect the conduct of the examination or task.
- c) Any student who is disruptive will have that behaviour noted on their paper. Further disruption will result in the confiscation of the paper. The student will then be asked to leave the room and report to the relevant Head Teacher or Deputy Principal. In these circumstances, the examination or task may be treated as a non-serious attempt.
- d) Students will only be permitted to go to the toilet in urgent circumstances. Students must raise their hand and not move from their desk until permission is given by an exam supervisor.
- e) Exam/Task supervisors are in charge of students:
 - when assembling before an examination
 - during the examination
 - after the examination until all students have left. Students must always follow the supervisors' instructions.
- f) Students must behave in a polite and courteous manner towards the supervisors and other students.
- g) Students must NOT:
 - take a mobile phone or programmable watch or device, including smart watches, into the examination room
 - take any electronic device, including a digital media player or electronic tablet, into the examination room, unless approved by NESAs
 - speak to any person other than a supervisor during an examination
 - access bags or non-approved items
 - behave in any way likely to disturb the work of any other student or upset the conduct of the examination
 - attend an examination while under the influence of alcohol or illegal drugs
 - take into the examination room, or refer to during the examination, any books or notes, this booklet, the examination timetable, any paper, or any equipment other than the equipment listed in the examination timetable
 - eat in the examination room, except as approved by NESAs, eg for diabetic students
 - take any writing booklets, whether used or not, from the examination room.
- h) If you do not follow these rules, or if you cheat in the examinations in any way, you may be asked to leave the examination room, and you will be reported to the Deputy Principal. Year 12 students will also be reported to NESAs, potentially jeopardising the completion of their HSC.
- i) If you do not make a serious attempt at an examination, you may not receive a result for that task. Students are required to attempt a range of question types throughout the examination paper. Simply attempting multiple-choice questions is not sufficient for an attempt to be considered serious.

- j) Answers not written in English, except where required or permitted by the question paper, will have zero marks awarded.
- k) Actions that may be illegal may be reported to the police.

iv) Illness/Misadventure Applications

If illness or misadventure prevents you from attending an examination, or affects your performance in the examination, it is your right and responsibility to lodge an illness/misadventure application.

It is important that you attend the examinations where possible, even in the case of an illness/misadventure. The school will not uphold an illness/misadventure application if the reason for your absence is not considered to be sufficiently serious.

Students must follow the rules and procedures for Illness/Misadventure appeals as outlined in the school's assessment policy including:

- a) Students who are unexpectedly unable to attend the examination or assessment task should submit an Illness/Misadventure Appeal Form on the due date or within 24 hours. If this is not possible, the school should be contacted within three days.
- b) Students who know in advance that they will be absent should submit an Illness/Misadventure Appeal Form before the due date.
- c) Students who attempt the task but are unable to make a genuine attempt at the task because of illness or misadventure should submit an Illness/Misadventure Appeal form on the day of the task or within 24 hours. It is important that the examination supervisor is aware that the student is unwell or otherwise incapacitated during the examination (especially during the HSC examinations as they will need to submit a report as part of the illness and misadventure process.) Please let an examination supervisor know if you are unwell.
- d) Assessment tasks that require the student to hand in the task must be submitted to the class teacher or head teacher of the faculty before 8.55am on the due date. This also applies to tasks that are submitted electronically.

14. Responsibilities of Teachers and Students

14.1 Teachers:

- Refer to the school calendar and published assessment schedule when planning the assessment and/or submission date.
- Notify the Deputy of the proposed date for inclusion on the school calendar.
- Provide students with advanced task notification of the assessment/due date (two weeks recommended).
- Provide the students with course outcomes to be assessed, assessment criteria and weightings.
- Notify the students in advance of the task, the exam rules, and consequences of malpractice particularly with reference to the NESA "All My Own Work" principles.
- Ensure that the administration of the task minimises any opportunity for malpractice, e.g. actively supervise the students, ensure seating plan minimises copying or sharing of work in written exams, ensure that non-essential materials are in bags and secure, mobile phones are off and in pouches.
- Report any suspected malpractice to the Head Teacher and/or the Deputy Principal.

14.2 Students:

- Be aware and record dates of tasks/submission
- Notify the teacher of potential clashes with other school events.
- Make a genuine effort to prepare thoroughly for any task or submission.

- Complete tasks on the due date or submit Illness and Misadventure form in accordance with school policy.
- Comply with the examination rules and instructions provided by the teacher for the task.
- Report any suspected malpractice or cheating to the supervising teacher

15. Variation to assessment policy

The Principal reserves the right to alter the school assessment policy should exceptional circumstances present themselves. In such cases, advice from NESA will guide variations.

16. HSC & Preliminary Vocational Education & Training (VET) Assessment Policy

The following assessment information applies to:

- 2U Manufacturing and Engineering (240 hours) – Preliminary & HSC
- 2U Certificate II Hospitality Food and Beverage (240 hours) – Preliminary & HSC
- 2U Certificate II Primary Industries (240 hours) – Preliminary & HSC

16.1 Competency-Based Assessment as advised by NESA

- Assessment is competency based rather than based on an accumulation of marks. Students will be assessed progressively throughout the course on the learning outcomes for each unit of competency.
- Each unit of competency will be assessed using a variety of strategies such as: practical demonstration, verbal questioning and response, interviews, assignments and worksheets, reports, role play, oral presentations, and practical, verbal and written tests.
- Achievement of learning outcomes will be recorded in a student log which forms a permanent record of the competencies attained by students.

Competency based assessment must be used for each VET course. Assessment of competencies is criterion referenced, which means that a student's performance is judged against a prescribed industry standard, not against the performance of other students. Competency based assessment is based on the requirements of the workplace and will include problem solving, and the capacity to apply skills and knowledge in both familiar and new situations. Students will be judged as either competent or not yet competent.

16.2 HSC Examinations

Students in Year 11 may be requested to sit for practice examinations for the HSC examinations and achievement of competencies in the Preliminary Course.

16.3 Work Placement

Work Placement is a mandatory NESA requirement for each VET course. The minimum 70 hours must be completed by:

- 35 hours within in timeframe of the Preliminary course
- 35 hours within the timeframe of the HSC course.

A non-award will be issued by the NESA if work placement requirement is not completed within the above timeframes.

This NESA requirement does not affect the achievements of an AQF qualification.

It is noted that a Work Placement period is set for week 4/5, Term 2 at KHS. Students who undertake Work Placement outside this timeslot must gain approval from the Principal.

16.4 Australian Qualifications Framework Qualifications

For an AQF Certificate qualification a student must:

- Demonstrate competence in ALL units of competency as required for the qualification
- Have had the assessment undertaken by a qualified industry assessor (usually your teacher)
A student not achieving an AQF qualification may be eligible for an AQF Statement of Attainment for the units assessed by the teacher as competent.

16.5 Accreditation

Students will gain dual accreditation; Australian Qualifications Framework (AQF) and NSW Education Standards Authority (NESA) Awards.

16.6 Industry based learning

Students are required to meet with the teacher twice per Term in Week 3 and Week 7 each Term. At the beginning of the year, the meeting dates will be scheduled during a negotiated study period. All meetings are compulsory. At the meetings students are expected to submit their Work Diary recording their attendance and log entries for each day worked. During discussion students will also be expected to evaluate their performance and set improvement goals.

- Students will be assessed on attendance
- Quality of the work diary
- Depth of understanding of workplace issues, capacity to plan and achieve improvement goals.

Students meeting requirements will be assessed as satisfactory after meeting the Preliminary Award in Industry Based Learning.

Please Note: Additional information will be given to students regarding their VET course requirements once they are received from the relevant training organisation.

E. A Short Guide to the Assessment Policy

SITUATION	RESPONSE
Student is not applying himself/herself with diligence and sustained effort to the set tasks and experiences provided in the course by the school.	An N determination warning letter will be issued, indicating work required to rectify the situation.
Student misses class because of school commitments .	It is the responsibility of the student to inform the teacher in advance, to collect any material issued and to complete set work. Failure to do so may result in an N determination warning letter detailing work required.
Student's attendance is of concern, e.g. below 85%.	An N determination warning letter will be issued, indicating work required to rectify the situation.
Repeated failure to complete homework .	An N determination warning letter will be issued, indicating work required to rectify the situation.
Non serious attempt at task	Zero marks awarded. N determination warning letter sent home. A genuine attempt at the task must be made.
Student knows in advance that he/she is unable to sit for a task on the designated day because of a school endorsed activity or leave.	Student must submit an Illness/Misadventure Appeal Form on or before the designated date for the assessment.
Student knows in advance that he/she is unable to submit a task on the designated day because of a school endorsed activity or leave.	Student must submit the task before the due date or arrange for the task to be submitted on the due date
Student fails to sit for a task on the designated date.	Illness/Misadventure Appeal Form must be submitted on the due date or within 24 hours of student's return to school . The student should expect to complete the task on the first day of return to school.
Task is submitted after the due time (8.55am) and/or date.	Zero marks will apply unless there are grounds for Illness/Misadventure. If absent, the student should expect to submit the task on the first day of return to school. An Illness/Misadventure Appeal Form must be provided within 24 hours of the student's return to school. If not possible within 3 days, contact the school. If present, the student should submit an Illness/Misadventure Appeal Form on the day the task is due.
Student is unable to submit Illness/Misadventure Appeal Form within three days of the task	Contact must be made with the school, preferably on the day but within three days and arrangements must be made for submission of the Illness/Misadventure Appeal Form.

	An N determination warning letter will be issued, indicating negotiated task completion details.
Student submits an Illness/Misadventure Appeal Form within the required time.	Head Teacher considers the appeal in consultation with class teacher and presents to Executive. Notifies student of the outcome.
Illness/Misadventure appeal is upheld .	Marks awarded for completed task.
Illness/Misadventure appeal is dismissed .	Zero marks awarded and letter sent notifying of this. Student may appeal the decision. N determination warning letter sent home if the task has not been submitted. Student is still required to complete the task.
Student fails to submit an Illness/Misadventure Appeal Form as required above	Zero marks awarded and letter sent notifying of this. N determination warning letter sent home if the task has not been submitted. Student is still required to complete the task.
Task is not completed or submitted on the due date and student has no grounds for illness/misadventure appeal.	Zero marks awarded and letter sent notifying of this. N determination warning letter sent home. Student is still required to complete the task.

F. Supplementary Material

Checklist for HSC Assessments and Examinations

You should ask your classroom teacher to provide you with copies of these things or ask for directions as to where you can find them.

- Syllabus
- Scope and Sequence for your course
- Notes and summaries
- Past exam papers
- Notes from the Marking Centre and Marking Guidelines
- Glossary of Key Terms
- Performance Bands
- Standards Packages

Useful Websites

<http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/about-HSC>

- Syllabus for each HSC course
- HSC Examination papers
- Notes from the Marking Centre and Marking Guideline for every HSC exam paper
- Glossary of Key Terms
- Assessment Resource Centre:
 - ✓ Standards Packages,
 - ✓ Online Multiple Choice database for 29 subjects
 - ✓ Latest publications
- Exhibitions
 - ✓ ArtExpress
 - ✓ DesignTECH
 - ✓ ENCORE
 - ✓ OnStage
 - ✓ Textstyle

- Performance Bands for each course
- HSC Assessment Advice
- HSC Timetable – once released
- Information about the HSC Advice line – 131112 (October – November)
- Rules and procedures for the HSC
- students online – access your HSC enrolment records
- **UAC** – www.uac.edu.au - UAI Information

Glossary of Key Words

Account	Account for: state reasons for, report on. Give an account of: narrate a series of events or transactions
Analyse	Identify components and the relationship between them; draw out and relate implications
Apply	Use, utilise, employ in a particular situation
Appreciate	Make a judgement about the value of
Assess	Make a judgment of value, quality, outcomes, results or size
Calculate	Ascertain/determine from given facts, figures or information
Clarify	Make clear or plain
Classify	Arrange or include in classes/categories
Compare	Show how things are similar or different
Construct	Make; build; put together items or arguments
Contrast	Show how things are different or opposite
Critically (analysis/evaluate)	Add a degree or level of accuracy depth, knowledge and understanding, logic, questioning, reflection and quality to (analyse/evaluation)
Deduce	Draw conclusions
Define	State meaning and identify essential qualities
Demonstrate	Show by example
Describe	Provide characteristics and features
Discuss	Identify issues and provide points for and/or against
Distinguish	Recognise or note/indicate as being distinct or different from; to note differences between
Evaluate	Make a judgement based on criteria; determine the value of
Examine	Inquire into
Explain	Relate cause and effect; make the relationships between things evident; provide why and/or how
Extract	Choose relevant and/or appropriate details
Extrapolate	Infer from what is known
Identify	Recognise and name
Interpret	Draw meaning from
Investigate	Plan, inquire into and draw conclusions about
Justify	Support an argument or conclusion
Outline	Sketch in general terms; indicate the main features of
Predict	Suggest what may happen based on available information
Propose	Put forward (for example a point of view, idea, argument, suggestion) for consideration or action
Recall	Present remembered ideas, facts or experiences
Recommend	Provide reasons in favour
Recount	Retell a series of events
Summarise	Express, concisely, the relevant details
Synthesise	Putting together various elements to make a whole

Good Scholarship: Principles and Practices

Source: NESA *All My Own Work*.

Good scholarship means three things:

1. Being honest and ethical

You must be honest about what is your own work and what isn't, and about where you got your information.

2. Listing all your sources

Research using different sources of information is an important part of HSC work. Being an ethical researcher and a good scholar means listing all your sources and correctly citing each source.

3. Using your own words

Communicate what you have learnt in your own words. This isn't always easy to do but it is very important and really worth the effort

Remember, you deserve credit for your own work. Key attributes of good scholarship:

- Being an effective researcher
- Applying effective study habits

What Is Malpractice?

Cheating or malpractice is about doing the wrong thing by behaving dishonestly. It could be:

- copying in an exam from another student or using information secretly brought in
- handing in work that someone else did and saying it is your own (plagiarism)
- making up journal entries for a research project
- using information from the internet or elsewhere (e.g. books, journals, DVDs), and not acknowledging the source (plagiarism)

You have a responsibility to make sure that you understand the difference between what is honest and what is dishonest in relation to all your work. Cheating is not only bad for you as a person; it is very unfair to other students. It may give you an unfair advantage. At HSPA, zero marks will be awarded in cases of malpractice.

How Do I Acknowledge Sources?

Acknowledging sources means providing written recognition of any ideas that are used or adapted for your work.

- You need to provide the name of the original author and details of where you found the information.
- You may need to acknowledge sources within the body of a work.
- You should acknowledge sources at the end of your work.
- 'Referencing', 'citing' and 'attribution' are terms often used to refer to the acknowledgement of sources.

When and how should sources be acknowledged within the body of an assignment/essay?

a) When?

When you quote, paraphrase, summarise or copy information from the sources you are using to research your work, you must always acknowledge the source. There are two places where you need to acknowledge the source: in the text, and at the end of the text. The place where you use the information in the text of your work should be shown with an 'in-text citation'. At the end of your work, you should provide a reference list of all the works that you have 'cited' in your work. Your teachers will expect you to use an in-text citation and provide a full reference list of the sources used whenever you:

- quote – i.e. use someone else's words
- copy – e.g. a table, map, image
- paraphrase – i.e. put someone else's ideas into your own words
- summarise – i.e. create your own short account of someone else's information or ideas

b) How?

You must acknowledge the original author and where you found the material within the resource. This can be done using an in-text citation, a footnote or an endnote. As there are a variety of referencing styles, you should follow your teachers' advice on which to use

How should **direct** quotes be referenced using in-text citation?

- **Short quotations**

If you quote an author directly and the quotation is a short quotation (as a guide, less than three or four lines), you should place the quotation in quotation marks and identify the source. e.g. (Bean, 1983, p.22)

- **Long quotations**

If you quote an author directly and the quotation is a long quotation (as a guide, more than three or four lines), you should set the quotation off from your text by indenting and identify the source.

In the Harvard system, the source can be identified by providing the author's or organisation's name, the year of publication and the page number in brackets.

Example: in-text citation (short or long quotation):

"The stable world of the nineteenth century was coming down in chaos: security was gone." (Bean, 1983, p.22)

Then in your bibliography:

Bean, John (1983), *Nineteenth Century Change*, Peewee Publishers, Paris

How should **indirect** quotes, paraphrasing or summarising be referenced using in-text citation?

When you are using another person's idea but not quoting directly, you must acknowledge the source. In the Harvard system, the source can be identified by placing the author's or authority's name and the year of publication in brackets before or after referring to it. e.g. (Bean, 1983, p.22). The source is then also correctly added to your bibliography.

Footnotes and Endnotes

Footnotes and endnotes are also ways of acknowledging the sources of any material quoted, summarised or paraphrased on any page of a submitted work. Footnotes and endnotes are intended to refer readers to exact pages of the works listed in the reference list.

How should any material quoted, summarised or paraphrased be referenced using footnotes or endnotes?

Insert a number (either in brackets or slightly above the line) in your text at the end of the sentence or immediately following a direct quotation or idea that is being used from a source. For footnotes, the information about the source of each numbered reference is given at the bottom of each page of your text. With endnotes, this information is given in a list at the end of your work.

Footnote example:

In-text citation:

It is very important that everyone supports the mighty Carlton Blues because people who do have proven to be much smarter.¹ One Carlton champion believes that this, in fact, is the secret to living a long and happy life ². Although others point to the impossibility of this³, a recent study showed that football crowds in Melbourne generally agreed with this premise.⁴

Footnotes are then placed at the bottom of the page:

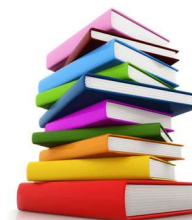
1. Beitzel, Harry (2002), *A Football Legend Confesses*, Moore Publishing, Sydney p.42
2. Judd, Chris (2014), *Carlton Is Life*, Thomas Nelson, Melbourne, p.64
3. Sheedy, Kevin (2008), *I've Got the Blues*, Windy Hill Printing, Essendon, p.89-90
4. Kernahan, Stephen (2009), "The Metaphysics of Blue", *Scientific Truths*, vol 3, no.4, p.6

How Do I Write A Bibliography?

A bibliography is an alphabetical list (by author) of all the resources you consulted, quoted, paraphrased or summarised to compile and essay/assignment. The bibliography is included at the end of your essay/assignment. It is also sometimes called a reference list. You **must** correctly acknowledge other people's work which is quoted, summarised or paraphrased in your work in your bibliography. The Harvard System of referencing is used at KHS.

1. Books

- Author's surname and initials or given name
- Year of publication
- Title of publication
- Title of series (if applicable)
- Volume number (if applicable)
- Edition (if applicable – only 2nd and subsequent reprints have the edition mentioned)
- Publisher
- Place of publication
- Page number or numbers (if applicable)



Source: Google.
Image by Unknown.

Example:

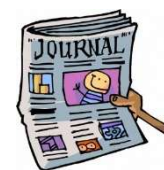
One author: e.g. Adams-Smith, Patsy (1978), *The Anzacs*, Thomas Nelson, Melbourne.

Two or three authors: e.g. Boone, L.E. & Kurtz D.L. (1992), *Modern Marketing*, 7th edn, Dryden Press, Hindale, Illinois.

No author: e.g. *World Book Encyclopaedia*, (1992), World Book Inc., Chicago, vol. 3, p 125

2. Article in a Journal, Magazine or Newspaper

- Name of author/s of article (if listed)
- Year of publication
- Title of article in inverted commas
- Title of publication
- Volume and number (if applicable)
- Pages



Source: Google.
Image by Unknown.

Example: Dewhurst, C. (1986), "Hot air over the Himalayas", *World Geographic*, vol. 1, no. 3, p.44

3. Films, TV, DVD, Audio

- Title
- Format
- Date of recording
- Place of recording
- Publisher
- Any special credits



Source: Google.
Image by Unknown.

Example: *Aboriginal History* (1999) (DVD), Sydney, NSW, Classroom Video

4. Websites

- Name of author of document (if available)
- Title (underlined) of document
- Title of complete work in italics
- URL (internet address)
- Date of access



Source: Google.
Image by Unknown.

Example: Australia – Poetry International Web, *Welcome to Australian Poetry*, www.australiapoetryinternational.org, 18/10/06

Sample Bibliography

Adams-Smith, Patsy (1978), *The ANZACS*, Thomas Nelson, Melbourne

Bone, L.E. & Kurtz, D.L. (1992), *Modern Marketing*, 7th edn, Dryden Press, Hindale, Illinois.

Dewhurst, C. (1986), "Hot air over the Himalayas", *World Geographic*, vol. 1, no. 3, pp. 44-55

Jeanloz, R. (1988), "The earth's core", *Scientific American*, vol. 249, no. 3, pp. 40-49
Hickman, G. et al (1973), *A New Professionalism for a changing Geography*, Wayland, London

How Do I Write an *Annotated Bibliography*?

Source: Murton R. (2014)

Sometimes teachers will require you to write an **annotated** bibliography. This might be to show evidence of deeper understanding, or to prove that you have actually read and understood your references, and not just provided a list.

Questions you can ask pertaining to this source:

- How was this resource useful to your report?
- What did you learn?
- How did you use the information contained therein?
- Was it reliable?
- Where did it come from?
- Is it an opinion piece, a government website, etc.?
- Is it designed to persuade or inform you?
- What perspective is it being written from?
- Is it a valid source?
- Is the source current?
- Does it contain up to date information?
- Is it biased or does it contain bias? NOTE – BIAS is not a bad thing – consider the perspective in which it is written
- Demonstrate who wrote the source and what motivations/intentions they had in creating the source
- Significance – consider why this source is important to your topic and whom may it affect

Remember to keep your annotation brief, around one paragraph – 5-8 lines only.

Example:

Rogers, R J (2012), *The Meaning of the Pursuit of Happiness*, Nelson Publishing, Sydney
I found this book to be extremely useful in clarifying the meaning of the pursuit of happiness, a concept that had previously seemed vague and general. The author, James R. Rogers is an associate professor of political science at Texas A&M University, which adds validity to the information contained within this source. It was written mid-2012 and therefore contains valid information. However as the author is also on NESAs of Directors for the Texas District of the Lutheran Church, there is some slight bias in the discussion on religion and the declaration of independence. Overall, this is a highly reliable source

**For more information about Good Scholarship, visit:
NESAs: All My Own Work**

<http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/hsc-all-my-own-work>



Stage 6 Assessment Task Illness or Misadventure Form

A student who believes that circumstances occurring immediately prior to or on the day of an assessment task and which were beyond their control, leading to missing a task, should complete this form and give it to the Deputy Principal no later than the next school day on return to school.

Student name: _____ Year: _____

Subject and Class Teacher: _____

Title of the Task: _____

Original due date of Task: _____

Applications may be in respect of (please select one option):

Task (circle one)

- Hand in task
- In-Class task
- Examination
- Speech/performance
- Other _____

(A) **Illness or injury** – illness or physical injuries suffered directly by the student which allegedly affected the student's performance in an assessment (eg. Influenza, asthma attack, cut hand). A medical certificate is strongly recommended to support the application.

(B) **Misadventure** – an event beyond the student's control which allegedly affected the student's performance in an assessment (funeral, accident, flooding). Supporting evidence such as funeral notice, accident report is strongly recommended to support the application.

Unacceptable grounds for appeal

The application process does not cover:

- Attendance at a sporting or cultural event, or family holiday.
- Alleged inadequacies of teaching or long term matters relating to loss of preparation time, loss of study time or facilities.
- Disabilities for which the school has already granted disability provisions, unless an unforeseen episode occurs during the assessment period (eg. Hypoglycaemic event of a diabetic student). Parent to contact and discuss with the Principal to support application.
- Long term illness such as glandular fever, asthma, epilepsy – unless the student suffered a 'flare up' of the condition immediately before or during an assessment period. A medical certificate is strongly recommended to support the application.
- Work Placement or Work Experience. If a student does work placement or work experience outside the allocated weeks, they must ensure assessments are submitted on time.
- Matters avoidable by the student (eg. Misreading timetable).

Parent/carer signature: _____ Date: _____

Student signature: _____ Date: _____

This application process is as per NESA expectations and standards. This form, with supporting evidence will be kept in the student's file

Executive Use Only

Supporting evidence (attached) YES NO Comment:

Special Consideration: ACCEPTED DECLINED

Comment/Outcome: _____

Deputy Principal Signature: _____ Date: _____

Stage 5 and 6 Assessment Task Application for Special Consideration

A student who have planned work placement, holidays or sporting commitments on the day a task is due need to apply to complete the task prior to the scheduled date.

Student name: _____ Year: _____	Task (circle one) <ul style="list-style-type: none"> • Hand in task • In-Class task • Examination • Speech/performance • Other _____
Subject and Class Teacher: _____	
Title of the Task: _____	
Original due date of Task: _____	

Applications may be in respect of (please select one)

1. Family commitments (please provide information and any supporting documentation)

2. Sporting commitments (please provide details and any supporting documentation)

Unacceptable grounds for appeal

The application process does not cover:

- Circumstances where an Illness and/or Misadventure Form needs to be completed
- Work Placement or Work Experience. If a student does work placement or work experience outside the allocated weeks, they must ensure assessments are submitted on time.

Parent/carer signature: _____ Date: _____

Student signature: _____ Date: _____

This form, with supporting evidence will be kept in the student's file

Executive Use Only: Tabled at Executive Meeting

Supporting evidence (attached) YES NO Comment:

Special Consideration: ACCEPTED DECLINED

Comment/Outcome: _____

Deputy Principal Signature: _____ Date: _____