

ROSA Y9



LUCAS HEIGHTS COMMUNITY SCHOOL

Year 9 ROSA Assessment Guidelines

**Parent, Student
& Staff Handbook**

2021

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The Nature and Purpose of the Record of School Achievement (RoSA)

Introduction

The school is required to award a grade, (A—E), to each Stage 5 student in all courses as part of their Record of Achievement credential. A Non [N] award will be used to signify non-satisfactory completion of a course.

The grade that a student receives will be based on the teachers' assessment of a student's achievement at the end of their course against Course Performance Descriptors for that particular course. A student is NOT assessed against the performance of other students.

Course Performance Descriptors

What are Course Performance Descriptors?

Performance Descriptors are statements that summarise various levels of student achievement in a course. Each descriptor is a positive statement about attainment related to the knowledge and skill outcomes of each course. They describe what students can do rather than what they cannot do. The Course Performance Descriptor information for each course will be given to students by teachers of each course.

How do teachers use Course Performance Descriptors to award a grade?

Teachers will collect assessment information about student achievement and relate it to the specific subject descriptors. The grade a student receives will be the one that relates to the best overall description of the student's achievement given in the Course Performance Descriptors. It is essentially a "snapshot" of each student at the end of their course. There is no need for a fixed proportion of students to receive a grade and therefore no need to define a particular grade as "average".

Types of Assessment

Both formal assessment tasks and informal assessment provide important information about student achievement. Most of the assessment information will come from formal tasks undertaken by every student in the course(s). Informal observation can be used to assist in determining a student's level of achievement, but will be a minor contributor in the assessment process.

Some assessment will be for the purpose of assisting teachers and students to meet learning needs whilst other assessment is conducted so that teachers can make judgments about student achievement at or up to a certain point in time.

What are assessment tasks?

Assessment tasks allow students to demonstrate their achievement in a variety of ways that are appropriate for the outcomes being assessed.

Formal tasks

The majority of courses will have three to five formal assessment tasks each year with some courses having additional formal tasks. Half yearly and yearly examinations, which are formal assessment tasks, may be included in the formal assessment program. The results of assessment tasks will be used to give students an indication of their achievement relative to the Course Performance Descriptors.

Other assessment tasks

Students will also be required to complete a range of other tasks throughout the course that are less formal but nevertheless important as these tasks assist students to develop and refine knowledge and skills. Their performance on these tasks may be used by teachers to make an accurate judgement about the level of student achievement.

Assessment of the affective domain

Assessment tasks seek to measure achievement related to knowledge and skills outcomes and will not assess the affective domain such as values, attitudes and behaviour. However student behaviour, effort and attitude to learning directly affects a student's ability to demonstrate the achievement of outcomes.

How will tasks be scheduled?

Where possible, students will be given at least two weeks' notice of a formal task. Staff will endeavour to ensure that students are not over-burdened at any one time.

Students should be informed about the following:

1. the scope of the task including the outcomes to be assessed
2. the form the assessment task will take
3. proposed timing and duration of the task.

What happens with invalid tasks?

Should a task be deemed invalid or unreliable by a Head Teacher, e.g. if the task has been interrupted, the task may be cancelled and a substitute task given.

What procedures will be used where there is more than one class following the same course?

Where possible, common assessment programs will be followed with common tasks, conditions and assessment procedures.

What feedback should be given to students on formal tasks?

Students will be given clear and honest feedback on their performance on each task. This will show the extent to which they have achieved particular outcomes of the task and a mark and an indication of the standard of their performance in relation to syllabus expectations.

What is the formal assessment period?

Assessment will commence at the beginning of Term 1 in Year 9.

What are students' responsibilities?

Students must read carefully each subject's assessment guidelines for each subject being studied. These will inform students of the following:

- (a) the number and nature of the tasks for the subject eg. assignment, essay etc;
- (b) the value of each task in comparison to the whole course;
- (c) any special requirements for each of the tasks.

It is the student's responsibility to be aware of all of the above and not knowing about a task, the nature of a task or when a task will take place will not be accepted as an excuse for failing to do a task or for not doing well in a task. It is the student's responsibility to check if a task has been given during their absence.

- Where tasks are attempted at school, the onus is on the student to hand the task to the teacher conducting the task.
- Where a task is completed at home, the task must be handed to the teacher conducting the task when requested by the teacher during the lesson on the due date.
- If the teacher is absent, then the task is to be handed to the Head Teacher or in the last instance the Deputy Principal. Students must not simply leave the task at the office or on the teacher's desk in the staffroom or classroom. If the deadline for a task is not met then the task will receive zero.

What are the penalties in relation to assessment tasks?

Late or non-submission of an assessment task

Assessment tasks must be submitted during or before the lesson on the day the task is due.

Tasks not submitted during or before a lesson will be treated as late submissions and will receive zero. If work is submitted late, due to illness however, students must supply acceptable documentation. In this situation, students must submit the task to the relevant teacher or Head Teacher during the student's first two days back at school following the absence. The granting of an extension or the acceptance of a late assignment under extenuating circumstances must be presented in writing and supported with independent evidence. The circumstances will be considered by the coordinator in conjunction with the school executive. If there is no acceptable reason for the absence or non-submission of the task, a mark of zero will be given.

Missing an in-school task

It is important for students to present for all tasks. If an in-school task is missed for any reason considered jointly by the Head Teacher and Deputy Principal to be unreasonable, then you will be given a zero for the task. **If a student misses a task due to illness**, they will be required to present acceptable supporting documentation. If the student is ill during an assessment task at school, then the student must inform the teacher at the time of the assessment task. Acceptable supporting evidence will

be required to validate the student's claim to illness. All medical certificates and extenuating circumstances presented in writing and supported with independent evidence may be considered by the Head Teacher in conjunction with the School Executive. These are to be given to the Head Teacher of the subject during the student's first day back at school, even if they do not have a lesson in the course from which the task was missed. **It is the student's responsibility to see the relevant Head Teacher before school to make arrangements to complete the task(s).** Where appropriate, Head Teachers will organise for the task to be completed on that day, or negotiate an alternative period for the student to complete the task. The same rules for an absence on an alternative day negotiated with the Coordinator apply if the student is absent on that day. In the case of a prolonged absence or when a substitute task is inappropriate, the Principal may approve the giving of an estimate.

On the day of an assessment task, students must attend school and all timetabled classes from the commencement of the school day.

Students may not be absent from school prior to the task and simply attend school in time to either submit or attempt an assessment task. If this situation occurs, students must supply acceptable supporting documentation or they will be given a zero for the assessment task. Head Teachers may grant an exemption under extenuating circumstances presented in writing. If there is no acceptable reason for the absence or non-submission of the task, a mark of zero will be given.

Students who miss an in-school task may be given an alternate task, the same task, the same task used as an indicator for the determination of an estimate, or an estimate based on teacher judgment.

Non-Serious attempt

If a student fails to make a serious attempt at a task, the Head Teacher will give students a formal warning about a non-serious attempt which may jeopardise their completion of the course. Parents will also be advised of this matter.

A non-serious attempt or failure to submit or complete a task displays a lack of sustained diligence and effort and will be considered as nil achievement. This may lead to an 'N' Determination (Non award).

Malpractice

Cheating, copying, plagiarism or any other form of malpractice is a serious offence. All assessment tasks/examinations must be a student's own work. A zero may be given in cases where any malpractice, such as cheating or any attempt to cheat occurs. Where this occurs teachers will not have any evidence of the student's ability to demonstrate their level of achievement of the outcome of the task. This is very likely to affect the level of the grade received by the student for the Record of Achievement. It may also lead to the non-award [N-Award] of a course.

Students are not to bring mobile phones into assessment tasks. Should a student be in possession of a mobile phone or if the mobile phone rings or is used during a formal assessment task, then the Head Teacher may deem this a form of malpractice and zero may be awarded.



Use of Computer Based Technologies

Students who need to, or elect to prepare any assessment task material using a computer based technology, such as a word processor or the Internet, must take any necessary precautions to ensure that technical difficulties do not lead to late submission. This may include precautions such as backing up files, installing anti-virus software for system protection or ensuring sufficient time is left to produce a hard copy of the task using a printer. Late submission of any task due to any computer related/technical problem will result in a zero mark unless overwhelming evidence about extenuating circumstances is submitted in writing and deemed so by the Head Teacher in conjunction with the Deputy Principal.

How do we know if a student has satisfied requirements for the Record of School Achievement?

Principals are required to certify that students have satisfactorily completed the Stage 5 courses. The ROSA completion criteria, as outlined in the Assessment, Certification and Examination (ACE) Manual, are:

A student will be considered to have satisfactorily completed a course if, in the Principal's view, there is sufficient evidence that the student has:

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

What will happen to students who are not demonstrating sustained effort and diligence?

N Determinations

N Determinations [Non Awards] are given to students who have not satisfactorily completed a course. If the student is at risk of receiving an “N” determination in any course the school will warn the student as soon as possible and advise the parent or guardian in writing.

A student who receives an “N” Determination in any of the mandatory subjects (English, Mathematics, Science, Australian History, Australian Geography, PD Health PE) will not be eligible to proceed to Year 11 without Principal approval. The subjects N-determined will not be listed on a student’s ROSA.

Can students appeal?

Any appeal concerning the achievement level at which a student’s task has been assessed may be made only at the time the task is returned. The teacher’s judgement of the student’s achievement level in the task is not subject to review. Students may appeal computational errors. Students who consider that their grade awarded is not correct on the basis of feedback on their performance during the course may also appeal.

Students also have the right to appeal an “N” determination. Such appeals will be heard within the school, or if necessary, by the NSW Education Standards Authority (NESA). Students must be able to demonstrate that they have satisfied all of NESA’s requirements for satisfactory completion of Stage 5. Such appeals must be submitted in writing to the Head Teacher.

Where else can students go for advice?

There are a number of people that students may speak to if they have any queries about the ROSA. In the first instance, they may speak to their Head Teacher, Deputy Principal or Principal. They may wish to also speak to a NESA Liaison Officer who may be contacted at the Wollongong Office of NESA.



ASSESSMENT TASK SCHEDULE PLANNER: Term 1, 2021

Week Number	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					



ASSESSMENT TASK SCHEDULE PLANNER: Term 2, 2021

Week Number	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					



ASSESSMENT TASK SCHEDULE PLANNER: Term 3, 2021

Week Number	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					



ASSESSMENT TASK SCHEDULE PLANNER: Term 4, 2021

Week Number	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					



DRAFT ONLY – See Year Adviser / Website for Copies

X Attach any supporting evidence here with a staple or a pin

**Lucas Heights Community School
ILLNESS, MISADVENTURE OR EXTENSION CLAIM FORM**

Student's name: Year: Roll class:

Parent's name: Daytime parent contact phone no:

Exam or assessment task affected:

..... Due date of task: / /

Subject: Class teacher's name:

Type of claim: (please tick✓) Illness Misadventure Extension

Describe your reasons for submitting this claim (describe the illness, misadventure or reason for extension).
(Any supporting evidence, such as a doctor's certificate or a letter from a parent, should be attached to the top left corner of this form.)

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

State what outcome you hope to achieve by submitting this claim:

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

Parent's/Caregiver's signature: Date: / /

INSTRUCTIONS: (please read the following instructions carefully)

1. This claim form, along with any supporting evidence, such as a doctor's certificate etc, should be submitted to the Head Teacher of the subject area concerned.
2. This claim form should be submitted as soon as possible after the examination or assessment task in question has occurred. It may also be submitted before the task is due, when applying for an extension.
3. Failure to comply with these instructions may result in a zero assessment being recorded.

Office use only

Day and date claim received by Head Teacher: M T W T F / /

Head Teacher's name: Signature:

This claim form should be filed in the student's master file. Claim Upheld Claim Denied





