



East Hills Girls Technology High School

YEAR 12

HSC ASSESSMENT POLICIES

Information for Teachers, Parents and Students

2023/2024

Contents

HSC ASSESSMENT BOOKLET 2023 – 2024.....	3
Introduction.....	3
SECTION 1	4
Advice to Students and Parents - HSC Assessments	4
Student Responsibilities	4
SENIOR ASSESSMENT POLICY AND PROCEDURES (YEARS 10-12).....	6
Our school	6
Our purpose.....	6
Our practice	6
Our goal	6
Senior (10-12) Assessment Policy.....	7
YEAR 10.....	11
YEAR 11.....	11
YEAR 12.....	12
Rules for Examination If Sick/Unwell Before or During	13
Attendance and General Information	13
What You Can and Cannot Take Into An Examination	13
FORM A - Declaration of student absence on day of compulsory test/exercise/ task is due	14
FORM B - Application for an extension of time.....	15
FORM C - Malpractice	16
FORM D - Application for Appeal	17
ASSESSMENT TASK SUMMARY CALENDAR	18
SECTION 2	20
DESIGN AND TECHNOLOGY 2024	26
MUSIC 2024	44
PHOTOGRAPHY, VIDEO AND DIGITAL IMAGING 2024	46
VISUAL ARTS 2024	49
Vocational Education and Training (VET) Courses.....	50
VERBS AND THEIR MEANINGS FOR ASSESSMENT TASKS	52

HSC ASSESSMENT BOOKLET 2023 – 2024

Introduction

This booklet contains information about Assessment for the Higher School Certificate, 2024.

Section 1

Details include the school's Senior Assessment Policy and Procedures. Students should read this section carefully so that they understand and are fully aware of their rights and responsibilities.

Section 2

Contains the assessment details for each course. This includes the course components and weightings as set down by the NSW Education Standards Authority (NESA) and the assessment schedule for each course.

Keep this booklet in a safe place for future and regular reference. Do not hesitate to call the school to discuss any aspect of the school's Senior Assessment Policy or the individual course assessment programs with the Relieving Deputy Principal, Ms Saville.

SECTION 1

Advice to Students and Parents - HSC Assessments

What is an HSC Assessment?

It is a mark (e.g., out of 50 for 1 unit, 100 for 2 units, etc.) which measures the achievements of each candidate relative to the other candidates doing the same course at this school.

It will be reported on the Higher School Certificate as a mark out of 100 or out of 50, separate from the examination mark.

The total assessment mark will be used by the school to give a ranking (position) in each course.

To get an assessment in any course, students **must complete assessment tasks worth more than 50%** of the total assessment.

How are HSC Assessments Calculated?

- a) Assessment components are set for each course by NSW Educational Standards Authority (NESA).
- b) The school conducts several assessment tasks to test these components.
- c) The mark for each task forms part of the total assessment mark. Each task is given a weighting, which shows how much it contributes to the total mark.
- d) Components, tasks, and weightings are different for different courses. Assessment details for each course are given later in this booklet.
- e) The school is only permitted to tell students their assessment rank, not their final assessment mark.

Student Responsibilities

Students are responsible for their assessment in several ways. If a student acts irresponsibly they may not receive any marks.

It is the Student's Responsibility to:

1. Be familiar with the assessment policies set out in this book.
2. Attend school, be aware of due dates for assessment tasks and complete tasks on time. If the student is absent for any number of days the student **must**, on returning to school, check with their teachers to see if any assessment tasks have been issued.
3. **Be on time** to all in class assessment tasks. Students will **not** be given an extension of time if they are late to any task held in school time or at the beginning of the day unless one of the Deputy Principals or the Principal has verified that there are legitimate reasons beyond the student's control for being late.

4. **Be present** for all assessment tasks. This means being present and in class **all day** that a task is due or that a task is set as an exam. If a student is present on the day of a task they must sit or submit the task. If they are present on the day a homework task is due, they must submit it.
5. Hand in any homework assessment task on time, and check that the teacher has signed it in.
6. Bring a medical certificate or appropriate documentation justifying an **absence on the day before or the day of an assessment task**. This documentation must be presented on the **first day back at school by 9am to the Deputy Principal**. Students must then submit or complete the task on the day they return to school - refer to section on Documentation of Absences.
7. Notify the teacher of any assessment problems **in advance**, if possible. If on Work Placement, students must submit hand-in tasks on time. In-class tasks must be completed on the day of return to school. It is the student's responsibility to organise this before they go to work placement. Only approved leave will be recognised, and students must complete the task on the first day of return from leave.
8. **Check the marking** of each task when it is returned.
9. **Check the assessment rank** when it is given.
10. Bring **ALL** required equipment to every assessment task. Borrowing of equipment during a task is not permitted.



SENIOR ASSESSMENT POLICY AND PROCEDURES (YEARS 10-12)

School Assessment Philosophy Statement

Our school

East Hills Girls Technology High School is underpinned by a culture of high expectations where curiosity, creative inquiry, critical thinking, and collaboration are at the heart of student success. East Hills Girls Technology HS students are future focused learners who are encouraged to extend their talents and push their boundaries. Students embrace their responsibility to actively and purposefully contribute to all aspects of their learning, working in partnership with teachers to take hold of opportunities presented in student centred learning environments that are rich in quality feedback and visible goal setting to support continual improvement.

Our purpose

Assessment aims to make learning a process of discovery and improvement, developing curious, creative, critical, and collaborative lifelong learners. Authentic assessment strategies are explicit in what students are expected to know and do, and opportunities support the development of a growth mindset that cultivates the resilience and self-efficacy necessary to achieve tasks and meet personal challenges. Quality assessment builds students' capacity to acquire new knowledge and skills and understand new concepts. It utilises contemporaneous technologies, encouraging students to pursue innovative ways of thinking.

Our practice

Our rigorous assessment practices comply with Department of Education and NSW Education Standards Authority policies. A variety of assessment approaches and strategies enable students to best demonstrate their knowledge, skills and understanding. Assessment for, assessment as and assessment of learning enables teachers to gather evidence and make reliable judgements about student achievement. These are not necessarily discrete approaches and may be used individually or together, and formally or informally. Assessments are fair and flexible with embedded opportunities for growth. Quality feedback throughout assessment is essential and is provided in a variety of ways to support students' ongoing improvement and success. Assessment is inclusive of and accessible for all students. Teachers and students work together to develop a positive and reciprocal partnership of trust and support.

Our goal

Through quality teaching, learning and assessment practices, our students will make meaningful, real-world connections in daily learning experiences and will develop resilience through perseverance and commitment. We expect students to leave our school as empowered and motivated young people who value learning and who make positive contributions to our society.

Senior (10-12) Assessment Policy

a) Advance Notice of Assessment Tasks

Students will be given 2 weeks' notice of any assessment task particularly for those which require preparation or home study.

b) Submission of Assessment Tasks

Students must be present and in class, the **day before and the whole day** that an assessment task is due. Students **must** hand in assessment tasks at the **beginning of the lesson** for the course in which the task is set. Failure to comply will result in it being considered a late submission and a mark of zero will be recorded. Students are required to submit tasks as stated on the task notification. Students must ensure the teacher signs in the task as evidence of submission.

c) Absence on the Day of a Test or In-School Assessment Task

It is the student's responsibility to see the Deputy Principal in Charge, on the first day of returning from an absence, to arrange to complete a task missed. The task must be completed on the day of return OR the first available time during examination periods. A **medical certificate** or other suitable documentary evidence to provide a sound reason for the absence will be essential and must be submitted to the Deputy Principal in Charge on day of return to school (see Form A and the Documentation of Absences). An invalid reason for absence, or failure to see the Deputy Principal in Charge, will result in a zero mark being awarded for the task. Absence from in-school assessment tasks is only allowed for illness, bereavement or, in some cases, representing the school. Going on holidays is not an acceptable reason for absence from an in-school assessment task. If in doubt, ask the Deputy Principal in Charge well in advance of the examination period.

d) Absence on the Day a Homework Assessment Task is Due

It is the student's responsibility to see the Deputy Principal in Charge on the first day of returning from an absence to submit the task. A medical certificate or other suitable documentary evidence to provide a sound reason for the absence will be essential, (see Form A and the Documentation of Absences). An invalid reason for absence, or failure to see the teacher, will result in a zero mark being awarded for that task. Students going on prearranged work placements must either submit the task prior to work placement OR arrange to have it submitted on the due date. Work placement is not an acceptable reason for requesting an extension of time on a task.

e) Documentation of Absences

Where a student is absent from a task or unable to submit a task through illness or extenuating circumstances, adequate documentation must be provided **on the first day the student returns** to school. Absences due to illness must be supported by a valid Doctor's Certificate. Suitable documentation for other absences could include such evidence as Death or Funeral Notices or Court lists. Absences to attend holidays, employment, medical, dental appointments or driving tests are not acceptable reasons to miss an assessment task. Please phone or email the Deputy Principal in Charge to notify the school that the student will be absent from the task. The Deputy Principal in Charge will determine whether a student will submit the task, sit for a substitute task, or receive an estimate for the task.

Students on VET Work Placement must submit tasks before commencing work placement or submit tasks on the due date.

On the first day of return to school, the student must bring a copy of Form A with the documentation to the Deputy Principal in Charge who will notify the Head Teacher. The student is advised to keep a copy of the letter and documentation. Doctor's Certificates which are not attached to a copy of Form A will not be considered nor will certificates not submitted on the day of return to school.

The Assessment Appeals Committee reserves the right to question the validity of all doctors' certificates submitted by students and may in some circumstances disallow a doctor's certificate as an excuse for absence due to sickness, lateness of tasks, requests for extensions and so forth. Invalid reasons for absence and/or failure to follow documentation of absences processes will result in a zero mark awarded for the task.

f) Attendance

Students must maintain a satisfactory pattern of attendance so they can progress and achieve course outcomes. The NSW Education Standards Authority (NESA) places the onus of proof of meeting course outcomes on the student. Where, in the Principal's judgement, their pattern of attendance suggests that they could **not** have met course requirements or achieved course outcomes, students will be required to prove to the satisfaction of the Principal that they have met the course outcomes and satisfied course requirements.

In circumstances where overall attendance is unsatisfactory, and the student is 17 years of age or over, the student will be required to demonstrate why they should be allowed to continue their enrolment at the school. If unsuccessful, no Record of School Achievement or Higher School Certificate or Result Notice will be issued.

g) Prolonged Absences

Prolonged absence during school terms should, if at all possible, be avoided. The Principal has the authority to approve or refuse absences. Prolonged absences cannot be approved and could lead to a student not meeting outcomes. No allowance is made by this school for assessment tasks missed while a student is on holidays. Absences through illness and/or injury may be allowed if, in the Principal's judgement, the absence is legitimate. In the case of prolonged or recurring illness or injury, a medical certificate will need to be supplied as evidence.

In many instances, school work may be undertaken while at home or in hospital. In this way, the Principal may be satisfied that there is sufficient evidence for determining that a student has met course requirements and achieved sufficient outcomes of the course. In cases of prolonged absence and where work is not possible during the period of absence, the Principal may judge that catching up is not possible and determine that attendance is unsatisfactory. As far as possible, warning of the consequences of such a prolonged absence will be given.

h) Request for an Extension of Time for Assessment Tasks

If there is a valid reason why a student is unable to hand in an assignment on time, prior arrangements (e.g., application for extension of time) must be made with the Deputy Principal in Charge **at least one week before the task is due** (see Form B). Where valid reason is given the parent/carer and student will be notified of the new date for the task. Where insufficient time or an invalid reason is given, the parent/carer and student will be notified and the task must be completed by the original specified date. If the task is not handed in on the due date a zero mark will be awarded for that task. In general, an extension will not be given for tasks which had many weeks preparation time.

i) Marking of Assessment Tasks

It is the student's responsibility to check the marking of any assessment task when it is returned. The marks for any task will be taken as final seven days after the task is returned. A complaint about marks is not grounds for a later appeal against an assessment rank.

j) **Unsubmitted/Incomplete Assessment Items**

Students must make a genuine attempt at assessment tasks which contribute in excess of 50 percent of the available marks. If a student's attempt at a particular task scores zero, it is a matter for the teacher's professional judgement whether the attempt is genuine. It is emphasised that completion of tasks worth exactly 50 percent is not sufficient. Tasks worth in excess of 50 percent must be genuinely attempted. If this is not the case the Principal will be required to inform NESAs and an N Determination may result in that course. Where a student is registered as having failed to complete one or more assessment tasks, parents/carers will be notified by a warning notice.

N.B. Task components such as orals, work placement and practical work are compulsory in some courses. Non-completion of a compulsory task may result in non-completion of the course and an N warning.

k) **ICT Failure**

ICT Device or printer failure or malfunction will not be taken as an acceptable reason for failure to submit an assessment task on time. It is the student's responsibility to save the work regularly and back it up to both hard drive, USB and/or cloud storage and print work regularly. If a failure occurs, the student must submit their last printed hard copy as evidence of work completed. If the assignment required it to be submitted digitally, the last saved copy is to be submitted.

l) **Invalid Tasks/Non-Discriminating Tasks**

Should a task not discriminate or be declared invalid due to administrative or other circumstances then an additional task may be scheduled. Students will be notified of the time of the new task but two weeks' notice is not required as students will already have done their preparation. The weight of the invalid/non-discriminating task will be reduced accordingly to allow for the additional task. In extreme cases, some invalid tasks will need to be discarded. This will be done at the Principal's discretion after consultation with the appropriate Head Teacher/Teacher and Deputy Principal.

m) **Malpractice**

Malpractice is any attempt to gain an unfair advantage over other students.

All assessment tasks must be the student's own original work. Any task or examination submitted must be the original work of the student submitting the task. Any student found cheating in a task or examination will receive a mark of zero. No two students can submit identical tasks as each must submit their original interpretation of the task, even where a component of the task involved group work. Failure to comply with this will lead to the award of a zero mark. Where doubt exists, the student(s) concerned may be set a task to verify their knowledge, skills and/or understandings assessed in the task. Notice need not be given as the student will have already prepared for the original task.

Types of malpractice in assessment tasks may include, but are not limited to:

- Being in possession of unauthorised notes or electronic devices during a test or examination
- Using the words, ideas, designs or workmanship of others without acknowledgement
- Copying from another student
- Paying someone to write or prepare an assessment task
- Late submission of a task.

Is the late submission of a task or a non-serious attempt considered malpractice?

Late submission of assessment tasks may be malpractice where it is proven to be a deliberate mechanism to gain advantage over other students. Students may submit overdue assessment work for a variety of other reasons not considered malpractice, such as illness or misadventure. Submitted work may be classified as a non-serious attempt where it is frivolous or offensive. Where the school applies a penalty for a frivolous or offensive response, the issue will be recorded on the Malpractice Register.

Any proven incidences of malpractice by a student in school-based assessment tasks during the HSC Course will have the malpractice recorded in the **NSW Education Standards Authority (NESA) Register of Malpractice in HSC Assessment Tasks**.

Tasks must be completed by the student in the current assessment period in that course. A student may not hand in a task or part of a task completed for another assignment in this or previous years or work substantially prepared for another course. Students found to have committed this form of malpractice will be awarded a zero mark. In situations where it is established that the student has copied from another student or misrepresented work copied from a source or committed any other type of malpractice, a zero mark will be given for the task. The Head Teacher in consultation with the Class Teacher will establish that malpractice has occurred. Parents/ carers will be advised in writing. If a student can produce conclusive evidence that malpractice could not have occurred, a written appeal may be lodged, with the Deputy Principal in Charge, within 7 days. An interview with the student will follow and a final decision will be made. If malpractice has occurred, no substitute task will be given.

n) Plagiarism

Plagiarism is a form of intellectual theft. It is the taking of another person's intellectual property, their ideas, writing, music etc. and using them without acknowledging where they came from. To avoid plagiarism students must ensure that they read and summarise work from reference material and then write it entirely in their own words. They must also correctly reference all sources of information, including websites visited, when submitting their work. Copying sentences from other sources and changing a few words or sentences is still classified as plagiarism. Plagiarism for all or part of a task will result in a mark of zero for the whole task. The task will need to be redone to meet course outcomes but the mark will not be changed. All students must complete the 'All My Own Work' program from NESA prior to the beginning of Year 11. No allowance will be made for Year 11 or 12 students who claim they did not realise that they have plagiarised, if the school determines they have plagiarised work.

o) Mobile Phones and Data Storage Devices

No student may take a mobile phone or any item capable of storing or transmitting information into an examination or assessment task. Having one in the room will automatically be taken as malpractice and a mark of zero awarded. Phones which must be brought to school may be left at the front of the examination room or gym during large examinations, with names attached.

p) Appeals, Complaints and Grievances

Any complaint about any issue should be made in the first place to the Class Teacher. Further appeals may be made to the Head Teacher of the appropriate faculty, and then to the Deputy Principal in Charge. Students have a right to appeal if they do not believe the assessment of competencies, work placement or assessments have been carried out fairly and equitably. Appeals cannot be made directly to the Deputy Principal in Charge without having discussed the issue with to the Class Teacher and/or Head Teacher first. Appeals are made regarding process but cannot be made about a mark/result. Appeals must be made within three days of the date of the task for a problem arising with a task, or within three days of the return of tasks if the problem is related to marking or feedback processes.

Senior (10-12) Assessment Procedures

YEAR 10

Sport

Sport is a mandatory component of the NSW Record of School Achievement. Students must attend 85% of timetabled Sport lessons.

Recognition of Prior Learning

Where a student can demonstrate significant learning which satisfies course requirements, they may apply for recognition of prior learning. This may result in accelerating or undertaking extension work in a course.

Mandatory Individual Student Research Project (Practical)

The Science syllabus states that every student must submit an Individual Student Research Project in Stage 5. This project must be a practical demonstrating the student's ability to perform a fair test. At this school, students are expected to complete it by Week 8, Term 1, Year 10 and the marks will contribute towards their RoSA Assessment. Any student who arrives at this school after Term 1, Year 10 will need to arrange a suitable timeline for completion with the Head Teacher, Science. For the marks to be included in the RoSA Assessment this Project must be completed before Term 3 for all new students.

YEAR 11

Notification of Assessment Rank

The school will inform students of their current assessment rank at the completion of each assessment task.

Mandatory Life Ready Course

The Department of Education requires that all students in state schools must satisfactorily complete the 25 hours of the mandatory Life Ready Course. A mixture of timetabled classes and seminar days will present this course. Attendance at these is **compulsory** and those absent will be required to catch up on the hours missed.

Recognition of Prior Learning

Where a student can demonstrate they have significant learning, which satisfies course requirements, they may apply for recognition of prior learning. This may result in their accelerating or undertaking extension work in a course. Paid employment in areas related to vocational education courses may be organised as prior learnings. As a result of which a student may be exempted from some work placement hours or these may be undertaken at their place of employment. Any student who would like to discuss recognition of prior learning should see their class teacher, the Careers Advisor or the relevant Deputy Principal.

Work Placement

A mandatory Work Placement component for each VET course of 70 hours is to be completed over 2 years. Students must complete 35 hours of work placement in the Preliminary year. Attendance at work placement is not an acceptable reason to miss an assessment task. Students must arrange to submit hand in tasks on time and complete in-class tasks on their day of return to school. It is their responsibility to organise this before they go to work placement. No students should leave or miss work placement for an assessment task.

Requirements for VET courses (Years 11 and 12)

Competency based assessments in the classroom and at events are on an ongoing basis. Students will be assessed according to whether they are competent or not yet competent. Re-assessment can take place up to two additional times after the first attempt through repeat or alternate tasks. The teacher will determine the type of task to be undertaken and the timeframe during which students may make reattempts. The timeframe will be determined with consideration to timetabling and programming constraints. Students who are not competent by their third attempt or who do not complete the three attempts during the allocated timeframe will be deemed as 'Not Achieved' for that competency.

YEAR 12

Submission of HSC Major Projects

Students **must** hand in major projects before 9.00am on the date notified for submission of the project. If an alternate time has been set, they must be in class for all scheduled lessons on the day of submission.

Trial HSC Examinations

Rules for examinations are notified prior to the examination period. It is the expectation that every student sits all Trial HSC examinations, for the purposes of fair, accurate and reliable assessment and/or estimate marks that must be provided to NESA. If a student is unable to attend or perform an examination, the examination will be rescheduled by the Deputy Principal in Charge.

Estimates will not be given if a student fails to perform or sit a rescheduled examination. Adjustments will be made to enable the student to complete the Trial HSC Examination.

If a student falls ill during an examination, they must immediately inform the examination supervisor that they are unwell.

Review of Final Assessment Rank

If the position assigned by the school and indicated by the final assessment rank differs significantly from a student's perception of what their rank should be, the student may seek an assessment review in that course. A request for an assessment review must be lodged with the Principal within four working days of receiving notification of the ranking. The school will complete their review and notify the student of the outcome. In conducting the review of Assessments, schools do not review the marking of individual tasks. The school must establish whether:

- the weightings used are those specified by NESA in the course guides
- the marks awarded are consistent with the School's Assessment policy
- any computational or clerical errors occurred.

When completed, schools are required to provide NESA with a schedule of reviews indicating the outcome. A student who is dissatisfied with the school's review procedures may appeal to NESA to pursue the appeal. Students must notify the Principal and must have the documentation sent into NESA. Spare copies of the Forms are available from the Deputy Principal in Charge.

Notification of Assessment Rank

The school will inform students of their current assessment rank at the completion of each assessment task. Students will receive their final assessment ranking on their Year 12 Yearly Report.

Rules for Examination If Sick/Unwell Before or During

Attendance and General Information

1. Students are responsible for reading their examination timetables correctly.
2. Students must wear full school uniform to all school examinations.
3. Students must arrive at the examination room 15 minutes before the scheduled start of the examination unless otherwise approved.
4. Normally, no allowance will be made for students who arrive late for an examination.
5. Students must line up in alphabetical order by course outside the examination venue, even when there is more than one class in the course.
6. Students must sit in alphabetical order within each course in the examination room.
7. Once inside the examination room, no student may speak, except to a supervisor after the student raises their hand and the supervisor approaches the student.
8. No student is to communicate with any other student in any way during the examination. This includes verbal communication, written communication and gestures.
9. The teacher in charge of starting the examination will mark the roll.
10. Students must remain in the examination room for the whole of the examination time.
11. Students must leave the examination room silently and with due regard to students who are continuing in the examination room.
12. Any student absent from an examination must notify the relevant Deputy Principal in charge by telephone or email on the day of the task and arrange a substitute task. On the day of return to school, the student must follow the procedures for sitting the task as outlined in the assessment booklet.
13. Any student using a computer during an examination is responsible for saving and submitting the work. If the examination is to be marked from a hard copy of the student's response, the student must print their response. No allowance will be made when work is not saved correctly.

What You Can and Cannot Take Into An Examination

1. Students are responsible for ensuring that they have all the necessary equipment for an examination. No equipment may be borrowed during the examination. Students may take in a bottle of plain water in a clear bottle if they wish. No other types of drinks will be allowed.
2. Only NSW Educational Standards Authority (NESA) approved calculators may be taken into the examination room.
3. Students **may not take mobile phones** into an examination room and so should leave mobile phones at home.
4. Student may not take bags of any type into any examination room. This includes handbags and large pencil cases. Wallets may be placed under the student's chair. Pencils etcetera are to be in a clear plastic bag.
5. Students may not take paper or written material into or out of, an examination room.
6. Students must place their photo identification card on the top right hand corner of their examination desk before the examination commences.
7. Students are responsible for ensuring that all sections of their examination papers are **stapled** together in the correct order and submitted to the supervising teacher before leaving the examination room. No allowance will be made if a section of a student's response is missing from collected papers.
8. The school accepts no responsibility for valuables brought to school.
9. Any student not following the above rules, a zero mark will be awarded.

East Hills Girls Technology High School



Principal: J. Hardwick

Phone: 9773 9160 **Fax:** 9792 3853 **Address:** Lucas Road Panania 2213 PO Box 249 Panania 2213

FORM A

Declaration of student absence on day of compulsory test/exercise/ task is due

Complete the following details. If you were sick you must attach a Doctor's Certificate.

Name	
Year	
Course	
Task	
Date of task	

If you do not have a Doctor's certificate complete the additional information below and attach any supporting documents.

Reason for absence	
---------------------------	--

Parent signature:

Date:

Note:

This must be submitted to the Deputy Principal in charge, by the student on their first day's attendance after absence.

Students should always have a copy of this form. Spare copies are available from the office.

Deputy Principal's decision:

Approved

Not approved

Recommendation for action for Head Teacher

Deputy's Signature	Date
---------------------------	-------------

East Hills Girls Technology High School



Principal: J. Hardwick

Phone: 9773 9160 **Fax:** 9792 3853 **Address:** Lucas Road Panania 2213 PO Box 249 Panania 2213

FORM B

Application for an extension of time

Name	
Year	
Course	
Task	
Date due	
Date requested	

Please provide reason(s) for the requested extension of time.

Documentary evidence (e.g., doctor's certificate, funeral notice etc. should be attached)

Student signature	
Parent signature	
Date	

Note:

This must be submitted to the Deputy Principal in charge, by the student on their first day's attendance after absence.

Students should always have a copy of this form. Spare copies are available from the office.

Deputy Principal's decision:

Approved

Not approved

Deputy's Signature	Date
---------------------------	-------------

East Hills Girls Technology High School



Principal: J. Hardwick

Phone: 9773 9160 **Fax:** 9792 3853 **Address:** Lucas Road Panania 2213 PO Box 249 Panania 2213

FORM C **Malpractice**

Dear _____,

Your child _____ has been awarded a mark of zero for an assessment task which is a compulsory part of the _____ course. This will affect the student's assessment for this course.

It has been determined that _____ presented work for assessment which was not their own product.

We refer you to the section titled 'Malpractice' in the Assessment Handbook.

Reason:

Kind regards

Class teacher:

Head Teacher:

Deputy Principal:

Date:

East Hills Girls Technology High School



Principal: J. Hardwick

Phone: 9773 9160 **Fax:** 9792 3853 **Address:** Lucas Road Panania 2213 PO Box 249 Panania 2213

FORM D

Application for Appeal

Appeals about assessment task procedures must be submitted within 3 days of the task notification. If the appeal concerns the marking of a task, the appeal must be submitted within 3 days of the return of the marked task.

Name	
Year	
Course	
Task	
Date due	
Task weight	

EHGTHS Assessment Policy states that the student must have consulted the Head Teacher and Class Teacher before submitting this appeal to the relevant Deputy Principal.

Reason(s) for appeal:

--

Student signature	
Date	
Parent signature	
Date	

Submitted to Deputy Principal

Deputy's Signature	Date
---------------------------	-------------

ASSESSMENT TASK SUMMARY CALENDAR

Term/ Week	Courses Assessed
Term 4 2023	
1	
2	
3	Legal Studies
4	
5	
6	Biology, Physics
7	Economics, Exploring Early Childhood, Modern History
8	Dance, Drama, Food Technology, Maths(S1, S2, ADV,EX1, EX2), Music, PDHPE
9	Business Studies, Chemistry, Photography Video & Digital Imagery, Design & Technology
10	Community & family Studies, English(Adv, EAL/D, Standard, Studies), Legal Studies ,Society & Culture,

Term 1 2024	Courses Assessed
1	
2	
3	Visual Arts
4	Design & Technology, English(EX1, EX2),
5	
6	Exploring Early Childhood.
7	Drama, Modern History, Music, Physics
8	Biology, Business Studies, Community & family Studies, Dance, Economics, Food Technology, Maths(S1, S2, ADV,EX1, EX2), PDHPE, Photography Video & Digital Imagery
9	Chemistry
10	English(EAL/D, Studies), Society & Culture

Term 2 2024	Courses Assessed
1	
2	English(EX1, EX2), Food Technology
3	English Standard, Visual Arts
4	
5	English Advanced,
6	Community & Family Studies, Dance, Drama
7	Business Studies, Design & Technology, PDHPE, Physics
8	Biology, Chemistry, Economics, Exploring Early Childhood, Music, Photography Video & Digital Imagery
9	English EAL/D, English EX2, English Studies, Maths(S1, S2, ADV,EX1, EX2), Modern History, Society & Culture
10	Dance(Part A), Legal Studies

Term 3 2024	Courses Assessed
1	English Advanced, English Standard
2	
3	Visual Arts
4	TRIAL HSC EXAMINATIONS Biology, Business Studies, Chemistry, Community & family Studies, Design & Technology, Drama, Economics, English(Adv, EAL/D, EX1, Standard, Studies), Exploring Early Childhood, Food Technology, Legal Studies, Maths(S1, S2, ADV,EX1, EX2), Modern History, Music, PDHPE, Photography Video & Digital Imagery, Physics, Society & Culture, Visual Arts.
5	
6	Dance(PartB)
7	
8	
9	
10	

SECTION 2

Assessment Schedules

BIOLOGY 2024

Component	Weighting	Task 1	Task 2	Task 3	Task 4
	Week	Term 4 2023 Week 7	Term 1 Week 8	Term 2 Week 8	Term 3 Weeks 4 - 5
	Task	Model of Genetic Concept	Practical Investigation Report, Electrophoresis and Data Analysis	Depth Study Infectious Prevention, Infectious and Non- infectious Diseases	Trial HSC Examination
	Outcomes	BIO11/12-5, BIO11/12-6 BIO11/12-7, BIO12-12	BIO11/12-1, BIO11/12-2 BIO11/12-3, BIO11/12-4 BIO11/12-5, BIO13/12-13	BIO11/12-1 BIO11/12-4 BIO11/12-5 BIO11/12-6 BIO11/12-7 BIO12-14 BIO12-15	BIO11/12-2 BIO11/12-3 BIO11/12-4 BIO11/12-5 BIO11/12-6 BIO11/12-7 BIO12-12 BIO12-13 BIO12-14 BIO12-15
Skills in Working Scientifically	60	20	20	15	5
Knowledge and understanding	40	5	5	10	20
Total %	100	25	25	25	25

BUSINESS STUDIES 2024

Components	Weighting	Task 1	Task 2	Task 3	Task4
	Week	Term 4 Week 9	Term 1 Week 8	Term 2 Week 7	Term 3 Weeks 4 - 5
	Task	Finance Task	Operations Task	Human Resources Task	Trial HSC Examination
	Outcomes	H5, 6, 8, 9, 10	H1, 2, 3, 4, 5, 6, 9	H1, 5, 6, 7, 9	H2, 3, 4, 5, 6, 8, 9, 10
Knowledge/ Understanding of Course Content	40	10	5	10	15
Stimulus-Based Skills	20	5	5		10
Inquiry and Research	20		10	10	
Communication of Business Information, Ideas and Issues in Appropriate Forms	20	5	5	5	5
Total Marks %	100	20	25	25	30

CHEMISTRY 2024

Component	Weighting	Task 1	Task 2	Task 3	Task 4
	Week	Term 4 Week 9	Term 1 Week 9	Term 2 Week 9	Term 3 Weeks 4 - 5
	Task	Organic Chemistry & Extended Written Responses	Depth Study Chemical Equilibrium and Calculations	Practical task, applied calculations and Experimental Report	Trial HSC Examination
	Outcomes	CH11/12-2, CH11/12-3 CH11/12-7, CH12-14,	CH11/12-1,CH11/12-3, CH11/12-4,CH11/12-5, CH11/12-6, CH12-12	CH11/12-1, CH11/12-2 CH11/12-3, CH11/12-4 CH11/12-5, CH12-13	CH11/12-2 CH11/12-3 CH11/12-4, CH11/12-5 CH11/12-6, CH11/12-7 CH12-12, CH12-13 CH12-14, CH12-15
Skills in Working Scientifically	60	15	15	20	10
Knowledge and Understanding	40	10	10	5	15
Total %	100	25	25	25	25

COMMUNITY AND FAMILY STUDIES (CAFS) 2024

Components	Weighting	Task 1	Task 2	Task 3	Task 4
	Week	Term 4 2023 Week 10	Term 1 Week 8	Term 2 Week 6	Term 3 Weeks 4-5
	Task	Individual Research Project (IRP) – Teacher Facilitated	Groups in Context Research and Writing Task	Individuals and Work Research Task	Trial HSC Examination
	Outcomes	H4.1, H4.2	H1.1, H2.3, H3.1, H3.3, H4.1, H5.1, H6.2, H7.1	H2.3, H3.1, H3.3, H3.4, H5.2, H6.1, H6.2, H7.3	H1.1, H2.1, H2.2, H2.3, H3.2, H3.3, H3.4, H4.1, H4.2, H5.2, H6.1, H6.2, H7.1, H7.3
Knowledge & understanding of course content	40	5	15	10	10
Skills in critical thinking, research methodology, analysing and communicating	60	15	10	15	20
Total Marks %	100	20	25	25	30

DANCE 2024

Components	Weighting	Task 1	Task 2	Task 3	Task 4
	Week	Term 4 2023 Week 8	Term 1 Week 8	Term 2 Week 6	Part A: Term 2 Week 10 Part B: Term 3 Weeks 6 - 7
	Task	Part A: Core Performance- 6 min elaboration and CPD Part B: Core Appreciation- Terrain essay	Part A: Major Study- 9 min elaboration and performance of major study	Part A: Core Composition- 6 min elaboration and performance of CC (performed by dancer) Part B: Core Appreciation- Juliet and Romeo essay	Part A: Practical Trial Examinations of CP, CC and MS Part B: Core Appreciation- Trial HSC Written Examination
	Outcomes	Part A: H2.1, H2.2 Part B: H4.1, H4.2	Part A: H1.1, H1.2, H1.3 + Major	Part A: H3.1, H3.2 Part B: H4.1, H4.2	Part A: CP H1.1-H1.3 CC H3.1- H3.4 MS: Major outcomes. Part B: H4.1- H4.5
Core Performance	20	15			5
Core Composition	20			15	5
Core Appreciation	20	5		5	10
Major Study	40		30		10
Total Marks %	100	20	30	20	30

DESIGN AND TECHNOLOGY 2024

Components	Weighting	Task 1	Task 2	Task 3	Task 4
	Week	Term 4 2023 Week 9	Term 1 Week 4	Term 2 Week 7	Term 3 Weeks 4-5
	Task	Innovation Case Study	Project Proposal	MDP Progression	Trial HSC Examination
	Outcomes	H3.1, H2.2, H5.2, H6.2	H1.1, H1.2, H4.1, H5.1	H1.2, H3.2, H4.2, H4.3, H5.1, H6.1	H1.1, H1.2, H2.1, H2.2, H3.1, H4.3, H6.1, H6.2
Innovation and Emerging Technologies	40	20		5	15
Designing and Producing	60		25	20	15
Total Marks %	100	20	25	25	30

DRAMA 2024

Components	Weighting	Task 1	Task 2	Task 3	Task 4
	Week	Term 4 2023 Week 8	Term 1 Week 7	Term 2 Week 6	Term 3 Weeks 4-5
	Task	<p>Australian Theatrical Traditions: Topic 2: Contemporary Australian Theatre practice</p> <p>Task 1: Workshop Performance essay & written Response</p> <p>Planning and Development of Individual Project (IP)*</p>	<p>Planning and Development of Individual Project (IP)*</p> <p>Individual Project in Process/ Logbook Submitted. (Performance, Promotion and programming, Costume design, Set design, Scriptwriting, Video drama)</p> <p>Studies in Drama and Theatre: Topic 8: Significant plays of the 20th Century</p> <p>Task 2: Individual Project –Work in progress including logbook and performance/task</p>	<p>Group performance</p> <p>Task 3: Students will collaborate to draft, compose, rehearse and evaluate group performance.</p> <p>Planning and Development of Individual Project (IP)*</p>	<p>Trial HSC Examination</p> <p>1. Individual Project & rational submission.</p> <p>2. Group Performance presentation & formal interview</p> <p>3. Written Examination Australian Theatrical Traditions & Studies in Drama and Theatre.</p>
	Outcomes	H1.2, 1.3, 1.7, 3.1, 3.2, 3.4	H1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 2.5	H1.1, 1.3,1.5, 1., 2.3,3.3, 3.5	H1.4, 1.6, 1.8, 1.9, 2.4, 3.1, 3.2,
Making	40	10	10	10	10
Performing	30	10		10	10
Critically Studying	30	10	10		10
Total Marks%	100	30	20	20	30

* Individual Project and Group Performance Planning and Development will be assessed informally throughout the HSC course at teacher specified checkpoints. Student failure to demonstrate ongoing progress may result in N Award warnings and/or determination.

ECONOMICS 2024

Components	Weighting	Task 1	Task 2	Task 3	Task4
	Week	Term 4 2023 Week 7	Term 1 Week 8	Term 2 Week 8	Term 3 Weeks 4 - 5
	Task	Global Economy Task	Australia's Place in the Global Economy Task	Economic Issues task	Trial HSC Examination
	Outcomes	H1, 2, 7, 8, 11	H1, 2, 3, 5, 6, 7, 9, 10, 12	H1, 2, 3, 9, 10, 12	H1, 2, 4, 5, 6, 7, 11
Knowledge/ Understanding of Course Content	40	5	10	5	20
Stimulus- Based Skills	20		10	5	5
Inquiry and Research	20	5		15	
Communication of Economic Information, Ideas and Issues in Appropriate Forms	20	10	5		5
Total Marks %	100	20	25	25	30

ENGLISH ADVANCED 2024

Components	Weighting	Task 1	Task 2	Task 3	Task 4
	Week	Term 4 2023 Week 10	Term 2 Week 5	Term 3 Week 1	Term 3 Weeks 4 - 5
	Task	Area of Study: Texts and Human Experiences Multimodal Task with Related Material	Module A / Module C Imaginative Writing with Reflection	Module B / Module C Discursive Writing	Trial HSC Examination Paper 1: Texts and Human Experiences Paper 2: Module A Module B Module C
	Outcomes	EA12-1, EA12-2, EA12-7	EA12-1, EA12-3, EA12-6, EA12-9	EA12-1, EA12-4, EA12-8	EA12-1, EA12-2, EA12-3, EA12-4, EA12-5, EA12-6, EA12- 7
Common Module	35	25			10
Module A	20		15		5
Module B	20			15	5
Module C	25		10	10	5
Total Marks %	100	25	25	25	25

ENGLISH EAL/D 2024

Components	Weighting	Task 1	Task 2	Task 3	Task 4
	Week	Term 4 2023 Week 10	Term 1 Week 10	Term 2 Week 9	Term 3 Weeks 4 - 5
	Task	Reading and Writing task based on unseen material and set text.	Speech with Visual Aid and Listening component	Analytical response using prescribed text.	Annotated Creative Writing with complementary multimodal component.
	Outcomes	ES12-1, ES12-4, ES12-5, ES12-7, ES12-10	ES12-1A, ES12-1B, ES12-2, ES12-3, ES12-4, ES12-5, ES12-8	ES12-1A, ES12-3, ES12-5 ES12-7	ES12-1B, ES12-2, ES12-3, ES12-4, ES12-5, ES12-6, ES12-9
Common Module	25	25			
Module B	25		25		
Module C	25			25	
FOCUS ON WRITING	25				25
Total Marks %	100	25	25	25	25

ENGLISH STANDARD 2024

Components	Weighting	Task 1	Task 2	Task 3	Task 4
	Week	Term 4 2023 Week 10	Term 2 Week 3	Term 3 Week 1	Term 3 Weeks 4 – 5
	Task	Area of Study: Texts and Human Experiences Multimodal Task with related material	Module A / Module C Discursive Writing	Module B / Module C Imaginative Writing with Reflection	Trial HSC Examination Paper 1: Human Experiences Paper 2: Module A Module B Module C
	Outcomes	EN12-1, EN12-2, EN12-6, EN12-7	EN12-1, EN 12-8, EN 12-9	EN12-1, EN12-3, EA12-4	EN12-1, EN12-2, EN12-3, EN12-4, EN12-5, EN12-6, EN12-7
Common Module	35	25			10
Module A	20		15		5
Module B	20			15	5
Module C	25		10	10	5
Total Marks %	100	25	25	25	25

ENGLISH EXTENSION 1 2024

Components	Weighting	Task 1	Task 2	Task 3
	Week	Term 1 Week 4	Term 2 Week 2	Term 3 Weeks 4 - 5
	Task	Imaginative Response and Reflection statement	Related Text Analysis & Spoken Response	Trial Examination: Imaginative Response & Critical Essay
	Outcomes	EE12-1, EE12-2, EE12-5	EE12-3, EE12-4, EE12-5	EE12-1, EE12-2, EE12-4
Knowledge and Understanding of Complex Texts	50	10	20	20
Skills in Analysis, Composition and Investigation.	50	20	20	10
Total Marks %	100	30	40	30

ENGLISH EXTENSION 2 2024

Components	Weighting	Task 1	Task 2	Task 3
	Week	Term 1 Week 4	Term 2 Week 3	Term 2 Week 9
	Task	Viva Voce	Literature Review	Critique of the Creative Process
	Outcomes	EEX12-1, EEX12-3, EEX12-4	EEX12-1, EEX12-3, EEX12-4	EEX12-2, EEX12-5
Skills in Extensive Independent Research	50	20	20	10
Skills in Sustained Composition	50	10	20	20
Total Marks %	100	30	40	30

ENGLISH STUDIES 2024

Components	Weighting	Task 1	Task 2	Task 3	Task 4
	Week	Term 4 2023 Week 10	Term 1 Week 10	Term 2 Week 9	Term 3 Weeks 4 - 5
	Task	Portfolio of Collected Classwork	Writing Task	Research Presentation	Trial Examination
	Outcomes	ES12-1, ES12-4, ES12-5, ES12-7, ES12-10	ES12-2, ES12-3, ES12-4, ES12-5, ES12-8 ES12-9	ES12-1, ES12-4, ES12-5 ES12-6, ES12-8, ES12-10	ES12-2, ES12-3, ES12- 4, ES12-5, ES12-9
Common Module	45	30			15
Module K	25		25		
Module B	25			25	
Module L	5				5
Total Marks %	100	30	25	25	20

EXPLORING EARLY CHILDHOOD 2024

Components	Weighting	Task 1	Task 2	Task 3	Task4
	Week	Term 4 2023 Week 7	Term 1 Week 6	Term 2 Week 8	Term 3 Week 4-5
	Task	Children's Literature	Play and the Developing Child	Kindergarten Lesson Plan & Learning Resource	Trial HSC Examination
	Outcomes	H1.2, H1.3, H4.1	H1.4, H2.1, H4.2, H6.2	H1.3, H2.2, H2.4, H4.1, H6.1, H6.2	H1.5, H2.1, H6.1
Knowledge/Understanding	50		5	15	30
Skills	50	20	15	15	
Total Marks %	100	20	20	30	30

FOOD TECHNOLOGY 2024

Components	Weighting	Task 1	Task 2	Task 3	Task 4
	Week	Term 4 2023 Week 8	Term 1 Week 8	Term 3 Week 2	Term 3 Weeks 4 - 5
	Task	Food Product Development Design Brief	Contemporary Nutrition Issues Research report, menu design and application	Australian Food Industry, Food Manufacture & Emerging Technologies in the Food Industry Report	Trial HSC Examination
	Outcomes	H1.3, H4.1	H2.1, H3.2, H5.1	H1.1, H1.2, H1.4, H3.1	H1.2, H1.4, H1.1, H1.3, H2.1
Knowledge and Understanding of Course Content	40			15	25
Knowledge and Skills in Designing, Analysing and Evaluating	30	10	10	10	
Skills in Experimenting with and Preparing Food by Applying Theoretical Concepts	30	15	15		
Total Marks %	100	25	25	25	25

LEGAL STUDIES 2024

Components	Weighting	Task 1	Task 2	Task 3	Task 4
	Week	Term1 Week 3	Term 1 Week 10	Term 2 Week 10	Term 3 Week 4-5
	Task	Crime Media File	Workplace Research Task	Research Essay: Consumers	Trial HSC Examination
	Outcomes	H4, H8, H9, H10	H3, H4, H8, H9	H1, H7, H8, H9	H2, H4, H5, H6, H9
Knowledge and Understanding Of Course Content	40	5	5	5	25
Analysis and Evaluation	20	10	5	5	
Inquiry and Research	20	5	10	5	
Communication of legal information, ideas and issues in appropriate forms	20	5	5	5	5
Total Marks %	100	25	25	20	30

MATHEMATICS STANDARD 1 2024

Components	Weighting	Task 1	Task 2	Task 3	Task 4
	Week	Term 4 2023 Week 8	Term 1 Week 8	Term 2 Week 8-9	Term 3 Weeks 4 - 5
	Task	In Class Assessment	In Class Assessment Question Bank	Open Book	Trial HSC Examination
	Outcomes	MS11-1 to MS11-9 MS12-1 to MS12-10	MS11-1 to MS11-9 MS12-1 to MS12-10	MS11-1 to MS11-9 MS12-1 to MS12-10	MS11-1 to MS11-9 MS12-1 to MS12-10
Concepts, skills and techniques	50	10	15	10	15
Reasoning and Communication	50	10	15	10	15
Total Marks %	100	20	30	20	30

MATHEMATICS STANDARD 2 2024

Components	Weighting	Task 1	Task 2	Task 3	Task 4
	Week	Term 4 2023 Week 8	Term 1 Week 8	Term 3 Week 8-9	Term 3 Weeks 4 - 5
	Task	In Class Assessment	In Class Assessment Question Bank	Open Book	Trial HSC Examination
	Outcomes	MS11-1 to MS11-9 MS12-1 to MS12-10	MS11-1 to MS11-9 MS12-1 to MS12-10	MS11-1 to MS11-9 MS12-1 MS12-10	MS11-1 to MS11-9 MS12-1 to MS12-10
Concepts, skills and techniques	50	10	15	10	15
Reasoning and Communication	50	10	15	10	15
Total Marks %	100	20	30	20	30

MATHEMATICS ADVANCED 2024

Components	Weighting	Task 1	Task 2	Task 3	Task 4
	Week	Term 4 2023 Week 8	Term 1 Week 8	Term 2 Week 9	Term 3 Weeks 4 - 5
	Task	In Class Assessment	In Class Assessment Question Book	Open book	Trial HSC Examination
	Outcomes	MA12-1, MA12-2 MA12-8, MA12-10	MA12-1, MA12-2 MA12-8, MA12-10	MA12-1, MA12-2 MA12-8, MA12-10	MA12-1, MA12-2 MA12-8, MA12-10
Concepts, skills and techniques	50	10	10	15	15
Reasoning and Communication	50	10	10	15	15
Total marks %	100	20	20	30	30

MATHEMATICS EXTENSION 1 2024

Components	Weighting	Task 1	Task 2	Task 3	Task 4
	Week	Term 4 2023 Week 8	Term 1 Week 8	Term 2 Week 8- 9	Term 3 Weeks 4 - 5
	Task	In Class Assessment	In Class Assessment Question Bank	Open Book	Trial HSC Examination
	Outcomes	MA12-1, MA12-2 MA12-8, MA12-10 ME12-5 to ME12-7	MA12-1, MA12-2 MA12-8, MA12-10 ME12-5 to ME12-7	MA12-1, MA12-2 MA12-8, MA12-10 ME12-5 to ME12-7	MA12-1, MA12-2 MA12-8, MA12-10 ME12-5 to ME12-7
Concepts, skills and techniques	50	10	10	15	15
Reasoning and Communication	50	10	10	15	15
Total Marks %	100	20	20	30	30

MATHEMATICS EXTENSION 2 2024

Components	Weighting	Task 1	Task 2	Task 3	Task 4
	Week	Term 4 2023 Week 8	Term 1 Week 8	Term 2 Week 8- 9	Term 3 Weeks 4 - 5
	Task	In Class Assessment Question Bank	In Class Open Book Assessment	In Class Assessment	Trial HSC Examination
	Outcomes	MA12-1, MA12-2 MA12-8, MA12-10 ME12-5 to ME12-7	MA12-1, MA12-2 MA12-8, MA12-10 ME12-5 to ME12-7	MA12-1, MA12-2 MA12-8, MA12-10 ME12-5 to ME12-7	MA12-1, MA12-2 MA12-8, MA12-10 ME12-5 to ME12-7 ME11-1 to ME11-8
Concepts, skills and techniques	50	10	10	15	15
Reasoning and Communication	50	10	10	15	15
Total Marks %	100	20	20	30	30

NOTE: This is composed of 50% Extension 1 and 50% Extension 2

MODERN HISTORY 2024

Components	Weighting	Task 1	Task 2	Task 3	Task 4
	Week	Term 4 2023 Week 7	Term 1 Week 7	Term 2 Week 9	Term 3 Weeks 4 and 5
	Task	Source Analysis Power and Authority	Research Essay: National Study Russia	Historical Analysis: Peace and Conflict	Trial HSC Examination
	Outcomes	MH12-4,MH12-6, MH12-9	MH12-3, MH12-5, MH12-9	MH12-2, MH12-7, MH12-8, MH12-9	MH12-1, MH12-2, MH12-3, MH12-4, MH12-5, MH12-9
Knowledge and understanding of course content	40	5	5	10	20
Historical skills in the analysis and evaluation of sources and interpretations	20	10		5	5
Historical inquiry and research	20	5	10	5	
Communication of historical understanding in appropriate forms	20		10	5	5
Total Marks %	100	20	25	25	30

MUSIC 2024

Components	Weighting	Task 1	Task 2	Task 3	Task 4
	Week	Term 4 2023 Week 8	Term 1 Weeks 7 and 8	Term 2 Week 8	Term 3 Weeks 2, 4 and 5
	Task	Musicology core and Elective 1	Aural Exam	Elective 2	Trial HSC Examination
	Outcomes	H1, H4, H6	H1, H4, H9, H11	H3, H5, H7	H1, H3-7, H9, H11
Performance Core	10				10
Composition Core	10			10	
Musicology Core	10	10			
Aural Core	25		10		15
Elective 1	15	15			
Elective 2	15			15	
Elective 3	15				15
Total Marks %	100	25	10	25	40

PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION 2024

Components	Weighting	Task 1	Task 2	Task 3	Task 4
	Week	Term 4 2023 Week 8	Term 1 Week 8	Term 2 Week 7	Term 3 Weeks 4- 5
	Task	Sports Medicine (option): In-class written task	Core 1: Case Study Research Task	Core 2: Research and Stimulus written task	Trial HSC Examination
	Outcomes	H8, H13, H17	H1, H2, H3, H5, H15	H7, H8, H9, H11, H17	H1-H17
Knowledge and understanding of course content	40	10	10	10	10
Skills in critical thinking, research, analysing and communicating	60	10	15	15	20
Total Marks %	100	20	25	25	30

PHOTOGRAPHY, VIDEO AND DIGITAL IMAGING 2024

Components	Weighting	Task 1	Task 2	Task 3	Task 4
	Week	Term 4 2023 Week 9	Term 1 Week 8	Term 2 Week 8	Term 3 Weeks 4 and 5
	Task	Major Work Series Proposal	Part A: Research Case Study Part B: Major Work 1 Final Submission	Major Work 2 Final Submission	Part A: Trial HSC Examination Part B: Major Work 3 Final Submission
	Outcomes	M1, 2, 4, 5 CH1	M1, 2, 3, 4, 5, 6 CH1, 2, 3	M1, 2, 3, 4, 5, 6	M1, 2, 3, 4, 5, 6 CH1, 2, 3, 4, 5
Making	70	10	20	20	20
Critical and Historical Studies	30		10		20
Total Marks %	100	10	30	20	40

PHYSICS 2024

Components	Weighting	Task 1	Task 2	Task 3	Task 4
	Week	Term 4 2023 Week 6	Term 1 Week 7	Term 2 Week 7	Term 3 Weeks 4 - 5
	Task	Firsthand Investigation on Projectile Motion and Problem Set	Processing & Modelling Task Class work submission & Module 6 Problem Set	Depth Study Literature Review and Investigation Class work submission & Module 7 Problem Set	Trial HSC Examination
	Outcomes	PH11/12-2 PH11/12-3 PH11/12-5 PH11/12-6 PH12-12	PH11/12-1 PH11/12-5 PH11/12-7 PH13	PH11/12-1 PH11/12-2 PH11/12-3 PH11/12-4 PH11/12-5 PH11/12-7 PH12-14	PH11/12-2 PH11/12-4 PH11/12-5 PH11/12-6 PH12-12 PH12-13 PH12-14 PH12-15
Knowledge & Understanding	40	5	10	10	15
Skills in Working Scientifically	60	20	15	15	10
Total Marks %	100	25	25	25	25

SOCIETY AND CULTURE 2024

Components	Weighting	Task 1	Task 2	Task 3	Task 4
	Week	Term 4 2023 Week 10	Term 1 Week 10	Term 3 Week 4-5	Term 3 Week 6
	Task	The Core Task	Depth Study: Social Inclusion and Exclusion	Trial HSC Examination	Popular Culture
	Outcomes	H1, H3, H5, H7	H3, H7, H9, H10	H1, H2, H3, H4, H5, H6, H7, H8, H9, H10	H1, H2, H3, H4, H5, H6, H7, H8, H9, H10
Knowledge and Understanding of Course Content	50	10	5	20	15
Application and Evaluation of Social and Cultural Research Methods	30	10	10	5	5
Communication of information, ideas and issues in appropriate forms	20	5	5	5	5
Total Marks %	100	25	20	30	25

VISUAL ARTS 2024

Components	Weighting	Task 1	Task 2	Task 3	Task 4
	Week	Term 1 Week 3	Term 2 Week 3	Term 3 Week 5	Term 3 Weeks 4 -5
	Task	Body of Work First Stage of Progress*	Art Criticism and Art History Written Assessment	Body of Work Final Progress*	Trial HSC Examination
	Outcomes	H1, H4, H7, H8	H7, H9	H1, H2, H3, H4, H5, H6	H7, H8, H9, H10
VAPD	10	10			
Body of Work	40	10		30	
Art History	25		10		15
Art Criticism	25	5	15		10
Total Marks %	100	20	25	30	25

* Body of Work Progress and Mandatory Case Studies will be assessed informally throughout the HSC course.

Student failure to demonstrate ongoing progress may result in N warnings and/or N determination.

Vocational Education and Training (VET) Courses

ULTIMO RTO 90072

Preliminary 2024 – HSC 2025

Vocational Education and Training (VET) courses are offered as part of the Higher School Certificate (HSC) or Record of School Achievement (RoSA). VET courses are designed to deliver workplace specific skills and knowledge and cover a wide range of careers and industries. VET courses for secondary students are developed by NSW Educational Standards Authority (NESA) and are based on national training packages.

VET courses allow students to gain an HSC or RoSA and a national qualification or statement of attainment as part of the Australian Qualification Framework (AQF). These qualifications are widely recognised by industry, employers, tertiary training providers and universities and will assist students to progress to various education and training sectors and employment.

Public Schools NSW RTOs are accredited to deliver and assess VET qualifications to secondary students. It is mandatory for all students studying a VET course to create a Unique Student Identifier (USI) upon enrolment. Students will require a form of identification for the creation of the USI. Examples include a Medicare Card, Australian Birth Certificate, Driver's License, or a valid Passport.

Assessment in all VET courses is competency based. The student is assessed on what they can do (skills) and what they know (knowledge) to equip them in the workplace. Students are either deemed "competent" or "not yet competent" by the teacher. Students who have successfully achieved competency will have the skills and knowledge to complete workplace activities in a range of different situations and environments, to an industry standard expected in the workplace.

Assessment materials are designed to ensure each learner has the opportunity to achieve outcomes to the level of the qualification. Students will receive documentation showing all competencies achieved for the VET course undertaken.

Board Developed Industry Curriculum Framework (ICF) courses usually count for 4 units of HSC credit, include 70 hours of mandatory work placement, and have an optional HSC examination. For a VET course to be included in the calculation for the ATAR, students must sit the HSC Examination.

Work Placement

Many VET courses have a mandatory work placement requirement set by NESA. Students will:

- gain insights into the kind of career they would like to have.
- make informed decisions about further training and study.
- become more employable.
- be better equipped for business and employment opportunities.

There are other VET opportunities including: **Externally delivered Vocational Education and Training (EVET)**

Information and courses available are listed here: <https://education.nsw.gov.au/public-schools/career-and-study-pathways/skills-at-school/external-vet-courses> Talk to your school Careers Adviser about how to access EVET.

School Based Apprenticeships and Traineeships (SBAT)

Information about SBATs is available here: <https://education.nsw.gov.au/public-schools/career-and-study-pathways/school-based-apprenticeships-and-traineeships>

For further information about how to access an SBAT opportunity please speak with your Careers Adviser.



PUBLIC SCHOOLS NSW ULTIMO RTO 90072
HOSPITALITY- FOOD AND BEVERAGE (CATEGORY B) BOARD DEVELOPED COURSE ASSESSMENT SCHEDULE
Preliminary Year 2023 - HSC 2024
Education

QUALIFICATION: SIT20322 Certificate II in Hospitality (Release 1)
 Training Package: SIT – Tourism, Travel and Hospitality (Release 2.1)

The information may change in 2023 due to Training Package and NSW Education Standards Authority (NESA) updates.
Notification of variations will be made in due time with minimum disruption or disadvantage.

NESA Course Code
 2 U X 2 YR – 26511
 2022 HSC Exam: 26589
 LMBR UI Code
 (11 OR 12) SIT20316126511B

Term	Unit Code	Units Of Competency	AQF / CORE / ELECTIVE	HSC STATUS	HSC INDICATI	Assessment Task Cluster & Method of Assessment	HSC requirements Exam estimate mark & weighting to total 100%
9 PRELIMINARY UOCs						Evidence will be collected during the Preliminary and HSC Course for the Unit of Competency: <i>SITHIND003 Use hospitality skills effectively</i>	240 Indicative Hours over 2 years
Term 1	SITXFSA005 SITXWHS005 SITHCCC025	Use hygienic practices for food safety Participate in safe work practices Prepare and present sandwiches	E C E	M M E	15 15 20	Cluster A: Getting Ready for Work (as a Sandwich Artist) Scenario, written task, case study, observation of practical work	35 hrs Work placement
Term 2 & 3	SITHCCC024 BSBSUS211	Prepare and present simple dishes Participate in sustainable work practices	E E	E E	20 15	Cluster B: Sustainable Kitchen Practices Scenario, written task, case study, observation of practical work	30% Prelim Yearly Exam
Term 3	SITHFAB024 SITXCOM007	Prepare and serve non-alcoholic beverages Show social and cultural sensitivity	E C	S E	15 10	Cluster C: Working Relationships Scenario, written task, case study, role play, observation of practical work NOTE: person with THREE years' Industry Experience must be involved in assessment.	
6 HSC UOCs							
Term 4 – 6	SITXCCS011 SITHFAB025 SITHFAB027 SITHIND007	Interact with customers Prepare and serve espresso coffee* Serve food and beverage Use hospitality skills effectively	C E E C	S S S E	20 25 40 20	Cluster D: Café Culture Role play, written questioning, observation of practical work, student reflection, portfolio of evidence NOTE: person with THREE years' Industry Experience must be involved in assessment. *Final assessment is to occur during term 4 as per the assessment schedule. Training can be undertaken from term 1 onwards to develop student skills and collect evidence to contribute to assessment.	35 hrs Work placement 70% HSC Trial Exam
Term 7	BSBTWK201 SITHIND006	Work effectively with others Source and use information on the hospitality industry	C C	M M	15 20	Cluster E: Working in the Hospitality Industry Written questioning, student reflection	The final estimate exam mark will only be used as the optional HSC exam mark in the event of misadventure. This mark should be derived from either one or two formal exams. The calculation of the estimate is a school decision.
NESA requires students to study a minimum of 240 hours to meet Preliminary and HSC requirements.			Total Hours 250			Units of competency from the HSC focus areas will be included in the optional HSC examination.	

VERBS AND THEIR MEANINGS FOR ASSESSMENT TASKS

VERB	MEANING
Account	<i>Account for:</i> state reasons for, report on <i>Give an account of:</i> narrate a series of events or transactions
Analyse	Identify components and the relationship among them; draw out and relate implications
Apply	Use, utilise, employ to 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 (analyse/evaluate)	Add a degree or level of accuracy depth, knowledge and understanding, logic, questioning, reflection and quality to (analysis/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