



The Scots School

2018

Year 11 Assessment Booklet



YEAR 11 – 2018

INTRODUCTION

The Scots School Assessment Policy has been designed to ensure:

- Open and accountable procedures for all students consistent with the BOS requirements.
- A fair and equitable environment in which each student can achieve individual excellence.

1. Assessment

The School is required to calculate an assessment mark for every student in applicable HSC courses. This mark ranks the students, relative to each other, in each course. Tasks may be theoretical or practical, short or long term and individually or group achieved. Individual academic departments at The Scots School develop separate assessment strategies according to syllabus requirements. Each strategy involves a specific weighting. The number, weighting and general description of each task for each course is included in this booklet.

2. Assessment Method

Assessment tasks may take various forms. Tasks may be tests or examinations that are intended to be taken on a specific date.

Other tasks may involve assignments or cumulative attention to the task. Whilst every attempt is made to ensure that students complete such assessment tasks on time, the due date is **not flexible** under normal circumstances.

Prior notice of the date is given at least two weeks prior to an assessment task. The content, syllabus outcomes, weighting and marking guidelines of the task are also stated.



3. Failure to Complete Assessment Tasks by Due Date

a) Illness or Misadventure

Illness and misadventure implies situations beyond a student's control. Valid reasons must be supplied, in writing, to the Director of Teaching and Learning if a student fails to complete a task on or by the due date.

In the case of illness, day students must supply verification of illness from a doctor. Boarders' verification of illness can be supplied by the school sister or a doctor. Parents should notify the school before 9.00am on the day of the student's absence.

Misadventure may be verified by an independent adult or by direct consultation with the Director of Teaching and Learning or designated representative. When students supply adequate evidence one or more of the following may occur:

- i. the due date may be extended
- ii. the same task may be undertaken at a later date
- iii. an alternative but equivalent task may be undertaken at a later date
- iv. an estimate may be given based upon previous work, interview or a majority of previously completed tasks representing a model

b) Endorsed Absences

In the case of absence endorsed by the school such as sport, co-curricular activities, excursions or suspension, the following will apply:

- i. The Director of Teaching and Learning (or representative) should be notified as soon as details are available and permission is sought to be absent for that period of time.
- ii. If approval is granted, staff should be notified before the event of possible missed tasks or the inability to submit tasks.
- iii. Cumulative tasks should be submitted early, prior to the leave.
- iv. Tasks should be posted by registered mail or email to be received at the school no later than the due date.

In the event that a student is suspended away from the school, the following will apply:

- i. Students must not receive advantage in assessment tasks due to suspension.
- ii. Cumulative tasks should be posted via registered mail or email to be received at the School by the due date.
- iii. Tests on a specific date may be taken upon return to School or alternative tasks may be given.



4. Unsatisfactory Completion of Assessment Tasks

In the event that tasks are not completed on or by the due date without a valid reason the following will occur:

- i. The subject teacher will immediately notify the Director of Teaching and Learning.
- ii. An “unsigned prep” will also be placed in the student’s prep diary by the Subject Teacher.
- iii. The Director of Teaching and Learning will notify parents or guardians by phone, fax or email.
- iv. For a project/assignment type of task the mark awarded will be reduced by 10% for the first day, 20% for the second, 40% the third day and a zero mark awarded if the task is not completed by the fourth day following the due date. (Note: A weekend counts as one day for the purpose of assessing penalties). This is calculated as a depreciation of the mark given as if no penalty applied. If a holiday period intervenes the penalties are applied as if the student was attending school.
- v. Students may appeal to the Headmaster (or designated representative) within 48 hours of receiving a zero mark or reduced mark if they believe exceptional circumstances have occurred.
- vi. When a student receives a zero mark an Official Warning – Non Completion of Higher School Certificate Course (N-Award letter) will be issued. A second N-Award warning in a subject will result in a school instigated investigation and student/parent or guardian interview with the Headmaster (or representative) and Head of Department. When a student has not completed, satisfactorily, tasks comprising 50% of the marks awarded for the course they may be withdrawn from the course (N-Award).
- vii. When a student’s work is found to be other than their own (plagiarism, malpractice, etc) a zero mark may be awarded or a reduced mark depending on circumstances. Students have the right of appeal to an academic committee convened by the Headmaster.
- viii. Non-serious attempts at assessment tasks may be regarded as unsatisfactory completion of assessment tasks. These will be determined by the HOD in consultation with the Director of Teaching and Learning. Students have the right of appeal to an academic committee convened by the Headmaster.

5. Other Matters

- i. During examination periods usual homework and assessment tasks must be suspended completely for a period of one week prior to the commencement of the examination period.
- ii. Students will receive a copy of assessment requirements at the commencement of the course. This will include times, weightings of tasks, a general description of the assessment task and other details as determined by academic departments. All course requirements will be in this booklet which is available in all academic areas, the School Library and the School Intranet.



6. Method of Appeal

Students may appeal against the final HSC course rank, zero or reduced marks, incorrectly placed assessment tasks and non-completion or malpractice claims. The process involves:

- i. A student presenting the Headmaster or representative with a clearly stated written appeal.
- ii. The Headmaster or representative obtains similar evidence from the Subject Teachers and Heads of Departments.
- iii. The Headmaster or representative convenes an “Appeals Committee” to meet with parents or guardians.
- iv. The Headmaster’s judgement is usually supported by the Board of Studies. The Board will not intervene into appeals for a specific subject. In exceptional cases The Board of Studies will ensure that appeals have been fairly managed by schools.
- v. In an assessment review the Headmaster or representative will ensure that:
 - a) Weightings used conform to those published by an academic department
 - b) Procedures used to determine a final assessment rank conform to Board of Studies policy and
 - c) There are no computational or clerical errors.



2018 Assessment Schedule – Year 11

Term 1

Week		Subject	Weighting	Task
1	31 Jan – 2 Feb.			
2	5 – 9 Feb.			
3	12 – 16 Feb.			
4	19 – 23 Feb.			
5	26 Feb. – 2 Mar.			
6	5 – 9 Mar.	Biology	25%	In-Class Practical Examination
		PD/H/PE (ASC)	30%	Topic Test
7	12 – 16 Mar.	EAL/D	30%	Language, Texts and Context – Reading and Writing Task
		Business Studies	30%	Research Task – Nature of Business
		PD/H/PE	30%	Research Task – Influences on the health of individuals
		Chemistry (ASC)	25%	Depth Study
8	19 –23 Mar.	Modern History	35%	Source Analysis – Investigating History
		D & T	30%	Designer Case Study
9	26- 28 Mar.	Easter Break		
		Biology (ASC)	30%	Depth Study
10	4 – 6 Apr.	Visual Arts	30%	VAPD Body of Work and Essay
		Ext English	30%	Imaginative Response
		Advanced English	30%	Reading to Write – Imaginative text with reflection
		Standard English	30%	Imaginative Text with Reflection – Reading and Writing
		Drama	40%	Improvisation, Acting and Playbuilding
11	9 – 13 Apr.	Ancient History (ASC)	30%	Hand In – Historical Film Review



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Term 2

Week		Subject	Weighting	Task
1	1 - 4 May			
2	7 - 11 May	Economics	20%	Research and Class Task
		Agriculture	30%	Practical Work Report - Experimentation
		D & T (ASC)	30%	Industry Case Study
		Economics (ASC)	30%	Hand In – Research Essay
		Modern History (ASC)	35%	Sourced Based Essay
		Music 1 (ASC)	25%	Composition and Performance + Analysis
3	14 – 18 May	PD/H/PE	30%	Practical Workshop – Anatomy and Fitness Testing
		PD/H/PE (ASC)	30%	Assessment
4	21 – 25 May	Business Studies (ASC)	30%	Stimulus based Hand In Response
		Legal Studies	30%	Research Essay
5	28 May – 1 Jun	Chemistry (ASC)	35%	Research Assignment and In Class test
6	4 – 8 Jun	Geography (ASC)	30%	Fieldwork Activity Report
7	11 – 15 June	Music 1 (ASC)	25%	Viva Voce and Performance
		Physics	40%	Depth Study
8	18 –22 June	Advanced English	40%	Narratives that Shape our World
		Standard English	30%	Multimodal Presentation
		Modern History	25%	Research and Essay – Historical Investigation
		Physics	40%	Depth Study
9	25 – 29 June	Visual Arts	30%	VAPD Body of Work and Essay
		EAL/D	30%	Extended Response
		Ext English	40%	Multimodal TED Talk
		Biology	35%	Depth Study – Mangroves Fieldwork
		Drama (ASC)	30%	Production in Performance



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Term 3

Week		Subject	Weighting	Task
1	24 – 27 July			
2	30 Jun – 3 Aug	Biology (ASC)	35%	Research Assignment and In Class Test
		Economics (ASC)	30%	Oral Presentation – Current Economic Issues
3	6 - 10 Aug.	Economics	40%	Research and Class Task
4	13 – 17 Aug.			
5	20 – 24 Aug	Business Studies	30%	Local Business Case Study
		Agriculture	30%	Farm Case Study Report
6	27 – 31 Aug	EAL/D	40%	Multimodal Presentation (including listening)
		Ancient History (ASC)	30%	Hand In Research Essay
		Business Studies (ASC)	30%	Local Business Case Study
		Geography (ASC)	30%	Senior Geography project
		Modern History (ASC)	25%	Historical Investigation
7	3 - 7 Sept.	Ext English	30%	Comparative Essay
		Physics	30%	Practical Examination
		D & T	40%	Preliminary Project 2
		D & T (ASC)	40%	Design Project
		Physics (ASC)	30%	Practical Examination
8	10-14 Sept	No Assessments prior to Examinations		
9	17 - 21 Sept.	Yearly Examinations		
10	24 – 28 Sept.	Visual Arts	40%	VAPD and Body of Work