Year 9 Assessment
Terms 1 & 2, 2021

Henry Kendall
High School

Table of Contents

Policy on Assessment 1
To be eligible for ROSA 1
Satisfactory Completion of a Course / Course Completion Criteria .. 1
Grading student achievement 1
Student Responsibilities 1
Appeals Against 'N' Determination 2
Responsibilities of Year 9 Students 2
Faculty Head Teachers 2
Year 9 Assessment Schedule - Term 1 2021 3
Year 9 Assessment Schedule - Term 2 2021 4
Sample of 'N' Award Warning Letter 5
Extension Request Sample 7
Extension Request for Stage 5 Course Assessment Task 7
What do I do if I cannot complete an assessment task? 8
Term 1 2021 – School Planner Calendar 9
Term 2 2021 – School Planner Calendar 10

Policy on Assessment

Assessment at Henry Kendall High School is fundamentally driven by an acknowledgement of students' different learning pathways. It is essential that all students are able to access and display deep knowledge and understand of their subjects. In order for students to reach their personal best they must find connections to the curriculum and build relationships. Students are able to achieve these goals by constant attendance at school, above 85% and reflection upon their learning process. All staff are committed to the achievement of students' personal best.

The *Education Act 1990* sets out the general requirements you need to meet to be awarded a Stage 5 Record of Student Achievement (ROSA).

To be eligible for ROSA, a student must:

- have participated, to the NESA's satisfaction, in courses of study that have been determined under the Act as appropriate to be undertaken by candidates for the Record of Student Achievement; and
- have been accepted by the NESA as having satisfactorily completed those courses of study; and
- have undertaken, to the NESA's satisfaction, the requisite examinations or other forms of assessment; and
- have complied with any requirements prescribed by the regulations or any requirements imposed by the Minister or the NESA; and
- have completed Year 10.

Satisfactory Completion of a Course / Course Completion Criteria

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.

Students who have not complied with the course completion criteria and who have received at least two written warnings (Appendix A) can be regarded as not having satisfactorily completed the course at the time of finalising grades. The Principal may then apply the **'N' determination**.

A student who is given an 'N' Determination in a mandatory course in Stage 5 may not be eligible for progression to Stage 6.

Grading student achievement is the process of assigning a letter (A, B, C, D, E) to summarise the level of a student's achievement in a course per Semester.

In Mathematics, grades have been further differentiated to nine levels (A10, A9, B8, B7, C6, C5, D4, D3, E2).

Student Responsibilities

Students are expected to complete all tasks to the best of their ability. All assessment tasks are compulsory. Tasks will be completed on or before the date indicated. Students absent from an assessment task or examination are required to submit written evidence as to the reason for their absence (Appendix B).

Late Work: Failure to submit an assessment task on time will result in a zero. Work will still need to be completed and will be marked diagnostically.

Appeals Against 'N' Determination

Students wishing to appeal against the Grade(s) in any subject awarded to them by the school should submit a written appeal, together with evidence to the Principal.

Students may appeal only on the basis that the grade awarded was not consistent with the progressive reporting relative to the areas for assessment from the school.

Responsibilities of Year 9 Students

Students in Year 9 are responsible for:

- Ensuring that you obtain and understand the school's policies on assessment.
- Determining if any assessment information has been distributed during a period of absence.
- Attempting each assessment task to the best of your ability so that they demonstrate maximum level of achievement. Technological issues including the loss of material or faulty storage facilities are not acceptable reasons for non-submission of tasks. Ensure all work is saved in various places and hard copies kept indicating progress.
- Ensuring that all work submitted is your own work.
- Ensuring that all tasks are submitted on time or that the procedures outlined are followed to seek a substitute task.
- Ensuring their Assessment Notification is signed and dated on submission of each assessment.
- Ensuring any questions that you may have about the assessment or grade, or comments made for an individual piece of work, are resolved at the time the work is handed back.
- Demonstrating, through diligence and sustained effort and sound attendance that you have met the requirements of the course.
- It is a requirement for the ROSA credential that Year 10 students attend school until the final day of Year 10 as determined by the school system and Principal, unless an exemption has been granted by the Principal.
- Applying for disability provisions should you be eligible.

Faculty Head Teachers

Subject	Head Teacher
Creative & Performing Arts (CAPA)	Mr Walters
English	Mr Wawrzyk
History & Geography (HSIE) & Language	Mr Macdonald
Mathematics	Mr Reece
PDHPE & Sport	Mr Wright
Science	Ms Watkiss
STEM & Technology (TAS)	Mrs McTeigue

HENRY KENDALL HIGH SCHOOL

Year 9 Assessment Schedule - Term 1 2021

FACULTY / COURSE	TOPIC	ASSESSMENT	DUE DATE	Hand In Task (Hi) or In Class Task (Ic)
ENGLISH	*Steps to Writing Success*	Narrative & Persuasive Writing	Week 9	HI and IC
MATHEMATICS Stage 5.1	*Tools of the Trade*	Assignment	Week 10	HI and IC
MATHEMATICS Stage 5.2	*Working With Numbers & Earning Money* *Algebraic Techniques & Indices*	Open Book Exam Exam	Week 5 Week 10	IC IC
MATHEMATICS Stage 5.3	*Working With Numbers & Financial Mathematics* *Algebraic Techniques*	Open Book Exam Exam	Week 5 Week 8	IC IC
SCIENCE	*Energy On The Move*	Model Task	Week 7	HI
HISTORY	*Industrial Revolution*	Source Analysis	Week 9	IC
GEOGRAPHY	*Sustainable Biomes*	Geographical Inquiry	Week 8	HI
PDHPE	*Theory - Moving Through Life* *Practical - Lifelong Physical Activity*	Theory - Moving Through Life	Week 10	IC
200 HR CHILD STUDIES	*Am I ready to become a Parent?*	Information Handbook	Week 10	HI
200 HR FOOD TECHNOLOGY	*Food Selection & Health*	Practical	Week 8	IC
200 HR INDUSTRIAL TECHNOLOGY TIMBER	*Paper Towel Holder*	N/A	N/A	N/A
200 HR MUSIC	*Music for FIlm, TV, Radio & MM*	Presentation & Composition	Week 9/10	HI
200 HR PASS	*Nutrition*	Nutrition	Week 10	HI
200 HR iSTEM	*STEM Fundamentals 1 &2*	N/A	N/A	N/A
100 HR CHILD STUDIES	*Am I ready to Become a Parent?*	Information Handbook	Week 10	IC
100 HR COMMERCE	*Consumer & Financial Decisions*	Comparative Shopping Task	Week 7	HI
100 HR DRAMA	*Improvisation*	Practical Direction & Logbook	Week 9/10	IC/HI
100 HR FRENCH	*C'est cool mon école*	Collaborative Role Play	Week 8	IC
100 HR FOOD TECHNOLOGY	*Food In Australia*	Practical	Week 7	IC
100 HR HISTORY ELECTIVE	*Ancient, Medieval & Modern Societies*	Source Analysis	Week 9	IC
100 HR INDUSTRIAL TECHNOLOGY TIMBER	*StepStool*	N/A	N/A	N/A
100 HR PASS	*Nutrition*	Nutrition	Week 10	Hi
100 HR PHOTOGRAPHY	*Nature Vs Man Made Environments*	Critical & Historical Studies	Week 5/6	IC/HI
100 HR iSTEM	*STEM Fundamentals 1 & 2*	N/A	N/A	N/A
100 HR VISUAL ARTS	*Man Made –v- Organic Forms*	Practical Display & VAPD	Week 10	HI

NB: Amendments may be made to this schedule dependant on circumstances.

HENRY KENDALL HIGH SCHOOL

Year 9 Assessment Schedule - Term 2 2021

FACULTY / COURSE	TOPIC	ASSESSMENT	DUE DATE	Hand In Task (Hi) or In Class Task (Ic)
ENGLISH	*Short Stories / Novel Study*	Extended Response	Week 8	IC
MATHEMATICS Stage 5.1	*Build Make Create*	Exam	Week 10	IC
MATHEMATICS Stage 5.2	*Data Analysis*	Exam	Week 3	IC
MATHEMATICS Stage 5.3	*Probability, Data Analysis*	Exam	Week 3	IC
SCIENCE	*Energy On The Move*	Summary Study Sheet and Exam	Week 1	HI and IC
HISTORY	*Making A Nation*	Online Source Analysis	Week 5	IC
GEOGRAPHY	*Sustainable Biomes*	Online Quiz	Week 4	IC
PDHPE	*Theory-Respectful Relationships (Power & Relationships)* *Practical - Health & Fitness*	Practical - Health & Fitness	Week 10	IC
200 HR CHILD STUDIES	*Changing and Bathing a Newborn*	Practical and Hands on Task	Week 6	IC
200 HR FOOD TECHNOLOGY	*Food In Australia*	Practical Written Task	Week 3 Week 4	IC IC
200 HR INDUSTRIAL TECHNOLOGY TIMBER	*Paper Towel Holder* *Turned Wooden Bowl*	Practical and Folio Practical and Folio	Week 2 Week 10	HI & IC HI & IC
200 HR MUSIC	*Music for Film, TV, Radio & MM*	Performance and Listening	Week 2-3	IC
200 HR PASS	*Sports Design*	Practical Mark	Weeks 1-10	IC
200 HR iSTEM	*STEM Fundamentals*	Practical and Theory	Week 3	HI & IC
100 HR CHILD STUDIES	*Changing and Bathing a Newborn*	Practical and Hands on Task	Week 6	IC
100 HR COMMERCE	*Promoting and Selling*	Product Analysis Report	Week 7	HI
100 HR DRAMA	*Mask*	Performance, Design Logbook	Week 9/10	IC/HI
100 HR FRENCH	*How Do I Get There?*	Reading and Writing Task	Week 7	IC
100 HR FOOD TECHNOLOGY	*Food Equity*	Practical In Class Task	Week 3 Week 4	IC IC
100 HR HISTORY ELECTIVE	*History, Heritage and Archaeology*	Site Study	Week 9	HI
100 HR INDUSTRIAL TECHNOLOGY TIMBER	*Step Stool*	Practical & Folio progress mark	Week 3	HI & IC
100 HR PASS	*Sports Design*	Practical Mark	Weeks 1-10	IC
100 HR PHOTOGRAPHY	*Portraiture and Symbolic Layering*	Practical Display Documentation	Weeks 1-2	HI/IC
100 HR iSTEM	*STEM Fundamentals*	Practical and Theory	Week 3	HI & IC
100 HR VISUAL ARTS	*Street Smart*	Critical and Historical Studies	Week 3	HI

NB: Amendments may be made to this schedule dependant on circumstances.

Appendix A –

Sample of ‘N’ Award Warning Letter

Mailing Title
Address
Suburb State Postcode

Dear Parent/Caregiver

I am writing to advise that (student name) is in danger of not meeting Course Completion Criteria for (course name) (Year X). The Board of Studies requires schools to issue students with warnings in order to give them the opportunity to redeem themselves. Please regard this letter we have issued as warning number (warning number) concerning (course name) (Year X).

Course Completion Criteria

The satisfactory completion of a course requires principals to have sufficient evidence that the student has;

a) followed the course developed or endorsed by the Board;
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

Where it is determined that a student has not met the Course Completion Criteria they may receive an “N” determination. Students who receive an ‘N’ determination in a mandatory course may not eligible for a satisfactory Record of Academic Achievement at the end of Year 10. Alternatively, receiving an “N” determination may require the student to repeat the course.

To date, in terms of meeting the Course Completion Criteria, (students name) has not satisfactorily;

The table overleaf lists those tasks, requirements or outcomes not yet completed or achieved, and/or for which a genuine attempt has not been made.

In order for (students name) to satisfy the Course Completion Criteria, the tasks, requirements or outcomes listed overleaf need to be satisfactorily completed.

Please discuss this matter with (students name) and contact the school if further information or clarification is needed.

Yours sincerely

---	---	---
(Teachers name)	(Teachers name)	(Deputy's name)
Teacher	**Head Teacher**	**Deputy Principal**

Faunce Street, Gosford NSW 2250
Telephone: (02) 4325 2110 Fax: (02) 4323 2685
Email: henrykenda-h.school@det.nsw.edu.au Website: www.henrykenda-h.schools.nsw.edu.au
ABN: 17 049 765 167

To satisfy the Course Completion Criteria, the following tasks, requirements or outcomes need to be satisfactorily completed by (students name);

Task Name/Course Requirement/Course Outcome	Date Task Initially Due	Action Required by Student	Date to be Completed by

Please detach the following section and return to the Head Teacher to complete our records.

Parent/Carer Acknowledgement

I have received the letter dated (date) indicating that (students name) in Year (X) is in danger of not having satisfactorily completed (course name) (Year X).

I am aware that this course may appear on her Record of Student Achievement with 'Not Complete' indicated.

Parent/Guardian's Signature _____ Date _____

Student's Signature _____ Date _____

Faunce Street, Gosford NSW 2250
Telephone: (02) 4325 2110 Fax: (02) 4323 2685
Email: henrykenda-h.school@det.nsw.edu.au Website: www.henrykenda-h.schools.nsw.edu.au
ABN: 17 049 765 167

Appendix B –

Extension Request Sample

HENRY KENDALL HIGH SCHOOL

Extension Request for Stage 5 Course Assessment Task

- Complete the following form with your teacher.
- Have teacher and HT of the subject sign the form.
- Attach relevant documentation to form and hand in to DP for consideration.

STUDENT NAME:_____ **DATE OF ASSESSMENT TASK**: _____

COURSE: _____ **TEACHER**: _____

TASK NUMBER: _____

DESCRIPTION OF TASK:

_____

_____

REASON FOR EXTENSION:

(Documentary evidence from Parent/Doctor should be provided, except in exceptional circumstances)

☐ Excursion ☐ Illness ☐ Leave ☐ Misadventure ☐ Work placement ☐ Other _____

☐ Medical Certificate ☐ Parent Contact ☐ Statutory Declaration ☐ Other _____

In applying for this extension I assure the Principal that I am not seeking unfair advantage over other students in the course.

STUDENT'S SIGNATURE: _____ **DATE:** _____

---

1. I have noted the above request and **HAVE/HAVE NOT** granted an extension of time.

   COMMENT (Optional): _____

   _____

   EXTENSION TIME: _____ days **To be submitted on or before:** _____

   OR

2. **MISSED ASSESSMENT TASK – NO VALID REASON**

   Task to be completed or submitted on or before _____

TEACHER: _____ **HEAD TEACHER:** _____**DATE**: _____

DEPUTY PRINCIPAL CURRICULUM: _____ **DATE**: _____

What do I do if I cannot complete an assessment task?

If you are going on a holiday a parent or caregiver must inform the school of the details. A letter seeking permission for leave must be presented to the Principal. All staff will be given notice of approved leave. You will need to negotiate with your classroom teacher and/or Head Teacher of the subject area in regards as to the best time to hand-in or complete your assessment task.

If you are sick on the day of a task you must bring a note from a doctor or parent/caregiver explaining why you could not attend school. You will need to obtain a yellow misadventure form from outside the Deputies' office this form will need to be completed and the note attached. The form and note must be given to your class teacher or the Head Teacher and they will direct you to the next convenient time to complete the task or hand in the task. This must be done on the first day you return to school and first thing in the morning. Any delay in this process could result in a 0 mark for the task.

If you are sick at home and you have completed your task you can send it electronically to the school email account, you need to attach your name, class, teacher and subject name.

The school email address is *henrykenda-h.school@det.nsw.edu.au*

Term 1 2021 – School Planner Calendar

Term ONE 2021

	Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday/Sunday
January		18	19	20	21	22	International Day of Education (Sunday) 23/24
January	1	25	Australia Day 26	27*	28	29	30/31
February	2	1	2	3**	4	5	Healthy Lunchbox Week 6/7
		Healthy Lunchbox Week (begins Sunday 7 February, ends Saturday 13 February)					
February	3	8	9	10	International Day of Women and Girls in Science 11	12	13/14
February	4	15	16	17	18	19	20/21
February	5	22	23	24	25	26	27/28
March	6	1	2	3	4	5	6/7
March	7	International Women's Day 8	9	10	11	12	13/14
		Harmony Week (begins Monday 15 March, ends Sunday 21 March)					
March	8	15	16	17	18	National Ride 2 School Day 19	20/21
March	9	22	23	24	25	26	27/28
March/ April	10	29	30	31	1	Good Friday 2	Easter Weekend 3/4
April		Easter Monday 5	6	7	8	9	10/11

Term 2 2021 – School Planner Calendar

Term TWO 2021

	Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday/Sunday
April		12	13	14	15	16	17/18
April	1	Staff development day. 19	Students return to school 20	21	22	World Book Day 23	ANZAC Day 24/25
April/ May	2	26	27	28	29	30	1/2
May	3	3	4	5	6	7	8/9
May	4	10	Literacy and Numeracy Week (NAPLAN) (begins Tuesday 11 May, ends Friday 21 May) 11	12	13	National Walk Safely to School Day 14	15/16
May	5	Literacy and Numeracy Week (NAPLAN) (begins Tuesday 11 May, ends Friday 21 May) 17	18	19	20	21	22/23
May	6	24	25	National Sorry Day 26	27	28	29/30
May/ June	7	31	1	2	3	4	World Environment Day (Saturday) 5/6
June	8	7	8	9	10	11	12/13
June	9	Queen's Birthday 14	15	16	17	18	19/20
June	10	21	22	23	24	25	26/27
June/ July		28	29	30	1	2	3/4