

Henry Kendall High School



**Year 10 Assessment
Terms 1 & 2 - 2024**

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.....	1
Responsibilities of Year 10 Students.....	2
Faculty Head Teachers.....	2
Year 10 Assessment Schedule - Term 1 2024.....	3
Year 10 Assessment Schedule - Term 2 2024.....	4
Certificate I in Hospitality SIT10216.....	5
Year 10 Assessment Calendar 2024 - Terms 1 & 2	6
Sample of 'N' Award Warning Letter	7
Extension Request Sample.....	9
Extension Request for Stage 5 Course Assessment Task	9
Appendix C – Vocational Education and Training	10
What do I do if I cannot complete an assessment task?.....	11
Term 1 2024 – School Planner Calendar	12
Term 2 2024 – School Planner Calendar	13

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 10 Students

Students in Year 10 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 Mellish
Science	Ms Watkiss
STEM & Technology (TAS)	Mrs McTeigue



HENRY KENDALL HIGH SCHOOL

Year 10 Assessment Schedule - Term 1 2024

FACULTY / COURSE	TOPIC	ASSESSMENT	DUE DATE	Hand In Task (HI) or In Class Task (IC)
ENGLISH	Dystopian Fiction – Novel Study	Essay	Week 10	IC
MATHEMATICS Stage 5.1	Financial Mathematics & Algebra	Open Book Exam	Week 8	IC
MATHEMATICS Stage 5.2	Financial Mathematics & Algebra	Open Book Exam	Week 8	IC
MATHEMATICS Stage 5.3	Financial Mathematics, Algebra & Surds	Open Book Exam	Week 8	IC
SCIENCE	Investigating Science	Practical Design Task	Week 7	HI
PDHPE	Theory - Nutrition, Exercise, Sleep Practical - Lifelong Physical Activity	Theory - Nutrition Analysis Plan Practical - Movement Skills	Week 10	HI
200 HR FOOD TECHNOLOGY	Food For Specific Needs	Practical & Assignment	Weeks 7 & 10	HI & IC
200 HR MUSIC	Art Music including Australian	Performance & Listening Exam	Week 10	IC
200 HR PASS	The Ultimate Athlete	Sport Analysis Report	Week 10	HI
100 HR CHILD STUDIES	Food & Nutrition	Nourishing Our Little Ones	Week 8	IC
100 HR COMMERCE	Core Study / Options	Crime Case Study	Week 7	HI & IC
100 HR COMPUTING TECHNOLOGY	Project 1	Project 1 Progress Report	Week 11	HI & IC
100 HR FOOD TECHNOLOGY	Food Selection & Health	Practical & Assignment	Week 8	HI & IC
100 HR HISTORY ELECTIVE	Ancient, Medieval and Modern Societies	Source Analysis	Week 9	IC
100 HR INDUSTRIAL TECHNOLOGY TIMBER	Project 1	Project 1 with Folio	Week 10	HI
100 HR PHOTOGRAPHY	History of Photography	Research Task	Week 8	IC
100 HR iSTEM	STEM Fundamentals 1&2	N/A	N/A	N/A
100 HR HOSPITALITY	Participate in Safe Work Practices. Use Hygienic Practices for Food Safety	Participate in Safe Work Practices. Use Hygienic Practices for Food Safety	Week 11	HI & IC
100 HR VISUAL ARTS	The Natural Environment	Critical and Historical Studies - Visual Verbal Task	Week 9	HI & IC

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



HENRY KENDALL HIGH SCHOOL

Year 10 Assessment Schedule - Term 2 2024

FACULTY / COURSE	TOPIC	ASSESSMENT	DUE DATE	Hand In Task (HI) or In Class Task (IC)
ENGLISH	Protest Poetry	Writing and Reflection	Week 7	IC
MATHEMATICS Stage 5.1	Indices & Data Analysis	Exam	Week 3	IC
MATHEMATICS Stage 5.2	Equations & Inequations, Data Analysis	Exam	Week 3	IC
MATHEMATICS Stage 5.3	Equations & Logarithms, Linear Relationships	Exam	Week 3	IC
SCIENCE	Investigating Science and Physics Motion	Summary Study Sheet and Semester Exam	Week 1	HI & IC
HISTORY	Genocide and the Holocaust	Source Analysis	Week 2	IC
GEOGRAPHY	Environmental Change and Management	Fieldwork Task	Week 4	HI & IC
PDHPE	Theory - Nutrition, Exercise and Sleep Practical - Dance	Dance Practical	Week 9	IC
200 HR FOOD TECHNOLOGY	Food Trends	Practical	Week 3 & 8	IC
200 HR MUSIC	Jazz – 12 Bar Blues	Composition & Improvisation	Week 6 & 8	IC
200 HR PASS	Nutritional Needs In Sport	Theory – Nutritional Analysis Report Practical – Performance Analysis	Week 10	HI
100 HR CHILD STUDIES	Reflecting on Culture	Connecting to Culture	Week 8	HI
100 HR COMMERCE	Core Study / Options	Research Task	Week 7	HI
100 HR COMPUTING TECHNOLOGY	Project 1	Project 1 with Folio	Week 4	HI & IC
100 HR FOOD TECHNOLOGY	Food In Australia	Practical	Week 3, 7 & 8	IC
100 HR HISTORY ELECTIVE	History, Heritage, and Archaeology	Historical Investigation	Week 6	HI
100 HR INDUSTRIAL TECHNOLOGY TIMBER	Project 1	Project 1 with Folio	Week 4	HI
100 HR PHOTOGRAPHY	Exploring Exposure	Practical Display	Weeks 1	IC
100 HR iSTEM	STEM Fundamentals	Practical and Theory	Week 3	HI & IC
100 HR HOSPITALITY	Work Effectively with Others	Work Effectively with Others	Week 10	HI & IC
100 HR VISUAL ARTS	The Natural Environment	Practical Display with VAPD Documentation	Week 3	HI & IC

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

This document may change due to Training Package and NSW Education Standards Authority (NESA) updates. Notification of variations will be made in due time

School Name **Henry Kendall High School**

Assessment Schedule

COURSE: **STAGE 5 - Hospitality**

2024

Assessment Events for Certificate I in Hospitality SIT10216		Cluster A	Cluster B	Cluster C	Cluster D
		Getting Ready for Work	Prepare and Serve Espresso Coffee	Well Catered For	Spice of Life
		Week: 7 Term: 1	Week: 10 Term: 3	Week: 10 Term: 3	Week: 5 Term: 4 2022
Code	Unit of Competency				
SITXWHS001	Participate in safe work practices	X			
SITXFSA001	Use hygienic practices for food safety	X			
SITHFAB005	Prepare and serve espresso coffee		X		
TLIE1005	Carry out basic workplace calculations			X	
SITHCCC003	Prepare and present sandwiches			X	
BSBWOR203	Work effectively with others			X	
SITXCCS001	Provide customer information and assistance				X

N.B. Competency outcomes must be entered onto Schools Online by the due date. All Cluster tasks must be completed and assessed by Term 4 Week 5.

Depending on the achievement of units of competency, the possible qualification outcome is a Certificate I in Hospitality SIT10216 or a Statement of Attainment towards a Certificate I in Hospitality SIT10216.

The assessment components in this course are competency based. This means that students need to demonstrate that they have gained and can apply the specific knowledge and skills of each unit of competency. In addition to Assessment Events, some assessment may occur in an informal setting in the classroom. Competency assessment is graded as "Achieved" or "Not Achieved". This means a course mark is not allocated.

Year 10 Assessment Calendar 2024 - Terms 1 & 2

	Term 1 2024	Term 2 2024
Week 1		Science 100hr Photography
Week 2		History
Week 3		Mathematics Stage 5.1 Mathematics Stage 5.2 Mathematics Stage 5.3 200hr Food Technology 100hr Food Technology 100hr iStem 100hr Visual Art
Week 4		Geography 100hr Computing Technology 100hr Industrial Technology Timber
Week 5		
Week 6		200hr Music 100hr History Elective
Week 7	Science 200hr Food Technology 100hr Commerce	English 100hr Commerce 100hr Food Technology
Week 8	Mathematics Stage 5.1 Mathematics Stage 5.2 Mathematics Stage 5.3 100hr Child Studies 100hr Food Technology 100hr Photography	200hr Food Technology 200hr Music 100hr Child Studies 100hr Food Technology
Week 9	100hr History Elective 100hr Visual Art	PDHPE
Week 10	English PDHPE 200hr Food Technology 200hr Music 200hr PASS 100hr Industrial Technology Timber	200hr PASS 100hr Hospitality
Week 11	100hr Computing Technology 100hr Hospitality	

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 be 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)
Teacher

(Teachers name)
Head Teacher

(Deputy's name)
Deputy Principal

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:** _____

Appendix C – Vocational Education and Training



Education

VOCATIONAL EDUCATION AND TRAINING PUBLIC SCHOOLS NSW, MACQUARIE PARK RTO 90222

Stage 5 Board Endorsed VET courses

Public Schools NSW, Macquarie Park RTO 90222 is accredited as a Registered Training Organisation (RTO) to deliver and assess VET qualifications to secondary students.

Stage 5 Board Endorsed VET courses are 100 hour courses offered as part of the Record of School Achievement (RoSA) and include outcomes and content drawn from national industry training packages endorsed by the NSW Educational Standards Authority (NESA). Stage 5 VET courses are designed to deliver workplace-specific skills and knowledge and cover a range of career and industry areas. Stage 5 VET courses for secondary students are developed by the NESA and are based on National Training packages.

These qualifications are recognised by industry, employers and tertiary training providers and will assist students to move to various education and training sectors and employment.

By enrolling in a VET qualification in NSW Public Schools Macquarie Park RTO 90222, you are choosing to participate in a program of study that will give you the best possible direction towards a nationally recognised qualification. To receive the AQF VET qualification students must meet the assessment requirements of the Industry Training Package (<http://training.gov.au>).

Students will also be expected to complete all requirements relevant to the RoSA and adhere to the requirements of NESA and the NSW Department of Education. When a student achieves a unit of competency it is signed off by a qualified assessor. To achieve the qualification students must be deemed competent in all units of competency.

Assessment in all VET courses is competency based. The student is assessed on what they can do (the skills) and what they know (the knowledge) that will equip them in the workplace. 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 of performance expected in the workplace.

Competency-based assessment materials are designed to ensure each learner has achieved all the outcomes (skills and knowledge) to the level of the qualification. Competency-based training is based on performance standards that have been set by industry.

Students will receive documentation showing any competencies achieved for the VET course undertaken (Transcript).

Due to the specific requirements of a Stage 5 VET course, it is recommended students speak to the VET Coordinator, VET Teacher or Careers Adviser before choosing the course to ensure they are fully aware of the requirements and that the course is suitable for their individual needs, knowledge and skills.

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 2024 – School Planner Calendar

NSW Department of Education

School Planner 2024



Term 1	Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday / Sunday
January / February	1	School holiday 29	Term 1 begins for Eastern division schools School development day for Eastern division schools 30	School development day for Eastern division schools 31	1	2	3/4
February	2	5	Term 1 for Western division schools School development day for Western division schools 6	School development day for Western division schools 7	8	9	10/11
February	3	12	13	14	15	16	17/18
February	4	19	20	21	22	23	24/25
February / March	5	26	27	28	29	1	2/3
March	6	4	5	6	7	8	9/10
March	7	11	12	13	14	15	16/17
March	8	18	19	20	21	22	23/24
March	9	25	26	27	28	Good Friday 29	Easter Saturday Easter Sunday 30/31
April	10	Easter Monday 1	2	3	4	5	6/7
April	11	8	9	10	11	12	13/14



Scan me for practical school tips!
Help your child get the most out of their school year and to explore our resources.
education.nsw.gov.au/parents-and-carers



Scan me for key dates
education.nsw.gov.au/calendars

School development days
Students do not attend school.
Please check with your school to find out specific dates for these days.



Term 2 2024 – School Planner Calendar

NSW Department of Education

School Planner 2024



Term 2	Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday / Sunday
April / May	1	School development day 29	30	1	2	3	4/5
May	2	6	7	8	9	10	11/12
May	3	13	14	15	16	17	18/19
May	4	20	21	22	23	24	25/26
May / June	5	27	28	29	30	31	1/2
June	6	3	4	5	6	7	8/9
June	7	King's Birthday 10	11	12	13	14	15/16
June	8	17	18	19	20	21	22/23
June	9	24	25	26	27	28	29/30
July	10	1	2	3	4	5	6/7



Scan me for practical school tips!
Help your child get the most out of their school year
and to explore our resources.
education.nsw.gov.au/parents-and-carers



Scan me for key dates
education.nsw.gov.au/calendars

School development days
Students do not attend school.
Please check with your school to find
out specific dates for these days.

