

Henry Kendall High School



**Year 9 Assessment
Terms 3 & 4 - 2024**

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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 understanding 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 Mellish
Science	Ms Green
STEM & Technology (TAS)	Mrs McTeigue



HENRY KENDALL HIGH SCHOOL

Year 9 Assessment Schedule - Term 3 2024

FACULTY / COURSE	TOPIC	ASSESSMENT	DUE DATE	Hand In Task (HI) or In Class Task (IC)
ENGLISH	Drama Study	Visual Representation & Reflection	Week 7	HI & IC
MATHEMATICS	Measurement, Pythagoras' Theorem & Trigonometry	Assignment / Investigation	Week 9	HI & IC
SCIENCE	Body Systems & Responses Chemistry - Inside the Atom	Summary Study Sheet & Biology Examination Radioactivity Research & Writing Task	Week 1 Week 8	HI & IC IC
HISTORY	Australians at War	Extended Response	Week 9	IC
GEOGRAPHY	Changing Places	Research	Week 8	HI
PDHPE	Theory - Close Encounters (Sexual Health) Practical - Cultural Games	Theory - Close Encounters	Week 10	IC
200 HR CHILD STUDIES	N/A	N/A	N/A	N/A
200 HR COPUTING TECHNOLOGY	Robotics	Project 2	Week 5	HI & IC
200 HR FOOD TECHNOLOGY	Food in Australia	Practical and Research Task	Practical Week 8 Research Task Week 9	HI & IC
200 HR MUSIC	Music for Small Ensembles	Listening Examination	Week 6	IC
200 HR PASS	Sports Medicine	Sports Medicine Podcast	Week 10	HI
200 HR VISUAL ARTS	Organic Sculptures	Organic Artworks	Week 10	HI & IC
100 HR AGRICULTURE	Animal Production 1 - Handling Poultry	Animal Handling Skills	Week 5	HI & IC

100 HR CHILD STUDIES	The Future Educator	The Future Educator	Week 8	HI & IC
100 HR COMMERCE	Core Study / Options	Stall Day – Marketing & Running a Business	Week 5 & 7	HI & IC
100 HR COMPUTING TECHNOLOGY	Web Page Design	Project 2	Week 4	HI & IC
100 HR FOOD TECHNOLOGY	Food Product Development	Theory & Research Task Practical Showcase	Theory & Research Task Week 8 Practical Showcase Week 9	HI & IC
100 HR HISTORY ELECTIVE	History, Heritage and Archaeology	Group Presentation	Week 8	IC
100 HR INDUSTRIAL TECHNOLOGY TIMBER	Project 2	Project 2 Progress Report	Week 10	HI
100 HR PASS	N/A	N/A	N/A	N/A
100 HR PHOTOGRAPHY	The Manipulated Image	Movie Poster	Week 10	HI & IC
100 HR iSTEM	STEM PBL Minor	N/A	N/A	N/A

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



HENRY KENDALL HIGH SCHOOL

Year 9 Assessment Schedule - Term 4 2024

FACULTY / COURSE	TOPIC	ASSESSMENT	DUE DATE	Hand In Task (HI) or In Class Task (IC)
ENGLISH	N/A	N/A	N/A	N/A
MATHEMATICS	Geometry and Probability	Examination	Week 5	IC
SCIENCE	N/A	N/A	N/A	N/A
HISTORY	All Topics	Final Course Examination	Week 4	IC
GEOGRAPHY	All Topics	Final Course Examination	Week 2	IC
PDHPE	N/A	N/A	N/A	N/A
200 HR CHILD STUDIES	N/A	N/A	N/A	N/A
200 HR COMPUTING TECHNOLOGY	Web Page Design	Project 3	Week 5	HI & IC
200 HR FOOD TECHNOLOGY	Food Equity	Practical Examination	Week 4	HI & IC
200 HR MUSIC	Jazz Music	Performance (Yearly Accumulated)	By Week 5	IC & Events
200 HR PASS	Collaborative Investigation	Practical Assessment	Week 4	IC
200 HR VISUAL ARTS	Our Natural World	Extended Response	Week 2	HI & IC
100 HR AGRICULTURE	Agricultural Systems - Investigating Plant Growth Factors	Project Based Learning	Week 2	HI & IC
100 HR CHILD STUDIES	Little Tech	N/A	N/A	N/A
100 HR COMMERCE	All topics	Final Course Examination	Week 3	IC
100 HR COMPUTING TECHNOLOGY	Robotics	Project 3	Week 4	HI & IC
100 HR FOOD TECHNOLOGY	Food Equity	Practical Examination	Week 4	HI & IC

100 HR HISTORY ELECTIVE	All topics	Final Course Examination	Week 4	IC
100 HR INDUSTRIAL TECHNOLOGY TIMBER	Project 2	Project 2 with Folio	Week 4	HI
100 HR PHOTOGRAPHY	Stop Motion	Website Design	Week 4	HI & IC
100 HR iSTEM	STEM PBL Minor	Practical and Theory	Week 3	HI & IC

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

Sample of 'N' Award Warning Letter

Mailing Title
Address
Suburb State Postcode

Dear (Parents / Caregiver)

I am writing to advise that (**Student Full Name**) is in danger of not meeting Course Completion Criteria for (**Course Name Year X**). The NSW Education Standards Authority (NESA) 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 First Name**) has not satisfactorily (**Incident N Award Criteria**)

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 First 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 First Name**) and contact the school if further information or clarification is needed.

Yours sincerely

Teacher

Head Teacher

Deputy Principal

To satisfy the Course Completion Criteria, the following tasks, requirements or outcomes need to be satisfactorily completed by (Student First 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 (Today's Date) indicating that (Students First Name) in Year (Grade) is in danger of not having satisfactorily completed (Course) (Year X).

I am aware that this course may appear on (His/Her) Record of Student Achievement with 'Not Complete' indicated.

Parent/Guardian's Signature _____ Date _____

Student's Signature _____ Date _____

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 3 2024 – School Planner Calendar

NSW Department of Education



School Planner 2024

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



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 4 2024 – School Planner Calendar

NSW Department of Education

School Planner 2024



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

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