

Henry Kendall High School



Year 9 Assessment
Terms 1 & 2 - 2025

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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 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 Mellish
Science	Ms Green
STEM & Technology (TAS)	Mrs Barrett



HENRY KENDALL HIGH SCHOOL

Year 9 Assessment Schedule - Term 1 - 2025

FACULTY / COURSE	TOPIC	ASSESSMENT	DUE DATE	Hand In Task (HI) or In Class Task (IC)
ENGLISH	Dystopian Fiction Study	Imaginative Response	Week 10	HI & IC
GEOGRAPHY	Sustainable Biomes	Fieldwork	Week 9	HI & IC
HISTORY	Industrial Revolution	Source Analysis	Week 10	IC
MATHEMATICS	Financial Mathematics, Indices, Equations and Statistics	Open Book Exam	Week 11	IC
PDHPE	Theory - Moving and Feeling Good Practical - Lifelong Physical Activity	Theory - Planning for Physical Activity Practical - Movement Skills	Week 9	IC
SCIENCE	Energy On The Move	Investigation Task - Therm Flask	Week 8	HI & IC
200 HR COMPUTING TECHNOLOGY	Project 1	Project 1 Progress Report	Week 11	HI & IC
200 HR MUSIC	Song Writing & APRA	Performance Progress	Weeks 8-10	IC
200 HR PASS	Theory - Technology in Sport	Technology Podcast	Week 10	HI
200 HR VISUAL ARTS	Colour Collections	Colour Theory Painting	Week 11	IC
100 HR AGRICULTURE	Introduction to Agriculture Climate Influences AG5-1; AG5-2; AG5-3 AG5-8	Research Task	Week 5	
100 HR CHILD STUDIES	Preparing for Parenthood	Information Handbook	Week 9	HI
100 HR COMMERCE	Core	Comparison Shopping Task	Week 8	HI & IC
100 COMPUTING TECHNOLOGY	Project 1	Project 1 Progress Report	Week 11	HI & IC
100 HR HISTORY ELECTIVE	Thematic Study	Source Analysis	Week 9	HI
100 HR INDUSTRIAL TECHNOLOGY TIMBER	Project 1	Project 1 Progress Report	Week 11	HI
100 HR iSTEM	STEM Fundamentals 1 & 2	N/A	N/A	N/A
100 HR PHOTOGRAPHY	Capturing Light: Introduction into Darkroom Techniques	Historical and Critical Study	Week 8	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 9 Assessment Schedule - Term 2 - 2025

FACULTY / COURSE	TOPIC	ASSESSMENT	DUE DATE	Hand In Task (Hi) or In Class Task (IC)
ENGLISH	Diverse Voices - Poetry Study	Essay	Week 8	HI & IC
GEOGRAPHY	Sustainable Biomes/Changing Places	Term Test	10	IC
HISTORY	Making A Nation	Infographic Task	Week 8	HI
MATHEMATICS	Algebra, Linear Relations, Quadratic Equations and Graphs	Exam	Week 10	IC
PDHPE	Theory - Respectful Relationships Practical - Dance	Dance Practical	Week 9	IC
200 HR COMPUTING TECHNOLOGY	Project 1	Project 1 with Folio	Week 4	HI & IC
200 HR FOOD TECHNOLOGY	Food in Australia	Research task with Practical	Weeks 2	HI & IC
200 HR MUSIC	Song Writing & APRA	Performance & Research	Week 2	HI & IC
200 HR PASS	Theory - Issues in Sport	Theory - Issues in Sport Podcast Practical - Teamwork skills	Week 10	HI
200 HR VISUAL ARTS	Our Natural World	Extended Response	Week 2	IC
100 HR AGRICULTURE	Plant Production 1 - Establishing a Crop	Practical Skills	Week 4	
100 HR CHILD STUDIES	Family Interactions: Newborn Care	Changing and bathing a newborn	Week 7	IC
100 HR COMMERCE	Core	Law Case Study	Week 7	HI
100 HR COMPUTING TECHNOLOGY	Project 1	Project 1 with Folio	Week 4	HI & IC
100 HR FOOD TECHNOLOGY	Food in Australia	Research Task with Practical	Weeks 2	HI & IC
100 HR HISTORY ELECTIVE	Ancient, Medieval and Modern Societies	Multimodal Presentation	Week 5	HI
100 HR INDUSTRIAL TECHNOLOGY TIMBER	Project 1	Project 1 with Folio	Week 4	HI
100 HR iSTEM	STEM Fundamentals	Practical and Theory	Week 3	HI & IC
100 HR PHOTOGRAPHY	Exploring Exposure	Practical Display	Week 2	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.

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
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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

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 2025 – School Planner Calendar

NSW Department of Education



School Planner 2025

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



School development days

The dates are determined by the department. Always check with your local school as dates may change. Parents and carers should not send their children to school on school development days.
education.nsw.gov.au/schooling/calendars/school-development-days



Scan me for key dates

Help your child get the most out of their school year and to explore our resources.
education.nsw.gov.au/calendars

Term 2 2025 – School Planner Calendar

NSW Department of Education



School Planner 2025

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



School development days

The dates are determined by the department. Always check with your local school as dates may change. Parents and carers should not send their children to school on school development days.
education.nsw.gov.au/schooling/calendars/school-development-days



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