

Glendale Technology High School

Year 11

Assessment Policy and Subject Schedules



2020

Updated 26/3/2020

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Year 11 Assessment Policy

Student Information

2020

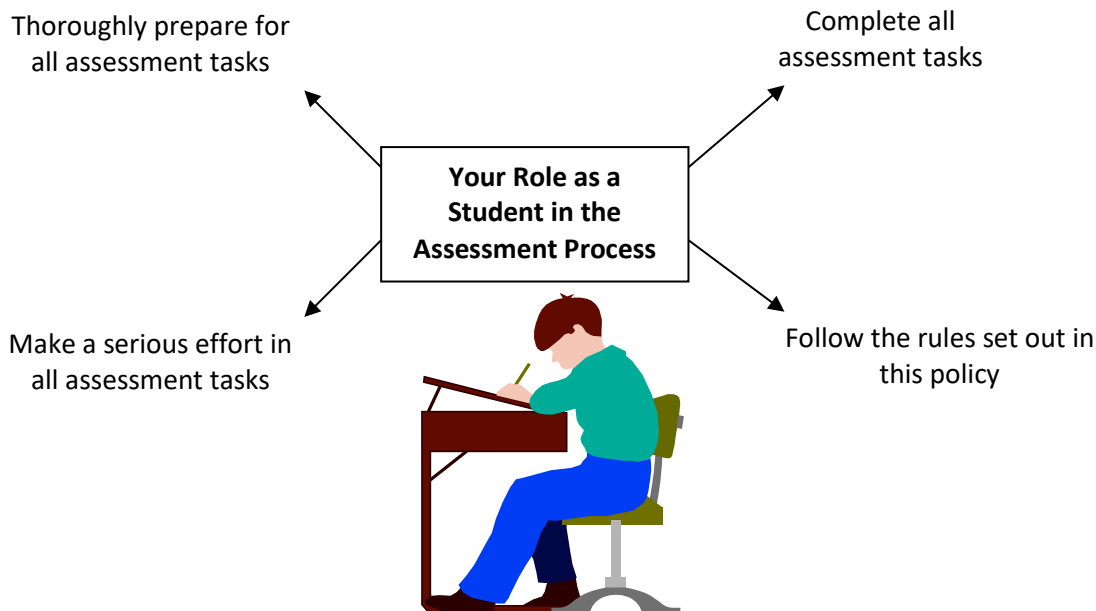
Introduction:

This booklet has been prepared for issue to students in Year 11 at Glendale Technology High School. It is aimed to give those students and their parent's information on student assessment for their Year 11 ROSA Courses. The format of this booklet is that of information supported by some commonly asked questions and their answers. **Please keep this booklet for future reference.**

What is Assessment and why is it important?

Assessment is the process by which your teachers gather information about your learning. The types of tasks are outlined on each assessment schedule. The main purpose of assessment is to provide information about your achievement, level of understanding and progress for reporting to you, your parents, employers and the NSW Education Standards Authority (NESA). A critical component of assessment is the feedback provided by your teachers following the completion of a task and/or a section of coursework. Assessment information is also useful for teachers to measure the progress of all students for ongoing teaching and learning.

NESA has identified *compulsory components* that must be included in the assessment program of each course, and the proportion of marks to be allocated to each component. These vary from course to course. Assessment tasks are developed by the school to measure student performance in the course components. Some of the components can be tested by a formal examination, so a certain proportion of the assessment can be derived from major exams.



What do I need to do to be a successful student?

Students in Year 11 need to satisfactorily achieve the requirements set by NESA for Year 11 & HSC Courses. NESA is the organisation that is responsible for -

- Writing the syllabus for each course.
- Setting the external exams for the HSC.
- Awarding students their ROSA (Year 10 & 11) and Higher School Certificate (at the end of Year 12).

To satisfactorily complete a Year 11 course, students must have:

- ✓ **followed** the course developed or endorsed by the Board;
- ✓ **applied** themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
- ✓ **achieved** some or all of the course outcomes.

and for students undertaking VET courses:

- **undertake** any mandatory work placement.

In addition to any other set tasks and experiences in any Year 11 course, students must complete assessment tasks that contribute in excess of 50% of available marks. It is emphasised that completion of assessment tasks worth exactly 50% is not sufficient; tasks worth in excess of 50% must be attempted.

NOTE: A student must successfully complete at least 12 units in a Year 11 program to be eligible for the award of the ROSA in that year.

How will I be assessed?

At the conclusion of Year 11 Courses you will be awarded a grade based on your final assessment. This grade will go towards your Record of School Achievement (ROSA) should you leave before the completion of the HSC. Your final grade will reflect the results of various assessment tasks. These tasks, which vary from course to course, are learning related activities such as tests, assignments, projects, examinations, essays and practical work units. Your teachers will assess your achievement against standards of performance that are established for each course. You will be awarded a mark that reflects the standard you achieve in each assessment task. You will be aware of the assessment criteria before you attempt a task. You should prepare yourself thoroughly for the task using this information.

In VET subjects, students are assessed by the completion of specified competencies within a set assessment schedule. These are generally practically based and are assessed on an on-going basis throughout the year and therefore do not follow the same pattern as set assessment tasks in non-VET subjects. Students will be notified of the requirements and deadlines for each competency and be given opportunity to demonstrate these effectively as each course progresses.

What are “Standards”?

Year 11 & HSC uses a standards-referenced approach for assessing and reporting student achievement. The approaches to be used by schools to provide internal assessment marks will build on the sound practices currently used in schools. Standards refer to:

- ✓ The knowledge, skills and understanding expected to be learned by the students. These standards are indicated in the **syllabus** for each course in the aims, objectives, outcomes and content.
- ✓ The levels of achievement of the students in each assessment task – student **performance** as indicated by the knowledge, skills and understandings achieved.

It is not necessary or appropriate to compare the performance of one student to another student in a standards assessment approach. Students are compared to the syllabus standards, with their marks reflecting how well they match the requirements of those standards.

What is Assessment for Learning?

Teachers use assessment for learning opportunities throughout the teaching and learning cycle to gather evidence about how students learn and what they know. This type of assessment includes activities undertaken and anecdotal evidence gathered throughout the teaching and learning process in a less prescribed manner than formal assessment. These activities provide evidence for teachers and inform the feedback to be given students in relation to improving their learning.

What information will I be told about assessment?

In this booklet, you have been given Year 11 Assessment Schedules which outline the assessment details for **each of the courses** you are studying. These will inform you;

- WHAT you are being assessed in
- HOW you will be assessed
- WHEN each task will be held
- The relative VALUE of each assessment task.

If an assessment task needs to be rescheduled your teacher will issue you with an amended copy of the Assessment Schedule for that course. You will be given this in class at least two weeks prior to the amended task occurring.

There will be no assessment tasks scheduled for submission within the 2 weeks prior to the End of Course Examinations (Yearly Exams).

In the administration and management of assessment tasks students will be given:

- sufficient warning for each assessment task, or regarding variations to the assessment program for a course – a minimum of two weeks' notification;
- clear guidelines on assessment tasks when they are set.
- clear and meaningful feedback about your performance on specific tasks;
- progressive feedback about how you are performing in each course relative to other students in the course (recorded as the Assessment Ranking on two formal school reports during their HSC year);
- information / warnings of school concerns, where you are in danger of not meeting NESA or school requirements in a course, in time for them to address and correct the problem. (In addition to Teacher/Head Teacher interviews, up to two formal NESA warning letters per course will be issued by the school so that students who are not meeting requirements will be able to correct the problem).
- appropriate consideration / support arrangements when you have raised genuine problems in advance, or when you have provided proof in the Appeals process of valid reasons for the non-attempt or non-submission of a task;
- appropriate provision in course assessment programs for Year 11 repeat students (ie that you comply with the requirements of the current program), and for students transferring from other schools/interstate;
- appropriate consideration, should they be granted permission by the Principal to change courses, and the adoption of a revised assessment program; and
- a school review / NESA appeal, if you are informed by the Principal that the school is recommending to NESA that you have not studied HSC course(s) satisfactorily.

How will my final assessment grade be determined?

It is not possible (or fair) to test everything you know in one single examination. Progressive school assessment will give you credit for other tasks you complete throughout the year. The nature and value of tasks will vary between each course. All courses will calculate your final assessment mark based on a wide range of assessment tasks, including exams. All of these tasks are specified in your Assessment Schedules.

Once the assessment within a subject is completed your teachers will award a grade A- E, based on a set of common grade scales for Year 11 Courses.

What are my responsibilities as a student?

Assessment tasks in class are as important as formal examinations. Students are required to complete all assessment tasks by the due date and to the best of their abilities.

Furthermore, students must:

- make a *serious attempt* at assessment tasks, and avoid any behaviour which disrupts class colleagues during an in-class assessment task;
- approach each assessment task *honestly* and avoid any assessment malpractices (see Procedures relating to malpractice below);
- submit work for assessment directly to the relevant teacher, and ensure receipt is noted. This includes ensuring that the work is submitted in the required form such as typed / written response (already printed), major piece of work or submitted on-line;

- inform their teachers *in advance* if they know they are going to be absent for an assessment task;
- ask their teachers about any assessment tasks which may have been notified during an absence from school;
- lodge an ***Illness, Injury and Misadventure Application*** (see proforma following) within two (2) school days of their return to school, where a task has been missed because of absence; and
- provide proof that they had a valid reason for the non-attempt or non-submission of a task.

Students are also strongly advised to inform/discuss any matters *in advance* (with their teachers) which may affect either:

- the standard of presentation of their assessment task work; and/or
- the timing of submitting a task.

Malpractice

All work presented in assessment tasks and external examinations (including submitted works and practical examinations) must be your own or must be acknowledged appropriately. Malpractice, including plagiarism, could lead to your receiving **zero marks** and may jeopardise your Year 11 results. Malpractice is any activity that allows you to gain an unfair advantage over other students. It includes, but is not limited to:

- copying someone else's work in part or in whole, and presenting it as your own
- using material directly from books, journals, CDs or the internet without reference to the source
- building on the ideas of another person without reference to the source
- buying, stealing or borrowing another person's work and presenting it as your own
- submitting work to which another person such as a parent, coach or subject expert has contributed substantially
- using words, ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement
- paying someone to write or prepare material
- breaching school examination rules
- using non-approved aides during an assessment task
- contriving false explanations to explain work not handed in by the due date
- assisting another student to engage in malpractice.

What if I disagree with the teacher's assessment?

If you are concerned about the mark awarded for a particular task, you need to discuss this with your teacher when the work is returned.

If your ranking or position in the group (as shown on your Half Yearly and Yearly Reports), is significantly different from what you expected, you should ask your teacher to check your final assessment mark.

What if I fail to complete a task or submit a task late?

Assessment tasks will be due on or by specified dates throughout Year 11. Your attendance on the day the task is either to be performed or submitted is therefore **essential**.

Tasks which are not submitted on time or not attempted on a set date (due to absence or illness) will have the following procedures applied.

- A **deduction of 20%** of the mark received will be made **for each day late**, up to a maximum of five days (a weekend counting for two days).
- If work is more than five days late, it must still be submitted with a **ZERO MARK** being awarded.
- Up to five days' extension may be given for late work, if in the view of the appeals committee there is a valid reason for lateness.

If a student is unable to complete any assessment task by the due date, he/she may hand it in unfinished and receive marks according to the quality of the work done. Should you require such special consideration for any assessment task (including formal exams) you should complete an "***Illness, Accident or Misadventure Application***" (also known as an ***Appeals Form*** – see page 34), which is yellow in colour – collect it from the Head Teacher concerned, Year Adviser or Deputy Principal. ***You should then return the completed form to the Deputy Principal on the following school day. Delays may result in your appeal being declined.***

The school's assessment may compensate for factors such as extended illness, misadventure, or domestic problems. A student who is absent, or adversely affected during a particular task, will not necessarily receive a reduced mark for that task, provided that the appeal process is followed.

Please note:

- ✓ Computer problems will not be considered as a valid reason for failing to submit a task on time. You should aim to have all tasks completed and printed at least 48 hours prior to the due date to avoid such issues.
- ✓ It is **your responsibility** to complete and submit an appeal form.

Following any period of absence, it is **your responsibility** to check with each of your teachers for any assessment information (or other work), which you may have missed.

NOTE: Warning letters are sent home to formally inform students/parents that course requirements are not being met. They indicate the action necessary to rectify the problem. If the problem is not rectified within the set time an "N" Determination could be awarded from the school after two "N" Award Warnings in a particular course.

What happens when I make an appeal?

Appeals must be handed to the Deputy Principal who has responsibility for the student on the form. These forms must be handed on either the first or second day of attendance after the closing date for the task.

The Deputy Principal will then form a panel with the subject Head Teacher, Deputy Principal and / or your Year Adviser. This panel will evaluate your appeal for special consideration. You will be advised by the Deputy Principal in writing of the decision and they will also notify your class teacher. Depending on the circumstances, your appeal might;

- Be accepted without penalty
- Grant you an extension of time
- Require you to complete a substitute task
- Allow an estimate based on other evidence to be awarded
- Be rejected altogether.

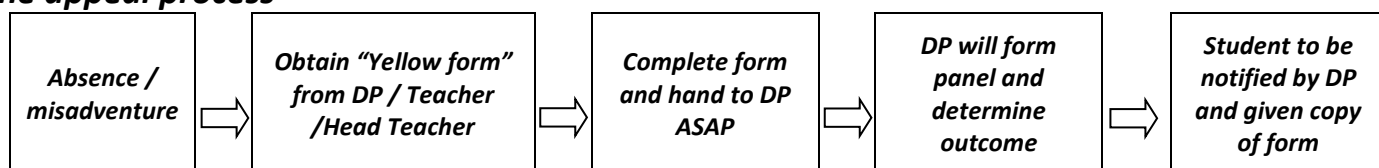
You have the right to appeal this determination, in which case, an appeals committee led by the Principal will determine a final outcome.

Should the reasons not be considered valid (or no appeal is made), then a "zero" mark will be recorded and your parents notified. If you have not completed tasks totalling 50% or more of a final course assessment mark, the Principal is required to inform NESAs that you have not satisfactorily completed the course. This will result in an N-determination for the course and you may not qualify the award of the HSC.

NOTE:

- There is no ground for appeal against the value of the mark given.
- Medical Certificates are expected in cases of absence through illness.

The appeal process



Appendix - GTHS Examination Policy

It is necessary to have set exam rules to ensure that our examinations are fair for all students.

- a. Students are responsible for copying down or collecting their own exam timetables correctly, and for ensuring they attempt the correct exam paper.
- b. All students should ensure that they are present at the exam room by the starting time of the paper. For all senior examinations, normal HSC Examination reading times of 5 or 10 minutes in each paper will be allowed.
- c. All bags, books etc. must be left at the back of the exam room. No food or drink is permitted in the exam room.
- d. Mobile phones and any other digital devices (including watches) are banned from examination rooms.
- e. Students should provide all the necessary equipment required for each exam. eg. ruler, calculator, eraser etc. Borrowing of equipment is not permitted.
- f. Students should sit in rows as instructed by the supervising teacher.
- g. Student behaviour in the exam room should be such so as not to disturb the other candidates. Eating, talking, shuffling of papers etc is not permitted. Any students who persist in causing a disruption and disturbing the work of other students may be removed from the exam room and have their paper cancelled.
- h. Students suspected of, or caught cheating during an exam, will have their papers taken, and details noted by the supervisor. Action taken may include marks being deducted, the paper cancelled and a zero mark recorded, parents being contacted, disciplinary action as part of the School Discipline Policy.
- i. Students who do not make a serious attempt at an examination will not receive a mark in that paper. This includes answers, which contain frivolous or objectionable material.
- j. Examinations are to take priority over all other activities, such as sport, holidays, medical appointments and driving tests. In certain cases, special consideration may be given for students who have an exceptional reason to miss an exam paper. Such students see their teacher or the Head Teacher of the subject and their Year Adviser if this is the case.
- k. No student will be permitted to leave the examination room prior to the completion time of the paper. Any student who completes their work early should spend their time checking through their paper for any missed questions or incomplete work.
- l. Students are required to wear normal school uniform for each examination.
- m. If applied for and granted, students who are to receive special provisions for exams will be supervised separately to facilitate extra time, readers / writers or other conditions allowed for the student.

Staff on supervision should engage in active supervision - extra care will be needed in cases where the students are using their own paper.

Glendale Technology High School
Year 11 Assessment Schedule
2020

Course: Ancient History
Units: 2
Head Teacher: Mr S. Budden



		Task 1	Task 2	Task 3
	Task description	Source Case Study Online	Research and Essay Historical Investigation	End of Year 11 Examination
	Date Due	Term 1 Week 9	Term 2 Week 9	Term 3 Week 9 & 10
Assessment Components	Outcomes	AH11 - 3, 4, 6, 7, 9	AH11 - 6, 7, 8, 9, 10	AH11 - 1, 2, 3, 4, 5, 6, 7, 9, 10
Knowledge and understanding of course content		20%		20%
Historical skills in the analysis and evaluation of sources and interpretations		5%	5%	10%
Historical inquiry and research			20%	
Communication of historical understanding in appropriate forms		5%	5%	10%
		30%	30%	40%

Assessment for Learning

Learning Strands / Tasks	Short Answer Questions:	Source Study: Case Study	Research Proposal:	Preliminary Research Overview:	Historical Investigation	Essay: Features of Ancient Societies	Year 11 Examination
Described the nature of continuity and change and proposes ideas about cause and effects on historical events						✓	✓
Analysed the role and significance of historical features, individuals and groups in shaping the past and accounts for different perspectives of individuals and groups	✓	✓					✓
Analysed and evaluated a range of sources to support historical accounts and show differing interpretations of the past		✓		✓	✓		✓
Demonstrated the skills required to undertake historical inquiry			✓	✓	✓		✓
Communicated historical knowledge and understanding, using appropriate concepts and terms and in well-structured forms	✓	✓			✓	✓	✓

Students are expected to maintain sustained and diligent effort at all times during course work

Glendale Technology High School
Year 11 Assessment Schedule
2020

Course: Biology
Units: 2
Head Teacher: Mrs S. Idris



		Task 1	Task 2	Task 3
	Task description	Practical Task	Depth Study	End of Year 11 Examination
	Date Due	Term 1 Week 10	Term 2 Week 8	Term 3 Weeks 9 & 10
Assessment Components	Outcomes	BIO11 - 1, 2, 3, 5, 7, 8	BIO11 - 1, 4, 6, 7, 9	BIO11 – 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11
Skills in working scientifically		20%	20%	20%
Knowledge and understanding of Biology		10%	10%	20%
		30%	30%	40%

Assessment for Learning

Learning Strands / Tasks	<i>Practical Questions</i>	<i>Practical Task</i>	<i>Research Questions</i>	<i>Depth Study</i>	<i>Examination Questions</i>	<i>Year 11 Examination</i>
Demonstrated skills in planning and conducting first hand investigations in Biology	✓	✓	✓	✓	✓	✓
Communicated information and developed scientific thinking	✓	✓	✓	✓	✓	✓
Described single cells as the basis for all life by analysing and explaining cells' ultrastructure and biochemical processes	✓	✓			✓	✓
Explained the structure and function of multicellular organisms and described how coordinated activities contribute to macroscopic processes in organisms			✓	✓	✓	✓
Described biological diversity by explaining the relationships between a range of organisms in terms of specialization for selected habitats and evolution of species					✓	✓
Analysed ecosystem dynamics and the interrelationships of organisms within the ecosystem					✓	✓

Students are expected to maintain sustained and diligent effort at all times during course work.

Glendale Technology High School
Year 11 Assessment Schedule
2020

Course: Business Studies
Units: 2
Head Teacher: Mr S. Budden



Assessment Components	Task description	Task 1	Task 2	Task 3
		Date Due	Term 1 Week 9	Term 2 Week 7
Outcomes	P1, P2, P7, P9	P5, P6, P8, P9	P3, P4, P5, P7, P8, P9, P10	
Knowledge and understanding of course content	15%	15%	10%	
Stimulus-based skills		10%	10%	
Inquiry and research	10%		10%	
Communication of business information, ideas and issues in appropriate forms	5%	5%	10%	
	30%	30%	40%	

Assessment for Learning

Learning Strands / Tasks	Stimulus based assessment	Research Task	Short answer response questions	Management Theories	Business Plan	Extended response
Discussed the nature of business, its role in society and the types of business structures	✓	✓				
Explained the internal and external influences on business and factors contributing to success and failure of SME's	✓	✓	✓		✓	
Assessed the processes and interdependence of key business functions			✓	✓	✓	✓
Examined the application of management theories and strategies of businesses			✓	✓	✓	✓
Analysed the responsibilities of business to internal and external stakeholders			✓	✓		✓
Planned and conducted investigations into contemporary business issues and applies mathematical concepts appropriately in business situations	✓	✓			✓	✓
Evaluated and communicated information for actual and hypothetical business situations in appropriate formats	✓	✓		✓	✓	✓

Students are expected to maintain sustained and diligent effort at all times during course work

Glendale Technology High School
Year 11 Assessment Schedule
2020

Course: Chemistry
Units: 2
Head Teacher: Mrs S. Idris



	Task 1	Task 2	Task 3
Task description	First Hand Investigation	Depth Study	End of Year 11 Examination
Date Due	Term 1 Week 9	Term 2 Week 9	Term 3 Week 9 & 10
Assessment Components	Outcomes		
	CHEM11 – 1, 2, 3, 7, 8	CHEM11 – 1, 2, 3, 4, 5, 6, 7, 9, 10	CHEM 11 – 1, 5, 6, 7, 8, 10, 9, 11
Skills in working scientifically	25%	25%	10%
Knowledge and understanding of Chemistry	5%	5%	30%
	30%	30%	40%

Assessment for Learning

Learning Strands / Tasks	<i>Properties and Structure of Matter</i>	<i>First Hand Investigation</i>	<i>Quantitative & Reactive Chemistry</i>	<i>Depth Study</i>	<i>Drivers of Reactions</i>	<i>End of Year 11 Examination</i>
Developed skills in applying the processes of Working Scientifically.	✓	✓	✓	✓	✓	✓
Explored the properties and trends in the physical, structural and chemical aspects of matter.	✓	✓				✓
Described, applied and quantitatively analysed the mole concept and stoichiometric relationships.			✓	✓		✓
Developed knowledge and understanding of the trends and driving forces in chemical interactions.			✓	✓		✓
Explored the many different types of chemical reactions, in particular the reactivity of metals, and the factors that affect the rate of chemical reactions.				✓		✓
Analysed the energy considerations in the driving force for chemical reactions.					✓	✓

Students are expected to maintain sustained and diligent effort at all times during course work.

Glendale Technology High School
Year 11 Assessment Schedule
2020

Course: Earth and Environmental Science
Units: 2
Head Teacher: Mrs S. Idris



		Task 1	Task 2	Task 3
	Task description	Practical Task	Depth Study	End of Year 11 Examination
	Date Due	Term 1 Week 6	Term 2 Week 10	Term 3 Weeks 9 & 10
Assessment Components	Outcomes	EES11 - 1, 2, 3, 5, 6	EES11 - 1, 3, 4, 5, 7, 9	EES11 – 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11
Skills in working scientifically		20%	20%	20%
Knowledge and understanding of Earth and Environmental Science		10%	10%	20%
		30%	30%	40%

Assessment for Learning

Learning Strands / Tasks	<i>Earth's Resources</i>	<i>Practical Task</i>	<i>Plate Tectonics and Energy Transformations</i>	<i>Depth Study</i>	<i>Human Impacts</i>	<i>Year 11 Examination</i>
Planned and conducted first hand investigations in Earth and Environmental Science	✓	✓	✓	✓	✓	✓
Communicated information and developed scientific thinking	✓	✓	✓	✓	✓	✓
Solved scientific problems using primary and secondary data, critical thinking skills and scientific processes	✓	✓	✓	✓	✓	✓
Described the key features of the Earth's systems	✓	✓				✓
Analysed evidence for the theory of plate tectonics and the energy and geological changes that occur at plate boundaries			✓	✓		✓
Described the factors that influence how energy is transferred and transformed in the Earth's systems			✓	✓		✓
Investigated human impacts on the Earth					✓	✓

Students are expected to maintain sustained and diligent effort at all times during course work.

Glendale Technology High School
Year 11 Assessment Schedule
2020

Course: English Advanced
Units: 2
Head Teacher: Ms R. Veitch



		Task 1	Task 2	Task 3
	Task description	Imaginative Task Reading to Write	Multimodal Presentation Narratives that shape our world	Critical Response Critical Study of Literature
	Date Due	Term 1 Week 10	Term 2 Week 10	Term 3 Weeks 9 & 10
Assessment Components	Outcomes	EA11 - 3, 4, 5, 6, 7, 9	EA11 - 1, 3, 5, 7, 8, 9	EA11 - 1, 3, 5, 8
Communicated through speaking, listening, reading, writing, viewing and representing		20%	15%	15%
Used language to shape and make meaning according to purpose, audience and context		20%	15%	15%
		40%	30%	30%

Assessment for Learning

Learning Strands / Tasks	Reading to Write- Creative Writing Learning Journal	Reading to Write- Creative Writing Draft Response	Narratives that Shape our World- Context PowerPoint	Narratives that Shape our World- Discursive Response	Critical Study of Literature- Mini Essay
Communicated through speaking, listening, reading, writing, viewing and representing.			✓	✓	✓
Used language to shape and make meaning according to purpose, audience and context.					✓
Thought in ways that are imaginative, creative, interpretive and critical.	✓	✓	✓	✓	✓
Expressed themselves and their relationships with others and their world.	✓	✓			
Learned and reflected on their learning through the study of English.	✓	✓	✓	✓	

Students are expected to maintain sustained and diligent effort at all times during course work.

Glendale Technology High School
Year 11 Assessment Schedule
2020

Course: English Standard
Units: 2
Head Teacher: Ms R. Veitch



		Task 1	Task 2	Task 3
	Task description	Narrative Reflection	Multimodal Presentation and Viva Voce	Critical Response
	Date Due	Term 1 Week 10	Term 2 Week 10	Term 3 Weeks 9 & 10
	Outcomes	EN11 2, 3, 4, 7, 8, 9	EN11 1, 2, 3, 5, 6, 7	EN11 1, 3, 4, 5, 7, 8
Assessment Components				
Knowledge and understanding of course content		15%	20%	20%
Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes		15%	20%	20%
		30%	40%	30%

Assessment for Learning

Learning Strands / Tasks	Narrative Plan	Narrative	Narrative Reflection	Story Board	Multimodal progress	Multimodal	Practice Paragraph	Critical Response
Communicated through speaking, listening, reading, writing, viewing and representing.	✓	✓	✓		✓	✓	✓	✓
Used language to shape and make meaning according to purpose, audience and context.		✓	✓		✓	✓	✓	✓
Thought in ways that are imaginative, creative, interpretive and critical.	✓	✓		✓	✓	✓		✓
Expressed themselves and their relationships with others and their world.			✓	✓	✓	✓		✓
Learned and reflected on their learning through the study of English.			✓					

Students are expected to maintain sustained and diligent effort at all times during course work.

Glendale Technology High School
Year 11 Assessment Schedule
2020

Course: English Studies
Units: 2
Head Teacher: Ms R. Veitch



	Task 1	Task 2	Task 3
Task description	Workplace Task	Multimedia Task	Portfolio Task
Date Due	Term 1 Week 6	Term 3 Week 4	Term 3 Week 6
Outcomes	ES11 – 1, 4, 5, 6	ES11 – 2, 6, 7, 8, 10	ES11 – 1, 3, 4, 5, 7, 9, 10
Assessment Components			
Knowledge and understanding of course content	15%	20%	15%
Skills in: <ul style="list-style-type: none"> • Comprehending texts • Communicating ideas • Using language accurately, appropriately and effectively 	15%	20%	15%
	30%	40%	30%

Assessment for Learning

Learning Strands / Tasks	What Workplace am I suited for?	Market Research activity	Hip hop research activity	Song analysis comparison	Dystopian analysis	Literature Circle activities
Communicated through speaking, listening, reading, writing, viewing and representing	✓	✓	✓	✓	✓	✓
Used language to shape and make meaning according to purpose, audience and context		✓		✓	✓	
Demonstrated thinking in ways that are imaginative, creative, interpretive and critical	✓		✓		✓	✓
Expressed themselves and their relationships with others and their world						
Learnt and reflected on their learning through the study of English		✓				✓

Students are expected to maintain sustained and diligent effort at all times during course work.

Glendale Technology High School
Year 11 Assessment Schedule
2020

Course: Food Technology
Units: 2
Head Teacher: Mr M. Beecham



	Task 1	Task 2	Task 2
Task description	Food Availability & Selection Case Study	Nutrition & Experimentation Task	End of Year 11 Examination
Date Due	Term 1 Week 9	Term 3 Week 5	Term 3 Weeks 9 & 10
Assessment Components	Outcomes		
	P1.1, P1.2, P3.2	P2.1, P3.1, P4.3, P5.1	All outcomes may be assessed
Knowledge and understanding of course content	20%	5%	15%
Knowledge and skills in designing, researching, analysing and evaluating	10%	5%	15%
Skills in experimenting with and preparing food by applying theoretical concepts		30%	
	30%	40%	30%

Assessment for Learning

Learning Strands / Tasks	Australian Food Habits Practical	Food Availability & Selection Case Study	Food Quality Quiz	Food Quality Experimentation	Nutrition Task	End of Course Examination
Developed knowledge and understanding about food systems in the production, processing and consumption of food and an appreciation of their impact on society		✓	✓			✓
Developed knowledge and understanding about the nature of food, human nutrition and an appreciation of the importance of food to health			✓	✓	✓	✓
Demonstrated skills in researching, analysing and communicating food issues		✓		✓	✓	✓
Exhibited skills in experimenting with and preparing food by applying theoretical concepts	✓			✓	✓	✓
Demonstrated skills in designing implementing and evaluating solutions to food situations				✓	✓	✓

Students are expected to maintain sustained and diligent effort at all times during course work.

Glendale Technology High School
Year 11 Assessment Schedule
2020

Course: Legal Studies
Units: 2
Head Teacher: Mr S. Budden



	Task 1	Task 2	Task 3	
Task description	The Legal System Media Portfolio	Individual Law Research and extended response	End of year 11 Examination	
Date Due	Term 1 Week 10	Term 2 Week 8	Term 3 Week 9 & 10	
Assessment Components	Outcomes	P1, P2, P3, P4, P6, P8, P9	P2, P4, P6, P8, P9, P10	P1, P2, P3, P4, P5, P6, P7, P9, P10
Knowledge and understanding of course content	10%	10%	20%	
Analysis and evaluation	10%		10%	
Inquiry and research	10%	10%		
Communication of legal information, ideas and issues in appropriate form	10%	10%		
	40%	30%	30%	

Assessment for Learning

Learning Strands / Tasks	The Legal System: Crime-Case Study:	Legal Studies Media Portfolio	Law Reform Short Answer Questions	Individual and the Law Research and Response	Law in Practice: Extended response	Year 11 Examination
Explained the nature and institutions of domestic and international law	✓	✓	✓	✓		✓
Examined the operation of Australian and international legal systems and the significance of the rule of law	✓	✓		✓	✓	✓
Evaluated the interrelationship between law, justice and society and the changing nature of law	✓	✓	✓	✓	✓	✓
Investigated, analysed and communicated relevant legal information and issues		✓	✓	✓	✓	✓

Students are expected to maintain sustained and diligent effort at all times during course work

Glendale Technology High School
Year 11 Assessment Schedule
2020

Course: Marine Studies
Units: 2
Head Teacher: Mr S. Budden



		Task 1	Task 2	Task 3
	Task description	Research Task	Marine Aquarium Research Task	Practical Demonstration Seafood Handling and Processing
	Date Due	Term 1 Week 9	Term 2 Week 7	Term 3 Week 5
	Outcomes	2.1, 2.2, 4.1, 4.2	1.1, 1.4, 2.2, 2.3, 5.1, 5.3	1.1, 1.2, 1.3, 1.4, 1.5, 2.1, 2.2, 3.3, 3.4, 4.2, 5.1, 5.2, 5.3
Assessment Components				
Knowledge and understanding outcomes and course content		20%	20%	10%
Skills outcomes and content		5%	15%	30%
		25%	35%	40%

Assessment for Learning

Learning Strands / Tasks	Research Task	Research Task	Skill Demonstration	Skill Proficiency	Short response questions	Practical Demonstration
Developed knowledge, understanding and appreciation that promote sound environmental practices in the marine environment.			✓	✓	✓	✓
Demonstrated the ability to manage activities cooperatively and communicate in a marine context.	✓	✓	✓	✓	✓	✓
Exhibited the ability to apply the skills of critical thinking, research and analysis.						✓
Demonstrated knowledge and understanding of marine industries and their interaction with society and with leisure pursuits	✓	✓			✓	✓
Developed knowledge, understanding and skills of safe practice in the marine context			✓	✓		✓

Students are expected to maintain sustained and diligent effort at all times during course work.

Glendale Technology High School
Year 11 Assessment Schedule
2020

Course: Mathematics Advanced
Units: 2
Head Teacher: Mr M. Ide



	Task 1	Task 2	Task 3
Task description	Functions Investigation	Introductory Calculus Assignment	End of Year 11 Examination
Date Due	Term 1 Week 9	Term 2 Week 8	Term 3 Weeks 9 & 10
Assessment Components	Outcomes		
	MA11 – 1, 2, 8, 9	MA11 – 1, 5, 8, 9	MA11 – 1, 2, 3, 4, 5, 6, 7, 8, 9
Understanding, fluency and communication	15%	15%	20%
Problem-solving, reasoning and justification	15%	15%	20%
	30%	30%	40%

Assessment for Learning

Learning Strands / Tasks	Algebra Assignment	Functions Investigation	Trigonometry Assignment	Calculus Summary	Introductory Calculus Test (Open Book)	Practice Examination Assignment	End of Year 11 Examination
Constructed and communicated arguments that prove and justify results	✓	✓	✓	✓	✓	✓	✓
Used the concept of functions and relations to model, analyse and solve practical problems	✓	✓				✓	✓
Used the concepts and techniques of trigonometry to solve problems involving geometric shapes, trigonometric equations and trigonometric identities			✓			✓	✓
Demonstrated understanding and applied the concept of differentiation to a range of functions				✓	✓	✓	✓
Applied concepts and techniques from probability to present and interpret data and solve problems in a variety of contexts						✓	✓

Students are expected to maintain sustained and diligent effort at all times during course work.

Glendale Technology High School
Year 11 Assessment Schedule
2020

Course: Mathematics Standard 1 (Applied)
Units: 2
Head Teacher: Mr M. Ide



		Task 1	Task 2	Task 3
	Task description	Finance, Algebra and Measurement Class Assignment	Statistical Investigation	End of Year 11 Examination
	Date Due	Term 1 Week 11	Term 2 Week 8	Term 3 Weeks 9 & 10
Assessment Components	Outcomes	MS11 – 1, 2, 3, 4, 5, 6, 9, 10	MS11 – 2, 7, 9, 10	MS11 – 1, 2, 3, 4, 5, 6, 7, 8, 9, 10
Understanding, fluency and communication		15%	15%	20%
Problem solving, reasoning and justification		15%	15%	20%
		30%	30%	40%

Assessment for Learning

Learning Strands / Tasks	Finance, Algebra, Measurement Summary	Finance, Algebra and Measurement Class Test	Statistics Quiz	Statistical Investigation	Practice Examination Assignment	End of Year 11 Examination
Communicated and justified responses to given problems using appropriate mathematical terminology and calculations	✓	✓	✓	✓	✓	✓
Used algebraic and mathematical models to make predictions about everyday situations	✓	✓			✓	✓
Made informed decisions about financial situations likely to be encountered post-school	✓	✓			✓	✓
Calculated and interpreted measurements of simple two dimensional and three dimensional models to solve practical problems and make judgements	✓	✓			✓	✓
Analysed representations of data and carries out simple statistical processes to evaluate familiar contexts and make predictions			✓	✓	✓	✓

Students are expected to maintain sustained and diligent effort at all times during course work.

Glendale Technology High School
Year 11 Assessment Schedule
2020

Course: Mathematics Standard 2
Units: 2
Head Teacher: Mr M. Ide



	Task 1	Task 2	Task 3
Task description	Finance, Algebra and Measurement Class Assignment	Statistical Investigation	End of Year 11 Examination
Date Due	Term 1 Week 11	Term 2 Week 8	Term 3 Weeks 9 & 10
Assessment Components	Outcomes		
	MS11 – 1, 2, 3, 4, 5, 6, 9, 10	MS11 – 2, 7, 9, 10	MS11 – 1, 2, 3, 4, 5, 6, 7, 8, 9, 10
Understanding, fluency and communication	15%	15%	20%
Problem solving, reasoning and justification	15%	15%	20%
	30%	30%	40%

Assessment for Learning

Learning Strands / Tasks	Finance, Algebra, Measurement Summary	Finance, Algebra and Measurement Class Test	Statistics Quiz	Statistical Investigation	Practice Examination Assignment	End of Course Examination
Communicated and justified responses to given problems using appropriate mathematical terminology and calculations	✓	✓	✓	✓	✓	✓
Used algebraic and mathematical models to make predictions about everyday situations	✓	✓			✓	✓
Made informed decisions about financial situations likely to be encountered post-school	✓	✓			✓	✓
Calculates and interprets measurements of simple two dimensional and three dimensional models to solve practical problems and make judgements	✓	✓			✓	✓
Analysed representations of data and carries out simple statistical processes to evaluate familiar contexts and make predictions			✓	✓	✓	✓

Students are expected to maintain sustained and diligent effort at all times during course work.

Glendale Technology High School
Year 11 Assessment Schedule
2020

Course: Modern History
Units: 2
Head Teacher: Mr S. Budden



	Task 1	Task 2	Task 3
Task description	Online Source Analysis Investigating Modern History	Historical Investigation	End of Year 11 Examination
Date Due	Term 1 Week 10	Term 2 Week 8	Term 3 Week 9 & 10
Assessment Components	Outcomes		
	MH11 5, 6, 7, 9, 10	MH11 2, 4, 6, 8, 9	MH11 1, 3, 5, 7, 8, 9
Knowledge and understanding of course content	20%		20%
Historical skills in the analysis and evaluation of sources and interpretations	5%	5%	10%
Historical inquiry and research		15%	5%
Communication of historical understanding in appropriate forms	5%	10%	5%
	30%	30%	40%

Assessment for Learning

Learning Strands / Tasks	Source Analysis	Source Analysis	Research Proposal and Question Construction	Historical Investigation Preliminary Research	Historical Investigation-Final Submission	Essay-World War One	Year 11 Examination
Described the nature of continuity and change, proposed ideas about varying causes and effects of events and accounted for differing perspectives in the modern world					✓	✓	✓
Analysed and examined the role and significance of historical features, people and ideas in shaping the past	✓	✓					✓
Analysed and evaluated a range of historical sources to account for different interpretations of the past	✓	✓	✓	✓	✓		✓
Planned and conducted historical investigations and presented reasoned conclusions, using relevant evidence from a range of sources		✓	✓	✓	✓	✓	✓
Communicated historical knowledge and understanding, using appropriate concepts and terms to discuss issues involved in the investigation of modern history	✓	✓	✓	✓	✓	✓	✓

Students are expected to maintain sustained and diligent effort at all times during course work.

Glendale Technology High School
Year 11 Assessment Schedule
2020

Course: Music 1
Units: 2
Head Teacher: Ms B. Nelmes



		Task 1	Task 2	Task 3
	Task description	Composition and Performance	Online Viva Voce and Aural Analysis	Performance and Aural
	Date Due	Term 1 Week 9	Term 2 Week 7	Term 3 Week 5
Assessment Components	Outcomes	P1, P3, P5, P7	P2, P4, P6, P7, P8	P1, P4, P5, P6, P7
Performance		10%		15%
Composition		25%		
Aural Skills			10%	15%
Musicology			25%	
		35%	35%	30%

Assessment for Learning

Learning Strands / Tasks	Composition Diary	Composition and Performance	Summary Sheet Submission	Viva Voce and Aural Analysis	Performance Rehearsal Journal	Performance and Aural
Performed stylistically, music that is characteristic of the topic		✓			✓	✓
Improvised and composed music using a range of concepts	✓	✓				
Communicated an aural understanding of musical concepts in a variety of style through written responses			✓	✓	✓	✓
Developed an understanding of aural concepts and articulates this through musicology	✓		✓	✓	✓	

Students are expected to maintain sustained and diligent effort at all times during course work.

Glendale Technology High School
Year 11 Assessment Schedule
2020

Course: PDHPE
Units: 2
Head Teacher: Mr M. Mansfield



		Task 1	Task 2	Task 3
	Task description	Priority issue report	Video performance analysis	End of Year 11 Examination
	Date Due	Term 1 Week 10	Term 2 Week 7	Term 3 Weeks 9 & 10
Assessment Components	Outcomes	P1, P2, P3, P6, P15, P16	P7, P8, P9, P11, P16, P17	All outcomes may be assessed
Knowledge and Understanding		15%	15%	10%
Skills		20%	20%	20%
		35%	35%	30%

Assessment for Learning

Learning Strands / Tasks	Mind Map	Priority Issue Report	Draft responses to The Body in Motion Questions	Video performance analysis	Study notes and discussion	End of Year 11 Examination
Demonstrated knowledge and understanding of the factors that affect health	✓	✓				✓
Developed a capacity to exercise influence over personal and community health outcomes		✓				✓
Developed knowledge and understanding about the way the body moves			✓	✓	✓	✓
Exhibited an ability to take action to improve participation and performance in physical activity			✓	✓	✓	✓
Demonstrated an ability to apply the skills of critical thinking, research and analysis	✓	✓	✓	✓	✓	✓

Students are expected to maintain sustained and diligent effort at all times during course work.

Glendale Technology High School
Year 11 Assessment Schedule
2020

Course: Physics
Units: 2
Head Teacher: Mrs S. Idris



		Task 1	Task 2	Task 3
	Task description	Practical Task	Depth Study	End of Year 11 Examination
	Date Due	Term 1 Week 10	Term 2 Week 10	Term 3 Weeks 9 & 10
Assessment Components	Outcomes	PHY11 - 1, 2, 3, 4, 7, 8	PHY11 - 1, 2, 3, 4, 5, 7, 10	PHY11 – 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11
Skills in working scientifically		20%	20%	20%
Knowledge and understanding of Physics		10%	10%	20%
		30%	30%	40%

Assessment for Learning

Learning Strands / Tasks	Practical Questions	Practical Task	Research Questions	Depth Study	Examination Questions	Year 11 Examination
Demonstrated skills in planning and conducting first hand investigations in Physics	✓	✓	✓	✓	✓	✓
Communicated information and developed scientific thinking	✓	✓	✓	✓	✓	✓
Described and analysed motion in terms of scalar and vector quantities in two dimensions and makes quantitative measurements and calculations for distance, displacement, speed velocity and acceleration	✓	✓			✓	✓
Described and explained events in terms of Newton's Laws of Motion, the law of conservation of momentum and the law of conservation of energy					✓	✓
Explained and analysed waves and the transfer of energy by sound, light and thermodynamic principles			✓	✓	✓	✓
Explains and quantitatively analyses electric fields, circuitry and magnetism					✓	✓

Students are expected to maintain sustained and diligent effort at all times during course work.

Glendale Technology High School
Year 11 Assessment Schedule
2020

Course: SLR
Units: 2
Head Teacher: Mr M. Mansfield



		Task 2	Task 3	Task 1
	Task description	Healthy Lifestyles Issue Analysis	Resistance Training Program	Practical Assessment
	Date Due	Term 1 Week 11	Term 2 Week 8	Term 3 Week 6 (Ongoing T1 - 3)
	Outcomes	1.5, 3.5, 4.3	1.2, 2.1, 2.2, 3.2, 3.3	1.1, 1.3, 2.3, 3.1, 4.2, 4.4
Assessment Components				
Knowledge and Understanding		10%	20%	10%
Skills		20%	20%	20%
		30%	40%	30%

Assessment for Learning

Learning Strands / Tasks	Skills self-assessment portfolio	Practical assessment portfolio	Resource/data collection	Lifestyle Issue Analysis	Resistance training program (Personal)	Resistance training program (Athlete)
Developed knowledge and understanding of the factors that influence health and participation in physical activity	✓	✓	✓	✓	✓	✓
Developed knowledge and understanding of the principles and processes impacting on the realisation of movement potential	✓	✓			✓	✓
Displayed an ability to analyse and implement strategies that promote health, physical activity and enhanced performance	✓	✓	✓	✓	✓	✓
Displayed a capacity to influence the participation and performance of self and others	✓	✓	✓	✓		

Students are expected to maintain sustained and diligent effort at all times during course work.

Glendale Technology High School
Year 11 Assessment Schedule
2020

Course: Visual Arts
Units: 2
Head Teacher: Ms B. Nelmes



		Task 1	Task 2	Task 3
	Task description	Body of Work - Emotions	Environments Visual E-learning Journal	End of Year 11 Examination
	Date Due	Term 1 Week 9	Term 2 Week 9	Term 3 Weeks 9 & 10
Assessment Components		Outcomes		
Artmaking		P1,P2,P3,P4, P7, P8,P9,P10	P1,P2,P3,P4,P5, P6,P7,P8,P9,P10	P7,P8,P9,P10
Critical and historical study		25%	25%	20%
		15%	15%	20%
		40%	40%	20%

Assessment for Learning

Learning Strands / Tasks	Art concepts	Artwork (emotions)	Case Study 1	Artwork	Case Study 2	Artwork Environments	Case Study 3	Artwork	Year 11 Examination
Selected and developed subject matter and forms to plan a Body of Work that reflects personal intentions and is informed by the frames.	✓	✓		✓		✓		✓	
Initiated and organised practice that is sustained and reflective, to make a sophisticated Body of Work that explores the CFW	✓	✓		✓		✓		✓	
Demonstrated conceptual strength, coherence and layers of meaning together with resolved technical expertise	✓	✓		✓		✓		✓	
Applied their understanding of practice, frames and conceptual framework in art criticism and history of selected artists	✓		✓		✓		✓		✓
Constructed a significant narrative that explains and evaluates the work of selected artists			✓		✓		✓		✓

Students are expected to maintain sustained and diligent effort at all times during course work.

Glendale Technology High School
Year 11 Assessment Schedule
2020

Course: Work Studies
Units: 2
Head Teacher: Mr L. Tryk



	Task 1	Task 2	Task 3
Task description	My Working Life Developing a Career Plan	Preparing Job Applications	Experiencing Work
Date Due	Term 1 Week 9	Term 2 Week 9	Term 3 Week 5
Learning Strands	Outcomes		
	1, 3, 4	2, 5, 7	6, 8, 9
Knowledge and understanding	10%	10%	10%
Skills	20%	20%	30%
	30%	30%	40%

Assessment for Learning

Learning Strands / Tasks	Personal Profiles	My Working Life - Career Plan	Employment Pathways	Preparing Job Applications	Employment Connections	Experiencing Work
Developed knowledge and understanding of work, the work environment and skills for employment	✓	✓		✓	✓	
Developed knowledge and understanding of employment options, career management, life planning and further education and training	✓	✓	✓			
Demonstrated skills for success in the workplace	✓		✓	✓	✓	✓
Demonstrated skills in critically assessing personal and social influences on individuals and groups			✓		✓	✓

Students are expected to maintain sustained and diligent effort at all times during course work.

COURSE: Preliminary 2020 CPC20211 Certificate II in Construction Pathways_R5

Student Competency Assessment Schedule

Preliminary/120hr outcome: Statement of Attainment towards Cert II in Construction Pathways

<i>Assessment Events for Construction Certificate II in Construction Pathways</i>		Event No. 1	Event No. 2	Event No. 3	Half Yearly Exam*	Work Placement	Yearly Exam*
		Safe Work	Carpentry	Communication			
		Date: Week: 5 Term: 1 2020	Date: TBC	Date: TBC	Date: Week: Term:	Date: Week: Term:	Date: Week: Term:
Code	Unit of Competency						
CPCCWHS1001	Prepare to work safely in the construction industry	✓					
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry.	✓	✓				
CPCCCA2011A	Handle carpentry materials		✓				
CPCCCA2002B	Use carpentry tools and equipment		✓				
CPCCJN2001A	Assemble components		✓				
CPCCJN2002B	Prepare for off-site manufacturing processes		✓				
CPCCCM1014	Conduct workplace communication		✓	✓			
CPCCCM1015	Carry out measurements and calculations		✓				
CPCCCM2001	Read and interpret plans and specifications		✓				

Depending on the achievement of units of competency, the possible Preliminary qualification outcome is a Statement of Attainment towards a **Certificate II in Construction Pathways**. 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. Competency assessment is graded as “not yet competent” or “competent”. In some cases other descriptive words may be used leading up to “competent”. *This means a course mark is not allocated.

NESA COURSE: Hospitality Curriculum Framework

SIT20316 Certificate II in Hospitality

Year 11 2020

Student Competency Assessment Schedule

Assessment Events for Hospitality Food and Beverage Delivery Strategy A SIT20316 Certificate II Hospitality		Topic quiz	Event No. 1	Event No. 5	Work Placement	Practical Exam
		Online	Café Culture	E-Portfolio check 1		
		These quizzes combined with event assessments will determine outcome of units	Date: TBC	Date: TBC	TBC	TBC
Code	Unit of Competency					
SITXWHS001	Participate in safe work practices	Term 1 Week 6	✓	Portfolio check and feedback on students skill and knowledge development		
SITXFSA001	Use hygienic practices for food safety	Term 1 Week 10	✓			
SITHFAB005	Prepare and serve espresso coffee	Term 2 Week 5	✓			
SITHFAB007	Serve food and beverage	Term 3 Week 4				
SITHFAB004	Prepare and serve non-alcoholic beverages	Term 3 Week 8				

The possible Preliminary outcome of the course is a Statement of Attainment towards a **SIT20316 Certificate II in Hospitality**. Assessments are competency based. Students' will need to be able to consistently apply the specific knowledge and skills of each unit of competency. Competency assessment is graded as "not yet competent" or "competent". In some cases other descriptive words may be used leading up to "competent". A course mark is not allocated.

My Assessment Tasks

Term	Week	Date	Subject and Task Name
Term 1 - 2020	1	27 th – 31 st January	
	2	3 rd – 7 th February	
	3	10 th – 14 th February	
	4	17 th – 21 st February	
	5	24 th – 29 th February	
	6	2 nd – 6 th March	
	7	9 th – 13 th March	
	8	16 th – 20 th March	
	9	23 rd – 27 th March	
	10	30 th – 3 rd March / April	
	11	6 th – 10 th April	
Term 2 - 2020	1	27 th – 1 st April / May	
	2	4 th – 8 th May	
	3	11 th – 15 th May	
	4	18 th – 22 nd May	
	5	25 th – 29 th May / June	
	6	1 st – 5 th June	
	7	8 th – 12 th June	
	8	15 th – 19 th June	
	9	22 nd – 26 th June	
	10	29 th – 3 rd July	

Term	Week	Date	Subject and Task Name
Term 3 - 2020	1	20 th – 24 th July	
	2	27 th – 31 st July	
	3	3 rd – 7 th August	
	4	10 th – 14 th August	
	5	17 th – 21 st August	
	6	24 th – 28 th August	
	7	31 st – 4 th Aug / Sept	
	8	7 th – 11 th September	
	9	14 th – 18 th September	
	10	21 st – 25 th September	



Illness, Accident and Misadventure Appeal

Student Name: _____

Year: _____

Course: _____

Assessment Task: (No. and Name) _____

Due Date of Task: _____

- Please provide your reasons for failing to meet the assessment deadline and provide details to support your case.
- This form should be presented to your class teacher for their input and then a Deputy, immediately after missing the task or where possible before the task is due.

Reason:

A medical certificate is attached: Yes / No

Signed: _____ Signed: _____
(Student) (Parent/Carer)

School Section:

Teacher Recommendation: recommend approval OR do not recommend approval
 task has been submitted task has not been submitted
 extension until _____ (date)

Signed: _____ Date: _____

Panel Members:

Date of Meeting: _____

Decision:

Appeal accepted without penalty extension granted until _____ student to complete an alternate task
 Student to complete/submit task on an alternate time student to receive an estimate mark work to be marked with a _____% penalty

Appeal rejected for the following reasons: _____

Date feedback given to student: _____

Signed: _____ Signed: _____
(Deputy Principal) (Student)

Copy to Student File – Copy for Student – Original to Faculty Monitoring Folder