

# HIGHER SCHOOL CERTIFICATE 2024



INFORMATION AND ASSESSMENT PROCEDURES



Westfields Sports High School  
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Westfields Sports High School acknowledges the traditional custodians of the land of the Cabrogal Clan of the Darug nation. We strive to promote greater understanding of and respect for Aboriginal and Torres Strait Islander peoples and cultures.

## VISION STATEMENT

At Westfields Sports High School we are committed to developing a culture of high expectation and high achievement where every student is able to achieve their individual best in scholarship, citizenship, sport and the arts. We strive to ensure all members of the Westfield Sports community are known, valued, and cared for as individuals and that their strengths, achievements, and needs are recognised, supported, and celebrated. Students at Westfields Sports will be provided with the skills, experiences, and motivations to allow them to become effective life-long learners as they move beyond school. They will be equipped with the skills of critical analysis and advocacy to ensure they are a positive voice of change in their world.

## SCHOOL EXECUTIVE STAFF

### Senior Executive

Principal	Mr A Rogers
Deputy Principal	Mr D Barrett
Deputy Principal	Ms C Gagic
Deputy Principal	Mr A Larkin
Deputy Principal	Ms D Zanet

### Head Teachers

Administration	Mr C King	English	Mr J Deligiorgakis
Administration	Mr J Broadbent (R)	History	Ms K Padovan (R)
Director of Sport	Mr T Weeden	Home Economics	Ms M Kanellos
Secondary Studies	Ms A Leone/Ms R Sowaid (R)	IA/Computing	Mr M Hoad
Student Wellbeing TSP	Ms K Gibb	Languages/EALD	Ms L Zappia
Student Wellbeing	Mr D Footit	Mathematics	Mr P Prasad
Teaching & Learning, Students	Mr B Mathison	Physical Education	Ms K Bennett (R)
Teaching & Learning, Staff	Mr M Bennett	Science	Mr N Roby
Creative & Performing Arts	Ms M Holden	Social Science	Ms E Kimbel/Ms E Jaajaa (R)

### Wellbeing Team

Year 12 Adviser	Ms Roz Farnon
Year 12 Assistant Adviser	Ms I Yakob
PPC Coordinator	Ms M de Brabander
Careers Adviser	Ms S Borg
School Counsellor	Mr R Brown
School Counsellor	Ms L Nguyen
School Counsellor	Ms.J Driscoll
Student Support Officer	Mr G Ripoll
Community Liaison Officer	Mr D Folau
SRC Coordinator	Ms M Bui

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# KEY DATES

## 2024 TERM DATES

Term 1 commences for Year 12 students .....Thursday 1st February  
Term 1 concludes .....Friday 12<sup>th</sup> April (11 weeks)

Term 2 commences .....Tuesday 30<sup>th</sup> April  
Term 2 concludes .....Friday 5<sup>th</sup> July (10 weeks)

Term 3 commences .....Tuesday 22<sup>nd</sup> July  
Term 3 concludes for Year 12 students.....Monday 23<sup>rd</sup> September (10 weeks)  
(Graduation Day)

Semester 1 Exam Period	Parent Teacher Evening
Term One Weeks 10 and 11	Tuesday June 20 Term 2 Week 8

## TRIAL EXAMINATIONS/HSC EXAMINATIONS

The dates for the examination periods are accurate at time of printing.

Exam	Start	Complete
Trial HSC Examinations	Term 3 Week 3 – Mon 5/8/24	Term 3 Week 4 – Fri 16/8/24
HSC Examinations Commence	Term 4 Week 1 Wed – 09/10/24	
HSC Written Examination Timetable Release	Term 2 Week 2 Fri– 26/4/24	

Dates for HSC LANGUAGE ORAL EXAMINATION and important dates for PRACTICAL AND PERFORMANCE EXAMINATIONS can be found on the NESAs website.

## Responsibilities of Senior Students at WSHS

- Complete all course outcomes to an acceptable standard (work with diligence and sustained effort).
- Recognise your important role as a leader of the student body and be a positive role model in all aspects of school life.
- Be punctual to school, all classes. High standards of attendance are also essential whilst at TAFE and Work Placement. Sports students must attend school and all other school related commitments regularly (attendance rates below 85% may result in being made ineligible to represent Westfields Sports).
- Participate in all school activities.
- Always wear full school uniform. Acceptable standards of dress and behaviour must be maintained whilst representing the school on excursions and sporting visits.
- Take a much greater degree of control over your own learning and in doing so give your education a high personal priority.
- Demonstrate acceptable behaviour in the classroom. Treat teachers, your fellow students and the learning process with the utmost respect.
- Ensure that you are present for every assessment task. School procedures must be followed for missed tasks.
- Accept that you are enrolled here by choice. Other options are available. Persistent breaches of school rules will require you to exercise the alternative choices available to you. This particularly relates to: attendance (as a guide, absence of more than 5 whole days or five lessons from one subject in a term would be a cause for significant concern), participation in class, keeping up to date with work, respectful behaviour to staff and other students and actively supporting the rights of teachers to teach and students to learn. Parents of students at risk may be required to attend an Academic Review at the school.
- Make positive and productive use of study periods by being in the designated study areas and focused on schoolwork.
- Make active use of all the support networks available to you in the school.
- Read and comply with the requirements of the Senior Assessment Policy.

**TSP Students must also abide by the Talented Sport Code of Behaviour Student Contract - Expectations. A copy is provided to TSP students on enrolment.**

# Minimum Standards

All students in NSW are required to show a minimum standard of literacy and numeracy to receive the High School Certificate.

Students will need to sit 3 online tests of reading, writing and numeracy for everyday life. Students will have 2 opportunities, per year, to pass each of the tests from Year 10 until a few years after the HSC.

If students pass the online test of reading, writing and numeracy they will show they have met the HSC minimum standard.

Please refer to the following timeline for the scheduling of the minimum standard testing at Westfields Sports High School:

YEAR GROUP	TERM
<b>YEAR 10</b>	
<ul style="list-style-type: none"><li>Year 10 Enrichment Week</li></ul>	Term 4
<b>Year 11</b>	
<ul style="list-style-type: none"><li>At the end of the Preliminary Examinations</li><li>Numeracy will be conducted during Math classes</li></ul>	Term 4 Weeks 1 -3
<b>Year 12</b>	
<ul style="list-style-type: none"><li><b>AT THE END OF THE TRIAL EXAMINATIONS</b></li><li><b>NUMERACY WILL BE CONDUCTED DURING MATH CLASSES</b></li></ul>	<b>ONGOING</b>

All testing will take place on the computers in the school library. Computers will be booked during this time for the minimum standard testing.

Students will need to see the Head Teacher Secondary Studies, in the Learning Centre Staffroom for test information/scheduling and results.

Note: The HSC Minimum Standard is part of an effort to improve the literacy and numeracy outcomes for students.

**“It is the responsibility of the student to ensure they take up the opportunities available to them to complete the minimum standards.” - NESAS**

## **REQUIREMENTS FOR THE AWARD OF THE HSC**

If you wish to be awarded the HSC:

You must have satisfactorily completed courses that meet the pattern of study required by NESA for the award of the Higher School Certificate. This includes the completion of the practical, oral or project works required for specific courses and the assessment requirements for each course.

- You must have sat for and made a serious attempt at the Higher School Certificate examinations.
- You must study a minimum of 12 units in the Preliminary course and a minimum of 10 units in the HSC course. Both the Preliminary course and the HSC course must include the following:
  - at least 6 units from NESA Developed Courses including at least 2 units of a NESA Developed Course in English
  - at least three courses of 2 units value or greater
  - at least four subjects.
  - At most 6 units of courses in science can contribute to Higher School Certificate eligibility.
- The NESA publication, *studying for the New South Wales Higher School Certificate – An Information Booklet for Year 10 Students*, contains all the HSC rules and requirements you will need to know.
- If you wish to receive the Australian Tertiary Admission Rank (ATAR), you must study a minimum of 10 NESA Developed units in the HSC Course. The booklet, *University Entry Requirements 2024 Year 12 Booklet*, published by UAC and available at the end of July 2024, will contain important information about entry to university courses, course prerequisites and other information to assist your choice of HSC courses for study in Years 11 and 12 in preparation for university entry.
- If you do not wish to receive an ATAR, the rest of your courses may be made up from NESA endorsed courses once you have studied six units from NESA developed courses.



# ASSESSMENT PROCEDURES 2024

## Higher School Certificate Assessment

HSC candidates have received two marks for each subject listed on their HSC certificate. One of these marks reflects the final examination performance and the other is a moderated school assessment reflecting the student's achievement throughout their Higher School Certificate course. Your school assessments will measure your performance throughout each of your courses. In Year 12, your HSC course assessment marks are submitted to the NSW Education Standards Authority (NESA). Your school-based assessment marks are worth 50% of your HSC.

## Assessment Guidelines

NESA supervises the Preliminary and HSC courses in New South Wales. NESA prepares syllabi, oversees the production of the examination papers, the marking of the papers and the provision of the Higher School Certificate. NESA has also produced guidelines for all schools on every subject examined by the HSC. These guidelines outline the basis on which the school assessment mark should be calculated. NESA has provided teachers with a framework for producing assessment schedules covering the course areas and skills to be assessed in both the Preliminary and HSC courses.

## Assessment Tasks

At Westfields Sports High School, each faculty prepares an assessment schedule for its HSC courses. These schedules require students to complete various tasks of a physical, written, oral, graphic and numerical nature. Each schedule contains no more than **FOUR** assessable tasks, although the number and type of assessable task may differ from subject to subject.

For the most part HSC assessable tasks start in Term 4 of Year 11 and continue until just before the HSC examination. The main purpose of the tasks is to determine a rank and spread of achievement amongst the students in each subject.

## Moderation of School Assessment

Towards the end of Term 3 in year 12, the school assessment marks are sent into NESA. NESA will note the spread and order of marks. The school assessment marks of the whole group of students at Westfields Sports High School are then moderated by the whole group's final examination marks in each subject. This moderation might have the effect of changing the actual assessment mark but the order (rank) and relative difference between students (the spread) remains the same. Apart from this moderation, the school assessment results, and the final examination marks are separate and have no other direct influence on each other.

## Assessment Schedules

Each of the Assessment Schedules included indicates the type of task, which will be required to complete the school assessment. They also indicate the relative value or weight of each of the tasks with reference to the total assessment value. Also included is the predicted time when each will take place. Students will be informed well in advance and in writing of any change to the assessment schedules. It is the intention of the teachers at our school, that the students will have a continual assessment load rather than being overloaded at any one time.

## Non-Assessable Tasks

Since there are only a limited number of tasks in each of the assessment schedules, it is important to realise that to gain competence in the skills required to complete these tasks and the HSC examination there will be other tasks required from the student. These tasks will not be directly included in calculating the total assessment. However, if students do not attempt these non-assessable tasks, they will not only have missed important practice and feedback from their teachers, but they place their candidature for the HSC in jeopardy for not having satisfactorily completed the subject.

## Progressive Assessments

Student assessments are progressive. This means that the mark for each new task will be added to the marks of the previous tasks. This reflects their overall achievement in the course. For this reason, it is quite possible that most students will end up with assessment marks, which are quite different to their examination marks.

## Rankings

Towards the end of Term 3 in Year 12, students will be given their final progressive ranking for each subject. It is important that students understand that the school is not allowed to give them the final assessment mark, which it submits to NESAs, but the school will keep them informed of their ranking within subjects.

## Presenting an Assessable Task

Students are required to complete an Assessment Notification Cover Sheet for all submitted tasks. In convenient cases and as added security students are advised to keep a copy of the submitted task. In those cases, where an exam is the assessable task, the teacher will keep a record of the students present. It is the student's responsibility to ensure that the whole of an assessment task is presented at the due time.

## Failure to Submit an Assessment Task

To have studied a course satisfactorily a candidate is expected to have attempted all assessment tasks. If a student fails to submit an assessment task and the school recognises a valid reason (medical or approved leave), then he/she may be given a substitute task by their teacher. In case of illness, students must notify the school by phone the day the task is due and present the Deputy Principal with a **Doctor's Certificate** and **Doctor's Assessment** of their fitness to sit the task on their first day back at school. It is important to note that a medical certificate will support an application for a substitute task but does NOT GUARANTEE its granting.

Where practical, leave must be applied for in advance of the task completion date. Prior approval for late submission of an assessment task must be sought from the Head Teacher of the faculty concerned, and the Deputy Principal. Students attending special sporting events will continue to use the procedure set in place for obtaining prior approval for late submission. See the attached form *Absent from Assessment Task Form* (Blue Form – see pg20). This form should be completed before the absence from an assessable task. Only in exceptional circumstances would the Deputy Principal consider approval after the due date. Students, individually, are responsible for these matters. They should not expect teachers to remind them. Students should note that teachers are not permitted to adjust marks for illness or misadventure. Assessment is restricted to actual achievement of the set tasks. Only in exceptional cases can the School Principal authorise an estimate.

If appropriate evidence is not presented and neither is the task, then the student will be awarded zero marks for that task. If a student fails to complete a number of assessable tasks, which total 50%, or more of the final assessment mark, then the Principal must certify that the course has not been studied satisfactorily. In such a case, the student will be deemed to have failed the course and will not receive either an assessment mark or an examination mark for that subject on his/her Higher School Certificate. This may mean that the candidate will not receive a certificate if he/she has not completed at least 10 units in the HSC course. In the case of 3 or 4 unit courses, candidates who fail to meet the assessment requirements for the common (2 or 3 unit) part of the subject will not receive a result in the course at all.

## Malpractice

It is expected that any assessable task submitted will be the student's own work. In the event of malpractice (cheating) being detected, the task in question will be awarded zero and the assessable task regarded as a non-attempt. Students who willingly share whole or part of an assessable task

also run the risk of having their task designated a non-attempt. All HSC malpractice will be recorded and reported to NESAs.

## **Attendance and Punctuality**

It should be noted that students whose attendance or punctuality is poor might leave themselves liable for exclusion from eligibility to sit for the HSC.

## **Reporting**

There will be two formal reports for students: One at the middle of the year after the Semester One Assessment Period, and again at the end of Term 3 after the Trial HSC Examinations. Each time the parents will receive an official report from each subject giving the latest examination mark. Teachers will also provide comments about the student's progress in the subject. If there is any concern about a student's performance at any time, then the parents will be notified by letter.

## **Review of Assessments**

It is important for students and parents to understand that NESAs has specifically stated that a teacher's judgment of the worth of individual assessment tasks, as reflected in the mark or grade awarded will not be subject to review as part of this process.

If any questions arise regarding the assessable tasks, then the students are encouraged to discuss the matter with their teacher. If, after consultation with their teacher, there is still a problem, students should consult the Head Teacher of the faculty concerned.

If, after students have collected their rank order card from NESAs, they feel that any of these rankings is significantly different to their expectations based on earlier feedback from their teachers, they can then request a review of their assessment rankings. This request must be made on a form available from Deputy Principal, Mr D Barrett.

## **'N' Determinations**

You will receive an 'N' determination in a course if you do not:

- i. follow the course developed or endorsed by NESAs,
- ii. apply yourself with diligence and sustained effort to the set tasks and experiences provided in the course by the school, and/or
- iii. achieve some or all the course outcomes.

Satisfactory completion of courses is judged, among other things, by your attendance and level of achievement in class, the proportion of assignments, homework, etc. completed and your level of achievement.

If the Principal determines that you are in danger of not completing a course satisfactorily, you will be warned in writing in time for you to correct the problem and satisfactorily complete the course. Parents are required to return acknowledgement of receipt of such notification to the Head Teacher of the subject concerned.

If you are deemed to not to have completed a course, you will receive an 'N' beside the course on your Record of Achievement Part A and this may mean that you are not eligible for the Award of Higher School Certificate in that year.

## Technology

If a student completes an assessment task using technology <sup>1</sup>, then it is the student's responsibility to:

- i. take the required steps to learn and be able to use such technology,
- ii. ascertain the **compatibility** of the technology<sup>2</sup> for such a purpose,
- iii. **plan** for the availability and supply of such things as thumb drives, paper and toner for the printer, and
- iv. take steps to back up their own files and data.

**Students can NOT use the failure or incompatibility of technology to justify the failure to submit an assessment task.**

It is a student's responsibility to **plan** for all eventualities including the non-availability of school computers, printers, scanners, cameras, or other supplies, and make their own provisions to safeguard, protect<sup>3</sup> and backup their own data and files.

Students must also submit hard copies of digital work. This means students are to negotiate with their teachers or follow the faculty policies concerning printing work that exists as web pages or as presentations. It is unreasonable to expect that students will print huge numbers of pages, where a sample could suffice. Teachers and faculties have the right to restrict the amount of printing carried out on the schools' printers. Teachers also have the right to specify how a work is to be presented. Students are not to take for granted that teachers can or will mark their work from thumb drives or web sites. Teachers cannot be expected to be responsible for work presented digitally when it is well known that thumb drives may not open and web servers can go down. Teachers are not to be expected to print a student's work when it is the student's responsibility.

If students plan their work accordingly then teachers may be willing to accommodate their needs.

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<sup>1</sup> e.g. computers, scanners, digital cameras,

<sup>2</sup> e.g. hardware, software, interface,

<sup>3</sup> e.g. virus attack, operating system failure, computer failure.

# **Illness and Misadventure**

## **School Based Assessments and Examinations**

If you become ill or suffer an accident that affects your exam performance or prevents you from handing in an assessment, you should contact the school at the first available opportunity on your return to school. You must contact Deputy Principal, Mr. D Barrett to explain your situation with evidence such as Doctor's Certificates or Police Accident/Event Number. You will then be issued a 'Blue Form' and must report to the Head Teacher of the subject. A decision will then be made on the make-up assessment/examination or whether marks are issued.

## **HSC Examinations**

If you become ill or suffer an accident that affects your exam performance, you should submit an Illness/ Misadventure Application Form available at the Exam Centre or through the Deputy Principal, Mr. D Barrett. If you are at school, you must inform the Presiding Officer when entering the exam room.

It is important that you attend the exams where possible even if you believe your performance in the exam will be affected. If you cannot attend an exam because of illness or misadventure, notify the school principal immediately. You should never risk harm in order to attend an exam or attend an exam against medical advice.

You must obtain documentary evidence generally on the day of the exam to support your illness/ misadventure application. If you did not sit the exam, this evidence must indicate why you were unable to attend. Read more in the HSC Rules and Procedures guide.

## **Emergency Disability Provisions**

If you have an accident or an illness just before an examination, emergency provisions can be arranged. You should immediately notify Deputy Principal, Mr. D Barrett.

## **Arriving late to the exam**

If you are late to an exam advise Deputy Principal, Mr. D Barrett, immediately and make your way to the Exam Centre as soon as possible.

## **Misreading the exam timetable**

If you miss an exam because you have misread the timetable, contact Deputy Principal, Mr. D Barrett, immediately.

## **Application Process**

Once you have obtained your evidence, completed the form, and handed it in to the school, the Deputy Principal, Mr. D Barrett, will submit your application to the NSW Education Standards Authority (NESA) for processing. A panel will review your application and the supporting documentation before deciding to uphold or decline each component in your application. Members of the panel will review your statements, the medical or misadventure evidence, plus the Presiding Officer and Principal's statements before deciding. Each examination or component is treated independently, which is why it is important to have comprehensive evidence for each affected component.

## **Results of Application**

In the case of most Board Developed Courses, if your application is upheld, you will be awarded the higher of your examination mark and a mark derived from your assessment mark or unaffected components of your examination. In the case of the optional VET HSC Examinations, if your application is upheld you will receive your examination mark or a mark derived from an estimate submitted by your school, whichever is higher.

If your application is declined, you will be awarded the mark you achieved in the examination. If you were absent from an examination and your Illness/Misadventure Application is declined, you will not receive any result in that course. This could mean that you become ineligible for the award of the Higher School Certificate.

## Attendance (Students)

Regular attendance at school is essential to assist students to maximise their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students.

In New South Wales, all children from 6 years of age are legally required to attend school or be registered for home schooling. After they complete year 10 (ROSA), until they turn 17 years of age, students then have the following options to be engaged in:

- full time further education and training such as TAFE, traineeship, apprenticeship
- full time, paid employment of an average 25 hours per week or
- a combination of both

There is a strong correlation between student attendance and academic success. Westfields Sports actively pursues strategies that enhance and improves student attendance.

School sport is a compulsory part of the school curriculum and Westfields Sports requires students to be in attendance and active in their participation in school sport.

## Parent/Carer Responsibilities

Parents or carers are responsible for making sure that their children comply with the above legal requirements.

## School Responsibilities

Westfields Sports helps to ensure the safety, welfare and wellbeing of all its students and supports parents by monitoring student attendance and helping to address issues when they emerge.

Schools have to keep accurate records of student attendance and reasons for any absences. The Principal, through its staff, is responsible for accepting or not accepting a parent's explanations for their child's absences.

When the school has unsuccessfully tried a wide range of strategies to help resolve a student's non attendance, schools can request assistance from regional attendance officers of the NSW Department of Education for additional support.

## Roll Marking

- Roll Marking is held during every lesson Westfields Sports.
- During Roll marking, teachers are required to record students who are not physically present. Students who are on school business are listed on the Out of Class (OOC) List and are marked as present automatically.
- Staff involved with school business are responsible for reporting the absence of students to the front office staff.
- Parents and carers are notified of all student absences via a text message, each day.
- The Head Teacher (Attendance) monitors students with attendance concerns and in partnership with parents and carers works to ensure an improvement. Some strategies available to the Head Teacher Administration are as follows:
  - Student interviews
  - After School Detentions
  - Parent/Carer letters of concern
  - Parent / Carer interviews
  - Attendance Monitoring Cards
  - School-based Attendance Improvement Plans
  - Report chronic non attendees to the Home School Liaison Officer (HSLO) for departmental intervention
  - Repeating of an academic year.
- Classroom teachers are to maintain a class roll, that is marked online each lesson of the

school day. Each staff member is expected to report truants, as per school procedures (see Truancy pg.17).

## **Absences from School**

### **Short Leave**

- Students who have been absent from school for a short time are expected to produce a letter of explanation or SMS text from parents or carers to explain their absence on their return to school. It is a legal requirement that all student absences are explained, within 7 days of the student's absence.
- Proforma notes for parents/caregivers are available from the Front Office and in the student diary.
- When a note is received the explanation is entered onto the Absentee Slip by the Roll Call Teacher and returned to the Front Office for processing. Codes used include: "S" (sick), "L" (leave), "MC" (medical certificate) and "UA" (unacceptable reason given). The administration staff enter absences onto Gateway.
- Attendance data is frequently used by the executive staff and the HSLO to monitor student attendance and therefore must be accurate.

### **Extended Leave**

- Parents wishing to apply for leave greater than 10 days but less than 100 days, need to apply via the Head Teacher Administration (Attendance) and supply details about the leave, including dates, reasons, itinerary, visas etc. An **Extended Leave - Travel** form is to be completed. This form is available from the Head Teacher Administration (Attendance) or on the school website. This period of leave **will** count towards the student's total number of days absent.
- The Head Teacher Administration (Attendance) will confirm approved Travel Leave by issuing parents with a **Certificate of Extended Leave - Travel**. The Principal has the right to decline a parents' application for extended leave. Parents will be notified in writing.
- Parents wishing to apply for leave greater than 100 days, must apply via the Director, Educational Leader.
- Access to Distance Education **must** be considered when leave exceeds 50 days.
- Teachers will be notified when **Extended Leave - Travel** is granted.

### **Leave**

- Students representing at club, state, or national levels in their TSP (Talented Sports Program) must apply for Sport Leave.
- Parents wishing to apply for Sport Leave, need to apply via the Director of Sport and supply details about the leave, including dates, type of representation, itinerary, flight details etc.
- The Director of Sport will notify the teachers of the student taking leave and request work be provided for the duration of the Sport Leave.
- The Director of Sport will confirm Sport Leave approval via email, to the student's DoE email account.

## **Attendance at Exams**

Student attendance at every exam is recorded. Students will be seated in their courses, in alphabetical order. This process is coordinated by the Head Teacher Administration (Attendance).

An overview is as follows:

- Students complete an attendance slip.
- One supervising teacher collects the attendance slips and returns them to the Head Teacher of the exam completed.
- The slips are checked by the KLA Head Teacher.
- Absences are then communicated to the front office to be recorded on attendance system.

### **Early Finish / Late Start - Seniors Only**

Some senior students may be participating in TAFE courses and as a result may have periods at school when they do not have a scheduled class. Likewise for students who drop a course moving into year 12.

If the “free period” occurs at the beginning of the day, students are permitted to arrive at school late but before their first scheduled class.

If the “free period” occurs later on in the day, students are permitted to leave school at the conclusion of their classes.

Students with an Early Finish and/or Late Start are required to complete the relevant permission note seeking permission to leave early or start late. Once checked and processed, the Head Teacher Administration (Attendance) will issue these students with an Early Leavers Pass which must be shown to the office staff for late arrival or early departure from the school. Students will not be permitted to leave the school’s grounds unless the pass is shown.

If a student needs to leave school to attend TAFE they will be given a pass with the day and time they need to leave. This process will be coordinated by the Careers Adviser and Head Teacher Administration (Attendance).

### **Early Leavers**

- Students needing to leave school during school hours **must** see a Deputy, first thing in the morning, with a parent /carer’s note.
- Students will be issued with a signed Early Leavers pass to show staff before leaving school.
- Gateway and **Sentral** are automatically updated.

### **Early Marks from Class**

- Under **no** circumstances should staff allow students to leave class early.

### **Lateness to School**

- Students who are late to school must report to the Front Office where they will be issued with a Late Note.
- Students are not permitted into class, once lessons have commenced, unless they have a Late Note.
- Students sign in at the Front Office with their school issued ID Card.
- Latenesses are automatically recorded on Gateway and Sentral
- Students who are late twice in one week, automatically receive a negative referral.
- Students who are late three times in one week, automatically receive an Afternoon School Detention, issued by the Head Teacher Administration (Attendance).
- Student lateness will also be accumulated across the term. Students who are late more than 10 times in the term will be automatically referred to the HT Administration for an Afternoon School Detention and lateness card monitoring.
- Students with chronic lateness will be dealt with by the Head Teacher Administration (Attendance) and may include the use of a Lateness Card, parent contact, afternoon detentions or suspension from school.

### **Perfect Attendance**

- Each term, students who have maintained 100% attendance are awarded with a parent letter and certificate.
- Students who attain a 100% attendance for the academic year are presented with an award at the school’s Presentation Awards Night.



## Students Leaving School Grounds

- Only the Principal, Deputies or their delegates may give permission for a student to leave the school's grounds. Any student who is given permission to leave school grounds will do so with their parents/ carer's endorsement.
- Under **no** circumstances are staff permitted to allow a student to leave the school grounds.

## Sick Students

If a student becomes sick throughout the school day their teacher must issue them with a "pink" note and send them to one of the Deputies, in the Front Office.

The Deputy will deem if the student needs to go home or needs to lie in sick bay for a period of time. Once at the Office an entry will be made on Sentral and the student will be placed on the Out of Class List, with an entry and exit time.

If a student needs to go home, the Front Office will contact parents and make the appropriate arrangements for them to go home.

## Truancy

Truancy is the unauthorised absence from class or school. It is a serious matter and is treated as such. Each lesson teachers are expected to mark their class roll electronically using Attendance 2 GO, on Gateway. Staff must report any student truancy by selecting the "Red T" after 12pm. This process automatically cross checks the Out of Class Lists, Sick Bay and Early Leaver entries.

The names of any students missing from class, without a suitable explanation, will be forwarded via Sentral, to the Head Teacher Administration.(Attendance)

If the Head Teacher Administration (Attendance) determines that the student has truanted, the student will be interviewed and one of the following strategies used:

- Afternoon detention
- Parent contact
- Attendance card
- Parent interview
- Deputy interview

A student who truant a whole day will be immediately placed on an attendance card for a minimum of two weeks and their parents will be informed.

## Plagiarism

### Definition

Plagiarism means presenting the ideas and words of others as if they were your own. Creating your own work and using the work of others, which you have acknowledged, is not plagiarism.

What you must do to avoid plagiarism:

1. You must give a reference if you take a fact or idea directly from someone else.
2. If you use the exact words of your source (if you quote), then you must enclose the whole quotation in inverted commas. If you do not use quotation marks, you can be accused of plagiarism.
3. Use your own words if you take information from other sources.

The school reserves the right to award a zero mark to work that **contains any plagiarism at all.**

## Referencing

Referencing is a way of acknowledging the work of others which you have used in you task or assignment. The order for documenting references for books, journals and periodicals is as follows:

- author's surname and initials
- year of publication
- title of publication in italics with maximal capitalisation
- title of series, volume number, edition, if applicable
- editor, reviser, compiler or translator, if other than the author
- publisher
- place of publication
- page number or numbers, if applicable.

For example

Popper, K.R., 1961, *The Poverty of Historicism*, Routledge & Kegan Paul, London.

## Online (electronic) material

For electronic media (World Wide Web) the order for references is as follows:

- author's surname and initials
- date of publication
- date of revision in parentheses in day-month-year format
- date accessed in parentheses in day-month-year format
- title of article in single quotation marks with minimal capitalisation, if applicable
- title of work in italics with maximal capitalisation
- address of site, written on a separate line if necessary to avoid hyphenation, which can cause confusion.

For example, a World Wide Web site may be quoted like this:

Harris, R. 2018 (updated 11 October 2018, accessed 15/11/2018), *Evaluating Internet Research Sources*, <https://www.virtualsalt.com/evalu8it.htm>

Teaching and Learning Centre. UNE. The University of New England Style Guide. (Last modified 15/11/2018)

<https://www.une.edu.au/research/hdr/my-study/writing-a-literature-review/acknowledging-sources/guides>

## Outcomes

For a full explanation of outcomes, refer to the syllabus stated and/or exam or assessment task notification.

## Absent Form Assessment Task

# WESTFIELDS SPORTS HIGH SCHOOL

### ABSENT FROM ASSESSMENT TASK

Senior assessment tasks are a compulsory and necessary component of the ROSA (Record of School Achievement), Preliminary and Higher School Certificate qualifications. Absence from an assessment task could be an indication of a student's non serious attempt, placing at risk the award of the ROSA, Preliminary or the Higher School Certificate qualification.

It is the responsibility of a student who fails to submit an assessment task to make an application for consideration under the published rules of the Assessment Procedures.

The Assessment Procedures documents are available on the school website:  
<https://westfields-h.schools.nsw.gov.au>

#### 1. STUDENT SECTION

*Please print clearly*

<b>Full Name:</b>		<b>Year/Roll Call:</b>	
<b>Task:</b>	<input type="checkbox"/> Assessment Task - <input type="checkbox"/> Examination / Test		
<b>Date of Task:</b>			
<b>Class:</b>		<b>Subject:</b>	
a qsqsa			
<b>a</b>		<b>Date:</b>	

#### 2. HEAD TEACHER

*To be completed by the KLA Head Teacher*

<b>Recommendation:</b>	<input type="checkbox"/> Submit task / test with no penalty	<b>Date:</b>	
	<input type="checkbox"/> Submit task / test - zero mark	<b>Date:</b>	
<b>Comment:</b>			
<b>Student Signed:</b>		<b>Date:</b>	

#### 3. DEPUTY PRINCIPAL

*To be returned and completed by Mr Barrett and filed*

<b>Date Received:</b>			
<b>Prior approval granted:</b>	<input type="checkbox"/> YES - <input type="checkbox"/> NO		
<b>School Advised of Absence:</b>	<input type="checkbox"/> YES - <input type="checkbox"/> NO		
<b>Medical Certificate provided:</b> <small>Copy to be provided to the From Office</small>	<input type="checkbox"/> YES - <input type="checkbox"/> NO		
<b>Signed:</b>		<b>Date:</b>	

#### Office Only:

Upon submission and a recommendation determined, Mr Barrett (Deputy) will email confirmation to the following:

- KLA Head Teacher
- Classroom Teacher
- Student, via DoE email

A welfare entry will also be recorded on Gateway

Entered Online

Date: \_\_\_\_\_

Mr Barrett: \_\_\_\_\_

# Assessment Notification Cover Sheet

## Westfields Sports High School

406A Hamilton Rd, Fairfield West NSW 2165 Phone: 9604 3333



### Assessment Notification Cover Sheet

*This form must be attached to your Assessment Task*

<b>Student Name:</b>		
<b>Faculty:</b>		
<b>Course Name:</b>		
<b>Class:</b>		
<b>Task Name:</b>		
<b>Teacher:</b>		
<b>Stage:</b>		
<b>Weighting:</b>		
<b>Due Date:</b>		<i>Yrs 10, 11 and 12 - Non submission, zero (see WSHS Assessment Policy) Yrs 7, 8 and 9 - 10% deduction, per school day, to a maximum of 50% Late Assessment Tasks for years 10, 11 and 12, may be submitted to the Front Office in the Assessment Box</i>
<b>SUBMISSION INSTRUCTIONS:</b>		
<b>Attachments Include:</b>		
<b>OUTCOMES TO BE ASSESSED:</b>		

#### STATEMENT OF AUTHENTICITY AND ACADEMIC INTEGRITY

I certify that:

- the planning, development, content and presentation of this task is my own work in every respect.
- it has not been copied from another person's work or from books or from the internet or any other source.
- I have used appropriate research methods and have not used the words, ideas, designs, skills or workmanship of others in the task or its development without appropriate acknowledgement.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*STAFF USE ONLY*

<b>Date Received:</b>		<b>Signed:</b>	
<b>Received By:</b>			

<b>MARKING GUIDELINES</b>	
<b>CRITERIA</b>	<b>GRADE</b>
<p>A coherent, sustained and well-reasoned argument is represented which may acknowledge that other points of view are possible. All relevant aspects of content are comprehensively explained and interpreted in relation to the question. The significance of examples is explained and used to strongly support the arguments. Points of view are complex and logical and reveal a highly developed understanding of the topic.</p>	<p><b>A</b> <b>17-20</b></p>
<b>COMMENT:</b>	
<p>A coherent and reasoned argument is represented and sustained. All relevant aspects of content are thoroughly explained and more conventionally interpreted in relation to the question. Examples are explained and used to support a successful argument that address most aspects of the question. Points of view are accomplished and logical and reveal a well-developed understanding of the topic.</p>	<p><b>B</b> <b>13-16</b></p>
<b>COMMENT:</b>	
<p>A reasoned argument is represented and generally sustained. Most relevant aspects of content are broadly explained and more conventionally interpreted in relation to the question. Examples are generally explained and used to support an argument that addresses some aspects of the question. Points of view are reasonably clear and logical and reflect a good understanding of the topic.</p>	<p><b>C</b> <b>9-12</b></p>
<b>COMMENT:</b>	
<p>An argument is represented but is unevenly sustained. Aspects of content are represented but explanations are superficial and may not be related to the question. Examples are described in an obvious way and are connected and reflect a foundational understanding of the topic.</p>	<p><b>D</b> <b>4-8</b></p>
<b>COMMENT:</b>	
<p>Comments are offered that may relate to some aspects of the question. Ideas are identified and may be explored to some extent in an isolated way. Points of view are not supported and reflect a limited understanding of the topic.</p>	<p><b>E</b> <b>1-3</b></p>
<p><b>Years 7, 8 and 9 - Non submission or late</b> A 10% deduction will be calculated, per school day, to a maximum of 50% for tasks submitted late. All tasks <b>must</b> be handed in by the end of the school day. Assessment Tasks not submitted on the due date <b>may</b> be submitted to the Front Office.</p>	<p><b>-10%</b> <b>per day</b></p>
<b>COMMENT:</b>	
<p><b>Years 10, 11 and 12</b> Absence from an assessment task could be an indication of a student's non serious attempt, placing at risk the award of the ROSA, Preliminary or the Higher School Certificate qualification. It is the responsibility of a student who fails to submit an assessment task to make an application (Blue Form) for consideration under the published rules of the <b>Assessment Procedures</b>.</p>	<p><b>0</b></p>

# CREATIVE & PERFORMING ARTS FACULTY

## Dance

Outcomes assessed are taken from the following Syllabus Document: **NESA STAGE 6 DANCE SYLLABUS**

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1 Core Composition	H3.1, H3.2, H3.4	Term 1 Week 9 04-06/12/2023	15
Assessment Task 2 Semester 1 Examination Core Performance and Core Appreciation	H1.1, H4.1, H4.2, H4.4	Term 1 Weeks 10 and 11	35
Assessment Task 3 Major Study	H2.1, H2.2	Term 2 Week 10 03-05/07/2024	20
Assessment Task 4 Trial HSC Examination	H1.2, H3.1, H3.2, H4.3, H4.4	Term 3 Weeks 3 and 4	30
<b>Weighting</b>			<b>100%</b>

# Drama

Outcomes assessed are taken from the following Syllabus Document:

NESA STAGE 6 DRAMA SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1 Individual Progress Task	H1.2, H1.3, H1.5, H3.1, H3.3	Term 4 Week 8 27-30/11/2023	15
Assessment Task 2 Studies in Drama and Theatre Practical Workshop and Written Exam	H2.1, H2.2, H3.1, H3.2, H3.3	Term 1 Weeks 10	30
Assessment Task 3 Group Performance Progress	H1.1, H1.2, H1.3, H1.4, H2.1, H2.2, H2.3	Term 2 Week 9 24-27/06/2024	25
Assessment Task 4 Trial HSC Examination	H1.4, H1.6, H1.7, H2.1, H2.2, H3.2	Term 3 Weeks 3 and 4	30
<b>Weighting</b>			<b>100%</b>



# Music

Outcomes assessed are taken from the following Syllabus Document: **NESA MUSIC 1 SYLLABUS**

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1 Elective 1 10% Musicology 10%	H2, H3, H5, H7, H10, H11	Term 4 Week 9 04-08/12/2023	20
Assessment Task 2 Semester 1 Examination Aural Examination 10% Elective 2 15%	H1, H2, H3, H4, H5, H6, H7, H8, H9, H10, H11	Term 1 Weeks 10 and 11	25
Assessment Task 3: Composition 10% Elective 3 15%	H1, H2, H3, H4, H5, H6, H7, H8, H9, H10, H11	Term 2 Week 6 03-07/06/2024	25
Trial HSC Examination Aural Examination 15% Performance 10% Elective 1 5%	H1, H2, H3, H4, H5, H6, H7, H8, H9, H10, H11	Term 3 Weeks 3 and 4	30
<b>Weighting</b>			<b>100%</b>

# Visual Arts

Outcomes assessed are taken from the following Syllabus Document:

NESA 2 UNIT VISUAL ARTS SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1 Body of Work Progress	H2, H3, H4, H6	Term 1 Week 3 16/02/2024	15
Assessment Task 2 Semester 1 Examination	H7, H8, H9, H10	Term 1 Weeks 10 and 11	30
Assessment Task 3 Body of Work Progress / Near completion	H1, H3, H4, H5, H6	Term 3 Week 1 26/07/2024	25
Assessment Task 4 Trial HSC Examination	H7, H8, H9, H10	Term 3 Weeks 3 and 4	30
<b>Weighting</b>			<b>100%</b>

# ENGLISH FACULTY

## Advanced English

Outcomes assessed are taken from the following Syllabus Document:

NESA STAGE 6 ADVANCED ENGLISH SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1 Common Module: Texts and Human Experiences Extended Response	EA12-1, EA12-2, EA12-3, EA12-6, EA12-7	Term 4 Week 9 5/12/2023	20
Assessment Task 2 Semester 1 Examination	EA12-1, EA12-3, EA12-5, EA12-6, EA12-8	Term 1 Weeks 10 and 11	30
Assessment Task 3 Module C: The Craft of Writing Composition and Reflection	EA12-2, EA12-3, EA12-4, EA12-5, EA12-7, EA12-9	Term 2 Week 5 28/05/2024	20
Assessment Task 4 Trial HSC Examination Paper 1: Common Module (10%) Paper 2: Module A(5%), Module B (10%) and Module C (5%)	EA12-1, EA12-3, EA12-4, EA12-5, EA12-6, EA12-7, EA12-8	Term 3 Weeks 3 and 4	30
<b>Weighting</b>			<b>100%</b>

# Standard English

Outcomes assessed are taken from the following Syllabus Document:

NESA STAGE 6 STANDARD ENGLISH SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1 Common Module: Texts and Human Experiences Extended Response	EN12-1, EN12-2, EN12-3, EN12-4, EN12-6, EN12-7	Term 4 Week 9 5/12/2023	20
Assessment Task 2 Semester 1 Examination	EN12-1, EN12-3, EN12-5, EN12-7, EN12-8	Term 1 Weeks 10 and 11	30
Assessment Task 3 Module C: The Craft of Writing Composition Task	EN12-1, EN12-2, EN12-3, EN12-4, EN12-5, EN12-9	Term 2 Week 5 28/05/2024	20
Assessment Task 4 Trial HSC Examination Paper 1: Common Module Paper 2: Module A(5%), Module B (10%) and Module C (5%)	EN12-1, EN12-3, EN12-4, EN12-5, EN12-6, EN12-7	Term 3 Weeks 3 and 4	30
<b>Weighting</b>			<b>100%</b>

# English Studies

Outcomes assessed are taken from the following Syllabus Document:

NESA STAGE 6 ENGLISH STUDIES SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1 Common Module: Text and Human Experiences Extended Response	ES12-1, ES12-4, ES12-5 ES12-6, ES12-8	Term 4 Week 9 5/12/2023	20
Assessment Task 2 Semester 1 Examination	ES12-3, ES12-5, ES12-7, ES12-8, ES12-9	Term 1 Weeks 10 and 11	20
Assessment Task 3 Collection of Classwork	ES12-1, ES12-4, ES12-5, ES12-7, ES12-10	Term 3 Week 9 28/06/2024	30
Assessment Task 4 Trial HSC Examination	ES12-2, ES12-3, ES12-4, ES12-5, ES12-9	Term 3 Weeks 3 and 4	30
<b>Weighting</b>			<b>100%</b>

## English as an Additional Language/Dialects (EALD)

Outcomes assessed are taken from the following Syllabus Document:

NESA ENGLISH EALD STAGE 6 SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1 Multimodal Presentation Module A: Texts and Human Experiences	EAL12-1A, EAL 12- 1B, EAL 12-3, EAL 12-5, EAL 12-6, EAL 12-7, EAL 12-8	Term1 Week 2 06/02/2024	25
Assessment Task 2 Semester 1 Exam Critical Response Essay Module C: Close Study of Text	EAL12-1A, EAL12-3, EAL12-5, EAL12-6, EAL12-7, EAL 12-8	Term 1 Weeks 10 and 11	25
Assessment Task 3: Module B: Language Culture and Identity Essay	EAL12-2, EAL12-3, EAL12-5, EAL12-6, EAL12-7, EAL 12-9	Term 2 Week 8 20/06/2024	25
Assessment Task 4 Trial HSC Examination Modules A, B and C	EAL12-1A, EAL12-3, EAL12-5, EAL12-6, EAL12-7, EAL 12-8	Term 3 Weeks 3 and 4	25
<b>Weighting</b>			100%

# HISTORY FACULTY

## Ancient History

Outcomes assessed are taken from the following Syllabus Document:

NESA STAGE 6 HSC ANCIENT HISTORY SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1 Ancient Societies: Core Study: Cities of Vesuvius – Pompeii and Herculaneum - Test of Limited Scope	AH12-6, AH12-9	Term 4 Week 10 12/12/2023	25
Assessment Task 2 Semester 1 Examination	AH12-5, AH12-10	Term 1 Weeks 10 and 11	25
Assessment Task 3 Historical Periods-New Kingdom Egypt to the Death of Thutmose IV/ The Greek World 500–440 BC Research and Validation Task	AH12-4, AH12-7	Term 2 Week 9 25/06/2024	20
Assessment Task 4 Trial HSC Examination	AH12-1, AH12-2, AH12-4, AH12-7	Term 3 Weeks 3 and 4	30
<b>Weighting</b>			<b>100%</b>

# Modern History

Outcomes assessed are taken from the following Syllabus Document:

NESA STAGE 6 HSC MODERN HISTORY SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1 Core Study: Power and Authority in the Modern World 1919–1946 Test of Limited Scope	MH12-6, MH12-9	Term 4 Week 8 27/11/2023	25
Assessment Task 2 Semester 1 Examination	MH12-3, MH12-9	Term 1 Weeks 10 and 11	25
Assessment Task 3 Conflict in Indochina 1954-1979 Test of Limited Scope	MH12-1	Term 2 Week 8 17/06/2024	20
Assessment Task 4 Trial HSC Examination	MH12-2, MH12-4, MH12-5, MH12-9	Term 3 Weeks 3 and 4	30
<b>Weighting</b>			<b>100%</b>



# Society and Culture

Outcomes assessed are taken from the following Syllabus Document:

NESA STAGE 6 HSC SOCIETY AND CULTURE SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1: Social and Cultural Continuity and Change Test of Limited Scope	H1, H9	Term 4 Week 9 08/12/2023 (offline)	35
Assessment Task 2: Semester 1 Examination	H3, H10	Term 1 Weeks 10 and 11	35
Assessment Task 3 Trial HSC Examination	H2, H5, H9	Term 3 Weeks 3 and 4	30
<b>Weighting</b>			<b>100%</b>

# HOME ECONOMICS FACULTY

## Community & Family Studies

Outcomes assessed are taken from the following Syllabus Document:

NESSA COMMUNITY & FAMILY STUDIES STAGE 6

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1 Parenting & Caring Practical & Analysis Task	H2.1, H5.2, H7.2	Term 4 Week 8 01/12/2023	30
Assessment Task 2 Semester 1 Examination	H2.1, H2.2, H2.3, H3.2, H3.4, H4.2, H5.1, H5.2, H6.1	Term 1 Weeks 10 and 11	20
Assessment Task 3 Independent Research Project (hand in)	H 4.1, H 4.2	Term 2 Week 8 21/06/2024	20
Assessment Task 4 Trial HSC Examination	H1.1, H2.2, H2.3, H3.1, H3.3, H4.2, H5.1, H6.2	Term 3 Weeks 3 and 4	30
<b>Weighting</b>			100%

# Food Technology

Outcomes assessed are taken from the following Syllabus Document:

NESA FOOD TECHNOLOGY SYLLABUS STAGE 6

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1 Australian Food Industry Essay (in class)	H1.2, H1.4, H3.1	Term 4 Week 8 30/11/2023	20
Assessment Task 2 Semester One Examination	H1.1, H4.2, H1.2, H1.4, H3.1	Term 1 Weeks 10 and 11	20
Assessment Task 3 Food Product Development Practical & Research Task	H 1.1, H 1.3, H 1.4, H 3.2, H 5.1	Term 2 Week 8 20/6/2024	30
Assessment Task 4 Trial HSC Examination	H 1.1, H 1.3, H 1.4, H 3.1, H 4.2, H 5.1	Term 3 Weeks 3 and 4	30
<b>Weighting</b>			<b>100%</b>

# Textiles & Design

Outcomes assessed are taken from the following Syllabus Document:

NESA EXPLORING EARLY CHILDHOOD STAGE 6

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1 MTP Designing & Planning Oral Presentation (in class)	H2.1, H6.1	Term 4 Week 01/12/2023	20
Assessment Task 2 Semester 1 Examination	H1.3, H3.1, H3.2, H4.1	Term 1 Weeks 10 and 11	20
Assessment Task 3 MTP Development Report and Experimentation (in class)	H2.2, H2.3, H3.1, H4.1, H4.2	Term 2 Week 8 16/06/2024	30
Assessment Task 4 Trial HSC Examination	H1.3, H3.1, H3.2, H4.1, H5.2, H6.1	Term 3 Weeks 3 and 4	30
<b>Weighting</b>			<b>100%</b>

# INDUSTRIAL ARTS FACULTY

## Engineering Studies

Outcomes assessed are taken from the following Syllabus Document:

NESA ENGINEERING STUDIES SYLLABUS STAGE 6

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1: Civil Structures-Video Production	H2.2, H3.2, H4.1, H5.1, H5.2, H6.1, H6.2	Term 1 Week 2 09/02/2024	25
Assessment Task 2: Semester 1 Examination	H1.1, H1.2, H2.2, H1.3, H3.1, H3.3, H4.1, H4.2, H4.3, H5.1, H5.2, H6.2,	Term 1 Weeks 10 and 11	25
Assessment Task 3: Engineering Drawing	H1.2, H2.1, H3.1, H3.2, H3.3, H4.1, H4.3, H6.1	Term 2 Week 3 10/05/2024	25
Assessment Task 4: Trial HSC Examination	H1.1, H1.2, H2.1, H2.2, H3.1, H3.3, H4.1, H4.2, H4.3, H5.1, H6.1, H6.2	Term 3 Weeks 3 and 4	25
<b>Weighting</b>			<b>100%</b>

## Timber/Multimedia/Graphics

Outcomes assessed are taken from the following Syllabus Document:

NESA INDUSTRIAL TECHNOLOGY SYLLABUS STAGE 6

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1: Project Research, Design and Management	H3.1, H3.2, H3.3, H5.1, H5.2	Term 4 Week 7 24/11/2023	20
Assessment Task 2: Semester 1 Examination	H1.1, H1.2, H1.3, H2.1, H3.1, H3.2, H3.3, H4.1, H4.2, H4.3, H5.1, H5.2, H6.1, H6.2, H7.1, H7.2	Term 1 Weeks 10 and 11	20
Assessment Task 3: Major Project Presentation	H1.2, H2.1, H3.1, H3.2, H3.3, H4.1, H4.3, H6.1	Term 2 Week 7 14/06/2024	30
Assessment Task 4: Trial HSC Examination	H1.1, H1.2, H1.3, H2.1, H3.1, H3.2, H3.3, H4.1, H4.2, H4.3, H5.1, H5.2, H6.1, H6.2, H7.1, H7.2	Term 3 Weeks 3 and 4	30
<b>Weighting</b>			<b>100%</b>

# Software Design and Development

Outcomes assessed are taken from the following Syllabus Document:

NESA STAGE 6 SOFTWARE DESIGN & DEVELOPMENT SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1: Programming Paradigms	H1.2, H2.1, H2.2, H4.1, H4.2, H4.3,H5.1, H5.2	Term 4 Week 10 14/12/2023	20
Assessment Task 2: Individual Design Project	H1.1, H1.2, H1.3, H2.1, H2.2, H3.1, H4.1, H4.2, H4.3,H5.1, H5.2, H5.2, H6.1, H6.2, H6.3, H6.4	Term 1 Weeks 10 and 11	20
Assessment Task 3: Software Design Project	H3.2, H4.1, H4.2, H4.3,H5.1, H5.2, H5.3, H6.2, H6.4	Term 2 Weeks 10 04/07/2024	30
Assessment Task 4: Trial HSC Examination	H1.1, H1.2, H1.3, H2.1, H2.2, H3.1, H4.1, H4.2, H4.3,H5.1, H5.2, H6.1, H6.2, H6.3, H6.4	Term 3 Weeks 3 and 4	30
<b>Weighting</b>			<b>100%</b>

# MATHEMATICS FACULTY

## Mathematics Standard 1

Outcomes assessed are taken from the following Syllabus Document:

NESA MATHEMATICS STANDARD STAGE 6 SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1: In-class Assessment (Prepared A4 Sheet)	MS1-12-1, MS1-12-6	Term 4 Week 8 29/11/2023	20
Assessment Task 2: Semester 1 Examination	S1-12-1, MS1-12-3, MS1-12-4	Term 1 Weeks 10 and 11	30
Assessment Task 3: In-class Assessment (HSC Reference Sheet)	MS1-12-9, MS 1-12-10, MS 1-12-5	Term 2 Week 9 26/06/2024	20
Assessment Task 4: Trial HSC Examination	MS1-12-1 to MS1-12-10	Term 3 Weeks 3 and 4	30
<b>Weighting</b>			<b>100%</b>



## Mathematics Standard 2

Outcomes assessed are taken from the following Syllabus Document:

NESA STAGE 6 MATHEMATICS STANDARD SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1: In-class Assessment (Prepared A4 Sheet)	MS 2-12-4, MS 2-12-6, MS 2-12-10	Term 4 Week 8 29/11/2023	20
Assessment Task 2: Semester 1 Examination	MS 2-12-1, MS 2-12-3, MS 2-12-4	Term 1 Weeks 10 and 11	30
Assessment Task 3: In-class Assessment (HSC Reference Sheet)	MS 2-12-8, MS 2-12-9	Term 2 Week 9 26/06/2024	20
Assessment Task 4: Trial HSC Examination	MS 2-12-1 to MS 2-12-10	Term 3 Weeks 3 and 4	30
<b>Weighting</b>			<b>100%</b>

# Mathematics Advanced

Outcomes assessed are taken from the following Syllabus Document:

NESA STAGE 6 MATHEMATICS ADVANCED SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1: In-class Assessment (Prepared A4 Sheet)	MA 12-1, MA12-3, MA12-6, MA12-7, MA12-9, MA12-10	Term 4 Week 8 29/11/2023	20
Assessment Task 2: Semester 1 Examination	MA 12-1, MA12-2, MA12-3, MA12-4, MA12-5, MA12-6, MA12-7, MA12-9, MA12-10	Term 1 Weeks 10 and 11	30
Assessment Task 3: In-class Assessment (HSC Reference Sheet)	MA12-2, MA12-3, MA12-4, MA12-5, MA12-6, MA12-7, MA12-9, MA12-10	Term 2 Week 9 26/06/2024	20
Assessment Task 4: Trial HSC Examination	MA 12-1, MA12-2, MA12-3,MA12-4 ,MA12-5, MA12-6, MA12-7, MA12-8, MA12-9, MA12-10	Term 3 Weeks 3 and 4	30
<b>Weighting</b>			<b>100%</b>

# Mathematics Extension 1

Outcomes assessed are taken from the following Syllabus Document:

NESA STAGE 6 MATHEMATICS EXTENSION 1 SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1: In-class Assessment (Prepared A4 Sheet)	ME12.1, ME12.2, ME12.4, ME12.6, ME12.7	Term 4 Week 9 06/12/2023	30
Assessment Task 2: Semester 1 Examination	ME12.3, ME12.4, ME12.5, ME12.6, ME12.7	Term 1 Weeks 10 and 11	35
Assessment Task 3: Trial HSC Examination	ME12.1, ME12.2, ME12.3, ME12.4, ME12.5, ME12.6, ME12.7	Term 3 Weeks 3 and 4	35
<b>Weighting</b>			100%

## Mathematics Extension 2

Outcomes assessed are taken from the following Syllabus Document:

NESA STAGE 6 MATHEMATICS EXTENSION 2 SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1: In-class Assessment (Prepared A4 Sheet)	MEX12.1, MEX12.2, MEX12.4, MEX 12.5	Term 4 Week 8 29/11/2023	20
Assessment Task 2: Semester 1 Examination	MEX12.5, MEX12.7, MEX12.8	Term 1 Weeks 10 and 11	30
Assessment Task 3: In-class Assessment (HSC Reference Sheet)	MEX12.3, MEX12.6, MEX12.7, MEX 12.8	Term 2 Week 9 26/06/2024	20
Assessment Task 4: Trial HSC Examination	MEX12.1, MEX12.2, MEX12.3, MEX12.4, MEX 12.5, MEX12.6, MEX12.7, MEX12.8	Term 3 Weeks 3 and 4	30
<b>Weighting</b>			<b>100%</b>

# PDHPE FACULTY

## PDHPE

Outcomes assessed are taken from the following Syllabus Document:

NESA PDHPE STAGE 6 SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1: Factors Affecting Performance Investigative Task	H8, H11, H16, H17	Term 4 Week 8 01/12/2023	20
Assessment Task 2: Semester 1 Examination	H7, H8, H9, H10, H11	Term 1 Weeks 10 and 11	25
Assessment Task 3: Health Priorities in Australia Topic test	H1, H2, H3, H4, H5, H14	Term 2 Week 7 26/06/2024	25
Assessment Task 4: Trial HSC Examination	H1-H17	Term 3 Weeks 3 and 4	30
<b>Weighting</b>			<b>100%</b>

# Sport Lifestyle & Recreation

Outcomes assessed are taken from the following Syllabus Document:

NESA SPORT LIFESTYLE AND RECREATION STAGE 6 SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1: Games & Sports Applications 1- Practical Assessment	3.1	Term 1 Week 5 01/03/2024	25
Assessment Task 2: Semester 1 Examination	1.2, 2.5	Term 1 Weeks 10 and 11	20
Assessment Task 3: Games & Sports Applications 2 - Practical Assessment	3.1	Term 2 Week 10 05/07/2024	25
Assessment Task 4: Trial HSC Examination	1.2, 1.5, 2.5	Term 3 Weeks 3 and 4	30
<b>Weighting</b>			<b>100%</b>

# SCIENCE FACULTY

## Biology

Outcomes assessed are taken from the following Syllabus Document: **HSC STAGE 6 BIOLOGY SYLLABUS**

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1: Research Task	BIO11/12-6, BIO11/12-7, BIO11/12-13	Term 4 Week 8 29/11/2023	20
Assessment Task 2: Semester 1 Examination	BIO11/12-6, BIO11/12-7, BIO11/12-13 BIO11/12-4, BIO11/12-5, BIO11/12-6, BIO12-12, BIO11/12-6, BIO11/12-7, BIO11/12-13	Term 1 Weeks 10 and 11	20
Assessment Task 3: Depth Study	BIO11/12-1, BIO11/12-2, BIO11/12-3, BIO11/12-4, BIO11/12-14BIO11/12-4, BIO11/12-5, BIO11/12-6, BIO12-12	Term 2 Week 7 17/06/2024	30
Assessment Task 4: Trial HSC Examination	BIO11/12-1, BIO11/12-2, BIO11/12-3, BIO11/12-4,BIO11/12- 14BIO11/12-4, BIO11/12-5, BIO11/12-6,BIO12-12BIO11/12-6, BIO11/12-7, BIO11/12-13	Term 3 Weeks 3 and 4	30
<b>Weighting</b>			<b>100%</b>

# Chemistry

Outcomes assessed are taken from the following Syllabus Document:

HSC STAGE 6 CHEMISTRY SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1: Depth Study	CH12-1, CH12-2, CH12-3, CH12-4, CH12-5, CH12-6, CH12-7, CH12-12	Term 4 Week 8 29/11/2023	20
Assessment Task 2: Semester 1 Examination	CH11/12-4, CH11/12-5, CH11/12-6, CH11/12-7, CH12-12, CH11/12-1, CH11/12-2, CH11/12-3, CH11/12-5, CH12-13	Term 1 Weeks 10 and 11	30
Assessment Task 3: Polymers Depth Study	CH11/12-4, CH11/12-5, 7.6.1, 7.6.2	Term 2 Week 9 28/06/2024	20
Assessment Task 4: Trial HSC Examination	CH11/12-4, CH11/12-5, CH11/12-6, CH11/12-7, CH12-12, CH11/12-1, CH11/12-2, CH11/12-3, CH11/12-5, CH12-13, CH11/12-5, CH11/12-6, CH11/12-7, CH12-14, CH11/12-3, CH12-15	Term 3 Weeks 3 and 4	30
<b>Weighting</b>			<b>100%</b>



# Earth and Environmental Science

Outcomes assessed are taken from the following Syllabus Document:

HSC STAGE 6 EARTH AND ENVIRONMENTAL SCIENCE SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1: Research Task	EES11/12-6, EES11/12-7	Term 4 Week 8 02/12/2023	20
Assessment Task 2: Semester One Examination	EES11/12-6, EES11/12-7, EES 11/12-3 EES11/12-4, EES11/12-5, EES11/12-6, ESS12-12, EES12-12, BIO12-13,EES12-14	Term 1 Weeks 10 and 11	20
Assessment Task 2: Depth Study (Anthropogenic Climate Change)	EES11/12-1, EES11/12-2, EES11/12-3, EES11/12-4,EES11/12-7, EES11/12-5, EES11/12-6	Term 2 Week 6 06/06/2024	30
Assessment Task 4: Trial HSC Examination	EES11/12-6, EES11/12-7, EES 11/12-3 EES11/12-4, EES11/12-5, EES11/12-6, ESS12-12, EES12-12, ESS12-13,EES12-14, EES12-15	Term 3 Weeks 3 and 4	30
<b>Weighting</b>			<b>100%</b>

# Investigating Science

Outcomes assessed are taken from the following Syllabus Document:

HSC STAGE 6 INVESTIGATING SCIENCE SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1: Research Task	INS11/12-6, INS11/12-7	Term 4 Week 8 01/12/2023	30
Assessment Task 2: Semester 1 Examination	INS11/12-6, INS11/12-7, INS 11/12-3 INS11/12-4, INS11/12-5, INS11/12-6, INS12-12, INS12-12, INS12-13, INS12-14	Term 1 Weeks 10 and 11	20
Assessment Task 3: Depth Study	INS11/12-1, INS11/12-2, INS11/12-3, INS11/12-4, INS11/12-7, INS11/12-5, INS11/12-6,	Term 2 Week 7 14/06/2024	20
Assessment Task 4: Trial HSC Examination	INS11/12-6, INS11/12-7, INS11/12-3 INS11/12-4, INS11/12-5, INS11/12-6, INS12-12, INS12-12, INS12-13, INS12-14, INS12-15	Term 3 Weeks 3 and 4	30
<b>Weighting</b>			<b>100%</b>

# Physics

Outcomes assessed are taken from the following Syllabus Document: **HSC STAGE 6 PHYSICS SYLLABUS**

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1: Depth Study	PH11/12-1, PH11/12-2, PH11/12-3, PH11/12-4,PH11/12-14,PH11/12-4, PH11/12-5, PH11/12-6	Term 4 Week 9 08/12/2023	30
Assessment Task 2: Semester 1 Examination	PH11/12-6, PH11/12-7, PH11/12-13 PH11/12-4, PH1/12-5,PH11/12-6, PH12-12, PH11/12-6, PH11/12-7, PH11/12-13	Term 1 Weeks 10 and 11	20
Assessment Task 3: Practical Examination	PH11/12-1, PH11/12-2, PH11/12-3, PH11/12-4,PH11/12-5,PH11/12-6	Term 2 Week 5 31/05/2024	20
Assessment Task 4: Trial HSC Examination	PH11/12-1, PH11/12-2, PH11/12-3, PH11/12-4, PH11/12-14PH11/12-4, PH11/12-5, PH11/12-6, PH12-9,PH12-10, PH12-11, PH12-12, PH12-14, PH12-15	Term 3 Weeks 3 and 4	30
<b>Weighting</b>			<b>100%</b>

# SOCIAL SCIENCE FACULTY

## Business Studies

Outcomes assessed are taken from the following Syllabus Document:

NESA BUSINESS STUDIES STAGE 6 SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1: Operations Topic Test	H5, H8	Term 4 Week 9 07/12/2023	20
Assessment Task 2: Semester 1 Examination	H4, H9	Term 1 Weeks 10 and 11	30
Assessment Task 3: Finance Topic Test	H10	Term 2 Week 10 01/07/2024	20
Assessment Task 4: Trial HSC Examination	H3, H4, H6, H9	Term 3 Weeks 3 and 4	30
<b>Weighting</b>			<b>100%</b>

# Economics

Outcomes assessed are taken from the following Syllabus Document:

NESA ECONOMICS STAGE 6 SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1: In Class Essay	H4	Term 4 Week 7 24/11/2023	15
Assessment Task 2: Semester 1 Examination	H3, H7, H8	Term 1 Weeks 10 and 11	30
Assessment Task 3: Research Task & Essay	H6, H9	Term 2 Week 7 14/06/2024	25
Assessment Task 4: Trial HSC Examination	H1, H5, H6	Term 3 Weeks 3 and 4	30
<b>Weighting</b>			<b>100%</b>

# Legal Studies

Outcomes assessed are taken from the following Syllabus Document:

NESA LEGAL STUDIES STAGE 6 SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1: Crime Research Task	H1, H7, H8	Term 4 Week 9 06/12/2023	20
Assessment Task 2: Semester 1 Examination	H1, H2, H4, H9	Term 1 Weeks 10 and 11	25
Assessment Task 3: Consumer Law Essay	H4, H9	Term 2 Week 9 26/06/2024	25
Assessment Task 4: Trial HSC Examination	H1, H5, H9, H10	Term 3 Weeks 3 and 4	30
<b>Weighting</b>			<b>100%</b>

# Work Studies


Outcomes assessed are taken from the following Syllabus Document:

NESA WORK STUDIES STAGE 6 CONTENT ENDORSED COURSE SYLLABUS

Description of Task	Outcome to be Assessed	Priority Date	%
Assessment Task 1: Budgeting and Finance Task	5, 7,9	Term 1 Week 3 12/02/2024	25
Assessment Task 2: Semester 1 Examination	2, 8	Term 1 Weeks 10 and 11	25
Assessment Task 3: Group Project	3, 5, 6	Term 2 Week 9 27 /06/2024	20
Assessment Task 4: Trial HSC Examination	2, 4	Term 3 Weeks 3 and 4	30
<b>Weighting</b>			<b>100%</b>


# VOCATIONAL EDUCATION & TRAINING

## Assistant Dance Teaching


 <p style="text-align: center;">PUBLIC SCHOOLS NSW ULTIMO RTO 90072            ASSISTANT DANCE TEACHING – BOARD ENDORSED COURSE ASSESSMENT SCHEDULE            Preliminary Year 2023 - HSC 2024            QUALIFICATION: CUA30320 Certificate III in Assistant Dance Teaching            Training Package: CUA Creative Arts and Culture (Version 5.1)  <u>The information may change in 2023 due to Training Package and NSW Education Standards Authority (NESA) updates.</u>  <u>Notification of variations will be made in due time with minimum disruption or disadvantage.</u></p>							NESA course 2 U X 1 YR and 3 U x 1 YR = 300 hours (2023 PRELIM 65334 and 2024 HSC 65338) <b>LMBR UI Code:</b> (11 OR 12) CUA30320265334B
TERM	Unit Code	Units Of Competency	AOE / CORE / EASEL	HSC STATUS	HSC INDICAT	Assessment Task Cluster & Method of Assessment	HSC requirements
<b>4 - 5 PRELIMINARY UOCs</b>							
Term 1-2	CUADTM421 CUAWHS413	Teach basic dance technique Incorporate anatomy principles into skill development	E C	E C	45 25	<b>Cluster 1: The Moving Body</b> Direct Observation, Product Based Method and Questioning	300 Indicative Hours over 2yrs <b>35hrs Work Placement</b>
Term 3	BSBWHS211 CHCLEG003	Contribute to health and safety of self and others Manage legal and ethical compliance	C C	C C	10 30	<b>Cluster 2: The Safe Workplace</b> Product Based Method and Questioning	
<b>7 - 8 HSC UOCs</b>							
Term 4-5	CUACHR311 CUAMLT211 CUADLT311	Develop basic dance composition skills Develop musical ideas and knowledge Develop basic dance analysis skills	E C C	E C C	20 20 20	<b>Cluster 3: Composing and Analysing Dance</b> Direct Observation, Portfolio	35hrs Work Placement
Term 5-6	CHCECE006 CUADTM311	Support behaviour of children and young people Assist with dance teaching	C C	C C	25 30	<b>Cluster 4: TBC</b> Direct Observation, Questioning	
Term 7	CUAIND314 SISFFIT007	Plan a career in the creative arts industry Instruct group exercise sessions	E E	E E	15 30	<b>Cluster 5: Group Exercise and Career Planning</b> Direct Observation, Portfolio	
<b>Stand alone Unit delivered in Term 4 (2023)</b>	HLTAID011	Provide First Aid <b>(to be delivered by an external RTO)</b> School retains the Statement of Attainment from the external RTO for each student	C	C	20	Credit Transfer for this unit when delivered by Catch Training.	
<b>Stand alone Unit delivered in Term 4 2023</b>	CPCCWHS1001	Prepare to work safely in the Construction Industry – White Card <b>(to be delivered by an external RTO)</b> School retains the Statement of Attainment from the external RTO for each student				Credit Transfer for this unit when delivered by Coastal OHS Services.	
<i>NESA requires students to study a minimum of 300 hours to meet Preliminary and HSC requirements.</i>					<b>Total Hours 290</b>	<i>This course is a VET Board Endorsed Course and does not count towards the ATAR. No HSC exam in this course.</i>	



# Business Services

 <b>NSW Education</b>		PUBLIC SCHOOLS NSW ULTIMO RTO 90072 <b>BUSINESS SERVICES ASSESSMENT SCHEDULE</b> Preliminary Year 2023 - HSC 2024 QUALIFICATION: BSB30120 Certificate III in Business Training Package: BSB Business Services (Version 8)				<b>NESA Course Code:</b> 2 U X 2 YR - 26111 <b>2023 HSC Exam:</b> 26199 <b>LMBR UI Code:</b> BSB30120126111B	
TERM	UOC CODE	Unit of Competency	AQF Core/Elect	HSC STATUS	HSC HOURS	Assessment Task Cluster & Methods of Assessment	HSC requirements Exam Estimate Mark & weighting to total 100%
<b>6 PRELIMINARY UOCs</b>							240 Indicative Hours over 2 yrs
Term 1	BSBTEC201 BSBTEC202	Use business software applications Use digital technologies to communicate in the work environment	E E	M E	15 10	<b>Cluster 1: Let's get tech savvy</b> Direct observation, produce based method, questioning	<b>35hrs Work Placement</b>
Terms 1- 2	BSBWHS311 BSBINS302	Assist with maintaining workplace safety Organise workplace information	C E	M E	20 20	<b>Cluster 2: Organise business safety</b> Direct observation, produce based method, questioning	<b>100% Preliminary Exam</b>
Terms 2- 3	BSBXCM301 BSBOPS201	Engage in workplace communication Work effectively in business environments	C E	M E	15 25	<b>Cluster 3: Working in industry</b> Direct observation, produce based method, questioning	
<b>7 HSC UOCs</b>							
Term 4	BSBPEF201	Support personal wellbeing in the workplace	C	M	10	<b>Cluster 4: Wellbeing</b> Direct observation, produce based method, questioning	<b>35hrs Work Placement</b> <b>50% Semester 1 Exam</b> <b>50% Trial HSC Exam</b>
Terms 4-5	BSBPEF301 BSBTEC301	Organise personal work priorities Design and produce business documents	E E	M E	20 25	<b>Cluster 5: Mastering document design</b> Direct observation, produce based method, questioning	The final estimate exam mark will only be used as the optional HSC exam mark in the event of misadventure. This mark should be derived from either one or two formal exams. The calculation of the estimate is a school decision.
Terms 5-6	BSBSUS211 BSBTWK301 BSBTEC303	Participate in sustainable work practices Use inclusive work practices Create electronic presentations	C C E	M M E	15 15 15	<b>Cluster 6: Sharing is caring</b> Direct observation, produce based method, questioning	
Term 7	BSBCRT311	Apply critical thinking skills in a team environment	C	M	20	<b>Cluster 7: Thinking critically</b> Direct observation, produce based method, questioning	
<i>NESA requires students to study a minimum of 240 hours to meet Preliminary and HSC requirements.</i>			Total hours 225			<i>Units of competency from the HSC focus areas will be included in the optional HSC examination.</i>	

# Construction

 <b>PUBLIC SCHOOLS NSW ULTIMO RTO 90072</b> <b>CONSTRUCTION CATEGORY B BOARD DEVELOPED COURSE ASSESSMENT SCHEDULE</b> <b>Preliminary Year 2023 – HSC 2024</b> QUALIFICATION: CPC20220 - Certificate II in Construction Pathways (Release 6) and Statement of Attainment towards CPC20120 Certificate II in Construction (Release 3) Training Package: CPC08 - Construction, Plumbing and Services (Release 9.9)							<b>NESA course code</b> 2 U X 2 YR - 26211 <b>2022 HSC Exam:</b> 26299 <b>LMBR UI Code:</b> CPC20220126211B or CPC20120126211B
TERM	Unit Code	Units Of Competency	AQF CORE/ ELECTIV	HSC STATUS	HSC INDICATI VE	Assessment Task Cluster & Method of Assessment	HSC requirements Exam estimate mark & weighting to total 100%
<b>6 PRELIMINARY UOCs</b>							<b>240 Indicative Hours over 2 years</b>  <b>100% Preliminary Exam</b>  <b>35hrs Work Placement</b>
Term 1	CPCCWHS1001	Prepare to work safely in the construction industry	CP-E	M		Cluster 1 – GIT (White Card)	
Term 1	CPCCWHS2001	Apply WHS requirements, policies, and procedures in the construction industry	CP-C	M	20	Cluster 2 – Work Safe Stay Safe	
Term 2	CPCCCM1001 CPCCCOM1015	Undertake basic estimation and costing Carry out measurements and calculations	CP-C CP-C	M M	35	Cluster 3 – Working it out	
Term 3	CPCCCOM2001 CPCCPOM1013	Read and interpret plans and specifications Plan and organise work	C-C CP-C	M M	35	Cluster 4 – Project Planning	
<b>11 HSC UOCs</b>							<b>35hrs Work Placement</b> <b>40% Semester One Exam</b> <b>60% Trial HSC Exam</b> The final estimate exam mark will only be used as the optional HSC exam mark in the event of misadventure. This mark should be derived from either one or two formal exams. The calculation of the estimate is a school decision.
Terms 4/5 Option 3	CPCCJN2001 CPCCJN3004	Assemble components Manufacture and assemble joinery components	CP C-E	E E	40	Cluster 5 – Joinery	
Terms 4/5/6/7	CPCCCA2002 CPCCCM2005 CPCCCA2011	Use carpentry tools and equipment Use construction tools and equipment Handle carpentry materials	CP-E C CP-E	E M E	50	Cluster 6 – Tools, Equipment and Materials	
Terms 5/6/7	CPCCVE1011 CPCCCOM1012	Undertake a basic construction project Work effectively and sustainably in the Construction Industry	C CP-C	M M	55	Cluster 7 – Major Project	
<i>NESA requires students to study a minimum of 240 hours to meet Preliminary and HSC requirements.</i>				Total hours	235- 240 245	<i>Units of competency from the HSC focus areas will be included in the optional HSC examination.</i>	

# Entertainment

PUBLIC SCHOOLS NSW ULTIMO RTO 90072							<b>NESA code</b> 2 U X 2 YR - 26401 <b>2023 HSC Exam: 26499</b> <b>LMBR UI Code:</b> (11 OR 12) CUA30420326401B
ENTERTAINMENT INDUSTRY CATEGORY B BOARD DEVELOPED COURSE ASSESSMENT SCHEDULE Preliminary Year 2023 - HSC 2024 QUALIFICATION: Statement of Attainment towards CUA30420 Certificate III in Live Production and Services Training Package: CUA Creative Arts and Culture (version 5.1)							
TERM	Unit Code	Units Of Competency	AQF CORE / ELECTIVE	HSC STATUS	HSC INDICATIVE	Assessment Task Cluster & Methods of Assessment	HSC requirements Exam estimate mark & weighting to total 100%
<b>6 PRELIMINARY UOCs</b>							240 Indicative Hours over 2 years  <b>35hrs Work Placement</b>  <b>100% Preliminary Exam</b>
Term 1	CPCCWHS1001	Prepare to work safely in the construction industry	E	M	10	<b>Cluster 1 – White Card</b> Credit Transfer for this unit when delivered by another RTO ie. Coastal OHS Services	
Term 1/2	CUAWHS312	Apply work health and safety practices	E	M	15	<b>Cluster 2 – Safe and Sound</b> Written Questioning, Direct Observation, Product based methods, portfolio	
	CUASOU331	Undertake live audio operations	E	M	25		
Term 2/3	CUALGT311	Operate basic lighting	E	M	25	<b>Cluster 3 – Bump in the Light</b> Written Questioning, Practical documentation, Direct Observation of Practical Work	
	CUASTA212	Assist with bump in and bump out of shows	E	E	20		
Term 3	CUAIND311	Work effectively in the creative arts industry	C	M	20	<b>Cluster 4 – Working in the Industry</b> TBC	
<b>6 HSC UOCs</b>							<b>35hrs Work Placement</b> <b>40% Semester One Exam</b> <b>60% Trial HSC Exam</b> The final estimate exam mark will only be used as the optional HSC exam mark in the event of misadventure. This mark should be derived from either one or two formal exams. The calculation of the estimate is a school decision.
Term 4/5	SITXCCS006	Provide services to customers	E	M	20	<b>Cluster 5 – To Project and Serve</b> Direct observation of simulated project-based activity, Research and response, Quiz, Case studies, Direct observation of role play	
	CUASOU306	Operate sound reinforcement systems	E	E	20		
	CUAVSS312	Operate vision systems	E	M	25		
Term 6/7	CUASTA311	Assist with production operations for live performances	E	M	25	<b>Cluster 6 – Showtime!</b> Knowledge Questions, Product based methods, Portfolio of Evidence, Direct Observation, Career Research and Resume Writing	
	CUASMT311	Work effectively backstage during performances	E	E	20		
	CUAIND314	Plan a career in the creative arts industry	C	E	20		
<b>Unit delivered in Term 4</b>	HLTAID011	Provide First Aid <b>(to be delivered by Catch Training)</b> School will retain the Statement of Attainment from the external RTO for each student	E	E	20	Credit Transfer for this unit when delivered by another RTO – Catch Training.	
NESA requires students to study a minimum of 240 hours to meet Preliminary and HSC requirements.			Total Hours 265		Units of competency from the HSC focus areas will be included in the optional HSC examination.		

# Hospitality – Food and Beverage



Education

Hospitality  
 Qualification: SIT20322 Certificate II in Hospitality  
 Cohort 2023 - 2024  
 Training Package SIT Tourism, Travel and Hospitality (version2.1)

Ultimo RTO - Department of Education - 90072

School Name: Westfields Sports High School

Assessment Schedule Year 11 - 2023

Assessment Tasks for SIT20322 Certificate II in Hospitality Ongoing assessment of skills and knowledge is collected throughout the course and forms part of the evidence of competence of students.		Task 1	Preliminary Yearly Exam**
		Week	Week
		Term 2	Term
		Date	Date
Code	Unit of Competency		
SITXFSA005	Use hygienic practices for food safety	X	
SITXWHS005	Participate in safe work practices	X	
SITXFSA006	Participate in safe food handling practices	X	
SITHCCC025	Prepare and present sandwiches	X	
SITXCOM007	Show social and cultural sensitivity	X	
SITXCCS011	Interact with customers	X	

Depending on the achievement of units of competency, the possible qualification outcome is a **Statement of Attainment towards SIT20322 Certificate II in Hospitality**.

The exam Tasks will be confirmed by your teacher as they may be used for the assessment of competencies and /or NESA reporting requirements.

\* Selected units only to be confirmed by your teacher.

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. **Additional Requirements: 100% Preliminary Exam and 35 Hours of Work Placement**



School Name: Westfields Sports High School

Assessment Schedule Year 12 – 2024

Assessment Tasks for SIT20322 Certificate II in Hospitality Ongoing assessment of skills and knowledge is collected throughout the course and forms part of the evidence of competence of students.		Task 2	Task 3	Task 4	Semester One Exam**	Trial HSC Exam**
		Week	Week	Week	Week	Week
		Term 4	Term 5	Term 7	Term	Term
		Date:	Date:	Date:	Date:	Date:
Code	Unit of Competency					
SITHIND006	Source and use information on the hospitality industry	X				
SITHFAB024	Prepare and serve non-alcoholic beverages		X			
SITHFAB025	Prepare and serve espresso coffee		X			
SITHFAB027	Serve food and beverages		X			
BSBTWK201	Work effectively with others			X		
SITHIND007	Use hospitality skills effectively			X		

Depending on the achievement of units of competency, the possible qualification outcome is **SIT20322 Certificate II in Hospitality**


**The exam Tasks will be confirmed by your teacher as they may be used for the assessment of competencies and /or NESA reporting requirements.**

**\* Selected units only to be confirmed by your teacher.**


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.

**Additional Requirements: 50% Semester One Exam / 50% Trial HSC Exam and 35 Hours of Work Placement**

# Retail Services

		<b>PUBLIC SCHOOLS NSW ULTIMO RTO 90072</b> <b>RETAIL SERVICES CATEGORY B BOARD DEVELOPED COURSE ASSESSMENT SCHEDULE</b> <b>Preliminary Year 2023 - HSC 2024</b>				<b>NESA course code</b> <b>2 U X 2 YR - 26911</b> <b>HSC Exam: 26999</b> <b>LMBR UI Code:</b> <b>(11 OR 12) SIR30216126911B</b>	
<b>Education</b>		<b>QUALIFICATION: SIR30216 Certificate III in Retail (Release 4)</b> <b>Training Package: Retail Services (Release 7.0)</b>					
TERM	Unit Code	Units Of Competency	ADF CORE/ ELECTIVE	HSC STATUS	HSC INDICATIVE Hrs.	Assessment Task Cluster & Methods of Assessment	HSC requirements - Exam estimate mark & weighting to total 100%
Term 1	<b>7 PRELIMINARY UOCs</b>						240 Indicative Hours over 2 years
	SIRXWHS002 SIRXIND002	Contribute to workplace health and safety Organise and maintain a store environment	C E	M E	15 10	<b>Cluster A: Safety and Spotless</b> Written task, online quiz, practical and teacher observation	
Term 1-2	SIRXIND001 SIRXCOM002	Work effectively in a service environment	C	M	20	<b>Cluster B: Working in the industry</b> Research, self/peer assessment, simulation, presentation	<b>35hrs Work Placement</b>  <b>100% Preliminary Exam</b>
		Work effectively in a team	C	M	15		
Term 2-3	SIRXCEG001 SIRXCEG002 SIRXCEG003	Engage the customer	C	M	20	<b>Cluster C: Customer Service</b> Teacher observation, written task, portfolio of evidence	
		Assist with customer difficulties	C	E	20		
		Build customer relationships and loyalty	C	E	20		
Term 4-5	<b>7 HSC UOCs</b>						<b>35hrs Work Placement</b>  <b>50% Semester One Exam</b> <b>50% Trial HSC Exam</b>
	SIRXSLS001 SIRXSLS002 SIRXRSK001	Sell to the retail customer	C	M	15	<b>Cluster D: Sales &amp; Security</b> Questioning, scenario, role play	
		Follow point of sale procedures	E	M	15		
		Identify and respond to security risks	C	M	15		
Term 5-6	SIRRMER001 SIRXPDK001	Produce visual merchandise displays	E	S	20	<b>Cluster E: Retail General Selling</b> Scenario, direct observation of practical work, written questioning	The final estimate exam mark will only be used as the optional HSC exam mark in the event of misadventure. This mark should be derived from either one or two formal exams. The calculation of the estimate is a school decision.
		Advise on products and services	E	S	20		
Term 7	SIRRINV002 SIRRINV001	Control stock	E	E	20	<b>Cluster F: Stock Control</b> Written questioning, scenario, direct observation of practical work	
		Receive and handle retail stock	E	E	15		
<i>NESA requires students to study a minimum of 240 hours to meet Preliminary and HSC requirements.</i>			<b>Total hours 245</b>		<i>Units of competency from the HSC focus areas will be included in the optional HSC examination.</i>		

# Sport Coaching

 <b>PUBLIC SCHOOLS NSW ULTIMO RTO 90072</b> <b>SPORT COACHING – CERTIFICATE III BOARD ENDORSED COURSE ASSESSMENT SCHEDULE</b> <b>Preliminary Year 2022 - HSC 2023</b> QUALIFICATION: SIS30521 Certificate III in Sport Coaching Training Package: SIS Sport, Fitness and Recreation (Version 4)							<b>NESA Course:</b> 50418 <b>LMBR UI Code:</b> (11 or 12) SIS30521150418	
TERM	Unit Code	Units Of Competency	AGF COR	E L HSC STS	HSC IND	Assessment Task Cluster & Methods of Assessment	HSC requirements	
Term 1-2	<b>4 Preliminary UOC's</b>						<b>Cluster 1: Tournament Time</b> Direct Observation, Product Based Method and Questioning.	240 Indicative hours over 2 years  <b>100% Preliminary Exam</b>
	HLTWHS001 SISXIND006	Participate in workplace health and safety Conduct sport, fitness and recreation events	C E - E	C E	15 30			
Term 2-3	SISSSCO002 SISSSCO005	Work in community coaching role Continuously improve coaching skills and knowledge	C C	C C	30 30	<b>Cluster 2: The Community Coach</b> Research and Questioning, Portfolio of Evidence and Evaluation and Classroom Discussion		
Term 3-4	<b>6 HSC UOCs</b>						<b>Cluster 3: (Complete 2 of the 3 elective options)</b> <b>a) Officiating in Sport</b> – Online and Student Developed Quiz, Portfolio of Evidence and Consultation Form, Officiating and Evaluation  <b>c) Strength and Conditioning</b> – Fitness Portfolio, Session Plan and Fitness Diary, Session Delivery and Evaluation	<b>Minimum 35hrs Mandatory Work Placement</b>
	SISSSOF002	Continuously improve officiating skills and knowledge	E-E	E	15			
	SISXCAI009	Instruct strength and conditioning techniques	E-E	E	25			
Term 5-6	SISSSCO003 BSBOPS403	Meet participant coaching needs Apply business risk management processes	C C	C C	30 25	<b>Cluster 4: Coaching the Individual</b> Direct Observation, Product Based Method and Questioning.	<b>50% Semester 1 Exam</b>  <b>50% Trial HSC Exam</b>	
Term 7	SISSSCO012	Coach sports participants up to an intermediate level	E-A	E	30	<b>Cluster 5: Next Level Coaching</b> Direct Observation, Product Based Method and Questioning.		
<b>Stand alone Unit delivered in Term 4</b>	HLTAID011	Provide First Aid <b>(to be delivered by an external RTO OR approved trainer from RTO 90072 ONLY)</b>	C	C	20	<b>Cluster 6: First Aid</b> Credit Transfer when this unit is delivered by Royal Life Saving Society Australia. School will retain the Statement of Attainment from the external RTO for each student		
<i>NESA requires students to study a minimum of 240 hours to meet Preliminary and HSC requirements.</i>			Total hours: 240/245/250		<i>This course is a VET Board Endorsed Course and does not count towards the ATAR. No HSC exam in this course.</i>			