

Years 7 - 10

Assessment Policy



2025



CARDIFF HIGH SCHOOL

Celebrating Excellence, Opportunities and Success

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Rationale

Cardiff High School is focused on raising the academic outcomes and standards for students and preparing them for the challenges and rigours of HSC study in the senior school. The 7-10 Assessment Policy provides a framework for students, parents and staff to assist in the effective delivery and completion of assessable tasks to a high standard.

RoSA

The RoSA is a cumulative credential for students. All students in Years 7-10 are working towards the completion of their RoSA.

The RoSA lists all mandatory and additional Stage 5 and, where applicable, Stage 6 courses completed by the student, along with the grade awarded. The RoSA credential also lists any courses commenced but not completed and the date of leaving school. NESA issues the formal RoSA credential to students who satisfy the eligibility requirements upon leaving.

School leavers who are not eligible for the RoSA will receive a Transcript of Study.

<http://educationstandards.nsw.edu.au>

Grades

Grades are awarded for all assessment tasks using the **New South Wales Education Standards Authority (NESA)** general performance descriptors.

General performance descriptors

The general performance descriptors describe performance at each of five grade levels.

A	The student has an extensive knowledge and understanding of the content and can readily apply this knowledge. In addition, the student has achieved a very high level of competence in the processes and skills and can apply these skills to new situations.
B	The student has a thorough knowledge and understanding of the content and a high level of competence in the processes and skills. In addition, the student is able to apply this knowledge and these skills to most situations.
C	The student has a sound knowledge and understanding of the main areas of content and has achieved an adequate level of competence in the processes and skills.
D	The student has a basic knowledge and understanding of the content and has achieved a limited level of competence in the processes and skills.
E	The student has an elementary knowledge and understanding in few areas of the content and has achieved very limited competence in some of the processes and skills.

<https://arc.nesa.nsw.edu.au/go/sc/sc-grading/cpds/>

Mark Range

Teachers will determine on individual assessment tasks mark ranges for each Grade A-E.

Assessment Tasks

Assessment tasks include examinations, assignments and practical demonstrations. They are used to develop and assess a student's knowledge of content covered in timetabled lessons.

Number of tasks

For compulsory Key Learning Areas (English, Science, Mathematics, HSIE and PDHPE) students will be issued 3-5 Assessment Tasks per year, per subject. Elective classes may issue 2-4 tasks depending on the requirements of the syllabus and number of lessons per fortnight.

Notice of assessment

Students will receive a minimum of two weeks' notice for any variation to the Assessment Schedule and/or Assessment Task.

Return of completed tasks

Teachers will endeavour to return marked tasks to students within two weeks of the due date from the submission of the task. Due to the nature of some tasks, the teacher may need to collect and keep these tasks once feedback has been provided to students.

Feedback

Students should receive feedback from their teacher within two weeks of the due date for the submission of the task. Feedback may be written and/or verbal.

Submission of Assessment Tasks

The due date for an assessment task is published on the Assessment Task Notification provided by the teacher. It is the student's responsibility to hand in all tasks on the day they are due following the assessment task submission instructions.

If a student is absent or unable to submit the task on the due date they are to follow the school assessment appeal process.

'N' Determinations

'N' Determinations are issued to students who do not complete the requirements for a course. If a student has been given an 'N' Determination in a mandatory course, they will not be eligible for the RoSA. If they leave school, they will receive a Transcript of Study that will list the mandatory course(s) for which an 'N' Determination was given. The words 'Not completed' will appear next to each 'N' Determined course.

If a student is given an 'N' Determination in a non-mandatory course, the course will not appear on their RoSA or Transcript of Study.

<http://educationstandards.nsw.edu.au>

'N' Warning Letters

Schools issue 'N' Warning Letters to students who are in danger of not meeting course completion criteria, giving the student time for the task to be completed. 'N' Warning Letters will only be issued to students in Years 9 or 10 for failure to complete assessment tasks or coursework.

If a student has not completed over 50% of tasks by the end of the assessment period, or has failed to complete 50% of tasks **by the due date**, the school will follow the 'N' Determination process specified by NESAs.

Illness and Misadventure Appeals

Throughout the year, a student may experience difficulty attending an assessment, completing an assessment task by the due date, or their performance in an assessment task may be affected by illness or misadventure. The school has a process to support these students.

A student may submit an Illness and Misadventure form (**See Appendix 1**) if they are affected by:

- Illness – either personal or the illness of a family member
- Bereavement
- Sporting representation – for school approved activities
- School Excursions
- Other – events that have adversely affected a student’s completion or performance in a task that are worthy of consideration.

The Illness and Misadventure process

It is a student’s responsibility to download or collect an Illness and Misadventure form. The Illness and Misadventure form can be downloaded from the CHS website in the [‘Assessments’](#) section.

If a student **knows that they will be absent for a task** they need to complete and submit the Illness and Misadventure form **three days prior to their absence**.

If a student is **unable to attend school on the day of a task**, they will need to complete and submit an Illness and Misadventure form **within three school days of their return to school**.

If a student’s **performance in a task is affected**, they will need to complete and submit an Illness and Misadventure form **within three school days of the date of the task**.

Students are required to support their application with relevant and appropriate documentation.

Depending on the nature of their illness or misadventure, this may include a:

- Medical Certificate
- Funeral Notice
- Statutory Declaration
- School Representation Note
- Sport Representation Note
- Parent Note advising of the circumstances (7 and 8 Only)

Notes

- a. There are no grounds for appeal against the value of the mark awarded.
- b. Computer, printer or technology malfunction will not be considered as valid reasons which impact on assessment submission. Students are encouraged to make regular backups and retain draft copies.
- c. Medical certificates and/or other supplementary evidence will be requested to cover absences, illness or misadventure (Year 10 only).
- d. The NSW Education Standards Authority guidelines of illness and misadventure shall form the basis for determination of applications.
- e. Holidays are not considered acceptable reasons for absence as per the Department’s guidelines.

Loss of marks for late submission of tasks

If a task is handed in late, and the appeal is denied:

Years 7, 8 and 9

- 1 school day late = 20% deduction
- 2 school days late = 40% deduction
- 3 school days late = 60% deduction
- 4 school days late = 80% deduction
- 5 or more days late = 100% deduction.

If a zero mark is recorded the class teacher will issue a Faculty Letter of Concern. Students are still required to complete this task for the purpose of meeting the syllabus requirements and to ensure the award of a Record of School Achievement (RoSA) in the subject concerned.

Year 10

1 or more school days late = 100% deduction. A zero mark is recorded and the class teacher will issue an 'N' Determination Letter. Students are still required to complete this task for the purpose of meeting the syllabus requirements and to ensure the award of a Record of School Achievement in the subject concerned.

Assessment Task Template

All assessment tasks issued at Cardiff High School use a common Assessment Task Template (**see Appendix 2**). Assessment tasks provide students with all the information they need to complete the task including the task weighting, due date, an overview of the task, a task description, submission instructions, the syllabus outcomes assessed, the criteria for assessment, and the marking guidelines the teacher will use to assess the completed task.

Assessment Schedules

At the beginning of the school year, students are issued with assessment schedules for each subject. This information is provided to students and parents to inform them of the number and nature of tasks that students will have to complete.

Access to Technology

Whilst most students have access to computers and the internet at home, those who are not able to use this technology will not be disadvantaged when completing homework and assignments. Students can access computers, the internet and printing facilities in the school library before school, at recess, at lunch or during study hub on Tuesday after school in the library. If students or parents have concerns about the requirements of a particular task, please contact the class teacher.

What is Malpractice?

Cheating or malpractice is dishonest behaviour by a student that gives them an unfair advantage over others. Most students understand what cheating in an examination means, however, there are other types of behaviour that are also considered malpractice.

Examples of malpractice include:

- Copying someone's work in part or in whole, and presenting it as their own.
- Using material directly from books, journals or the internet without reference to the source.
- Building on the ideas of another person without referencing the source.
- Purchasing, stealing or borrowing another person's work and presenting it as their own.
- Submitting work to which another person – parent, coach, tutor has contributed substantially.
- Using words, ideas, designs or workmanship of others in practical and performance tasks without acknowledgement.
- Paying someone to write or prepare material.
- Breaching school examination rules.
- Using non approved aids during an assessment task.
- Contriving false explanations to explain work not handed in by the due date.
- Assisting others to engage in malpractice.

Process for Student Malpractice

Malpractice when completing assessment tasks will result in:

- A zero mark, or partial loss of marks.
- The student being referred to the Head Teacher for counselling regarding academic responsibility when completing tasks.
- A letter issued to parents regarding the student's malpractice. In Years 7 and 8 this will be a Causing Concern Letter and in Year 9 and 10 an 'N' Warning Letter.
- If plagiarism is identified, the student will need to complete and resubmit all parts which were plagiarised.

Student Concerns Regarding Assessment Procedures

The information set out in this booklet is provided as a guide. Individual class teachers will provide specific details and dates for the assessment programs in each subject. Students are encouraged to discuss the assessment procedures with their class teacher and/or the Head Teacher concerned. Any concerns about marks awarded for individual tasks are to be made directly to the teacher concerned at the time the mark has been awarded. Unresolved problems may be dealt with by the Head Teacher responsible for the subject, in consultation with the Deputy Principal or Principal.

Examinations

Examinations (exams) are used to assess student knowledge. Exams may be written or verbal and vary in the length of time. Exams may be conducted throughout the year, from in class topic tests to formal examinations.

Rules for Junior Examinations

Students are required to sit for their exam at the time advised. Students will receive at least two weeks' notice that they will be completing an exam. Students who are unable to attend an exam for any reason will be required to go through the school process relating to Illness and Misadventure.

The following rules apply for all Year 7-10 exams held at Cardiff High School:

1. **Mobile phones are to be switched off** and left in bags as per school rules. Under no circumstances are mobile phones to be brought to an exam.
2. There is to be **no talking during exams**. Students will be given one warning. If the student speaks for a second time they will be removed from the examination room and zero marks will be awarded.
3. Students who arrive late for an exam will not be given extra time.
4. Students **must bring their own equipment** to examinations.
5. Students are to **write in blue or black pen**, or pencil only as per teacher instructions.
6. Generally, students will **not be allowed to visit the toilet** during an exam unless it is an emergency. Students are encouraged to access the toilet prior to exams.
7. Students may **seek clarification of a question by raising their hand** and waiting quietly and patiently for the teacher to assist them.
8. Once students complete their exam they must **sit quietly until the end of the exam**.

Appendix 1 – Illness and Misadventure Form



Cardiff High School Illness/Misadventure Appeal Form Years 7-10

Note: All applications for Illness/Misadventure appeals must be submitted to your class teacher prior to a known absence or within two school days of your return to school for an unforeseen event.

1. Student Details

Name: _____ Year: _____

2. Task Details

Course: (please tick one) Year 7-8 ROSA (9-10)

Subject: _____ Teacher: _____

Name of Assessment task: _____ Date Due: _____

3. Details of absence (please tick one and attach documentation required)

Reason for absence	External Documentation Required	
Illness	Parent Note (7-9) Medical Certificate (10)	<input type="checkbox"/>
Bereavement	Funeral Notice	<input type="checkbox"/>
Sporting Representation	Sport Representation Note*	<input type="checkbox"/>
Excursion	School Representation Note*	<input type="checkbox"/>
Other:	Parent Note (7-9) Statutory Declaration (10)	<input type="checkbox"/>

*Signed by teacher

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

4. Teacher Recommendation: _____ Appeal Supported: YES NO

5. Head Teacher Recommendation: _____ Appeal Supported: YES NO

6. Principal's Decision

Appeal Accepted Appeal Declined

Comment:

Signed: _____ Date: _____

Mr J Gane
Principal

Appendix 2 – Assessment Task Template



Cardiff High School

Curriculum Guidelines
7-10 Assessment Notification

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Assessment Overview

Teacher(s) Name:	Class teacher(s) name(s)	Weighting:	%
Course:	KLA	Issued Date:	Date handed out
Title:	Title of task	Due Date:	Due date
Task Number:	Number of the task	Marks:	Total marks

Task Overview

Overview of the task in general terms (a broad overview)

Task Description

Task instructions informing of the requirements to complete the task (more specific details)

Submission Instructions

How, what, when, where to hand in and the structure and layout of the task for submission

Notifications:

- **Malpractice may result in a zero award.**
 - Malpractice is any activity undertaken that gives a student an unfair advantage.
 - Examples of malpractice may include having others complete your task for you, the inappropriate use of an electronic device or using notes during an examination.
- **Absence/illness/misadventure.**
 - In the case of absence/illness/misadventure, the procedures outlined in the CHS Assessment Policy must be followed.
 - Failure to do so may result in a zero mark and the task must still be completed.

Outcomes assessed

Outcomes being assessed in this assessment task (identifying code followed by description)

My class test is on...

Teacher	Class	Date	Period
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References

<http://educationstandards.nsw.edu.au>