

# **WADE HIGH SCHOOL**



## **PRELIMINARY COURSE**

### **Year Eleven**

**2008**

**ASSESSMENT INFORMATION BOOKLET**

**and**

**ASSESSMENT SCHEDULE**

# WADE HIGH SCHOOL

## HSC PRELIMINARY COURSE

### ASSESSMENT SCHEDULES

This booklet is designed to give a full complement of Higher School Certificate Preliminary Course Assessment details.

The subjects covered in the booklet are those currently being studied by the Year 11 group in 2008.

Each student will also receive a schedule of Assessment Tasks as compiled by the Year Adviser for Year 12.

This schedule will be determined at the commencement of the HSC Course in Term 4 in 2008.

When consulting the schedule each student should be aware of when tasks are on, the nature of the tasks and whether there are a number of tasks due close to the same date. If this problem occurs students should discuss it with their teachers well in advance of the due dates.

Students are advised to read very carefully the general assessment procedures and requirements. These guidelines will be strictly adhered to. Particular attention should be given to the Sickness/Absence section and the procedures associated with this type of event. Please note the Form to be completed in the event of sickness/absence. This Form is enclosed at the end of the booklet.

Mr R Barker  
Deputy Principal

# HIGHER SCHOOL CERTIFICATE ASSESSMENT POLICY FOR STUDENTS

## AIMS OF ASSESSMENT FOR THE HSC

Continuous assessment is believed to be a fair and just measure of a student's progress during their senior years. The school-based assessment tasks are designed to measure performance in a wider range of objectives than may be tested in an examination.

School based assessment counts for **50% of your overall mark in each course** except Vocational Education and Training courses (VET courses) **and determines your rank in each course**. Your assessment mark is reported on your Higher School Certificate Record of Achievement. By combining both the assessment mark and the HSC examination mark we gain a more comprehensive perspective of what a student has achieved in terms of all syllabus outcomes.

### 1. SCHOOL AND BOARD REQUIREMENTS

#### 1.1.1 Satisfactory Record of Attendance

Satisfactory attendance at school is required to achieve the outcomes of the course. The Principal may decide that sufficient course outcomes have not been achieved. If a student's attendance has meant that the course outcomes have not been achieved, then **'unsatisfactory'** for the course will be noted on the certificate issued.

In the case of prolonged absences due to illness and where it is not possible for work to be completed during the period of absence, the Principal will decide whether sufficient course outcomes have been met. Under certain circumstances leave may be granted (eg for family holidays). This must be discussed and negotiated with the Principal in advance. Possible absence such as that resulting from a student exchange, should be discussed with the Principal prior to the absence occurring.

#### 1.1.2 Satisfactory Completion of Course Requirements

Students will be considered to have satisfactorily completed a course if in the Principal's view, there is sufficient evidence that the student has:

- (a) followed the course developed or endorsed by the Board of Studies; and
- (b) applied themselves with diligence and sustained effort to set tasks and experiences provided in the course by the school; and
- (c) achieved some or all of the course outcomes.

Students may be deemed not to have satisfactorily completed a course if there is evidence of:

- (i) omission, to a significant degree, of experiences which are integral requirements of the syllabus, eg assignments, practical work, class activities;
- (ii) preparation so trivial that poor examination performance is likely to result;
- (iii) failure to make a genuine attempt at assessment tasks which contribute in excess of 50% of the available marks. If a student's attempt at a particular task scores zero, it is a matter for the teacher's professional judgement (in consultation with the Head Teacher), whether the attempt is a genuine one. Students who do not attempt set assessment tasks with a potential value greater than 50% in a subject will be deemed to have applied themselves unsatisfactorily. In this case "unsatisfactory" for the course will be noted on the Higher School Certificate.

### 1.1.3 Major Examinations

Students must present for each examination for which they enter. This includes the Year 11 Mid Course Exam, Year 11 End of Course Exam, the Year 12 Mid Course Exam, the Trial HSC Exam and the HSC Exam. Students, who are unable to sit for the Mid Course exam or the Trial HSC Exam on a particular day due to illness or misadventure, should follow the procedures outlined in 3.1-3.4.

The procedures for the HSC Exams will be outlined before those exams.

Students who do not make a serious attempt at an examination or whose examination paper contains frivolous or objectionable material may receive zero for the exam.

### 1.1.4 Completion of Assessment Tasks

Students should complete **all** the school-based assessment tasks for each Board Developed HSC course they study.

Failure to follow the assessment policy and assessment deadlines may result in penalties being applied.

Students who are studying courses at Griffith High School or TAFE should ensure that they have a copy of their assessment policies and follow the requirements of those policies.

## 2. PRINCIPLES FOR ASSESSMENT AT WADE HIGH SCHOOL

2.1 Students must make every effort to complete tasks on time. They should have an assessment planner and prepare appropriately for each task. Students should discuss their subject policies with the Classroom Teacher to ensure they understand the policies.

2.2 When students receive the assessment task schedule they should be aware of the due dates for each task, the nature of the tasks and whether there are a number of tasks due close to the same date. If there are problems students should discuss them with their teachers well in advance of the due dates for the tasks.

2.3 Assessment tasks should be completed in a way that ensures that no student gains an unfair advantage over other students. **Assessment tasks that are completed at home (research tasks, etc) must be handed in by 8.55 am on the due date.**

2.4 Students who follow the school routines and submit tasks on time, will not be placed at a disadvantage by students who try to “bend the rules” or find ways around the policy.

2.5 The school assessment policy will be applied consistently across the school.

2.6 Students will be given a minimum of two weeks notice in writing before each task is due. No assessment tasks will be due one week prior to an examination.

2.7 If students are absent from class, it is their responsibility to check what work was completed, what handouts distributed and whether any assessment task details were given. If an assessment task was given, **it is the student’s responsibility to obtain** a copy of the task from the classroom teacher. Not receiving a task cannot be used as an excuse for an extension under these circumstances.

2.8 Where absences **are known in advance** (eg sport representation, family holiday, work placement) students **must** submit the Sickness/Absence Form **before** the absence. This includes negotiating the time when the task will be completed. These things should occur at least three days before the absence occurs. Students should note that work placement commitments do not automatically entitle you to an extension.

2.9 All parties involved in **cheating, copying and/or plagiarism** will receive zero for the task. Plagiarism involves the use of the words or ideas of another person without proper acknowledgement identifying the source.

2.10 In certain circumstances (eg. prolonged illness) an estimate or substitute task may be set at the discretion of the faculty concerned.

2.11 If a pattern of absences emerges, students may be required to supply medical certificates or other written records for all future absences. In these circumstances, parents will be notified in writing of the requirements. After this, zero marks may be given for tasks that are not completed or submitted on the due date. These procedures will apply to all forms of absences. (eg sport, debating, illness etc.)

2.12 Assessment will begin in Term 4 and will be finalised and reported on during Term 3 of the HSC year.

2.13 Students who are involved in work placements as part of VET Frameworks courses cannot use such placements as an excuse for having missed a task.

### **3. REQUIREMENTS FOR TASKS COMPLETED DURING SCHOOL OR CLASS TIME.**

3.1 Students must attend all classes on the day specified for the task and be on time to class.

3.2 If a student cannot attend school on the day of a task due to illness or misadventure, they **must** phone the school on that day in order to notify the Head Teacher that they will be absent and to give a brief explanation about why they cannot attend school on that day. If students do not ring the school, they will be given zero for the task. In special cases where the student has not been able to contact the school on the day, may be given special consideration by the Deputy Principal.

3.3 **On the first day back at school** the student **must** complete a Sickness/Absence Form (like the one attached). To do this you must collect the form from Mr Barker's office or from your Year Advisor. Then fill in the details at the top of the form, take it to the appropriate Head Teacher and negotiate when the task will be completed. The Head Teacher will sign the form and it must be returned to Ms Hill's office on that day. A note from parents will be required and a medical certificate may be requested. If students fail to complete a Sickness/Absence Form on the first day at school following the illness/misadventure, they will receive zero for the task.

3.4 The student **must** be prepared to complete the task on the first day back at school, if possible. If students avoid completing the task within a reasonable time frame, they will be awarded a zero for the task.

3.5 If a student is absent for part of a day immediately prior to an assessment task being completed, they must satisfy the school that the absence was genuine. Where the absence is deemed not to be genuine by the Principal, and other students may have been disadvantaged, a zero penalty will be applied.

### **4. REQUIREMENTS FOR ASSIGNMENTS, PROJECTS AND TASKS COMPLETED OUTSIDE CLASS TIME.**

4.1 Students must submit their task to the Class Teacher or Head Teacher by **8.55 am on the day it is due**. Students who do not have scheduled classes on the morning when such tasks are due **must** make arrangements to hand the task in on time.

4.2 If students are sick on the day such a task is due they must make every effort to submit the task on time either by having a parent drop it off at the school or having a sibling, neighbour or friend hand it in for them. Where this is not possible, the student **must** ring the school before 8.55 a.m. and explain to the Head Teacher why they cannot submit the task. A note from parents will be required and a medical certificate may be requested.

4.3 Tasks submitted after 8.55 a.m. on the due date will receive a zero penalty, unless they have followed the procedures outlined in 4.2 and the Head Teacher judges that the reasons for the task being submitted late are valid.

4.4 Students who have technology problems (eg computer breakdown) that will result in a task being submitted late, **must submit all rough copies and notes** on the due date by 8.55 a.m. as evidence that the task has been completed. Failure to do this will result in a zero penalty being applied.

4.5 Extensions for these types of tasks must be sought at least three days before the due date. Extensions must be negotiated with the Head Teacher not the Class Teacher. To request an extension, students should submit the Sickness/Absence Form, three days prior to the due date.

## **5. ASSESSMENT PROCEDURES FOR VET FRAMEWORKS COURSES**

5.1 These are competency-based courses. This means that students work to develop the competencies, skills and knowledge described in each unit of competency. To be assessed as competent, a student must demonstrate to a qualified assessor that they can effectively carry out the various tasks and combinations of tasks listed to the standard required in the appropriate industry.

5.2 There is no mark awarded in competency-based assessment. Students are assessed as either 'competent' or 'not yet competent'.

5.3 Assessment will be recorded as part of a student log. This log has a detailed record of the skills and/or knowledge that students are expected to gain as a result of participating in each unit.

5.4 Competencies will be assessed through a wide range of class activities including practical lessons, tests, essays, assignments and work placement.

5.5 Work placement is a mandatory component of these courses and failure to complete it will result in an 'N' determination for the course. Students are expected to complete work missed for other subjects whilst on work placement on their return to school. Students must liaise with their teachers over assessment tasks due during work placement. Failure to do this will result in an award of zero for the task concerned.

## **6. ALL MY OWN WORK POLICY**

6.1 All My Own Work Policy will be followed in the marking of all HSC course assessment tasks. Students must complete this program before they attempt their first HSC assessment task.

## 7. GRIEVANCE PROCEDURES

- 6.1 If you have complaints concerning the assessment program, please see your Year Advisor. If the problem cannot be resolved at that point, it will be brought to the attention of the Deputy Principal, Mr Barker, by the Year Advisor or relevant Head Teacher.
- 6.2 Any complaints about marks must be brought to the attention of your teacher at the time the mark is given. Unresolved complaints may be dealt with by the Head Teacher concerned.
- 6.3 Marks awarded by teachers are not grounds for an appeal against your HSC assessment total.
- 6.4 Any other grievance concerning equity with other students should be brought to the Deputy Principal, Mr Barker.

### YOUR RIGHTS IN THIS COURSE

To be accurately informed by being provided with:

- a course outline
- information on possible employment outcomes
- information on how, when and where assessment will take place
- information on progress within the course.

To be treated fairly by being:

- allowed equal access to a relevant and appropriate course of study
- appropriately supported in your learning and assessment
- able to work, and be assessed, without discrimination.

In VET courses

To have competencies recognised by being:

- able to claim recognition for units of competence achieved with other training providers. (RPL)
- able to claim recognition for competencies achieved in work or life experiences. (RCC)
- given opportunities to have competence assessed and reassessed if required.

To have the opportunity to evaluate the learning experience by being:

- encouraged to provide information and opinion on the effectiveness of the training and assessment provided.

If you believe your rights have not been met you should firstly discuss it with your teacher. If still not satisfied discuss it with the Head Teacher of the institution where the course is studied and if still not satisfied discuss it with the School Principal. If your issue is still not resolved your Principal will provide you with the departmental complaints, grievance and allegations procedure.

Ms J Hill  
Principal

Mr R Barker  
Deputy Principal

## A GLOSSARY OF KEY WORDS

Syllabus outcomes, objectives, performance bands and examination questions have key words that state what students are expected to be able to do. A glossary of key words has been developed to help provide a common language and consistent meaning in the Higher School Certificate documents.

Using the glossary will help teachers and students understand what is expected in responses to examinations and assessment tasks.

Account	Account for: state reasons for, report on. Give an account of: narrate a series of events or transactions
Analyse	Identify components and the relationship between them; draw out and relate implications.
Apply	Use, utilise, employ in a particular situation
Appreciate	Make a judgement about the value of
Assess	Make a judgement of value, quality, outcomes, results or size
Calculate	Ascertain/determine from given facts, figures or information
Clarify	Make clear or plain
Classify	Arrange or include in classes/categories
Compare	Show how things are similar or different
Construct	Make; build; put together items or arguments
Contrast	Show how things are similar or different
Critically (analyse/evaluate)	Add a degree or level of accuracy depth, knowledge and understanding, logic, questioning, reflection and quality to (analysis/evaluation)
Deduce	Draw conclusions
Define	State meaning and identify essential qualities
Demonstrate	Show by example
Describe	Provide characteristics and features
Discuss	Identify issues and provide points for and/or against
Distinguish	Recognise or note/indicate as being distinct or different from; to note differences between
Evaluate	Make a judgement based on criteria; determine the value of
Examine	Inquire into
Explain	Relate cause and effect; make the relationships between things evident; provide why and/or how
Extract	Choose relevant and/or appropriate details
Extrapolate	Infer from what is known
Identify	Recognise and name
Interpret	Draw meaning from
Investigate	Plan, inquire into and draw conclusions about
Justify	Support an argument or conclusion
Outline	Sketch in general terms; indicate the main features of
Predict	Suggest what may happen based on available information
Propose	Put forward (for example a point of view, idea, argument, suggestion) for consideration or action
Recall	Present remembered ideas, facts or experiences
Recommend	Provide reasons in favour
Recount	Retell a series of events
Summarise	Express, concisely, the relevant details
Synthesise	Putting together various elements to make a whole

## 2008 PRELIMINARY HSC SUBJECT LIST

SUBJECT	ABBREVIATION
Agriculture	AG3 (GHS)
Ancient History	AH5
Biology	BI3
Business Studies	BS3
Chemistry	CH4
Community & Family Studies	CF3
Design & Technology	DT4
Drama	DR4
Economics	EC5
English-Advanced	ENA
English-Standard	ENS
Hospitality (VET)	HOS
Industrial Technology	ID3
Italian-Beginners	ITB
Italian-Continuers	ITC
Legal Studies	LS6
Mathematics	MAT
General Mathematics	MAG
Mathematics-Extension 1	MAE
Modern History	MH5
Music	MU3
PDHPE	PD3
Physics	PH3
Society & Culture	SC3 (GHS)
Retail (VET)	RET
Textiles & Design	TX4
Visual Arts	VA6

# AGRICULTURE (Griffith High School)

## 2 UNIT PRELIMINARY COURSE

(AG3)

TASK	NATURE OF TASK	OUTCOMES	TASK DUE	WEIGHTING
1	Overview of School Farm		Term 1 Week 6	15%
2	Farm Case Study Report	P1.1, P1.2, P2.3, P3.1, P5.1	Term 2 Week 1	25%
3	Plant Production Crop Study Report	P2.1, P3.1, P4.1, P5.1	Term 2 Week 9	15%
4	Animal Production	P2.2, P3.1, P4.1, P5.1	Term 3 Week 7	15%
5	Preliminary Examination	All Outcomes	Term 3 Week 9 & 10	30%
<b>TOTAL</b>				<b>100%</b>

Further assessment details will be given to you by your teacher.

# ANCIENT HISTORY

## 2 UNIT PRELIMINARY COURSE

(AH5)

### ASSESSMENT COMPONENT:

COMPONENT	WEIGHTING
Oral Presentation	10%
Research	25%
Source Analysis	25%
Examination, test items	40%

Assessment Task	TOPIC	Components	Weighting	Due
Oral Presentation	Investigating the Past	Oral – 5% Research – 5%	10%	T1 Wk 5
Source Analysis	Case Study	Source Analysis 10%	10%	T1Wk11
Half Yearly Exam	Case Studies	Exam – 15%	15%	T2 Wk 4
Source Analysis	Ancient Societies, Sites & sources	Source analysis - 15% Exam – 5%	20%	T2 Wk 7
Historical Investigation	Historical Investigation	Research 20% Oral 5%	25%	T3 Wk 2
Yearly Exam	Ancient Societies, Sites & Sources	Exam 20%	20%	T3 Wk 9
<b>TOTAL ASSESSMENT</b>		<b>100</b>	<b>100</b>	

# BIOLOGY

(BI3)

## 2 UNIT PRELIMINARY COURSE

For assessment purposes the Skills components (8.1) will be integrated into the four core units \*8.2-8.5) in Biology, Chemistry & Physics. This will ensure that assessment measures a wider range of syllabus objectives than would be possible by examination alone. As well, performance is evaluated throughout the course, rather than a single examination. Skills components include the planning, performance processing, analysis and presentation of investigations as well as sourcing information from primary and secondary sources and solving problems.

### COURSE WEIGHTINGS:

Components Topics	Weight (Syllabus) %	Task 1	Task 2	Task 3
		Practical Due T1 Wk 6	Half Yearly Due T2 Wk 4	Yearly Due T3 Wk 9
Knowledge and Understanding	40		20	20
Skills related to practical work	30	30		
Skills related to problem solving and research	30		10	20
<b>TOTAL ASSESSMENT</b>	<b>100</b>	<b>30</b>	<b>30</b>	<b>40</b>

# BUSINESS STUDIES

(BS3)

## 2 UNIT PRELIMINARY COURSE

### ASSESSMENT COMPONENT:

COMPONENT		WEIGHT
1	Test Type	50
2	Business Research Task	30
3	Stimulus-based	20
<b>TOTAL ASSESSMENT MARKS AVAILABLE</b>		<b>100</b>

Outcomes P1.1 – P5.6	Components (Syllabus)	Case Study	Half Yearly Exam	Essay	Business Research Task	Yearly Exam	Weight
P1.1, 1.2, 2.2, 3.1, 3.2, 4.1, 5.3, 5.6	Tests		20			30	50
P1.2, 2.1, 3.1, 5.3, 5.5	Stimulus based skills	10		10			20
P2.1, 2.3, 3.1, 3.2, 4.2, 5.1, 5.2, 5.3, 5.4,	Business Research Task				30		30
<b>TOTAL ASSESSMENT</b>		<b>10</b>	<b>20</b>	<b>10</b>	<b>30</b>	<b>30</b>	<b>100</b>
<b>WHEN</b>		T1 Wk 8	T2 Wk 4	T2 Wk9	T3 Wk5	T3 Wk 9	

# CHEMISTRY

## 2 UNIT PRELIMINARY COURSE

(CH4)

For assessment purposes the Skills components (8.1) will be integrated into the four core units \*8.2 – 8.5) in Biology, Chemistry & Physics. This will ensure that assessment measures a wider range of syllabus objectives than would be possible by examination alone. As well, performance is evaluated throughout the course, rather than at a single examination. Skills components include the planning, performance processing, analysis and presentation of investigations as well as sourcing information from primary and secondary sources and solving problems.

### COURSE WEIGHTINGS:

Components Topics	Weight (Syllabus) %	Task 1	Task 2	Task 3
		Practical Due T1 Wk9	Half Yearly Due T2 Wk 4	Yearly Due T3 Wk 9
Knowledge and Understanding	40		20	20
Skills related to practical work	30	30		
Skills related to problem solving and research	30		10	20
<b>TOTAL ASSESSMENT</b>	<b>100</b>	<b>30</b>	<b>30</b>	<b>40</b>

# COMMUNITY AND FAMILY STUDIES

## (CF3)

### PRELIMINARY COURSE

### COURSE WEIGHTINGS:

COMPONENT	WEIGHT
A Resource Management	20
B Individuals & Groups	40
C Families & Communities	40
<b>TOTAL ASSESSMENT MARKS AVAILABLE</b>	<b>100</b>

Assessment Task	Component			Weighting	When
	A	B	C		
Resource Management Task	15			15	T1 Wk 7
Individuals & Groups Task		20		20	T2 Wk 1
Half Yearly Examination	2.5	12.5		15	T2 Wk 4
Families & Communities Task			25	25	T3 Wk 3
Yearly Examination	2.5	7.5	15	25	T3 Wk 9
<b>Total Assessment</b>	<b>20</b>	<b>40</b>	<b>40</b>	<b>100</b>	

# DESIGN AND TECHNOLOGY

## PRELIMINARY COURSE

(DT4)

### ASSESSMENT COMPONENTS

COMPONENT		WEIGHTING %
A	Design Projects	50
B	Presentation of Research	25
C	Test Type Tasks	25
<b>TOTAL ASSESSMENT MARKS AVAILABLE</b>		<b>100</b>

Approximate breakdown of tasks and components.

Outcomes	Assessment Task	Design Projects	Presentation of Research	Test Type Tasks	Weighting %	When
P1.1, 4.1, 4.2, 4.3, 5.1, 6.2	1 Design Brief 1	10			10	T1 Wk 7
P1.1, 2.1, 2.2, 3.1, 6.1, 6.2	2 Half Yearly Examination			10	10	T2 Wk 4
P6.1, 6.2, 5.2, 1.1	3 Research Assignment		10		10	T2 Wk 7
P1.1, 4.1, 4.2, 4.3, 5.1, 6.1	4 Design Brief 2	15			15	T2 Wk 8
P2.1, 2.2, 6.1, 6.2	5 Design Presentation	5	10		15	T3 Wk 3
P1.1, 4.1, 4.2, 4.3, 5.1, 5.3, 6.2	6 Design Brief 3	20			20	T3 Wk 6
P1.1, 2.1, 2.2, 3.1, 6.1, 6.2	7 Yearly Examination		5	15	20	T3 Wk 9
<b>TOTAL ASSESSMENT</b>		<b>50</b>	<b>25</b>	<b>25</b>	<b>100</b>	

# DRAMA

## PRELIMINARY COURSE

(DR4)

Syllabus Component	Component Weighting	Task No	Task	Weighting %	Date Due	Outcomes
<b>Improvisation, Playbuilding &amp; Acting</b>	40%	1	Improvisation Exercise	10	Term 1 Week 5	P1.1, P1.2, P2.1, P2.4, P2.6
		2	Playbuilding Task	30	Term 1 Week 10	P1.3, P1.5, P1.6, P1.7, P2.3, P2.6, P3.1
<b>Theatrical Traditions &amp; Performance Styles</b>	30%	3	Short Film Project	Research Component 15 Final Film 15	Term 2 Week 9	P1.3, P1.4, P3.2, P3.3, P3.4
<b>Elements of Production</b>	30%	4	Design Portfolio	20	Term 3 Week 5	P1.7, P2.2, P2.5, P3.1, P3.2
		5	Yearly Exam	10	Term 3 Week 9	P2.6, P3.1

# ECONOMICS

## PRELIMINARY COURSE

(EC5)

OUTCOMES	COMPONENTS	WEIGHTINGS (SYLLABUS) %	Task 1	Task 2	Task 3	Task 4
			Due T1 Wk 10	Due T2 Wk 4	Due T3 Wk 5	Due T3 Wk 9
			In Class Task	Half Yearly	Research Task	Yearly Exam
P1, P2, P3, P4, P4, P5, P6, P7, P8, P9, P10, P11, P12	Test & Exams	40		15		25
P1, P2, P3, P4, P5, P7, P8, P10, P11, P12	Research Investigation & Communication	30			30	
P1, P2, P4, P5, P7, P8, P9, P10, P12	Stimulus based skills	20	20			
P1, P2, P3, P5, P7, P8, P9, P10, P11, P12	Group Work	10			10	
<b>MARKS</b>		<b>100</b>	<b>20</b>	<b>15</b>	<b>40</b>	<b>25</b>
<b>Specific outcomes assessed by each task</b>			P1, P2, P4, P5, P7, P8, P9, P10, P12	P1, P2, P3, P4, P5, P7, P8, P10, P11, P12	P1, P2, P3, P5, P7, P8, P9, P10, P11, P12	P1, P2, P3, P4, P5, P6, P7, P8, P9, P10, P11, P12

# ENGLISH ADVANCED PRELIMINARY COURSE

(ENA)

## Preliminary Course Assessment

Component	Weight
A Area of Study	45
B Electives	55
<b>Total</b>	<b>100</b>

Task	Outcomes	Components		Modes					Types of Task		When
		A	B	List	Sp	Read	Wr	V/R	Exam	Non Exams	
1. Area of Study Reading Task	3,8,12,13	20				20				20	Term 1 Week 7
2. Area of Study Essay Response	1,2,6	15					15		15		Term 1 Week 10
3. Textual Comparison Viewing Task	5,9		15					15		15	Term 2 Week 7
4. Textual Comparison Listening Task	3,4		20	20						10	Term 3 Week 3
5. Critical Study Speaking Task	10,11		20		20					20	Term 3 Week 6
6. Exam – Reading Writing Elective 1 Elective 2	1,2,3,7,10	5 5	5 5			5	15		20		Term 3 Week 9
Electives 3-5		45	55	20	20	25	30	15	35	65	
<b>TOTALS</b>		<b>100</b>		<b>100</b>					<b>100</b>		

# ENGLISH STANDARD PRELIMINARY COURSE

(ENS)

## Preliminary Course Assessment

Component	Weight
A Area of Study	45
B Electives	55
<b>Total</b>	<b>100</b>

Task	Outcomes	Components		Modes					Types of Task		When
		A	B	List	Sp	Read	Wr	V/R	Exam	Non Exams	
1. Area of Study Reading Task	3,8,12,13	20				20				20	T1 Wk 7
2. Area of Study Essay Response	1,2,6	15					15		15		T1 Wk 10
3. Texts and Society Viewing Task	5,9		15					15		15	T2 Wk 7
4. Close Study of a Text Listening Task	3,4		10	10						10	T3 Wk 3
5. Close Study of a Text Speaking Task	10,11		20		20					20	T3 Wk 6
6. Exam – Reading Writing Elective 1 Elective 2	1,2,3,7,10	5 5	5 5			5	15		20		T3 Wk 9
		45	55	10	20	25	30	15	35	65	
<b>TOTALS</b>		<b>100</b>	<b>100</b>			<b>100</b>			<b>100</b>		

# HOSPITALITY (VET)

## (HOS)

This is a 2 Unit course. The Higher School Certificate examination in Hospitality is optional. It will consist of a written examination. Students will nominate during the HSC year to undertake the optional examination.

### COMPETENCY BASED ASSESSMENT

Assessment is competency based and will be ongoing throughout Years 11 and 12. Assessment will be recorded as part of a student log. This log has a detailed record of all of the skills and/or knowledge that you are expected to gain as a result of participating in each unit. These are called **competencies** and will be signed off if you have adequately demonstrated that you are competent in that skill and/or aspect of related knowledge.

Competencies will be assessed through practical lessons, class tests, essays and assignments.

### STRUCTURED WORK PLACEMENT

Work placement is a mandatory component of this course. Students undertaking the 2 Unit course will spend a minimum of 70 hours in an appropriate workplace. This will be made up of a two week work placement.

The class will complete a yearly examination.

# INDUSTRIAL TECHNOLOGY

## PRELIMINARY COURSE

(ID3)

ASSESSMENT COMPONENTS		WEIGHTING
<b>A</b>	<b>Industry Study</b>	<b>20</b>
<b>B</b>	<b>Design and Management</b>	<b>20</b>
<b>C</b>	<b>Workplace Communication</b>	<b>10</b>
<b>D</b>	<b>Industry Specific Content and Production</b>	<b>50</b>

Approximate breakdown of tasks and components

Outcomes	Assessment Task	Due	Weighting
P1.2, P2.1, P2.2, P3.1, P4.1, P4.2, P5.1, P5.2, P6.1	1. Design Brief 1	T1 Wk 9	10%
P3.2, P4.3, P5.1, P6.2, P7.1	2. Half Year Exam	T2 Wk 4	15%
P1.1, P4.3, P5.1, P7.1	3. Industry Study	T2 Wk 8	20%
P1.2, P2.1, P2.2, P3.3, P4.1, P4.2, P5.1, P6.1	4. Design Brief 2	T2 Wk 9	10%
P1.2, P2.1, P2.2, P3.1, P3.3, P4.2, P5.2, P6.1	5. Design Brief 3	T3 Wk 6	20%
P3.2, P4.3, P5.1, P6.2, P7.1	6. Yearly Exam	T3 Wk 9	25%
		<b>TOTAL</b>	<b>100%</b>

# ITALIAN BEGINNERS

(ITB)

## Preliminary Course Assessment

COMPONENTS	WEIGHT
1. Reading Skills	30
2. Writing Skills	20
3. Listening Skills	30
4. Speaking Skills	20
<b>Total Assessment Marks Available</b>	<b>100</b>

Outcomes	Components	Weighting	Task 1 Mid Course Exam	Task 2 Reading/ Writing Skills	Task 3 Listening/ Speaking Skills	Task 4 Preliminary Course Exam
2.1, 2.2, 2.3, 2.4, 2.5, 2.6	Listening Skills	30	10		10	10
1.1, 1.2, 1.3, 1.4	Speaking Skills	20	5		5	10
2.1, 2.2, 2.3, 2.4, 2.5, 2.6	Reading Skills	30	10	10		10
3.1, 3.2, 3.3, 3.4	Writing Skills	20	5	5		10
<b>TOTALS</b>		<b>100</b>	<b>30</b>	<b>15</b>	<b>15</b>	<b>40</b>
		<b>WHEN</b>	T2 Wk 4	T3 Wk 1	T3 Wk 2	T3 Wk 9

# ITALIAN CONTINUERS

(ITC)

## Preliminary Course Assessment

COMPONENTS	WEIGHT
1. Reading Skills	40
2. Writing Skills	15
3. Listening Skills	25
4. Speaking Skills	20
<b>Total Assessment Marks Available</b>	<b>100</b>

Outcomes	Components	Weighting	Task 1 Mid Course Exam	Task 2 Reading & Responding/ Writing	Task 3 Listening & Responding/ Speaking	Task 4 Preliminary Course Exam
2.1, 2.2, 2.3, 2.4, 2.5, 2.6	Speaking	20	5		5	10
1.1, 1.2, 1.3, 1.4	Listening & Responding	25	5		10	10
2.1, 2.2, 2.3, 2.4, 2.5, 2.6	Reading & Responding	40	10	15		15
3.1, 3.2, 3.3, 3.4	Writing	15	5	5		5
<b>TOTALS</b>		<b>100</b>	<b>25</b>	<b>20</b>	<b>15</b>	<b>40</b>
		<b>WHEN</b>	T2 Wk 4	T3 Wk 1	T3 Wk 2	T3 Wk 9

# LEGAL STUDIES

## PRELIMINARY COURSE

(LS6)

### Preliminary Course Assessment

COMPONENT	WEIGHT
A Knowledge and Understanding	50
B Research Skills	30
C Group Work Skills	10
D Oral Skills	10

OUTCOMES	COMPONENTS	WEIGHTING S (SYLLABUS) %	TASK 1	TASK 2	TASK 3	TASK 4	TASK 5	WEIGHTING % →
			DUE T1 Wk 9	DUE T2 Wk 4	DUE T2 Wk 9	DUE T3 Wk 3	DUE T3 Wk 9	
			TASK TITLE Oral Task	TASK TITLE Half Yearly	TASK TITLE Group Work	TASK TITLE Research Task	TASK TITLE Yearly Exam	
P1.1, P3.4, P5.3, P5.4, P5.5	The Legal System	40	10	20			10	
P2.2, P3.1, P3.2, P3.3, P4.1, P4.2, P4.3, P5.2, P5.3, P5.5	The Individual and the State	20			10		10	
P1.1, P3.4, P5.1, P5.2, P5.3, P5.4, P5.5	Law in Focus	40				30	10	
<b>MARKS</b>		<b>100</b>	<b>10</b>	<b>20</b>	<b>10</b>	<b>30</b>	<b>30</b>	<b>TOTAL VALUE %</b>
Specific Outcomes assessed by each task			P1.1, P3.4, P5.1, P5.3, P5.5	P1.1, P1.2, P1.3, P2.1, P2.3	P3.1, P3.2, P3.3, P4.1, P4.2, P4.3, P5.5	P1.1, P3.4, P5.1, P5.2, P5.3, P5.4, P5.5	P1.2, P1.3, P2.1, P2.2, P2.3, P4.1	

# MATHEMATICS PRELIMINARY COURSE

(MAT)

Outcomes	Component s (Syllabus)	Weightings % (Syllabus)	Task 1	Task 2	Task 3	Task 4
			Topic Test	Mid- Course Exam	Topic Test	Preliminary Exam
			T1 Wk 7	T2 Wk 4	T2 Wk 10	T3 Wk 9
P1, P2, P3, P5, P6, P9	A	60	6	18	12	24
P1, P2, P4, P5, P6, P7, P8, P9	B	40	4	12	8	16
<b>TOTALS</b>		<b>100</b>	<b>10</b>	<b>30</b>	<b>20</b>	<b>40</b>
Outcomes Assessed:			To Be advised	To Be advised	To be advised	P2, P3, P4, P5, P6, P7, P8, P9

Note: Details will be provided in the assessment advice for each task.

# GENERAL MATHEMATICS PRELIMINARY COURSE

(MAG)

Outcomes which relate to the areas of study	Components (Syllabus)	Weighting % (Syllabus)	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6
			Term 1 Week 6	Term 1 Week 10	Term 2 Week 4	Term 2 Week 9	Term 3 Week 5	Term 3 Week 9
			Topic Test	Spreadsheet task	Mid- Course Exam	Topic Test	Topic Test	Prelim Exam
P1, P2, P3, P4, P5, P6, P7, P9, P11	Knowledge and skills	40	2	2	12	6	6	24
P1, P2, P6, P7, P8, P10, P11	Applications	60	3	3	8	9	9	16
<b>TOTALS</b>		<b>100</b>	<b>5</b>	<b>5</b>	<b>20</b>	<b>15</b>	<b>15</b>	<b>40</b>
Outcomes assessed by the Task			TBA	TBA	P2, P3, P5, P6, P7, P8, P11	P2, P6, P7, P11	TBA	P2, P3, P4, P5, P6, P7, P8, P9, P10, P11

Note: Details will be provided in the assessment advice for each task.

# MATHEMATICS EXTENSION 1

## PRELIMINARY COURSE

(MAE)

Outcomes	Components (Syllabus)	Weightings (Syllabus)	Task 1 Mid Course Exam	Task 2 Exam
			T2 Wk 4	T3 Wk 9
PE2, PE3, PE4, PE5, PE6	A	60%	24	36
PE2, PE3, PE4, PE5, PE6	B	40%	16	24
	<b>Marks</b>	<b>100%</b>	<b>40%</b>	<b>60%</b>
<b>Outcomes Assessed:</b>			PE2	PE2, PE3

Note: Details will be provided in the assessment advice for each task.

# MODERN HISTORY

## PRELIMINARY COURSE

(MH5)

### Preliminary Course Assessment

	Oral	Research	Source Analysis	Exam	Weightings	Outcomes
Case Study 1		Essay (25%) Week 5 Term 1			25	P1.1, P1.2, P4.3
Case Study 2			Source Study (25%) Week 2 Term 2		25	P1.2, P2.1, P3.3
Historical Investigation	In Class Presentation (10%) Week 8 Term 2			Yearly Exam (10%) Week 9 Term 3	20	P3.1, P3.2, P3.5, P4.2
Core Study				Yearly Exam (30%) Week 9 Term 3	30	P3.4, P4.1
<b>Totals</b>	<b>10</b>	<b>25</b>	<b>25</b>	<b>40</b>	<b>100</b>	

# MUSIC

## PRELIMINARY COURSE

(MU3)

ASSESSMENT COMPONENTS		WEIGHT
A	Performance	25
B	Composition	25
C	Musicology	25
D	Aural	25
<b>Total Assessment Marks Available</b>		<b>100</b>

Task		Component A	Component B	Component C	Component D	Total	Due Date
1	Musicology			15		10	Term 1 Week 7
2	Performance Topic 1	10				15	Term 1 Week 9
3	Composition Diary		10			10	Term 2 Week 2
4	Aural – Half Yearly Exam					10	Term 2 Week 4
5	Musicology Viva Voce Topic 2			10		10	Term 2 Week 8
6	Performance Topic 3		15			15	Term 3 Week 6
7	Composition and Diary Topic 3	15				15	Term 3 Week 6
8	Aural - Yearly Exam					15	Term 3 Week 9
<b>Totals</b>		<b>25</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>100</b>	

# PERSONAL DEVELOPMENT, HEALTH & PHYSICAL EDUCATION

(PD6)

## Preliminary Course Assessment

Components	Weight %	Ass Task 1	Ass Task 2	Ass Task 3	Ass Task 4	Ass Task 5
			Half Yearly Exams			Yearly Exam
		T1 Wk 7	T2 Wk 4	T3 Wk 1	T3 Wk 7	T3 Wk 9
<b>Core 1</b> P 1,3,16	10	3%	3%			4%
<b>Core 2</b> P 2,3,4,5,6,10,11,15,16	35	12%	15%			8%
<b>Core 3</b> P 7,8,9,10,11,16,17	25			20%		5%
<b>Option 1</b> <b>Outdoor Rec</b> P 5,10,14,16,17	15				10%	5%
<b>Option 2</b> <b>First Aid</b> P 5,12,15,16	15				10%	5%
<b>MARKS</b>	<b>100</b>	<b>15%</b>	<b>18%</b>	<b>20%</b>	<b>20%</b>	<b>27%</b>

## PHYSICS

(PH3)

### PRELIMINARY COURSE

For assessment purposes the Skills components (8.1) will be integrated into the four core units \*8.2 – 8.5) in Biology, Chemistry and Physics. This will ensure that assessment measures a wider range of syllabus objectives than would be possible by examination alone. As well, performance is evaluated throughout the course, rather than at a single examination. Skills components include the planning, performance processing, analysis and presentation of investigations as well as sourcing information from primary and secondary sources and solving problems.

Components Topics	Weight (Syllabus) %	Task 1	Task 2	Task 3
		Practical Due T2 Wk 1	Half Yearly Due T2 Wk 4	Yearly Due T3 Wk 9
Knowledge and Understanding	40		20	20
Skills related to practical work	30	30		
Skills related to problem solving and research	30		10	20
<b>TOTALS</b>	<b>100</b>	<b>30</b>	<b>30</b>	<b>40</b>

# **RETAIL (VET) PRELIMINARY COURSE**

**(RET)**

This is a two unit course. The Higher School Certificate Examination in Retail is optional. It will consist of a written examination. Students will nominate during the HSC year to undertake the optional examination and will be required to sit a Trial HSC examination.

## **COMPETENCY BASED ASSESSMENT**

Assessment is competency based and will be ongoing throughout Years 11 and 12. Assessment will be recorded as part of a student log. This log has a detailed record of all of the skills and/or knowledge that you are expected to gain as a result of participating in each unit. These are called competencies and will be signed off if you have adequately demonstrated that you are competent in that skill and/or aspect of related knowledge. Students will be given a number of opportunities to do this.

Competencies will be assessed through practical lessons, work placement, assignments, class activities and industry visits.

## **STRUCTURED WORK PLACEMENT**

Work Placement is a mandatory component of this course. Students undertaking the 2 Unit course will spend a minimum of 70 hours in an appropriate work place. This will be made up of work placement during Terms 2 and 3 for a half a day each week (Wednesday).

# **SOCIETY and CULTURE (Griffith High School) PRELIMINARY COURSE**

**(SC3)**

<b>TASK</b>	<b>NATURE OF TASK</b>	<b>OUTCOMES</b>	<b>TASK DUE</b>	<b>WEIGHTING</b>
1	Exploration of Self Using Course Concepts – Oral Presentation	P1, P2, P3, P5, P7, P10	Week 7 Term 2	30%
2	Identity – Cultural study	P4, P6, P7, P9, P11	Week 7 Term 2	20%
3	Cross Cultural study – Group work	P4, P6, P7, P8, P11	Week 6 Term 3	25%
4	Yearly Examination	P1, P2, P3, P4, P7, P10	Week 9 Term 3	25%
<b>TOTAL</b>				<b>100%</b>

# TEXTILES & DESIGN

## Preliminary Course Assessment

(TX4)

### COURSE WEIGHTINGS:

	COMPONENT	WEIGHT
A	Design	40%
B	Properties and Performance of Textiles	50%
C	Australian Textile, Clothing, Footwear and Allied Industries	10%
	<b>TOTAL ASSESSMENT MARKS AVAILABLE</b>	<b>100%</b>

Approximate breakdown of tasks and components

Assessment Task	Components			Weighting	When
	A	B	C		
Design Task	15			15	T1 Wk 7
Preliminary Project 1	10	10		20	T2 Wk 7
Mid Course Examination	5	10		15	T2 Wk 4
Research ACTFA1			10	10	T3 Wk 1
Preliminary Project 2	5	15		20	T3 Wk 7
Yearly Examination	5	15		20	T3 Wk 9
<b>TOTALS</b>	<b>40</b>	<b>50</b>	<b>10</b>	<b>100</b>	

# VISUAL ARTS

## PRELIMINARY COURSE

(VA6)

### COURSE WEIGHTINGS:

COMPONENT	WEIGHT
Art making – Component A	50
Art criticism and art history – Component B	50
<b>TOTAL ASSESSMENT MARKS AVAILABLE</b>	<b>100</b>

Task	Components		Weight	When
	A	B		
1. Theory Task		10	10	T1 Wk 7
2. Collection of Work Practical Task	20		20	T2 Wk 1
3. Practical Task	15		15	T3 Wk 1
4. Theory Task		10	10	T2 Wk 6
5. Mid-course Exam		10	10	T2 Wk 4
6. Practical Task	15		15	T3 Wk 8
7. Preliminary Exam		20	20	T3 Wk 10
<b>TOTALS</b>	<b>50</b>	<b>50</b>	<b>100</b>	

# YEAR 11 ASSESSMENT SCHEDULE 2008

## TERM 1

Week	SUBJECT	TASK	Weight
5	Ancient History	Oral Presentation	10%
5	Drama	Improvisation Task	10%
5	Modern History	Essay/Extended Response	25%
6	Agriculture	Overview of School Farm	15%
6	Biology	Practical Task	30%
6	General Mathematics	Topic Test	5%
7	Community & Family Studies	Resource management Task	15%
7	Design & Technology	Design Brief #1	10%
7	English-Advanced	Reading Task	20%
7	English-Standard	Reading Task	20%
7	Mathematics	Topic Test	10%
7	Music	Musicology Assignment Topic 1	10%
7	PDHPE	Task #1	15%
7	Textiles & Design	Design Task	15%
7	Visual Arts	Theory Task	10%
8	Business Studies	Case Study Task	10%
9	Chemistry	Practical Task	30%
9	Industrial Technology	Design Brief #1	10%
9	Legal Studies	Oral Task	10%
9	Music	Performance Topic 1	15%
10	Drama	Playbuilding Task	30%
10	Economics	In Class Response Task	20%
10	General Mathematics	Spreadsheet Task	5%
10	English-Advanced	Essay Response (Area of Study)	15%
10	English-Standard	Essay Response (Area of Study)	15%
11	Ancient History	Source Analysis – Case Study	10%

**TERM 2**

<b>Week</b>	<b>SUBJECT</b>	<b>TASK</b>	<b>Weight</b>
1	Agriculture (GHS)	Farm Case Study Report	25%
1	Community & Family Studies	Individual & Groups Task	20%
1	Physics	Practical Task	30%
1	Visual Arts	Collection of Work-Practical Task	20%
2	Modern History	Source Study Task	25%
2	Music	Composition Diary Task	10%
2	Society and Culture (GHS)	Oral Presentation	30%
	<b>Mid-Course Exams</b>		
4	Ancient History	Mid-Course Examination	15%
4	Biology	Mid-Course Examination	30%
4	Business Studies	Mid-Course Examination	20%
4	Chemistry	Mid-Course Examination	30%
4	Community & Family Studies	Mid-Course Examination	15%
4	Design & Technology	Mid-Course Examination	10%
4	Economics	Mid-Course Examination	15%
4	Industrial Technology	Mid-Course Examination	15%
4	Italian Beginners	Mid-Course Examination	30%
4	Italian Continuers	Mid-Course Examination	25%
4	Legal Studies	Mid-Course Examination	20%
4	Mathematics	Mid-Course Examination	30%
4	General Mathematics	Mid-Course Examination	20%
4	Mathematics Extension 1	Mid-Course Examination	40%
4	Music	Mid-Course Examination - Aural	10%
4	PDHPE	Mid-Course Examination	18%
4	Physics	Mid-Course Examination	30%
4	Textiles & Design	Mid-Course Examination	15%
4	Visual Arts	Mid-Course Examination	10%
6	Visual Arts	Theory Task	10%
7	Ancient History	Source Analysis – Ancient Societies	20%
7	Design & Technology	Research Assignment	10%
7	English-Advanced	Viewing Task	15%
7	English-Standard	Viewing Task	15%
7	Society and Culture (GHS)	Cultural Study	20%
7	Textiles and Design	Preliminary Project	20%
8	Design & Technology	Design Brief #2	15%
8	Industrial Technology	Industry Study	20%
8	Modern History	In class presentation task	10%
8	Music	Musicology Viva Voce Topic 2	10%
9	Agriculture (GHS)	Plant Production Crop Study Report	15%
9	Business Studies	Essay/Extended Response	10%
9	Legal Studies	Research Task	10%
9	General Mathematics	Topic Test #2	15%
10	French Beginners	Reading/Writing Skills Task	15%
10	English Extension	Oral Presentation/Creative Response	15%
10	Mathematics	Topic Test	20%

**TERM 3**

<b>Week</b>	<b>SUBJECT</b>	<b>TASK</b>	<b>Weight</b>
1	Italian Beginners	Reading & Writing Skills Task	15%
1	Italian Continuers	Reading & Responding/Writing Task	20%
1	PDHPE	Task #3	20%
1	Textiles & Design	Research ACTF41	10%
1	Visual Arts	Practical Task	15%
2	Ancient History	Historical Investigation	25%
2	Italian Beginners	Listening and Speaking Skills Task	15%
2	German Continuers	Listening and Responding/Speaking Task	15%
3	Community & Family Studies	Families & Communities Task	25%
3	Design & Technology	Design Presentation	15%
3	English-Advanced	Textual Comparison Listening Task	10%
3	English-Standard	Close Study of Text Listening Task	10%
3	Legal Studies	Research Task	30%
5	Business Studies	Business Research Task	30%
5	Drama	Design Portfolio	20%
5	Economics	Research Task	40%
5	General Mathematics	Topic Test	15%
6	Design & Technology	Design Brief No 3	20%
6	English-Advanced	Speaking Task	20%
6	English-Standard	Speaking Task	20%
6	Industrial Technology	Design Brief #3	20%
6	Music	Performance Topic 3/Composition & Diary	15%/15%
6	Society and Culture (GHS)	Group Work	25%
7	Agriculture (GHS)	Animal Production	15%
7	PDHPE	Task #4	20%
7	Textiles & Design	Preliminary Project #2	20%
7	Visual Arts	Practical Task	15%
9	Agriculture (GHS)	Preliminary Exam	30%
9	Ancient History	Preliminary Exam	20%
9	Biology	Preliminary Exam	40%
9	Business Studies	Preliminary Exam	30%
9	Chemistry	Preliminary Exam	40%
9	Community & Family Studies	Preliminary Exam	25%
9	Design & Technology	Preliminary Exam	20%
9	Drama	Preliminary Exam	10%
9	Economics	Preliminary Exam	25%
9	English-Advanced	Preliminary Exam	20%
9	English-Standard	Preliminary Exam	20%
9	Industrial Technology	Preliminary Exam	25%
9	Italian Beginners	Preliminary Exam	40%
9	Italian Continuers	Preliminary Exam	40%
9	Hospitality	Preliminary Exam	N/A
9	Legal Studies	Preliminary Exam	30%
9	Mathematics	Preliminary Exam	40%
9	General Mathematics	Preliminary Exam	40%
9	Mathematics Extension 1	Preliminary Exam	60%
9	Modern History	Preliminary Exam	50%
9	Music	Preliminary Exam - Aural	15%
9	PDHPE	Preliminary Exam	27%
9	Physics	Preliminary Exam	40%
9	Retail	Preliminary Exam	N/A
9	Society and Culture (GHS)	Preliminary Exam	25%
9	Textiles & Design	Preliminary Exam	20%
9	Visual Arts	Preliminary Exam	20%

# WADE HIGH SCHOOL

## Sickness/Absences Application

### Preliminary Year (Year Eleven) and Higher School Certificate Year (Year Twelve)

If illness, accident or special circumstances prevent a student from completing an assessment task on or by the due date, the school must be advised immediately the situation is known –by telephone if possible, if the absence occurs on a day the task is due.

The following form must be completed on the first day back after the task was due, if the absence was for sickness/misadventure, or before the task is due if the absence was for special circumstances (eg sporting representation, family holidays, etc.)

**Student's name:** .....

**Subject** .....

**Course:**                    **Preliminary Year    (Year Eleven)**

**HSC Year                    (Year Twelve)**

**Class Teacher:** .....

**Course Level:** .....

**Due Date of Task:** .....

**Description of Task:** .....

.....  
.....

**Reason for special consideration:** (Attach supporting documents eg medical certificate, etc).

.....  
.....  
.....

**Signature of student:** .....                    **Date:** .....

**Action taken by faculty head teacher:** (eg alternative task, similar task, extension of time, penalty, no credit for task, further evidence required.)

.....  
.....

**Faculty Head Teacher's signature:** .....                    **Date:** .....

Return form to Deputy Principal (Mr Barker)                    **Filed:** .....

**THIS FORM IS AVAILABLE FROM MR BARKER & MUST BE  
RETURNED TO HIM WHEN COMPLETED**

# WADE HIGH SCHOOL



**I acknowledge that I have received the  
2008 Assessment Information Booklet and Assessment Schedule**

**Student Name:** .....

**Student Signature:** .....

**Date:** .....