



23 August 2021

PRELIMINARY HSC COURSE ASSESSMENT PROCEDURES

Dear Parents, Carers and Year 11 Students

Year 11 students are scheduled to complete the Preliminary Course in each of their subjects by the end of this term and commence their HSC pattern of study in Term 4. Students will be required to complete a final piece of assessment in each of their courses to satisfy all the requirements of the Preliminary course and support the allocation of a Preliminary ROSA Grade. Traditionally Year 11 students would sit for a final examination in each course throughout Weeks 9 and 10 and receive a Preliminary Report in Term 4.

We are currently planning to complete the final piece of assessment for Year 11 students in an online environment in anticipation that we will be continuing with Home-Based Learning until the end of the term. We have successfully implemented a similar program of assessment for Year 12 students who are beginning these tasks throughout this week. The format of the tasks and the way teachers will work with students in the lead up to Weeks 9 and 10 is designed to allow students to achieve their best possible marks, acknowledging that they have experienced a disruption to the traditional form of learning due to the Covid-19 pandemic.

The information below outlines the procedures that have been established and have been explained to students at a meeting on Monday August 23.

Assessment Overview

1. Students will participate in a final piece of assessment in the majority of their courses.
2. Students have been provided with an assessment task outline and timetable for the completion of each piece of assessment.
3. The timing for the completion of these tasks will be distributed across Weeks 9 and 10 to spread student workload and allow students appropriate time to work with their teachers and plan to submit their response by the due date.
4. Teachers have provided clear instructions and prescriptive marking criteria upon which each task will be assessed.
5. All assessment tasks will adhere to the guidelines established by NESA in response to the current COVID environment.
6. Throughout Weeks 7 and 8 teachers will be available online during each timetabled lesson for students to meet with, to answer questions and provide feedback for the completion of tasks.

Preliminary Assessment Protocols

The following information outlines the protocols that have been established for the completion of the online Preliminary HSC Assessment Tasks. It is important that all students read, understand and agree to abide by these protocols. Failure to comply with these protocols may result in penalties including mark penalties.





Students have been requested to complete an online declaration acknowledging that they have read, understood and agree to abide by these protocols and that they are aware of the possible consequences for non-compliance.

Students agree to abide by the following protocols:

1. Students must attend online assessment as scheduled. They must notify the school by 8.30 am if they are not able to attend the online assessment and will then follow processes for Illness/Misadventure (see point 6). Non-attendance without following this process will result in a zero mark.
2. By submitting assessment, they agree it is their own work and understand that they could be subject to processes around academic malpractice including mark penalties.
3. Students must notify the school immediately if they have a technical issue by contacting the Information Services Department at: helpdesk@stedwards.nsw.edu.au or by phone on 4321 6444. They must document any technical issues with time stamped photographs, screen snips etc.
4. Students understand that it is their responsibility to follow instructions and ensure that all aspects of the task or examination are completed, and all components are submitted and uploaded in a format that is able to be opened.
5. Students must retain handwritten responses and understand that they may be required to provide these to their teacher if required.
6. If students do not attend or complete an assessment or if they feel that their performance is affected by an issue covered by the Illness/Misadventure guidelines they must submit an [Online Illness/Misadventure application](#) with accompanying documentation. This form is also available on the student portal and college website under the curriculum and learning tab.

Students who have a concern about home internet capabilities or have identified that they will be impacted by a power outage, will be permitted to complete their assessments on campus. An email link has been sent to all Year 11 students inviting them to complete an online form, indicating if they would like to complete these tasks on campus.

Please do not hesitate to contact me on 4321 6400, or at principal@stedwards.nsw.edu.au if you have any questions or would like to discuss the information outlined in this letter.

Yours sincerely

Mark Bonnici
College Principal