The purpose of HSC assessment is to measure a student’s performance and progress in relation to the stated outcomes of the course over an extended period and across a wider range of course objectives than can be assessed in a single examination. In some subjects, aspects of the course are to be assessed but not examined (e.g. Chinese Background Speakers speaking skills).

Assessment marks will be moderated by the Board of Studies, Teaching and Educational Standards (BOSTES) according to the examination results of students in the external examination, i.e. adjusted for each subject group based on the group’s performance relative to that of other students across the state.

Ranking of assessment marks: When all tasks have been completed, the school-based assessment rank will be provided to students. The final school-based assessment mark is not available to students.

When all HSC exams have been completed, BOSTES will provide students, via Students Online, with a record of the ranks in all courses for which they are entered.

HSC results: Students will receive for each course an external examination mark and a moderated school-based assessment mark. These will be reported separately on the Higher School Certificate and together make up the final HSC mark for the course.

Schedule of Assessment Tasks
The Saturday School of Community Languages (SSCL) calendar of assessment tasks and dates is set out following this policy statement. This schedule will be followed as published unless there are exceptional circumstances. Where a SSCL assessment task clashes with a HSC oral examination for the same course, students will receive a new schedule containing the revised date.

If it is impossible, or of disadvantage to students, to proceed with a task on the scheduled date, two weeks’ notice of the revised date will be given. Also, if a scheduled task fails to show clear differences between students, a replacement task may be given (with due notice).

Components and component weightings are prescribed by BOSTES and are set out on the attached pages from the relevant syllabus.

Marks and Ranks
• Marked assessment tasks will be returned to students showing the mark and the rank. Students and teachers should keep an accurate record of accumulating rank as well as marks received over the assessment period. Space has been provided on the assessment schedule for recording marks received.
• Any queries about a task mark must be made when the task is handed back and before the mark is recorded in the centre’s assessment record. Once the correct mark has been recorded, it cannot be questioned or be the reason for an appeal. A student does not have the right to question his or her teacher’s professional judgment with regard to the marking of the content of an assessment task.
• Cheating will result in a zero mark for the task involved. Any student proved to have given or received information on the content of an assessment task may be awarded zero marks, and may place the award of an HSC in jeopardy.
• Missed tasks: If a task is missed (or if it has not been submitted by the due date) and the student has not provided a valid reason, a mark of zero may be awarded. A zero mark is noted as a non-attempt.
• Request for consideration:
  1. Students who know in advance they will be absent for a task must inform the Centre Supervisor in writing (where possible) as soon as they are aware of the impending absence.
  2. Students who miss a task due to an emergency must make every effort to phone or fax the centre before classes begin on the Saturday. They must then see the Centre Supervisor on the first Saturday of their return, before attending class, to collect and complete a Request for consideration form to apply for a late submission (see form immediately following the Assessment Policy and Procedures - 2015).
3. If the student's absence extends beyond the date of the assessment task, the student must contact the Centre Supervisor on any additional Saturday of absence to provide verbal advice about the extended absence. Independent evidence must be submitted to support the additional date/s of absence. On the first Saturday of their return, additional independent evidence to cover the additional date/s of absence must be presented to the Centre Supervisor.

4. In all cases appropriate documentation must be provided and the matter discussed with the Centre Supervisor. Students who miss tasks because of illness must provide a medical certificate which includes the actual Saturday date/s.

The medical certificate must be specific and include details of the onset of the condition, plus any additional dates of consultation, together with a statement about how this might be expected to affect your performance in the assessment task. A medical certificate only stating ‘illness’ will not be accepted. (Refer to BOSTES Assessment Certification Examination (ACE) 11003 Procedures for lodging an appeal). A proforma for this purpose is included following the Request for consideration form.

- **Alternative tasks:** If the reason** for absence is accepted as valid by the Centre Supervisor, the teacher may:
  - arrange for the student to attempt the task at a different time
  - arrange for the student to attempt an alternative task. An alternative task might include similar knowledge, skills and outcomes to the missed task.
  - generate an estimate for the task missed, but only in exceptional cases and with the authorisation of the Centre Supervisor, at the end of the course.

Where an advantage may be gained by a late submission, the allocated mark will be determined to maintain rank within the course.

** Attendance at a sporting or cultural event, or family holiday are not considered to be valid reasons. (Refer to BOSTES Assessment Certification Examination (ACE) 11004 Unacceptable grounds for appeal).**

- **Failure to complete tasks:** If a student fails to complete assessment tasks worth more than 50% of available marks, the Centre Supervisor will not certify that the course has been satisfactorily studied. In such a case the student will not be eligible to sit for the HSC examination in that course.

- **Assessment Task Flow Chart:** Students should read the chart closely in order to understand the steps involved in the assessment process and ‘N’ Award (Non Award) determinations.

- **Review of final assessment ranking:** When students receive their final assessment rankings, if they consider that their rank in a particular course is incorrect, they are able to request a review of assessment procedures by the Principal, Saturday School of Community Languages and further by BOSTES if desired.

The Trial HSC marks and rank are recorded on the final Year 12 report. These results are only part of the total HSC assessment.

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### CHECK LIST OF STUDENTS’ RESPONSIBILITIES

1. Acknowledge, by signature and date, that you have received and read the Assessment Schedule and Policy.

2. Read carefully the attached extract from the BOSTES ACE website in relation to attendance and satisfactory completion of an HSC course (http://ace.bos.nsw.edu.au).

3. Attend regularly, punctually and complete all assessment tasks. The calendar is provided in advance to allow for planning ahead appropriately.

4. Keep a record of assessment marks and ranks.

5. For missed tasks, complete the Request for consideration form, with appropriate supporting documentation, to apply for late submission. This must be presented to the Centre Supervisor on the first Saturday you return after your absence or beforehand if the absence was known in advance. If your absence extends beyond the date of the assessment task, you must provide verbal advice to the Centre Supervisor on any additional Saturday of absence. On the first Saturday you return, you must provide independent evidence to cover the assessment task date and any additional Saturday date/s of absence.

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**Note:** HSC Languages examinations are not conducted at SSCL Centres. The Listening and Written exams take place at weekday schools or local examination centres. The Speaking exams are held at central locations determined by BOSTES. Information will become available through NSW Schools Online and NSW Students Online.

Updated 1 February 2015
Assessment and the HSC

In the HSC, the assessment mark provided by the school makes up 50% of the final HSC mark. Both the assessment mark and the HSC exam mark are also shown separately on the Higher School Certificate.

A number of principles apply to the tasks which make up the assessment program for any course.

1. Assessment tasks and HSC exams will be standards-referenced.
   What does this mean?
   - Results will depend on students’ achievement in relation to predetermined standards and NOT on achievement relative to other students.
   - Marking schemes for tasks are linked to standards.
   - Standards are based on syllabus outcomes and the HSC descriptive performance bands. The performance bands clearly describe what students at each level of achievement typically know and can do in the course.
   - The mark will reflect the rank order and relative differences in student achievement.
   - Students will be informed of their final position or ranking at the end of the course.

2. Assessment tasks are designed to measure performance covering a wider range of outcomes than may be tested in the HSC examination, therefore, assessment tasks will not all look the same as HSC questions.

3. Students will be informed in advance of:
   - the dates of each Assessment Task
   - the type of skill involved in the task
   - the syllabus outcomes for each task
   - the marking criteria which will be used
   - the value of each task within the whole HSC program (its weighting).

BOSTES has established weightings for the different components or skills to be tested. The table of weightings is included in the Syllabus for the relevant course. All schools use these weightings in calculating assessment marks.

4. Students will be given feedback on their performance in assessment tasks.

5. The HSC TRIAL examination is intended to give students practice in the style of the HSC exam. Each question will show the marks allocated as in the HSC exam. These marks will then be converted to reflect the weightings set out in the assessment schedule.

6. The full script of each syllabus and other supporting documents including specimen exam questions and draft performance bands are published on the BOSTES website. Performance Bands developed by BOSTES from the 2001 HSC exam are provided on their website.

   http://www.boardofstudies.nsw.edu.au

Further support for preparing for the HSC is available for certain languages on the HSC Online website.

   http://hsc.csu.edu.au

Students should also refer to Students Online and the 2015 HSC Rules and Procedures Guide. This guide must be read by all students entered for an HSC course. Rules for the HSC are the same for the Saturday School of Community Languages as for all other schools.