



NSW SCHOOL  
OF LANGUAGES

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Learn locally. Communicate globally.

**Stage 6  
(Years 11-12)**

**Assessment and Reporting  
Policy and Procedures**

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## 1. Requirements for the Higher School Certificate

To be eligible for the award of the NSW Higher School Certificate, students must comply with the entry requirements, course restrictions, and the rules and regulations set down by the NSW Education Standards Authority (NESA). In addition, students must comply with NSW School of Languages course and assessment requirements.

## 2. Eligibility

To be eligible for the award of the Higher School Certificate students must

- have gained the Record of School Achievement (RoSA) or such other qualifications as NESA considers satisfactory
- have attended a government school, an accredited non-government school, a school outside New South Wales recognised by NESA or a college of TAFE
- have satisfactorily completed courses that comprise the pattern of study required by NESA for the award of the Higher School Certificate, including completion of the Year 11 course or achievement of such other qualifications as NESA considers satisfactory for the completion of the Preliminary course
- sit for and make a serious attempt at the requisite Higher School Certificate external examinations.

In addition, there are specific eligibility rules for

- all Beginners language courses
- Continuers courses and [Language] in Context courses in those languages where there is also a [Language] and Literature course (Indonesian).

Students must complete eligibility information on their enrolment forms. It is the student's responsibility to provide all relevant details related to their eligibility. Students could jeopardise their HSC if they are enrolled in a course for which they are not eligible.

### 2.1 Patterns of study

To qualify for the Higher School Certificate from Year 11, students must satisfactorily complete

- a Preliminary pattern of study comprising at least 12 units or gain equivalent standing
- an HSC pattern of study comprising of at least 10 units.

### 3. Satisfactory Completion of a Course

#### 3.1 Course Completion Criteria

A student will be considered to have satisfactorily completed a language course if the NSW School of Languages Principal can find sufficient evidence that the student has

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

Students will not be considered to have satisfactorily completed a course if

- a) they do not satisfy minimum requirements with regard to assessment tasks. They need to make a genuine attempt at assessment tasks and examinations which contribute in excess of 50% of the available assessment marks for the course.

or

- b) they omit, to a significant degree, experiences and tasks which are an integral part of the course, for example:

- they continually fail to do the oral/aural components of their coursework
- they fail to complete a significant proportion of tasks or activities set as part of the required work
- they continually fail to do the online components of their coursework,

or

- c) their preparation is so inadequate that poor examination performance is likely to result, they continually fail to do the work that they are instructed to do.

#### 3.2 Attendance

While NESA does not mandate attendance requirements, Principals may determine that, as a result of absence, the course completion criteria may not be met. In the Distance Education context, attendance includes regular and consistent engagement in the course, for example, the regular return of work, participation in weekly online speaking lessons and completion of the online components of the course, as required. Non-attendance will be regarded seriously by the Principal of NSW School of Languages who will give students early warning of the consequences of such non-attendance.

## 4. Preliminary Assessment (Year 11)

Student progress in the Preliminary Course is assessed on the skills outlined in the relevant syllabus. Assessment of these skills will provide a profile for each student.

### 4.1 Reporting Periods

In the [First Reporting Period](#), a single grade that best reflects the overall achievement of the student will be awarded. This grade will be based on ongoing assessment of the student's work and will be awarded according to the Common Grade Scale below and the [NSL Preliminary Skills Descriptors](#) on the school website:

A	Outstanding	The student demonstrates extensive knowledge of content and understanding of course concepts, and applies highly developed skills and processes in a wide variety of contexts. In addition, the student demonstrates creative and critical thinking skills using perceptive analysis and evaluation. The student effectively communicates complex ideas and information.
B	High	The student demonstrates thorough knowledge of content and understanding of course concepts, and applies well-developed skills and processes in a variety of contexts. In addition, the student demonstrates creative and critical thinking skills using analysis and evaluation. The student clearly communicates complex ideas and information.
C	Sound	The student demonstrates sound knowledge of content and understanding of course concepts, and applies skills and processes in a range of familiar contexts. In addition, the student demonstrates skills in selecting and integrating information and communicates relevant ideas in an appropriate manner.
D	Basic	The student demonstrates a basic knowledge of content and understanding of course concepts, and applies skills and processes in some familiar contexts. In addition, the student demonstrates skills in selecting and using information and communicates ideas in a descriptive manner.
E	Elementary	The student demonstrates an elementary knowledge of content and understanding of course concepts, and applies some skills and processes with guidance. In addition, the student demonstrates elementary skills in recounting information and communicating ideas.

In the [Second Reporting Period](#), while ongoing informal assessment of the coursework will continue to be a part of the overall assessment program, students will be awarded a mark based on the formal Preliminary Course assessments. NSW School of Languages will provide NESA with a grade for each student, based on the percentage mark from the assessments at the end of the year and the NSW School of Languages [Preliminary Skills Descriptors](#). This grade will appear on the student's HSC or Record of Achievement issued by NESA at the end of the Preliminary Course.

#### 4.2 Feedback on student performance in the Preliminary Course Examination

When tasks have been marked, students will be supplied with:

- sample answers, where appropriate
- criteria used in judging students' performance
- marking guidelines
- comments on the individual student's performance, where appropriate.

#### 4.3 Scheduling of the Preliminary Course Examination

Dates and venues of the Preliminary Course Examination will be made available in Term 1 on the NSW School of Languages website in [Assessment Timetables](#)

#### 4.4 Information given before the Preliminary Course Examination

[Assessment Notices](#) will be posted on the NSW School of Languages website at least 2 weeks before the Preliminary Course Examination, giving specific information on the

- format of the task
- description of the task
- criteria to be used in assessing the task.

#### 4.5 Failure to complete an assessment task by the due date

If a completed assessment is not submitted by the due date, 10% of the value of the assessment task will be deducted for each day after the due date.

### 5. HSC Assessment

#### 5.1 School-Based Assessment

For each course that the student undertakes through NSW School of Languages, the school will provide NESA with a mark for that course. This will be a mark out of 100 for a 2 Unit course and a mark out of 50 for an Extension course. The mark indicates the rank and relative differences between students' performances against the standards of the course. This mark is moderated by NESA, based on student performance in the HSC examination for that course.

NSW School of Languages calculates this mark based on the assessment tasks completed by the student in the HSC course. A schedule of these tasks will be available at the beginning of the HSC course on the NSW School of Languages website. The assessment tasks incorporate the mandatory components and weightings prescribed by NESA and the overall task weightings.

At least two weeks prior to each task, students will be provided with an assessment notification. This document will outline the scope and format of the task, as well as the components and their weightings, and will be available on the school website and on Moodle or Canvas.

## 5.2 Failure to complete Assessment Tasks

**Schools and students should be aware that students are expected to sit for NSW School of Languages assessment tasks on the scheduled dates.**

If a student fails to complete a task specified in the assessment program and the teacher considers the student has a valid reason, (for example, illness, misadventure or endorsed leave), the NSW School of Languages Principal may decide:

- that an extension of time may be granted, or
- that a mark may be awarded based on a substitute task, or
- in exceptional circumstances, for example, where undertaking a substitute task is not feasible or reasonable, or where the missed task is difficult to duplicate, the Principal may authorise the use of an estimate based on other appropriate evidence.

Where there is no valid reason for not completing an assessment task, the student will be issued a Warning letter and a mark of zero will be recorded for that task. The student will be given the opportunity to attempt the task to receive feedback, however a mark of zero will be recorded.

## 5.3 Failure to complete an assessment task because of illness or misadventure

When tasks are not done because of illness or misadventure, a written statement of the reasons must be submitted to the NSW School of Languages Faculty Head Teacher. This statement must be supported by documentary evidence, for example, a Doctor's Certificate, dated at the time of the illness, Police Report, dated on or before the date of the task. Students should liaise with their NSW School of Languages Supervisor immediately on their return to school, so that the NSW School of Languages teacher can be informed of the illness/misadventure. Appeals must be lodged with the NSW School of Languages Head Teacher within 5 days on the [\*Illness and Misadventure form\*](#) which may be obtained from the NSW School of Languages' website.

Should the Misadventure Appeal be successful, the Head Teacher and Deputy Principal will stipulate a time, or time limit, during which the assessment task or an alternative task must be completed. In exceptional circumstances, an estimate will be issued.

Should the Misadventure Appeal be unsuccessful, a mark of zero may be awarded.

Assessments are a measure of actual achievement of outcomes. Students might not be compensated for difficulties in performing or completing assessment tasks, even when these difficulties are caused by factors outside the student's control.

## 5.4 Non-serious attempt

Any student who submits a non-serious attempt, including inappropriate or derogatory comments, will be issued a Warning letter and receive a mark of zero for that assessment task. Students will be required to re-attempt an alternative assessment task in order to satisfy course outcomes and requirements but will not be awarded an official mark.

## 5.5 Malpractice

Malpractice is any activity undertaken by a student that allows him or her to gain an unfair advantage over others.

Students must follow normal examination and assessment rules when sitting for an assessment task that takes the form of a test or examination. Candidates must not:

- speak to any person other than the supervisor during the examination
- behave in any way likely to disturb the work of any other student or upset the conduct of the examination
- copy another student's work
- discuss the content of the examination until all students have completed the task
- bring unauthorised material into examinations, including notes, books and paper.

**N.B.** A list of materials which students may take into the examination room will be issued before the assessment task or examination and stated on the examination cover page.

- have mobile phones, tablets, MP3 players or any other communication devices on them in the examination room.

If a student does not comply with these rules, or cheats in the examination/assessment task in any way, the Supervisor reports the matter to the Principal of NSW School of Languages. Students who breach these rules will be interviewed concerning the malpractice (*Higher School Certificate Supervision, Regulations*) and may receive a mark of zero for the task and be issued with a Warning letter.

## 6. Procedures for reporting on assessment task performance

### 6.1 Performance

Students are provided with written feedback on their performance in assessment tasks and how they might improve on their level of performance. Assessment tasks contain criteria against which performance is judged. Marking schemes are linked to syllabus outcomes and performance descriptors.

### 6.2 Rank

Students will be given their rank in each individual task. Progressive ranks will not be provided after each assessment task.

Students may access their official HSC ranking early in November from the NESA site, Students Online.

### 6.3 'N' determination (Non-completion of Course Requirements)

If it appears that a student is at risk of not meeting the internal assessment requirements in a course, a warning will be given. The NSW School of Languages Principal will:

- advise the student in writing, in time for the problem to be corrected, and alert the student to the possible consequences of an 'N' determination

- advise the parent or guardian in writing
- request from the student/parent/caregiver a written acknowledgement of the warning
- issue at least a second warning letter
- retain a copy of the warning notice(s) and other relevant documentation.

If a student is given an 'N' determination because of failure to complete tasks which contribute in excess of 50 per cent of the final assessment marks in that course, the Principal will:

- advise the student of the determination, its consequences and the student's right to a school review and subsequent appeal to NESA using the form supplied by the NESA
- calculate an assessment mark incorporating the marks for those tasks submitted and a zero for each task not submitted.

#### 6.4 Assessment reviews and appeals for HSC courses

In cases where the official HSC assessment ranking differs significantly from the ranking students expected to receive in that course, NESA makes provision for students to request a school review of their ranking in that subject from NSW School of Languages. If the student is not satisfied with the result of the school review, provision is made for them to appeal to NESA.

#### 6.5 Grounds for review of assessment ranking by NSW School of Languages

The marks or grades awarded for individual tasks will not be subject to review as part of this process. Any disputes over an individual task must be resolved at the time the task is returned to the student.

Requests for review may only be based on one of the following three official grounds:

- the weightings that were used are not those specified by NESA in the syllabus document
- the school's procedures for determining the assessment marks do not comply with its stated assessment policy and program
- there are computational or other clerical errors in the determination of the assessment mark.

#### 6.6 Request for review of ranking by NSW School of Languages

Given the short time available to request a school review, the student:

- must **telephone or email** the request to NSW School of Languages and inform the Principal that he/she intends to lodge a request for a school review, and
- make a **written request** for review on the Student Appeal Form, available from the student's home school or NSW School of Languages, and submit to NSW School of Languages immediately. This form is used both for applying for a school review and for any subsequent appeal to NESA.

The NSW School of Languages Principal will notify the student of the result of the school review immediately after the review has taken place.

## 6.7 Request for appeal to NESA

If a student is not satisfied with the outcome of the ranking review, he/she can appeal to NESA.

The student must state his/her grounds for appeal. Note that NESA will consider only whether:

- **the school review process was adequate for determining items (a), (b) and (c) (see 6.2), and/or**
- **the conduct of the review was proper in all aspects.**

NESA will notify the student and the school of the result of the appeal.

Students should note that appeals submitted after the release of results will not be considered by NESA.

Students can find further information in the booklet *Rules and Procedures for Higher School Certificate Candidates* available on the NESA website or *Studying for the NSW Higher School Certificate – An information Booklet for Year 10 Students* distributed to all students at the end of Year 10.