



SEVEN HILLS HIGH SCHOOL

A VOCATIONAL EDUCATION PATHWAYS SCHOOL

YEAR 10

RECORD OF SCHOOL ACHIEVEMENT
HANDBOOK 2024

ASSESSMENT IN YEAR 10

The ROSA is generally awarded to eligible students after four years of secondary school.

At the end of Year 10 your achievement for each course will be reported as a grade from A to E. In Mathematics, the grade is further differentiated as one of the following: A10, A9, B8, B7, C6, C5, D4, D3 or E2.

While the majority of tasks occur in Year 10, 30% of a student's work is assessed in Year 9. This may be because the syllabus **outcome** will not be covered again in Year 10, such as in Mathematics or that the **content** will not be covered again, such as in History and Geography.

As the marks from these tasks contribute to the overall grade achieved, it is important to realise that compliance with the NSW Education Standards Authority (NESA) requirements is vital in both Years 9 and 10.

If a Year 9 student has failed to apply themselves with diligence and sustained effort measured by things such as attendance, level of involvement in class, tasks completed and level of achievement then an official Board of Studies letter will have been sent to parents informing them of the situation. Students who have not addressed the concerns will have this carried over into their Year 10 course and this will place their ROSA in jeopardy.

ELIGIBILITY

To be eligible for a Record of School Achievement (ROSA), students must have:

- attended a government school or accredited non-government school within NSW, or a school outside NSW recognised by NESA, NSW.
- satisfactorily completed NSW Board-approved courses of study.

The satisfactory completion of a course requires principals to have sufficient evidence that the student has:

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

SUBJECTS

The guidelines specified in this booklet cover the core subjects of English, Mathematics (all pathways), Science, PDHPE and Human Society and its Environment (including mandatory Australian History, Australian Geography and Civics and Citizenship).

The contents of this booklet are also applicable to the assessment of the 100-hour and 200-hour elective subjects offered at Seven Hills High School. Final grades are determined according to the **common tasks** which students complete during Year 9 and 10.

Student performances in assessment tasks will be tallied and the NSW Education Standards Authority (NESA) course descriptors will be used to determine the final grades allocated to students at the end of Year 9 in the 100-hour electives and in Year 10 for all other courses.

Teacher professional judgment will also be made to ensure all students are considered fairly.

DETERMINING BOARD OF STUDIES ROSA GRADES

The process of determining ROSA grades requires teachers to:

- *devise and administer assessment tasks that address the knowledge and skills and objectives and outcomes of the syllabus;*
- *observe and record assessment judgements (e.g. marks, grades, comments, descriptions, work samples, portfolios, journals, etc.);*
- *use assessment information to make a summative judgement of each student's overall level of achievement at the end of the course;*
- *refer to the Course Performance Descriptors to award a grade that most appropriately describes a student's achievement. This is completed according to demonstrated student performance within the bounds of the syllabus at the end of Stage 5 studies.*

PRINCIPLES GUIDING THE ROSA GRADING SYSTEM

Assessment is based on the syllabus, objectives and outcomes that specify what a student knows, understands and is able to do.

A variety of assessment tasks and contexts are provided so that students are given opportunities to demonstrate their achievement of outcomes in an authentic manner.

Students are informed of the criteria by which they will be assessed on particular tasks.

WHAT ARE COURSE PERFORMANCE DESCRIPTORS?

Course Performance Descriptors are a series of positive statements which summarise observable and measurable features of student achievement and assist teachers to award Final Grades to students based on descriptions of typical achievement from elementary to excellent.

The vertical columns in the descriptors describe different levels of student performance. In using these descriptors, schools 'match' each of their students to the descriptor column which best fits the student's overall achievement in the course. The corresponding grade for that descriptor is then awarded to the student.

The NESA Course Performance Descriptors for Stage 5 describe levels of achievement that relate to the set of outcomes for this stage in each course. Schools must apply the same set of Course Performance Descriptors to both 100 hour and 200-hour courses.

Course Performance Descriptors are not stage outcomes for a course of study. Rather, they are a descriptive tool to assist teachers to form the best overall impression of a student's achievement for grading purposes. **Final ROSA Grades will relate to the best overall description of a student's achievement.**

NOTE: Course Performance Descriptors are available on the NESA Website (<https://educationstandards.nsw.edu.au/wps/portal/nesa/home>). Click on the "Kindergarten - Year 10" button and then "Learning Area". This will provide you with a list of all subjects to choose from. Click on the desired area and download the Course Performance Descriptors.

FORMAL ASSESSMENT TASK POLICY

Seven Hills High School is committed to developing quality assessment tasks that report on clearly articulated criteria.

Each course has developed a unit outline that:

- Provides an overview of content covered.
- Communicates the assessment tasks to be completed throughout the year, timing, and weighting.
- Report outcomes to be assessed.

There will be a maximum of four assessment tasks set for each year group.

Record of School Achievement (RoSA) grades for Stage 5 students are determined by the assessment tasks completed in Years 9 and 10. Every faculty is to ensure that 30% of a students' mark is the Year 9 component of the course and the other 70% is solely Year 10 assessment. The only exclusions to this are 100-hour electives.

All students will be given clear guidelines for assessment tasks. This is managed by ensuring all assessment task notifications:

- detail the task, set a time frame, and state the criteria.
- are given in writing at least two weeks in advance.
- have an explicit marking rubric attached.
- state the report outcomes met by the task.

Any application for an extension needs to be submitted three days prior to the task due date to the Head Teacher of the faculty. It will only be gained after consultation between the **Head Teacher and Deputy Principal**.

Computer issues and technical problems are not valid grounds for an extension. Students are expected to follow responsible practices when using technologies, including ensuring that their equipment is reliable, and saving their work in multiple locations. A printed version of the task is to be submitted.

Teachers will maintain an accurate record of assessment task distribution, student submission and registration of feedback delivered.

ALL assessment tasks are to be marked and returned within two weeks of the due date. Teacher feedback is essential, and it should be aligned with the criteria provided to the students.

Any appeals made by the student regarding the mark allocated for a task **MUST be directed to the Head Teacher**. Changes to mark allocation will only take place after consultation between the classroom teacher, Head Teacher, and relevant Deputy Principal.

STUDENT ABSENCE

If a student is absent from class, when a task has been distributed, it is their responsibility to seek clarification on task expectations.

Students are expected to complete all tasks and sit for all examinations set as part of the assessment program for a course at the specified time. In circumstances where leave of 5 days or more, **has been approved by the Principal** two weeks prior to commencement, students will be provided with documentation that outlines details of course work to be completed whilst on leave and any assessment task requirements.

If a student is physically unable to complete a task (eg. an accident), the Head Teacher will consult with the Deputy Principal on the best course of action. The Head Teacher may generate a mark for that task in line with other proven performances or make provision for another task to be completed.

TASK SUBMISSION

Assessment tasks, other than class tasks, must be submitted by 3:03pm on the date due. It is the student's responsibility to register the task's submission according to faculty policy.

Please note oral tasks do not have any provision for late presentation. A zero mark will be given if a student is unprepared or unwilling to present their oral task at the designated time.

A student who fails to sit for or submit a task will be issued with a RoSA N Award Warning letter. The notification will be generated within a week of the task's due date and posted home. Late submissions may be accepted but will be awarded a zero mark. If the submission occurs before the generation of the N Award Warning letter, staff will notify parents that the task has been completed but a zero mark has been awarded.

Teachers will ensure all communication home is followed up with a phone call to parents/carers and a record of all communication documented.

APPEALS

If any assessment task is missed, overdue or any other anomaly arises, the Assessment Appeal Process **MUST** be followed. A student will maintain the reduced mark (Stage 4) or initial **ZERO** mark (Stage 5) until the completion of the appeal process.

Students have one week from the due date of the task to lodge an appeal.

In the case of an unsuccessful appeal, **the Head Teacher will notify parents/ carers of the decision.** A zero mark will be awarded for the task and the student will be deemed as not satisfying the course completion criteria for the value and nature of that assessment task. If an appeal is successful, the non-penalised mark for the completed assessment task will stand.

ASSESSMENT TASKS AND SATISFACTORY COURSE COMPLETION

All tasks not completed by the due date must still be completed to ensure students meet NSW Education Standards Authority (NESA) requirements for the awarding of a RoSA. If a Stage 5 student fails to complete tasks they may receive an 'N' determination for that course and this will be recorded on their RoSA.

ASSESSMENT APPEAL PROCESS

If a student cannot attend school on the day of an assessment task to submit it or perform the task in person because of a valid reason they **must** do the following:

1. **Ring the school** and let the office know their name, the course they have an assessment task for and the reason why they will not be at school.
2. **Collect an Assessment Appeal form** from the Head Teacher of the subject/course affected before school on the morning they return to school.
3. **Complete the Assessment Appeal form** adding all documentation or evidence from a health professional or another relevant person. A parent signature must be on the form before it is processed.
4. **Submit the completed Assessment Appeal form to the relevant Head Teacher** before school on the next day after parents have signed it.
5. **The Head Teacher makes a written recommendation in consultation with the classroom teacher.** Any documentation is attached to the Assessment Appeal Form.
6. **The Head Teacher and relevant Deputy Principal meet to discuss the appeal** and the evidence presented. A determination is made on whether the appeal is successful.
7. **The Head Teacher will notify students and parents of the result of their appeal.**

INFORMING PARENTS OF STUDENT COURSE PERFORMANCE AND 'N' DETERMINATIONS

If a student has not submitted work or submitted work below the level of performance expected at Stage 5, parents will be notified in writing with sufficient time to address the concerns.

Parents will also be informed of student progress via school reports and will have the opportunity to discuss their child's progress at two Parent/Teacher Nights during the year or by individual arrangement with the Head Teacher of that subject area.

Students who have not complied with the Course Completion Criteria and have received at least TWO written warnings across the year in a particular subject, may be regarded as not having satisfactorily completed the course. The Principal will apply the 'N' determination. Part of this process involves the facility for student appeal.

SEVEN HILLS HIGH SCHOOL SUBJECTS THAT ASSESS IN YEAR 10

Subject		Percentage of Year 9 Assessment contributing to ROSA Grade	Percentage of Year 10 Assessment contributing to ROSA Grade
Core subjects (compulsory)			
English		30	70
Mathematics		30	70
Science		30	70
History		30	70
Geography		30	70
PDHPE		30	70
Elective Subjects			
Child Studies	100 hours	100	n/a
	200 hours	30	70
Commerce	100 hours	100	n/a
	200 hours	30	70
Dance	100 hours	100	n/a
	200 hours	30	70
Food Technology	100 hours	100	n/a
	200 hours	30	70
iSTEM	200 hours	n/a	n/a
Industrial Technology Metal	100 hours	100	n/a
	200 hours	30	70
Industrial Technology Timber	100 hours	100	n/a
	200 hours	30	70
Photography & Digital Media	100 hours	100	n/a
	200 hours	30	70
Physical Activity and Sports Studies	100 hours	100	n/a
	200 hours	30	70

N.B. Assessment for 100-hour elective courses is completed. The marks gained for the elective studied will be used to determine the final ROSA grade for that course.

ASSESSMENT SCHEDULES

ENGLISH

Semester One			
When	Description of Task	Weighting	
		Year 10	Rosa
Week 8 - Term 1	Speaking and Listening - Take Home Task	50%	15%
Week 4 - Term 2	Semester 1 Examination	50%	20%
Semester Two			
Week 8 - Term 3	Essay Writing - In Class Task	50%	15%
Week 3 - Term 4	Semester 2 Examination	50%	20%

MATHEMATICS – 5.3 / 5.2 / 5.1 PATHWAY AND IN TRADE* PATHWAY

Semester One			
When	Description of Task	Weighting	
		Year 10	ROSA
Week 5 - Term 1	Common Test 1	50%	15%
Week 4 - Term 2	Semester 1 Examination	50%	20%
Semester Two			
Week 6 - Term 3	Take Home Task	50%	15%
Week 3 - Term 4	Semester 2 Examination	50%	20%

*Please note: 10MATE is following the Maths In Trade Pathway and may be assessed through project based learning each term and will not sit formal examinations.

SCIENCE

Semester One			
When	Description of Task	Weighting	
		Year 10	ROSA
Week 9 - Term 1	Student Research Project – Take Home practical	40%	15%
Week 4 - Term 2	Semester 1 Examination	60%	20%
Semester Two			
Week 5 - Term 3	Technology Report – Take Home Written	40%	15%
Week 3 - Term 4	Semester 2 Examination	60%	20%

HUMAN SOCIETY AND ITS ENVIRONMENT

Semester One: Australian History			
When	Description of Task	Weighting	
		Year 10	ROSA
Week 7 - Term 1	Essay Response – Take Home	50%	35%
Week 4 - Term 2	Semester 1 Examination	50%	35%
Semester Two: Australian Geography			
Week 7 - Term 3	Research Task - Take Home	50%	35%
Week 3 - Term 4	Semester 2 Examination	50%	35%

PDHPE

Semester One			
When	Description of Task	Weighting	
		Year 10	ROSA
Week 11 - Term 1	Take Home Task	50%	17%
Week 5 - Term 2	Skills Test Practical Assessment	50%	18%
Semester Two			
Week 9 - Term 3	Practical Task – Gymnastics Routine	50%	18%
Week 3 - Term 4	Semester 2 Examination	50%	17%

CHILD STUDIES

Semester One			
When	Description of Task	Weighting	
		Year 10	ROSA
Week 10 - Term 1	Case Study	50%	15%
Week 4 - Term 2	Menu creation and evaluation	50%	20%
Semester Two			
Week 10 - Term 3	Media and Technology – Extended response	50%	15%
Week 2 - Term 4	Semester Two Examination	50%	20%

COMMERCE

Semester One			
When	Description of Task	Weighting	
		Year 10	ROSA
Week 8 - Term 1	Research – Take Home Task	50%	15%
Week 5 - Term 2	Semester 1 Examination	50%	20%
Semester Two			
Week 9 - Term 3	Research - Take Home Task	50%	15%
Week 2 - Term 4	Semester 2 Examination	50%	20%

DANCE

Semester One			
When	Description of Task	Weighting	
		Year 10	ROSA
Week 9 Term 1	Research – Take Home Task	60%	20%
Week 5 Term 2	Semester 1 Examination	40%	15%
Semester Two			
Week 6 Term 3	Dance composition and Logbook	50%	15%
Week 3 Term 4	Semester 2 Examination	50%	20%

FOOD TECHNOLOGY

Semester One			
When	Description of Task	Weighting	
		Year 10	ROSA
Week 11 - Term 1	Research and Practical Task	40%	15%
Week 3 - Term 2	Practical Skills Test Assessment	60%	20%
Semester Two			
Week 10 - Term 3	Research and Practical Task	40%	15%
Week 2 - Term 4	Practical Skills Test	60%	20%

INDUSTRIAL TECHNOLOGY - METAL

Semester One			
When	Description of Task	Weighting	
		Year 10	ROSA
Week 10 - Term 1	Research Task	20%	15%
Week 3 - Term 2	Practical Assessment	80%	20%
Semester Two			
Week 9 - Term 3	Research Task	20%	15%
Week 2 - Term 4	Practical Assessment	80%	20%

INDUSTRIAL TECHNOLOGY - TIMBER

Semester One			
When	Description of Task	Weighting	
		Year 10	ROSA
Week 10 – Term 1	Research Task	20%	15%
Week 3 – Term 2	Practical Assessment	80%	20%
Semester Two			
Week 9 – Term 3	Research Task	20%	15%
Week 2 – Term 4	Practical Assessment	80%	20%

iSTEM

Semester One			
When	Description of Task	Weighting	
		Year 10	ROSA
Week 8 - Term 1	Portfolio	40%	Nil
Week 5 - Term 2	Research Project	60%	Nil
Semester Two			
Week 7 - Term 3	Research Project	40%	Nil
Week 4 - Term 4	Major Project	60%	Nil

PHYSICAL ACTIVITY AND SPORTS STUDIES (PASS)

Semester One			
When	Description of Task	Weighting	
		Year 10	ROSA
Week 9 - Term 1	Take Home Task	50%	17%
Week 5 - Term 2	Practical Assessment	50%	18%
Semester Two			
Week 7 - Term 3	Take Home Task	50%	18%
Week 4 - Term 4	Practical Assessment	50%	17%

PHOTOGRAPHIC AND DIGITAL MEDIA

Semester One			
When	Description of Task	Weighting	
		Year 10	ROSA
Week 10 - Term 1	Artist Study (Critical and Historical Studies)	30%	10%
Week 3 - Term 2	Portfolio BOW (Artemaking)	70%	20%
Semester Two			
Week 7 - Term 3	Portfolio BOW and Website (Artemaking)	50%	20%
Week 2 - Term 4	Semester 2 Examination (Critical and Historical Studies)	50%	20%