



THE HENRY LAWSON HIGH SCHOOL



2024

**Higher School Certificate
and
Assessment Guidelines**

CHALLENGE, ENCOURAGE, ACHIEVE

HIGHER SCHOOL CERTIFICATE 2023 - 2024

ASSESSMENT POLICY AND ADVICE MANUAL

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Summary of Responsibilities

It is the student's responsibility to:

- i. Familiarise themselves with the NESA requirements for the satisfactory completion of a course and for satisfactory attendance.
- ii. Ensure they have a copy of the assessment schedule for EACH course they are studying and that they are aware of specific course requirements.
- iii. Be aware of the assessment policies and procedures of The Henry Lawson High School as detailed in this manual, and abide by them.
- iv. Ensure that they do not interfere with the progress of other students.
- v. Make a genuine attempt at all assessment tasks.

Keep this manual in a safe place for reference throughout the year.

1. INFORMATION FOR HIGHER SCHOOL CERTIFICATE STUDENTS 2023 - 2024

A. What does "satisfactorily completed" mean?

Satisfactory study of a course involves not only the completion of assessment tasks but satisfactory participation and progress in ALL aspects of that course.

To satisfactorily complete a Higher School Certificate course, students must:

- i. have a satisfactory record of attendance. As a general rule, a student who has missed **in excess of 15%** of the available school days is **not likely to have achieved the outcomes** established for the course and therefore, **would not be deemed to have satisfactorily completed** a Higher School Certificate course.
- ii. complete the requirements of the course as specified by the syllabus. This includes mandatory oral and practical work, and work placements for school and TAFE delivered VET courses.
- iii. make a serious attempt at assessment tasks and examinations which contribute to more than 50% of available school assessment marks.

B. School Assessment mark

School-based assessment tasks measure performance in a wider range of course outcomes than can be tested in an external examination. Students are required to complete a number of assessment tasks for their courses. This may include tests, written or oral assignments, practical activities, fieldwork and projects.

Schools submit an HSC assessment mark for every student in every course. NESA puts the marks through a process of moderation to allow a fair comparison of marks in each course across different schools.

C. HSC Examination mark

The examination mark for each course shows the student's performance in the HSC examination for that course, which was set and marked by the NESA. The examination consists of a written paper and, for some courses, speaking and listening examinations, practical examinations, or major works that are submitted for external marking. Each student's achievement is assessed and reported against set standards of performance.

D. Performance band

Student performance in each HSC course is measured against defined standards. HSC marks for each course are divided into bands and each band **aligns** with a description of a typical performance by a student within that mark range.

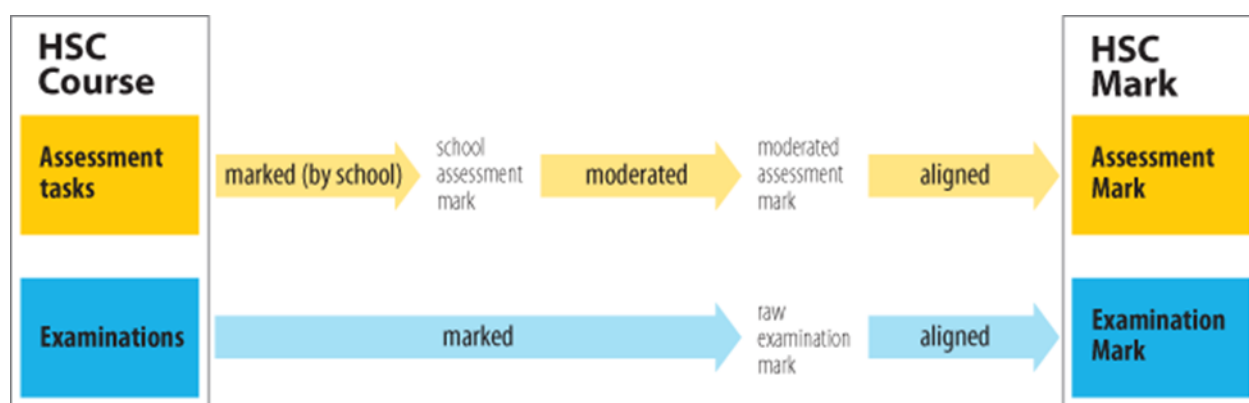
- Band 6 = 90 - 100 marks
- Band 5 = 80 - 89 marks
- Band 4 = 70 - 79 marks
- Band 3 = 60 - 69 marks
- Band 2 = 50 - 59 marks
- Band 1 = 0 - 49 marks

Each band is aligned to what a student at that level of performance typically knows, understands and can do.

E. How the HSC mark is calculated

The HSC mark is a 50:50 combination of a student's examination mark and school-based assessment mark for each course.

The following steps are involved in producing the HSC results for students for each course they study:



Vocational Education and Training (VET) courses

Students do not receive an assessment mark for VET courses. VET courses deliver units of competency that are drawn from Industry Training Packages. Students may elect to undertake the optional written HSC examination. These students should have the opportunity to practice appropriate written tasks under examination conditions. At THLHS, this will be included in the trial Higher School Certificate. The trial HSC or other written internal examination may be used as a source of evidence of competency in some units and elements of competency and may therefore contribute to the competency-based assessment program.

VET Work Placement

Work placement is a mandatory Higher School Certificate requirement of each VET course. For each course, a minimum number of hours, 35 hours per year, are required in the workplace, to enable students to progress toward the achievement of industry competencies and to practice skills acquired in the classroom or workshop.

NESA expects students to undertake all assessment tasks set. Failure to complete assessment tasks will jeopardise satisfactory completion of Higher School Certificate courses.

2. THE HENRY LAWSON HIGH SCHOOL ASSESSMENT POLICIES AND PROCEDURES

A. When does assessment occur?

- i. Assessment for Higher School Certificate begins in Term 4 of 2023 and continues until the end of the trial Higher School Certificate exam in Term 3 of the HSC year in 2024. The trial exam will be the last assessment task in each subject. No assessment tasks will be due the week before and after the exam periods.
- ii. The times specified in this manual are a guide only. THLHS reserves the right to make any changes as are deemed necessary. Students will be notified in writing of any changes.
- iii. Students will be given written notification of an assessment task at least two weeks before it is due. The assessment task advice will state the nature of the task, the criteria to be marked, the weighting of the task, the outcomes to be assessed and the due date.
- iv. Students will sign a form to acknowledge that they have received advice of the task.
- v. Should details of an assessment task be given when a student is absent, it is their responsibility to ensure that they find out those details on their return.

B. Plagiarism and malpractice

- i. If part or all of the work submitted is the work of another person, this is PLAGIARISM, which is a form of cheating.
- ii. Malpractice is any activity that gives a student an unfair advantage over another student through:
 - buying, stealing, borrowing or copying someone else's work
 - submitting work prepared by a parent or tutor
 - deliberate behaviour that adversely affects the performance of other students during the sitting of an assessment task or examination
 - providing a false explanation of why work was not handed in by the due date
 - providing material for another student to claim as their own
- iii. Any plagiarism or malpractice (as defined in NESAs 'All My Own Work' modules) will result in zero for the entire assessment task and an N award warning.
- iv. Although no marks will be received, the task will need to be resubmitted in order to meet NESAs requirements for the satisfactory completion of an HSC course.

C. Out of class assessment tasks

- i. All tasks **MUST** be submitted by 9.00 am on the due date.
 - All tasks must be accompanied by a signed declaration form that the work submitted is the student's own work.
 - All digital tasks must be submitted either by a student's school email account (@education.nsw.gov.au) OR by the school moodle by 9.00 am on the due date. A signed declaration form must still be submitted by 9.00 am on the due date.
 - All paper tasks must be submitted on time to the faculty head teacher on duty in the front office. The faculty head teacher will sign for receipt of assessment tasks and collect all assessment items by 9.00 am.
- ii. The submission of tasks by 9.00 am on the due date is the student's responsibility. If for some reason a student is unable to attend school on the day a task is due, they must make arrangements for someone else to hand it in for them (brother, sister, parent, neighbour etc.) by 9.00 am on the due date.
- iii. Where an assessment task is submitted after 9.00 am on the due date and no extension has been granted, **the student will be awarded zero.**

D. In school assessment tasks, tests and examinations

In all in school assessment tasks, tests and examinations, a student must:

- follow the supervisor's instructions and behave in a polite and courteous manner towards the supervisors and other students, and
- be honest and ethical in completing the task, and
- make a genuine attempt at all parts of the task.

If a student does not comply with these rules, they may be excluded from the assessment and will be awarded zero marks.

E. Expected non-submission of an assessment

If a student has prior knowledge of a circumstance that will impact on their ability to submit a task by 9.00 am on the due date or attend an in-class task, test or examination, they must request an *Assessment Task Illness/Misadventure and Extension Application Form* from the deputy principal.

The application form must:

- be submitted prior to the due date with reasonable notice, and
- give a valid reason for the request, and
- have appropriate supporting documentation attached, and
- include evidence of communication with the subject teacher.

The success or otherwise of the student's application will be communicated to the teacher, head teacher and student by email. Please note that submission of an application form DOES NOT automatically mean the application is successful.

F. Unexpected illness or exceptional circumstances

In the case of unexpected illness or exceptional circumstances, an *Assessment Task Illness/Misadventure and Extension Application Form* with the appropriate corroborating evidence such as a medical certificate may be made to the Head Teacher Assessment, after the date set down for the assessment task. If the application is successful the Head Teacher Assessment will authorise the student to approach the head teacher concerned to organise another time for them to complete the assessment task. The student should make arrangements to complete missed assessment tasks **as soon as possible after their return to school.**

Parents and/or students should make every effort to contact the school **before 9.00 am** to inform them of the circumstances.

G. Non-serious attempt or non-submission

- i. If a student submits a task on time but the attempt is deemed by the teacher to be a non-serious attempt, the student risks fulfilling requirements in regards to 'satisfactory completion' of the course, as the task is counted as a non-submission and will receive zero marks.
- ii. It is the student's responsibility to have backup copies of all work completed on a computer or laptop. The school will not accept 'failure of equipment' as a reason for the non-submission of a serious attempt at an assessment task.

H. Non-assessed tasks

In addition to assessment tasks, students will be given other tasks, which are an integral part of the learning process. If students fail to complete these tasks, they risk being deemed to have not satisfactorily completed the course, thus forfeiting their right to a school assessment mark and an HSC exam mark.

I. Principal's decision

In all matters relating to the satisfactory completion of assessed and non-assessed tasks, the decision of the principal is final.

J. Appeals – Reviews

- i. An appeal may be made. Marks gained in assessment tasks are best queried at the time the tasks are returned to students and discussed with the teacher straight away.
- ii. Any review undertaken will only consider if the assessment tasks and processes were appropriate for the stage of the course being assessed.
- iii. When lodging an appeal students must use the official THLHS application form available from the deputy principal.

Under NESAs policy, schools are not to provide final cumulative school-based assessment marks to students. Internal assessment ranks will be available to student via Students Online.

As the final school assessment marks are not available to students, any assessment review will be based on the rank order placement as indicated on the Assessment Rank Order Notice and feedback on their performance during the course. Student who consider that their placement in the rank order for any course is not correct on the basis of feedback on their performance during the course may seek a school review. Please see the deputy if this occurs.

Students can assess their Assessment Rank Order Notice after the last HSC examination has occurred. The notice will be available to students within the period that appeals can be made.

K. Further notes

- i. Any changes to the assessment schedules will be made in negotiation with the class, with changes noted in writing.
- ii. Students undertaking a course through TAFE or distance education will be given details of the assessment program and policy from that institution.

L. Where to get advice.

- i. Principal, deputy principal, Year 12 adviser, careers adviser, school counsellor, head teacher or class teacher.
- ii. If students have any concerns about any aspect of an assessment task, they can discuss it with their class teacher, or follow up with the relevant head teacher or deputy principal.

COURSE: AGRICULTURE						
TASK	DUE DATE	OUTCOMES	WEIGHTING %	COMPONENTS		
				Knowledge and understanding of course content	Knowledge, understanding and skills required to manage agricultural production systems	Skills in effective research, experimentation and communication
Experimental design and report	Term 4 Week 8	H1.1, H2.1, H4.1	20%		5%	15%
Farm product study-portfolio	Term 1 Week 9	H3.1, H3.2, H3.3, H3.4	30%	20%	10%	
Elective – In class test	Term 2 Week 8	H4.1, H5.1	20%		15%	5%
Trial HSC Examination	Term 3 Week 4/5	H1.1, H2.1, H2.2, H3.1, H3.2, H 3.3, H3.4, H4.1, H5.1	30%	20%	10^	
TOTAL			100%	40%	40%	20%

COURSE: ANCIENT HISTORY							
TASK	DUE DATE	OUTCOMES	WEIGHTING %	COMPONENTS			
				Knowledge and understanding of course content	Historical skills in the analysis and evaluation of sources and interpretations	Historical inquiry and research	Communication of historical understanding in appropriate forms
Cities of Vesuvius: source analysis	Term 4 Week 7	AH12-1 AH12-6 AH12-7 AH12-8 AH12-9 AH12-10	20%	5%	10%		5%
Julius Caesar: historical analysis (presentation)	Term 1 Week 6	AH12-2 AH12-3 AH12-4 AH12-5 AH12-7 AH12-8 AH12-9	25%	5%	5%	10%	5%
Ancient Societies: essay	Term 2 Week 3	AH12-1 AH12-2 AH12-3 AH12-6 AH12-8	25%	10%		10%	5%
Trial HSC examination	Term 3 Week 4/5	AH12-2 AH12-3 AH12-4 AH12-5 AH12-9	30%	20%	5%		5%
TOTAL			100%	40%	20%	20%	20%

COURSE: BIOLOGY					
TASK	DUE DATE	OUTCOMES	WEIGHTING %	COMPONENTS	
				Skills in working scientifically	Knowledge and understanding of course content
Modelling: Polypeptide synthesis	Term 4 Week 9	BIO12-6 BIO12-7 BIO12-12	15%	10%	5%
Problem solving: Heredity & genetic change	Term 1 Week 8	BIO12-5 BIO12-6 BIO12-7 BIO12-12 BIO12-13	20%	10%	10%
Depth study: Non-infectious disease	Term 2 Week 7	BIO12-1 BIO12-3 BIO12-4 BIO12-5 BIO12-7 BIO12-15	30%	20%	10%
Trial HSC Examination	Term 3 Week 4/5	BIO12-1 BIO12-2 BIO12-3 BIO12-4 BIO12-5 BIO12-6 BIO12-7 BIO12-12 BIO12-13 BIO12-14 BIO12-15	35%	20%	15%
TOTAL			100%	60%	40%

COURSE: BUSINESS STUDIES						
TASK	DUE DATE	OUTCOMES	WEIGHTING %	COMPONENTS		
				Knowledge and understanding of course content	Stimulus base skills/ Research and inquiry	Communication of business information, ideas and issues in appropriate forms
Marketing Topic Test	Term 4 Week 9	H1, H2, H3, H4, H5	25%	25%		
Operations Extended Response	Term 1 Week 6	H2, H5, H6, H7, H8, H9	20%		20%	
Stimulus Task	Term 2 Week 7	H2, H4, H6, H8, H9, H10	25%	5%	15%	5%
Trial HSC Examination	Term 3 Week 4/5	H1, H2, H3, H4, H5, H6, H9, H10	30%	10%	5%	15%
TOTAL			100%	40%	40%	20%

COURSE: CHEMISTRY					
TASK	DUE DATE	OUTCOMES	WEIGHTING %	COMPONENTS	
				Skills in working Scientifically	Knowledge and understanding of course content
Practical Investigation (Qualitative analysis)	Term 1 Week 7	CH11/12-1 CH11/12-2 CH11/12-3 CH11/12-4 CH11/12-5 CH11/12-6 CH11/12-7 CH12-13	30%	20%	10%
Depth Study -Research and Presentation (Organic chemistry)	Term 2 Week 9	CH11/12-1 CH11/12-2 CH11/12-3 CH11/12-4 CH11/12-5 CH11/12-7 CH12-14	40%	30%	10%
Trial HSC Examinations	Term 3 Week 4/5	CH11/12-1 CH11/12-4 CH11/12-5 CH11/12-6 CH11/12-7 CH12-12 CH12-13 CH12-14 CH12-15	30%	10%	20%
TOTAL			100%	60%	40%

COURSE: DESIGN AND TECHNOLOGY					
TASK	DUE DATE	OUTCOMES	WEIGHTING %	COMPONENTS	
				Knowledge and skills in designing, managing, producing and evaluating a major design project	Knowledge and understanding of course content
Project Proposal (Shark Tank delivery) Major Design Project	Term 4 Week 10	H1.1, H2.1, H2.2, H3.1, H4.1, H4.2, H4.3, H5.1, H5.2	25%	25%	
Innovation Case Study	Term 1 Week 10	H1.1, H2.1, H2.2, H4.1	20%		20%
Project Evaluation Comparison of Major Design Project	Term 3 Week 3	H1.1, H2.1, H2.2, H3.1, H4.1, H4.2, H4.3, H5.1, H5.2, H5.3, H6.2	25%	25%	
Trial HSC Examination	Term 3 Week 4/5	H1.1, H2.1, H2.3, H4.1, H4.2, H4.3,	30%	10%	20%
TOTAL			100%	60%	40%

COURSE: STANDARD ENGLISH					
TASK	DUE DATE	OUT-COMES	WEIGHTING %	COMPONENTS	
				Knowledge and understanding of course content	Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes
Texts and Human Experiences: multimodal presentation	Term 4 Week 9	EN12-1 EN12-2 EN12-3 EN12-4 EN12-7	25%	10%	15%
Close Study of Literature: analytical essay	Term 2 Week 7	EN12-1 EN12-3 EN12-4 EN12-8	20%	15%	5%
Craft of Writing: writing portfolio	Term 3 Week 1	EN12-1 EN12-3 EN12-4 EN12-5 EN12-6 EN12-7 EN12-9	25%	10%	15%
Trial HSC Examination: Papers 1 & 2	Term 3 Week 4/5	EN12-1 EN12-2 EN12-3 EN12-4 EN12-5 EN12-6 EN12-7 EN12-8	30%	15%	15%
TOTAL			100%	50%	50%

COURSE: ADVANCED ENGLISH					
TASK	DUE DATE	OUTCOMES	WEIGHTING %	COMPONENTS	
				Knowledge and understanding of course content	Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes
Texts and Human Experiences: multimodal presentation	Term 4 Week 10	EA12-1,EA12-2, EA12-3, EA12-4, EA12-7	25%	10%	15%
Textual Conversations: comparative essay	Term 2 Week 1	EA12-1, EA12-2, EA12-3, EA12-4, EA12-5, EA12-6, EA12-8	20%	15%	5%
Craft of Writing: writing portfolio	Term 3 Week 1	EA12-1, EA12-3, EA12-4, EA12-5, EA12-7, EA12-9	25%	10%	15%
Trial HSC Examination: Papers 1 & 2	Term 3 Week 4/5	EA12-1, EA12-2 EA12-3, EA12-4, EA12-5, EA12-6, EA12-7, EA12-8	30%	15%	15%
TOTAL			100%	50%	50%

COURSE: ENGLISH STUDIES					
TASK	DUE DATE	OUTCOMES	WEIGHTING	COMPONENTS	
				Knowledge and understanding of course content	Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes
Texts and Human Experiences: multimodal presentation	Term 4 Week 9	ES12-1 ES12-3 ES12-4 ES12-5 ES12-6 ES12-7 ES12-8 ES12-9	25%	10%	15%
We are Australian: imaginative and reflective writing	Term 1 Week 6	ES12-4 ES12-6 ES12-7 ES12-9 ES12-10	25%	10%	15%
Classwork portfolio	Term 3 Week 1	ES12-1 ES12-2 ES12-3 ES12-4 ES12-5 ES12-7 ES12-10	30%	15%	15%
Trial HSC Examination	Term 3 Week 4/5	ES12-1 ES12-2 ES12-3 ES12-4 ES12-5 ES12-6 ES12-7 ES12-9	20%	15%	5%
TOTAL			100%	50%	50%

COURSE: GEOGRAPHY							
TASK	DUE DATE	OUTCOMES	WEIGHTING %	COMPONENTS			
				Knowledge and understanding of course content	Geo-graphical tools and skills	Inquiry and research including fieldwork	Communication of geographical information, ideas and issues in appropriate forms
Research Task Urban Places	Term 4 Week 8	H1, H3, H6, H7, H8, H9, H10	20%	5	5	5	5
In-class test Geography Tools and Skills	Term 1 Week 4	H8,H9, H10, H11, H13	15%	5	5	5	
Field work report/ presentation Ecosystems at Risk	Term 1 Week 10	H1, H2, H5, H8, H10	35%	10	5	10	10
HSC Trial Examination	Term 3 Week 4/5	H4, H5, H10, H11, H12, H13	30%	20	5		5
TOTAL			100%	40%	20%	20%	20%

COURSE: INFORMATION PROCESSES AND TECHNOLOGY							
TASK	DUE DATE	OUTCOMES	WEIGHTING %	COMPONENTS			
				Project work	Information Systems and Databases	Communications Systems	Option Strands
Multimedia Project	Term 4 Week 9	H1.1, H1.2, H2.2, H3.1	20%	10%			10%
Database Development	Term 1 Week 8	H1.2, H5.2, H3.1, H4.1	20%	10%	10%		
Communication Presentation	Term 2 Week 7	H5.1, H6.1, H6.2, H7.1, H7.2	10%			10%	
Trial HSC Examination	Term 3 Week 4/5	H1.1, H1.2, H2.1, H2.2, H3.1, H3.2, H4.1, H5.1	50%	10%	10%	10%	20%
TOTAL			100	30%	20%	20%	30%

COURSE: INVESTIGATING SCIENCE					
TASK	DUE DATE	OUTCOMES	WEIGHTING %	COMPONENTS	
				Skills in working scientifically	Knowledge and understanding of course content
Practical Investigation and the scientific method	Term 4 Week 7	INS11/12-1 INS11/12-2 INS11/12-3 INS11/12-7 INS12-12	20%	10%	10%
Research task and data analysis	Term 1 Week 8	INS11/12-1 INS11/12-4 INS11/12-5 INS11/12-7 INS12-13	20%	10%	10%
Depth Study - Research and Presentation	Term 2 Week 5	INS11/12-1 INS11/12-4 INS11/12-5 INS11/12-6 INS11/12-7 INS12-14	30%	20%	10%
Trial HSC Examination	Term 3 Week 4/5	INS11/12-5 INS11/12-6 INS12-12 INS12-13 INS12-14 INS12-15	30%	20%	10%
TOTAL			100%	60%	40%

COURSE: LEGAL STUDIES							
TASK	DUE DATE	OUTCOMES	WEIGHTING %	COMPONENTS			
				Research and Inquiry	Communication of legal information, ideas and issues in appropriate forms	Knowledge and understanding of course content	Analysis and evaluation
Crime Examination	Term 4 Week 10	H1, H4, H5, H6	20%	10%		5%	5%
Human Rights - Essay	Term 1 Week 10	H2, H6, H7, H8	20%	10%		10%	
Focus Study - Research Task	Term 2 Week 7	H1, H2, H3, H4, H5, H6, H7, H8, H9, H10	25%	5%		10%	10%
Trial HSC Examination	Term 3 Week 4/5	H1, H2, H3, H4, H5, H6, H7, H8, H9, H10	35%		10%	15%	10%
TOTAL			100%	25%	10%	40%	25%

COURSE: STANDARD MATHEMATICS 1 (APPLIED)					
TASK	DUE DATE	OUTCOMES	WEIGHTING %	COMPONENTS	
				Understanding, Fluency and Communication	Problem Solving, Reasoning and Justification
Topic Test Trigonometry Ratio & Rates	Term 4 Week 8	MS-M3 MS-M4 MS-M5	20%	10%	10%
Open Book Exam Topics to date	Term 1 Week 9	MS-M3 MS-M4 MS-M5 MS-S3	30%	20%	10%
Investigative Project Finance	Term 2 Week 8	MS-F2, 3	30%	10%	20%
Trial HSC Examination	Term 3 Week 4/5	Whole Course	20%	10%	10%
TOTAL			100%	50%	50%

COURSE: STANDARD MATHEMATICS 2					
TASK	DUE DATE	OUTCOMES	WEIGHTING %	COMPONENTS	
				Understanding, Fluency and Communication	Problem Solving, Reasoning and Justification
Topic Test Trigonometry Ratio & Rates	Term 4 Week 8	MS-M6 MS-M7	20%	10%	10%
Open Book Examination Topics to date	Term 1 Week 9	MS-M6 MS-M7 MS-S3	25%	15%	10%
Investigative Project Networks	Term 2 Week 8	MS-N2 MS-N3	25%	10%	15%
Trial HSC Examination	Term 3 Week 4/5	Whole Course	30%	15%	15%
TOTAL			100%	50%	50%

COURSE: ADVANCED MATHEMATICS					
TASK	DUE DATE	OUTCOMES	WEIGHTING %	COMPONENTS	
				Understanding, Fluency and Communication	Problem Solving, Reasoning and Justification
Topic Test Functions & Trigonometry	Term 4 Week 8	MA-F2 MA-T3	20%	10%	10%
Open Book Examination Topics to date	Term 1 Week 9	MA-F2 MA-T3 MA-C2,3,4	25%	15%	10%
Investigative Project Calculus	Term 2 Week 4	MA-C2,3,4	25%	10%	15%
Trial HSC Examination	Term 3 Week 4/5	MA-F2 MA-T3 MA-C2,3,4 MA-M1 MA-S2,3	30%	15%	15%
TOTAL			100%	50%	50%

COURSE: EXTENSION 1 MATHEMATICS					
TASK	DUE DATE	OUTCOMES	WEIGHTING %	COMPONENTS	
				Understanding, Fluency and Communication	Problem Solving, Reasoning and Justification
Topic Test Induction & Vectors	Term 4 Week 9	ME-P1 ME-V1	20%	10%	10%
Open Book Examination Topics to date	Term 1 Week 9	ME-P1 ME-V1 ME-T3 ME-C2,3	25%	15%	10%
Investigative Project Calculus	Term 2 Week 10	ME-C2,3, 4	25%	10%	15%
Trial HSC Examination	Term 3 Week 4/5	ME-P1 ME-V1 ME-T3 ME-C2,3 ME-S1	30%	15%	15%
TOTAL			100%	50%	50%

COURSE: EXTENSION 2 MATHEMATICS					
TASK	DUE DATE	OUTCOMES	WEIGHTING	COMPONENTS	
				Understanding, Fluency and Communication	Problem Solving, Reasoning and Justification
Topic Test Complex Numbers and Proof	Term 4 Week 7	MEX N1 MEX P1,P2	20%	10	10
Open Book Examination Topics to date	Term 1 Week 8	MEX N1 MEX P1,P2 MEX V1	25%	15	10
Investigative Project Calculus	Term 2 Week 7	MEX C1	25%	10	15
Trial HSC Examination	Term 3 Week 4	MEX N1 MEX P1,P2 MEX V1 MEX C1 MEX M1	30%	15	15
TOTAL			100%	50%	50%

COURSE: MODERN HISTORY							
TASK	DUE DATE	OUTCOMES	WEIGHTING	COMPONENTS			
				Knowledge and understanding of course content	Historical skills in the analysis and evaluation of sources and interpretations	Historical inquiry and research	Communication of historical understanding in appropriate forms
Power and Authority in the Modern World 1919-1946: source analysis	Term 4 Week 6	MH12-3 MH12-4 MH12-6 MH12-9	20	5	10		5
Russia and the Soviet Union 1917-1941: historical analysis (essay)	Term 1 Week 8	MH12-1 MH12-2 MH12-5 MH12-6 MH12-7 MH12-9	25	15	5		5
Conflict in the Pacific 1937-1951: research presentation	Term 2 Week 2	MH12-5 MH12-8 MH12-9	30	5		20	5
Trial HSC examination	Term 3 Week 4/5	MH12-1 MH12-2 MH12-3 MH12-4 MH12-5 MH12-6 MH12-7 MH12-9	25	15	5		5
TOTAL			100%	40%	20%	20%	20%

COURSE: MUSIC 1										
TASK	DUE DATE	OUT-COMES	WEIGHTING %	COMPONENTS						
				Comp	Viva	Core Perf	Aural	Elective 1	Elective 2	Elective 3
An instrument and its repertoire	Term 4 Week 10	H1, H2, H6, H9, H11	25%		10%			15%		
Popular music	Term 1 Week 11	H4, H10	25%				10%		15%	
Music of the 20 th and 21 st Centuries	Term 2 Week 10	H3, H5, H7, H8	25%	10%						15%
Trial HSC Examination	Term 3 Week 4	H1, H4, H9, H11	25%			10%	15%			
TOTAL			100%	10%	10%	10%	25%	15%	15%	15%

COURSE: PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION						
TASK	DATE DUE	OUTCOMES	WEIGHTING %	COMPONENTS		
				Knowledge and Understanding of course content	Skills in critical thinking, research, analyse and communicating	
HSC Core 2- Factors Affecting Performance Coaches Written Performance Report	Term 4 Week 8	H7, H8, H10, H16, H17	35%	15%		20%
HSC Core 1-Health Priorities in Australia Health Promotion Pamphlet	Term 2 Week 3	H2, H3, H15, H16	35%	5%		30%
Trial HSC Examination	Term 3 Week 4/5	H1-H3, H4-H6, H7-H9, H10-H13 H14-H15, H 16	30%	20%		10%
TOTAL			100%	40%		60%

COURSE: PHYSICS					
TASK	DUE DATE	OUTCOMES	WEIGHTING %	COMPONENTS	
				Knowledge and	Skills in Working
Practical Task <i>Advanced Mechanics</i>	Term 4 Week 8	PH11/12-2 PH11/12-3 PH11/12-4 PH11/12-7 PH12-8	20%	5%	15%
Topic Test <i>Electromagnetism</i>	Term 1 Week 7	PH11/12-2 PH11/12-4 PH11/12-6 PH12-9	20%	10%	10%
Depth Study <i>The Nature of Light</i>	Term 2 Week 8	PH11/12-2 PH11/12-4 PH11/12-6 PH12-10	30%	10%	20%
Trial Exam	Term 3 Week 4/5	PH11/12-1 PH11/12-4 PH11/12-5 PH11/12-6 PH11/12-7 PH12-8 PH12-9 PH12-10 PH12-11	30%	15%	15%
TOTAL			100%	40%	60%

COURSE: VISUAL ARTS					
TASK	DUE DATE	OUTCOMES	WEIGHTING %	COMPONENTS	
				Artmaking	Art Criticism and Art History
Historical critical essay	Week 8 Term 1	H7, H8, H9	20%		20%
Development of Body of Work	Week 1 Term 2	H1, H2, H3, H4, H5	20%	20%	
HSC Body of Work Final Mark	Week 2 Term 3	H7, H8, H9, H10	30%	30%	
Trial HSC Examination	Week 2/3 Term 3	H1, H2, H3, H4, H5, H6	30%		30%
TOTAL			100 %	50%	50%

COURSE: VISUAL DESIGN					
TASK	DUE DATE	OUTCOMES	WEIGHTING %	COMPONENTS	
				Design	Design Criticism and History
Jewellery Design	Term 4 Week 10	DM2 DM4 DM5	20%	20%	
Student identified design task	Term 1 Week 10	DM1 DM3 DM5 DM6	50%	50%	
Student Identified Research task	Term 2 Week 5	CH4	15%		15%
End of course Examination	Term 3 Week 4/5	CH1 CH2 CH3 CH4	15%		15%
TOTAL			100%	70%	30%

COURSE: WORK STUDIES (content endorsed course)		
TASK	DUE DATE	WEIGHTING %
Completion of Booklet: My Working Life	Term 1 Week 5	25%
Work Placement Completion of Logbook Work Health and Safety	Term 2 Week 7	25%
Prepare Resume and associated documents	Term 3 Week 2	25%
Mock Interview Methods of communication in the workplace	Term 3 Week 5	25%
TOTAL		100%

Assessment Advice for HSC VET Courses

Hospitality (Certificate II in Kitchen Operations)
Manufacturing and Engineering (Certificate I in Engineering & Statement of Attainment toward Certificate II in Engineering Pathways)
Primary Industries (Certificate II in Agriculture)

Assessment in VET courses is competency based. This means that you need to demonstrate that you have gained, and can apply the specific knowledge and skills for the unit of competency to be deemed competent in that unit. Evidence of competence will be collected in a variety of ways including written tasks, practical demonstration, portfolio or assignments.

You may be deemed *Competent* if performance in all required assessment activities is satisfactory or *Not Yet Competent* if you are still developing skills and/or your performance is at an unsatisfactory level. There is no pass or fail. This means that a course mark is not allocated. For this reason, the assessment schedule for HSC VET courses is in a different format to other Board Developed Courses. Formal assessment will be scheduled only when you have developed the necessary skills, and underpinning knowledge to demonstrate competency.

Your trainer will keep a record of units of competency achieved. You may request to see this record at any time to determine your progress. Alternatively you will be supplied with a competency log for maintaining a record of units achieved. You are entitled to seek advice about options for further training and assessment for competencies 'not yet achieved'. You will also receive a report from the school each semester indicating competencies achieved to date.

The achievement of units of competency, will lead to a Certificate at AQF level I, II or III or a Statement of Attainment (SOA) towards the AQF qualification. A transcript will be issued by the NSW Education Standards Authority (NESAs) on behalf of Public Schools NSW Wagga Wagga, Registered Training Organisation (RTO) 90333 for successful completion.

Recognition of Prior Learning (RPL) is available by submitting evidence of skills and knowledge relevant to the unit/s of competency for assessment by your trainer.

Credit Transfer will be given for units of competency previously achieved with another RTO.

Work placement is a mandatory HSC component in some courses and must be completed during the course. (Refer to the specific course assessment summary for more detailed information).

Note that:

- you will not be permitted to participate in a work placement if you are not deemed 'work ready' by your trainer.
- an 'N' determination will be issued if work placement is not satisfactorily completed. This means that the course will not count towards your HSC pattern of study. However, you will still receive a *Statement of Attainment* which indicates the units of competency achieved towards the qualification.
- the scheduled date for work placement is shown in the course assessment summary.

HSC Examination is only available in some VET courses. (Refer to the specific course assessment summary for more detailed information).

- Optional for students completing the 240 hour course and is intended for Australian Tertiary Admissions Rank (ATAR) purposes only. (Refer to the specific course assessment summary for more detailed information).
- Independent of the competency based assessment requirements for the Australian Qualifications Framework (AQF) VET qualification. The satisfactory completion of the course will still appear on your HSC if the optional exam is not undertaken.

If you intend to use your VET course towards the calculation of the ATAR, the school must submit an estimated mark of your likely performance in the HSC. This will only be used in the case of an illness/misadventure appeal. Students whose HSC pattern of study makes them eligible to receive an ATAR must sit the trial exam.

Hospitality (SIT20416 Certificate II in Kitchen Operations)

RTO - Department of Education - 90333, 90222, 90072, 90162

Cookery
 Qualification: SIT20421 Certificate II in Cookery
 Cohort 2023 - 2024
 Training Package SIT Tourism, Travel and Hospitality (version2.1)



Assessment Schedule Year 12 – 2024

Assessment Tasks for SIT20421 Certificate II in Hospitality Ongoing assessment of skills and knowledge is collected throughout the course and forms part of the evidence of competence of students.		Task 3		Task 4		Task 5		Trial Exam**	
		Week Term 4 Date:	Week Term 5 Date:	Week Term 7 Date:	Week Term 7 Date:	Week Term Date:			
Code	Unit of Competency								
SITHCCC026	Package prepared foodstuffs	X							
SITHCCC023	Use food preparation equipment		X						
SITHCCC024	Prepare and present simple dishes		X						
SITHCCC027	Prepare dishes using basic methods of cookery					X			
SITHCCC034	Work effectively in a commercial kitchen					X			

Depending on the achievement of units of competency, the possible qualification outcome is **SIT20421 Certificate II in Cookery**

The exam Tasks will be confirmed by your teacher as they may be used for the assessment of competencies and /or NESA reporting requirements.

*** Selected units only to be confirmed by your teacher.**

The assessment components in this course are competency based. This means that students need to demonstrate that they have gained and can apply the specific knowledge and skills of each unit of competency. Competency assessment is graded as “not yet competent” or “competent”. In some cases, other descriptive words may be used leading up to “competent”. This means a course mark is not allocated.

Certificate II in Construction Pathways & Statement of Attainment towards Certificate in II Construction

Construction RTO - Department of Education - 90333, 90222, 90072, 90162
 Qualification: CPC20220 Certificate II in Construction Pathways (Release 6) & CPC20120 Statement of Attainment towards Certificate in II Construction (Release 3)



NSW Education
 GOVERNMENT

Cohort 2023 - 2024
 Training Package CPC Construction, Plumbing and Services Training Package (version 8.0)

Course outline

Qualification status	Code of the unit of competency	Title of the unit of competency	Pre/Co requisite	Qualification group	NESA Indicative Hours
Core	CPC0WHS2001	Apply WHS requirements, policies and procedures in the Construction Industry		CP Core	20
	CPC00M1012	Work effectively and sustainably in the Construction Industry		CP Core	30
	CPC00M1013	Plan and organise work		CP Core	15
	CPC00VE1011	Undertake a basic construction project	CPC0WHS2001	CP Core	25
	CPC00M1015	Carry out measurement and calculations		CP Core	20
Elective	CPC00CM1011	Undertake basic estimation and costing		CP Elective	25
	CPC00CM2001	Read and interpret plans and specifications	CPC0WHS2001	C Core	20
	CPC00CA2002	Use carpentry tools and equipment	CPC0WHS2001	CP Elective B	10
	CPC00CA2011	Handle carpentry materials	CPC0WHS2001	CP Elective B	20
	CPC00CM2005	Use construction tools and equipment	CPC0WHS2001	C Core	20
	CPC0WHS1001	Prepare to work safely in the construction industry		CP Imported Elective	0
Choose one option from below (Trainers must hold the UoC to deliver the option chosen) Delete units not being delivered.					
Option 3: Joinery	CPC0JN2001	Assemble components	CPC0WHS2001	CP Elective F	15
	CPC0JN3004	Manufacture and assemble joinery components	CPC0WHS2001	C Imported Elective	25
			Total		235/240/245

AHC20116 Certificate II in Agriculture



Public Schools NSW, Wagga Wagga RTO 90333

SCOPE AND SEQUENCE – AHC20116 Certificate II in Agriculture

2 units x 2 years

The Henry Lawson High School

Qualification: AHC20116 Certificate II in Agriculture

HSC Commencement: 2024

Unit Code	Unit Title	NSA Hours	Term 4		Term 1		Term 2		Term 3												
			1-5	6-10	1-5	6-10	1-5	6-10	1-5	6-10											
AHCMOM202	Cluster 7 Operate Tractors Cluster 7 Operate Machinery and equipment	15	Orange																		
AHCMOM304																					
AHCCHM201	Cluster 4 Apply chemicals under supervision	20		Red																	
AHCPMG201	Cluster 4 Treat weeds	10		Red																	
	<i>Livestock</i>																				
AHCLSK211	Cluster 8 Provide feed for livestock	10				Green															
AHCLSK209	Cluster 8 Monitor water supplies	10				Green															
AHCINF202	Cluster 9 Install, maintain and repair farm fencing	20																			
AHCINF201	Cluster 9 Carry out basic electric fencing operations	15																			
AHCBI0201	Cluster 12 Inspect and clean machinery for plant, animal and soil material.	10																			

AHC20116 Certificate II in Agriculture 2 units x 2 years



Public Schools NSW, Wagga Wagga RTO 903333

AHCLSK316 <i>Optional with RTO approval! Cluster 11 Prepare livestock for competition</i>	15
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SCOPE AND SEQUENCE – AHC20116 Certificate II in Agriculture 4 units x 1-year Trainers and Assessors to choose to delete the optional cluster 11 or 12 not selected

INSERT school name

Qualification: AHC20116 Certificate II in Agriculture
Commencement: HSC 2023 commences Term 4 2022

Unit Code	Unit Title	NESA Hours	Term 4		Term 1		Term 2		Term 3	
			1-5	6-10	1-5	6-10	1-5	6-10	1-5	6-10
AHCWHS201	Cluster 1 Participate in workplace health and safety	15								
AHCWRK204 AHCWRK205	Cluster 2 Work effectively in the industry Cluster 2 Participate in workplace communications	20 10								
AHCWRK209	Cluster 2 Participate in environmentally sustainable work practices	15								
AHCMOM202 AHCMIOM304	Cluster 7 Operate tractors Cluster 7 Operate machinery & equipment	20 10								
AHCBIO203	Cluster 12 Inspect & clean machinery, tools and equipment to preserve biosecurity	10								

Dear Mr and Mrs

OFFICIAL WARNING – Non-completion of a Higher School Certificate Course

I am writing to advise you that your son/daughter,, is in danger of not meeting the requirements for satisfactory completion of the Higher School Certificate course in (*course name*).

The NSW Education Standards Authority (NESA) requires schools to issue students who are in danger of not meeting course requirements with official warnings in order to give them the opportunity to correct the problem. A minimum of two course-specific warnings must be issued prior to a final non-completion of course determination being made.

This is the (*first/second/third*) official warning we have issued notifying you that (*student*) is at risk of not completing the above course. Previous warning(s) were sent to you on (*dates*).

Criteria for satisfactory completion of a course

For a student to satisfactorily complete a course, NESA requires the principal to have sufficient evidence that the student has:

- (a) followed the course developed or endorsed by NESA; and
- (b) applied him/herself 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.

Where it is determined that a student has not met the course completion requirements, they place themselves at risk of receiving a determination of non-completion of course requirements. This will mean that the course will not be listed on the student's Record of Achievement and may affect the student's eligibility for the Higher School Certificate. In Year 12, students must make a genuine attempt at assessment tasks that contribute in excess of 50% of the available marks. Completion of tasks worthy of exactly 50% is not sufficient; tasks worth in excess of 50% must be completed. (*student*) is not currently meeting one or more of these requirements. In particular, he/she (*brief description of the problem(s)*).

Opportunity to correct the problem

The following tasks or requirements need to be completed by (*student*) to correct the problem.

Task or course requirement	Percentage weighting (if applicable)	Original due date (if applicable)	Action required by student	Date for completion

Action by parent/guardian

To support (*student*) in meeting the course requirements, we request that you discuss this matter with him/her, and encourage and support him/her to carry out the required actions. If you have any questions about this matter, please contact (*teacher*).

Please complete the acknowledgement below and return it to the school. Please feel free to add additional comments if you wish.

Yours sincerely

Class Teacher/Head Teacher

Principal

.....
Acknowledgement of Official Warning

I have received the letter dated (*date*) advising me that (*student*) is in danger of not meeting the course completion requirements for (*course name*), and am aware that this is the (*first/second/third*) official warning.

I am aware that any course not satisfactorily completed will not be listed on the student's Record of Achievement and may affect the student's eligibility for the Higher School Certificate.

Parent/Guardian's signature: _____ Date: _____

Student's signature: _____ Date: _____



THE HENRY LAWSON HIGH SCHOOL

Assessment Task Submission and Receipt Form

Subject: _____
 Task name: _____
 Due date: _____

Student declaration:

I declare that the task I am submitting is my own work*. I have:

- ✓ been honest and ethical in completing this task
- ✓ acknowledged my sources (where relevant)
- ✓ used my own words
- ✓ sought to understand what the task requires of me
- ✓ not cheated
- ✓ not plagiarised
- ✓ respected intellectual property (copyright)
- ✓ collaborated on group work, without copying or colluding (where relevant)

*For more information on BOSTES rules for assessment tasks, go to: <http://amow.boardofstudies.nsw.edu.au>

Student Name: _____ Signed: _____ Date: _____

Mode of submission

Today I have submitted (tick the relevant box):

- an email to my teacher with the task attached
- the task via the school Moodle site
- the task on paper into the faculty head teacher in the front office
- other: _____



THE HENRY LAWSON HIGH SCHOOL

Task Receipt

Task details

Subject: _____
 Task name: _____
 Due date: _____
 This task received at: _____ (time) on _____ (date)
 Signed: _____ (Head Teacher / Deputy Principal)

Assessment Task Illness / Misadventure and Extension Application Form



Student Name:	
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- 1] Bring this form to the Head Teacher Assessment to get approval to start the process.
 2] Tick the box below to indicate what has happened or is about to happen with your assessment task:

Tick		Tick	
	I missed an in-class task / exam		I know I will miss an in-class task / exam
	I am applying for an extension		I am asking for consideration

- 3] Fill in the details of the task below:

Course		Task Name	
Date Due		Task Type	
Date Set			

- 4] Fill in relevant details in the box below:

- 5] Indicate below your **communication** with your class teacher, including plans to resubmit, resit, or get an estimate:

- 6] Sign below:

Student		Teacher	
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Submission to Head Teacher Assessment:

Date		Decision	
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Notes	
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Glossary of Key Words

The 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, utilize, and employ in a particular situation.
Appreciate	Make a judgment about the value of.
Assess	Make a judgment 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 arguments or items.
Contrast	Show how things are different or opposite.
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 judgment based on criteria.
Examine	Enquire into.

Explain	Relate cause and effect; make the relationships between things evident.
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 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.
Synthesize	Putting together various elements to make whole.

HSC Course Planner

The Henry Lawson High School
TERM 4 2023

Week 1 09/10/23	Week 2 16/10/23	Week 3 23/10/23	Week 4 30/10/23	Week 5 06/11/23	Week 6 13/11/23	Week 7 20/11/23	Week 8 27/11/23	Week 9 04/12/23	Week 10 11/12/23	Week 11 18/12/23
					Modern History	Ancient History Investigating Science Extension 2 Mathematics	PD/H/PE Visual Arts Geography Standard Mathematics (Applied) Standard Mathematics 2 Advanced Mathematics Physics	Biology Business Studies English Standard Ext 1 Mathematics English Studies Agriculture	Chemistry Legal Studies Music Visual Design Design and Technology IPT	

TERM 1 2024

Week 1 01/02/24	Week 2 05/02/24	Week 3 12/02/24	Week 4 19/02/24	Week 5 26/02/24	Week 6 04/03/24	Week 7 11/03/24	Week 8 18/03/24	Week 9 25/03/24	Week 10 01/04/24	Week 11 08/04/24
Visual Arts			Agriculture Geography	Work Studies	Ancient History Business Studies English Studies	Chemistry Physics	Investigating Science IPT Modern History Biology Extension 2 Mathematics	Standard Mathematics (Applied) Standard Mathematics 2 Advanced Mathematics Ext 1 Mathematics	Design and Technology Geography Legal Studies Visual Design	Music

TERM 2 2024

Week 1 30/04/24	Week 2 06/05/24	Week 3 13/05/24	Week 4 20/05/24	Week 5 27/05/24	Week 6 03/06/24	Week 7 10/06/24	Week 8 17/06/24	Week 9 24/06/24	Week 10 01/07/24
	Modern History	Ancient History	Advanced Mathematics	Investigating Science		Biology	Agriculture	Chemistry	Ext 1 Mathematics
		PD/H/PE		Visual Design		Business Studies	Standard Mathematics (Applied)		Music
						English Standard	Standard Mathematics 2		
						IPT	Physics		
						Legal Studies			
						Work Studies Extension 2			
						Mathematics			

TERM 3 2024

Week 1 23/07/24	Week 2 29/07/24	Week 3 05/08/24	Week 4 12/08/24	Week 5 19/08/24	Week 6 26/08/24	Week 7 02/09/24	Week 8 09/09/24	Week 9 16/09/24	Week 10 23/09/24	Week 11 30/09/24
English Standard	Work Studies			Work Studies						
English Studies	Visual Art									
	Design and Technology									

Work Placement	Exams	Assessment Moratorium
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VET Framework Competencies will be assessed throughout each term.

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