

## Completion of HSC school-based assessment tasks

ACE 8073

*Last Updated: 1 April 2019*

NESA expects students to attempt all assessment tasks set.

For all Board Developed Courses (except VET courses and Life Skills courses) NESA requires all students to follow an assessment program and have a school-based assessment mark submitted.

The **minimum requirement** is that the student must make a genuine attempt at assessment tasks that contribute **in excess of 50 percent** of available marks in the course.

A student who does not comply with the assessment requirements and receives a **non-completion determination** in a course will have neither an assessment mark nor an examination mark awarded for that course.

In the case of **Extension courses**, students who do not comply with the minimum assessment requirements for any co-requisite course will not receive a result in either course.

## **Non-completion of HSC school-based assessment: failure to submit tasks**

**ACE 8078**

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If a student fails to complete a task specified in the school-based assessment program and the teacher considers the student has a valid reason (eg illness or endorsed leave), the principal may decide that, in accordance with the school's assessment policy, an extension of time may be granted or a mark may be awarded based on a substitute task.

In exceptional circumstances (eg where undertaking a substitute task is not feasible or reasonable, or where the missed task is difficult to duplicate), the principal should authorise the use of an estimate based on other appropriate evidence.

If there is no valid reason for failing to complete an assessment task, a zero mark must be recorded for that task.

If a student's attempt at a particular task scores zero, the question of whether the attempt was a genuine one is a matter for the teacher's professional judgement.

## **Non-completion of HSC school-based assessment: principals must warn students**

**ACE 8079**

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If it appears that a student is at risk of not meeting the school-based assessment requirements in a course, a warning must be given.

The principal must:

- a. advise the student in writing, in time for the problem to be corrected, specifying details of action required by the student and alerting the student to the possible consequences of a non-completion ('N') determination
- b. advise the parent or guardian in writing if the student is under 18
- c. request from the student and/or parent/guardian a written acknowledgement of the warning
- d. issue at least one follow-up warning letter (if the student is still at risk of not meeting requirements)
- e. retain a copy of the warning notice and other relevant documentation.

## **Non-completion of HSC school-based assessment: non-completion determinations**

### **ACE 8080**

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If a student is to be given a non-completion ('N') determination because of failure to complete tasks which contribute in excess of 50 percent of the final assessment marks in that course, the principal must:

- a. submit the non-completion determination via *Schools Online* advise the student of the determination, its consequences and the student's right to a school review and subsequent appeal to the NSW Education Standards Authority (NESA) using the form supplied by NESA at *Schools Online* .

The school must calculate an assessment mark incorporating the marks for those tasks submitted and a zero for each task not submitted. This information will be required if the student makes an appeal to NESA which is upheld.

## **Non-completion of HSC school-based assessment: review of non-completion determinations**

**ACE 8081**

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The procedures for a school review of an 'N' determination will follow those laid down for other school reviews of assessments as follows:

- A student seeking a review of an 'N' determination must apply to the principal by the date listed in the Higher School Certificate HSC key dates and exam timetables.
- If the school upholds the appeal, the school advises the NSW Education Standards Authority (NESA) by the date stipulated in the Higher School Certificate Events Timetable.
- If the appeal is declined, the student may appeal to NESA. NESA's review will focus on whether the school review properly and correctly considered the matters before it.
- Appeals must reach NESA by the date stipulated in the Higher School Certificate HSC key dates and exam timetables. NESA will advise students and principals of the outcome of any appeal as soon as possible after the Higher School Certificate examinations.

## **HSC school-based assessment: non-completion of Preliminary courses studied with an external provider**

**ACE 8084**

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The external provider is required to notify the home school of a student's non-completion of course requirements. The home school is required to include all such students in their cohort in documentation returned to NESA.