

# Section 8

## ASSESSMENT

Unit includes:

- School Certificate & HSC Exams
- Assessment 7-10
- Assessment 11 & 12

*A special Assessment booklet  
is provided in this folder for each year*

# EXAMINATIONS AND ASSESSMENTS

## Years 7 to 9

Formal examinations are held in some but not all subjects, for students in Years 7 to 9. Assessments are based on tests, class work, assignments, tasks and examinations as well as rate of return of work. Teachers record the outcomes achieved and comment for each piece of work sent in by the student. All this information is used to prepare reports which are sent twice a year, at the end of Term 2 and Term 4. Assessment procedures for Year 7-9 is provided on the program.

## Years 10, 11 and 12 (School Certificate, Preliminary Year and HSC Year)

Both school assessments and examinations are used to check the student's progress. A calendar is provided and lists Assessment Tasks and Exams. Details of HSC Assessment Tasks for all subjects are provided with each package. These schedules should be filed in this folder in the plastic sleeve provided. A calendar noting assessment tasks date is published each year. Please make sure the student reads the rules regulations very carefully.

### **IMPORTANT: SCHOOL CERTIFICATE & HSC EXAMS**

*The Board of Studies provides official booklets for School Certificate and Higher School Certificate students each year. FILE these booklets carefully. Refer to the booklets prior to your examinations.*

- Year 10 and Year 12 must inform the Distance Education Centre at which school they will sit the School Certificate and Higher School Certificate examinations.
- It is the responsibility of the supervisor to ensure students know the dates and times of these examinations and attend.
- Supervisors and students – ensure you contact the Student Co-ordinator at the Distance Education Centre about these examinations.

**BOARD OF STUDIES SITE: [www.boardofstudies.nsw.edu.au](http://www.boardofstudies.nsw.edu.au)**

All supervisors and students should access the Board of Studies website:

- This site contains all syllabus documents.
- Exam dates and information.
- Information and Help Desk for HSC Courses.

## ASSESSMENT TASKS

Assessment tasks (which may be in the form of an examination) will be posted in a separate cover and will be in a specially marked envelope. A separate Assessment Task and Examination Title Page will be included to outline specific instructions for the task

Students will be sent Assessment Tasks in sufficient time to complete and return them for marking by the due date. If supervisors/students have not received a timetabled Assessment Task 2 weeks before it is to be done, they must immediately contact the Head Teacher of Distance Education.

Many assessment tasks are also examinations, and must be completed under examination conditions. For these tasks, **students must be supervised by a teacher/supervisor.**

If an assessment task is an examination, **it must be completed on the date given or during the period given.**

For all assessment tasks the Supervisor must sign the certificate on the covering Title Page and show the date the task was completed. Tasks returned without the Supervisor's signature will not be marked until the Distance Education Centre has contacted the Supervisor. A satisfactory explanation will be needed before such tasks can be included in the marks for that subject.

## RETURN OF ASSESSMENT TASKS

Examinations/Assessment Tasks must be posted, at the latest, on the Friday of the week in which the Examination/Assessment Task is to be attempted. The Australia Post date stamp will be used to verify this date. Overseas students should courier examinations and Assessment Tasks can be emailed.

The Supervisor must notify the Distance Education Centre by phone immediately if there is a problem and then forward an explanation **in writing**. This explanation will have to include written proof (such as medical certificate), of the special circumstances involved. If the explanation is acceptable, the student may be allowed extra time to return the task. **[NOTE: Poor progress through the course due to a slow return of lessons is NOT an acceptable reason for extension]**. If no satisfactory explanation for the lateness/non-arrival of the Assessment Task is given, the student will be given a **zero mark** for the task.

Questions relating to marked Assessment Tasks must be raised by the student within two weeks of receipt of the marked task.

**When zero marks (non attempts) are obtained for the equivalent of 50% of the total Assessment Mark, the Principal will certify that the course has not been satisfactorily studied.**

**If any student is detected committing an illegality in the preparation and submission of an Assessment Task, a Review Committee will investigate all circumstances and determine what mark, if any, will be awarded for that task.**

## ASSESSMENT TASKS VIA EMAIL OR FAX

Students/supervisors should send a separate instruction email to inform administration and teachers that an Assessment Task has been sent via email/fax.

*Use the email/fax header*

## ATTENTION OVERSEAS HIGHER SCHOOL CERTIFICATE & SCHOOL CERTIFICATE EXAMINATION SUPERVISORS & STUDENTS

Karabar High School Distance Education Centre is not responsible for School Certificate or Higher School Certificate examination. These are external examinations executed by the NSW Board of Studies.

Note that parents are responsible for:

- Informing the Board of Studies that the student will sit the School Certificate or Higher School Certificate.
- Overseas address and contact numbers.
- Providing the Board of Studies with a suggested Supervisor or E-Vigilator and a School, University or Australian Embassy that the Board of Studies may recognise as an appropriate organisation to conduct the NSW examination.

The Board of Studies may prefer to nominate a centre for your son/daughter. If this occurs, you must negotiate with the Board of Studies in relation to the appropriateness of the stated venue/centre.

- Posting a cheque /providing credit card details to cover costs for the examination.

N.B. The Board of Studies prefers that Year 10 students DO NOT sit the School Certificate if they are overseas. If you have a strong reason for needing to sit the School certificate exams you will need to make direct contact with the Board of Studies.

***REMEMBER!***

**CONTACT WITH THE BOARD OF STUDIES IS YOUR RESPONSIBILITY**

## FOR OVERSEAS AND TRAVELLERS

If you wish to sit the  
School Certificate & Higher School Certificate Exams  
**IT IS ESSENTIAL** to obtain a Board of Studies form

Contact:

Julie Stephan, Head Teacher Administration  
Karabar Distance Education Centre  
Donald Road  
Queanbeyan NSW 2620  
Telephone: +61 2 6298 4300  
Email: karabar-d.school@det.nsw.edu.au

Enquires to the Board of Studies:

John Wheelahan  
Office of the Board of Studies  
GPO Box 5300  
Sydney NSW 2001  
Telephone: +61 2 9367 8107 or +61 2 9367 8257  
Email: records@boardofstudies.nsw.edu.au