



ORAN PARK
ANGLICAN COLLEGE

HIGHER SCHOOL CERTIFICATE

Year 12

ASSESSMENT INFORMATION

2024 – 2025

POLICIES AND PROCEDURES

of greater worth than gold.



Our Powerful Learners Framework

In 2020, after extensive research into the characteristics displayed by powerful learners, a new teaching and learning framework 'Powerful Learners' was implemented.

The framework is an innovative model that moves beyond the conventional approach to learning and focuses on combining the acquisition of content knowledge with the development of character.

The model uses Guy Claxton's Learning Powered Approach which draws together research on how students learn and what abilities strengthen our capacity to learn. Within this framework, OPAC has identified 5 C's associated with learning. Powerful learners display capacities associated with Courage, Curiosity, Craftsmanship, Collaboration and Compassion.

The framework encourages students to reflect on how they can become more powerful learners and encourages teachers to focus explicitly on developing these different learning dispositions. We do this together as a community through the way we talk about learning, the way we structure learning activities and the way we think about what good learning looks like.

POWERFUL LEARNERS

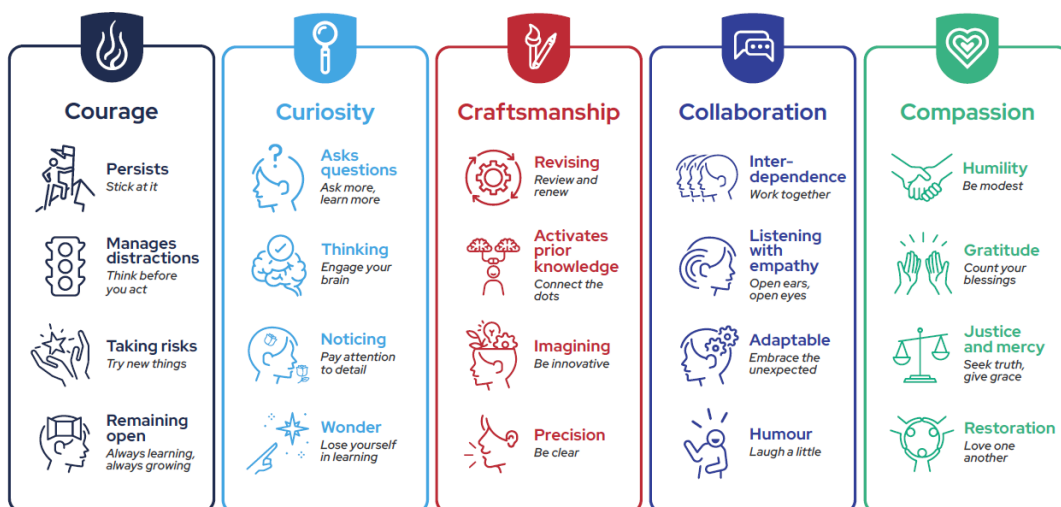


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PRINCIPAL'S WELCOME

The adventure of your final year in the Senior School has arrived! This is the time of greater flexibility and yet greater demands. It can be a time of tension for students and their parents. Our intention at Oran Park is to provide you with as much opportunity as possible to raise questions and seek solutions.

In the Year 12 Information and Assessment Book we have provided information regarding subjects and approaches to the programs in Senior School. If the information raises questions for you, we are eager to assist.

We are striving to have our students achieve their best; to enjoy their time at the College and to gain valuable insight into the world around them in order to adequately prepare for the future.

We are a Christian and Anglican College. We therefore have a values perspective to all aspects of College life. We will raise the issues of the importance of faith in the Lord Jesus Christ and his message in the Bible.

Please know of our concerns for each child and each family. We certainly wish you well as you embark on an important phase of life in the final Senior Year at Oran Park Anglican College.

NAOMI WILKINS
PRINCIPAL

INTRODUCTION

Welcome to Year 12! Oran Park Anglican College is committed to academic excellence. Each student is expected to follow directions from teachers with promptness and courtesy, maintaining class notes, catching up work if they are absent and completing homework.

Students need to refer to their timetable each day to ensure that they bring all the correct books and equipment for their classes.

Year 12 is divided into two Pastoral Care classes. The teachers are:

- **Mr Rohan Miller** (rmiller@opac.nsw.edu.au) and
- **Mrs Emma Morrison** (emorrison@opac.nsw.edu.au)

If a student or parent has enquiries that relate to a specific course, they should speak to their class teacher initially and then their Pastoral Care Teacher.

The BYOD program will have a significant impact on student's learning. All textbooks for Year 12 will be available on the laptop and the availability of apps and online aids to learning are making a significant impact on the classroom. It is important, however, that students are still complimenting the use of technology with a significant amount of handwritten work, as the current reality is that handwriting remains a valuable skill for education and life beyond school.

Oran Park Anglican College is committed to a caring approach towards all students, and this is exercised through its Wellbeing and Pastoral Care programs. Each child and family are more than just another student; they are individuals for whom God cares deeply. The College and staff are committed to your family and demonstrate the College core values, which seek the best for your child.

STEVE OWEN
DEPUTY PRINCIPAL

STAGE 6 ASSESSMENT INFORMATION

FORMAL ASSESSMENT PROGRAMS AND TASKS

SECTION 1 - Student Assessment Notification Procedure

- 1.1 All students will be given and sign for a Preliminary/HSC Assessment booklet at the beginning of the Preliminary/HSC Course(s). This will contain the Course Assessment Programs for each task, week and term it will be administered.
- 1.2 Assessment tasks will occur in the weeks designated in this booklet unless there is prior written notification from the relevant Head of Faculty and the change of date has been authorised by the Director of Studies.
- 1.3 The relevant Head of Faculty will determine on which day of the designated week the assessment will fall. The Director of Studies will meet with Heads of Faculty to determine a Year 11/12 Assessment due date calendar.
- 1.4 In addition to the Assessment book students will be given written notice of the assessment task, with a minimum of three weeks before the assessment is due containing:
 - A detailed description of the task
 - The outcomes being assessed
 - The weighting of the task
 - The marking criteria (where appropriate)
- 1.5 All Assessments that are a submission must be submitted by 9am on the due date stipulated on the Assessment Task Notification.
- 1.6 The assessment tasks listed in the Assessment Booklet will measure achievement of the outcomes of the Preliminary/HSC course and determine the marks in the College ranks and grades reports to NESAs.
- 1.7 If a task is submitted after this time or the student is absent the day prior to a hand-in task (without just cause) the student will receive zero.
- 1.8 All submission assessments must be submitted electronically through CANVAS where the time of submission is recorded.
- 1.9 Computer hardware or software failure **will not** be accepted as an excuse for late submission. Students cannot submit assessments via email. When working on assessments students are advised to have a backup computer copy of all tasks including backing up in the cloud e.g., OneDrive as well as draft printed copies.

SECTION 2 - Number and Type of Tasks

- 2.1** Three tasks in Preliminary Courses and three to four tasks, including the Trial HSC, are considered sufficient to adequately assess the components of most courses according to NESA
- 2.2** The Assessment Tasks should be appropriate to the outcomes and components of the course being assessed. For example, tasks could include assignments, fieldwork studies and reports, model making, oral reports, research projects, practical tests and open-ended investigations, viva voce and improvisations.
- 2.3** Adjustments to assessment tasks can be made through the collaborative planning process to ensure access to and participation in the course requirements for students with Diverse Learning needs.

SECTION 3 - Substituting Assessment Tasks

- 3.1** Students are expected to attempt all assessment tasks.
- 3.2** If a student has an upheld illness/misadventure application, the mark they receive for the task will contribute toward their school-based assessment mark. The substituted assessment task may take the form of either:
 - The provision of an extension of time to complete the original assessment task or
 - be provided with a substitute assessment task
- 3.3** The College will ensure the substitute assessment task is in accordance with the illness/misadventure provisions and assessment guidelines (i.e. outcomes, weighting, etc.)
- 3.4** In exceptional circumstances where a student cannot complete the assessment task, schools may provide an estimate, based on completed comparable assessment tasks which contain comparable outcomes, approved by the Principal (or delegate) and in line with the school's policies and procedures for school-based assessment. The mark awarded for this task will be determined upon completion of the course, based on their rank of the other assessment tasks. The student must maintain their cumulative rank.
- 3.5** If a student does not complete and submit a task by the due date or attend a scheduled assessment task, and has their illness/misadventure application declined, the school will record a zero mark for the assessment task.

RESULTS AND APPEALS

SECTION 4 - Completing Assessment Tasks, Appeals and Dispute Resolution

- 4.1** Students are:
- expected to complete all assessment tasks
 - able to seek clarification about assessment results from their teacher. This may result in re-marking of the task or a section of the task. The reviewed mark will contribute to the school-based assessment, even if it is lower than the original mark.
 - responsible for submitting an appeal about marks allocated for an individual assessment task within 5 school days.
- 4.2** The College must resolve individual student appeals over marks allocated for an individual assessment task within 2 weeks of the appeal being lodged.
- 4.3** If a student believes they have been unfairly treated with respect to the awarding of penalties in a course of study, they can appeal the process of determining the final decision. Appeals must be made by completing the 'Application for Appeals' form, within five school days from when the student received the mark, grade or penalty.
- 4.4** An assessment review should focus on the College's procedures for determining the final penalty. Students are not entitled to seek a review of a teacher's judgements of the worth of individual performance in assessment tasks at the end of the course. The marks or grades awarded will not be subject to review as part of this process. Any disputes over an individual task must be resolved at the time a task is returned.
- 4.5** When an appeal against the award of an assessment penalty has been received the Director of Studies will:
- inform the class teacher and the Head of Faculty that an appeal has been received
 - refer the appeal to the Assessment Appeals Committee which includes the Head of Senior School, the Deputy Head of Senior School - Teaching and Learning and a Head of Faculty from outside the faculty in which the complaint has been received.
 - Instruct the committee to review all evidence in relation to the appeal, which may include interviews with the student, parent and teacher(s) involved
 - advise the committee to follow guidelines as set down by NESA for the conduct and completion of a School Review
 - form a recommendation from the committee based on the evidence provided to the Principal;
 - endeavour to inform the student and parent of the decision in writing, within 10 school days of receiving the appeal; and
 - keep copies of all appeal forms, and other documentation at the school.

ILLNESS/MISADVENTURE

SECTION 5 - What is Illness/Misadventure?

- 5.1** The College administers the Illness/Misadventure program to support students who:
- experience illness or misadventure immediately before or during an assessment task; and
 - are prevented from attending or impacted during an assessment task.
- 5.2** There are two types of illness/misadventure applications:
- [individual](#), and
 - group
- 5.3** If a student is ill or unable to complete an assessment for a valid reason they must:
- Contact their class teacher and relevant Head of Faculty
 - Download the "Illness/Misadventure" form from the College website and have it completed by a doctor or other suitable person (for example, police officer, Justice of the Peace). The person must **not** be related to the student. A medical certificate submitted in isolation is **not** adequate documentation for an I/M application.
 - Return the form to the Director of Studies (or to Student Services) **no later than three (3) days after returning to College**.
 - An I/M application will not be considered unless **all the required sections** of the form have been completed. The application will be returned to student for completion and will require resubmission within the 3 working days' time allowance.
 - If the student's illness/misadventure is upheld, the student will be required to complete the original task, a substitute assessment task or be provided with an estimate (see Section 3.4).
 - Zero marks may be awarded when a student has not made a genuine attempt or does not have a valid reason for not completing a task. In addition, the student is still required to complete or resubmit the task.
- 5.4** **Students must submit an Illness/Misadventure Form if they are absent the day prior to the due date for any task** (regardless of whether it is submission or in-class).
- 5.5** The Director of Studies, in consultation with the Heads of Faculty will determine alternative arrangements for any missed assessment task.

SECTION 6 – Illness/Misadventure exclusions

- 6.1. The Illness/Misadventure program does not cover:
- attendance at a sporting or cultural event, or family holiday, or
 - alleged inadequacies of teaching, or
 - long-term matters relating to loss of preparation time, or loss of study time or facilities, or
 - disabilities for which the College has already granted special provisions, unless:
 - an unforeseen episode occurs during an assessment task; or
 - further difficulties with the approved provision(s) occur during an assessment task
 - long-term illness unless the student has a 'flare-up' of the condition immediately before or during an assessment task or matters avoidable by the student.
- 6.2. NESAs may consider some cases involving interruption to the completion of an HSC submitted work or loss of materials prepared by the student, such as the theft, vandalism, or destruction of major works. In the unfortunate instance of this occurrence, the College would raise any such incidents with NESAs at the time.

INTEGRITY OF HSC SCHOOL-BASED ASSESSMENT AND EXAMS

SECTION 7 – Malpractice

- 7.1. Malpractice is any attempt to gain an unfair advantage over other students.
- 7.2. Malpractice in any form including plagiarism, collusion, misrepresentation, and breach of assessment conditions is unacceptable.
- 7.3. Student conduct amounting to malpractice may range from unintentional failures to comply with assessment rules and procedures to deliberate attempts to gain an unfair advantage involving intentional wrongdoing.
- 7.4. **Misrepresentation** is when a student misleads or deceives others by presenting untrue information through the fabrication, alteration, or omission of information. Misrepresentation can include but is not limited to:
- making up journal entries for a project, and/or
 - submitting falsified or altered documents, and/or
 - referencing incorrect or non-existent sources, and/or
 - contriving false explanations to explain work not handed in by the due date.
- 7.5. **Plagiarism** is when a student pretends to have written, created or developed work that has originated from another source. When using work that has originated from another source, students must acknowledge the source material in accordance with course specific requirements. Plagiarism includes but is not limited to:
- copying someone else's work in part or in whole, and presenting it as their own, and/or

- using material directly from books, journals, the internet, or any other offline/online resources, without appropriate acknowledgement of the authors and/or source, and/or
- building on the ideas or words of another person without appropriate acknowledgement, and/or
- using ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement.

7.6. Collusion is when a student inappropriately collaborates with another student, group of students, person, organisation, or entity to produce work that was meant for individual assessment. Collusion includes but is not limited to:

- sharing answers to an assessment with other students, and/or
- submitting work that has been substantially contributed to by another person, such as a student, parent, coach or subject expert, and/or
- contract cheating by outsourcing work to a third party, and/or
- unauthorised use of artificial intelligence technologies.

7.7. A breach of assessment conditions includes any breach of examination or assessment rules and procedures. When assembling for, undertaking, and leaving an in-class assessment or examination, students are subject to the direction of the supervising teacher. Malpractice occurs when a student breaches the conditions set for assessment or examination in an attempt to gain an unfair advantage.

7.8. In the case of suspected malpractice, students will be required to provide evidence that all unacknowledged work is entirely their own. Such evidence might include but is not limited to the student providing evidence of and explaining the process of their work, which might include:

- diaries, journals or notes, working plans or sketches,
- progressive drafts to show the development of their ideas,
- answering questions regarding the assessment task,
- examination or submitted work under investigation, to demonstrate their knowledge, understanding and skills.

7.9. A review panel consisting of the classroom teacher, the Head of Faculty and the Director of Studies will be convened to adjudicate on claims/accusations of malpractice or plagiarism. In the case where the classroom teacher is the Head of Faculty, they will convene with the Director of Studies.

7.10. The consequence of malpractice will be a loss of 10% to 100% of the available marks, depending on the extent of the malpractice. If malpractice affects more than 50% of a submitted task, this may be considered severe malpractice and may result in a zero mark. The penalty will be determined by the Director of Studies in consultation with the Head of Faculty within 14 days.

7.11. If a student does not make a genuine attempt at an assessment task a zero mark will be recorded. Even though zero marks may result due to lateness, students must still submit the task.

SECTION 8 – Non-Serious Attempts

- 8.1. Failure to submit or complete work is also grounds for an 'N' determination for a task. The College uses standard letters provided by the National Education Standards Authority that inform parents about Non- Completion for a Stage 6 task.
- 8.2. If at any time the student is at risk of being given an 'N' determination for a course, the Director of Studies and Head of Faculty, will advise the parents/guardians in writing as soon as possible.
- 8.3. If at risk of an 'N' determination students will receive a minimum of 2 warning letters, each outlining the problem and the steps required to rectify the problem with a target date.
- 8.4. Students are given every opportunity to redeem themselves, by following the guidelines (including the revised due date) set out in the N-Determination Warning Letter.
- 8.5. If the problem has not been corrected by the date given on the letters, the 'N' determination may be awarded by the Principal.
- 8.6. **The 'N' determination is serious.** It means that that the student has not completed the course and will have an 'N' appear on their RoSA documentation for that course.

SPECIAL REQUIREMENTS FOR VET COURSES, EXTERNAL COURSE AND MAJOR WORKS

SECTION 9 – VET Courses and External Courses (Distance Education, Languages etc.)

- 9.1. NESAs VET courses are based on national Training Packages or accredited courses.
- 9.2. VET students must complete mandatory 35 hours of industry workplace requirements in each year of the Preliminary and HSC courses.
- 9.3. VET courses for Stage 6 must be delivered by a registered training organisation (RTO) that has the relevant qualification and units of competency on their scope of registration, and follow the course developed or endorsed by NESAs.
- 9.4. The College retains overall responsibility for monitoring course delivery to our students when enrolled in any external courses and for duty of care while students are participating in courses conducted by an RTO. They will have a College staff member overseeing their progress throughout the course, who liaises with the student and relevant external provider.

SECTION 10 – Major Works

- 10.1.** Students studying courses with a Major Work practical component must complete their work at school. Special Requirements for work that is done at home must follow NSW Education Standards Authority guidelines to enable certification by the class teacher.
- 10.2.** Students who are submitting Major Works in Visual Arts, Design and Technology, Industrial Technology, Textiles and Design, Society and Culture etc. must ensure that their submitted work(s) comply strictly with the NESA requirements, in terms of deadlines, size dimensions, weight, volume, running time limits (for film or video works), nature of materials used etc. The Education Standards Authority will not accept works that are oversized, overweight, over the prescribed running time or constructed of prohibited material.
- 10.3.** For all submitted works, the student will need to sign a declaration stating that the work is their own, and that they have properly acknowledged anyone else's words, ideas, designs or work that they have used.
- 10.4.** It is the expectation that **the student meet regular progressive deadlines set by their teacher** to ensure feedback provided for the Major Work is implemented and reviewed. The drafting process is a vital component of preparing the Major Work. **The teacher will monitor and record the student's progress on their submitted work** and, along with the Director of Studies, will certify that they completed the work. It must demonstrate that it:
 - is their own work
 - is consistent with earlier drafts and other examples of their work
 - was finished by the due date.
- 10.5.** If a student does not demonstrate diligence and sustained effort in preparing their portfolio and major work, warning letter will be set home to inform parents.
- 10.6.** If the teacher can't certify the work, they may receive fewer or zero marks. If the student is planning to carry out work that needs to be done at home, they need your teacher's permission.

ACHIEVEMENT IN HSC COURSES AND FEEDBACK

SECTION 11 - Achievement

- 11.1** For Preliminary and HSC Courses the College will report on each student's achievement against the NSW Education Standards Authority outcomes.
- 11.2** Marks awarded for assessment tasks must reflect the differences in student performance. This is achieved by the making guidelines using the full range of marks available for the task.
- 11.3** Information on marking guidelines may be found on the NESAs Portal – Principles for Developing Marking Guidelines
- 11.4** This does not mean that marks must be spread across the whole range, nor does it mean that they must fall between 50 and 100, which is the range of most marks when assessments have been moderated.
- 11.5** Students must receive full written feedback on all assessment tasks.

DISABILITY PROVISIONS

SECTION 12 – Disability Provision Adjustments for School-based Assessments

- 12.1** Disability provisions address students' assessment task needs impacted by one or more of the following categories of disability:-
- 12.1.1** learning, and/or
 - 12.1.2** medical, and/or
 - 12.1.3** vision, and/or
 - 12.1.4** hearing.
- 12.2** Disability provisions are determined on the basis of functional evidence of impact, and provide practical support for students with disability to access [HSC assessment](#) tasks, not to achieve potential.
- 12.3** Parents/guardians are responsible for providing the relevant medical documentation (e.g. paediatrician reports, occupational therapist reports, etc.)
- 12.4** Students can access provisions in consultation with the Head of Diverse Learning, Diverse Learning Coordinator and Director of Studies.
- 12.5** The College will ensure that students with disabilities can access and participate in education on the same basis as other students.
- 12.6** Through collaborative curriculum planning, the College will determine, and implement, reasonable adjustments for a student with disability for school-based assessment tasks. Adjustments are actions taken that enable a student with disability to access syllabus outcomes and content on the same basis as their peers.
- 12.7** The College is responsible for any decision to determine adjustments to school-based assessment activities and tasks, including in-school tests.
- 12.8** Adjustments at a school level are **not** disability provisions for the HSC.
- 12.9** Adjustments for school-based assessment tasks may be different to disability provisions approved for HSC exams. However, the College will still provide adjustments for school-based assessment.

SATISFACTORY COMPLETION OF A COURSE

SECTION 13 – Satisfactory Completion of a Preliminary Course

- 13.1** A student will be considered to have satisfactorily completed a Preliminary course if, in the Principal's view, there is sufficient evidence that the student has met the [course completion criteria](#).
- 13.2** Satisfactory completion of the Preliminary course or its equivalent is a prerequisite for entry into an [HSC course](#).

SECTION 14 – Satisfactory Completion of an HSC Course

- 14.1** Students studying an HSC course must make a genuine attempt to complete the course requirements. It is a matter for the teacher's professional judgement to determine whether a student has made a genuine attempt to complete the requirements.
- 14.2** For courses where school-based assessment marks are submitted, students must make a genuine attempt at assessment tasks that contribute more than 50 percent of the available marks. It is emphasised that completion of assessment tasks worth **exactly 50 percent is not sufficient**; tasks worth in excess of 50 percent must be attempted. Furthermore, the student must fulfil the [course completion criteria](#).
- 14.3** A course will not be listed on the RoSA unless both of these conditions are met.
- 14.4** In the case of competency-based courses, where a student has not successfully completed any units of competency, it is a matter for the teacher's professional judgement to determine whether the attempts made by the student to complete the course are genuine.
- 14.5** Where students are studying an HSC course that includes a requisite examination, students must sit for and make a [genuine attempt](#) at the examination.
- 14.6** If it is determined that a student has not made a genuine attempt to complete the course requirements, the Principal must indicate on the appropriate documentation that the course has not been satisfactorily completed.
- 14.7** Students studying [VET Industry Curriculum Framework courses](#) must complete the [mandatory work placement](#) hours in order to be deemed satisfactory.
- 14.8** Until a student presenting for a Higher School Certificate has satisfactorily completed courses totalling at least 12 units of Preliminary courses and 10 units of HSC courses that satisfy NESA's [pattern of study requirements](#), the student will not be eligible to receive the award of a [Higher School Certificate](#).

NON-COMPLETION AND REVIEWS

SECTION 15 - Non-completion of HSC school-based assessment

15.1 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.

15.2 The Principal will:

- 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
- advise the parent or guardian in writing if the student is under 18
- request from the student and/or parent/guardian a written acknowledgement of the warning
- issue at least one follow-up warning letter (if the student is still at risk of not meeting requirements)
- retain a copy of the warning notice and other relevant documentation.

SECTION 16 - Non-completion Determinations of HSC school-based assessment

16.1 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 will:-

16.1.1 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.

16.2 The College will 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.

SECTION 17 – Review of Non-completion Determinations of HSC school-based assessment

17.1 The procedures for a school review of an 'N' determination will follow those laid down in Section 4.5 (School Review):

17.2 A student seeking a review of an 'N' determination must apply to the Principal, for review by the Assessment Appeals Committee, by the date listed in the Higher School Certificate HSC key dates and exam timetables.

17.3 If the College upholds the appeal, they will advise the NSW Education Standards Authority (NESA) by the date stipulated in the Higher School Certificate Events Timetable.

17.4 If the appeal is declined, the student may appeal to NESA. NESA's review will focus on whether the College review properly and correctly considered the matters before it.

17.5 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.

RoSA AND HSC APPEALS AGAINST N-DETERMINATIONS

SECTION 18 – Appeals to N-Determination Decisions

- 18.1** A Principal's Determination form should be completed, and a copy given, together with the Student Appeal form, to any student issued with an 'N' determination in any course or sent to the student's home address.
- 18.2** Principals will also advise the student's parents or guardians (if the student is under 18 years of age) in writing of their right to appeal against the Principal's determination.
- 18.3** If a student does not wish to appeal to NESAs, the completed Principal's Determination form should be retained at the school.
- 18.4** If a student appeals to the College and the student's appeal is successful at the school level, both the Principal's Determination form and the Student Appeal form should be retained at the school. NESAs must be advised so that the 'N' determination can be removed, and the grade/assessment mark reinstated.
- 18.5** If the student's appeal is unsuccessful at the College level, all documentation should be retained at the College unless the student wishes to appeal to NESAs.
- 18.6** NESAs will review appeals only on the information submitted with the Principal's Determination form, the Student Appeal form and the School Review – Principal's Report form. Copies of all the warning letters that were sent, and any other relevant information must be included.
- 18.7** The appropriate forms relating to 'N' determinations must be submitted to NESAs by the dates specified by NESAs.
- 18.8** The Principal may determine that a Review Panel should consider appeals by students against the Principal's 'N' determination. This decision is entirely at the discretion of the Principal.

LEAVE

SECTION 19 – APPLYING FOR LEAVE

- 19.1** It is the responsibility of the student to check the College Calendar/Assessment Booklets and identify all common assessment tasks that are due during the period of leave.
- 19.2** Where set tasks are missed due to leave, it is the responsibility of students to make arrangements with relevant teachers in consultation with Heads of Faculty for how and when the tasks will be completed.
- 19.3** Leave applications must be submitted at least four (4) weeks prior to leave dates requested.

HSC Biology

Assessment Program 2024/2025

Subject Tasks		Task 1	Task 2	Task 3	Task 4
Topic		Heredity	Genetic Change	Infectious Disease	Modules 1-4
Task Description		Data Analysis Task	Research Task	Depth Study	Trial HSC Examination
Outcomes		BIO12-4 - BIO12-7, BIO12-12	BIO12-4, BIO12-5, BIO12-7, BIO12-13	BIO12-1, BIO12-3 – BIO12-4, BIO12-6 - BIO12-7, BIO12-14	BIO12-1 – BIO12-7, BIO12-12 – BIO12-15
Syllabus Requirements	Weighting % (syllabus)	Term 4 Week 7	Term 1 Week 10	Term 2 Week 8	Term 3 Weeks 3 & 4
Skills in Working Scientifically	60	15	15	20	10
Knowledge and understanding	40	5	5	10	20
TOTAL	100%	20	20	30	30

HSC Business Studies Assessment Program 2024/2025

Subject Tasks		Task 1	Task 2	Task 3	Task 4
Topic		Operations	Finance	Marketing	All topics
Task Description		Business Report	Financial Statement Analysis	Research and Essay	Trial HSC Examination
Outcomes		H2, H5, H8, H9	H4, H7, H8, H10	H3, H4, H7, H8, H9	H1, H2, H3, H4, H5, H6, H8, H9, H10
Syllabus Requirements	Weighting % (syllabus)	Term 4 Week 8	Term 1 Week 7	Term 2 Week 7	Term 3 Weeks 3 & 4
Knowledge and understanding	40	10	10	5	15
Stimulus-based skills	20	5	10		5
Inquiry and research	20		5	15	
Communication of business information ideas and issues in appropriate forms	20	5		5	10
TOTAL	100%	20	25	25	30

HSC Chemistry

Assessment Program 2024/2025

Subject Tasks		Task 1	Task 2	Task 3	Task 4
Topic		Equilibrium and Acid Reactions	Acid Base Reactions	Organic Chemistry	Modules 5-8
Task Description		Data Analysis	Modelling Task	Depth Study	Trial HSC Examination
Outcomes		CH12-3, CH12-5, CH12-7, CH12-12	CH12-1, CH12-2, CH12-4, CH12-5, CH12-6, CH12-7, CH12-13	CH12-1 – CH12-7 CH12-14	CH12- 1 – CH12-7, CH12-12 - CH12-15
Syllabus Requirements	Weighting % (syllabus)	Term 4 Week 8	Term 1 Week 8	Term 2 Week 8	Term 3 Weeks 3 & 4
Skills in Working Scientifically	60	15	15	20	10
Knowledge and understanding	40	5	5	10	20
TOTAL	100%	20	20	30	30

HSC Community and Family Studies Assessment Program 2024/2025

Subject Tasks		Task 1	Task 2	Task 3	Task 4
Topic		Research Methodology	Option: Individuals and Work	Groups in Context	All topics
Task Description		Independent Research	Investigation/In-class Test	Investigation	Trial HSC Examination
Outcomes		H4.1, H4.2	H6.2, H3.4	H2.2, H3.1, H3.3, H5.1	H1.1, H2.1, H2.2, H2.3, H3.1, H3.2, H3.3, H3.4, H4.1, H4.2, H5.1, H5.2, H6.1, H6.2
Syllabus Requirements	Weighting % (syllabus)	Term 4 Week 9	Term 1 Week 7	Term 2 Week 6	Term 3 Weeks 3 & 4
Knowledge and understanding	40	5	10	10	15
Skills in critical thinking, research, analysis and communicating	60	15	15	15	15
TOTAL	100%	20	25	25	30

HSC English Advanced

Assessment Program 2024/2025

Subject Tasks		Task 1	Task 2	Task 3	Task 4
Topic		Texts and Human Experiences	Module A Textual Conversation	Module C The Craft of Writing	Common Module (10%) Module A (5%) Module B (10%) Module C (5%)
Task Description		Critical Essay & Conceptual Representation (multimodal-viewing/representing)	Critical Essay	Creative Composition and Critical Evaluation (multimodal-listening and speaking)	Trial HSC Examination
Outcomes		EA12-1, EA12-2 EA12-6, EA12-9	EA12-1, EA12-2 EA12-3, EA12-6 EA12-7	EA12-4, EA12-5 EA12-7, EA12-8	EA12-3, EA12-4 EA12-5, EA12-8 EA12-9
Syllabus Requirements	Weighting % (syllabus)	Term 4 Week 8	Term 1 Week 8	Term 2 Week 4	Term 3 Weeks 3 & 4
Knowledge and understanding	50	10	15	10	15
Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes	50	15	10	10	15
TOTAL	100%	25	25	20	30

HSC English Standard

Assessment Program 2024/2025

Subject Tasks		Task 1	Task 2	Task 3	Task 4
Topic		Texts and Human Experiences	Module A Language Identity & Culture	Module C The Craft of Writing	Common Module (10%) Module A (5%) Module B (10%) Module C (5%)
Task Description		Critical Essay & Conceptual Representation (multimodal-viewing/representing)	Critical Essay	Creative Composition and Critical Evaluation (multimodal-listening and speaking)	Trial HSC Examination
Outcomes		EN12-1, EN12-2, EN12-6, EN12-9	EN12-1, EN12-2, EN12-3, EN12-6 EN12-7	EN12-4, EN12-5, EN12-7, EN12-8	EN12-3, EN12-4, EN12- 5, EN12-8, EN12-9
Syllabus Requirements	Weighting % (syllabus)	Term 4 Week 8	Term 1 Week 8	Term 2 Week 4	Term 3 Weeks 3 & 4
Knowledge and understanding	50	10	15	10	15
Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes	50	15	10	10	15
TOTAL	100%	25	25	20	30

HSC Enterprise Computing Assessment Program 2024/2025

Subject Tasks		Task 1	Task 2	Task 3	Task 4
Topic		Design Visualisation	Data Science	Intelligent Systems and Enterprise Project	All topics
Task Description		Design Task	Data Analysis Task	Enterprise Project	Trial HSC Examination
Outcomes		EC-12-01, EC-12-06, EC-12-11	EC-12-02, EC-12-04, EC-12-05	EC-12-01, EC-12-03, EC-12-08, EC-12-09, EC-12-10	EC-12-01 - EC-12-11
Syllabus Requirements	Weighting % (syllabus)	Term 4 Week 9	Term 1 Week 10	Term 3 Week 1	Term 3 Weeks 3 & 4
Knowledge and understanding of course content	50%	10	10	15	15
Knowledge and skills in the practical application of the content.	50%	5	15	15	15
TOTAL	100%	15	25	30	30

Year 12 History Extension Assessment Program 2024/2025

Subject Tasks		Task 1	Task 2	Task 3
Topic		History Project	History Project	Constructing History
Task Description		Historical Process (proposal, process log, annotated sources)	Essay	Trial HSC Examination
Outcomes		HE12-1, HE12-2, HE12-4	HE12-1, HE12-2, HE12-3, HE12-4	HE12-1, HE12-3, HE12-4
Syllabus Requirements	Weighting % (syllabus)	Term 1 Week 8	Term 2 Week 9	Term 3 Week 3/4
Knowledge and understanding of significant historical ideas and processes	40	10	10	20
Skills in designing, undertaking and communicating historical inquiry and analysis	60	20	30	10
TOTAL	100%	30	40	30

HSC Food Technology

Assessment Program 2024/2025

Subject Tasks		Task 1	Task 2	Task 3	Task 4
Topic		The Australian Food Industry	Food Manufacture	Food Product Development	All topics
Task Description		Case Study and Practical	Research and Practical	Design Folio and Practical	Trial HSC Examination
Outcomes		H1.1, H4.2, H4.1	H1.2, H1.4, H3.1, H5.1	H.2.1, H.3.2, H.5.1	H1.1, H1.4, H3.1, H4.2, H1.2, H1.3, H4.1, H2.1, H3.2, H5.1
Syllabus Requirements	Weighting % (syllabus)	Term 4 Week 8	Term 1 Week 8	Term 2 Week 8	Term 3 Weeks 3 & 4
Knowledge and understanding	40	15		5	20
Knowledge and skills in designing, researching, analysing and evaluating	30		10	10	10
Skills in experimenting with and preparing food by applying theoretical concepts	30	5	15	10	
TOTAL	100%	20	25	25	30

HSC Industrial Technology Assessment Program 2024/2025

Subject Tasks		Task 1	Task 2	Task 3	Task 4
Topic		Major Project	Design Management and Communication	Research and Development	All Topics
Task Description		Project Proposal Presentation	Product Analysis	Development and Management Report	Trial HSC Examination
Outcomes		H3.1, 3.2, 3.3, 5.2	H2.1, 3.2, 4.3, 5.1	H4.1, 4.2, 5.2, 6.1	H1.1, 1.2, 1.3, 6.2, 7.1, 7.2
Syllabus Requirements	Weighting % (syllabus)	Term 4 Week 8	Term 1 Week 5	Term 2 Week 4	Term 3 Weeks 3 & 4
Knowledge and understanding	40	10	10	10	20
Knowledge, skills and understanding in designing, management, communication and production of a major project	60	15	15	15	15
TOTAL	100%	25-	25	25	25

HSC Legal Studies Assessment Program 2024/2025

Subject Tasks		Task 1	Task 2	Task 3	Task 4
Topic		Human Rights	Crime	Shelter	All topics
Task Description		Presentation	Case Study	Research and Essay	Trial HSC Examination
Outcomes		H2, H5, H6, H7, H8	H1, H7, H8, H9, H10	H6, H8, H9, H10	H2, H3, H4, H6, H9, H10
Syllabus Requirements	Weighting % (syllabus)	Term 4 Week 8	Term 1 Week 8	Term 2 Week 7	Term 3 Weeks 3 & 4
Knowledge and understanding	40	10	10	10	10
Analysis and evaluation	20	10			10
Inquiry and research	20		10	10	
Communication of legal information, ideas and issues in appropriate forms	20			10	10
TOTAL	100%	20	20	30	30

HSC Mathematics Advanced Assessment Program 2024/2025

HSC Mathematics Advanced Assessment Program 2024/2025						
Subject Tasks		Task 1	Task 2	Task 3	Task 4	
Topic		Graphing Techniques Graphs of Trigonometric Functions	Sequences and Series Modelling Financial Situations	Differential Calculus Applications of Calculus Integral Calculus	All topics	
Task Description		Presentation	Modelling	In-class Test	Trial HSC Examination	
Outcomes		MA12-1, MA12-5, MA12-9, MA12-10	MA12-1, MA12-2, MAT12-4, MA12-9, MA12-10	MA12-1, MA12-3, MA12-6, MA12-7, MA12-9, MA12-10	All outcomes	
Syllabus Requirements	Weighting % (syllabus)	Term 4 Week 7	Term 1 Week 6	Term 2 Week 7	Term 3 Weeks 3 & 4	
Concepts, skills and techniques	50	15	10	10	15	
Reasoning and communication	50	10	15	15	10	
TOTAL	100%	25	25	25	25	

HSC Mathematics Extension 1

Assessment Program 2024/2025

Subject Tasks		Task 1	Task 2	Task 3	Task 4
Topic		Trigonometric Functions Mathematical Induction	Vectors	Further Calculus Applications of Calculus	All topics
Task Description		Investigation	Presentation	In-class Test	Trial HSC Examination
Outcomes		ME12-1, ME12-3, ME12- 6, ME12-7	ME12-1, ME12-2, ME12- 6, ME12-7	ME12-1, ME12-4, ME12-6, ME12-7	All outcomes
Syllabus Requirements	Weighting % (syllabus)	Term 4 Week 6	Term 1 Week 5	Term 2 Week 8	Term 3 Weeks 3 & 4
Concepts, skills and techniques	50	15	10	10	15
Reasoning and communication	50	10	15	15	10
TOTAL	100	25	25	25	25

Year 12 Mathematics Extension 2 Assessment Program 2024/2025

Subject Tasks		Task 1	Task 2	Task 3	Task 4
Topic		Introduction to Complex Numbers Using Complex Numbers	The Nature of Proof	Further Work with Vectors Further Integration	All topics
Task Description		In-class Test	Investigation	In-class Test	Trial HSC Examination
Outcomes		MEX12-1, MEX12-4, MEX12-7, MEX12-8	MEX12-1, MEX12-2, MEX12-7, MEX12-8	MEX12-3, MEX12-5, MEX12-6 MEX12-7, MEX12-8	All outcomes
Syllabus Requirements	Weighting % (syllabus)	Term 4 Week 9	Term 1 Week 5	Term 2 Week 5	Term 3 Weeks 3 & 4
Concepts, skills and techniques	50	15	10	10	15
Reasoning and communication	50	10	15	15	10
TOTAL	100%	25	25	25	25

HSC Mathematics Standard 2

Assessment Program 2024/2025

Subject Tasks		Task 1	Task 2	Task 3	Task 4
Topic		Introduction to Networks	Rates and Ratios Investments, Depreciation and Loans	Trigonometry, Finance Simultaneous Equations and Statistics	All topics
Task Description		Modelling Task	Question Bank & In-class Test	In-class Test	Trial HSC Examination
Outcomes		MS2-12-8, MS2-12-9 MS2-12-10	MS2-12-3, MS2-12-4, MS2-12-5, MS2-12-9, MS2-12-10	MS2-12-1, MS2-12-3, MS2-12-4, MS2-12-6, MS2-12-10	All outcomes
Syllabus Requirements	Weighting % (syllabus)	Term 4 Week 6	Term 1 Week 5	Term 2 Week 6	Term 3 Weeks 3 & 4
Concepts, skills and techniques	50	10	15	10	15
Reasoning and communication	50	15	10	15	10
TOTAL	100%	25	25	25	25

HSC Modern History

Assessment Program 2024/2025

Subject Tasks		Task 1	Task 2	Task 3	Task 4
Topic		National Studies: Russia and the Soviet Union 1917- 1941	Core Study: Power and Authority in the Modern World 1919-1946	Peace and Conflict: Conflict in the Pacific 1937-1951	All Topics
Task Description		Historical Analysis	Stimulus-based Task	Research & Essay	Trial HSC Examination
Outcomes		MH12-2 MH12-3 MH12-8 MH12-9	MH12-1 MH12-4 MH12-6 MH12-9	MH12-4 MH12-5 MH12-7 MH12-8 MH12-9	MH12-2 MH12-3 MH12-5 MH12-6 MH12-7 MH12-9
Syllabus Requirements	Weighting % (syllabus)	Term 4 Week 8	Term 1 Week 9	Term 2 Week 6	Term 3 Weeks 3 & 4
Knowledge and understanding of course content	40	5	10	5	20
Historical skills in the analysis and evaluation of sources and interpretations	20	5	5	5	5
Historical inquiry and research	20	10		10	
Communication of historical understanding in appropriate forms	20	5	5	5	5
TOTAL	100%	25	20	25	30

HSC Music 1

Assessment Program 2024/2025

Subject Tasks		Task 1	Task 2	Task 3	Task 4
Topic		Instrument and Its Repertoire	Music of the 20th and 21st Centuries	Own Choice	All topics
Task Description		Core Performance Composition	Musicology Elective 1	Aural, Elective 2	Trial HSC Examination
Outcomes		H1, H3	H1 – H9	H1 – H9	H1 – H9
Syllabus Requirements	Weighting % (syllabus)	Term 4 Week 8	Term 1 Week 6	Term 2 Week 7	Term 3 Weeks 3 & 4
Performance Core	10	5			5
Composition Core	10	10			
Musicology Core	10		10		
Aural Core	25			10	15
Individual Elective 1 Individual Elective 2 Individual Elective 3	45		15	15	15
TOTAL	100%	15	25	25	35

HSC Music 2 Assessment Program 2024/2025

Subject Tasks		Task 1	Task 2	Task 3	Task 4
Topic		Music of the last 25 Years (Australian focus)	Music of the last 25 Years (Australian focus)	Own Choice / Music of the last 25 Years (Australian focus)	All topics
Task Description		Draft composition and portfolio Core performance & sight singing	Draft composition Presentation of elective performance or elective composition portfolio or elective musicology portfolio	Presentation of completed composition Presentation of elective performance or elective composition portfolio or elective musicology portfolio	Trial HSC Examination
Outcomes		H1, H2, H4, H5	H1 – H9	H1 – H9	H1, H5, H7
Syllabus Requirements	Weighting % (syllabus)	Term 4 Week 8	Term 1 Week 6	Term 2 Week 7	Term 3 Weeks 3 & 4
Performance	20	15			5
Composition Core	20	5	5	10	
Musicology	20			10	10
Aural Core	20				20
Elective	20		10	10	
TOTAL	100%	20	15	30	35

HSC PDHPE

Assessment Program 2024/2025

Subject Tasks		Task 1	Task 2	Task 3	Task 4
Topic		Sports Medicine	Health Priorities in Australia	Factors Affecting Performance	All topics
Task Description		Investigative Response	In Class Essay	Case Study	Trial HSC Examination
Outcomes		H8, H13, H16, H17	H3, H4, H5, H14, H15, H16	H7, H8, H9, H10, H11, H16, H17	H1, H2, H3, H4, H5, H7, H8, H9, H10, H11, H13, H14, H15, H16, H17
Syllabus Requirements	Weighting % (syllabus)	Term 4 Week 8	Term 1 Week 9	Term 2 Week 7	Term 3 Weeks 3 & 4
Knowledge and understanding	40	10	10	10	10
Skills in critical thinking, research, analysis and communicating	60	15	10	15	20
TOTAL	100%	25	20	25	30

HSC Physics Assessment Program 2024/2025

Subject Tasks		Task 1	Task 2	Task 3	Task 4
Topic		Advanced Mechanics	Electromagnetism	The Nature of Light	Modules 5-8
Task Description		Investigation and Data Analysis	Modelling Task	Depth Study	Trial HSC Examination
Outcomes		PH11/12 – 1-7, PH12-12	PH11/12 – 1-7 PH12-13	PH11/12-1-7, PH12-14	PH11/12-4-7 PH12-12-15
Syllabus Requirements	Weighting % (syllabus)	Term 4 Week 8	Term 1 Week 9	Term 2 Week 8	Term 3 Weeks 3 & 4
Skills in Working Scientifically	60	15	20	10	15
Knowledge and Understanding	40	5	10	10	15
TOTAL	100%	20	30	20	30

HSC Society and Culture Assessment Program 2024/2025

Subject Tasks		Task 1	Task 2	Task 3	Task 4
Topic		Continuity and Change	Personal Interest Project	Popular Culture	All topics
Task Description		In-class Test	PIP Progress Report	Critical Essay	Trial HSC Examination
Outcomes		H1, 4, 5, 7, 8, 9, 10	H1, 4, 5, 6, 7, 10	H1, 2, 3, 5, 7, 9, 10	H1, 2, 3, 4, 5, 6, 7, 9, 10
Syllabus Requirements	Weighting % (syllabus)	Term 4 Week 8	Term 1 Week 8	Term 2 Week 4	Term 3 Weeks 3 & 4
Knowledge and understanding	50	15		15	20
Application and evaluation of social and cultural research methods	30	5	15	5	5
Communication of information, ideas and issues in appropriate forms	20		10	5	5
TOTAL	100%	20	25	25	30

HSC Textiles and Design Assessment Program 2024/2025

Subject Tasks		Task 1	Task 2	Task 3	Task 4
Topic		Major Textiles Project	Design	Properties and Performance of Textiles	All topics
Task Description		Designing and Planning Presentation	Contemporary Designer Case Study	Project Development and Management Report	Trial HSC Examination
Outcomes		H1.2, H2.1, H2.3, H4.2	H3.2, H5.1, H6.1	H1.1, H1.2, H2.2, H3.1, H4.1, H4.2	H1.3, H3.1, H3.2, H4.1, H5.2, H6.1
Syllabus Requirements	Weighting % (syllabus)	Term 4 Week 9	Term 1 Week 6	Term 2 Week 4	Term 3 Weeks 3 & 4
Knowledge and understanding of course content.	50		15	10	25
Skills and knowledge in the design, manufacture and management of a major textiles project.	50	20		30	
TOTAL	100%	20	15	40	25

HSC Visual Arts Assessment Program 2024/2025

Subject Tasks		Task 1	Task 2	Task 3	Task 4
Topic		Shattering the Image	Ctrl+Alt+Shift	Defining Australia	Defining Australia
Task Description		VAPD and Artwork Submission	Extended Response to Case Study 2 and 3	VAPD/Body of Work 2	Trial HSC Examination
Outcomes		H1, H2, H4	H7, H8, H9	H1, H2, H3, H4, H5, H6	H7, H8, H9, H10
Syllabus Requirements	Weighting % (syllabus)	Term 1 Week 3	Term 2 Week 2	Term 3 Week 1	Term 3 Weeks 3 & 4
Artmaking	50	20		30	
Art Criticism and Art History	50		20		30
TOTAL	100%	20	20	30	30

Notes



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