

MURWILLUMBAH HIGH SCHOOL

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**INSPIRING EVERY STUDENT
EVERY DAY**

HSC Assessment Policy and Programs 2020/2021

PREAMBLE

This booklet has been designed to assist students and parents to understand Murwillumbah High School's assessment procedures for the Higher School Certificate (HSC). The HSC Assessment provides an indication of student achievement over a wide range of factors, measuring more than is possible with a single examination at the end of Year 12. Aspects such as oral and practical work can then be included as part of the assessment process.

Assessment marks are required for all HSC courses except vocational courses. The assessment mark will be built up over the HSC Course. In the case of vocational courses studied at school, a student log forms a record of student achievement in the modules of the course. An estimated mark is submitted to NESA for Board Developed Vocational courses.

From the time HSC Assessment begins (Term 4, Year 11), students must recognise the importance of all set work in their courses and how the completion of this set work will contribute significantly to success in the Higher School Certificate.

While teachers are responsible for informing students of the requirements for their course, students should, themselves, become familiar with NESA documents in relation to syllabuses provided by your teacher for their courses (documents are also available in Library) or by pasting the following link into your web browser.

<http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/Understanding-the-curriculum/nsw-curriculum-syllabuses>

It is most important for all students to take the time to read this handbook to ensure they understand fully their responsibilities with regard to HSC Assessment. Answers to many commonly asked questions are provided, however, they should not hesitate to discuss any problems with the appropriate staff in the school.

Regular timetabled lessons will be replaced on a Wednesday with student directed learning time (SDL). That means that most students will not be required to attend school each Wednesday, they will complete independent study from home or the school Library. Further, students can use the time to access specialist spaces at school to work on major projects.

Mr P Howes
Principal

Ms G Lawson
HSC Co-ordinator

PERSONAL ASSESSMENT TASK PLANNER

TERM 4 - 2020				TERM 1 – 2021			
WEEK	TASK	DUE DATE	HANDED IN	WEEK	TASK	DUE DATE	HANDED IN
1				1			
2				2			
3				3			
4				4			
5				5			
6				6			
7				7			
8				8			
9				9			
10				10			
TERM 2 - 2021				TERM 3 – 2021			
WEEK	TASK	DUE DATE	HANDED IN	WEEK	TASK	DUE DATE	HANDED IN
1				1			
2				2			
3				3	Assessment free period		
4				4	Trial HSC Exams		
5				5	Trial HSC Exams		
6				6	Trial HSC Exams		
7				7	Trial HSC Exams		
8				8			
9	Arts Week Assessment free period			9			
10				10			
				11			

CERTAIN PATTERNS OF STUDY AND COURSE REQUIREMENTS APPLY

To qualify for the Higher School Certificate students must study a minimum pattern of Preliminary courses and HSC courses, as follows:

- A Preliminary pattern of study that includes at least 12 units;
- A HSC pattern of study that includes at least 10 units;

Both patterns must include at least:

- 6 units of Board Developed courses;
- 2 units of a Board Developed course in English or English Studies;
- 3 courses of 2 or more units (either Board Developed or Board Endorsed courses);
- 4 subjects.

COURSE ASSESSMENT

The assessment for the Preliminary and Higher School Certificate courses is used to:

- allow a comparison between students in a course;
- recognise and give credit to students displaying diligence and sustained effort throughout the course and at the final examination;
- allow students to be judged against a set of performance criteria outlined by NESA;
- judge performance in areas that cannot be assessed by formal examinations. These include practical work, field studies and practical projects.

The class teacher will provide a detailed assessment schedule with task descriptions, task weightings and due dates at the beginning of the course. Students should also refer to NESA HSC syllabus for any course in which they are enrolled. The syllabus provides detailed descriptions of course aims, outcomes and assessment details. Syllabuses are available at educationstandards.nsw.edu.au/wps/portal/nesa/home

ASSESSMENT TASKS

The due dates for all assessment tasks will be published in the HSC Assessment Information booklet issued by Murwillumbah High School. The schedule will be available to students at the commencement of the course.

Outlines of components, assessment tasks and their weightings will be included in the HSC Assessment Information booklet. Components and their weightings are specified by NESA.

A minimum of two weeks' notice in writing will be given for any assessment tasks to be completed. Clear expectations of how to complete the task and a marking guideline will be provided for each task along with the syllabus outcomes being assessed.

There will be a minimum period of one week prior to major examination periods where no assessment tasks will be scheduled, unless by prior negotiation. Individual assessment tasks will have a minimum value of no less than 10% and no more than 40% of the total mark for a course.

SUBMISSION OF ASSESSMENT TASKS

All courses require students to submit a variety of assessment tasks. The types of task vary from course to course and are outlined in the course assessment schedules.

The class teacher will clearly outline which submission method (i.e. hard copy or electronic lodgement) is required for each task and coursework. What time the task is submitted on the due date will be determined by the class teacher.

When a student wishes to submit an assessment task electronically, it is the student's responsibility to ensure the submission is compatible with the equipment currently available in the school. Students must clarify compatibility issues with the teacher prior to submission of any task. Equipment failure, hardware or software incompatibility or failure of school equipment to read a file is the student's responsibility. Inability to read or open a submitted task will be deemed as not having submitted the task on time.

Students are strongly advised to submit tasks with enough time to use alternate methods of submission should a technical problem arise. Students are advised to print a hard copy of their work to use in these types of circumstance. Any hard copy will need to be faxed to the school by the time determined by the class teacher.

Regardless of the method of submission, late submission of an assessment task will result in a mark of zero. However, the task must still be completed in order to satisfy NESA course requirements. The Assessment Task Cover Sheet is still used in such cases. The cover sheet and task should be handed to the class teacher.

Marked assessment tasks will be returned to the student as soon as possible with feedback on student performance included.

Refer to the Student Absence section below for more information on the submission of tasks.

SATISFACTORY COMPLETION OF A COURSE

To meet the requirements for satisfactory completion of the Preliminary Higher School Certificate and the Higher School Certificate, students must follow a pattern of study as described by NESA. Successful completion of a course will contribute towards the award of a Higher School Certificate.

A student will be considered to have successfully completed a Preliminary or Higher School Certificate course if, in the view of the Principal, the student has:

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

This means that the student must have:

- a satisfactory record of attendance. This includes video delivered lessons, practical lessons and enrichment days;
- completed the requirements of the course as specified by NESA syllabus and course program;
- made a serious attempt at assessment tasks which contribute to more than 50% of available marks;
- made a serious attempt at all set examinations as prescribed in the assessment schedule; and
- applied themselves to all course work and tasks with diligence and sustained effort.

EXAMINATIONS

Formal examinations will be held at an agreed date and time. Students who are late for an examination will not be given any extension of time to complete the examination.

Students seeking special provisions for examinations must do so prior to the examination.

Along with the completed examination paper, students fill out an Examination Attendance Form signed by the student.

Marked examinations will be returned to the student as soon as possible with feedback on student performance included.

COURSE RANKINGS

The recording and maintenance of student marks and the corresponding assessment ranking is the responsibility of the class teacher. Students are reminded to always strive for the highest class rank possible. This is achieved by diligent and sustained effort in all coursework, assessment tasks and examinations.

MALPRACTICE

This topic has been well defined and covered extensively in the All My Own Work program. Students caught engaging in any form of malpractice in an examination or an assessment task will receive zero marks for the task or examination. Engaging in malpractice constitutes unsatisfactory completion of the task. Malpractice is recorded with NESA.

“N” DETERMINATION (NON-COMPLETION) WARNINGS

It is most important that students make a serious attempt at all course work and assessment tasks in all courses. If a student fails to do so, an “N” Determination First Warning letter will be issued for one or both of the following:

- failure to submit an assessment task by the due date; or
- failure to make a satisfactory attempt at an assessment task or examination.

A copy of the letter will be forwarded to the parent/carer. Students will be given a reasonable time to redeem the

incomplete or unsatisfactory work. Students will receive zero marks for any redeemed task but they will have satisfied course requirements.

Students who receive a second “N” Determination Warning letter will be interviewed by the Careers Adviser and/or Deputy Principal.

A student who fails to complete the required work after receiving two “N” Determination Warning letters for a task will be interviewed by the Principal. Students in this circumstance may be in danger of not receiving NESA accreditation for the course without action to redeem incomplete work. Any work submitted for redemption of a warning letter needs to be receipted using the same process as the submission of an assessment task.

If at any time a student is at risk of being given an “N” Determination in a course the Principal will:

- advise the parent/carer in writing if the student is under 18 years of age;
- request from the student/parent a written acknowledgement of the warning.

COURSE APPEALS & REVIEWS

Students may apply for a review of their overall result if it differs significantly from expectations they may have based upon feedback from their performance in assessment tasks. Students wishing to appeal must submit detailed reasons for seeking a review.

The review committee will consist of the class teacher, Head Teacher of the relevant KLA and the Principal or Deputy Principal. The Principal will have the final determination on whether a student has satisfactorily completed a task or a course.

Upon request, the committee will meet after the final examination in the course and review all procedures and materials relevant to the appeal/review. The privacy of all students will be respected during any appeal/review.

Records of appeals/reviews will be forwarded to NESA.

STUDENT ABSENCE - ILLNESS & MISADVENTURE

Student attendance at all timetabled lessons is essential for success. It is the responsibility of teachers to keep a record of attendance in the lessons they deliver. If a student is failing to attend, this information should be notified to the parent. If the situation does not improve an “N” Determination Warning letter may be issued.

If students are aware of an upcoming absence that will preclude them from submitting an assessment task or sitting an examination on the due date they must make written application for a change of due date by applying for an Illness/Misadventure prior to the due date. Students must state a valid reason for the request and supply independently verifiable evidence. The form will be submitted with the Careers Adviser for consideration. A decision will be made after consultation with the relevant Head Teacher and class teacher. Any alternate due date will be determined to ensure no other student in the course is disadvantaged. Due dates will not be changed for non-school related activities.

NOTE - A student’s part-time or casual employment or vacation will NOT warrant rescheduling of any assessment task or examination. Students who are unable to attend an examination or submit an assessment task on the due date, as a result of illness or misadventure, must submit an Illness/Misadventure Form. The request will be discussed with the Careers Adviser for consideration. The class teacher, in consultation with the Careers Adviser, will make a determination as to how best deal with the request. Documentary proof of the circumstances is essential, such as a medical certificate indicating the student was unfit for school on the day of the assessment task or examination. Failure to provide documentary proof will result in the student being awarded a zero mark for the assessment task or examination. Any assessment task must be submitted on the first day the student returns to school as per the submission rules. A zero mark will be awarded for the task if the reason for the absence is not deemed appropriate.

If a student is suspended at the time a task is due, the student must arrange for the task to be submitted to the school by the due date. For a compulsory in class task or an examination, the suspended student must arrange with the school to either:

- attend school for the duration of the task. Arrangements should be confirmed with the Deputy Principal who will advise the student of the time and location to complete the task. The task will be submitted as per the policy; or
- sit for an alternative task on the first day of return from suspension.

STUDENT ATTENDANCE

To have satisfactory attendance, a student must have an attendance record that shows genuine effort. A pattern of poor attendance may result in the Principal determining that the student has not achieved the course outcomes nor applied themselves with diligence and sustained effort.

Students should try to avoid taking leave throughout the term. Any application for long-term leave must be submitted, in writing to the school. Leave will be granted provided the reason for leave is substantial and that the progress of the student will not be adversely affected.

REPORTING STUDENT PROGRESS

Formal, written school reports are issued at the end of Term 1 and following the Trial HSC examinations. These reports are designed to reflect the work achieved by the student in all aspects of their work, not just in HSC assessment tasks.

Unsatisfactory progress through incompleteness of homework, absence from lessons, poor effort, etc, will be reported to parents as soon as possible. Students are reminded that failure to complete both assessable and non-assessable tasks will contribute to their not having met the requirements for the award of a HSC.

TVET COURSES

The satisfactory course completion criteria listed above also applies to these TVET courses.

The courses in the VET industry curriculum frameworks have been designed to deliver units of competency from the Industry Training Packages.

Work placement is a mandatory HSC requirement of each framework course. For each course, a minimum number of hours are required in the workplace.

FURTHER ADVICE AND INFORMATION

This may be obtained from:

- The teacher
- Head Teacher of that subject
- The Careers Adviser
- The Deputy Principal
- School library for copies of all Syllabus documents including those on Assessment
- Assessment Certification and Examination (NESA)

RESPONSIBILITIES OF STUDENTS

1. Complete all tasks

It is expected that you will complete all tasks, making a genuine attempt with no sign of malpractice (cheating).

2. Complete tasks when due

It is your responsibility to be present for, or hand in, an assessment task on the day it is due.

3. Attend Day Before, Lesson Before

It is your responsibility to be present at school the calendar day before and all lessons, on the day, up until the task is due. A school excursion is considered to be attendance.

4. Clashes

It is your responsibility to let your teacher know if there is a clash, such as two tasks due on the same day or a compulsory excursion on the same day as an Assessment Task. If you feel the situation is unfair you should see the Careers Adviser or Deputy Principal immediately.

5. Absence From Tasks

It is your responsibility to arrange for the handing in of a task or to provide the necessary documentation if you are unable to do so.

6. NESA Requirements

It is your responsibility to familiarise yourself with the BOS requirements for the satisfactory completion of a course and for satisfactory attendance.

7. Assessment Schedule

It is your responsibility to ensure you have a copy of the assessment schedule for EACH course you are studying and that you are aware of course requirements.

8. Murwillumbah High School Assessment Policy

It is your responsibility to be aware of the assessment policy and procedures of Murwillumbah High School as detailed in this booklet.

9. Advice

It is your responsibility to seek advice from the Careers Adviser or Deputy Principal if there is a problem which has not been resolved satisfactorily within a course.

To be fair to everyone, the rules have to be followed

Murwillumbah High School Assessment Schedule

Agriculture – Year 12 2021

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	Practical Report Farm Product Study	Research Project Plant/Animal Production	Presentation on Research Elective	Trial HSC Examination	
	Term 4 2020 Week 9	Term 1 2021 Week 5	Term 3 2021 Week 2	Term 3 2021 Commencing Week 4	
	Outcomes Assessed H3.1, H3.2, H3.3, H3.4	Outcomes Assessed H1.1, H2.1, H2.2	Outcomes Assessed H3.4, H4.1, H5.1	Outcomes Assessed H1.1, H2.1, H2.2, H3.1, H3.2, H3.3, H3.4, H4.1, H5.1	
Knowledge and understanding of course content	5	10	10	15	40
Knowledge, understanding and skills required to manage agricultural production systems	10	5	10	15	40
Skills in effective research, experimentation and communication	5	5	10		20
Total %	20	20	30	30	100

Murwillumbah High School Assessment Schedule

Ancient History – Year 12 2021

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	Akhenaten Research Essay	Pompeii and Herculaneum PowerPoint Presentation & Historical Analysis	Greek World 500 – 440BC In class essay	Trial HSC Exam	
	Term 4 2020 Week 9	Term 1 2021 Week 9	Term 2 2021 Week 7	Term 3 2021 Commencing Week 4	
	Outcomes Assessed AH12-1, 2, 3, 4, 5, 6, 7, 8, 9	Outcomes Assessed AH12-1, 2, 3, 4, 5, 6, 7, 8, 9, 10	Outcomes Assessed AH12-1, 2, 3, 4, 5, 6, 7, 8, 9	Outcomes Assessed AH12-1, 2, 3, 4, 5, 6, 7, 8, 9, 10	
Knowledge and Understanding of course content	5	10	10	15	40
Historical Skills in the analysis and evaluation of sources and interpretations	5	5	5	5	20
Historical Inquiry and Research	5	5	5	5	20
Communication of historical understanding in appropriate forms	5	5	5	5	20
Total %	20	25	25	30	100

Murwillumbah High School Assessment Schedule

Biology – Year 12 2021

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	Depth Study A Module 7/8 Research a non-infectious disease and its treatment / control/ prevention	Data Analysis Module 5/7/8 Using secondary data to analyse and make judgements	Depth Study B Module 5/6 Research & report on the use of genetic technologies	Trial HSC Examination	
	Term 1 2021 Week 6	Term 2 2021 Week 7	Term 3 2021 Week 2	Term 3 2021 Commencing Week 4	
	Outcomes Assessed BIO11/12-1 BIO11/12-3 BIO11/12-7 BIO12-15	Outcomes Assessed BIO11/12-4 BIO11/12-5 BIO11/12-6 BIO12-12 BIO12-14 BIO12-15	Outcomes Assessed BIO11/12-1 BIO11/12-3 BIO11/12-7 BIO12/13	Outcomes Assessed BIO11/12-1 BIO11/12-2 BIO11/12-3 BIO11/12-4 BIO11/12-5 BIO11/12-6 BIO11/12-7 BIO11-12 BIO12-13 BIO12-14 BIO12-15	
Skills in working scientifically	10	30	10	10	60
Knowledge and understanding	5	10	5	20	40
Total %	15	40	15	30	100

GETTING ADVICE ON HSC ASSESSMENT

Ms Lawson HSC Co-ordinator

- Responsible for the management of assessment in school ie the School Policy and HSC Assessment Program.
- Will contact NESAs re specific problems.
- First point of contact if you are not sure who to talk to.

Ms Lawson Careers Adviser

- Responsible for career advice related to subject selections.
- Discuss NESAs requirements on HSC assessment
- Give advice on Student Appeals

Ms Martin Year Adviser

- Responsible for the welfare of students
- Discuss problems of adjustment with assessment and organisation of time

Head Teachers (Courses)

- Responsible for own faculty policy on HSC assessment and its implementation
- Discuss problems related to tasks which cannot be resolved with teacher.
- Arrange for alternate tasks due to student absence.
- Provide information and access to 2017 HSC Prescribed Texts, Topics, Projects and Works, Syllabuses and Examination Specifications

Librarian

- Provide access to subject guidelines, syllabuses, assessment guidelines

Murwillumbah High School Assessment Schedule

Business Studies – Year 12 2021

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	Marketing Research and In-class Business Report	Financial Statement Analysis Task	Case Study and Media Folio	Trial HSC Exam	
	Term 1 2021 Week 5	Term 2 2021 Week 6	Term 3 2021 Week 1	Term 3 2021 Commencing Week 4	
	Outcomes Assessed H2 H4 H5 H7 H8	Outcomes Assessed H3 H6 H8 H10	Outcomes Assessed H1 H3 H4 H5 H7 H8	Outcomes Assessed H1 H2 H3 H4 H5 H6 H7 H8 H9 H10	
Knowledge and Understanding of course content	5	5	10	20	40
Stimulus Based Skills	5	5	5	5	20
Inquiry and Research	5	5	10	x	20
Communication of business information, ideas and issues in appropriate forms	5	5	5	5	20
Total %	20	20	30	30	100

Murwillumbah High School Assessment Schedule

Chemistry – Year 12 2021

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	Depth Study Module 5 Equilibrium in industry	Practical Task Module 6 Titration	Data Processing and Report Module 7 Organic compounds	Trial HSC Exam	
	Term 4 2020 Week 7	Term 1 2021 Week 5	Term 2 2021 Week 5	Term 3 2021 Commencing Week 4	
	Outcomes Assessed CH11/12-4 CH11/12-6 CH11/12-7 CH12-12	Outcomes Assessed CH11/12-1 CH11/12-3 CH11/12-5 CH12-13	Outcomes Assessed CH11/12-5 CH11/12-6 CH11/12-7 CH12-14	Outcomes Assessed CH11/12-1 CH11/12-2 CH11/12-3 CH11/12-4 CH11/12-5 CH11/12-6 CH11/12-7 CH11/12-12 CH11/12-13 CH11/12-14 CH11/12-15	
Skills in Working Scientifically	20	15	15	10	60
Knowledge & understanding	10	5	5	20	40
Total %	30	20	20	30	100

Murwillumbah High School Assessment Schedule

Community & Family Studies – Year 12 2021

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	Parenting and Caring Case study and weekly planner to manage multiple roles	Independent Research Project	Groups in Context and Individuals and work My Career Action Plan profile for youth and short answer questions	HSC Trial Exam Research methodology, Groups, Individuals and work and parenting and caring.	
	Term 4 2020 Week 10	Term 1 2021 Week 10	Term 2 2021 Week 10	Term 3 2021 Commencing Week 4	
	Outcomes Assessed H1.1,H2.1 H2.2.H3.2 H4	Outcomes Assessed H4.1 H4.2 H6.2	Outcomes Assessed H2.3,H4.2.H5.1, H5.2	Outcomes Assessed H3.3, H3.4,H6.1, H6.2, H7.2,H7.3,H7.4	
Knowledge and understanding of impact on wellbeing	15	5	10	10	40
Skills applying management processes being responsible to promote wellbeing	10		10	5	25
Knowledge and understanding about research methodology, critical thinking and analysing		20	5	10	35
Total %	25	25	25	25	100

Murwillumbah High School Assessment Schedule

Drama – Year 12 2021

Components	Task 1	Task 2	Task 3	Task 4	Weighting %	
	Performance / Essay: Australian Contemporary Theatre practice Presentation of workshop performance and submission of extended written response	Performance / Essay: Verbatim Theatre Presentation of workshop performance and submission of extended written response	Group Performance & Individual Project Work in Progress Arts Week/Class Presentation of Group Performance & IP under development, log book with critical analysis of role and character, development of effective performance skills and use of theatrical elements to engage an audience	Trial HSC Examination Written Examination Practical Examination: Presentation of Group Performance demonstrating ongoing refinement, formal interview and reflection statement		
	Term 4 2020 Week 10	Term 1 2021 Week 10	Term 2 2021 Week 9 & 10	Term 3 2021 Commencing Week 4		
Outcomes Assessed H1.1 – 1.5, H1.7,H1.9, H3.1, H3.2, H3.3	Outcomes Assessed Performance: H1.2, H1.3, H1.5 Project: H2.2, H2.3,H3.1,H3.2,H3.3	Outcomes Assessed H1.1 – 1.9 H2.1, 2.2, 2.3, 2.4, H3.3	Outcomes Assessed H 2.1, H2.2, H2.3, H3.1 - 3.5,			
Making	10	10	10	10	40	
Performing			10	20	30	
Critically Studying	10	10		10	30	
Total %	20	20	20	40	100	

STUDY AT SCHOOL AND HOME

STUDY AT SCHOOL

If you have spare periods or study classes at school how well do you use this time? Use the following exercise as a means of assessing how well you use your spare or study periods. Answer YES or NO to the following questions.

Do you study in a quiet place?	YES	NO
Do you always work on a desk or table?	YES	NO
Do you minimise the number of interruptions?	YES	NO
Do you begin working immediately?	YES	NO
Do you plan what work you will do?	YES	NO
Do you generally think the time was well used?	YES	NO
Do you constantly swap from subject to subject?	YES	NO
Do you seek help if you cannot complete a task?	YES	NO

HOME STUDY FACILITIES

To be realistic about the effectiveness of your study at home, the facilities need to be adequate. Use the following exercise to assess your home study facilities. Respond YES or NO to the following questions about studying at home.

Do you study in a quiet place?	YES	NO
Is the lighting good?	YES	NO
Is the chair you use comfortable?	YES	NO
Is the area at working temperature, i.e. not too cold or hot?	YES	NO
Do you have all the equipment necessary for study?	YES	NO
Do you always work at a desk or table?	YES	NO
Is your work place tidy, i.e. enough space to work?	YES	NO
Do you minimise the interruptions you have while studying?	YES	NO

What have you learnt about your study at school and home study facilities?

Murwillumbah High School Assessment Schedule

English Advanced – Year 12 2021

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	Multimodal presentation <i>Common Module – including related material</i> <i>Texts and Human Experiences</i> <i>Craft of writing 10 %</i>	Interview transcript <i>Textual Conversations</i>	Writing Folio <i>Critical Study of Literature</i> <i>Craft of Writing (10%)</i>	Trial HSC Examination <i>Common Module Module A</i> <i>Module B</i> <i>Craft of Writing (5%)</i>	
	Term 4 2020 Week 8	Term 1 2021 Week 7	Term 2 2021 Week 7	Term 3 2021 Commencing Week 4	
	Outcomes Assessed EA12-1, EA12-3, EA12-5, EA12-6, EA12-7	Outcomes Assessed EA12-1, EA12-3, EA12-4, EA12-5, EA12-6, EA12-8	Outcomes Assessed EA12-1, EA12-3, EA12-4, EA12-5, EA12-8, EA12-9	Outcomes Assessed EA12-1, EA12-3, EA12-4, EA12-5, EA12-6, EA12-7, EA12-8, EA12-9	
Knowledge and understanding of course content	15	10	15	10	50
Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes	15	10	15	10	50
Total %	30	20	30	20	100

Murwillumbah High School Assessment Schedule

English Extension 1 – Year 12 2021

Component	Task 1	Task 2	Task 3	Weighting %
	Imaginative response and reflection	Critical response with related text	Trial HSC Examination	
	Term 1 2021 Week 10	Term 2 2021 Week 7	Term 3 2021 Commencing Week 4	
	Components Assessed EE12-2, EE12-4, EE12-5	Components Assessed EE12-1, EE12-2, EE12-3, EE12-4	Components Assessed EE12-2, EE12-3, EE12-4, EE12-5	
Knowledge and Understanding of texts and why they are valued	15	20	15	50
Skills in complex analysis composition and investigation	15	20	15	50
Total %	30	40	30	100

Murwillumbah High School Assessment Schedule

English Extension 2 – Year 12 2021

Component	Task 1	Task 2	Task 3	Weighting %
	Viva Voce (including written proposal)	Literature review	Critique of the creative process	
	Term 4 2020 Week 10	Term 1 2021 Week 9	Term 2 2021 Week 9	
	Components Assessed EEX12-1, EEX12-4, EEX12-5	Components Assessed EEX12-1, EEX12-2, EEX12-3, EEX12-4	Components Assessed EEX12-2, EEX12-3, EEX12-5	
Knowledge and Understanding of texts and why they are valued	15	20	15	50
Skills in complex analysis composition and investigation	15	20	15	50
Total %	30	40	30	100

Murwillumbah High School Assessment Schedule

English Standard – Year 12 2021

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	Multimodal Presentation <i>Common Module- Texts and Human Experiences</i> – including related material <i>Module C - Craft of writing (10%)</i>	Critical Essay <i>Module A - Language, Identity and Culture</i>	Creative and Reflection Piece <i>Module B -Close Study of Literature</i> <i>Module C - Craft of Writing (10%)</i>	Trial HSC Examination <i>Common Module</i> <i>Module A</i> <i>Module B</i> <i>Craft of Writing (5%)</i>	
	Term 4 2020 Week 8	Term 1 2021 Week 7	Term 2 2021 Week 7	Term 3 2021 Commencing Week 4	
	Outcomes Assessed EN12-3, EN12-5, EN12-6, EN12-7 EN12-9	Outcomes Assessed EN12-1, EN12-3, EN12-4, EN12-5, EN12-7, EN12-8, EN12-9	Outcomes Assessed EN12-1, EN12-3, EN12-4, EN12-5, EN12-9	Outcomes Assessed EN12-1, EN12-3, EN12-4, EN12-5, EN12-6, EN12-7, EN12-8	
Knowledge and understanding of course content	15	10	15	10	50
Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes	15	10	15	10	50
Total %	30	20	30	20	100

Murwillumbah High School Assessment Schedule

English Studies – Year 12 2021

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	Multimodal presentation with related material Mandatory module: Texts and Human Experiences	Research task Elective module	Collection of classwork All modules	Trial HSC Examination	
	Term 4 2020 Week 9	Term 1 2021 Week 7	Term 2 2021 Week 6	Term 3 2021 Commencing Week 4	
	Outcomes Assessed ES12-1, ES12-4, ES12-5, ES12-6, ES12-8	Outcomes Assessed ES12-3, ES12-5, ES12-7, ES12-8, ES12-9	Outcomes Assessed ES12-1, ES12-4, ES12-5, ES12-7, ES12-10	Outcomes Assessed ES12-2, ES12-3, ES12-4, ES12-5, ES12-9	
Knowledge and understanding of course content	15	10	15	10	50
Skills in: <ul style="list-style-type: none"> • comprehending texts • communicating ideas • using language accurately, appropriately and effectively 	10	15	15	10	50
Total %	25	25	30	20	100

Tamworth RTO 90162

COURSE: HSC 2021 – Entertainment Industry VET

Student Competency Assessment Schedule

Assessment Events for Statement of Attainment towards CUA30415 Certificate III in Live Production and Services		Event 3	Event 4	Event 5	Work Placement 2*	Trial Exam*
		Backstage to the Future!	To project and Serve!	Putting the I in Team!		
		Term: 4 – 2020 1 - 2021	Term: 2 - 2021	Term: 3 - 2021	No specific time Rolling throughout year	Term: 3 2021 Commencing Week 4
Code	Unit of Competency					
CUASTA301	Assist with production operations for live performances	X				
CUASMT301	Work effectively backstage during performances	X				
SITXCCS303	Provide service to customers		X			
CUAVSS302	Operate vision systems		X			
CUASOU306	Operate sound reinforcement systems		X			
CUAPPR304	Participate in collaborative creative projects			X		
BSBWOR301	Organise personal work priorities			X		

Depending on the achievement of units of competency, the possible qualification outcome is a Statement of Attainment towards

CUA30415 Certificate III in Live Production and Services.

The exam events 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.



Tamworth RTO 90162

COURSE: HSC 2021 – Hospitality VET

Student Competency Assessment Schedule

Assessment Events for SIT20316 Certificate 11 in hospitality		Term 4 2020	Term 1 2021	Term 2 2021	Term 3 2021	Work Placement	Trial Exam*
		Date: Week:	Date: Week:	Date: Week:	Date: Week:	Date: TBA Week: TBA Term: 4	Date: Term: 3 2021 Commencing Week 4
Code	Unit of Competency						
SITHFAB004	Prepare & Serve Non-Alcoholic Beverages	X					
BSBWOR203	Work effectively with others	X					
SITHIND002	Source and use information on the hospitality industry			X			
SITXCCS003	Interact with customers				X		
SITXCOM002	Show social and cultural sensitivity			X			
SITHCCC002	Prepare and present simple dishes	X					
SITHCCC001	Use food preparation equipment		X				
SITHCCC006	Prepare appetisers and salads			X			
SITHIND003	Use hospitality skills effectively	Ongoing throughout the course					

WORK PLACEMENT: is a NESAs **mandatory** requirement for this course – 35 hours minimum for each year of study. Work placement must be completed by the end of week 10, term 2 or an N-determination may result in the unsuccessful completion of the course.

Depending on the achievement of units of competency, the possible qualification outcome is a SIT20316 Certificate 11 in Hospitality. If the full Certificate is not achieved a Statement of Attainment towards SIT20316 Certificate 11 in Hospitality, with the achieved units of competency will be awarded.

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.

This schedule has been prepared from documentation provided by and endorsed by Tamworth RTO 90162.

Note: components and timings of assessments for 2020-21 for this course have not yet been finalized, Students will be given an updated schedule if and when changes are made as per RTO requirements.

Murwillumbah High School Assessment Schedule

Industrial Technology Timber – Year 12 2021

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	Design Proposal	Industry Overview Report	Project Progress	Trial Exam	
	Term 4 2020 Week 8	Term 1 2021 Week 8	Term 2 2021 Week 8	Term 3 2021 Commencing Week 4	
	Outcomes Assessed H3.1 H3.2 H3.3 H6.1 H6.2	Outcomes Assessed H1.1 H1.2 H1.3 H7.1 H7.2	Outcomes Assessed H2.1 H4.1 H4.2 H4.3 H5.1 H5.2 H6.2	Outcomes Assessed H7.1 H7.2	
Knowledge and understanding of the organisation and management of, and manufacturing processes and techniques used by, the focus area	10	10	5	15	40
Knowledge, skills and understanding in designing, managing, problem-solving, communicating and the safe use of manufacturing processes and techniques through the design and production of a quality Major Project	20	0	25	15	60
Total %	30	10	30	30	100

Murwillumbah High School Assessment Schedule

Legal Studies – Year 12 2021

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	Crime Essay	Human Rights Essay	Family Law Essay	Trial HSC Exam	
	Term 1 2021 Week 5	Term 2 2021 Week 1	Term 2 2021 Week 10	Term 3 2021 Commencing Week 4	
	Outcomes Assessed H1, H2, H3, H4	Outcomes Assessed H3, H4, H6, H8, H9.	Outcomes Assessed H6, H7, H8, H9, H10.	Outcomes Assessed H5, H6, H7, H8, H9, H10.	
Knowledge & Understanding of course content	5	5	15	15	40
Analysis and evaluation	5	5	5	5	20
Inquiry and research	5	5	5	5	20
Communication of legal information, issues and ideas in appropriate forms	5	5	5	5	20
Total %	20	20	30	30	100

Murwillumbah High School Assessment Schedule

Mathematics Advanced – Year 12 2021

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	Assignment/ investigation Topic: M1	Class test Topics: F2, T3, M1	Class test Topics: C2, C3, C4	Trial HSC Examination Topics: F2, T3, C2, C3, C4, M1, S2, S3	
	Term 4 2020 Week 8	Term 1 2021 Week 8	Term 2 2021 Week 8	Term 3 2021 Commencing Week 4	
Outcome(s) Assessed MA12-2 MA12-4 MA12-9 MA12-10	Outcome(s) Assessed MA12-1 MA12-2 MA12-4 MA12-5 MA12-9 MA12-10	Outcome(s) Assessed MA12-3 MA12-6 MA12-7 MA12-9 MA12-10	Outcome(s) Assessed MA12-1 MA12-2 MA12-3 MA12-4 MA12-5 MA12-6 MA12-7 MA12-8 MA12-9 MA12-10		
Understanding, Fluency and Communicating	8	14	13	15	50
Problem Solving, Reasoning and Justification	12	11	12	15	50
Total %	20	25	25	30	100

Murwillumbah High School Assessment Schedule

Mathematics Standard 2 – Year 12 2021

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	In-Class Topic Test Topics F4, M7	Investigation Assignment Topics N2	In-Class Topic Test Topics A4.2, S5	Trial HSC Examination Topics A4, M6, M7, F4, F5, S4, S5, N2	
	Term 4 2020 Week 8	Term 1 2021 Week 6	Term 2 2021 Week 10	Term 3 2021 Commencing Week 4	
	Outcomes Assessed MS2-12-3 MS2-12-4 MS2-12-5 MS2-12-10	Outcomes Assessed MS2-12-8 MS2-12-9 MS2-12-10	Outcomes Assessed MS2-12-1 MS2-12-2 MS2-12-6 MS2-12-7 MS2-12-10	Outcomes Assessed MS2-12-1 to MS2-12-10	
Understanding, Fluency and Communicating	10	15	10	15	50
Problem Solving, Reasoning and Justification	10	15	10	15	50
Total %	20	30	20	30	100

Murwillumbah High School Assessment Schedule

Mathematics Standard 1 – Year 12 2021

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	In-Class Topic Test	Investigation Assignment	Research Assignment	Trial HSC Examination Topics	
	Topics M4, F2	Topics N1	Topics M5	A3.1, M3, M4, M5, F2, F3, S3, N1	
	Term 4 2020 Week 8	Term 1 2021 Week 6	Term 2 2021 Week 10	Term 3 2021 Commencing Week 4	
Outcomes Assessed	Outcomes Assessed	Outcomes Assessed	Outcomes Assessed		
	MS1-12-3 MS1-12-5 MS1-12-10	MS1-12-8 MS1-12-9 MS1-12-10	MS1-12-3 MS1-12-4 MS1-12-9 MS1-12-10	MS1-12-1 to MS1-12-10	
Understanding, Fluency and Communicating	10	15	10	15	50
Problem Solving, Reasoning and Justification	10	10	15	15	50
Total %	20	25	25	30	100

Murwillumbah High School Assessment Schedule

Mathematics Extension 1 – Year 12 2021

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	Class test Topic: P1	Assignment/ Investigation Topic: S1	Extended modelling and problem-solving task Topic: V1	Trial HSC examination Topics: P1, V1, T3, C2, C3, S1	
	Term 4 2020 Week 9	Term 1 2021 Week 9	Term 2 2021 Week 6	Term 3 2021 Commencing Week 4	
	Outcomes Assessed ME12-1 ME12-6 ME12-7	Outcomes Assessed ME12-5 ME12-6 ME12-7	Outcomes Assessed ME12-2 ME12-6 ME12-7	Outcomes Assessed ME12-1 ME12-2 ME12-3 ME12-4 ME12-5 ME12-6 ME12-7	
Component 1: Understanding, Fluency and Communicating	13	12	10	15	50
Component 2: Problem Solving, Reasoning and Justification	12	13	10	15	50
Total %	25	25	20	30	100

Murwillumbah High School Assessment Schedule Mathematics Extension 2 – Year 12 2021

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	Class test Topic: N1	Assignment/ Investigation Topics: N1, N2	Class test Topics: P1, P2, V1	Trial HSC examination Topics: P1, P2, V1, N1, N2, C1, M1	
	Term 4 2020 Week 8	Term 1 2021 Week 10	Term 2 2021 Week 7	Term 3 2021 Commencing Week 4	
	Outcomes Assessed MEX12-1 MEX12- 4 MEX12-7 MEX12-8	Outcomes Assessed MEX12-1 MEX12- 4 MEX12-7 MEX12-8	Outcomes Assessed MEX12-1 MEX12- 2 MEX12-3 MEX12-7 MEX12- 8	Outcomes Assessed MEX12-1 MEX12-2 MEX12-3 MEX12-4 MEX12-5 MEX12-6 MEX12-7 MEX12- 8	
Understanding, Fluency and Communicating	10	12	13	15	50
Problem Solving, Reasoning and Justification	10	13	12	15	50
Total %	20	25	25	30	100

Murwillumbah High School Assessment Schedule

Music 1 – Year 12 2021

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	Presentation of Musicology Essay and Aural Portfolio	Composition	Electives	Trial HSC Examination	
	<p>Topic 1 This submitted task will take the form of a 1500 word Musicology Essay and an Aural Analysis Portfolio.</p>	<p>Topic 2 a. Presentation of an Original Composition. Students will submit notation, a recording or live performance and a composition portfolio. b. Students will also perform an existing song to match the genre of the music that their composition reflects</p>	<p>Topic 3 Students will present all 3 HSC electives for marking. Electives will involve a combination of performance, viva voce and/or composition. The combination will be specific to each students' personalised HSC elective choices.</p>	<p>a. Aural skills exam b. Presentation of 1 CORE performance c. Presentation of all three electives. These will consist of a combination of performance, viva voce and/or composition. The combination will be specific to each students' personalised HSC elective choices.</p>	
	Term 4 2020 Week 7	Term 1 2021 Week 8	Term 2 2021 Week 10	Term 3 2021 Commencing Week 4	
	Outcomes Assessed	Outcomes Assessed	Outcomes Assessed	Outcomes Assessed	
	H2, H4, H5, H6, H7, H8	a) H2, H3, H5, H6, H7, H8 b) H1, H2, H7, H8	H1-8*	H1-8*	
Performance		5		5	10
Composition		10			10
Musicology	10				10
Aural	15			10	25
Electives			30	15	45
Total %	25	15	30	30	100

Murwillumbah High School Assessment Schedule

PDHPE – Year 12 2021

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	Performance Analysis Factors Affecting Performance	Training Investigation Improving Performance	Research Task Health Priorities in Australia	Trial HSC Examination	
	Term 4 2020 Week 9	Term 1 2021 Week 5	Term 2 2021 Week 7	Term 3 2021 Commencing Week 4	
	Outcomes Assessed H7, H8, H9, H10, H11, H16	Outcomes Assessed H7, H8, H16, H17	Outcomes Assessed H1, H2, H3, H4, H5, H6, H15, H16	Outcomes Assessed H1, H2, H3, H4, H5, H7, H8, H9, H10, H11, H13 H14, H15, H16, H17	
Knowledge and understanding of course content	15	15	15	20	65
Skills in critical thinking, research, analysing and communicating	5	5	10	15	35
Total %	20	20	25	35	100

Murwillumbah High School Assessment Schedule

Physics – Year 12 2021

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	Depth Study 1 Primary Source	Module test	Depth Study 2 Secondary Source	Trial HSC Examination	
	Term 1 2021 Week 2	Term 2 2021 Week 9	Term 3 2021 Week 2	Term 3 2021 Commencing Week 4	
	Outcomes Assessed PH11/12-1 PH11/12-2 PH11/12-3 PH11/12-4 PH11/12-5 PH11/12-6 PH11/12-7	Outcomes Assessed PH11/12-1 PH11/12-2 PH11/12-3 PH11/12-4 PH11/12-5 PH11/12-6 PH11/12-7	Outcomes Assessed PH11/12-4 PH11/12-5 PH11/12-6 PH11-8 PH11-9 PH11-10 PH11-11	Outcomes Assessed PH11/12-4 PH11/12-5 PH11/12-6 PH11-8 PH11-9 PH11-10 PH11-11	
Skills in Working Scientifically	20	15	15	10	60
Knowledge & understanding	10	5	5	20	40
Total %	30	20	20	30	100

Tamworth RTO 90162

COURSE: HSC 2021 – Primary Industries (Agriculture) VET

Student Competency Assessment Schedule

Assessment Events for Certificate II in Agriculture AHC20116 (Must be edited to suit school delivery – refer to TAS)			Event 1	Event 2	Event 3	Event 4	Event	Event	Event
			Cluster 2	Cluster 4	Cluster 7	Cluster 3	Cluster 9	Event 2nd Work Placement	Event Trial Exam
			Week 10 Term 4	Week 10 Term 1	Week 10 Term 2	Week 8 Term 3	Week 8 Term 3	Week Term	Term 3 Commencing Week 4
Cluster	Code	Unit of Competency							
Cluster 2 – Working in Industry	AHCWRK204 AHCWRK205 AHCWRK209	Work effectively in the industry Participate in workplace communications Participate in environmentally sustainable work practices							
Cluster 4 - Chemicals	AHCCHM201 AHCPMG201	Apply chemicals under supervision Treat weeds							
Cluster 7 - Tractors	AHCMOM202 AHCBIO201 AHCMMOM304	Operate tractors Inspect and clean machinery for plant, animal and soil material Operate machinery and							
Cluster 3 - Weather	AHCWRK201	Observe and report on weather							
Cluster 9 – Fencing & Show	AHCINF202 AHCINF201	Install, maintain and repair fencing Carry out basic electric fencing operations							

Depending on the achievement of units of competency, the possible qualification outcome is a Certificate II in Agriculture (AHC20116) or a Statement of Attainment towards a Certificate II in Agriculture (AHC20116).

The exam events 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.

Murwillumbah High School Assessment Schedule

Sport, Lifestyle & Recreation Studies – Year 12 2021

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	Completion of First Theoretical Booklet Anatomy and Physiology & Sports Coaching	Practical Application Unit 1 & 2	Practical Application Unit 3 & 4	Completion of Second Theoretical Booklet First Aid & Outdoor Education	
	Term 4 2020 Week 10	Term 1 2021 Week 8	Term 2 2021 Week 3	Term 3 2021 Week 3	
	Outcomes Assessed 1.3 3.3 4.1 5.4 5.5	Outcomes Assessed 1.1 1.2 1.3 1.5 2.1 2.2 2.5 3.5 4.2 4.4	Outcomes Assessed 1.1 1.2 1.3 1.5 2.1 2.2 2.5 3.5 4.2 4.4	Outcomes Assessed 3.2 3.3 4.3 4.5 5.5	
Knowledge and understanding	10	10	10	10	40
Skills	10	20	20	10	60
Total %	20	30	30	20	100

Murwillumbah High School Assessment Schedule

Visual Arts – Year 12 2021

Component	Task 1	Task 2	Task 3	Task 4	Weighting %
	Development of the Body of Work VAPD documenting initial artmaking experimentation and investigation, analysis of artmaking practice through the frames, research and comparative analysis of student practice and selected artists' practice	Extended Written Response Art Criticism/Art History Analysis of the development of art criticism and/or art historical discourse in 21 st century Submission of artworks under development, VAPD documenting experimentation, written reflections including explanation of intention and the links between material and conceptual practice	Resolving the Body of Work Submission of artworks under development, VAPD documenting experimentation, written reflections including explanation of intention and the links between material and conceptual practice	Trial HSC Examination Art Criticism and Art History Written Examination Resolving the Body of Work: submission of artworks under development. VAPD, written analysis of intention and artmaking practice through the conceptual framework	
	Term 4 2020 Week 9	Term 1 2021 Week 8	Term 2 2021 Week 8	Term 3 2021 Commencing Week 4	
	Outcomes Assessed H1, H2, H3, H4	Outcomes Assessed H8, H9, H10	Outcomes Assessed H1, H2, H3, H4, H6	Outcomes Assessed H7, H8, H9, H10 H1, H2, H4, H5, H6	
Artmaking	10	10	20	10	50
Art Criticism and Art History	10	20	0	20	50
Total %	20	30	20	30	100

ASSESSMENT IN TAFE DELIVERED VOCATIONAL EDUCATION AND TRAINING COURSES

TAFE uses a variety of methods of assessment including assignments, class exercises, class tests and formal examinations.

TAFE courses are taught as modules and assessed as modules. One lesson missed at TAFE equals one week of course work.

Many TAFE DELIVERED VET courses require completion of a number of TAFE modules.

You will be issued with a course and module assessment guide by your TAFE teacher at the start of the course.

If your TAFE course is also a Category B course and an ATAR is required that includes the TAFE course, TAFE will provide a trial exam.

The **COURSE ASSESSMENT GUIDE** will provide you with information on the modules within the course.

The **MODULE ASSESSMENT GUIDE** will indicate:

- the percentage of the final module mark coming from each assessment task
- the type and topic of each assessment task

IF YOU ARE UNABLE TO COMPLETE AN ASSESSMENT TASK on or by the due date, and have a valid reason, you should discuss your problem with your TAFE teacher well before the due date.

The "N" Warning procedure will be followed by TAFE in the same way as school based courses.

Discuss any problems you are having with your assessment programs with your TAFE teacher and/or the TAFE DELIVERED VET Co-ordinator at your school.

TAFE DELIVERED VET Co-ordinator is the Careers Adviser

GOALS

What are your **GOALS**

- for this week?
- for next month?
- for this year?
- for your career?

Decide these and you will have a purpose for study.

BE POSITIVE!

Do not be alarmed at the increasing workload as you go through school.

BE REALISTIC!

Consider

- Time available
- Your own ability
- Your attitude

SAMPLE STUDY TIMETABLE

It's Only a Matter of Time . . . and how well you use it!

Time is precious. Most senior students will tell you they don't have enough of it. If you **plan** your time wisely, and stick to your plan, you will be surprised how much you can fit into a week. Complete your own study timetable on the next page.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	
Before School	Music Practice	Music Practice	Music Practice	Music Practice	Music Practice	Work	History Study	Morning
9.00 - 3.30	School	School	School	School	School			
3.30 - 4.00	Homework	Tennis	Music Lesson	Homework	Homework			
4.00 - 5.00	Homework	Tennis	Homework	Homework	Homework	Leisure	Tennis	Afternoon
5.00 - 6.00	Homework	Homework	Homework	Homework	Homework			
6.00 - 7.00	Dinner	Dinner	Dinner	Dinner	Dinner			
7.00 - 8.00	Science Study	Homework	Homework	T.V.	T.V. or night out	T.V.	T.V.	
8.00 - 9.00	Maths Study	Homework	Economics Study	Science Study	T.V. or night out			
9.00 - 10.00	English Study	French Study	Economics Study	English Study	T.V. or night out	General	Science Study	Night
10.00 - 11.00					T.V. or night out	Studies		

PERSONAL STUDY PLAN

It's Only a Matter of Time . . . and how well you use it!

Time is precious. Most senior students will tell you they don't have enough of it. If you *plan* your time wisely, and stick to your plan, you will be surprised how much you can fit into a week.

A Study Timetable allows you to get the most out of your time. It includes a balance of regular commitments, fun and study.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	
Before School								
9.00 - 3.30								
3.30 - 4.00								
4.00 - 5.00								
5.00 - 6.00								
6.00 - 7.00								
7.00 - 8.00								
8.00 - 9.00								
9.00 - 10.00								
10.00 - 11.00								



MURWILLUMBAH HIGH SCHOOL

**Absence from an Assessment Task and
Illness/Misadventure/Request Extension Application**

(circle one)

NAME: **YEAR:**

SUBJECT:

DATE OF ASSESSMENT TASK:

TIME OF ASSESSMENT TASK:

REASON FOR INABILITY TO ATTEND OR SUBMIT TASK ON TIME:

.....

.....
(Additional pages may be stapled onto this form if more space is needed).

Supporting documentation submitted with this application (please tick one or more)

Medical Certificate Motorist's Association Technician's Report Computer Technician's Report

Other (Please specify) _____

Other (Please specify) _____

SIGNED: (Student)

2 TO BE COMPLETED BY PRELIMINARY HSC CO-ORDINATOR:

DATE RECEIVED: **TIME RECEIVED:**

DOCUMENTATION ATTACHED: YES / NO **REASON:** Satisfactory / Unsatisfactory

SIGNED: (Preliminary/HSC Co-ordinator)

3

Head Teacher requests appeal

Head Teacher signature: _____

Class teacher signature: _____

Head Teacher signature: _____

Completed Form filed by Preliminary/HSC Co-ordinator