

# OAK FLATS HIGH SCHOOL

## Year 11 Assessment Policy & Schedule Preliminary 2025



ASPIRE - ACHIEVE - SUCCEED

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# OVERVIEW OF ASSESSMENT PROCEDURES

## 1. Introduction

This document provides information relating to the assessment of Preliminary courses at Oak Flats High School.

## 2. Preliminary School based Course Assessment

School based assessment for Preliminary courses is carried out to measure a student's progress through a course and to assess a student's performance in those aspects of the course which may not be adequately assessed by a single examination at the conclusion of the course.

## 3. The Assessment Program

The Preliminary Assessment Program will commence at the beginning of Term 1 and conclude at the end of Term 3. To coordinate the timing of assessment tasks in different courses, the following procedures will apply:

- Students will be provided with an assessment calendar which will outline the term and week for all Preliminary assessment tasks in all courses (see Assessment Calendar – page 10)
- Students will also be provided with an assessment schedule for each individual course specifying the various tasks (tests, assignments etc) and the weighting allocated for each task (see Subject Assessment Schedules– pages 11-30).

While the schedule is provided as a guide to when assessment tasks will occur, unforeseen circumstances may result in a change of dates for an assessment task. In these situations, teachers will negotiate with the cohort to reschedule a task. Students should expect at least four weeks' notice of the change of date for that assessment task.

## 4. The Assessment Program for Vocational Education and Training (VET) Courses

The VET courses offered at Oak Flats High School are category B Board Developed Courses.

The Board and Australian Quality Training Framework (AQTF) require that a competency-based approach to assessment is used and that a record is held by the school of the competencies achieved by each student. The purpose of assessment is to judge competence based on performance. A student is judged as either competent or not yet competent.

All courses have a mandatory work placement requirement. This means that students who do not complete 35 hours in their Preliminary year for each VET course studied will not receive their HSC.

The HSC examination for VET subjects is NOT compulsory but may be used only for ATAR calculations. Advice for VET course can be found on page 31.

## 5. Assessment Marks and Rankings

Students will be supplied with a cumulative grade at the end of each semester reporting period. A final grade will be supplied to the student at the completion of the course.

## **6. Satisfactory Completion of a Preliminary Course**

The NSW Education Standards Authority (NESA) has stipulated that a student will be considered to have satisfactorily completed a course, if in the principal's view, there is sufficient evidence that the student has:

- a. followed the course developed or endorsed by the NSW Education Standards Authority.
- b. applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school.
- c. achieved some or all of the course outcomes.

Students are expected to perform ALL tasks required and sit for ALL examinations scheduled as part of the assessment program in all courses they are studying.

The NSW Education Standards Authority requires that students **MUST** make a genuine attempt at tasks worth an accumulated value of more than 50% of available marks in a course to satisfy requirements for that course. If students do not meet this requirement the Principal must indicate that the course has not been satisfactorily completed and apply the 'N' determination.

Satisfactory completion of a Preliminary course or its equivalent is a prerequisite for entry into the HSC course.

## **7. Attendance and Satisfactory Completion of a Course**

Principals may determine that, as a result of absences, the course completion criteria might not be met. Students whose attendance is called into question will be required to prove to the Principal's satisfaction, following a review of their performance, that they are meeting the course completion criteria. Clearly, absences will be regarded seriously by Principals who must give students early warning of the consequences of such actions.

## **8. Non-Completion of Course Requirements – 'N' Determination**

Students judged not to have satisfactorily met course requirements will not have a grade reported to NESA.

When a candidate has not satisfied requirements for a course the Principal / Deputy Principal must:

Indicate to NESA that the student has not satisfactorily completed a course.

Advise the student of the determination, its consequences, and the student's right to a school review and subsequent appeal to the NESA.

If a student is at risk of not meeting the assessment requirements in a course, a warning must be given.

The Principal must:

- Advise the student, in writing, in time for the problem to be corrected and alert the student to the possible consequence of an 'N' determination.
- Advise the parent/guardian in writing if the student is under 18.
- Request from the student or parent/guardian a written acknowledgement of the warning.
- Retain a copy of the warning notice and other relevant documentation.
- Follow up letter – Outcome of appeal

## **9. Student Responsibilities**

### **(i) Assessment Schedule**

Students must:

- Make sure that they have a copy of the Assessment Policy and Schedule
- Present work according to the schedule of dates for assessment tasks.
- Be aware of the penalties for non or late submission of assessment tasks.
- Be aware of the procedure to be followed if absent when a task is to be submitted or completed in class.

- Satisfactorily explain all full and partial absences.
- Sign that they have received the Assessment Policy and Schedule

## **(ii) Presenting Work**

Students must:

- Present their own work – see section 14 malpractice of this document.
- Submit work in an appropriate format.
- Not interfere with the efforts of others.
- Maintain a back-up copy of work completed using a computer; a computer crash or other technological error will not necessarily be accepted as a reason for not completing or submitting a task. Where exceptional circumstances exist, an appeal can be made to the classroom teacher for consideration by the Assessment Review Panel, who will make a final determination.

## **10. Teacher Responsibilities**

Class teachers must:

- Ensure that students have a copy of the Assessment Schedule for their class.
- Follow the Assessment Schedule for their subject.
- Where possible, give students at least four weeks' notice of the date of an assessment task ensuring that absent students receive the information the next time the student attends the class; the notice should include outcomes to be assessed by the task, administrative information concerning the task, an outline of the nature of the task, and criteria by which the task will be assessed. It will be handed out in class and posted in the google classroom.
- Where an assessment task needs to be rescheduled, negotiate with students concerning a suitable date. At least four weeks' notice should be given.
- Ensure that warning letters are issued for students not submitting tasks.
- Provide meaningful feedback in a timely manner.

## **11. Non-Completion of Assessment Tasks**

To satisfactorily complete a course, students will have completed all assessment tasks. In cases where a candidate hands in an assessment task after the due date without having successfully applied for an extension or Assessment task appeal form (see back of this document) the student may receive a mark of zero.

If a student does not submit a task or makes a non-serious attempt, a non-attempt may be recorded, a 'N' Warning letter sent. They may receive zero for the task. If the student is on Work Placement at the time of an assessment task it must still be handed in on the nominated date. If they require extra time, they must apply to their teacher prior to the task being due. When a student fails to complete assessment tasks which contribute more than 50% of available marks, then the student may automatically be deemed to have not satisfactorily completed that course.

## **12. Absences and Extensions of Time**

If a student is absent when an assessment task or examination is to be carried out, they may apply for consideration. This application must be made in writing (see Assessment Task Appeal form – page 39) with supporting evidence to the class teacher within the time limits as indicated below and forwarded to the Assessment Review Panel. Please complete appealed form and submit it to your classroom teacher. The classroom teacher will discuss with their head teacher who will work with the Assessment review panel to make a decision.

### **(i) Absence from an Assessment Task**

When the Absence will be known in advance:

If a student knows that they will be unavoidably absent when an assessment task is to be carried out, they must complete an Application for Extension of Due Date form and submit it to their classroom teacher. Documentary evidence must be supplied to support their reasons for absence (see Application for Extension of Due Date – page 38).

This requirement also applies if the student will be absent while representing the school on sporting, cultural, or educational representative duties.

When the Absence was not known in advance:

If absent from school when an assessment task is carried out, students should provide documentary evidence (for example, a doctor's certificate or other valid explanation) to support their reason for absence within two days of returning to school to the classroom teacher of the subject (see Assessment Task appeal form – page 39). The classroom teacher will make a recommendation and forward the documentation to their head teacher for consideration of the Assessment Review Panel.

This will be considered by the Assessment Review panel and the decision to be forwarded to the student.

When no documentary evidence has been supplied to support an Absence:

Where a student does not provide acceptable documentary or other evidence to support the reasons for an absence then the student must still complete the task to be deemed satisfactory for the course. Please note that this work must be completed to a standard, as judged by the classroom teacher and head teacher, to be deemed a serious attempt. However, a zero mark may be allocated for Preliminary assessment purposes.

### **(ii) Illness or misadventure during a task**

When a student has been ill or has been adversely affected during a particular task, it may be possible to apply for an extension of time or to complete a substitute task. In this case the student needs to complete a Request for Consideration form and submit it to the class teacher (see Assessment Task appeal form – page 39).

If the Assessment Review Panel considers that a valid reason exists for non-completion of a task their decision will be forwarded to the student.

## **13. Granting an Assessment Appeal**

If an Assessment Appeal has been granted, then the Assessment Review Panel may:

- authorise an alternative task as soon as is reasonable and practical after the student's return
- grant an extension of time
- determine an alternative procedure

## **14. Malpractice**

Malpractice occurs when a student has been found to have copied another student's work whether in an examination or in set class or prepared assessment tasks. Malpractice also occurs when a student allows another student to copy their work or presents work from another source (artificial intelligences generated - AI) that is not theirs and claims it as their own.

If students take prohibited materials such as notes on programmable calculator, mobile phone, smart watches etc., into an examination room, they will be found guilty of malpractice and may receive a mark of zero.

Cases of malpractice will be referred to the Principal. Any case of proven dishonesty or malpractice by a student in an assessment task may result in a zero mark being awarded for the task. Parents will be informed by N Warning letter by the classroom teacher in such cases.

Note: Students who seek to obtain an advantage before assessment tasks by taking periods or days off could be penalised. Such penalties will be determined by the head teacher of the subject concerned. Absences before a task's due date will require authentication as per non-attendance at examinations.

Students who misbehave during examinations or assessment tasks will be removed and may receive a mark of zero for the task.

Likewise, students who have plagiarised their assessment task may receive zero marks and a N Warning letter will be sent.

## **15. Invalid or Non-Discriminating Tasks**

In the case of a task not discriminating between students, being invalid or having problems associated with its administration, the School reserves the right to disallow (and omit) that task from the assessment program.

In these circumstances the School may add another task (with sufficient notice), and/or adjust the weightings accordingly. The School is responsible for investigating any possible malpractice.

## **16. Rights of Appeal / Misadventure**

In a case where a student feels that an error has been made in the marking of an assessment task, the student may appeal against that mark only at the time that information is supplied to the student by the classroom teacher. While the course teacher may deal with an informal appeal, students are advised to make appeals in writing.

Students whose performance in an examination has been affected by illness or unforeseen misadventure suffered immediately before or during an examination period, must appeal in writing to their classroom teacher (see Assessment Task Appeal form – page 39). The relevant Deputy Principal will rule whether to disregard the mark for that examination.

A student or their parent / guardian (if the student is under 18 years of age) may appeal against an N determination. Information regarding the appeal process and the time limit for the submission of the appeal will be supplied to the student or the parent / guardian at the time they are advised of the N determination.

Students cannot submit an appeal on the basis of:

- Difficulties in preparation or loss of preparation time – for example, as a result of ongoing illnesses
- Alleged deficiencies in tuition
- Long term illnesses such as glandular fever, unless a “flare-up” or exacerbation of symptoms occur during an examination period
- Misreading the assessment schedule/ Misreading examination instructions
- Misconduct, Malpractice or invalid task.

## **17. Assessment Disputes**

Disputes over an individual task must be resolved within 5 school days of the task being returned.

The Deputy Principal is the final arbiter in all assessment matters.

## **18. Change of Course / Late Enrolments**

For students changing courses, the Principal must be satisfied that they can satisfactorily complete the course (or equivalent), and that they will be supported to complete course requirements, including assessment.

When a student enrolls at the school after the assessment program has commenced, that student's rank order in each subject will be determined on the basis of work done in the current school only.



## **19. Marks for Alternative Procedures / Extensions of Time**

In those cases where alternative procedures have been authorised (see Absences and Extensions of Time), the mark given for the task will be used as a basis on which to estimate the student's rank order for the particular task. This is necessary, as a substitute task does not always duplicate the same conditions and content as the original task. When the position of the student has been established, the mark most appropriate for that position will be awarded and recorded.

Where an alternative task cannot be given, a mark will be allocated with the approval of the relevant Deputy Principal.

## **20. Moratorium on Assessment Task**

There will be an assessment "free" week - one week prior to all formal examinations.

## **21. Weighted and Non-Weighted Examinations**

All category A Preliminary courses at Oak Flats High School will require students to complete a non-weighted Semester 1 examination and a weighted Preliminary examination. The non-weighted examination is an opportunity for students to practice examination technique and provide a valuable opportunity for teachers to provide students with feedback. All VET courses will be required to complete a Preliminary examination.

## **22. Assessment Review Panel**

The Principal will select the members of the Assessment Review Panel. It will consist of at least two members: the relevant year group Deputy Principal and the Head Teacher of the subject concerned.

The Assessment Review Panel will:

- Adjudicate on all Application for Extension of a Due Date forms submitted.
- Adjudicate on all Request for Consideration forms submitted.
- Adjudicate on all Assessment Task Appeal forms submitted.
- Review appeals against final assessment marks and ranks. (NB: Review of Assessment grading will consider the procedures and not involve reconsideration of the teacher's judgment).

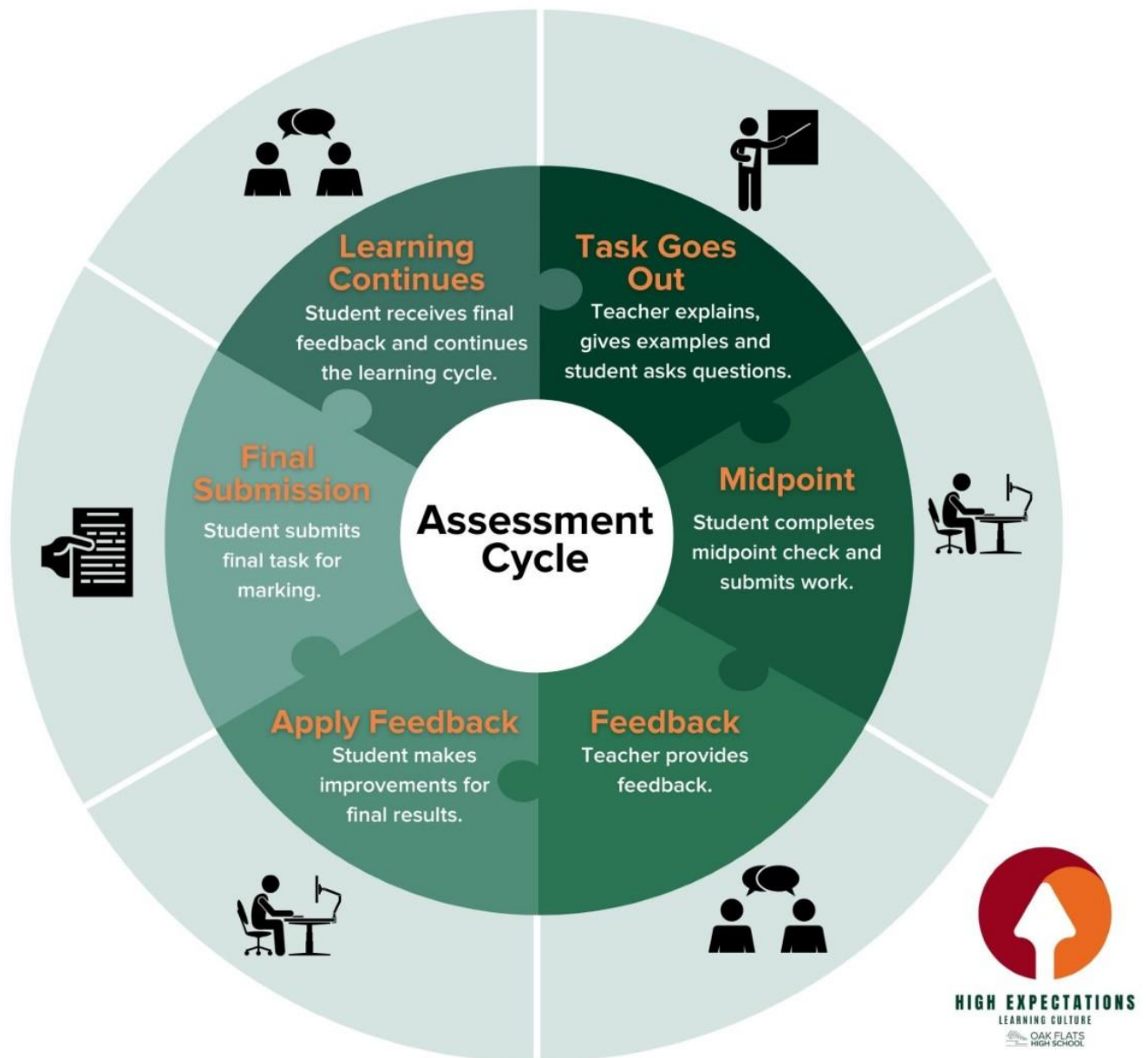
## **23. Further Information**

Further information relating to general issues may be obtained from the:

- Principal
- Deputy Principal
- Faculty Head Teachers



# ASSESSMENT CYCLE VISUAL EVIDENCE



SCHEDULE OF ASSESSMENT TASK FOR YEAR 11 2025																					
WEEK		English Advanced	English Standard	English Studies	Mathematics Advanced	Mathematics Standard 2	Biology	Chemistry	Investigating Science	Marine Studies	Legal Studies	Modern History	Work Studies	Community & Family Studies	Sports, Lifestyle & Recreation	Industrial Technology – Multimedia	Industrial Technology - Timber	Music 1	Photography, Videoing & Digital Imaging	Visual Arts	Visual Design
TERM 1 - 2025	2																				
	3																				
	4																				
	5																				
	6																				
	7																				
	8																				
	9																				
	10																				
	11																				
	12																				
TERM 2 - 2025	1																				
	2																				
	3																				
	4																				
	5																				
	6																				
	7																				
	8																				
	9																				
	10																				
TERM 3 - 2025	1																				
	2																				
	3																				
	4																				
	5																				
	6																				
	7																				
	8																				
	9																				
	10																				
ASSESSMENT FREE WEEK																					
EXAMINATION																					

**ASSESSMENT FREE WEEK -** XXXXXXXXXX

**ASSESSMENT TASK 3 TO GO OUT – [REDACTED]**

## PRELIMINARY COURSES - ASSESSMENT SCHEDULES

### Biology Board Developed Course Preliminary Assessment Schedule 2025

Task #	Task 1	Task 2	Task 3
Due	Term 1 Week 9	Term 3 Week 5	Term 3 Week 9 & 10
Task Title	Practical Task	Depth Studies	Semester 2 examination
Outcomes Assessed	BIO11-2 BIO11-3 BIO11-5	BIO11-1, BIO11-3, BIO11-4, BIO11-6, BIO11-7, BIO11-11	BIO11-6 BIO11-8 BIO11-9 BIO11-10 BIO11-11
Skills in Working Scientifically	30%	20%	10%
Knowledge & understanding		20%	20%
<b>Total Weighting 100%</b>	<b>30%</b>	<b>40%</b>	<b>30%</b>

Chemistry  
Board Developed Course  
Preliminary Assessment Schedule 2025

Task #	Task 1	Task 2	Task 3
Due	Term 1 Week 111	Term 2 Week 5	Term 3 Week 9 & 10
Task Title	Depth Study	Practical Task	Semester 2 examination
Outcomes Assessed	CH11/12-1, CH11/12-2 CH11/12-3, CH11/12-4 CH11/12-7, CH11-8	CH11/12-1, CH11/12-2 CH11/12-3, CH11/12-4 CH11/12-7, CH11/12-9	CH11/12-1 - CH11/12-7 CH11-8 - CH11-11
Skills in Working Scientifically	30%	20%	10%
Knowledge & understanding	10%	10%	20%
<b>Total Weighting 100%</b>	<b>40%</b>	<b>30%</b>	<b>30%</b>

Community & Family Studies  
Board Developed Course  
Preliminary Assessment Schedule 2025

Task #	Task 1	Task 2	Task 3
Due	Term 2 Week 1	Term 2 Week 8	Term 3 Week 9 & 10
Task Title	<b>Resource Management Case Study</b>	<b>Individuals &amp; Groups Analysis</b>	<b>Semester 2 examination</b>
Outcomes Assessed	P1.1, P1.2, P3.2, P6.1	P2.1, P2.3, P4.2	P1.1 – P7.4
Skills	10%	5%	10%
Knowledge & understanding	20%	30%	25%
<b>Total Weighting 100%</b>	<b>30%</b>	<b>35%</b>	<b>35%</b>

English Advanced  
Board Developed Course  
Preliminary Assessment Schedule 2025

<b>Task #</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>
<b>Due</b>	Term 1 Week 11	Term 2 Week 10	Term 3 Week 9 & 10
<b>Task Title</b>	<b>Reading to Write Portfolio of Work</b>	<b>Narratives that Shape our World. Multimodal Presentation</b>	<b>Semester 2 examination</b>
<b>Outcomes Assessed</b>	EA11-1, EA11-3 EA11-4, EA11-5	EA11-2, EA11-7 EA11-8, EA11-9	EA11-1, EA11-2 EA11-3, EA11-4 EA11-5, EA11-6 EA11-7, EA11-8 EN11-9
Skills in Responding to Texts & Communication of Ideas Appropriate Audience, Purpose & Context Across all Modes	15%	15%	15%
Knowledge & understanding	20%	20%	15%
<b>Total Weighting 100%</b>	<b>35%</b>	<b>35%</b>	<b>30%</b>

English Standard  
Board Developed Course  
Preliminary Assessment Schedule 2025

<b>Task #</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>
<b>Due</b>	Term 1 Week 10	Term 2 Week 9	Term 3 Week 9 & 10
<b>Task Title</b>	<b>Text Portfolio Reading to Write: Transition to Senior English</b>	<b>Multimodal Contemporary Possibilities</b>	<b>Semester 2 examination</b>
<b>Outcomes Assessed</b>	EN11-1, EN11-3, EN11-4, EN11-5, EN11-9	EN11-1, EN11-2, EN11-3, EN11-7, EN11-8	EN11-1, EN11-3, EN11-4, EN11-5, EN11-6, EN11-7, EN11-8, EN11-9
Skills in	15%	20%	15%
Knowledge & understanding	15%	20%	25%
<b>Total Weighting 100%</b>	<b>30%</b>	<b>40%</b>	<b>30%</b>



English Studies  
Board Endorsed Course  
Preliminary Assessment Schedule 2025

Task #	Task 1	Task 2	Task 3
Due	Term 2 Week 9	Term 3 Week 4	Term 3 Week 9 & 10
Task Title	<b>English &amp; The Experience of Travel Task</b>	<b>Portfolio of Work</b>	<b>Semester 2 examination</b>
Outcomes Assessed	EN11-2, EN11-6, EN11-9, EN11-10	EN11-1, EN11-3 EN11-4, EN11-6 EN11-7, EN11-10	ALL OUTCOMES
Skills in: <ul style="list-style-type: none"> <li>Comprehending Texts</li> <li>Communicating Ideas</li> <li>Using Languages Accurately, Appropriately &amp; Effectively</li> </ul>	15%	20%	15%
Knowledge & understanding	15%	20%	20%
<b>Total Weighting 100%</b>	<b>30%</b>	<b>40%</b>	<b>30%</b>

Industrial Technology – Timber Products & Furniture Technologies  
Board Developed Course  
Preliminary Assessment Schedule 2025

Task #	Task 1	Task 2	Task 3
Due	Term 1 Week 9	Term 3 Week 7	Term 3 Week 9 & 10
Task Title	Project 1 with related management folio	Project 2 with related management folio	Semester 2 examination
Outcomes Assessed	P1.2, 3.1, 3.2, 3.3, 4.1, 4.2, 4.3, 5.1, 5.2	P2.1, 2.2, 3.1, 3.3, 4.1, 4.2, 4.3, 6.1, 6.2	P1.1, 1.2, 2.1, 4.3, 6.1, 6.2, 7.1, 7.2
Knowledge & understanding of course content	10%	15%	5%
Knowledge and skills in the design, management, communication and production of a major project	20%	25%	25%
<b>Total Weighting 100%</b>	<b>30%</b>	<b>40%</b>	<b>30%</b>

Industrial Technology - Multimedia  
Board Developed Course  
Preliminary Assessment Schedule 2025

<b>Task #</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>
<b>Due</b>	Term 1 Week 9	Term 3 Week 7	Term 3 Weeks 9 & 10
<b>Task Title</b>	Project 1 with related management folio	Project 2 with related management folio	Semester 2 examination
<b>Outcomes Assessed</b>	P1.2, 3.1, 3.2, 3.3, 4.1, 4.2, 4.3, 5.1, 5.2	P2.1, 2.2, 3.1, 3.3, 4.1, 4.2, 4.3, 6.1, 6.2	P1.1, 1.2, 2.1, 4.3, 6.1, 6.2, 7.1, 7.2
Knowledge and understanding of course content	10%	15%	5%
Knowledge and skills in the design, management, communication and production of a major project	20%	25%	25%
<b>Total Weighting 100%</b>	<b>30%</b>	<b>40%</b>	<b>30%</b>

Investigating Science  
Board Developed Course  
Preliminary Assessment Schedule 2025

<b>Task #</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>
<b>Due</b>	Term 1 Week 9	Term 3 Week 5	Term 3 Week 9 & 10
<b>Task Title</b>	<b>Practical Investigation</b>	<b>Depth Study</b>	<b>Semester 2 examination</b>
<b>Outcomes Assessed</b>	INS11/12-1, INS11/12-2 INS11/12-3, INS11/12-4 INS11/12-5, INS11/12-7 INS11-8, INS11-9	INS11/12-1, INS11/12-4 INS11/12-5, INS11/12-6 INS11/12-7, INS11-8 INS11-9	INS11/12-4 INS11/12-5 INS11/12-6, INS11/12-7 INS11-8, INS11-9 INS11-10, INS11-11
Skills in Working Scientifically	5%	15%	20%
Knowledge & understanding	25%	25%	10%
<b>Total Weighting 100%</b>	<b>30%</b>	<b>40%</b>	<b>30%</b>

Legal Studies  
Board Developed Course  
Preliminary Assessment Schedule 2025

Task #	Task 1	Task 2	Task 3
Due	Term 1 Week 11	Term 2 Week 9	Term 3 Week 9 & 10
Task Title	Media File	Case Study	Semester 2 examination
Outcomes Assessed	P3 P4 P6 P8 P10	P1 P2 P5 P9	P1 P2 P4 P7 P9
Analysis & evaluation	5%	5%	10%
Knowledge & understanding	10%	10%	20%
Inquiry & research	10%	10%	
Communication of legal information, issues and ideas in a appropriate forms	5%	5%	10%
<b>Total Weighting 100%</b>	<b>30%</b>	<b>30%</b>	<b>40%</b>

Marine Studies  
Board Endorsed Course  
Preliminary Assessment Schedule 2025

Task #	Task 1	Task 2	Task 3
Due	Term 2 Week 6	Term 3 Week 3	Term 3 Week 9 & 10
Task Title	<b>Dangerous Marine Creatures Research Task</b>	<b>Marine Engineering Project</b>	<b>Semester 2 examination</b>
Outcomes Assessed	1.1, 1.3 2.1, 2.3 3.1, 5.4	1.1, 1.2 1.4, 2.1 2.2, 2.3 3.3, 3.4 5.2	ALL OUTCOMES
Skills in Working Scientifically	20%	25%	15%
Knowledge & understanding	10%	5%	25%
<b>Total Weighting 100%</b>	<b>30%</b>	<b>30%</b>	<b>40%</b>

Mathematics Advanced  
Board Developed Course  
Preliminary Assessment Schedule 2025

<b>Task #</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>
<b>Due</b>	Term 1 Week 10	Term 2 Week 6	Term 3 Week 9 & 10
<b>Task Title</b>	<b>Term 1 test (open book)</b>	<b>Term 2 test</b>	<b>Semester 2 examination</b>
<b>Outcomes Assessed</b>	MA11-1 MA11-2 MA11-9	MA11-3 MA11-6 MA11-8 MA11-9	All Outcomes
Understanding, fluency & communication	15%	15%	20%
Problem-solving reasoning & justification	15%	15%	20%
<b>Total Weighting 100%</b>	<b>30%</b>	<b>30%</b>	<b>40%</b>



Mathematics Standard  
Board Developed Course  
Preliminary Assessment Schedule 2025

<b>Task #</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>
<b>Due</b>	Term 1 Week 10	Term 2 Week 8	Term 3 Week 9 & 10
<b>Task Title</b>	<b>In Class test (open book)</b>	<b>Term 2 test</b>	<b>Semester 2 examination</b>
<b>Outcomes Assessed</b>	MS11-1, MS11-2, MS11-5, MS11-7	MS11-3, MS11-4, MS11-9, MS11-10	All Outcomes
Understanding, fluency & communication	15%	15%	20%
Problem-solving reasoning & justification	15%	15%	20%
<b>Total Weighting 100%</b>	<b>30%</b>	<b>30%</b>	<b>40%</b>

Modern History  
Board Developed Course  
Preliminary Assessment Schedule 2025

Task #	Task 1	Task 2	Task 3
Due	Term 1 Week 9	Term 2 Week 10	Term 3 Week 9 & 10
Task Title	Source Analysis	Historical Investigation	Semester 2 examination
Outcomes Assessed	MH11-3 MH11-6 MH11-7 MH11-9 MH11-10	MH11-1 MH11-3 MH11-5 MH11-8 MH11-9	MH11-2 MH11-4 MH11-5 MH11-6 MH11-9
Historical skills in the analysis & evaluation of sources & interpretations	10%	5%	5%
Knowledge & understanding	10%	5%	25%
Historical inquiry & research	5%	10%	5%
Communication of historical understanding in appropriate forms	5%	10%	5%
<b>Total Weighting 100%</b>	<b>30%</b>	<b>30%</b>	<b>40%</b>

# Music 1

## Preliminary Assessment Schedule 2025

Task #	Task 1	Task 2	Task 3
Due	Term 1 Week 11	Term 2 Week 9	Term 3 Weeks 9 & 10
Task Title	Composition	Musicology	Semester 2 Examination
Outcomes Assessed	P2, P3, P7, P8, P10, P11	P2, P4, P6, P7, P10, P11	P1, P4, P9, P10, P11
Performance			25%
Composition	25%		
Musicology		25%	
Aural		10%	15%
<b>Total Weighting 100%</b>	<b>25%</b>	<b>35%</b>	<b>40%</b>

Photography, Video and Digital Imaging  
Board Endorsed Course  
Preliminary Assessment Schedule 2025

Task #	Task 1	Task 2	Task 3
Due	Term 1 Week 10	Term 2 Week 10	Term 3 Week 7
Task Title	<b>Making</b>	<b>Making &amp; Historical &amp; Critical Study</b>	<b>Making</b>
Outcomes Assessed	M2-M3 CH1	M1, M5 CH2, CH4	M4, M5 CH1
Making	10%	25%	35%
Historical & Critical Study	5%	20%	5%
<b>Total Weighting 100%</b>	<b>15%</b>	<b>45%</b>	<b>40%</b>

Sports, Lifestyle & Recreation  
Board Endorsed Course  
Preliminary Assessment Schedule 2025

Task #	Task 1	Task 2	Task 3
Due	Term 1 Week 11	Term 2 Week 8	Term 3 Week 7
Task Title	Games & Sports Applications	Resistance Training	First Aid
Outcomes Assessed	1.1 1.3 4.1 4.4	1.3, 2.1, 2.2, 2.5	1.3 3.6 4.5
Skills in	15%	15%	20%
Knowledge & understanding	15%	15%	20%
<b>Total Weighting 100%</b>	<b>30%</b>	<b>30%</b>	<b>40%</b>

Visual Arts  
Board Developed Course  
Preliminary Assessment Schedule 2025

Task #	Task 1	Task 2	Task 3
Due	Term 2 Week 2	Term 3 Week 4	Term 3 Week 9 & 10
Task Title	<b>Portrait Task &amp; Essay</b>	<b>Mini BOW &amp; Process Diary</b>	<b>Semester 2 examination</b>
Outcomes Assessed	P1, P3, P4, P5, P8, P9	P2, P5, P6, P7, P10	P7, P8, P9, P10
Artmaking	20%	30%	
Critical & Historical Studies	10%	10%	30%
<b>Total Weighting 100%</b>	<b>30%</b>	<b>40%</b>	<b>30%</b>

Visual Design  
Board Endorsed Course  
Preliminary Assessment Schedule 2025

Task #	Task 1	Task 2	Task 3
Due	Term 1 Week 11	Term 2 Week 6	Term 3 Week 7
Task Title	Design Brief One	Design Brief Two	Design Brief Three
Outcomes Assessed	DM2, DM3 CH1, CH3	DM1, DM4 CH2, CH4	DM1, DM5, DM6, CH2
Designing & Making	30%	10%	30%
Critical & Historical Stray	10%	20%	
<b>Total Weighting 100%</b>	<b>40%</b>	<b>30%</b>	<b>30%</b>



Work Studies  
Board Endorsed Course  
Preliminary Assessment Schedule 2025

Task #	Task 1	Task 2	Task 3
Due	Term 1 Week 8	Term 2 Week 9	Term 3 Week 9 & 10
Task Title	<b>My Working Life Representation &amp; Application</b>	<b>In the Workplace – Multimedia Presentation</b>	<b>Semester 2 examination</b>
Outcomes Assessed	P1, P2 P3, P4 P5	P2, P5 P6, P7 P8	P1, P3 P5, P7, P8
Knowledge & understanding of course content	10%	10%	20%
Skills application	25%	25%	10%
<b>Total Weighting 100%</b>	<b>35%</b>	<b>35%</b>	<b>30%</b>

## Preliminary VET COURSE - ASSESSMENT SCHEDULE

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

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

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

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

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

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

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

Note

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

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

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

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



School Name: Oak Flats High School \_\_\_\_\_

Joinery

Assessment Schedule Year 11 – 2025

Assessment Tasks for CPC20220 Certificate II in Construction Pathways (Release 6) & Statement of Attainment towards CPC20120 Certificate II in Construction (Release 3) Ongoing assessment of skills and knowledge is collected throughout the course and forms part of the evidence of competence of students. *Task 2 completion may be carried over to HSC year			Task 1 White card	Task 2 Tools and equipment	Task 3 Work safe	Task 4 Working it out
Code	Unit of Competency	HSC Examinable	Week 5 Term 1 Date 28/2/25	Week 5 Term 2 Date 30/5/25	Week 7 Term 1 Date 14/3/25	Week 7 Term 2 Date 13/3/25
CPCWHS1001	Prepare to work safely in the construction industry		X			
CPCCCA2002	Use carpentry tools and equipment			X		
CPCCCM2005	Use construction tools and equipment	✓		X		
CPCCCA2011	Handle carpentry materials			X		
CPCCWHS2001	Apply WHS requirements, policies, and procedures in the construction industry	✓			X	
CPCCCM1011	Undertake basic estimation and costing					X
CPCCOM1015	Carry out measurements and calculations	✓				X

Depending on the achievement of units of competency, the possible qualification at completion of Year 11 is a Statement of Attainment toward CPC20220 Certificate II in Construction Pathways (Release 6) & Statement of Attainment towards CPC20120 Certificate II in Construction (Release 3).

**For students sitting the optional HSC exam, an estimated mark is required. This mark is to be an estimate of likely performance in the HSC examination and will reflect each student's achievement of tasks similar to the HSC examination, such as a trial HSC examination.**

The assessment components in this course are competency based. Students must demonstrate they have gained the knowledge and skills of each unit of competency, to industry standards. Competency assessment is graded as "not yet competent" or "competent". In some cases, other descriptive words may be used leading up to "competent".



School Name: OAK FLATS HIGH SCHOOL

Assessment Schedule Year 11 - 2025

Assessment Tasks for SIT20322 Certificate II in Hospitality			Task 1 Safety in the kitchen	Task 2 Service please
Ongoing assessment of skills and knowledge is collected throughout the course and forms part of the evidence of competence of students.			Week 8 Term 2	Week 4 Term 3
Code	Unit of Competency	HSC Examinable	Date 17/6/25	Date 12/8/25
SITXWHS005	Participate in safe work practices	X	X	
SITXFSA005	Use hygienic practices for food safety	X	X	
SITXFSA006	Participate in safe food handling practices	X	X	
SITHCCC025	Prepare and present sandwiches		X	
SITXCCS011	Interact with customers	X		X
SITXCOM007	Show social and cultural sensitivity			X

Depending on the achievement of units of competency, the possible qualification at completion of Year 11 is a Statement of Attainment toward SIT20322 Certificate II in Hospitality.

For students sitting the optional HSC exam, an estimated mark is required. This mark is to be an estimate of likely performance in the HSC examination and will reflect each student's achievement of tasks similar to the HSC examination, such as a trial HSC examination.

The assessment components in this course are competency based. Students must demonstrate they have gained the knowledge and skills of each unit of competency, to industry standards. Competency assessment is graded as "not yet competent" or "competent". In some cases, other descriptive words may be used leading up to "competent".



## School Name: Oak Flats High School

## Blended – Assessment Schedule Year 11 - 2025

Assessment Tasks for AHC20122 Certificate II in Agriculture Ongoing assessment of skills and knowledge is collected throughout the course and forms part of the evidence of competence of students.			Task WHS	Task Operate Tractors	Task Biosecurity	Task Communicate and Work Effectively	Task Handle and Observe Livestock	Task Care for Livestock
			Week 5 Term 1 Date 28/2	Week 8 Term 1 Date 21/3	Week 10 Term 1 Date 4/4	Week 5 Term 2 Date 30/5	Week 8 Term 3 Date 20/6	Week 10 Term 3 Date 4/7
Code	Unit of Competency	HSC Examinable						
AHCWHS202	Participate in workplace health and safety processes	√	X					
AHCMOM202	Operate tractors			X				
AHCMOM304	Operate machinery and equipment			X				
AHCBIO203	Inspect and clean machinery, tools and equipment to preserve biosecurity				X			
AHCWRK212	Work effectively in industry	√				X		
AHCWRK213	Participate in workplace communications					X		
AHCLSK205	Handle livestock using basic techniques						X	
AHCLSK204	Carry out regular livestock observation						X	
AHCLSK202	Care for health and welfare of livestock	√						X
AHCPMG202	Treat plants, pests, diseases and disorders	√						X

Depending on the achievement of units of competency, the possible qualification at completion of Year 11 is a Statement of Attainment toward AHC20122 Certificate II in Agriculture.

The assessment components in this course are competency based. Students must demonstrate they have gained the knowledge and skills of each unit of competency, to industry standards. Competency assessment is graded as “not yet competent” or “competent”. In some cases, other descriptive words may be used leading up to “competent”.



School Name: Oak Flats High School

Assessment Schedule Year 11 - 2025

Assessment Tasks for CUA30420 Certificate III in Live Production and Technical Services Ongoing assessment of skills and knowledge is collected throughout the course and forms part of the evidence of competence of students.			Task 1 – White card	Task 2 – Plan a career	Task 3 – Safe and sound	Task 4 – Bump in the light
Code	Unit of Competency	HSC Examinable	Week 10 Term 1 Date 07.04.25	Week 8 Term 1 Date 24.03.25	Week 5 Term 2 Date 26.05.25	Week 10 Term 3 Date 22.09.25
CPCCWHS1001	Prepare to work safely in the construction industry		Prior to WPL			
CUAIND314	Plan a career in the creative arts industry			Post WPL		
CUAWHS312	Apply work health and safety practice	X			X	
CUASOU331	Undertake live audio operations	X			X	
CUALGT311	Operate basic lighting	X				X
CUASTA212	Assist with bump in and bump out of shows					X

Depending on the achievement of units of competency, the possible qualification at completion of Year 11 is a Statement of Attainment toward CUA30420 Certificate III in Live Production and Technical Services.

For students sitting the optional HSC exam, an estimated mark is required. This mark is to be an estimate of likely performance in the HSC examination and will reflect each student's achievement of tasks similar to the HSC examination, such as a trial HSC examination.

The assessment components in this course are competency based. Students must demonstrate they have gained the knowledge and skills of each unit of competency, to industry standards. Competency assessment is graded as "not yet competent" or "competent". In some cases, other descriptive words may be used leading up to "competent".





School Name: Oak Flats High School \_\_\_\_\_

Assessment Schedule Year 11 - 2025

Assessment Tasks for SIS30321 Certificate III in Fitness		Task 1 The fitness Industry	Task 2 Safety in fitness facilities
Ongoing assessment of skills and knowledge is collected throughout the course and forms part of the evidence of competence of students.		Week: 3-6  Term: 1	Week: 7 Term 1- Week 10 Term 2  Term: 1-2
Code	Unit of Competency	Date: 17/02/25 – 14/03/25	Date: 17/03/25- 04/07/25
BSBPEF301	Organise personal work priorities	X	
SISXIND011	Maintain sport, fitness and recreation industry knowledge	X	
SISFFIT047	Use anatomy and physiology knowledge to support safe and effective exercise		X
SISXFAC002	Maintain sport, fitness and recreation facilities		X
HLTWHS001	Participate in workplace health and safety		X

\* Task 1 Portfolio – Evidence collection for the portfolio is ongoing. The task can be submitted when sufficient evidence has been collected.

Depending on the achievement of units of competency, the possible qualification at completion of Year 11 is a Statement of Attainment toward SIS30321 Certificate III in Fitness.





The assessment components in this course are competency based. Students must demonstrate they have gained the knowledge and skills of each unit of competency, to industry standards. Competency assessment is graded as “not yet competent” or “competent”. In some cases, other descriptive words may be used leading up to “competent”.

Assessment Tasks for SIS30321 Certificate III in Fitness		Task 3 Health and Client Assessments	
Ongoing assessment of skills and knowledge is collected throughout the course and forms part of the evidence of competence of students.		Week: 1-10 Term: 3 Date: 22/07/25- 26/09/25	
Code	Unit of Competency		
SISFFIT032	Complete pre-exercise screening and service orientation	X	
SISFFIT052	Provide healthy eating information	X	
SISFFIT033	Complete client fitness assessments	X	

\* Task 1 Portfolio – Evidence collection for the portfolio is ongoing. The task can be submitted when sufficient evidence has been collected.

Depending on the achievement of units of competency, the possible qualification at completion of Year 11 is a Statement of Attainment toward SIS30321 Certificate III in Fitness.



# OAK FLATS HIGH SCHOOL

## APPLICATION FOR EXTENSION OF A DUE DATE

Student Name: \_\_\_\_\_

Course: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Task Name: \_\_\_\_\_

Due Date: \_\_\_\_\_

Length of Extension Required: \_\_\_\_\_

New Due Date: \_\_\_\_\_

Reasons: \_\_\_\_\_

\_\_\_\_\_

*(Please attach evidence to support reasons eg: Medical Certificate)*

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

.....

*(office use only)*

Teacher Recommendation:

\_\_\_\_\_

\_\_\_\_\_

Head Teacher recommendation:

\_\_\_\_\_

\_\_\_\_\_

**APPROVED**

**NOT APPROVED**

\_\_\_\_\_  
*Head Teacher*

\_\_\_\_\_  
*Deputy Principal*



# OAK FLATS HIGH SCHOOL

## ASSESSMENT TASK APPEAL FORM

Reason for Appeal (please tick)

☐ absent for task      ☐ illness or misadventure      ☐ late submission

☐ application for extension of time / exceptional circumstances

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_ Roll Class: \_\_\_\_\_

Course Name: \_\_\_\_\_ Class: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Assessment Task: \_\_\_\_\_

(Due) Date of Task: \_\_\_\_\_ Date of return to the school (if absent) \_\_\_\_\_

Date Task was submitted: \_\_\_\_\_

Reason(s) supporting application: \_\_\_\_\_

If have attached a Medical Certificate for Doctor. YES / NO

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

DETERMINATION: Zero marks to be awarded ☐

Task to be accepted with no penalty ☐

Missed task to be completed on \_\_\_\_\_ date ☐

Alternative task to be completed on/by \_\_\_\_\_ date ☐

Extension of time granted, due on/by \_\_\_\_\_ date ☐

Estimate to be awarded ☐

Determination Endorsed: \_\_\_\_\_ Date: \_\_\_\_\_

*Assessment Panel*

Parent Acknowledgement: \_\_\_\_\_ Date: \_\_\_\_\_

