



Southern Cross

SCHOOL OF DISTANCE EDUCATION

Year 12 2020

Assessment Guidelines

Our school stands proudly on Bundjalung land

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Abbreviations used in this document

NESA	NSW Education Standards Authority
DE	Distance Education
YEAR 12	Year 12
Credential KLA	Key Learning Areas

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Year 12 course assessment overview

This booklet contains information concerning assessment for Year 12 courses at Southern Cross School of Distance Education.

The award of a Year 12 Credential could be dependent on successfully applying this information in courses studied at Southern Cross School of Distance Education.

Assessment will measure a student's achievement relative to other students that are attempting the same course.

Assessment could include both formal test situations and observation of student's performance. In a particular subject, these may involve some of the following:

1. written, practical and speaking/listening tasks;
2. class and/or home assignments including essays and practical tasks;
3. projects of varying degrees in length and complexity;
4. exams or tasks under exam conditions

The teacher of each course will issue information regarding requirements, which are particular to that course.

Schools with single course students accessing Distance Education

The Distance Education enrolment guidelines state:

- "The maximum number of units studied by a student including the distance education course, must not exceed 13 units in the Year 11 course and 11 units for the Year 12 course."

The details of the Southern Cross School of Distance Education Year 12 Assessment Policy follow. This should be read carefully by staff, students and their parents/carers to ensure thorough understanding. Any enquiries can be made to the curriculum head teacher, single course coordinator or Year adviser.

Requirements for the award of the Year 12

Satisfactory completion of Year 12 courses to the value of 10 units is a requirement for the award of a Year 12 Credential.

Pattern of study

The NESA mandates that to be eligible for the Year 12 you must complete a Year 11 pattern of study comprising at least 12 units and a Year 12 pattern of study comprising at least 10 units that includes:

- at least six units of Content Endorsed Courses
- at least two units of a Content Endorsed Course in English
- at least three courses of two-unit value or greater (either Content Endorsed or Content Endorsed Courses)

At least four subjects for a Year 12 with an ATAR (university entrance) your pattern of study must include:

- at least 12 units (i.e. 6 subjects) in Year 11 and 10 units (i.e. 5 subjects) in Year 12
- at least 10 units of Content Endorsed Courses including 2 units of English
- at least 8 units of category A courses
- only 2 units of Category B courses (VET) see Appendix

Course completion

Satisfactory completion of each Year 12 course is dependent on students successfully applying the information in this booklet and showing diligent and sustained application to their studies.

Before a student can be judged to have satisfactorily completed a Year 12 course the Principal must certify that they have:

1. made a satisfactory effort in all their studies, i.e. applied themselves with diligence and made a sustained effort
2. achieved some or all of the syllabus outcomes
3. completed the course requirements in terms of practical, oral and project works, i.e. have followed the course as set by the school
4. completed assessment tasks worth more than 50% of the available assessment task marks for each course. (excluding VET Framework courses)
5. satisfactory completion of required work placement hours for VET Framework courses

Attendance

While the NESA does not mandate attendance requirements, the Principal may determine that, as a result of insufficient return of work, the course completion criteria have not been met. This will be regarded seriously by the Principal who will give students early warning of the consequences of such absences.

Repeat Students

Students who are repeating year 12 courses will be assessed only on assessment tasks completed in the repeat Year.

Students who accumulate the Year 12 (Pathways)

Students, who gain approval to accumulate the Year 12 over a number of Years, will receive their Year 11 and Year 12 Assessment information each relevant Year.

Pathways allows an extended time frame to gain the award of the Year 12. When students select the pathways option they still have to meet the requirements of completing each subject in the set 12 month period. Pathways offers an extended time for the awarding of the credential not for the completion of each subject. When completing a pathways option it is the number of subjects that is reduced each Year **not** completion of the same courses over a number of years.

Compressed course delivery

Students who are enrolled in a compressed course will have an adjusted assessment schedule suitable to the time frame for that mode of delivery. These will be provided to the school and students separately to this document.

Courses studied through TAFE

Each of these organisations will provide their own assessment schedule to the student where applicable.

Courses studied with an outside tutor

The school will submit assessment marks, endorsed by the Principal, for students studying courses with an outside tutor. When AMEB music is taught outside the school, assessment marks are not required.

“N” Determinations

Students who do not make a genuine attempt to adequately complete their course may be awarded an "N" determination in that subject. This means that the course will not be recognised for the Year 12 Credential.

If a student is in danger of receiving an “N” determination the faculty will inform the students and confirm with a letter home. This letter will include details of all outstanding work to be completed and this will need to be done in time for the student to redeem his/her position. N determinations are made in September each year.

Year 12 Assessment Guidelines

Teachers are required to weigh up the individual context of each student in the application of this policy.

The assessment procedures used by Southern Cross School of Distance Education follow the NSW Education Standards Authority policy statements and guidelines concerning Year 12 Assessment.

The Year 12 course work is assessed according to the NESA specifications. This mark is combined with your Examination result to determine your final Year 12 result and Australian Tertiary Admission Rank (ATAR) where applicable.

Assessment tasks

Assessment tasks are designed to measure a student's academic progress in a given course at this school. Assessing student achievement for the Year 12 involves the collecting of information on student performance in relation to the syllabus objectives and outcomes addressed through a range of assessment tasks and activities. Through this assessment program teachers will build a profile of the achievements of each student, this data is used to determine the student rank and school assessment marks which are submitted to the NESA in September each Year. Assessment is an integral part of teaching and learning and must be supportive of student learning and achievement.

Timing and notification of assessment tasks

The assessment period will commence in Term 4 2019 and conclude in Term 3 2020. The timing of tasks is published in the assessment schedules included in this booklet.

Teachers will provide:

- notification of specific requirements of assessment tasks issued in writing at least ten school days prior to the due date for the task.
- information on the type of task, its value, the outcomes to be assessed, marking guidelines and the mode of submission for the task.

Ideally no task will fall within the ten school days prior to the trial examinations.

It is the student's responsibility to notify the relevant teacher or the KLA head teacher if they have not received complete details of assessment information for any course. This may have resulted because of absences, illness or other circumstances that prevented the student being given the information.

Students are expected to perform all tasks which are part of the assessment program in the courses being studied.

School based assessment tasks

A balance is essential between obtaining sufficient information about student's learning and the number of assessment task. For 2 unit courses the maximum number of formal assessment tasks to three in Year 11 and four in Year 12 will be scheduled. For 1unit courses two to three assessment tasks will be scheduled. School based assessment tasks are capped at a maximum four per course.

Nature of assessment tasks

A range of assessment strategies will be used to ensure that a variety of tasks are provided to assess the different components of each course.

Assessment tasks will be appropriate to the outcomes of the course being assessed. The range of tasks used will meet the criteria of the appropriate syllabus, reflecting a range of assessment instruments and an appropriate balance between knowledge /understanding outcomes and skills outcomes.

Tasks will be set at an appropriate level of difficulty that allows the full range of marks to be achieved.

Each faculty will have, on record, a document which shows how the course assessment components given in syllabus documents are incorporated into the assessment program. The relevant head teacher is responsible for ensuring these are present for each course and meet syllabus requirements.

Assessment will not:

- take into account the conduct of the student;
- compensate for such factors as; extended illness, misadventure or domestic problems affecting the preparation or performance of a student during the course

Value of assessment tasks

An individual task would not normally be worth less than 10 percent, nor more than 40 percent, of the total weighted mark.

Mode of submission and due date of assessment tasks

All tasks are to be returned to Southern Cross School of Distance Education by the due date indicated on the assessment task notification.

Students must submit their assessment tasks via the mode specified on the assessment task notification page. This may include digital or hard copy.

Feedback on completed assessment tasks

Once an assessment task is marked it will be returned to the student with a mark and a written comment.

Invalid assessment tasks

An invalid task is one which does not achieve its intended purpose either because of its design or because of problems in its administration. In the event of an invalid task, a review will occur and the student(s) will be given a replacement task.

Late Submission of a Task

If a student submits an assessment task late without an application for extension of time a 50% penalty for each day late will be imposed. Where a task is received two days late a zero determination will be applied.

Extensions

Students are able to apply for an extension of time for their assessment tasks. Requests for a time extension for an assessment task must be made to the course teacher prior to the due date.

Students should complete the application for extension of time for an assessment task form enclosed in this booklet and send it to their teacher OR make a request via phone or email and the required form will then be completed and lodged on your behalf by the teacher. Requests will only be granted if the teacher and the subject head teacher are convinced that a genuine case exists.

Disability provisions

Disability provisions are available to students who need them to complete a task (e.g. for a reader or scribe, extended time or for large print papers), however no special considerations will be made in marking a completed task.

The student must alert their teachers or the relevant year adviser, if provisions are required as early as possible in the first two school weeks of the new year. An application must be submitted and approved by NESA for disability provisions in the Year 12 exams. The application process for the disability provision is managed by the Learning and Support Teacher, who will work with the Supervisor to complete and submit the application.

Examinations and tasks to be completed under exam conditions

Students are to be fully supervised in timed conditions as prescribed by the examination notification. Students must be supervised for the full length of the exam or task. Time allowed for the exam or task must be adhered to, with the only exception being for students who have an approved disability provision that allows extra time.

Reading time is provided at the beginning of each examination. During reading time students are not permitted to write, highlight or annotate their paper in anyway. If the examination permits the use of dictionaries, students may consult their dictionary.

Student's must not:

- take a mobile phone, programmable watch or device into the examination room or designated exam space
 - take any electronic device, including a digital media player or electronic tablet, into the examination room, unless approved by the NESA and is listed as required for the exam or task
 - speak to any person other than a supervisor during an examination, behave in any way likely to disturb the work of any other student or upset the conduct of the examination
 - take into the examination room, or refer to during the examination, any books or notes, any paper, or any equipment other than the equipment listed in the examination timetable
 - take water bottles with labels into the exam room
 - alter the exam time unless granted permission for disability provisions
- Consequences for breaches of the examination rules will result in a finding of malpractice and the assessment task mark will be penalised. Students must make a serious attempt at all examinations.

A serious attempt means attempting all questions to the best of your ability, avoiding foul language or inappropriate responses. Any non-serious attempts will result in a zero determination and students may be required to re sit the examination paper.

Examination timetables

Examination timetables will be produced for fulltime students; schools will be provided with a copy and may follow. However, schools that do not follow the suggested timetable are required to hold the exams within the exam weeks. Our security period is in place to ensure the integrity of the exams and allow for postage back to SCSODE; all exam papers must be returned in the reply paid envelope with the student answer booklets. This includes weeks one to six Term 3 for the Year 12 Trial exams. No schools are to hold exams after week 4 for the Year12 Trial as it is too late for marking and to meet NESA deadlines. Schools are to ensure requests in regard to scheduling of DE exams is communicated to SCSODE.

Honesty in assessment

The honesty of students in completing assessment tasks, examinations and submitted works, and of teachers and others in guiding students, underpins the integrity of the Year 12. Throughout the assessment process, the highest level of honesty is required.

Each student's mark will be determined by the quality of the work produced by the student only. To demonstrate honesty, any component of a student's work that has been written, created or developed by others must be acknowledged in accordance with the NESA's subject-specific documentation. Use or inclusion of material from other sources such as books, journals and electronic sources, including the internet, must be acknowledged in full. General teaching and learning does not require formal acknowledgement.

Dishonest behaviour carried out for the purpose of gaining unfair advantage in the assessment process constitutes malpractice, or cheating.

Malpractice

All work presented in assessment tasks and external examinations (including submitted works and practical examinations) must be the students own work. Malpractice, including plagiarism, could lead to a student receiving zero marks and may jeopardise their results. Malpractice is an activity that allows a student to gain an unfair advantage over other students.

It includes, but is not limited to:

- copying someone else's work in part or in whole, and presenting it as their own
- using material directly from books, journals or the internet without reference to the source
- building on the ideas of another person without reference to the source
- buying, stealing or borrowing another person's work and presenting it as your own
- submitting work that another person such as a parent, coach or subject expert has substantially contributed towards
- using words, ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement
- paying someone to write or prepare material
- breaching school examination rules
- using non-approved aides during an assessment task
- contriving false explanations to explain work not handed in by the due date
- assisting another student to engage in malpractice.

Consequences of malpractice

Where a teacher believes they have evidence of malpractice, including but not restricted to plagiarism, a letter outlining the suspected form of malpractice along with evidence will be sent to the parent/carer, supervisor and student. Information regarding any penalty applied will also be included.

Students have the right to appeal a malpractice determination if they believe they have acted with integrity. When submitting an appeal, students will be required to provide evidence that they did not breach any of the assessment task rules or take part in any form of malpractice. Such evidence might include but is not limited to providing documentation of and explaining the processes of the work, which might include study notes, diaries, journals, working plans or sketches, and/or progressive drafts to show the development of ideas.

Non-completion of assessment tasks

A refusal by a student to complete a task or to meet the submission requirements will result in a zero award for the task.

The teacher will inform the student and parents in writing of the penalty following a telephone call with the student. The task will still need to be completed in order to satisfy the requirements of the course.

In the case of prolonged absences, the head teacher and the Principal will confer.

Appeals against assessment task determinations

At times students may appeal against a determination, including a mark or grade, late submission penalty or a zero determination made by a teacher.

The processes for an appeal are:

Student

- lodge an appeal in writing within one (1) week of receiving the determination
- seek support from their Student adviser if required, and
- provide documentary evidence from an independent professional, such as a doctor's certificate.

Teacher

- inform their KLA head teacher and curriculum head teacher of the appeal on the day it is received
- confer with their KLA head teacher on the acceptability of the explanation, and
- provide their KLA head teacher, the curriculum head teacher with copies of the appeal and the original written notice of the determination together with any other relevant documentation.

Deputy Principal

- form a review panel
- ensure the panel meets promptly after the receipt of the appeal in the school, and notify the appellant in writing the result of the review

Illness/Misadventure

At times students may suffer an event or illness that affects their ability to participate in or complete an assessment task.

If there is an incident which is likely to affect a student's performance, the student can submit an illness/misadventure appeal.

For an **examination** the student must:

- inform the Year adviser or the single course coordinator before the examination begins and/or contact distance education immediately if illness or misadventure occurs during the examination
- complete an appeal where possible within three days of the date of the examination
- provide evidence or supporting documentation e.g. a medical certificate and an appeal form to support the illness/misadventure claim. Appeal forms can be found in this booklet

For a scheduled assessment task the student must:

- inform the subject teacher and head teacher, Year adviser or single course coordinator immediately and return an appeal with supporting evidence to explain the circumstances surrounding the illness and / or misadventure
- complete an appeal within three days of the date of the assessment task

Once an Appeal form is received:

- a panel will be formed by the curriculum head teacher in consultation with the deputy principals to review the appeal and assessment task
- results of the appeal will be notified in writing to the student

Where the appeal is upheld the student will be provided with an alternate task or a new date for same task if this does not compromise assessment procedures. In exceptional circumstances, such as death of a family member, where the student is unable to complete an alternate task the students overall school based assessment mark should be based upon pro rata increases to weightings of assessments the student has completed so that you end with mark out 100. Where an appeal is overturned the student will receive a zero determination for the task.

Illness/Misadventure for the Year 12 examinations

Where an illness/misadventure occurs just prior to or during a Year 12 examination the student must:

- inform the examination supervisor of the illness/misadventure
- notify DE teachers immediately if illness or misadventure has occurred during the examination or just before the examination
- attend a doctor's appointment to seek a medical certificate explaining the illness/misadventure or if not illness related an alternate professional such as a police officer in the case of a car accident to provide evidence of the misadventure complete an illness/misadventure appeal form, which will be sent to the student from the school, providing a statement of what happened and attach evidence of the illness/misadventure

Once an illness/misadventure appeal is reported to the school:

- the curriculum head teacher in consultation with the deputy principals will ensure all relevant parties are contacted and the appeal form is completed, with all evidence attached then sent to the NESA appeal panel
- results of the appeal will be notified in writing to the student from the NESA

Attendance at scheduled Year 12 examinations and making a serious attempt at the examination is important even when illness/misadventure has occurred.

Unsatisfactory completion of a subject

Unsatisfactory completion of a subject is referred to as an "N" determination and when a student is in danger of receiving an "N" determination they will be notified by a warning letter.

If a student is not meeting the requirements of a subject and is in danger of receiving an "N" determination;

1. their subject teacher will discuss with them how they can avoid an "N" determination
2. a warning letter will be sent outlining what must be completed and by when
3. support to complete the outstanding work will be provided to the student

When a warning letter is sent to a student it indicates how the student is not currently meeting the course requirements. It will also outline the work required for the student to complete and a reasonable timeframe to redeem themselves in that subject. If a student receives a warning letter they should contact the teacher to discuss in detail what they need to do and what support would be beneficial.

Where a minimum of two warning letters in a subject has been sent to a student and the work outlined in the letter is **not** completed, the warning letter will be recorded as unredeemed. This will be evidence used when considering an "N" determination.

If the student does not meet the agreed requirements by the end of Year 12, a recommendation for an "N" determination for that course will be given to the Principal.

If a student receives an "N" determination they have the right to appeal against the determination.

Assessment Ranks

Assessment ranks are communicated to students throughout the Year to ensure understanding of their position in the cohort. The final course rank is reported to the NESA in September each Year.

Appeals regarding Assessment Rankings provided by NESA

NESA will inform students of their official Year 12 Assessment Rank in each course after the completion of the Year 12 examinations.

Students may ask for a review of their position in the School's order-of-merit in any course where they consider their rank order is not consistent with their expectations. Requests for a review must be based on one of the following three official grounds:

- the weightings that were used are not those specified by NESA in the Subject Assessment Requirements
- the school's procedures for determining assessments do not conform with its stated policy and program
- there are clerical or computational errors.

Requests for review must be made on the special form available from the school. This should reach the Principal within one week of receipt by the student of his/her Order of Merit card from NESA.

Evaluating the school policy

The Year 12 Assessment policy and schedules are evaluated annually by the head teacher curriculum, executive and teaching staff. This evaluation includes the policy, procedures and lines of communication associated with its implementation.

Communicating school policy and procedures regarding assessment

DE provides for this in the following ways:

- distribution of the booklet "Year 12 Assessment policy and schedules" to all full time students and all schools with Year 12 students enrolled
- requesting that single course students are provided with a copy of their assessment schedule by their Supervisor at their home school
- requesting that single course students are informed of differences between the DE policy and the home school policy
- having teachers of each course provide course outlines and assessment details to all their students
- providing students undertaking compressed patterns of study with an adjusted assessment schedule to meet the timetable for completing the compressed course

Responsibility of the student

It is the responsibility of the student to:

Complete all tasks

- It is expected that students will complete all tasks, make a genuine attempt with no sign of malpractice.

Keep informed

- Students are to ensure that they keep all information regarding assessment tasks and ask questions if they are unsure of assessment requirements.

Complete tasks at the appointed time

- It is a student's responsibility to complete an assessment task on or by the day it is due and post it as soon as possible. Alternate arrangements require prior arrangements with their subject teacher.

Request adjustments to assessment schedules where necessary

- This may occur when assessment tasks are due on the same day in which case it is the student's responsibility to inform their teacher.

Report absence from tasks

- Necessary documentation must be provided if a student is unable to submit a task at the appointed time.

Be aware of requirements, rules and regulations

- Students need to keep up to date with NESA requirements for the award of a Year 12 Credential

Follow their assessment schedules

- Students must ensure they have a copy of the assessment schedule for each course they are studying and be fully aware of course requirements.

Be familiar with the school policy

- Students are expected to be aware of the Southern Cross School of Distance Education Year 12 Assessment Policy and procedures as detailed in this booklet.

Report and apply

- The onus is on students to report and apply for illness/misadventure or other appeal where appropriate.

Seek advice

- It is the student's responsibility to seek advice from the Year adviser or the single course coordinator if there is a problem which has not been resolved satisfactorily within a course.

Responsibility of the supervisor

It is the responsibility of the supervisor to:

- Support and encourage the student to engage in regular learning activities
- Know who are the students' teachers and advisers
- Assists students as required
- Maintain and facilitate contact with teachers
- Ensure students have a copy of all relevant subject assessment guidelines and schedules
- Read and understand the assessment guidelines and seek clarification regarding assessment tasks
- Notify teachers if a student is away, ill or unable to engage in their learning and/or assessment activities
- Provide assistance with the organisation of learning materials and resources for the student
- Interpret and explain teacher instructions, feedback and comments
- Ensure students read assessment notifications and understand the requirements of the task and when tasks are due
- Return the assessment tasks to the teachers indicating the date of completion
- Ensure students are fully supervised for all tasks to be completed under exam conditions
- Support students in completing forms such as application for extension of time or illness/misadventure appeals where necessary
- Keep a record of receipt and postage of work and assessment tasks.

Responsibility of the Teacher

It is the responsibility of the teacher to:

- Establish a teaching program, in conjunction with their head teacher, which provides engaging learning experiences for their students
- Establish an assessment schedule that includes a maximum of four assessment tasks, covering the full range of outcomes in that course, ensuring more than one outcome is addressed in each task
- Ensure that the types of assessment activities or tasks are appropriate to the objectives and outcomes being assessed
- Provide a variety of tasks and activities that use a range of assessment strategies
- Provide opportunities for students to display their achievements in different ways and to work in a range of situations
- Work together in planning teaching and learning activities and assessment and marking strategies
- Determine the weightings or relative importance of each activity
- Individualise and personalise the learning program for their students
- Monitor the engagement in learning of students and support students who are falling behind as well as sending warning letters where appropriate
- Provide valuable and timely feedback to students
- Explicitly describe the expectations and requirements of the activity or task to the learner
- Collect performance information for each student from assessment activities and record in DEMS
- Record evidence of student achievement based on observations during teaching and learning as well as from assessment activities
- Assemble the information on each student from the assessment activities to provide an overall picture of the student's achievement
- Report to parents/carers student achievement, academic progress and ways the student could improve.
- Keep a range of work samples including assessment tasks, marking guidelines, student work and feedback as required by NESA

Contacts for Assessment Advice

Within the school:

Mr Danny Henman

- Principal Southern Cross School of Distance Education

Ms Sharon Hodgson

- Deputy Principal
- Manager of assessment in DE including the School Policy and Year 12 Credential Assessment Program and Procedures to be followed
- Provides advice on subject selections, assessment policy and its implementation
- Appeals
- Provides access to subject guidelines, syllabuses, NESA assessment guidelines

Mrs Michelle Dowling

- Single Course Coordinator
- NESA Administrator
- NESA contact regarding specific problems

Outside the school:

<http://educationstandards.nsw.edu.au/wps/portal/nesa/home>

NESA Liaison Officer

phone: 02 66 593 274

fax: 02 66 593 275

Please note:

Head Teachers are:

- Responsible for own faculty assessment implementation
- Available to discuss problems related to tasks which cannot be resolved with teacher

Remember, the student's teacher is usually the first person to contact for assistance with any problems that you may encounter.

Example of assessment task planner

We recommend that all students create their own planner of assessments. You may like to use this form.

TERM 4 2019

TERM 1 2020

Week	Task	Due Date	Handed In	Week	Task	Due Date	Handed In
<u>1</u>				<u>1</u>			
<u>2</u>				<u>2</u>			
<u>3</u>				<u>3</u>			
<u>4</u>				<u>4</u>			
<u>5</u>				<u>5</u>			
<u>6</u>				<u>6</u>			
<u>7</u>				<u>7</u>			
<u>8</u>				<u>8</u>			
<u>9</u>				<u>9</u>			
<u>10</u>				<u>10</u>			
<u>11</u>				<u>11</u>			

TERM 2 2020

TERM 3 2020

Week	Task	Due Date	Handed In	Week	Task	Due Date	Handed In
<u>1</u>				<u>1</u>			
<u>2</u>				<u>2</u>			
<u>3</u>				<u>3</u>			
<u>4</u>				<u>4</u>			
<u>5</u>				<u>5</u>			
<u>6</u>				<u>6</u>			
<u>7</u>				<u>7</u>			
<u>8</u>				<u>8</u>			
<u>9</u>				<u>9</u>			
<u>10</u>				<u>10</u>			



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2020 SCSODE Stage 6 Course List

The blue subjects contribute to an ATAR and have an examination (optional in VET courses)

Content Endorsed Courses

Aboriginal Studies	English Extension 2 (Year 12 only) (1 unit)	Legal Studies
Agriculture	Financial Management	Marine Studies and Aquaculture
Ancient History	Food Technology	Mathematics Advanced Yr 11 2020
Biology	French Beginners and Continuers	Mathematics Standard 1
Business Studies	French Extension	Mathematics Standard 2
Chemistry	Geography	Mathematics Standard 1 may achieve an ATAR with a final Yr 12 exam & Standard or Advanced English only
Chinese Beginners and Continuers	German Beginners and Continuers	Mathematics Extension 1 (1 unit)
Chinese Extension	Indonesian Beginners and Continuers	Modern History
Community and Family Studies	Indonesian Extension	Music 1
Computing Applications	Industrial Technology Electronics	Music 2
Dance (special circumstances)	Industrial Technology Graphics	Music Extension
Design & Technology	Industrial Technology Multimedia	Personal Development, Health and Physical Education
Earth & Environmental Science	Industrial Technology Timber	Physics
Economics	Information Processes and Technology	Society and Culture
Engineering Studies	Investigating Science	Software Design & Development
English Advanced	Italian Beginners and Continuers	Spanish Beginners and Continuers
English Studies Students may choose an ATAR stream with Yr 12 final exam	Italian Extension	Spanish Extension
English Standard	Japanese Beginners and Continuers	Studies of Religion (1 unit of 2 unit)
English Extension 1 (1 unit)	Japanese Extension	Textiles and Design
		Visual Arts

Content Endorsed Courses (VET) with mandatory work placement

Examination must be taken to contribute to an ATAR

Business Services	Hospitality 120 hours only	Retail Services 120 hours and 240 hours
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The yellow subjects count toward a Year 12 HSC, have no external examinations and no ATAR value

Content Endorsed Courses

Computing Applications	Financial Management (full time student only)	Sport, Lifestyle and Recreation
Driver Education (full time students only)	Marine Studies	Visual Design
Exploring Early Childhood	Photography (Photography, Video and Digital Imaging)	Work Studies 120 hours and 240 hours

Content Endorsed Courses (VET)

	Skills for Work and Vocational Pathways (FSK)	
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Assessment Schedules

Exact dates for tasks will be given to students in writing at least 10 school days prior to the task.

Content Endorsed Courses

Aboriginal Studies

Component	Formative component 1	Formative component 2	Task 1	Task 2	Task 3	Task 4	Weighting
Description	Major Project Proposal	Log book submission	Knowledge and research task	Major Project Presentation including Log Book	Comparative study and H&I	Trial Exam	
Timing	Term 4 2019 Week 5	Term 4 2019 Week 8	Term 4 2019 Week 9	Term 1 2020 Week 11	Term 2 2020 Week 9	Term 3 2020 Week 3/4	
Outcomes	4.1, 4.2, 4.3	4.1, 4.2, 4.3	1.1, 1.2, 2.2,	4.1, 4.2, 4.3	1.2, 3.1, 3.2, 3.3, 4.1, 4.3	1.1, 1.2, 2.2, 3.1, 3.2, 3.3	
Knowledge and understanding of content			5	10	5	20	40
Investigation, analysis, synthesis and evaluation of information from a variety of sources and perspectives			5	10	10		25
Research and inquiry methods			5	10	5		20
Communication of information, ideas and issues in appropriate forms			5	10			15
Total value			20	40	20	20	100

Agriculture

Component	Task 1	Task 2	Task 3	Task 4	Weighting
Timing	Term 4 2019 Week 9	Term 1 2020 Week 8	Term 2 2020 Week 8	Term 3 2020 Week 5	
Description	Plant and animal disease, research project	Agricultural technology; impact on production and marketing report	Farm product study report	Trial Exam	
Knowledge and understanding of course content	8	8	12	12	40
Knowledge, understanding and skills required to manage agricultural production systems	8	8	12	12	40
Skills in effective research, experimentation and communication	4	4	6	6	20
Total value	20	20	30	30	100

Ancient History

Component	Task 1	Task 2	Task 3	Task 4	Weighting
	Research task	Historical analysis	Source-based task	Trial Exam All topics	
	Term 4 2019 Week 9	Term 2 2020 Week 2	Term 2 2020 Week 9	Term 3 2020 as per timetable	
Outcomes	AH12-1 AH12-5, AH12-6 AH12-7, AH12-9, AH12- 10	AH12-2 AH12-5 AH12-6 AH12-7 AH12-8, AH12- 9	AH12-3 AH12-4 AH12-6, AH12- 7, AH12-9	AH12-1 AH12-2 AH12-6 AH12-9	
Knowledge and understanding of course content	5	5	10	20	40
Historical skills in the analysis and evaluation of sources and interpretations	5	5	5	5	20
Historical inquiry and research	5	15			20
Communication of historical understanding in appropriate forms	5	5	5	5	20
Total value	20	30	20	30	100

Biology

Component	Task 1	Task 2	Task 3	Weighting
Task description	Research assignment on Heredity	Depth Study - practical and report	Trial Exam	
Timing	Term 1 2020 Week 3	Term 2 2020 Week 8	Term 3 2020 Week 5	
Knowledge and understanding	15	10	15	40
Skills in Working Scientifically	15	30	15	60
Total value	30	40	30	100

Business Studies

Component	Task 1	Task 2	Task 3	Weighting
Task Description	Operations Topic Test and Case Study essay	Marketing and Finance Business Report and stimulus application	Trial Exam All Topics	
Timing	Term 4, Week 8 2019	Term 2, Week 6 2020	Term 3, 2020 As per exam timetable week 3/4	
Outcomes	H1, H2, H3, H4, H5, H9	H2, H4, H5, H6, H8, H9, H10	H1, H2, H3, H4, H5, H6, H7, H8, H9, H10	
Knowledge and understanding of course content	10	20	10	40
Stimulus-based skills	5	5	10	20
Inquiry and Research	10	10		20
Communication	5	5	10	20
Total value	30	40	30	100

Chemistry

Component	Task 1	Task 2	Task 3	Weighting
Task description	Depth Study – practical and report	Depth Study- Practical and report	Trial Exam	
Timing	Term1 2020 Week 5	Term 2 2020 Week 10	Term 3 2020 Week 5	
Knowledge and understanding	15	10	15	40
Skills in Working Scientifically	15	30	15	60
Total value	30	40	30	100

Community and Family Studies

Components	Task 1	Task 2	Task 3	Task 4	Weighting
Task type	IRP	Research report	Written response	Trial exam	
Content	Research methodologies	Groups in context	Parenting and Caring	Core 1, 2 and 3	
Task date	Term 4 2019: Week 6 – Plan Term 1 2020: Week 3 – Product / Diary	Term 1 2020: Week 11	Term 2 2020: Week 8	Trial Exam	
Outcomes	4.1, 4.2	1.1, 2.2, 2.3, 3.1, 3.3, 5.1	1.1, 2.1, 2.2, 3.2, 3.4, 5.1, 5.2, 6.1	1.1, 6.2	
Knowledge and understanding of course content	8	10	10	12	40
Skills in critical thinking, research methodology, analysing and communicating	12	15	15	18	60
Total value	20	25	25	30	100

Dance

Component	Task 1	Task 2	Task 3	Task 4	Weighting
	Core Performance dance (in progress) and interview	Major Study – Performance, Composition, Appreciation or Dance and Technology	Performance, Composition, and Major Study	Trial Exam Appreciation	
	Term 4 2019 Week 8	Term 2 2020 Week 10	Term 3 2020 Week 1	Term 3 2020 Week 6	
Outcomes	1.1, 1.2, 1.3, 2.1, 2.2, 2.3	1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 4.1, 4.2, 4.3	12.1, 1.2, 1.3, 2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 3.4	4.1, 4.2, 4.3, 4.4, 4.5	
Performance	20				20
Composition			20		20
Appreciation				20	20
Major study		20	20		40
Total value	20	20	40	20	100

Design and Technology

Component	Task 1	Task 2	Task 3	Task 4	Weighting
Description	Project Proposal	Innovation and Emerging Technology Case Study	Project Development and Management Report	Trial Exam	
Timing	Term 4 2019 Week 8	Term 1 2020 Week 6	Term 2 2020 Week 4	Term 3 2020 Week 3/4	
Outcomes	H2.1, H4.1, H4.2	H2.2, H3.1, H3.2, H6.2	H4.3, H5.1, H5.2, H6.1	H1.1, 1.2, 2.2, 3.2, 4.1, 4.2, 5.1, 5.2, 6.1, 6.2	
Knowledge and skills in: Innovation and Emerging Technologies		10	15	15	40
Designing and Producing	30	10	5	15	60
Total value	30	20	20	30	100

Earth and Environmental Science

Component	Task 1	Task 2	Task 3	Weighting
Description	Depth Study- Practical and report	Research Report	Trial Exam	
Timing	Term 1 2020 Week 10	Term 2 2020 Week 10	Term 3 2020 Week 6	
Knowledge and understanding	15	10	15	40
Skills in Working Scientifically	15	30	15	60
Total value	30	40	30	100

Economics

Component	Task 1	Task 2	Task 3	Weighting
Description	Research task for a domestic economy outside Australia	Report on an economic issue	Trial Exam	
Timing	Term 1 2020 Friday Week 5	Term 2 2020 Friday Week 7	Term 3 2020 as per exam timetable Week 3/4	
Outcomes	H1, H3, H4, H7, H10, H11	H1, H2, H7, H9, H11, H12	H1, H2, H3, H4, H5, H6, H7, H8, H10, H11	
Knowledge and understanding of course content	15	15	10	40
Stimulus-based skills	5	5	10	20
Inquiry and research	10	10		20
Communication of economic information, ideas and issues in appropriate forms	5	5	10	20
Total value	35	35	30	100

Engineering Studies

Component	Task 1	Task 2	Task 3	Task 4	Weighting
Description	Civil Structures Engineering Report	Aeronautical Engineering Report	Overnight assignment questions	Trial Exam	
Timing	Term 4 2019 Week 9	Term 2 2020 Week 2	Term 2 2020 Week 8	Term 3 2020 Week 3/4	
Outcomes	1.2, 2.1, 3.2, 4.2, 5.1, 6.1, 6.2	1.2, 2.2, 3.2, 4.1, 4.3, 5.2, 6.1	1.1, 1.2, 3.1, 3.3, 4.2, 4.3	1.1, 1.2, 3.1, 3.3, 4.2, 4.3	
Knowledge and understanding of course content	10	5	20	25	60
Knowledge and skills in research, problem solving and communication related to engineering practice	15	15	5	5	40
Total value	25	20	25	30	100

English Advanced

Component	Task 1	Task 2	Task 3	Task 4	Weighting
Description	Common Module: Texts and Human Experiences	Module A: Textual conversations Task: Essay	Module C The Craft of Writing Task: Portfolio	Trial Exam Paper 1: Common Module Paper 2 Modules A and B Module B assessed	
Forms of Texts	Poetry	Shakespearean Drama & Film	Prose	Various Student selected texts	
Timing	Term 4, 2019 Week 9	Term 1 2020 Week 10	Term 3 2020 Week 6	Term 3 2020 Weeks 3/4	
Outcomes	2, 4, 6, 8	1, 3, 7, 8	3, 5, 6, 9	1, 4, 5, 9,	
Knowledge and understanding of course content	10	10	20	10	50
Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes: speaking reading, writing, viewing and representing	15	10	10	15	50
Total value	25	20	30	25	100

English Standard

Component	Task 1	Task 2	Task 3	Task 4	Weighting
Description	Common Module: Texts and Human Experiences Task : Multimodal	Module A: Language, Identity and Culture Task: Essay	Module C The Craft of Writing Task: Portfolio	Trial Exam Paper 1: Common Module Paper 2: Modules A and B Module B assessed	
Forms of Texts	Film	Poetry	Prose		
Due Dates	Term 4 2019 Week 9	Term 1 2020 Week 10	Term 3 2020 Week 6	Term 3 2020 Weeks 3/4	
Outcomes	1, 2, 5, 7, 8, 9	1, 3, 6	2, 4, 5, 9	1, 4, 6, 9,	
Knowledge and understanding of course content	10	10	15	15	50
Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes: speaking reading, writing, viewing and representing	15	10	10	15	50
Total value	25	20	25	30	100

English Studies

Component	Task 1	Task 2	Task 3	Task 4	Weighting
Description	Common Module: Texts and Human Experiences	We are Australians	Telling us all about it	All Modules	
Forms of Texts	Film	Non fiction	Multimedia	Range of texts	
Due Dates	Term 4 2019 Week 9	Term 1 2020 Week 7	Term 2 2020 Week 8	Term 3 2020 Week 5	
Outcomes	2, 4, 7, 8	3, 6, 7	1, 4, 5, 7, 10	2, 5, 6, 8, 9	
Assessable syllabus components	Task: Critical with additional material	Task: Pitch Multi modal	Task: Exam	Task: Portfolio of classwork	
Knowledge and understanding of course content	15	10	10	15	50
Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes: speaking reading, writing, viewing and representing	10	15	10	15	50
Total value	25	25	20	30	100

English Extension 1

Component	Task 1	Task 2	Task 3	Weighting
Description	Research: Literary Worlds: reimagining's	Composition and Critique	Trial Exam	
Timing	Term 4 2019 Week 9	Term 1 2020 Week 6	Term 3 2020 Weeks 3/4	
Outcomes	1, 3, 4,	1, 2, 3, 4, 5	1, 2, 3, 4, 5	
Knowledge and understanding of complex texts and of how and why they are valued	5	10	10	25
Skills in complex analysis, sustained composition and independent investigation	5	10	10	25
Total value	10	20	20	50

English Extension 2

Component	Task 1	Task 2	Task 3	Weighting
Description	Viva Voce	Literature review	Critique of the Creative Process	
Timing	Term 4 2019 Week 8	Term 1 2020 Week 2	Term 2 2020 Week 9	
Outcomes	3, 4	1, 4	1, 2, 5	
Assessable	Task 1	Task 2	Task 3	
Total value	15	20	15	50

Food Technology

Component	Task 1	Task 2	Task 3	Task 4	Weighting
	Research Task – Food Manufacture	Report- Australian Food Industry	Contemporary Nutrition and Food Product Development	Trial Exam	
Outcomes	H1.1, H2.1	H1.4, H3.1, H5.1	H4.1, H4.2, H5.1	H1.1, H1.2, H1.3, H1.4, H2.1	
Timing	Term 4 2019 Week 8	Term 1 2020 Week 7	Term 2 2020 Week 9	Term 3 2020 Week 8	
Knowledge and understanding of course content	5	10	10	15	40
Knowledge and skills in designing, researching, analysing and evaluating	10	10	10		30
Skills in experimenting with and preparing food by applying theoretical concepts		10	20		30
Total value	15	30	40	15	100

French Beginners

Component	Task 1	Task 2	Task 3	Task 4 Trial Exam	Weighting
Timing	Term 4, 2019 Week 7	Term 1, 2020 Weeks 7-8	Term 3, 2020 Weeks 1-2	Term 3, 2020 Weeks 3-4	
Skill area	R, W	L, S	S	L, R, W	
Outcome	2.1, 2.2, 2.4, 3.1, 3.2, 3.3	1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 2.4, 2.5, 3.3	1.1, 1.2, 1.3	2.1, 2.2, 2.4, 2.5, 3.1, 3.2, 3.3	
Speaking (S)		10	10		20
Listening (L)		20		10	30
Reading (R)	20			10	30
Writing (W)	10			10	20
Total value	30	30	10	30	100

French Continuers

Component	Task 1	Task 2	Task 3	Task 4 Trial Exam	Weighting
Timing	Term 4, 2019 Week 7	Term 1, 2020 Weeks 7-8	Term 3, 2020 Weeks 1-2	Term 3, 2020 Weeks 3-4	
Skill area	R, W	L, S	S	L, R, W	
Outcome	2.1, 2.2, 2.3, 3.1, 3.4, 3.5, 3.6	1.1, 1.2, 1.3, 1.4, 3.1, 3.2, 3.3, 3.4, 3.5	1.1, 1.2, 1.3, 1.4	2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 4.1	
Speaking (S)		10	10		20
Listening (L)		20		10	30
Reading (R)	20			10	30
Writing (W)	10			10	20
Total value	30	30	10	30	100

Geography

Component	Task 1	Task 2	Task 3	Weighting
Task description	Urban Places Fieldwork Report	Ecosystems at Risk Comparison Study	Trial exam	
Timing	Term 1 2020 Friday Week 7	Term 2 2020 Friday Week 7	Term 3 2020 As per examination timetable Week 3/4	
Outcomes	H1, H3, H7, H8, H9, H10, H11, H12, H13	H7, H9, H10, H11 H12	H1, H2, H3, H4, H5, H6, H7, H8, H9, H10, H11, H12, H13	
Knowledge and understanding of course content	10	10	20	40
Geography tools and skills	10	10		20
Geography inquiry and research, including fieldwork	10	10		20
Communication of geographical information, ideas and issues in appropriate forms	5	5	10	20
Total value	35	35	30	100

German Beginners

Component	Task 1	Task 2	Task 3	Task 4 Trial Exam	Weighting
Timing	Term 4, 2019 Week 7	Term 1, 2021 Weeks 7-8	Term 3, 2020 Weeks 1-2	Term 3, 2020 Weeks 3-4	
Skill area	R, W	L, S	S	L, R, W	
Outcome	2.1, 2.2, 2.4, 3.1, 3.2, 3.3	1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 2.4, 2.5, 3.3	1.1, 1.2, 1.3	2.1, 2.2, 2.4, 2.5, 3.1, 3.2, 3.3	
Speaking (S)		10	10		20
Listening (L)		20		10	30
Reading (R)	20			10	30
Writing (W)	10			10	20
Total value	30	30	10	30	100

German Continuers

Component	Task 1	Task 2	Task 3	Task 4 Trial Exam	Weighting
Timing	Term 4, 2019 Week 7	Term 1, 2020 Weeks 7-8	Term 3, 2020 Weeks 1-2	Term 3, 2020 Weeks 3-4	
Skill area	R, W	L, S	S	L, R, W	
Outcome	2.1, 2.2, 2.3, 3.1, 3.4, 3.5, 3.6	1.1, 1.2, 1.3, 1.4, 3.1, 3.2, 3.3, 3.4, 3.5	1.1, 1.2, 1.3, 1.4	2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 4.1	
Speaking (S)		10	10		20
Listening (L)		20		10	30
Reading (R)	10	10		10	30
Writing (W)	10			10	20
Total value	20	40	10	30	100

Indonesian Beginners

Component	Task 1	Task 2	Task 3	Task 4 Trial Exam	Weighting
Timing	Term 4, 2019 Week 7	Term 1, 2020 Weeks 7-8	Term 3, 2020 Weeks 1-2	Term 3, 2020 Weeks 3-4	
Skill area	R, W	L, S	S	L, R, W	
Outcome	2.1, 2.2, 2.4, 3.1, 3.2, 3.3	1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 2.4, 2.5, 3.3	1.1, 1.2, 1.3	2.1, 2.2, 2.4, 2.5, 3.1, 3.2, 3.3	
Speaking (S)		10	10		20
Listening (L)		20		10	30
Reading (R)	20			10	30
Writing (W)	10			10	20
Total value	30	30	10	30	100

Indonesian Continuers

Component	Task 1	Task 2	Task 3	Task 4 Trial Exam	Weighting
Timing	Term 4, 2019 Week 7	Term 1, 2020 Weeks 7-8	Term 3, 2020 Weeks 1-2	Term 3, 2020 Weeks 3-4	
Skill area	R, W	L, S	S	L, R, W	
Outcome	2.1, 2.2, 2.3, 3.1, 3.4, 3.5, 3.6	1.1, 1.2, 1.3, 1.4, 3.1, 3.2, 3.3, 3.4, 3.5	1.1, 1.2, 1.3, 1.4	2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 4.1	
Speaking (S)		10	10		20
Listening (L)		20		10	30
Reading (R)	20			10	30
Writing (W)	10			10	20
Total value	30	30	10	30	100

Industrial Technology – Electronics Technologies

Component	Task 1	Task 2	Task 3	Task 4	Weighting
Description	Industry Related Case Study	Major Project Design, Management and Communication	Major Project Production	Trial Exam	
Timing	Term 4 2019 Week 8	Term 1 2020 Week 8	Term 2 2020 Week 7	Term 3 2020 Week 3/4	
Outcomes	1.1, 1.2, 4.2, 5.1, 5.2, 7.1, 7.2	1.2, 2.1, 3.1, 3.2, 3.3, 4.2, 5.1, 5.2, 6.1, 6.2	1.2, 2.1, 3.1, 3.2, 3.3, 4.1, 4.2, 4.3, 6.1, 6.2	1.1, 1.2, 1.3, 3.1, 4.1, 4.3, 6.1, 7.1, 7.2	
Knowledge and understanding of course content	5	10	10	15	40
Knowledge and skills in design management, communication and production of a major project.	10	20	20	10	60
Total value	15	30	30	25	100

Industrial Technology – Graphics Technologies

Component	Task 1	Task 2	Task 3	Task 4	Weighting
Description	Industry Related Case Study	Major Project Design, Management & Communication	Major Project Production	Trial Exam	
Timing	Term 4 2019 Term 8	Term 1 2020 Week 8	Term 2 2020 Week 7	Term 3 2020 Week 3/4	
Outcomes	1.1, 1.2, 4.2, 5.1, 5.2, 7.1, 7.2	1.2, 2.1, 3.1, 3.2, 3.3, 4.2, 5.1, 5.2, 6.1, 6.2	1.2, 2.1, 3.1, 3.2, 3.3, 4.1, 4.2, 4.3, 6.1, 6.2	1.1, 1.2, 1.3, 3.1, 4.1, 4.3, 6.1, 7.1, 7.2	
Knowledge and understanding of course content	5	10	10	15	40
Knowledge and skills in design management, communication and production of a major project.	10	20	20	10	60
Total value	15	30	30	25	100

Industrial Technology – Multimedia Technologies

Component	Task 1	Task 2	Task 3	Task 4	Weighting
Description	Industry Related Case Study	Major Project Design, Management & Communication	Major Project Production	Trial Exam	
Timing	Term 4 2019 Week 9	Term 1 2020 Week 8	Term 2 2020 Week 7	Term 3 2020 Week 3/4	
Outcomes	1.1, 1.2, 4.2, 5.1, 5.2, 7.1, 7.2	1.2, 2.1, 3.1, 3.2, 3.3, 4.2, 5.1, 5.2, 6.1, 6.2	1.2, 2.1, 3.1, 3.2, 3.3, 4.1, 4.2, 4.3, 6.1, 6.2	1.1, 1.2, 1.3, 4.3, 6.1, 7.1, 7.2	
Knowledge and understanding of course content	5	5	10	20	40
Knowledge and skills in design management, communication and production of a major project.	10	20	20	10	60
Total value	15	25	30	30	100

Information Processes and Technology

Component	Task 1	Task 2	Task 3	Task 4	Weighting
Description	Project	Decision Support Systems	Communication and Multimedia Systems	Trial Exam	
Timing	Term 1 2020 Week 3	Term 1 2020 Week9	Term 3 2020 Week 7	Term 3 Week 4/5	
Outcomes	2.1, ,6.1, 6.2, 7.1, 7.2	1.1, 1.2, 3.1, 4.1, 5.2	2.2, 3.2, 4.1, 7.1	1.1, 1.2, 2.1, 2.2, 3.1, 3.2, 4.1, 5.2	
Knowledge and understanding of course content	15	15	15	15	60
Knowledge and skills in the design and development of information systems	5	5	15	15	40
Total value	20	20	30	30	100

Industrial technology – Timber Technologies

Component	Task 1	Task 2	Task 3	Task 4	Weighting
Description	Major Project (Design, Management & Communication)	Industry Related Case Study	Major Project (Production)	Trial Exam	
Timing	Term 4 2019 Week 10	Term 1 2020 Week 7	Term 2 Week 7	Term 3 Week 3/4	
Outcomes	H1.2, H2.1, H3.1, H3.2, H3.3 H4.2 H5.1 H5.2 H6.1 H6.2	H1.1 H1.2 H4.2 H5.1 H5.2 H7.1 H7.2	H1.2, H2.1, H3.1, H3.2, H3.3, H4.1, H4.2, H4.3, H6.1, H6.2	H1.1 H1.2 H1.3 H3.1 H4.1 H4.3 H6.1 H7.1 H7.2	
Knowledge and understanding of the organisation and management of, and manufacturing processes and techniques used by, the focus area industry	10	5	10	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	10	20	10	60
Total value	30	15	30	25	100

Investigating Science

Component	Task 1	Task 2	Task 3	Weighting
Task description	Research Report	Depth Study - Practical and report	Trial Exam	
Timing	Term 4 2019 Week 4	Term 2 2020 Week 10	Term 3 2020 Week 5	
Knowledge and understanding	15	10	15	40
Skills in Working Scientifically	15	30	15	60
Total value	30	40	30	100

Italian Beginners

Component	Task 1	Task 2	Task 3	Task 4	Weighting
Timing	Term 4, 2019 Week 7	Term 1, 2020 Weeks 7-8	Term 3, 2020 Weeks 1-2	Term 3, 2020 Trial Exam Weeks 3-4	
Skill area	R, W	L, S	S	L, R, W	
Outcome	2.1, 2.2, 2.4, 3.1, 3.2, 3.3	1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 2.4, 2.5, 3.3	1.1, 1.2, 1.3	2.1, 2.2, 2.4, 2.5, 3.1, 3.2, 3.3,	
Speaking (S)		10	10		20
Listening (L)		20		10	30
Reading (R)	20			10	30
Writing (W)	10			10	20
Total value	30	30	10	30	100

Italian Continuers

Component	Task 1	Task 2	Task 3	Task 4	Weighting
Timing	Term 4, 2019 Week 7	Term 1, 2020 Weeks 7-8	Term 3, 2020 Weeks 1-2	Term 3, 2020 Trial Exam Weeks 3-4	
Skill area	R, W	L, S	S	L, R, W	
Outcome	2.1, 2.2, 2.3, 3.1, 3.4, 3.5, 3.6	1.1, 1.2, 1.3, 1.4, 3.1, 3.2, 3.3, 3.4, 3.5	1.1, 1.2, 1.3, 1.4	2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 4.1	
Speaking (S)		10	10		20
Listening (L)		20		10	30
Reading (R)	20			10	30
Writing (W)	10			10	20
Total value	30	30	10	30	100

Japanese Beginners

Component	Task 1	Task 2	Task 3	Task 4 Trial Exam	Weighting
Timing	Term 4, 2019 Week 7	Term 1, 2020 Weeks 7-8	Term 3, 2020 Weeks 1-2	Term 3, 2020 Weeks 3-4	
Skill area	R, W	L, S	S	L, R, W	
Outcome	2.1, 2.2, 2.4, 3.1, 3.2, 3.3	1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 2.4, 2.5, 3.3	1.1, 1.2, 1.3	2.1, 2.2, 2.4, 2.5, 3.1, 3.2, 3.3	
Speaking (S)		10	10		20
Listening (L)		20		10	30
Reading (R)	20			10	30
Writing (W)	10			10	20
Total value	30	30	10	30	100

Japanese Continuers

Component	Task 1	Task 2	Task 3	Task 4 Trial Exam	Weighting
Timing	Term 4, 2019 Week 7	Term 1, 2020 Weeks 7-8	Term 3, 2020 Weeks 1-2	Term 3, 2020 Weeks 3-4	
Skill area	R, W	L, S	S	L, R, W	
Outcome	2.1, 2.2, 2.3, 3.1, 3.4, 3.5, 3.6	1.1, 1.2, 1.3, 1.4, 3.1, 3.2, 3.3, 3.4, 3.5	1.1, 1.2, 1.3, 1.4	2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 4.1	
Speaking (S)		10	10		20
Listening (L)		20		10	30
Reading (R)	20			10	30
Writing (W)	10			10	20
Total value	30	30	10	30	100

Legal Studies

Component	Task 1	Task 2	Task 3	Weighting
Description	Crime: Case study	Human rights: Research task	Trial HSC examination	
Timing	Term 1 2020 Friday Week 3	Term 2 2020 Friday Week 5	Term 3 2020 As per examination timetable Week 3/4	
Outcomes	H1, H4, H5, H6, H7, H8, H9.	H2, H3, H4, H5, H8, H10.	H1, H2, H3, H4, H5, H6, H7, H9, H10.	
Knowledge and understanding of course content	10	10	20	40
Analysis and evaluation	10	10		20
Inquiry and research	10	10		20
Communication of legal information, issues and ideas in appropriate forms	5	5	10	20
Total value	35	35	30	100

Mathematics Standard 1

Component	Task 1	Task 2	Task 3	Weighting
Description	Topic Test	Assignment	Open Book Exam	
Timing	Term 4 Week 9/10	Term 1 Week 10/11	Term 3 Week 3/4	
Outcomes	MS1-12.3, MS1-12-4, MS1-12-5, MS1-12-9, MS1-12-10	MS1-12-3, MS1-12-4, MS1-12-8, MS1-12-9, MS1-12-10	MS2-12-1, MS1-12-2, MS2-12-6, MS1-12-7, MS2-12-9, MS2-12-10	
Understanding, Fluency and Communicating	10	20	20	50
Problem Solving, Reasoning and Justification	20	15	15	50
Total value	30	35	35	100

Mathematics Standard 2

Component	Task 1	Task 2	Task 3	Task 4	Weighting
Description	Assignment	Open Book Test	Assignment	Trial Exam	
Timing	Term 4 Week 8	Term 1 Week 10/11	Term 2 Week 7/8	Term 3 Week 3/4	
Outcomes	MS2-12-3, MS2-12-4, MS2-12-5, MS2-12-9, MS2-12-10	MS2-12-1, MS2-12-2, MS2-12-3, MS2-12-4, MS2-12-6, MS2-12-7, MS2-12-8, MS2-12-9, MS2-12-10			
Understanding, fluency and communication	5	15	10	20	50
Problem solving, reasoning and justification	10	10	20	10	50
Total value	15	25	30	30	100

Mathematics Advanced

Component	Task 1	Task 2	Task 3	Task 4	Weighting
Description	Open Book Test	Topic Test	Assignment	Trial Exam	
Timing	Term 4 2019 Week 10	Term 1 2020 Week 10	Due Term 2 Week 8	Term 3 Week 4 /5	
Outcomes	MA 12-3, MA12-6, MA12-7, MA12-9, MA12-10	MA12-1, MA12-3, MA12-5, MA12-6, MA12-7, MA12-9, MA12-10	MA12-1, MA12-5, MA12-8, MA12-9, MA12-10	MA12-2, MA12-4, MA12-9, MA12-10 and all previous outcomes	
Concepts Skills and Techniques	10	15	5	20	50
Reasoning and Communication	5	15	20	10	50
Total value	15	30	25	30	100

Mathematics Extension 1

Component	Task 1	Task 2	Task 3	Task 4	Weighting
Description	Open Book Test	Topic Test	Assignment	Trial Exam	
Timing	Term 4 2019 Week 10	Term 1 2020 Week 9/10	Due Term 2 Week 8	Term 3 Week 4 /5	
Outcomes	ME 12 -1, ME12-3, ME12-6, ME12-7	ME12-1, ME12-2, ME12-4, ME12-6	ME12-2, ME12-5, ME12-6, ME12-7	ME12-1, ME12-2, ME12-4, ME12-6, ME12-7 and all previous outcomes	
Concepts Skills and Techniques	10	15	5	20	50
Reasoning and Communication	5	15	20	10	50
Total value	15	30	25	30	100

Modern History

Component	Task 1	Task 2	Task 3	Task 4	Weighting
	Annotated bibliography	Historical analysis	Extended response	Trial Exam All topics	
	Term 1 2020 Week 2	Term 2 2020 Week 2	Term 2 2020 Week 8	Term 3 2020	
Outcomes	MH12-1 MH12-4 MH12-6 MH12-7	MH12-2 MH12-5 MH12-6 MH12-7 MH12-8, MH12-9	MH 12-3 MH12-4 MH12-5 MH12-6 MH12-9	MH12-1 MH12-2 MH12-6 MH12-9	
Knowledge and understanding of course content	5	5	10	20	40
Historical skills in the analysis and evaluation of sources and interpretations	5	5	5	5	20
Historical inquiry and research	5	15			20
Communication of historical understanding in appropriate forms		5	10	5	20
Total value	15	30	25	30	100

Music 1

Component	Task 1	Task 2	Task 3	Task 4	Weighting
	Viva voce on current topic supported with detailed aural analysis	Composition activities representing current topic	Presentation of Electives 1 and 2 representing current topics 1 and 2. Depending on the elective this may be a performance; or a musicology; or material from the composition portfolio Core Performance	Trial Exam Aural Skills paper and presentation/ performance of Elective 3. Depending on the elective this may be a performance; or a musicology; or material from the composition portfolio.	
Timing	Term 4 2019 Week 9	Term 1 2020 Week 8	Term 2 2020 Week 10	Term 3 2020 Weeks 3-4	
Outcomes	H4, H5, H6	H3, H4, H5	H1, H2, H1-8	H1-8	
Performance Core			10		10
Composition Core		10			10
Musicology Core	10				10
Aural Core	10			15	25
Elective 1			15		15
Elective 2			15		15
Elective 3				15	15
Total value	20	10	40	30	100

Music 2

Component	Task 1	Task 2	Task 3	Task 4	Weighting
	Presentation of Core Performance Mandatory Topic: Music of the last 25 Years (Australian Focus) Solo or ensemble performance (Mandatory topic and sight singing)	Composition Draft Mandatory Topic: Music of the last 25 Years (Australian Focus) Submit composition portfolio work in progress including samples of stylistic features and score progress.	Presentation of elective performance, composition, portfolio or musicology portfolio Presentation or submission mandatory Topic: Music of the last 25 Years (Australian Focus) and/or additional topic	Trial Exam Musicology and Aural Skills Melodic and rhythmic notation exercise and short responses to aural excerpts and unseen scores with reference to compositional techniques and stylistic features	
Timing	Term 2 2020 Week 3	Term 2 2020 Week 9	Term 3 2020 Week 2	Term 3 2020 Weeks 3-4	
Outcomes	H1, H10, H11.	H2, H3, H5, H8, H11, H12	H1-10	H7, H9	
Core Performance	20				20
Core Composition		20			20
Core Musicology		10		10	20
Core Aural				20	20
Performance or Composition or Musicology Elective			20		20
Total value	20	30	20	30	100

Music Extension

Component	Task 1	Task 2	Task 3	Weighting
Nature of tasks	Performance presentation of repertoire and portfolio including background research of repertoire or Composition portfolio including details of musical influences and repertoire that has informed and guided the compositional process or Musicology portfolio with research and critical analysis of works	Performance presentation of repertoire and portfolio including critical comparison with professional recordings or Composition portfolio with viva voce and including analysis of works and styles and draft compositions or Musicology via voce and portfolio including development of topic, sources and ideas	Trial Exam Performance presentation of repertoire and critical appraisal of concert practice or Composition submission of preliminary recording and portfolio with appraisal and revision of performance considerations or Musicology portfolio with written draft, viva voce including development and resolution of topic, sources and ideas	
Timing	Term 1 2020 Week 6	Term 2 2020 Week 6	Term 3 2020 Week 3	
Outcomes assessed	H1–6	H1–6	H1–6	
Performance or Composition or Musicology	30	40	30	100
Total value	30	40	30	100

Personal Development Health and Physical Education

Component	Task 1	Task 2	Task 3	Weighting
Task type	Research task	Designing a training program	Trial Exam	
Content	Core 1 Health priorities	Core 2 Factors affecting performance	Core 1 and 2 Option 3 and 4	
Task date	Term 4 2019 Week 10	Term 2 2020 Week 6	Trial Exam	
Outcomes	H1, H2, H4, H5, H15, H16	H8, H10, H16	H1-H5, H7-H11, H13-H17	
Knowledge and Understanding	14	14	12	40
Skills in critical thinking, research and communicating	21	21	18	60
Total value	35	35	30	100

Physics

Component	Task 1	Task 2	Task 3	Weighting
Task description	Processing and modelling task	Depth Study – Practical and report	Trial Exam	
Timing	Term 1 2020 Week 10	Term 2 2010 Week 8	Term 3 2020 Week 5	
Knowledge and Understanding	10	15	15	40
Skills in Working Scientifically	20	20	15	60
Total value	30	35	30	100

Society and Culture

Component	Task 1	Task 2	Task 3	Weighting
Description	Core: Social and cultural research methodologies Mini PIP	Option Topic 2: Popular culture stimulus report	Trial Exam	
Timing	Term 1 2020 Week6	Term 2 2020 Week 4	Term 3 2020 As per exam timetable Week 3	
Outcomes	H1, H2, H3, H4, H5, H6, H7, H9, H10	H1, H2, H3, H5, H7, H9, H10	H1, H2, H3, H4, H5, H6, H7, H8, H9, H10	
Knowledge and understanding of course content	10	20	20	50
Application and understanding of social and cultural research methods	10	5	5	30
Communication of information, ideas and issues in appropriate forms	10	5	5	20
Total value	30	40	30	100

Software Design and Development

Component	Task 1	Task 2	Task 3	Task 4	Weighting
Description	Case Study	Topic Test	Major Project	Trial Exam	
Timing	Term 4 2019 Week 9	Term 1 2020 Week 10	Term 2 2020 Week 9	Term 3 Week 3/4	
Outcomes	1.2, 2.2, 3.1, 4.2, 5.1, 5.2, 5.3, 6.1, 6.2	3.1, 3.2, 4.1, 4.2, 4.3, 5.1, 5.2, 5.3, 6.1, 6.2, 6.3 6.4	1.3, 3.1, 3.2, 4.1, 4.2, 4.3, 5.2, 5.3, 6.1, 6.2, 6.3, 6.4	1.1, 1.3, 2.2, 4.1, 5.2, 5.3	
Knowledge and understanding of course content	10	15	5	20	50
Knowledge and skills in the design and development of software solutions.	10	5	25	10	50
Total value	20	20	30	30	100

Spanish Beginners

Component	Task 1	Task 2	Task 3	Task 4 Trial Exam	Weighting
Timing	Term 4, 2019 Week 7	Term 1, 2020 Weeks 7-8	Term 3, 2020 Weeks 1-2	Term 3, 2020 Weeks 3-4	
Skill area	R, W	L, S	S	L, R, W	
Outcome	2.1, 2.2, 2.4, 3.1, 3.2, 3.3	1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 2.4, 2.5, 3.3	1.1, 1.2, 1.3	2.1, 2.2, 2.4, 2.5, 3.1, 3.2, 3.3	
Speaking (S)		10	10		20
Listening (L)		20		10	30
Reading (R)	20			10	30
Writing (W)	10			10	20
Total value	30	30	10	30	100

Spanish Continuers

Component	Task 1	Task 2	Task 3	Task 4 Trial Exam	Weighting
Timing	Term 4, 2019 Week 7	Term 1, 2020 Weeks 7-8	Term 3, 2020 Weeks 1-2	Term 3, 2020 Weeks 3-4	
Skill area	R, W	L, S	S	L, R, W	
Outcome	2.1, 2.2, 2.3, 3.1, 3.4, 3.5, 3.6	1.1, 1.2, 1.3, 1.4, 3.1, 3.2, 3.3, 3.4, 3.5	1.1, 1.2, 1.3, 1.4	2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 4.1	
Speaking (S)		10	10		20
Listening (L)		20		10	30
Reading (R)	20			10	30
Writing (W)	10			10	20
Total value	30	30	10	30	100

Studies of Religion 1 Unit

Component	Task 1	Task 2	Weighting
Description	Research and Oral/Presentation: Christianity Depth study	Trial HSC Exam	
Timing	Friday Week 2 Term 2 2019	Term 3 2019 as per exam timetable Week 3/4	
Outcomes	H1, H2, H4, H5, H6, H7, H8, H9	H1, H2, H3, H4, H5, H6, H8, H9	
Knowledge and understanding of course content	5	10	15
Source-based skills	5	5	10
Investigation and research	10	5	15
Communication of information, ideas and issues in appropriate forms	5	5	10
Total value	25	25	50

Studies of Religion 2 Unit

Component	Task 1	Task 2	Task 3	Weighting
Description	Research and Oral/Presentation: about one Religious Tradition	Research and Extended Response: Religion and Peace	Trial HSC exam	
Timing	Friday Week 9 Term 1 2019	Week 6, Term 2 2019	As per exam timetable Term 3 2020	
Outcomes	H1, H2, H4, H5, H6, H7, H8, H9	H1, H2, H5, H6, H7, H8, H9	H1, H2, H3, H4, H5, H6, H8, H9	
Knowledge and understanding of course content	10	15	15	40
Source-based skills	10	5	5	20
Investigation and research	10	10		20
Communication of information, ideas and issues in appropriate forms	5	5	10	20
Total value	35	35	30	100

Textiles and Design

Component	Task 1	Task 2	Task 3	Task 4	Weighting
	Project proposal presentation	Historical and contemporary design perspectives	Investigation of	Trial Exam	
Outcomes	1.1, 1.2, 2.1, 6.1	6.1	3.1, 4.1	1.3, 3.1, 3.2, 4.1, 5.1, 5.2, 6.1	
Timing	Term 4 2019 Week 7	Term 1 2020 Week 4	Term 2 2020 Week 3	Term 3 2020 Week 4/5	
Knowledge and understanding of textiles and the textile industry	10	10	15	15	50
Skills in design, manipulation, experimentation, analysis, manufacture and selection of textiles for specific end purposes using appropriate technology	10	10	15	15	50
Total value	20	20	30	30	100

Visual Arts

Component	Task 1	Task 2	Task 3	Task 4	Weighting
	Development of a Body of Work and Visual Arts Process Diary (VAPD) including research about related artists' practice	Development of a Body of Work and Visual Arts Process Diary (VAPD) and Case Study Art criticism and art history	Trial Exam Art criticism and art history	Completed Body of Work	
Timing	Term 1 2020 Week 3	Term 2 2020 Week 6	Term 3 2020 Week 3/4	Term 3 2020 Appox. Week 7	
Outcomes	H1, H2, H3, H4, H5, H6, H7, H8, H9, H10	H1, H2, H3, H4, H5, H6, H7, H8, H9, H10	H7, H8, H9, H10	H1, H2, H3, H4, H5, H6	
Art making	15	10		25	50
Art Criticism and Art History	10	15	25		50
Total value	25	25	25	25	100

Content Developed Courses (VET) with mandatory work placement

VET Courses

The VET courses offered by Southern Cross School of Distance Education are:

- BUSINESS SERVICES
- FOUNDATION SKILLS FOR WORK AND EDUCATIONAL PATHWAYS
- HOSPITALITY
- RETAIL
- SPORTS COACHING (TVET Content Endorsed Course. Note: no exam and cannot count towards an ATAR)

The Year 12 Credential examination in Content Endorsed VET courses, is optional. Students will nominate during the Year 12 Year if they intend to undertake the optional examination. The examination is independent of the competency based assessment undertaken during the course.

Content endorsed courses (Sports Coaching) do not have a Year 12 examination and as such cannot count towards an ATAR.

For students nominating to achieve an ATAR they must do the Year 12 Examination in their given VET course.

For students nominating to achieve the YEAR 12 Certificate they must complete the assessments in the given VET Courses.

THIS PROGRAM IS SUBJECT TO CHANGE.

THE ORDER OR COMPONENTS CERTAINLY CAN BE VARIED.

HOWEVER, STUDENTS WILL RECEIVE A MINIMUM 2 WEEKS NOTICE OF CHANGES (IN WRITING)

Business Services

Task Timing	Topic	Task Type
Continuous	Based on Achievement of Competencies as displayed through completion of Title Pages and Work Placement	Title Pages Work Placement
Weeks 3/4 Term 3 2020	All compulsory modules – electives are not examinable	Trial Examination (Optional)

Hospitality HSC 120 Hours 2020

School Name: Southern Cross School of Distance Education

Student Competency Assessment Schedule

Assessment Events for Statement of Attainment Towards SIT20316 Certificate II in Hospitality (2 Units x 1yr 120 Hours)		Event 1 Coffee Culture	Event 2 Observations	Event 4 Research	Event 3 Research	Event 5 Resource management	Workplacement Option 1	Workplacement Option 2
		Quiz Observation	Workplacement Quiz	Workplacement Quiz	Workplacement Quiz	Workplacement Quiz		
		Week 7 Term: 4 2019 or Week 5 Term: 1 2020	Week: 8 Term: 1 Week: 4, 7 Term 2	Week: 9 Term: 2	Week: 10 Term: 3	Week 7 Term: 2 or 3	Week 7 Term: 1	Week 7 Term: 2 or 3
Code	Unit of Competency							
SITXFSA001	Use hygienic practices							
SITXWHS001	Participate in safe work practices							
SITHFAB005	Prepare and serve espresso coffee							
BSBWOR203	Work effectively with others							
SITXCOM002	Show social and cultural sensitivity							
SITXCCS003	Interact with customers							
SITHIND002	Source and use information on the hospitality industry							
SITXCOM001	Source and present information							
BSBSUS201	Participate in environmentally sustainable work practices							

The qualification outcome is a Statement of Attainment towards a Certificate II in Hospitality (SIT20316).

There are no exam events used for the assessment of competencies and /or NESA reporting requirements in the 120 indicative hours.

* 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

Retail

Southern Cross School of Distance Education

COURSE: HSC SIR30216 240 Hours Certificate III in Retail - 2020

Assessment Events for SIR30216 Certificate III in Retail		Event 4	Event 5	Event 6	HSC Half Yearly Exam*	Work Placement 2	Trial Exam
		Sales Pitch	Relationships and loyalty	Maintaining Order			
		Date: Week: 10 Term: 4 - 2019	Date: Week: 10 Term: 2 - 2020	Date: Week: 10 Term: 3 - 2020	Date: N/A Week: Term:	Date: N/A Week: 9 Term: 2 & 3	Date: N/A Week: Term:
Code	Unit of Competency						
SIRXSLS001	Sell to the retail customer	X					
SIRXPDK001	Advise on products and services	X					
SIRXSLS002	Follow point-of-sale procedures	X					
SIRXCEG002	Assist with customer difficulties		X				
SIRXCEG003	Build customer relationships and loyalty		X				
SIRRRTF001	Balance and secure point-of-sale terminal			X			
SIRXIND002	Organise and maintain the store environment			X			

Depending on the achievement of units of competency, the possible qualification outcome is a Certificate III in Retail SIR30216 or a Statement of Attainment towards a Certificate III in Retail SIR30216.

The exam events will be confirmed by your teacher as they may be used for the assessment of competencies and /or NESA reporting requirements.

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.

Retail Services 2 Unit

Task Number	Suggested Due Dates approximately	Nature of Task	Competency
1	Term 4 Week 9	Assessment Event 4	SIRRMER001 Produce visual merchandise displays SIRXPDK001 Advise on products and services
2	Term 1 Week 10	Assessment Event 5	SIRXIND002 Organise and maintain the store environment SIRRINV001 Receive and handle retail stock SIRXRSK001 Identify and respond to security risks
3	Term 2 Week 7	Assessment Event 6	SIRXCEG002 Assist with customer difficulties SIRXCEG003 Build customer relationships and loyalty
4 Work placement	By end Term 2	Work placement 35 hours	Mandatory NESA requirement
5	As per exam timetable	Trial Exam	As per syllabus requirements

Retail Services 4 Unit

Task Number	Due Dates	Nature of Task	Competency
1	Term 4 2019	Assessment Event 1	SIRXIND001 Work effectively in a service environment SIRXWHS002 Contribute to workplace health and safety
2	Term 4 2019	Assessment Event 2	SIRXCEG001 Engage the customer SIRXCOM002 Work effectively in a team SIRXSLS001 Sell to the retail customer
3	Term 1 2020 2020	Assessment Event 3	SIRRRTF001 Balance and secure point-of-sale terminal SIRXSLS002 Follow point-of-sale handling procedures
4	Term 1 2020	Assessment Event 4	SIRRMER001 Produce visual merchandise displays SIRXPDK001 Advise on products and services
5	Term 2 2020	Assessment Event 5	SIRXIND002 Organise and maintain the store environment SIRRINV001 Receive and handle retail stock SIRXRSK001 Identify and respond to security risks
6	Term 2 2020	Assessment Event 6	SIRXCEG002 Assist with customer difficulties SIRXCEG003 Build customer relationships and loyalty
7 Work placement	Before end of Term 2	Work placement 70 hours	Mandatory NESA requirement
8	As per exam timetable	Trial Exam	As per syllabus requirements

Content Endorsed Courses

Computing Applications

Component	Task 1	Task 2	Task 3	Task 4	Weighting
Description	Module 1	Module 2	Module 3	Final Exam	
Timing	Term 4 2019 Week 8	Term 1 2020 Week 10	Term 2 2020 Week 9	Term 3 2020 Week 4/5	
Outcomes	1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 3.1, 3.2, 4.1, 4.2, 4.3, 5.1	1.1, 1.2 1.3 2.1, 2.2, 2.3, 3.1, 3.2, 4.1, 4.2, 4.3, 5.1	1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 3.1, 3.2, 4.1, 4.2, 4.3, 5.1	1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 3.1, 3.2, 4.1, 4.2, 4.3, 5.1	
Knowledge	10	10	15	15	50
Skills	10	10	15	15	50
Total value	20	20	30	30	100

Driver Education

Components	Task 1	Task 2	Task 3	Task 4	Weighting
Task type	Critical inquiry	Visual presentation / written report	Research task	Trial exam	
Content	Module 1 & 2	Module 3 & 4	Option 1 & 2	All topics	
Task date	Term 4 2019: Week 8	Term 1 2020: Week 10	Term 2 2020 Week 9	Trial exam	
Outcomes	7.1-7.5, 8.1-8.5	9.1 – 9.5, 10.1-10.5	O1.1, O1.4, O1.5, O2.3, O2.4	7.1-10.5 in addition elective outcomes	
Knowledge and Understanding	10	10	8	12	40
Critical thinking, research, analysis and communication	15	15	12	18	60
Total value	25	25	20	30	100

Exploring Early Childhood

Component	Task 1	Task 2	Task 3	Weighting
	Child Health and Safety in the home report	The children's service Industry report on the different types of care	Trial Exam	
Timing	Term 4 2019 Week 7	Term 1 2020 week 10	Term 3 2020 Week 7/8	
Outcomes	1.2, 1.3, 2.4, 2.5, 6.1	1.4, 2.1, 2.4, 4.1, 6.1	1.1, 1.2, 1.3, 1.4, 1.5, 2.1, 2.2, 2.3, 2.4, 2.5, 3.1, 4.1, 5.1, 6.1, 6.2	
Knowledge and understanding	10	20	20	50
Skills	20	20	10	50
Total value	30	40	30	100

Financial Management

Component	Task 1	Task 2	Task 3	Weighting
Task Description	Budgeting review	Interview and report	End of course Exam	
Timing	Term 1 2020 Week 2	Term 2 2020 Week 6	Term 3 2020 Week 8	
Outcomes	1.1,1.4, 1.5, 1.6, 2.4, 5.1, 5.2	1.1, 1.4, 1.6, 2.4, 5.1, 5.2	All	
Knowledge and understanding of course content	5	5	30	40
Stimulus-based skills	5	10		15
Inquiry and Research	15	10		25
Communication	10	10		20
Total value	35	35	30	100

Marine Studies and Aquaculture

Component	Task 1	Task 2	Task 3	Task 4	Task 5	Weighting
Description	Information brochure, slide presentation	Construction of a model	Information board design and student worksheet	Practical, set up aquarium and information pamphlet	Exam	
Timing	Completed with title page 6	Completed with title page 12	Completed with title page 15	Completed with title page 18	Completed with title page 23	
Outcomes	1.1, 1.2, 2.3, 3.4	1.2, 1.4, 3.4, 5.1	1.1, 3.1, 3.2, 5.2	1.1,2.1, 2.3, 5.1, 5.3, 5.4	1.3, 1.5, 2.1, 3.3, 4.1, 4.2	
Knowledge	15	10	10	5	10	50
Skills	10	15	2.5	7.5	15	50
Total value	25	25	12.5	12.5	25	100 (2 unit) 50 (1 unit)

Photography Video Digital Media

Component	Task 1	Task 2	Task 3	Task 4	Weighting
	Photographic Making 1 and Journal	Photographic Making 2 and Journal. Photographic critical and historical study	Photographic Making 3 and Journal	Exam	
	Term 4 2019 Week 8	Term 1 2020 Week 8	Term 2 2020 Week 8	Term 3 2020 Week 3/4	
	M 1-6	M 1-6 CH – 1-5	M 1-6	CH – 1-5	
Art making – photographic practice	35	15	20		70
Art Criticism and Art History		20		10	30
Total value	35	35	20	10	100

Sport Lifestyle and Recreation

Component	Planning	Designing	Researching and designing	Examination	Weighting
Content	Outdoor recreation	Sports administration	Fitness programing	All modules	
Task date	Term 4 2019 Week 9	Term 1 2020 Week 9	Term 2 2020 Week 8	Term 3 2020 Trial exam	
Outcomes	1.5, 3.5, 4.3	1.1, 1.3, 1.6, 2.3, 4.5	3.2, 3.3, 4.1	1.2, 1.5, 1.6, 2.2, 3.2, 3.5, 4.1, 4.3	
Knowledge and Understanding	12	12	13	13	50
Critical thinking, research, analysis and communication	13	13	12	12	50
Total value	25	25	25	25	100

Visual Design

Component	Task 1	Task 2	Task 3	Task 4	Weighting
Content	Design Making 1 & Journal	Design Making 2 and Journal Historical and Critical Task	Design Making 3 and Journal	Trial Exam	
Timing	Term 4 2019 Week 8	Term 1 2020 Week 8	Term 2 2020 Week 6	Term 3 2020 Week 3/4	
Outcomes	DM 1-6	DM 1-6 CH 7-10	DM 1-6	CH 7-10	
Making – design practice	35	15	20		70
Critical and Historical Study		20		10	30
Total value	35	35	20	10	100

Work Studies 120 hours

Component	Task 1	Task 2	Task 3	Weighting
Description	Build a Working Life	Careers, Skills and Interests Test	Prepare a Resume	
Timing	Term 1 – 2020 Week 8	Term 2 – 2020 Week 4	Term 3 – 2020 Week 2	
Outcomes	3, 5, 7, 8, 9	1, 2, 4 5, 6	2, 4, 5, 6	
Knowledge and understanding of course content	5	5	20	30
Skills	25	25	20	70
Total value	30	30	40	100

Work Studies 240 hours

Component	Task 1	Task 2	Task 3	Weighting
Description	Self-Employment Business Report	Prepare Job Application	End of course Exam	
Timing	Term 1-2020 Week 5	Term 2-2020 Week 7	Term 3 2020 Week 5	
Outcomes	1, 2, 5, 6, 7, 9	2, 3, 4, 5, 6	1 to 9	
Knowledge and understanding of course content	5	10	20	35
Skills	30	25	10	65
Total value	35	35	30	100

Content Endorsed Course (VET)

Foundation Skills for Work & Vocational Pathways

180 hours – 3 units

Event Number	Due Dates	Competency
Event 1	Term 4 2019 Week 3	FSKLRG10 – Use routine strategies for career planning FSKLRG11 – Use routine strategies for work- related learning
Event 2	Term 4 2019 Week 7	FSKRDG09 – Read and respond to routine standard operating procedures
Event 3	Term 1 2020 Week 2	FSKRDG10 – read and respond to routine workplace information FSKWTG09 – write routine workplace texts
Event 4	Term 1 2020 Week 11	FSKNUM14 – calculate with whole numbers & familiar fractions, decimals & percentages at work FSKNUM15 – Estimate, measure & calculate with routine metric measurements for work
Event 5	Term 2 2020 week 7	FSKDIG01 – Use digital technology for routine workplace tasks FSKLRG09 – use strategies to respond to routine workplace problems FSKWTG07 – Write routine formal workplace texts BSBWHS201 – Contribute to the health and safety of self and others
Event 6	Term 3 2020 Week 3	BSBITU201 – Produce simple word processed documents BSBWOR204 – Use business technology
Event 7	Term 3 2020 Week 5	FSKOCM07 – interact effectively with others at work
Event 8	Term 3 2020 Week 7	FSKOCM04 – Use oral communication skills to participate in workplace meetings
Event 9	Term 3 2020 Week 10	FNSFLT202 – Develop and use a savings plan

Study Support Manual

Study skills and time management

1. Ensure that you organise your day so that ample time is allocated to your studies.
2. Develop your own study timetable.
3. Keep a balance between subjects.
4. Contact your teacher to discuss aspects of your work or any problems you may encounter.
5. Keep up-to-date with your work. Do not fall behind in your work.
6. Remember personal research and extensive reading is an important feature of your study program.
7. Aim at developing your personal best.
8. Develop study habits that suit your personal needs. Learning styles vary from person to person. You may be a visual, auditory, or kinaesthetic learner. Discussing your work with interested people is often thought-provoking.
9. Allow for some leisure time to avoid becoming stressed.
10. Revise regularly - For example travel time could be used effectively to study.

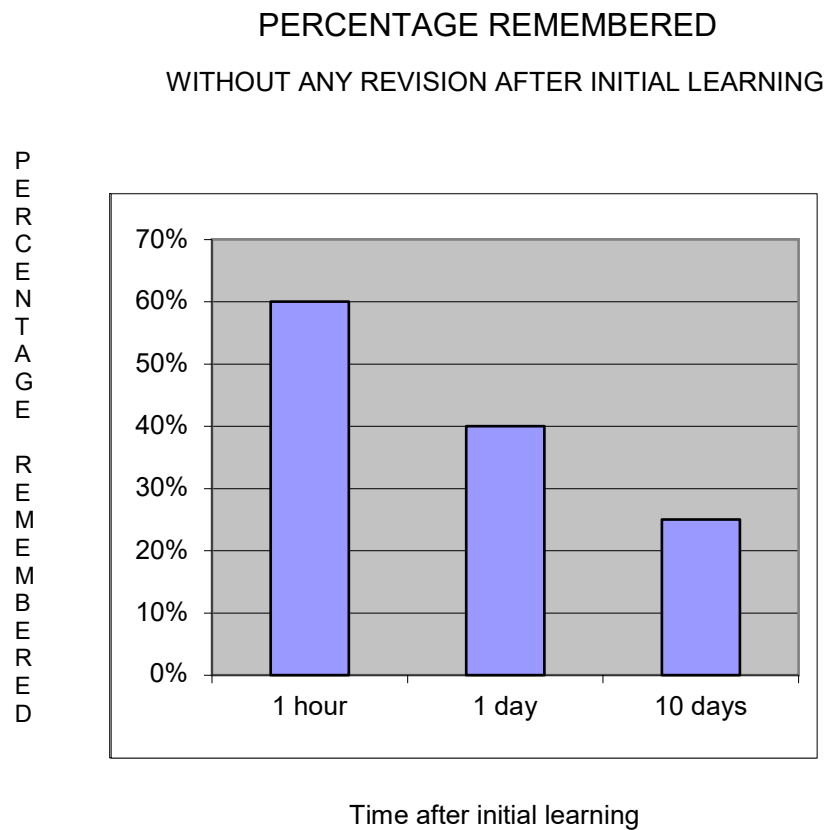
Important considerations

Being able to manage your time is a key study skill. Studying at Stage 6 in both Year 11 and Year 12 does require a commitment to your work. As a student you will be required to complete the set assessment tasks and title pages for each subject, but time should also be spent on independent study and revision. You must organise your time effectively, develop a study routine and remain committed to your work. Your teacher will advise you, and have suggestions for your approach to your studies and all aspects of your work.

Distance Education teachers aim to enable all students to reach their full potential.

A note on forgetting

Some students are not aware that everyone forgets things at an amazing rate. You must revise regularly. This graph gives you some indication of how much a typical person will forget without revising.



The information on the following pages, relating to improving memory, was taken from a website NSW Year 12 Online especially designed by Charles Sturt University for students preparing for the Year 12.

This site provides numerous links to assist you with your personal study needs. You can Google NSW Year 12 online or go to:

Study and Exams

http://www.Year12.edu.au/study/learning_styles.htm

The site for the particular hyperlink on the

following page is:

<http://academic.cuesta.edu/acasupp/as/207.HTM>

Memory and learning styles

The main reason we forget something is because we never really learned it in the first place.

Memory

A good memory is something we must work towards. Things are forgotten because they never really have made a strong impression on us in the first place. The reasons for this lack of impression are as varied as one person to the next. Nevertheless, the most common reasons are:

- you are thinking about something else—you are not listening
- you do not think the idea was important
- you do not take, or have the time, to learn or store the material properly.

To remember information you need to know that your memory operates on four levels of efficiency. Your ability to remember something increases from level 1 to level 4 depending on what you do with the information.

- Level 1: Hear or read the material once (not reliable for a test).
- Level 2: Read the information and review it once or twice (this is cramming— you will forget most of what you have read).
- Level 3: Read the information, review the material several times, write it down, and test yourself over the next two days (expect fairly good recall).
- Level 4: Repeat and frequently write down the information over a period of 3-6 days (gives you excellent retention).

If you do not review what you have learned, you will forget 70% within an hour and 84% within 48 hours. One of the best forms of review is teaching, or telling someone else about the information using your own words. This is where study groups become invaluable.

Learning Styles

People learn and memorise information using a variety of "learning styles." Learning styles are how you concentrate, process and remember new and difficult information. You may remember information more easily through any combination of the following styles:

- hearing
- seeing
- reading
- writing
- illustrating
- firsthand experience

Be aware of your best styles of learning. Reading textbooks and other related material, as well as doing all the set assignments, are the other parts of the learning equation. It is beneficial for you to combine learning styles to be successful.

When you are studying:

- read the information aloud
- write it down
- read it over and over
- put it into a form or format that will make sense to you
- draw a diagram
- relate the information to what you already know
- picture and try to experience what you are learning
- teach the information to someone else.

Some further memory advice and examination strategies

Memory

1. Find a good place to study and ensure that you have all the tools you need—computer, study notes, pens, paper and dictionary. Ensure that your study area is comfortable and the lighting is good.
2. Use the note-taking that best suits you
 - summarise important points,
 - underline key words, sentences and phrases
 - read, recall, reflect and review.
3. Use mnemonic devices to assist you in your learning
 - use rhyme where possible to remember key points
 - use an acronym to create a word using the first letter of key words
 - use an acrostic sentence or phrase formed by words beginning with the first letter of each word you need to remember.
4. Memorise actively, not passively
 - try to use your senses to assist with learning – sight: not merely reading but visualising, sound: read aloud listen to your voice, you may use a recording device and listen to it in various locations
 - use association in your learning, relating the fact(s) to something significant to you.
5. Use constructive repetition to assist you in your remembering
 - read the information out loud, close your eyes and repeat it to yourself
 - close your eyes and repeat the information
 - write the information down
 - repeat the steps if necessary.

Examination strategies

1. Your examination study should not be confined to a last minute cramming. Ensure that you are well- prepared and have followed your study time table effectively.
 - The last weeks should be an extensive review of your work
 - A good night's sleep before the examination is important
 - Arrive at the examination centre early, so you are not rushed
 - Check you have the correct examination equipment (where applicable, pen, paper, watch, calculator).
2. Read the set questions carefully, thinking carefully about the meaning. Underline key words. You must understand the question if you are to give a satisfactory answer. Adhere to any instructions given on the paper, or stated verbally by the supervisor.
3. Be careful of your time allocation. Note the questions which have been allocated the most marks, these will require the greater time.
4. Multiple choice questions ask you to select the answer that best answers the questions. When attempting multiple choice questions, the wording of the multiple choice is vital to your interpretation. Read all the possible answers through carefully, perhaps the use of tense (past, present, future) and singular or plural wording may help with your answer. Words such as *sometimes*, *usually*, *rarely*, and *never*, may provide clues to the correct answer. If you are unsure about an answer, eliminate all those which you consider are wrong. Do not spend too long on one question, especially when all answers are worth the same amount of marks.
5. When answering an essay type question, again ensure that you understand the meaning of the question. Try to interpret it in your own words. Be aware of key words such as *analyse*, *compare*, *contrast*, and, *to what extent*. A glossary of key words is included at the end of this booklet. A guide to essay writing is also included on the following pages.

A guide to essay writing

Each subject may have varying aspects to consider when writing an essay. The teacher of the subject you are studying will provide you with details relevant to a particular course.

The following will serve as a general guide to essay writing.

An essay basically consists of an introduction, the main body of the essay and a conclusion. You must read the set question carefully and be aware of key words. If you are working under examination conditions, it will be beneficial to spend a few minutes planning your work. Prepared essays will allow you greater time for reflection.

The introduction

Your introduction is basically a summary of your answer to the set question. It will address your line of argument (or your thesis). You may need to refer to other associated texts if the set question states this as a requirement. Be very careful that you are addressing the question asked. If your introduction is a good one, it will assist you in maintaining your line of argument throughout your writing.

The main body of your essay

The main body will follow the central line of thought and will support your thesis. Each paragraph will focus on a main idea; it will provide examples to substantiate your line of argument.

Each paragraph should be introduced by a topic sentence, which clarifies the ideas being introduced in the paragraph.

Each paragraph should clearly follow the one before; the essay should not be disjointed. There should be a logical sequence. Linking phrases or words will assist in allowing your essay to flow. The number of paragraphs used will depend on the word limit or time allowed for the essay, especially if working under examination conditions. Remember your line of argument with relevant supporting details, must continue throughout your writing. You are proving what you have stated in your introduction, presenting your case, just as a barrister with supporting evidence, presents his case to a judge or jury.

The conclusion

The final paragraph in your essay is the summing up of your main points raised. It is the final summation. The marker will decide if you have presented your case successfully.

Prepared essays will require careful planning and proofreading. Punctuation, grammar and spelling should be faultless. Examination essays also should not neglect appropriate language, grammar, spelling and punctuation. Consistent effort is required throughout the course to improve your writing style, syntax, spelling and punctuation. These literacy aspects are very important in successful essay writing.

A glossary of key words

Syllabus outcomes, objectives, performance bands and examination questions have key words that state what students are expected to be able to do. A glossary of key words has been developed to help provide a common language and consistent meaning in the Year 12 Credential documents.

Using the glossary will help teachers and students understand what is expected in responses to examinations and assessment tasks.

Account	Account for: state reasons for, report on. Give an account of: narrate a series of events or transactions
Analyse	Identify components and the relationship between them; draw out and relate implications
Apply	Use, utilise, employ in a particular situation.
Appreciate	Make a judgement about the value of
Assess	Make a judgement of value, quality, outcomes, results or size.
Calculate	Ascertain/determine from given facts, figures or information
Clarify	Make clear or plain
Classify	Arrange or include in classes/categories
Compare	Show how things are similar or different
Construct	Make; build; put together items or arguments
Contrast	Show how things are different or opposite
Critically (analyse/evaluate)	Add a degree or level of accuracy depth, knowledge and understanding, logic, questioning, reflection and quality to (analysis/evaluation)
Deduce	Draw conclusions
Define	State meaning and identify essential qualities
Demonstrate	Show by example
Describe	Provide characteristics and features
Discuss	Identify issues and provide points for and/or against
Distinguish	Recognise or note/indicate as being distinct or different from; to note differences between.
Evaluate	Make a judgement based on criteria; determine the value of
Examine	Inquire into
Explain	Relate cause and effect; make the relationships between things evident; provide why and/or how
Extract	Choose relevant and/or appropriate details
Extrapolate	Infer from what is known
Identify	Recognise and name
Interpret	Draw meaning from
Investigate	Plan, inquire into and draw conclusions about
Justify	Support an argument or conclusion
Outline	Sketch in general terms; indicate the main features of
Predict	Suggest what may happen based on available information
Propose	Put forward (for example a point of view, idea, argument, suggestion) for consideration or action
Recall	Present remembered ideas, facts or experiences
Recommend	Provide reasons in favour
Recount	Retell a series of events
Summarise	Express, concisely, the relevant details
Synthesise	Putting together various elements to make a whole

Application for extension of time for an assessment task

Student name: _____

Subject: _____

Home school (if applicable): _____

Contact number(s): _____

I, _____ formally request an extension of time for:

Task No: _____ Subject: _____

Nature of task:

Which is due on: _____ (day, date and time)

Reason:

Student's Signature _____ Date: _____

Supervisor's Signature: _____ Date: _____

OR

☐ Request received via phone call and form completed by _____
(teacher/ Year adviser) on behalf of student.

Signature: _____ Date: _____

Decision for extension of time for an assessment task

Teacher to complete:

Student name: _____

Subject: _____

Home school (if applicable): _____

☐ Not supportive of extension request

Reason:

☐ Support for extension request

Reason:

New Due Date: _____

Teacher's Signature: _____ Date: _____

Head Teacher to complete:

☐ Approval has not been granted

☐ Approval is given for the extension to be granted

Reason:

Head Teacher's Signature: _____ Date: _____

Appeal against assessment task determinations

Student name: _____

Subject: _____

Home school (if applicable): _____

Contact number(s): _____

Appeal details:

Assessment task No: _____

Assessment task details:

Evidence and reasons for appeal:

I declare that all the information I have provided is true.

Student's signature: _____ Date: _____

Supervisor's signature: _____ Date: _____

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Malpractice determination appeal

Student name: _____

Subject: _____

Home school (if applicable): _____

Contact number(s): _____

Appeal details:

Assessment task	Date	Reason for appeal

Supporting documentation attached:

- ☐ Study notes
- ☐ Supervisor's statement providing evidence that refutes malpractice claim
- ☐ Other (e.g. statutory declaration) please specify:

I declare that all the information I have provided is true.

Student's signature: _____ Date: _____

Supervisor's signature: _____ Date: _____

Supervisor's statement Malpractice determination appeal

Supervisor name: _____

Position: _____

Student name: _____

Home school (if applicable): _____

Contact number: _____ or _____

Please fully record your evidence that refutes malpractice claim. Please attach any supporting documentation.

I declare that all the information I have provided is true.

Supervisor's signature: _____ Date: _____

Illness/misadventure appeal

Student name: _____

Subject: _____

Home school (if applicable): _____

Contact number(s): _____

Appeal details:

Assessment task	Date	Reason for appeal

Supporting documentation attached:

- ☐ Medical certificate
- ☐ Supervisors statement
- ☐ Other(e.g. statutory declaration) please specify:

Student appeal:

I have read and understood the assessment policy.

I consider that my assessment task performance was affected by illness or unforeseen misadventure.

I declare that all the information I have provided is true.

Student's signature: _____ Date: _____

Supervisor's statement Illness/misadventure appeal

Supervisor name: _____

Position: _____

Student name: _____

Subject: _____

Home school (if applicable): _____

Contact number(s): _____

Did the student report illness/misadventure prior to attempting the task? Yes or No (please circle)

Please fully record your observations or understanding of the illness/misadventure suffered by the student.

I consider that the student's assessment task performance was affected by illness or unforeseen misadventure.

I declare that all the information I have provided is true.

Supervisor's signature: _____ Date: _____

Non-serious attempt determination appeal

Student name: _____

Subject: _____

Home school (if applicable): _____

Contact number(s): _____

Evidence to support that a serious attempt was made during the examination:

Supporting documentation attached:

- ☐ study notes
- ☐ Supervisor's statement providing evidence that refutes non-serious attempt determination
- ☐ Other (e.g. statutory declaration) please specify:

I declare that all the information I have provided is true.

Student's signature: _____ Date: _____



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