



# THS Assessment Procedures and Protocols Years 10-12



## Frequently Asked Questions

### **Where can I get an Illness/Misadventure Appeal or Extension Application Form?**

These forms can be found on the [THS Website under Quick Links](#). Copies are also available from the Print Room in A-block, from your teacher, or your Year Group Deputy Principal. It's always a good idea to make sure your teacher knows you plan to submit an appeal so get in touch with them ASAP, either via Canvas inbox, over the phone or in person.

### **What information do I need to include on my Illness/Misadventure appeal form?**

To complete your application you will need to include either a Doctor's Certificate or a [Statutory Declaration](#) as supporting evidence. See your teacher to get their comment on the form and then submit to your Year Group Deputy Principal for review and a decision. You must submit this application within three days of your return to school.

Remember – you must be prepared to complete any missed task the day after a medical certificate expires. This may mean you are completing your illness/misadventure form *after* completing or submitting the task you missed.

### **What if I don't get my Illness/Misadventure form in on time?**

Your appeal will not be upheld, which means you will not receive any marks for the task and an N-warning letter will be issued.

### **What is an N-warning letter?**

This N-warning letter acts as written notification for parents/carers that you have not completed a task and are at risk of not meeting course requirements. This letter will provide detail of the task/s or action/s to be undertaken by a certain time in order to redeem the N-Warning.

Failure to redeem one or more N-warning letter will jeopardise your award of a RoSA or HSC.

### **What must I do to satisfactorily complete a course? What are the rules?**

NESA expects students to have:

- a) Followed the course developed or endorsed by the Board; and
- b) Applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
- c) Achieved some or all of the course outcomes.

In simple terms, you must complete all assessment tasks, hand in class work on time and be present at school.

If you continually hand in work late, truant, are absent without justification or your behaviour affects your studies or that of others, you will not satisfactorily complete your course/s.

### **How will I know when I have an assessment task?**

Assessment Handbooks are published to the Toronto High School website at the beginning of each academic year (Term 4 for HSC courses, Term 1 for Year 11). These handbooks contain the Assessment Schedules for all courses.

You will also receive an Assessment Schedule at the beginning of each course from your class teachers, along with a Scope and Sequence and other key course information.

At least two weeks before an assessment task is due, you will then receive an Assessment Task Notification that includes a task description outlining the nature of the task, specific requirements, and marking criteria.

Assessment Schedules, Scope and Sequences, and Assessment Tasks Notifications are also published on the Canvas page for each course.

### **I was away from school when my assessment task was issued – what do I do?**

It is your responsibility to collect the task from your teacher and/or access a copy from the course's Canvas page. Extensions will not be granted based on the task not being received.

### **I need help with my assessment - Who can I talk to?**

First, talk to your teacher. They should be able to provide you with a good starting point and highlight any opportunity to submit draft work for formal feedback.

Consider attending the Homework Hub; the Library during study periods; and/or Maths and Milo for additional assistance. Here teachers including Learning Support teachers (LaST) are available to provide additional assistance to students seeking help.

You will also notice that your assessment notifications include "*If you are eligible for disability provisions, please take this notification to Mrs Jayne.*" Ms Jayne coordinates examination support for students across the school. She can be found in the Secondary Studies staffroom.

### **I find examinations challenging – what help can I get for the HSC?**

Ms Jayne and the Learning Support Team can apply for a range of provisions that can help you during your HSC examinations. These are called Disability Provisions.

You don't need to have a diagnosed disability to apply for Disability Provisions for the HSC. This may be a learning or medical need – anything that impacts your ability to sit for a lengthy exam and produce your very best work.

### **I've submitted a draft to my teacher - What feedback can I get?**

Read your assessment notification carefully – it should list the drafting process and/or requirements for the task. You will have equal access to feedback on draft work as your peers preparing for the same task.

### **I know I will be absent the day a task is due – what can I do?**

First, speak to your teacher, Head Teacher and Deputy Principal. Depending on the task type, you may be told to complete and submit your task on or before the due date, either in-person or electronically via Canvas by 2:20pm on the due date.

If you wish to apply for an extension, you must do so at least 24 hours before the due date.

If it is an in-class task and you have a valid and acceptable reason for absence you will be asked to complete and submit an Illness/Misadventure Appeal Form with supporting evidence. If approved, alternative arrangements will be made to complete the task or an alternative task.

### **What if I am on a holiday with my family when my task is due?**

Holiday leave will not be approved during the school term and absence due to a family holiday will not be accepted as a reason to apply for an extension or illness/misadventure appeal.

As your leave will not be approved, you must make every effort to complete and submit assessment tasks before the due date or submit electronically by 2:20pm on the due date via Canvas. In-class tasks must be completed on the day of the task.

Before booking holidays during the school term, families are encouraged to review Assessment Handbooks, Assessment Schedules and Assessment Task Notifications to ensure there is no clash.

### **What happens if I do not submit a task or sit an examination?**

You will be awarded zero marks for that task and an N-warning letter will be issued. This N-warning letter acts as written notification for parents/carers and will provide detail of the task/s or action/s to be undertaken by a certain time.

You will still be required to attempt the task, in order to redeem the N-Warning.

### **What happens if I submit an assessment task *after* the due date?**

You must submit all tasks by 2:20pm on the due date. Tasks submitted after this due date and time will receive a mark of 0.

No student is eligible to receive a mark deduction for a late task submission. It does not matter if the task is submitted 5 minutes, 5 days or 5 weeks late, late is late.

If you hand in your task late you will be awarded zero marks for that task and an N-warning letter will be issued. This N-warning letter acts as written notification for parents/carers that your task was submitted late and has already been redeemed.

### **I'm having problems with my computer and have lost my assessment. What can I do?**

Problems with computers, printers, the internet, etc. will not be accepted as a valid reason for misadventure appeal and late task submission.

You are encouraged to regularly back-up your work, keep regular printouts and/or hard copy drafts. By completing tasks well ahead of time you can resolve last minute technical difficulties in a timely fashion.

### **I have a valid reason for not submitting my task on time. What do I do?**

You must complete and submit an illness and misadventure appeal form within three school days. These forms can be found on the [THS Website under Quick Links](#). Copies are also available from the THS Print Room; your teacher; and your Year Group Deputy Principal.

You will need to include either a Doctor's Certificate or a [Statutory Declaration](#) as supporting evidence when submitting this appeal. You must be prepared to complete any missed task the day after a medical certificate expires.

Based on the task type, the assessment you complete may be the original task or an alternative task. This decision lies with the Deputy Principal.

### **My application for an extension has been rejected – what happens now?**

You will be required to submit the task by the due date.

### **My illness/misadventure appeal has been rejected – what happens now?**

If the task was submitted on time, you will be awarded the marks you have earned.

If it was submitted late, you will be awarded zero marks.

If it has yet to be attempted, you must attempt the task and submit it either in-person or electronically via Canvas by 2:20pm on the due date.

### **I don't believe my application for extension or illness/misadventure appeal should have been rejected – what can I do?**

You can appeal the decision. You will need to complete an appeal form and provide evidence to your Deputy Principal. From here the Assessment Appeals Committee or Assessment Review Panel will consider your appeal.

### **I didn't complete/submit my task on the due date – what can I expect?**

You will be awarded zero marks for that task and an N-warning letter will be issued. This N-warning letter acts as written notification for parents/carers and will provide detail of the task/s or action/s to be undertaken by a certain time.

You will still be required to attempt the task, in order to redeem the N-Warning.

### **What happens if I do not make a serious attempt in an assessment task or examination?**

You will be awarded zero marks for that task and an N-warning letter will be issued. This N-warning letter acts as written notification for parents/carers and will provide detail of the task/s or action/s to be undertaken by a certain time.

You will be required to re-attempt the task, in order to redeem the N-Warning.

**What does “non-serious attempt” mean?**

This includes very poor attempts that contain an insufficient amount of work in which to assess a student's work, the use of derogatory remarks, obscene language and graffiti (e.g. drawing on an examination paper).

**Am I allowed to use AI to write my assessment for me?**

No, this is malpractice. You will be awarded zero marks for the task, an N-warning letter will be issued and you will be required to re-attempt the task.

**What if I use AI to help with sections of my assessment? Is this malpractice?**

Suspected malpractice, including the unauthorised use of Generative AI, will be referred to the relevant Deputy Principal for investigation.

You will be required to produce evidence that the work you have submitted is your own. You might be asked to produce draft work, notes, journals and/or an online copy of your task showing version history.

You may also be interviewed and asked a series of questions about the task so your teacher can gauge your knowledge and track if this aligns to what you have submitted.

**What happens if I have been found guilty of malpractice?**

You will be awarded zero marks for the task, an N-warning letter will be issued and you will be required to re-attempt the task.

**What happens if I don't redeem my outstanding N-Warning letters?**

You may fail to meet the requirements for the award of a RoSA and/or HSC and be expelled from the school.

**I'm not happy with the mark I got. Can I appeal an assessment task result for an individual task?**

Yes. You will need to complete an appeal form and provide evidence that the Assessment Appeals Committee will consider. You must lodge this appeal within 2 weeks of the task being returned, or the end of the term that the task was conducted in, whichever comes first.

**I've handed in my task - When can I expect to get my marks back?**

You should receive written feedback from your teacher within two weeks of submitting your task. Use this feedback to improve your skills, knowledge, and understanding in the subject.

**I'm an accelerated student. What leave is available to me before my Yearly Examinations, HSC Trials and the "real" HSC Exams?**

You will be provided a day or more leave from school to study at home and prepare for these examinations. This will be recorded Leave - School Business.

Year 11 accelerated students will be given one school day leave prior to the examination to prepare.

HSC accelerated students will be given two school days leave prior to the examination to prepare.

Students will be provided at least two school days leave prior to a formal HSC Examination. This will be finalised in reference to the HSC timetable each year.

**I have a question that isn't addressed in these FAQs – who can I speak to?**

If you have a problem or concern, talk to someone ASAP to see it resolved in a timely manner. There are various deadlines related to assessment and the sooner we can get a problem solved, the better. Your Year Adviser, Classroom Teacher, course Head Teacher, and Deputy Principal can all help.