



South Grafton High School

YEAR 11

PRELIMINARY COURSE

2018

Assessment Handbook

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YEAR 11

Welcome to the Preliminary Year of your senior studies.

The new courses are challenging and demanding. With a determined effort you can meet these challenges. Hard work and a steady commitment will ensure success while still leaving time for enjoyment.

There are only 3 Terms in the Preliminary Course. You need to satisfactorily complete the Preliminary Course before you commence the HSC Course in each subject. Therefore, it is vital that you ensure ALL work is presented on time and completed to the best of your ability.

Late submission of assessment tasks get zero marks. See your teachers early if you are having problems.

This booklet will help you to plan ahead and organise your study timetable so that you are able to excel in all areas. Make up a calendar and write in it all tasks and exams (put in major social and family commitments too) so that you can organise your time wisely.

All tasks need to be prepared for thoroughly – you will not be doing yourself justice if you don't give your all in every subject area. Remember that in most things success depends on previous preparations and without such preparations there is bound to be failure.

This is your year to prepare yourself for the Higher School Certificate. The work learnt in the Preliminary Courses form an essential basis for Year Twelve. Your attendance at school is indicative of your intention to gain a HSC, make it worthwhile.

If you are experiencing real difficulties, do not hesitate to see me, Mrs Fraser or the Teacher/Head Teacher of the particular subject of concern. Remember, the School Counsellor, is ready to advise you if problems arise. We, as a staff, will assist you in any way we can.

Work hard and you will succeed!

Sarah McCann and Ray Pobjoy
Year Adviser – Year 11 - 2018



Non-Completion Of Senior Assessment Task

DATE _____ RECEIVED BY _____ (Student Name)

1. SUBJECT/TASK DETAILS (To be completed by HT KLA)

Must be submitted first day of attendance after the task was due or earlier

SUBJECT: _____ FACULTY: _____

HEAD TEACHER: _____ TEACHER: _____

Description of Task:

Date of Task: _____ Length of time set for Task: period(s) day(s) week(s)

2. STUDENT DETAILS (To be completed by student)

NAME: _____ CLASS: _____

Please indicate with a ✓ in the:

I was unable to (a) complete task by the due date

(b) attend the task on the required date

Reason:

Supporting Documents (eg. Drs Certificate) are/are not attached.

Student's Signature: _____ Date: _____

3. RECOMMENDATION (To be completed by teacher of subject and HT KLA)

(a) Alternate task to be undertaken

(b) Estimate to be given

(c) NON-ATTEMPT to be recorded for task

Teacher's Signature: _____ HT's Signature _____

4. CERTIFICATION (To be completed by panel if student appeals original decision)

Decision: _____

Deputy Principal Signature: _____ Date _____

Student Signature: _____ Date: _____

*Copy to HT KLA, Students, Year Adviser, File



Senior Assessment Policy

1. THE PURPOSE OF SENIOR ASSESSMENT is to measure student achievement in a variety of ways throughout Preliminary and HSC courses.
2. WHAT IS ASSESSMENT INTENDED TO ACHIEVE?
 - ◆ measure each student’s achievements in each course, in relation to the stated outcomes for each course.
 - ◆ achieve an accurate and fair assessment by using several assessment tasks
 - ◆ measure skills that are not easily measured by a written examination (such as practical tasks, research skills and fieldwork)
 - ◆ assessment does not directly measure attitude to study or behaviour, although knowledge and skills will be affected by these things.

3. POLICY AND PROCEDURE FOR ASSESSMENT

3.1 Type of Assessment Tasks

Assessment may take the form of:

- ◆ written examination
- ◆ open book examination
- ◆ oral presentation
- ◆ listening task
- ◆ practical task
- ◆ research task
- ◆ performance
- ◆ project
- ◆ fieldwork project
- ◆ other appropriate tasks

The types of tasks used in each course will depend on the nature of the course and will conform to the assessment requirements specified for each course by The Board of Studies in the Syllabus Document* and Examination, Assessment and Reporting Supplement* for each course.

**Copies of these are available in each KLA and at <http://www.boardofstudies.nsw.edu.au>*

3.2 Common Assessment

Assessment of all students studying a course will be based on common assessment tasks. When there is more than one class studying the same course, the KLA Head Teacher must ensure that assessment tasks are conducted and marked commonly, ie:

- ◆ use the same task under the same conditions
- ◆ all groups complete the task as close in time as the timetable allows
- ◆ marked to a common standard



3.3 Information on the Nature and Scheduling of Assessment Tasks

1. At the commencement of the Preliminary and HSC courses, the Year Adviser will collate and distribute to each student a handbook of assessment information which includes:
 - ◆ a summary of the school policy on senior assessment
 - ◆ an overview of the assessment tasks for each course (specifying the nature of each task, the outcomes to be assessed, its weighting in the final assessment for that course, the approximate timing for the assessment task) provided by each KLA Head Teacher
 - ◆ as soon as the school timetable is complete a calendar of Assessment Tasks showing the date (or date due) for all scheduled tasks will be distributed to each student.
2. Each student, including late enrolments and partial enrolments, must sign a register to acknowledge receipt of this information. This register is to be maintained by the Year Adviser.
3. Parents will be advised of the distribution of handbook and calendar via the School Newsletter - Year Adviser to place the notices.
4. At least two weeks prior to the date of an assessment task the teacher(s) will issue an information sheet to each student in the course. This information will clearly describe:
 - a) the nature of the task,
 - b) the syllabus outcomes on which achievement will be assessed,
 - c) the criteria used to measure student achievement in relation to the specified outcomes.

In the case of major examinations (End of Course [Preliminary] and Trial HSC [HSC]) students should assume that achievement may be assessed in relation to any outcomes covered to that point in the course.

5. Major examination periods (End-of-Course for Preliminary and Mid-Course and Trial HSC for HSC) will be advised by the Principal at the commencement of the school year via the School Newsletter.
6. The timetable for major examination periods will be published and a copy issued to each student at least two weeks prior to the first exam. Head Teacher in charge of senior exams to prepare timetable and distribute to each student.
7. Where it is necessary to reschedule an assessment task from the submitted date the following steps should be taken by the teacher(s):
 - ◆ consult with the group(s) involved to find a suitable alternative time
 - ◆ ensure the change does not grossly advantage/disadvantage any student
 - ◆ advise changes to the published schedule in writing to the affected students, KLA Head Teachers, Year Advisers, Head Teacher Senior Studies – Mrs Fraser
 - ◆ ensure 'adequate notice' (defined at SGHS as 'at least two weeks') in all the steps above.
8. Special Provisions will be considered when student's needs and/or circumstances are brought to the attention of the teacher before the due date of the assessment.



3.4 Submission of Tasks/Completion of Tasks

Teachers will initiate all documentation necessary when a student fails to submit a satisfactory task. This includes Non-Completion of Assessment Task form and/or Letters of Concern.

1. Students must normally submit tasks with a due date by that date in their normal class time to their class teacher. It is the responsibility of the student to arrange submission of the task in the event of absence. Submissions regarding extraordinary contingencies may be considered (eg. flood, serious accident). A task submitted late will normally be awarded 0 but will count as attempting the task (see 3.7, point 2). For a task to be satisfactory, it must represent a diligent and sustained effort relative to the student's ability. If this standard is not met, the task must be re-submitted until this is achieved. Parents will be notified via Letter of Concern.
2. Where a student is absent for an assessment task, they may be required to supply satisfactory evidence including medical certificate (where appropriate) which explains their absence. Submissions must be made to the KLA Head Teacher/s within 2 days of the due date of the task.
3. In the event that the satisfactory evidence is accepted, the student is allowed to complete the task without penalty as soon as they return to school. This must occur within one week of the scheduled date, otherwise an alternative task or estimated result will be given (at the discretion of the KLA Head Teacher).
4. Where a student is suspended from school at the time an assessment is due, the student must make arrangements to submit the task by the due date.

A student on suspension is expected to attend for assessment tasks unless the Principal considers that their presence presents an unacceptable risk to others.

5. With the exception of computer-based courses, the use of computers in the preparation and presentation of assessment tasks is optional. Students using computers must accept responsibility for the loss of any data or the non-completion of tasks due to computer related problems.

Any consideration for non-completion of a task due to computer failure must be supported by evidence of substantial work, which should include:

- ◆ written pages
- ◆ printed draft copies
- ◆ USB drive with backup files.

An invoice from a recognised computer repair specialist may be accepted as evidence of computer failure.

6. Where an estimate is given, this effectively counts as 'completing the task' in relation to the requirement that students complete more than 50% of the assessment. Students must do the task to achieve mastery of knowledge, course experience and skills for the HSC.



7. Where a student is absent during a major examination period, the school must be notified on or before the day and any tasks missed must be completed in the first available time slot and not later than one week after that student's final exam (subject to acceptance of any medical certificate). Where possible the exam will be rescheduled during the exam period.
8. Students who know they will be absent in advance of an assessment date must notify their individual class teacher via a 'non-completion of task' form prior to their absence and negotiate alternative arrangements.
9. When a student is absent for a task or fails to submit a task, it is their responsibility to submit a 'non-completion of task' form together with a medical certificate to the relevant KLA Head Teacher, within 2 days of the due date of the task, who will determine the course of action. If the student wishes to appeal this decision they should approach their Deputy Principal for his explanation of process and determination on this matter.
10. In the event of proven malpractice in any assessment task, the student will be awarded 0 for the task and it will not count as attempting the task.
11. In the event that the class teacher is absent on the day a task is due, the KLA Head Teacher will make alternative arrangements to receive the students' work.
12. In the event that the class teacher is absent on the day a task is to be completed, the assessment should go ahead as planned. Where this is not practical, it should be rescheduled at the earliest appropriate date.
13.
 - a) Students who are failing to meet assessment requirements must be advised in writing and given an indication of what is necessary to enable them to meet requirements.
 - b) When students have received a Letter of Concern for non-submitted work they must resolve this within 5 days of the date of the letter or they cannot represent the school at any level or attend any extracurricular functions or non-mandatory excursions. **This is giving the students 5 days grace to resolve the problem without penalty.*
If the LOC is for diligence and sustained effort or attendance this must be resolved within two weeks of the date of the letter or they cannot represent the school at any level or attend any extracurricular functions or non-mandatory excursions. **This is giving the students 10 days grace to resolve the problem without penalty.*
14. Students accumulating their HSC (either enrolled part time or concurrently studying Preliminary and HSC courses) are expected to meet all assessment requirements in the same way as all other students.
15. Students accelerating in a particular course are expected to complete all assessment requirements in that course, the same as all other students.
16. Where a student changes course, or enrolls late in a course from another school, their assessment rank is to be based on their performance, relative to other students doing the course, in those tasks which occurred prior to the date of enrolment or change of course.



3.5 Recording & Reporting of Assessment Results

1. Assessment results must be recorded in a KLA register. At least two printed copies of results are to be kept in separate locations: KLA staffroom and a central register in Deputy Principal [Senior Students] office. These records must show the results on all tasks to date and the current cumulative rank of all students.
2. Meaningful feedback should be provided to students on each assessment task.
 - ◆ Written tasks will be returned to the student with a mark (together with written and/or verbal comment on how to improve the performance to achieve their optimal performance).
 - ◆ For practical/performance tasks students will be given their result (together with written and/or verbal comment).
3. After each assessment task, students will be given information on their current assessed rank in the course.
4. The rank shown on written school reports will normally reflect the current assessed rank of the student in each course.

3.6 Review of Assessment Results

1. Students must check assessment results and progressive rank within the course at the time results are given for each task.
2. Where a student is dissatisfied with the assessment procedure, they may refer the matter to a School Review Panel (comprising the Year Adviser and Deputy Principal). This panel will determine whether:
 - ◆ the policy is being followed
 - ◆ the assessment is being carried out as per handbook and calendar
 - ◆ Board of Studies guidelines are being followed.
3. Concerns with assessment procedure must be raised by the student as soon as practical after the task is completed (normally within 48 hours) or, for a submitted task, by the due date.
4. Where a student is dissatisfied with the decision of a teacher with regard to an assessment result, the KLA Head Teacher will arbitrate.
5. A student may appeal their assessment rank to the NESA on the basis that the matter has not been resolved by the School Review Panel with regard to:
 - ◆ School Assessment program meeting Board requirements
 - ◆ School Assessment program is being adhered to
 - ◆ Computation or clerical errors in determining assessment results.
6. Deputy Principal's will interview all students who have unresolved Letters of Concern.



3.7 Notification of Students at Risk of Not Meeting Requirements

The Board of Studies requirements for the satisfactory completion of a course are:

1. follow the course set down by the Board of Studies
2. completion of more than 50% of the assessment
3. application with diligence and sustained effort to the set tasks and experiences provided in the course by the school
4. achieve at least some of the course outcomes.

In the event that a student is at risk of failing to satisfy the requirements in a course, the relevant KLA Head Teacher will ensure that a written warning is issued to both the student and parent/guardian. This warning, based on Board of Studies draft format, will indicate specifically in what area the student is failing and give an indication of what the student must do to rectify the situation. At least two warnings will be issued in time for the student to rectify the situation before a 'U' determination is made. A copy of all warning letters will be provided to Year Adviser, Principal and Deputy Principal.

The student has the right of appeal against a 'U' determination. In the first instance the school review panel will consider the appeal. In the event that the student is dissatisfied with the outcome, they may seek a review of the matter by the Board of Studies.

As a guideline students will be expected to attend at least 85% of lessons. If a student's overall school attendance drops to 85%, the Head Teacher Administration will issue a warning letter.

If a student's attendance in a particular course drops to 85%, the KLA Head Teacher will issue a warning letter.

Attendance is not in itself a reason for a student to be found unsatisfactory in a course but, where no reasonable effort is made to catch up on missed work, may be an indication that the student is not prepared to make a sustained and diligent effort.

In areas of uncertainty or dispute, this Policy is to be interpreted consistent with Board of Studies requirements and guidelines.

All VET subjects taught at TAFE will have their assessment schedules issued through TAFE by their TAFE teacher.



Disability Provisions

Students with special education needs work towards syllabus outcomes identified through the collaborative curriculum planning process. They should be given a range of opportunities to demonstrate achievement of these outcomes.

Schools should ensure that assessment activities from Kindergarten to Year 12 are accessible to students with special education needs. This is a requirement under the Disability Standards for Education 2005. Some students with special education needs need adjustments to assessment activities to enable access to the task. They also need an equitable opportunity to demonstrate what they know and can do. In some cases alternative assessment strategies may be needed.

Decisions are made at school level to offer adjustments to students with special education needs in school-based assessment tasks including examinations.

Adjustments enable a student with special education needs to access syllabus outcomes and content on the same basis as their peers. They are intended to provide equitable opportunities for students with special education needs rather than confer an advantage. The types of adjustments made will vary according to the needs of the individual student.

Some students may require:

- adjustments to the assessment process, eg:
 - extra time in an examination
 - more time to complete a take-home task, including checkpoints for progress
 - scaffolded instructions
 - the use of a reader and/or scribe or specific technology
 - additional guidance provided, eg providing specific websites to research
 - accessibility, eg providing a reading stimulus at the appropriate reading level for the student
 - highlighted key words and phrases
 - more information, eg providing a wordbank, a labelled diagram or a visual cue
- adjustments to the assessment activities, eg:
 - questions rephrased
 - simplified language
 - alternative formats for questions
 - visual task instead of a reading task
- alternative formats for responses, eg:
 - written point form or notes instead of an extended response
 - scaffolded structured responses for an extended response
 - responses to short objective questions to build towards an extended response
 - oral responses instead of written responses
 - matrix or labelled diagram instead of a written response
 - multimedia presentations instead of an oral response.



Adjustments include practical arrangements to help students with special education needs access HSC examinations. These practical arrangements are known as disability provisions. To access adjustments for the HSC examinations, an application for Disability Provisions must be submitted to the NSW Education Standards Authority (NESA). Schools are responsible for any decisions about adjustments to course work and formal school-based assessment tasks throughout Years 11 and 12. There is no guarantee that the same Disability Provisions will be granted as those given at school for course work and assessment tasks.

(<http://educationstandards.nsw.edu.au/wps/portal/nesa/stage-6-special-education%2Fassessment-and-reporting%2Fassessment-and-reporting>)

In order to access adjustments (for example, small group supervision, a reader, a writer, diabetic provisions, etc) for the HSC examinations please see one of the LaSTeachers in the Library who can explain to you about the paperwork which needs to be submitted to NESA. This process really needs to begin in term 4 of Year 11 and the LaSTeachers will help you with the NESA application.



BIOLOGY

Task	Time	Outcomes											Components		Mark Value
		Preliminary											Knowledge and Understanding	Working Scientifically	
		1	2	3	4	5	6	7	8	9	10	11			
Task 1 -	Week 2 Term 2			✓		✓	✓		✓	✓			15%	15%	30%
Task 2 – Depth Study	Week 8 Term 3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	5%	35%	30%
Task 3 Preliminary Examination	Exam Period (End Term 3)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20%	10%	40%
													40%	60%	100%



BUSINESS STUDIES

Task	Time	Outcomes										Components Weighting				Marks
		Preliminary										Knowledge & Understanding Of Course Content	Stimulus-Based Skills	Inquiry & Research	Communication Of Business Information, Ideas & Issues In Appropriate Forms	
		P.1	P.2	P.3	P.4	P.5	P.6	P.7	P.8	P.9	P.10					
Task 1 In Class Test Nature Of Business	Term 1 Week 7	✓	✓									5%	10%		5%	30%
Task 2 In Class Response To Stimulus Business Management	Term 2 Week 8				✓	✓	✓					5%	10%		5%	35%
Task 3 Yearly Exams	Term 3 Week 9-10	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20%		5%	5%	35%
												40%	20%	20%	20%	100%



CHEMISTRY

Task	Time	Outcomes											Components		Mark Value
		Preliminary											Knowledge and Understanding	Working Scientifically	
		1	2	3	4	5	6	7	8	9	10	11			
Task 1	Week 3 Term 2			✓		✓	✓		✓	✓			15%	15%	30%
Task 2 – Depth Study	Week 7 Term 2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	5%	35%	30%
Task 3 Preliminary Examination	Exam Period (End Term 3)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20%	10%	40%
													40%	60%	100%



COMMUNITY AND FAMILY STUDIES

Task	Time	Outcomes													Mark Value			
		Preliminary													Knowledge & Understanding	Skills		
		1.1	1.2	2.1	2.2	2.3	2.4	3.1	3.2	4.1	4.2	5.1	6.1	6.2				
Resource Management	Term 1 Week 10	✓	✓									✓	✓	✓		15	20%	35%
Individuals & Groups/Families And Communities	Term 3 Week 1			✓		✓					✓	✓				15%	20%	35%
Yearly Examinations	Term 3 Week 9/10	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	10%	20%	30%
															40%	60%	100%	



CONSTRUCTION - VET

School Based Assessment - CPC20211 Certificate II in Construction Pathways

Event	Timing	Weight
Trial HSC Exam	Term 3, Week 2/3	100%

Construction (240 indicative hours HSC)

240 indicative hour courses are accredited for a total of four units at the Preliminary and/or HSC level.

Course requirements

- v Students must attempt:
 - **ALL** compulsory units of competency
 - **AND** a selection of units of competency from the elective pool to a minimum value of 75 indicative hours.
- v Students must complete a minimum of 70 hours of mandatory work placement over the duration of the course.

Compulsory Units of Competency

Elective Units

Unit code	Unit title	Unit code	Unit title
CPCCCM1012A	Work effectively and sustainably in the construction industry	CPCCBL2001A	Handle and prepare bricklaying and blocklaying materials
CPCCCM1013A	Plan and organise work	CPCCBL2002A	Use bricklaying and blocklaying tools & equipment
CPCCCM1014A	Conduct workplace communication	CPCCCM2006B	Apply basic levelling procedures
CPCCCM1015A	Carry out measurements and calculations	CPCCLA2011A	Handle carpentry materials
CPCCCM2001A	Read and interpret plans and specifications	CPCCCA2002B	Use carpentry tools & equipment
CPCCOHS1001A	Work safely in the construction industry	CPCCJN2001A	Assemble components
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	CPCCJN2002B	Prepare for off-site manufacturing processes
CPCCCM2005B	Use construction tools & equipment	CPCCCO2013A	Carry out concreting to simple forms
<i>This unit maybe included in addition to the standard units above.</i>		CPCCCA2003A	Erect & dismantle formwork for footings and slabs on ground.

Workplacement: Workplacement is a HSC (BOSTES) requirement and must be attended and completed. Workplacement will be arranged by a third party, students are responsible for communicating with employers and have paper work returned to the delivering teacher ONE week before Workplacement start date. Failure to attend or complete arranged Workplacement will incur a charge (\$) to arrange an alternative placement date.

Competency-based assessment

In a competency-based course, assessment of competencies is standards-referenced. This means that a participant's performance is judged against a prescribed standard contained in each unit of competency, not against the performance of other participants.

HSC Examination The Higher School Certificate examination in Construction is optional. Only students who have completed the Construction (240 indicative hours) course are eligible. Students who undertake the examination can have their mark contribute to their ATAR.



ENGLISH STANDARD – PRELIMINARY 2018

Task	Time	Outcomes										Components Weighting		Mark Value
		Preliminary										Common	Electives	
		A 11-1	11-2	B 11-3	11-4	C 11-5	11-6	D 11-7	11-8	E 11-9				
Reading to Write Portfolio (Common Module: Reading to Write)	Term 2 Week 1	✓		✓	✓		✓				✓	35		35
Multimodal Task (Module A: Contemporary Possibilities)	Term 2 Week 9		✓		✓			✓	✓	✓			Mod A- 35	35
Preliminary Exam (Assessing all modules)	Term 3 Weeks 9 / 10			✓		✓	✓					10	Mod A- 10 Mod B- 10	30
TOTALS												45	55	100



ENGLISH ADVANCED

Task	Time	Outcomes									Components Weighting		Mark Value	
		Preliminary									Common	Electives		
		A 11-1	11-2	B 11-3	11-4	C 11-5	11-6	D 11-7	11-8	E 11-9				
Reading to Write Portfolio (Common Module: Reading to Write)	Term 1 Week 7	✓		✓	✓		✓			✓		35		35
Multimodal Task (Module A: Narratives that Shape our World)	Term 2 Week 9		✓		✓			✓	✓	✓			Mod A- 35	35
Preliminary Exam (Assessing all modules)	Term 3 Week 7			✓		✓	✓					10	Mod A- 10 Mod B- 10	30
TOTALS												45	55	100



ENGLISH EXTENSION

Task	Time	OUTCOMES						MARK VALUE
		A 11-1	B 11-2	C 11-3	11-4	D 11-5	E 11-6	
Essay	Term 1 Week 11	✓	✓	✓				30
Multimodal Task (Independent Related Project)	Term 2 Week 4				✓	✓	✓	30
Exam	Term 3 Week 2	✓	✓	✓		✓		40
TOTALS								100



ENGLISH STUDIES

TASK	TIME	OUTCOMES										Component Weighting		Task Weighting
		Preliminary- ES11												
		A 11-1	A 11-2	A 11-3	A 11-4	B 11-5	B 11-6	C 11-7	C 11-8	D 11-9	E 11-10	Knowledge Understanding Of course content	Skills in: Comprehending texts Communicating ideas Using Language accurately, appropriately and effectively.	
Task No 1	Term 1 Week 7	✓	✓			✓			✓	✓		15%	15%	30%
Multimodal Task and Oral Presentation	Term 2 Week 9			✓	✓		✓	✓		✓	✓	15%	15%	30%
Writing Portfolio of Class Tasks	Term 3 Week 7	✓		✓	✓		✓	✓		✓	✓	20%	20%	40%
TOTALS												50%	50%	100%



HOSPITALITY - FOOD AND BEVERAGE

South Grafton HIGH SCHOOL SCOPE AND SEQUENCE																																
SIT20316 Certificate II in Hospitality																																
Preliminary Course 2018																																
Unit Code	Unit title	Term 1 (JAN-APR)											Term 2 (APR-JUNE)										Term 3 (JULY-SEPT)									
	Week Week end date	1 2	2 9	3 16	4 23	5 2	6 9	7 16	8 23	9 30	10 6	11 13	1 4	2 11	3 18	4 25	5 1	6 8	7 15	8 22	9 29	10 6	1 27	2 3	3 10	4 17	5 24	6 31	7 7	8 14	9 21	10 28
SITHIND003	Use Hospitality skills effectively (Holistic)	Hr 10																														
SITXFSA001	Use hygienic practices for food safety	10																														
SITXWHS001	Participate in safe work practices	15																														
SITHFAB005	Prepare and serve espresso	15																														
SITHFAB004	Prepare and serve non alcoholic beverages	15																														
SITHFAB007	Serve food and beverages	40																														
SITXFSA002	Participate in safe food handling practices	15																														



INDUSTRIAL TECHNOLOGY – Timber Products and Furniture Industries / Multimedia Industries

ASSESSMENT TASK SCHEDULE

Task	Time	Outcomes															Components Weighting						
																	Design	Management & Communication	Production	Industry Related Manufacturing Technology	Industry Study	TOTAL	
		1.1	1.2	2.1	2.2	3.1	3.2	3.3	4.1	4.2	4.3	5.1	5.2	6.1	6.2	7.1							
TASK 1 Industry Study	Term 1 Week 10			✓	✓	✓	✓					✓		✓	✓	✓		5%	10%	5%	10%	10%	40%
TASK 2 Design & Management Task	Term 3 Week 8			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					5%	5%	25%	5%		40%
EXAM	Term 3 Week 9/10	✓	✓								✓	✓	✓	✓	✓	✓			5%		5%	10%	20%
																		10%	20%	30%	20%	20%	100%



MARINE STUDIES

Task	Time	Outcomes											Components Weighting				Mark Value
		Preliminary											Knowledge & Understanding of content	Skills in planning and conducting 1 st	Skills in Sci thinking, problem solving		
		1.1	1.2	2.1	2.2	2.3	3.1	3.2	4.1	4.2	5.1	5.2					
TASK 1 - Practical task/ Assignment	Term 1 Week 9	X				X	X	X	X		X	X	15%	10%	5%	30%	
TASK 2 – First Aid test and practical	Term 2 Week 7		X		X					X		X	15%	15%	10%	40%	
TASK 3 – Research task	Term 3 Week 5	X	X	X	X				X	X	X		X	10%	5%	15%	30%
TOTAL													40	30	30	100	



MATHEMATICS – EXTENSION 1

Task	Time	Outcomes														Components Weighting		Mark Value			
		Preliminary								Preliminary Extension						Knowledge & Skills	Applications				
		1	2	3	4	5	6	7	8	1	2	3	4	5	6						
TASK 1 Harder Algebra & Inequalities Permutations & Combinations Polynomials 1	Term 2 Week 1	✓	✓	✓	✓							✓	✓	✓				✓	15%	15%	30%
TASK 2 Circle Geometry & Trigonometry	Term 2 Week 8	✓	✓	✓	✓	✓						✓		✓				✓	15%	15%	30%
TASK 3 Final Preliminary Exam - All Areas Above Plus Harder 2u Coordinate Geometry, Further Locus & Quadratics (Including Parametric Representations)	Term 3 Week 9/10	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20%	20%	40%
																50%	50%	100%			



MATHEMATICS ADVANCED

Task	Time	Outcomes								Components Weighting		Mark Value
		Preliminary								Knowledge & Skills	Applications	
		1	2	3	4	5	6	7	8			
TASK 1 Basic Arithmetic And Algebra Real Functions	Term 2 Week 1	✓		✓	✓					15%	15%	30%
TASK 2 Plane Geometry & Trigonometric Ratios & Linear Functions	Term 2 Week 9	✓	✓	✓	✓					15%	15%	30%
TASK 3 final preliminary exam all above topics plus locus, quadratics, coordinate geometry methods, introduction to differentiation	Term 3 Week 9/10	✓	✓	✓	✓	✓	✓	✓	✓	20%	20%	40%
										50%	50%	100%



MATHEMATICS – STANDARD 2 COURSE

Task	Time	Outcomes										Components Weighting		Mark Value	
		Preliminary										Knowledge & Skills	Applications		
		1	2	3	4	5	6	7	8	9	10				
Task 1 Investigation	Term 2 Week 1	✓	✓	✓		✓	✓			✓	✓	✓	15%	15%	30%
Task 2 Class Test	Term 2 Week 9	✓	✓		✓	✓	✓				✓	✓	15%	15%	30%
Preliminary Final Exam Formal Examination All Topics	Term 3 Week 9/10	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20%	20%	40%
												50%	50%	100%	



MATHEMATICS – STANDARD 1 COURSE

Task	Time	Outcomes										Components Weighting		Mark Value
		Preliminary										Knowledge & Skills	Applications	
		1	2	3	4	5	6	7	8	9	10			
Task 1 Investigation	Term 2 Week 1	✓	✓	✓		✓	✓		✓	✓	✓	15%	15%	30%
Task 2 Data & Statistics (DS1,DS2 & DS3) Probability (PB1)	Term 2 Week 9	✓	✓	✓	✓		✓	✓		✓	✓	15%	15%	30%
Preliminary Final Exam Formal Examination All topics	Term 3 Week 9/10	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20%	20%	40%
												50%	50%	100%



METAL & ENGINEERING - VET

School Based Assessment - MEM10105 Certificate I in Engineering Metals & Engineering (240 indicative hours HSC)
240 indicative hour courses are accredited for a total of four units at the Preliminary and/or HSC level.

Event	Timing	Weight
Trial HSC Exam	Term 3, Week 2-4	100%

Course requirements

- v Students must attempt:
 - **ALL** compulsory units of competency
 - **AND** a selection of units of competency from the elective pool to a minimum value of 75 indicative hours.
- v Students must complete a minimum of 70 hours of mandatory work placement over the duration of the course.

Compulsory Units of Competency

Elective Units

Unit code	Unit title	Unit code	Unit title
N/A	Manufacturing, engineering and related industry induction	MEM03003B	Perform sheet and plate assembly
MEM09002B	Interpret technical drawing	MEM11011B	Undertake manual handling
MEM12023A	Perform engineering measurements	MEM05004C	Perform routine oxy-acetylene welding
MEM12024A	Perform computations	MEM05012C	Perform routine manual metal arc welding
MEM13014A	Apply principles of occupational health and safety in the work environment		
MEM14004A	Plan to undertake a routine task		
MEM15002A	Apply quality systems		
MEM15024A	Apply quality procedures		
MEM16007A	Work with others in a manufacturing, engineering or related environment		
MEM18001C	Use hand tools		
MEM18002B	Use power tools/hand held operations		

Workplacement: Workplacement is a HSC (BOSTES) requirement and must be attended and completed. Workplacement will be arranged by a third party, students are responsible for communicating with employers and have paper work returned to the delivering teacher ONE week before the workplacement start date. Failure to attend or complete arranged workplacements will incur a charge (\$) to arrange an alternative placement date and may result in the “N” determination.

The Higher School Certificate examination in Construction is optional. Only students who have completed the Construction (240 indicative hours) course are eligible. Students who undertake the examination can have their mark contribute to their UAI.



PDHPE

Task	Time	Preliminary Outcomes																	Component Weighting				Mark Value
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	Better Health for Individuals	The Body in Motion	Option 1	Option 2	
Core 1-Core 2	Term2 Week 7	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					✓	✓	20	20			40
Options 1-2	Term1 Week 10						✓				✓		✓	✓	✓	✓					10	10	20
Final Preliminary Exam	Term3 Week 9	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	10	10	10	10	40
																	30	30	20	20	100		



PHYSICS

Task	Time	Outcomes											Components		Mark Value
		Preliminary											Knowledge and Understanding	Working Scientifically	
		1	2	3	4	5	6	7	8	9	10	11			
Task 1	Week 2 Term 2			✓		✓	✓		✓	✓			15%	15%	30%
Task 2 – Depth Study	Week 8 Term 3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	5%	35%	30%
Task 3 Preliminary Examination	Exam Period (End Term 3)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20%	10%	40%
													40%	60%	100%



SOFTWARE DESIGN & DEVELOPMENT

Task	Time	Outcomes														Modules				Mark Value		
		Preliminary														Knowledge & Understanding	Design & Development	Project Management	Project			
		1.1	1.2	1.3	2.1	2.2	3.1	4.1	4.2	4.3	5.1	5.2	6.1	6.2	6.3							
Development Assignment	Term 2 Week 3	✓	✓	✓	✓	✓	✓		✓								✓	10%	10%			20%
Algorithm Assignment	Term 3 Week 1								✓	✓	✓	✓	✓				✓		10%	10%	20%	40%
Preliminary Course Exam	Term 3 Week 9/10	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓		✓		20%	15%	5%		40%
																	30%	35%	15%	20%	100%	



SPORTS COACHING – VET

Event	Time	Title	Code
General Coaching Principles	Terms 1 & 2	Organise daily work activities	BSBCMN202A
		Assist in preparing sport and recreation sessions for participants	SPXCA1001B
		Assist in conducting sport and recreation sessions for participants	SRXCA1002B
		Prepare daily work	BSBCMN101A
		Complete daily work activities	BSBCMN102A
		Provide equipment for activities	SRXCA1002B
Rugby League	Terms 2 /3/4	Perform the immediate skills of Rugby League	SRSRGL001A
		Perform the intermediate tactics and strategies of Rugby League in competition situation	SRSRGL002A
		Participate in conditioning for Rugby League	SRSRGL003A
		Teach or develop the skills of modified Rugby League	SRSRGL004A
		Teach or develop the tactics and strategies of modified Rugby League	SRSRGL005A
		Interpret and apply the rules of modified Rugby League in a competitive game	SRSRGL006A
		Use communication strategies to referee modified Rugby League	SRSRGL007A
		Demonstrate positioning skills relevant to refereeing modified Rugby League	SRSRGL008A
Global Games	Terms 4 /5/ 6	Develop knowledge of the sport and recreation industry	SRXINU001A
		Apply rules and regulations to conduct games and competitions	SRSOGP002A
		Provide equipment for activities	SRXCA1003B
		Public Speaking	SRSCOP001B
		Develop knowledge of the sport and recreation industry	SRXINU001A
		Apply rules and regulations to conduct games and competitions	SRSOGP002A
		Provide equipment for activities	SRXCA1003B
		Public Speaking	SRSCOP001B
First Aide & OHS	Terms	Provide First Aide	SRXFAD001A
		Follow defined Occupational Health and Safety policies and procedures	SRXOHS001B
		Respond to emergency situations	SRXEMR001A



SPORT, LIFESTYLE & RECREATION

Task	Time	Outcomes Preliminary																				Components Weighting					Mark Value						
		1						2					3							4					1	2		3	4	5			
		1	2	3	4	5	6	1	2	3	4	5	1	2	3	4	5	6	7	1	2	3	4	5									
First Aid Sports Injuries: Test,Cpr (Prac)	Term 1 Week 9	✓		✓				✓	✓					✓	✓								✓			✓						15%	15%
Fitness:Analysis	Term 2 Week 10	✓	✓	✓					✓					✓					✓						✓	✓				15%		15%	
Games + Sports Applications li	ongoing	✓		✓				✓						✓	✓								✓			✓			15%			15%	
Resistance Training: Program	Term 3 Week 4				✓					✓								✓							✓		15%					15%	
Healthy Lifestyle: Research	Term 3 Week 8	✓		✓				✓						✓	✓								✓			✓				15%		15%	
Formal Exam	Term 3 Week 9/10	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	5%	5%	5%	5%	5%	25%	
																						20	20	20	20	20	100%						



VISUAL ARTS

Task	Time	Outcomes Preliminary										Mark Value
		1	2	3	4	5	6	7	8	9	10	
Task 1 Self And Identity	Term 1 Week 9	✓		✓	✓	✓	✓			✓	✓	30%
Task 2 Issues	Term 2 Week 10	✓	✓		✓	✓	✓		✓	✓	✓	40%
Task 6 Preliminary Exam and artwork on Documented Forms	Term 3 Week 9-10	✓	✓	✓	✓	✓	✓	✓	✓			30%
												100%



WORK STUDIES

Task	Time	PRELIMINARY														Components Weighting		Mark Value	
		Outcomes														Knowledge & Understanding	Skills		
		1	2	3	4	5	6	7	8	9									
Core 1- Work And Change Job Profile Power Point Presentation	Term 1 Week 10	✓			✓	✓	✓	✓	✓								10%	20%	30%
Module 1- Job Seeking And Interviews Job Application And Interview	Term 2 Week 6	✓	✓	✓		✓								✓			10%	30%	40%
Course Exam	Term 3 Week 9-10	✓	✓	✓	✓		✓	✓	✓	✓							10%	20%	30%
																	30%	70%	100%