



Chester Hill High School

Strength in Unity, Excellence in Education

APPENDIX 1 - Assessment Task Proforma *(single-sided front page)*

Course:		Year:	
Topic:			
Assessment Name:			
DATE DUE:		Total Mark/Weighting	
STUDENT NAME:			
Progress Check FEEDBACK	<i>(Individualised based on task – tick a box or lines for feedback)</i>		
	<input type="checkbox"/> <i>Use more figurative language</i> <input type="checkbox"/> <i>Watch punctuation</i> <input type="checkbox"/> <i>Complete section</i> <input type="checkbox"/> <i>Look at your headings and setting out</i> <input type="checkbox"/> <i>You must acknowledge sources</i> <input type="checkbox"/> <i>Etc.</i>		
Progress Check Date:		Marks	

I certify that

- This assignment is my own work, based on my personal study and/or research.
- I have **acknowledged all material and sources used in the preparation** of this assignment in a **reference list**.
- Submitted assignments based on group work are not the same as other students' work.
- I have not plagiarised (copied) in part, or in whole the work of other students.
- I have read and I understand the success criteria used for this assessment
- **I have kept a copy of my assignment and the receipt.**
- I understand that a copy of my assignment may be kept and used to make comparisons with other assignments in the future.

Student's Signature: Date:



Assessment Task Student Receipt

(This receipt should be kept as proof of assessment submission)

FAMILY NAME:	GIVEN NAME:
TEACHER:	CLASS:
DATE DUE:	DATE SUBMITTED:
TITLE OF TASK:	TEACHER'S SIGNATURE:

Task Information

Important idea(s) being explored:	
Skills, Knowledge and understanding being demonstrated:	
Task Requirements:	<i>(optional checklist with tick-a-box for students)</i>
Syllabus Outcomes:	

Feedback from student about task:

I spent _____ hours working on this task.

The hardest part of this task was _____

The easiest was _____

What I have enjoyed most about learning in *SUBJECT* is _____

Learning in *SUBJECT* could be improved if:

Dear teacher, I need help in the following areas:

Success Criteria

		Mark /Grade				
Elements	Specific Criteria					
Understands the big idea(s)						
Literacy / Numeracy skills assessed						
Processes Demonstrates Skills Knowledge Understanding						

FEEDBACK from Teacher:

Completion of assessment during allocated class time. Excellent Moderate Limited

Teacher Signature		Mark	
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ASSESSMENT TASK ILLNESS/MISADVENTURE FORM

Submit this form to the **HEAD TEACHER** on the **FIRST DAY OF YOUR RETURN TO SCHOOL**

Name of Student: _____ Date: _____

TASK: _____ Course: _____ DUE DATE: _____

Reason for missing the task:

Parent/Caregiver Signature: _____ Student Signature: _____ Date: _____

Doctor's Certificate attached? YES / NO

(Doctor's Certificate MUST be attached to this form if your reason is **ILLNESS**)

Other supporting documentation provided? YES / NO

If you were sick DURING an assessment, did you notify the teacher immediately? **YES / NO**

HEAD TEACHER RECOMMENDATION:

Head Teacher Signature: _____ Date: _____

DEPUTY PRINCIPAL DECISION:

Deputy Principal (*in charge of year*): _____ Date: _____

OFFICE USE ONLY

Copy to: Student Student file Head Teacher

COURSE ASSESSMENT SCHEDULES

Students sign to acknowledge receipt of the Assessment Schedules.

Students will be given at least two weeks' notice before each assessment task to confirm the date.

The assessment of a student's achievement throughout the HSC course is ongoing and is made at several points and in a variety of methods.

Satisfactory completion of classwork and assessable tasks is mandatory for students to continue to the HSC Examination. Unsatisfactory completion or failure to submit assessable tasks may result in an 'N' Determination being issued in the course.

STUDENT INSTRUCTIONS

- * *Refer to the Assessment Schedules for all your HSC courses.*

 - * *Assessment Calendar: Tear off back page and highlight the assessment tasks for your courses. This will help you to see at a glance when tasks are due, and therefore, help you with your organisation.*

 - * *Keep Assessment Handbook for future reference.*

 - * ***Remember: All efforts should be made to attend all assessment tasks. Absence from an assessment task will require a doctor's certificate as per NESAs regulations.***
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