

## School review of HSC school-based assessments

ACE 8091

*Last Updated: 1 April 2019*

Individual schools are responsible for formulating the details of their internal review procedures, in accordance with the following **principles**.

1. **As the final submitted school-based assessment marks are not available to students, any assessment review they request will be based on their rank order placement and feedback on their performance during the course.** That is, students who think that their placement in the rank order for a course is incorrect, given the feedback on their performance during the course, might seek a school review.
2. **An assessment review should focus on the school's procedures for determining the final school-based assessment mark.** Students are not entitled to seek a review of teachers' judgements of the worth of individual performance in assessment tasks. The marks or grades awarded will not be subject to review as part of this process. Any disputes over an individual task must be resolved at the time the task is returned.

The school must inform the student of the outcome of the review. It must also advise the student of the provision for a subsequent appeal to NESAs including information about grounds for appeal.

## **School review of HSC school-based assessments: appeals to NESA**

**ACE 8092**

*Last Updated: 1 April 2019*

Where possible, reviews will be resolved within the school. However, provision has been made for subsequent appeals to NESA.

There is no appeal against the marks awarded for individual school-based assessment tasks. NESA will consider only whether:

- a. the school review process was adequate for determining items (a), (b) and (c) in ACE 11011 Student appeals against assessment rankings in HSC courses: school review of assessments
- b. the conduct of the review was proper in all respects.

Since the appeal is directed to the assessment process, NESA itself will not revise the assessment marks or rank order.

If the appeal is upheld, NESA will direct the school to conduct a further review.

The appeal to NESA should be submitted by the date stipulated in the Higher School Certificate HSC key dates and exam timetables. The appeal should be submitted through the school on the appropriate form.

Appeals submitted after the release of results will not be considered by NESA.

## **Student appeals against assessment rankings in HSC courses - school review of assessments**

**ACE 11011**

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Details of review procedures are the responsibility of individual schools. NESA recommended procedures to be employed within schools are outlined below.

As the final school assessment marks are not available to students, any assessment review will be based on the rank order placement as indicated on the Assessment Rank Order Notices and feedback on their performance during the course. Students who consider that their placement in the rank order for any course is not correct on the basis of feedback on their performance during the course may seek a school review.

Students are not entitled to seek a review of teachers' judgements of the worth of individual performance in assessment tasks. The marks or grades awarded for individual tasks will not be subject to review as part of this process. Any disputes over an individual task must be resolved at the time the task is returned to the student.

In conducting an assessment review it is necessary for the school to ascertain whether:

- a. the weightings specified by the school in its assessment program conform with NESA requirements as detailed in the syllabus packages
- b. the procedures used by the school for determining the final assessment mark conform with its stated assessment program – in particular, the weightings used for the various assessment tasks should be consistent with those specified in the assessment program
- c. there are no computational or other clerical errors in the determination of the assessment mark.

Provided the school is satisfied that these conditions have been met, no change to the assessment will be made.

The school must inform the student of the outcome of the school review of their assessment and advise them of the provision for subsequent appeal to NESA. The advice on this appeal to NESA should include information about grounds for appeal.

# **Procedures for student appeals against assessment rankings in HSC courses**

**ACE 11012**

*Last Updated: 2 April 2019*



## **Student appeals against assessment rankings in HSC courses - appeals to NESAs**

**ACE 11013**

*Last Updated: 1 April 2019*

Where possible, all reviews will be resolved within the school. However, provision has been made for subsequent appeals to NESAs. There is no provision for appeal against the marks awarded for individual assessment tasks.

NESA will consider only whether:

- a. the school review process was adequate for determining whether:
  - i. the weightings specified by the school in its assessment program conform with NESAs requirements as detailed in the syllabus packages
  - ii. the procedures used by the school for determining the final assessment mark conform with its stated assessment program – in particular, the weightings used for the various assessment tasks should be consistent with those specified in the assessment program
  - iii. there are no computational or other clerical errors in the determination of the assessment mark.
- b. the conduct of the review was proper in all respects.

Since the appeal is directed to the assessment process, NESAs will not itself revise assessment marks or the order of merit.

If the appeal is upheld, NESAs will refer the matter back to the school for a further review. The results of that review may affect the assessment of the student making the appeal and/or the assessments of other students. This may then be reflected in the moderated assessment marks for all students so affected.

NESA will not consider further appeals from other students whose assessments or ranking may be affected by reviews or appeals. The reason is that, although initiated by individual students, the reviews and appeals relate to the assessment process and are designed to correct any errors affecting the assessments for the entire school group.

### **Submission to NESAs**

Appeals to NESAs should be submitted by the date shown in the HSC key dates and exam timetables. These appeals should be submitted through the school on the appropriate form with their review return.

Appeals submitted after the release of results will not be considered by NESAs unless there are exceptional circumstances.

## **Guidelines for student appeals against assessment rankings in HSC courses: student evidence and principal's report on appeal**

ACE 11014

*Last Updated: 1 April 2019*

### **Student's evidence and reasons for appeal**

Relevant evidence might include information about:

- a. the school's stated assessment program
- b. the assessment program as actually implemented
- c. feedback given to the student about his or her performance in assessment tasks
- d. the adequacy of the procedures used in the school review
- e. the propriety with which it was conducted.

Students are not to submit assessment tasks or claims about the marking of assessment tasks, as these are not subject to review or appeal.

### **Principal's report on assessment appeal**

Relevant evidence might include:

- a. whether the review panel considered that the weightings specified by the school in its assessment program conformed with NESAs requirements as detailed in the syllabus packages
- b. whether the panel considered that the procedures used by the school for determining the final assessment mark conformed with its stated assessment program and, in particular, whether the weightings used for the various assessment tasks are consistent with those specified in the assessment program
- c. whether the panel considered that no computational or other clerical errors occurred in the determination of the assessment mark
- d. the number of members of the review panel who:
  - i. were directly involved with the course, including the preparation of the assessments
  - ii. were not directly involved
- e. the information given to students about the required assessment tasks including a copy of the weightings given to each task in the course
- f. the information given to the student about his or her performance in assessment tasks in this course
- g. the written and/or verbal information given to the student about the school review of the assessment
- h. the written and/or verbal information given to the student about the outcome of the school review:
  - i. a copy of the relevant parts of the school assessment policy
  - ii. the other comments.