

The Riverina Anglican College	Policy No. 4	
<b>CURRICULUM</b> to comply with 2012 RANGS Website 3.3 and 5.1, 5.2, 5.3	Effective: November 2009 Revised March 2014	Page 1 of 7

**The Riverina Anglican College’s curriculum, including curriculum outcomes, complies with the requirements set out in Part 3 of the Act relating to:**

- **Secondary education for children during Year 7 to Year 10**
- **Secondary education for Year 11 and Year 12 students who are candidates for the Higher School Certificate.**

**Years 7 to 10 (Stages 4 and 5)**

The Riverina Anglican College has an educational program based on, and taught in accordance with, the outcomes of Board of Studies syllabuses for Years 7 to 10. It provides:

- Courses of study for each Year 7 to 10 student including at least six of the eight key learning areas (KLAs) of secondary education
  - English
  - Mathematics
  - Science
  - Human Society and Its Environment
  - Languages
  - Technological and Applied Studies
  - Creative Arts
  - Personal Development, Health and Physical Education
- Courses of study for each Year 7 to 10 student during each Year in
  - English
  - Mathematics
  - Science
  - History
  - Geography
- Courses of study that are appropriate for each Year 7 to 10 student concerned having regard to their level of achievement and needs.
- Courses of study in accordance with any relevant guidelines developed by the Board and approved by the Minister. The syllabuses on which the education program of The Riverina Anglican College are based are specified on the NSW Board of Studies’ website.

## **The Riverina Anglican College provides education for students during Year 11 to Year 12 (Stage 6)**

The College therefore complies with the curriculum requirements set out in Part 8 of the Act that relate to the curriculum for students who are candidates for the Higher School Certificate.

The requirements, rules and procedures for the Higher School Certificate are detailed on the ACE website and Board of Studies Official Notices.

The Riverina Anglican College refers to these rules and procedures to ensure the eligibility of students for the Higher School Certificate credential.

It refers to the ACE website and Board of Studies Official Notices for details of responsibilities in relation to the requirements for the award of the Higher School Certificate, including satisfactory completion of a course and appeals.

**The Riverina Anglican College meets the requirements for the Higher School Certificate as detailed in section 5.2 of the *ACE Website*. To qualify for the Higher School Certificate students must satisfactorily complete a Preliminary pattern of study comprising at least 12 units and a HSC pattern of study comprising at least 10 units. Both patterns must include:**

- at least six units from Board Developed Courses
- at least two units from a Board Developed Course in English
- at least three courses of two units value or greater (either Board Developed or Board Endorsed Courses)
- at least four subjects. To satisfy pattern of study requirements for the Higher School Certificate a student may count a maximum of six (6) HSC units from courses in Science. The rules and procedures for the Higher School Certificate are detailed in sections 6 to 11 of the *ACE Website*. The Riverina Anglican College refers to these rules and procedures to ensure the eligibility of students for the Higher School Certificate credential according to the *ACE Website*.

The Riverina Anglican College maintains documentation for each calendar year of the current accreditation period that provides evidence of:

- timetables showing the allocation of time and teachers for each Year/class located in the Denbigh Administration Programme
- the total number of hours allocated to each course
- an overview of the educational program indicating
  - the scope and sequence of learning units/units of work mapped against the content and outcomes of the relevant Board syllabus for each course
  - resources and equipment available for each KLAThese are found in files held by each Head of Department.
- assessment policies and procedures which comply with the requirements documented in the *ACE Website*. See the TRAC Assessment Website located in the assessment folder in the College computer files.
- School procedures relating to the allocation of grades in each Stage 6 course. See the TRAC Stage 6 Assessment Website located in the assessment folder in the College computer files.

- an overview of the process for reporting student achievement.
- For each calendar year the school maintains, until the end of that calendar year, documentation that includes:
  - teaching programs for each unit of work for each course for each Year/class. The units of work correspond to those identified in the scope and sequence for that year
  - samples of student work that relate to the teaching program for that year.

The Board of Studies requirements for the Higher School Certificate Assessment are followed according to the ACE website: <http://ace.bos.nsw.edu.au/>

Each student will be eligible for a Higher School Certificate *testamur* when they have fulfilled all eligibility requirements. The Higher School Certificate Record of Achievement is issued to students who have satisfactorily completed any Preliminary or HSC Course. Details of satisfactory achievement are located in each subject assessment guidelines. These reflect the course completion criteria found in the ACE website.

**The Riverina Anglican College will have in place processes by which it can record achievement of students for the purpose of providing a Record of School Achievement.**

**Students' achievement may be demonstrated by a number of indicators. These indicators may include:**

- results of external examinations such as NAPLAN
- qualitative and/or quantitative internal and/or external assessment results that can be used to assess a cohort's improvement over time
- samples of student work.

## **Curriculum for the Record of School Achievement**

**The curriculum for the Record of School Achievement provided by The Riverina Anglican College meets the requirements of the Act.**

The Riverina Anglican College maintains records of student achievement that include

- Results of external examinations including NAPLAN and Higher School Certificate that appear in the Annual Report.
- Internal and external assessment results located in Markbook files on the school network
- Samples of student work

The curriculum from Year 7 to Year 12 for students who are candidates for the Record of School Achievement:

- meets the study requirements for each key learning area as detailed on the *Assessment Certificate Examination (ACE)* website, and
- is taught in accordance with a syllabus developed by the Board of Studies and approved by the Minister.

### ***Evidence of compliance***

The Riverina Anglican College will maintain records over the period of accreditation to demonstrate student achievement.

The requirements, set by the NSW Board of Studies includes the following indicative hours:

- **English**  
The Board Developed syllabus to be studied substantially throughout each of Years 7–10.  
400 hours to be completed by the end of Year 10.
- **Mathematics**  
Board Developed syllabus to be studied substantially throughout each of Years 7–10.  
400 hours to be completed by the end of Year 10.
- **Science**  
Board Developed syllabus to be studied substantially throughout each of Years 7–10.  
400 hours to be completed by the end of Year 10.
- **Human Society and Its Environment**  
To be studied substantially throughout each of Years 7–10.  
400 hours to be completed by the end of Year 10 and must include 100 hours of each of History and Geography in Stage 4 and 100 hours of each of Australian History and Australian Geography in Stage 5.
- **Languages Other than English**  
100 hours to be completed in one language over one continuous 12-month period between Years 7–10 but preferably in Years 7–8.
- **Technological and Applied Studies**  
The Board's Technology (Mandatory) Years 7–8 syllabus to be studied for 200 hours.
- **Creative Arts**  
200 hours to be completed consisting of the Board's 100-hour mandatory courses in each of Visual Arts and Music. It is the Board's expectation that the 100-hour mandatory courses in these subjects will be taught as coherent units of study and not split over a number of years.
- **Personal Development, Health and Physical Education**  
The Board's mandatory 300-hour integrated course in Personal Development, Health and Physical Education. This integrated course is to be studied in each of Years 7–10.

All time allocations detailed are indicative. Indicative hours represent the time expected for a typical student to achieve the objectives and outcomes of the course.

The indicative time for a course is therefore directly related to that course's objectives and outcomes.

### **Assessment General Principles**

1. Regular assessment of course objectives and outcomes should occur to enable teachers to monitor the teaching and learning process.
2. Ranking of students is a by-product of the assessment process but not an end in itself. The student should not be over tested. A balance should be maintained between testing and meeting the requirements of the various syllabus outcomes. Prompt return of marked tests to students is encouraged.
3. Emphasis should be placed across a variety of assessment procedures that assist the teacher in ascertaining whether course objectives and outcomes are being met by the students. In particular assessments should not be restricted to exam style tasks but engage the student in a number of varied responses. This may include oral and other non-verbal tasks.
4. Some course outcomes are best monitored in a subjective manner as part of an effective teaching environment. These considerations are best reported in a descriptive manner either through a Report comment or Parent and Teacher interview.
5. Written assessment tasks should be marked and returned to students within a reasonable time frame. Annotated comments are encouraged wherever possible.
6. Accurate records of student assessment should be kept by the teacher.
7. Internal examinations are held in November.
8. Reporting procedures. Two full Reports will be issued to parents each year. These will be mailed out at the end of Term 2 and Term 4. They will provide a mark, a class average, an estimate of a student's results in specific subject based criteria as well as a specific subject based comment.

Each school is asked to design its own Assessment of student programme under the guidelines of Board of Studies. Assessment in a course relates to the stated objectives and outcomes as described by the syllabus. The Board stipulates that no specific allocation of marks is required for any of these syllabus objectives or outcomes. In the allocation of grades specific Course Performance Descriptors developed for each course are utilised. Assessing student achievement is the process of collecting information on student performance in relation to the objectives of the course.

The Assessment Booklets include statements of school procedures relating to:

- organisational details of the school's assessment program for each course, giving the number and types of assessment tasks, components and weightings, and scheduling of the tasks
- disability provisions in accordance with the ACE website are outlined in the School assessment handbook
- marking, recording and reporting student achievement in assessment tasks
- administrative arrangements associated with absence from an assessment task, late submission of tasks due to illness or misadventure, malpractice and invalid or unreliable tasks
- student appeals against assessment rankings
- 'N' determinations
- providing students with written advice about the school's requirements for assessment in each course.

Each teacher is responsible to the Principal for the allocation of Grades. These must be based on the Course Descriptors in each subject. The oral and written assessment tasks, field trips, practical work and examinations should ensure that there is discernible evidence for the allocation of Grades in each subject.

### **Homework**

Good patterns of home study should have been established in the last years of Primary education. A balance should be established between work and recreation. After a demanding day of concentration at school interacting with friends after school is often as valuable as sitting down at their desk. Nevertheless at Year 7 level approximately five hours should be set aside during the course of the week on a regular basis to complete assignments and review the week's work. This time commitment would increase in the senior years. Although circumstances differ from family to family it is preferable if the student develops the habit of settling down in the same place, with a desk with proper lighting, each night at the same time. If this study habit is acquired early in a student's career, it will be invaluable in coping with the rigours of the Higher School Certificate.

### **Adequate Facilities**

The Riverina Anglican College has a range of educational facilities in order to meet all of the mandatory requirements for each of the courses of study offered for the Record of School Achievement and/or Higher School Certificate relative to the number of students in each course. Refer to Policy 5 – Facilities.

### **Evidence of compliance**

The Riverina Anglican College has policies and procedures to monitor the compliance of each student with the requirements for eligibility for the award of the Higher School Certificate, Preliminary HSC, Stage 4 & 5 Completion and Record of School Achievement.

For each student undertaking one or more courses that have been outsourced through an outside tutor and/or external provider, the school will maintain records:

- to demonstrate that each student's overall pattern of study meets the eligibility requirements for the Record of School Achievement or Higher School Certificate
- of a written statement from the outside tutor/external provider that the course will be taught in accordance with the Board of Studies syllabuses
- for each Record of School Achievement and Higher School Certificate course, a written statement that the assessment program for the course delivered by the outside tutor/external provider will meet the requirements of the ACE website and Board of Studies Official Notices.

### **Procedures for Exemption of Enrolment**

**The Riverina Anglican College has in place procedures for students who are younger than 17 years and apply for an exemption of enrolment to pursue an Apprenticeship or Traineeship.**

For those students who have completed Year 9 but not Year 10, a Transcript of Study will be issued outlining their school achievements.

For those students who have completed Year 10, the College will apply to the NSW Board of Studies for a Record of School Achievement to be issued.