

The N Award Warning Process Explained for Parents and Carers Year 10 to HSC

The awarding of external credentials such as the Record of School Achievement (RoSA) and the Higher School Certificate (HSC) is a worthy goal for students from Years 10 through 12 as these credentials can be used as a means of accessing post-school training and other career opportunities. For these reasons, and to maintain the integrity of the system, the NSW Education Standards Authority (NESA) has put in place for all schools strict guidelines regarding students' satisfactory completion of courses.

All students must complete English in Year 10 to move onto Senior College. An English course needs to be completed at HSC level to be eligible for the HSC credential.

If a student is not meeting the requirements, they are issued with a 'Non-completion Warning Letter' (or 'N' award warning letter). A copy is posted home, which outlines:

1. any issues of concern or outstanding work, and
2. a date by which students should redeem the outcomes of the missed work.

The community's confidence in valuable school-based credentials (RoSA and HSC) can only be maintained if high standards are consistently and equally applied to all students, regardless of their school. The 'N' award warning is therefore explained to students in detail. We are also aware that parents may appreciate some clarifying points:

- NESA requires TWO warnings in a subject for a student, along with 50% of course weighting, in order for an N determination to be made by the principal at the end of a course.
- An 'N' warning letter is not issued for disciplinary reasons. It is simply a concern that the student is not meeting course outcomes and that they may be in danger of not satisfactorily meeting course requirements.
- An 'N' warning letter is not issued for work that may be below the standard of which a student is capable. It is unfortunate if a student's result does not correspond with their ability.
- A warning letter is typically given if a student does not submit, or is absent for, an assessment task, and/or, has not demonstrated sustained diligence and application in class.
- A student may not be showing sustained diligence and application for reasons such as disengagement in class activities, not completing required class or homework and/or not making a serious effort to achieve outcomes. A teacher will make this assessment over a period of weeks.

- An 'N' warning letter can also be issued for a non-serious attempt in an assessment task (e.g. inappropriate response or frivolous attempt) or malpractice (e.g. copying, making up journal entries, plagiarism). Malpractice is recorded for our school records and shared with NESAs to avoid corruption.
- A student will be awarded zero if they do not submit a task or are absent for an assessment task.
- Extensions may be granted for legitimate misadventure only if a student completes an Illness and Misadventure Form and it is approved by the faculty Head Teacher and Deputy Principal (see the Assessment Booklet for further details)
- A zero mark for a significant assessment task may have an impact on a student's rank order in the HSC and overall grade awarded at the end of the course.
- Redeeming a task (e.g. submitting after it was due) is required by NESAs as evidence that a student has satisfied the requirements of a course. This also supports the ongoing learning and demonstrates that a student can achieve the intended course outcomes.
- Redeeming a task does not credit the student with marks above zero (see the Assessment Booklet for further details)
- Students may appeal if they believe the appropriate process has not been followed. However, they can not appeal on the basis of a disputed mark. The appeal process is outlined in the Assessment Booklet.
- Teachers do their best to avoid an 'N' determination for any student, which is why warning letters are given. Unfortunately, 'N' determinations are occasionally made due to a student's unwillingness to comply with the course requirements.

Following this process upholds the currency of and faith in the RoSA and HSC systems for all students across NSW.

Note: Translated Non-completion Warning letters are available in a range of languages at <https://education.nsw.gov.au/public-schools/going-to-a-public-school/translated-documents>