Year 12 Online Assessment

Information for Students and Parents

TRINITY
GRAMMAR SCHOOL

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Contents

Online Assessment

Trinity remains committed to high quality assessment opportunities for all students. Throughout the period of Year 12 Online Assessment during Weeks 6 and 7, the School will continue to follow the Trinity Grammar School Assessment Policy, which can be found here.

The primary purpose of the Year 12 Online Assessments is to gather additional data to inform the awarding of accurate predicted grades for IB Diploma candidates and accurate school-based assessment marks for HSC candidates. Both predicted grades required by the IB and school-based assessment marks required by NESA are informed by the breadth of learning evidence students have submitted throughout their programmes of study. The opportunity to demonstrate knowledge, understanding and skills at course end points is critical to the submission of accurate and equitable data for each student.

The decision to administer online assessments rather than online examinations is deliberate. It is not possible to ensure integrity of examination conditions in an online environment. Therefore, teachers, under close guidance and support of the Heads of Faculty and Academic Dean, will design assessments for an open book, online context with an emphasis upon application of knowledge and understanding rather than recall of readily available content. The online assessments will not necessarily be a reproduction of the examination set for an onsite, handwritten and face to face invigilation context, although they will be comprised of examination style questions. The weightings assigned to the Trial Examinations in the Course assessment schedules will be maintained for these final online assessments.

In this case, open book means that a student will have access to his own printed notes and textbooks; it does not, however, mean that he will have access to digital resources or be able to use online search engines. The assessments will take place in a locked down browser and students will always be both visible and audible to the online invigilator. Students are largely unfamiliar with open book assessment and they are strongly advised not to rely upon access to notes or textbooks: the time taken to locate and reproduce standard information is not likely to allow them to demonstrate high level knowledge in response to specific questions that will require the application of conceptual understanding and critical thinking.

Online Assessment Platform

The School will use Respondus, a reputable locked-down browser within which online assessment can be undertaken in a secure environment. The Respondus LockDown Browser integrates with both Canvas, the School's Learning Management System and MS Teams, the School's videoconferencing platform. Students are familiar with both systems.

Information for downloading the Respondus LockDown Browser can be found here and students are encouraged to download the LockDown Browser if they are able to do so. An ICT support session will also take place tomorrow to ensure all students have downloaded the Respondus LockDown Browser and pinned it to their task bar.

Online Assessments will be accessed via Canvas. A new Canvas Course, 2021 *Final Online Assessments*, has been created and students will shortly have access. This Canvas location will curate all information students require for the online assessment period and all online assessments will be accessed here.

Online assessments will be accessed and completed via the following process:

1. A Canvas Announcement for each of the student's online assessments will be sent to him via his School email account, 15 minutes before the commencement of each assessment.

2. Within the Canvas Announcement students will access their specific Online Assessment Instruction Page.

3. The Online Assessment Instruction Page will provide the link to the student's specific MS Teams invigilation space for their assessment. The student enters this MS Teams space 15 minutes before the assessment start time.

4. When all students have entered their specific MS Teams invigilation space, the Invigilator will provide the online assessment start code. Please note, students cannot access the assessment without this code.

5. Students will open the LockDown Browser installed on their device, navigate to the *2021 Final Online Assessments* Canvas Course. They will again select the Announcement for their class, click the link to the Canvas online assessment and enter the start code they have been provided.

6. Students follow the online assessment protocol to complete the assessment.

These tools are familiar and mirror the way in which remote learning lessons are accessed by students.

Equipment

Required Equipment

Students require a device on which to complete online assessments that has:

▲ Internet connection

▲ Camera

▲ Microphone

▲ Respondus LockDown Browser installed

▲ Hardware controls to enable and disable speakers

▲ Supported operating systems:

Windows 10 and 8

MacOS 10.12 to 11.1

Students require a phone or iPad to take images of handwritten responses that has:

▲ Camera

▲ Canvas app installed

Optional Equipment

▲ Printer to print stimulus material or assessment papers that may be provided

Student Expectations

Academic Integrity

While the online assessment environment is somewhat new to students, expectations for Academic Integrity, as outlined in the Trinity Grammar School Assessment Policy, will continue to govern student conduct. The policy outlines expectations and the penalties associated with breaches of the policy. Students and parents are encouraged to make themselves familiar with the information in the policy.

In the context of online assessment, academic integrity means that students must:

▲ Adhere to the instructions on the Online Assessment Instruction Page

▲ Remain within the LockDown Browser for the duration of the online assessment

▲ Always remain visible and audible to the Invigilator

▲ Always follow the instructions of the Invigilator

▲ Not access prohibited tools or websites identified on the Online Assessment Instruction Page

▲ Not engage in any other actions that may be deemed to accrue undue advantage above other students

Online Assessment Environment

In the online assessment environment students must:

▲ Turn microphone on and leave it on

▲ Turn camera on and leave it on

▲ Turn speakers on and leave them on during the instructions phase

▲ Use hardware controls to disable speakers while in the LDB and to enable speakers if interaction with the invigilator is required. Leaving the speakers on will have the potential to be distracting.

Failure to meet the expectations for academic integrity and conduct in the online assessment environment will be considered a breach of the Trinity Grammar School Assessment Policy. In this case a student will be penalised, and results may be discounted as evidence to inform Predicted Grades or school-based assessment marks.

Student Support

Throughout this week, students will be supported to understand and to gain confidence with the expectations and protocols for online assessment. This table outlines the planned support sessions for students; additional support will be provided as required. Students will receive an update each morning through a Canvas announcement that provides necessary details and links to take part in the scheduled information and support sessions. A number of normal timetabled lessons will be replaced with information and support sessions. Students must prioritise identifying and taking part in these sessions.

Day	Focus
Monday	***Year 12 Final Online Assessments* Canvas Course** Students receive access to the Canvas Course through which the online assessments will take place **Parent and Student Information Session with senior staff** Questions will be received and answered
Tuesday	**Briefing Session with Housemasters and senior staff** Academic Integrity, Online Assessment Protocol, ICT support and downloading the Respondus LockDown Browser
Wednesday	**Practice Session 1 with ICT staff and senior staff** Multiple choice, Numerical answers, Formula Questions **Updated Assessment Notifications published to students** Duration of the online assessment Content / syllabus areas / topics that will be assessed Content / syllabus areas / topics that will not be assessed
Thursday	**Practice Session 2 with ICT staff and senior staff** Extended responses, stimulus-based questions and handwritten submissions **Writing Booklets** Students receive writing booklets in mail for handwritten responses
Wednesday - Friday Tutor / Lunch	**ICT Help Sessions** Additional support via ICT MS Teams link

Disability Provisions

The School is committed to providing students the provisions currently approved by the IB or NESA. Case managers will work with individual students and parents to understand how these provisions will be implemented in the online assessment environment. Case managers will be in contact with students and parents from Wednesday onwards.

Illness and Misadventure

Students who are prevented from attending or completing an online assessment due to illness and other unforeseen circumstances will be eligible to apply for illness and misadventure processes according to the Trinity Grammar School Assessment Policy.

It will not be possible to offer individual catch-up sessions for students unable to complete an assessment due to illness or misadventure.

No student will be disadvantaged due to large scale issues beyond their control arising from the School's implementation of online assessment.

Online Assessment Schedule

The scheduling of online assessments will follow the sequence of the previous Trial Examination timetable. Morning sessions will begin at 9.00 am and students are asked to enter their MS Teams invigilation space room by 8.45 am. Afternoon sessions will begin at 2.00 pm and students are asked to enter their MS Teams invigilation space by 1.45 pm.

Information about the duration of each online assessment will be provided to students on Wednesday via updated Assessment Notifications for each Course.

The previously published Online Assessment Schedule is provided at the end of this document.

Online Parent and Student Information Session

The School will conduct an online information session this evening at 7:30pm, which will include the opportunity to ask questions.

You can join the online information session by **clicking on this link.**

Parents and students are urged to attend the online information session this evening. If you are unable to do so, a recording of the session will be made available afterwards.

Further written information about online assessments will be provided to students via the 2021 Final Online Assessment Canvas course.

2021 YEAR 12 HSC & IB EXAMINATION TIMETABLE

Date	Session	Year	Subject	Start
Monday 16 August	AM	12IB	German (SL) | Paper 1 & 2	9.00am
		12HSC	English Advanced | Paper 1	9.00am
	PM	12IB	Business Management (HL) | Paper 1	2:00pm
Tuesday 17 August	AM	12IB	Business Management (HL) | Paper 2	9.00am
		12HSC	English Advanced | Paper 2	9.00am
	PM	12IB	French (SL) | Paper 1 & 2	2:00pm
		12IB	Latin (HL) | Paper 2	2:00pm
		12IB	Latin (SL) | Paper 2	2:00pm
		12IB	Chinese (HL) | Paper 1 & 2	2:00pm
		12IB	Chinese (SL) | Paper 1 & 2	2:00pm
		12IB	Yr 11 Anticipated Chinese (SL)	2:00pm
		12HSC	Music 2 | Written	2:00pm
Wednesday 18 August	AM	12IB	French ab initio (SL) | Paper 1 & 2	9.00am
		12IB	Japanese ab initio (SL) Paper 1 & 2	9.00am
		12IB	Mandarin ab initio (SL) | Paper 1 & 2	9.00am
		12HSC	Ancient History	9.00am
		12HSC	Engineering Studies	9.00am
		12HSC	Hospitality (VET)	9.00am
	PM	12IB	Economics (HL) | Paper 1	2:00pm
		12IB	Economics (SL) | Paper 1	2:00pm
		12IB	Geography (HL) | Paper 1	2:00pm
		12HSC	Economics	2:00pm
Thursday 19 August	AM	12IB	Economics (HL) | Paper 2 & 3	9.00am
		12IB	Economics (SL) | Paper 2	9.00am
		12IB	Geography (HL) | Paper 2 & 3	9.00am
		12HSC	Biology	9.00am
		12HSC	Music 1 | Written	9.00am
		12HSC	Software Design & Development	9.00am
	PM	12IB	English: literature (HL)	2:00pm
		12IB	English: language and literature (HL)	2:00pm
		12IB	English: language and literature (SL)	2:00pm
		12HSC	Modern History	2:00pm
Friday 20 August	AM	12HSC	Mathematics Advanced	9.00am
		12HSC	Mathematics Standard 2	9.00am
		12HSC	Mathematics Standard 1	9.00am
	PM	12IB	Mathematics: analysis and approaches (HL)|Paper 1	2:00pm
		12IB	Mathematics: analysis and approaches (SL)| Paper 1	2:00pm
		12IB	Mathematics: applications and interpretation (SL)| Paper 1	2:00pm
		12HSC	Mathematics Extension 2	2:00pm
		12HSC	Yr 11 Accelerated Mathematics Extension 2	2:00pm
Monday 23 August	AM	12IB	Mathematics: analysis and approaches (HL)|Paper 2	9.00am
		12IB	Mathematics: analysis and approaches (SL)| Paper 2	9.00am
		12IB	Mathematics: applications and interpretation (SL)| Paper 2	9.00am
		12HSC	Mathematics Extension 1	9.00am
		12HSC	Yr 11 Accelerated Mathematics Extension 1	9.00am
	PM	12IB	Visual Arts (HL) | Presentation	2:00pm
		12HSC	Construction (VET)	2:00pm
		12HSC	English Extension 1	2:00pm
		12HSC	Geography	2:00pm
Tuesday 24 August	AM	12IB	Mathematics: analysis and approaches (HL)|Paper 3	9.00am
		12HSC	PDHPE	9.00am
	PM	12IB	History (HL) | Paper 1 & 2	2:00pm
		12IB	History (SL) | Paper 1 & 2	2:00pm
		12IB	Psychology (HL) | Paper 1	2:00pm
		12IB	Psychology (SL) | Paper 1	2:00pm
		12HSC	Chemistry	2:00pm
		12HSC	Design & Technology	2:00pm
Wednesday 25 August	AM	12IB	History (HL) | Paper 3	9.00am
		12IB	Psychology (HL) | Paper 2	9.00am
		12HSC	Business Studies	9.00am
		12HSC	Yr 11 Accelerated Business Studies	9.00am

	PM	12IB	Chemistry (HL) | Paper 1 & 2	2:00pm	
		12IB	Chemistry (SL) | Paper 1 & 2	2:00pm	
		12IB	Film Studies (HL)	2:00pm	
		12HSC	Latin	2:00pm	
		12HSC	Visual Arts	2:00pm	
Thursday 26 August	**AM**	12IB	Biology (HL) | Paper 1 & 2	9.00am	
		12IB	Biology (SL) | Paper 1 & 2	9.00am	
		12IB	Sports Exercise & Health Science (HL) | Paper 1 & 2	9.00am	
		12IB	Sports Exercise & Health Science (SL) | Paper 1 & 2	9.00am	
		12HSC	Electrotechnology (VET)	9.00am	
	PM	12HSC	Legal Studies	2:00pm	
		12HSC	Physics	2:00pm	
Friday 27 August	**AM**	12IB	Design Technology (HL) | Paper 2 & 3	9.00am	
		12IB	Physics (HL) | Paper 1 & 2	9.00am	
		12IB	Physics (SL) | Paper 1 & 2	9.00am	
		12HSC	Drama	9:00am	
		12HSC	History Extension 1	9:00am	
		12HSC	Industrial Technology (Wood)	9:00am	
		12HSC	Science Extension 1 | Online practise test	9:00am	
	PM	11HSC	Yr 11 HSC Studies of Religion	2:00pm	
Monday 30 August	**AM**	12IB	Language B Individual Orals	TBA	
	PM				
Tuesday 31 August	**AM**	12IB	Language B Individual Orals (all day)	TBA	
	PM				

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