

THE HILLS GRAMMAR SCHOOL

THE COMMERCIAL STUDIES DEPARTMENT

THE DETERMINATION OF SCHOOL CERTIFICATE GRADES

COMMERCE

At the completion of the Commerce course, whether a one year or a two year course, a School Certificate grade of A, B, C, D, E, or N will be awarded by the Board of Studies. This indicates the level of achievement of the student.

A grade of: A indicates Excellent Achievement,
 B indicates High Achievement,
 C indicates Substantial Achievement,
 D indicates Satisfactory Achievement,
 E indicates Elementary Achievement and
 N indicates that the student has failed to meet one or more of the
 course requirements, such as satisfactory attendance or a reasonable
 level of participation and effort.

The Board of Studies has provided schools with an outline of criteria by which the award of a grade is to be determined. These criteria are referred to as *Commerce Course Descriptors* and are based on the objectives or outcomes of the syllabus. Students are asked to download a copy of the *Course Descriptors* and include them in their notebook.

It is important that students are aware of the following points.

- There is no limit to the number of grades a school may award. Both the awarding of grades and the number of awards made at each grade are at the discretion of the school. It would be a pleasure to award every student with A or B grades - it's up to them!
- A student's achievement in this subject will be assessed over a variety of tasks. Tasks will include: involvement in class activities, presentation of assignments, incidental homework tasks, and topic tests.
- It is important that students in Year 9 are also aware of the importance of their commitment to the subject. They may choose not to continue with Commerce into Year 10 yet a grade will appear on their School Certificate as a '100 hour' Course.

- The following schema outlines generally the relative importance of key tasks.

Assignments/Classwork	25%
Topic Tests	25%
Half Year Examination	20%
Final Examination	<u>30%</u>

By the end of the year a total mark will be determined which will serve as a guide to the award of a grade.

It is in the interests of all students to attempt, complete and submit for assessment all assigned tasks. It is also in the interest of students to participate and contribute positively to class activities such as discussions, explanations and analyses. Not all skills are quantifiable. Unfortunately subjective valuations are also necessary.

More details will be given as the year progresses. The best advice to students at this stage is to be diligent in the discharge of all tasks asked of them and to communicate freely with the class teacher. Now is the time to begin preparing for the best grade possible.

SIGNATURE OF STUDENT:

SIGNATURE OF PARENT/GUARDIAN:

oo00oo