Students are required to sign the Denison College Register to acknowledge that they have received a copy of this booklet.

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Introduction

This booklet details the assessment requirements for Higher School Certificate students at both campuses of Denison College of Secondary Education. All students, parents and carers should read the booklet carefully and ensure that they fully understand the practices and procedures to be followed at Denison College.

List of Contacts

Questions relating to this Assessment Information Booklet should be directed to personnel listed below:

**Denison College of Secondary Education**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Craig Petersen</td>
<td>Principal</td>
</tr>
<tr>
<td>Sandra Chapman</td>
<td>Head Teacher Senior Studies BHC</td>
</tr>
<tr>
<td>Wendy Murphy</td>
<td>Head Teacher Senior Studies KHC</td>
</tr>
</tbody>
</table>

**Bathurst High Campus**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geoff Hastings</td>
<td>Principal</td>
</tr>
<tr>
<td>Jenny Stirling</td>
<td>Deputy Principal</td>
</tr>
<tr>
<td>Stephanie Scott (Rel)</td>
<td>Deputy Principal</td>
</tr>
<tr>
<td>Veronica Manock</td>
<td>Year 12 Advisor</td>
</tr>
</tbody>
</table>

**Kelso High Campus**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Sloan</td>
<td>Principal</td>
</tr>
<tr>
<td>Greg Hurford</td>
<td>Deputy Principal</td>
</tr>
<tr>
<td>Stephanie Brown</td>
<td>Deputy Principal</td>
</tr>
<tr>
<td>Hans Stroeve</td>
<td>Year 12 Advisor</td>
</tr>
</tbody>
</table>
Part 1: HSC Requirements

Board of Studies

This assessment policy is based on New South Wales Board of Studies, Teaching and Educational Standards (BOSTES) requirements. Detailed information and assistance is available on the Board of Studies website: www.boardofstudies.nsw.edu.au where you will find links:

- How your HSC works
- HSC Exam Papers
- HSC Assessment
- HSC Syllabuses
- Vocational Education
- HSC Exam Timetable
- Honesty in HSC Assessment
- HSC All My Own Work

Eligibility Requirements for the 2015 HSC

To be eligible for the award of the HSC, the student must have:

- Completed 12 units of Preliminary Courses, including 2 Units of English.
- Studied at least 10 units of HSC courses of which six units must be from Board Developed Courses, including English.

Students receive their Higher School Certificate from the Board of Studies (BOSTES) following successful completion of the HSC. This is received in the mail and students can access their results online.

For further details see the BOSTES website or the Denison College Senior Studies Guide issued to all students as part of their Future Directions program in Year 10.

Board of Studies Course Requirements

To be eligible for the award of the HSC, the student must have satisfactorily completed each course. Students will be considered to have satisfactorily completed a course leading up to the HSC examination if there is sufficient evidence that the student has:

- Followed the course developed or endorsed by the BOSTES;
- Applied themselves with diligence and sustained effort to the set tasks and experiences provided by the school; and
- Achieved some or all of the course outcomes.

Examinations and submitted works

www.boardofstudies.nsw.edu.au/manuals/#advice

The examination mark in a course will be based upon performance in the external Higher School Certificate examination. The examination may involve more than one component, such as a written examination, a submitted work or a practical examination.

In the following courses, students are required to complete a practical or project component as part of the HSC examination:


No projects developed for any of these courses may be submitted for assessment or examination in any other HSC course.

Students will be notified of dates for completion of projects and practical tasks when these are finalised by the Board of Studies.

Students, who repeat a course where a submitted work or project is required, may not resubmit a work or project entered and marked in a previous year, without the special permission of the Board
Assessment Marks

Schools submit an assessment mark for each student in each course. The assessment mark is adjusted (moderated) by the BOSTES to produce the assessment mark that appears on the HSC Record of Achievement. The purpose of moderation is to place the assessment marks awarded by all schools in each course on the same scale. The school groups’ assessment marks are adjusted based on the performance of the group in the HSC examination. The rank order of students as submitted by the school is not changed. The moderation process has no effect on examination marks.

HSC Result

School-based assessment throughout the HSC course contributes 50% of a student’s HSC mark. The school-based assessment mark is reported on the HSC.

Vocational Education and Training (VET) Courses

Students do not receive an assessment mark for VET courses. VET courses deliver units of competency that are drawn from industry training packages. Instead, students are eligible to receive a record of completed competencies.

Work placement is a mandatory requirement of each VET course. For each course, a minimum number of hours are required in the workplace to enable students to progress toward the achievement of industry competencies and to practise skills acquired in the classroom or workshop. This is usually 35 hours in the preliminary course and 35 hours in the HSC course. Failure to complete the mandatory work placement will mean that the student will not satisfy the requirements for the successful completion of the VET course and may jeopardise their eligibility for completion of the HSC if they do not require an ATAR.

VET courses have an optional written HSC. Students may withdraw from the optional written HSC examination following the Trial HSC examinations.

Schools must provide an estimated examination mark for all students entered for the optional HSC examination. This mark will be an estimate of likely performance in the HSC examination and will be used only in the case of an illness/misadventure appeal.

All My Own Work

Students completed the BOSTES program All my own work at the commencement of their Preliminary course and are reminded of the following guidelines:

All work presented in assessment tasks and external examinations (including submitted works and practical examinations) must be the student’s own or must be acknowledged appropriately. Malpractice, including plagiarism, could lead to a mark of zero and a non-award in the Higher School Certificate. Malpractice includes, but is not limited to:

- copying someone else’s work in part or in whole, and presenting it as your own, including using material directly from books, journals, CDs or the internet without reference to the source;
- building on the ideas of another person without reference to the source;
- buying, stealing or borrowing another person’s work and presenting it as your own;
- submitting work to which another person such as a parent, coach or subject expert has contributed substantially;
- using words, ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement or paying someone to write or prepare material;
- breaching school examination rules or using non-approved aides during an assessment task;
- contriving false explanations to explain work not handed in by the due date; or
- assisting another student to engage in malpractice.
Honesty in HSC Assessment – the Standard


The honesty of students in completing assessment tasks, examinations and submitted works, and of teachers and others in guiding students, underpins the integrity of the HSC. Throughout the assessment process, the highest level of honesty is required.

Each student's mark will be determined by the quality of the work produced by the student only. To demonstrate honesty, any component of a student's work that has been written, created or developed by others must be acknowledged in accordance with the Board’s subject specific documentation. Use or inclusion of material from other sources such as books, journals and electronic sources, including the internet, must be acknowledged. General teaching and learning do not require formal acknowledgement.

Dishonest behaviour carried out for the purpose of gaining unfair advantage in the assessment process constitutes malpractice, or cheating. Malpractice in any form, including plagiarism, is unacceptable. The Board of Studies NSW treats allegations of malpractice very seriously and detected malpractice will limit a student's marks and jeopardise their HSC. Should malpractice be suspected, students will be required to demonstrate that all unacknowledged work is entirely their own. Serious and deliberate acts of malpractice amount to corrupt conduct and, where appropriate, the Board of Studies NSW will report matters to the Independent Commission Against Corruption.

Disability Provisions (for students with medical and learning requirements)


Disability provisions are available for a range of medical and learning conditions. For example, students with diabetes or students with conditions that prevent them from reading the examination questions and/or communicating responses. Disability provisions are applied for by the school. Deputy Principals can provide further information.

HSC Examination Illness/Misadventure appeals

If a student believes that his/her performance in the HSC examination was diminished because of circumstances beyond their control, an Illness/Misadventure Appeal may be lodged. Note that misreading the HSC examination timetable is NOT a valid reason for a misadventure appeal.

An appeal may be made for a variation to HSC results if the student was prevented from attending an examination, or performance was affected by illness or misadventure immediately before or during the examination.

Appeal forms are available from the presiding officer and the Deputy Principal at each Campus.

Further details of appeal procedures are on the appeal form and on the Illness/Misadventure Information Guide for Students sheet in the Appendices section of this booklet. It is your right and responsibility to lodge an appeal. See the BOSTES website for further details.
The assessment program has been prepared in accordance with each BOSTES syllabus which specifies the components of the course to be assessed and their weightings. Assessment tasks are designed to measure knowledge, skills and understanding in relation to a wide range of outcomes. They include tests, written assignments, practical activities, fieldwork and projects.

Students must make a genuine attempt at assessment tasks that total more than 50% of the available school assessment marks for that course.

**Students can best meet these course requirements if they:**

- Attend all timetabled lessons and minimize absences from class for any reason. Absences quickly accumulate, for example if a student misses a double period of a subject, they will have missed one half of the timetabled lessons for that subject in one week;
- Complete all activities set during class time;
- Complete homework set by the teacher;
- Regularly revise all work and implement a regular study timetable;
- Complete past Higher School Certificate papers; and
- Complete all Assessment Tasks to maximize the Higher School Certificate result.

**Denison College Examinations**

Students in Year 12 have Mid-Course Examinations at the end of Term 1, which includes tests for most courses and a Trial HSC Examination in Term 3. Students will be given a copy of the campus examination rules and procedures with the timetable for the examinations. Students who study a course at the other campus will sit for the examination in that course at their home campus.

**Assessment Marks**

At the end of the Higher School Certificate course, the campus will submit a school based assessment mark to the BOSTES for each student for each course. The mark will be based on the student’s performance in the set tasks in the assessment program, including the school examinations.

**Assessment Schedules**

- Students will be issued with assessment schedules for all courses (except Vocational Education & Training courses). At Bathurst High Campus these schedules are accessed on Millennium.
- Students will be given written notification of each assessment task.
- Students will be given a minimum of two weeks’ notice of the due date of an assessment task.
- Students may have more than one assessment task due at the same time and should schedule adequate time to complete each task.
- If an assessment schedule needs to be altered, students will be advised in writing by the Head Teacher.
- There will be no tasks set in the week before school examinations.

**Student Organisation**

It is a student’s responsibility to organize study and preparation time to ensure that assessments tasks are submitted by the due date.

Denison College provides all HSC students with this HSC Assessment Booklet. In addition, all HSC students are provided with a Denison College Wall Planner to assist students in planning homework and study requirements, as well as recording the due dates of all assessment tasks and other obligations and events in the year.

Students should start tasks early, break them into a series of small steps and set deadlines for completing each step. Students should back up all work prepared on computer as the failure of technology is not generally an acceptable excuse for the late submission of work. Students are advised to keep a copy of all written work they submit.
How to Submit Assessment Tasks

**In class assessment tasks** - these tasks are supervised by the class teacher and collected by the teacher at the end of the lesson.

**Major projects** – these items are submitted directly to the teacher. Projects are stored in an appropriate faculty location to minimize the risk of damage.

**Performances** – are marked in class on the scheduled assessment day.

**Take home assessment tasks** – these are the tasks that students are required to complete by a due date. They must be placed in the locked Assessment Task Submission Box at the front office by the end of lunch on the due date; Tasks are not to be submitted directly to the teacher. Students must keep a copy of these tasks.

**Shared Course Students Submission of Tasks**
Students who attend another Campus can submit these assessment tasks at the Office of their home Campus.

Students must comply with campus policy and procedures for the submission of assessment tasks. A **cover sheet** for Assessment Tasks will be provided by the teacher supervising the course, and must be attached to the front of the Task when it is submitted. Assessment tasks are submitted to the front office, unless otherwise advised. An example of the assessment cover sheet is provided in the Appendices to this booklet.

**Applications for Extension of Time and Illness/Misadventure consideration**
Students may apply for an extension of time for illness or unavoidable misadventure (see Appendices of this booklet for the form). Documentation (e.g. doctor’s certificate or written declaration) must be provided.

**Late submission of Assessment Tasks**
Assessment work submitted late without written application (See Appendices for form) and approval will incur the following penalties:

<table>
<thead>
<tr>
<th>Days Late</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20% deduction</td>
</tr>
<tr>
<td>2</td>
<td>40% deduction</td>
</tr>
<tr>
<td>3</td>
<td>60% deduction</td>
</tr>
<tr>
<td>More than 3</td>
<td>100% deduction</td>
</tr>
</tbody>
</table>

If a student is absent on the day of a school examination or test, the student will be required to complete an application for illness/misadventure consideration. Depending on the circumstances the student will either re-sit the test at a negotiated time, or an estimate will be given, or an alternate task issued, if the application is accepted.

If students know they will be absent from school on the date an assessment task is due (eg representing the school in sport, performing arts, school excursion, work placement, etc), they **must submit the task before the due date** unless there are exceptional circumstances requiring the submission of an extension application form.

If students know that they will be absent from school on the date a test or examination will be held (eg representing the school in sport, performing arts, school excursion etc), they **must reschedule the test/examination on a date approved by the Deputy Principal.**
**N Determination**

An N Determination Warning Letter is issued to students who fail to complete assessment tasks or who fail to show diligence and sustained effort which may be a result of poor attendance. Students are given a set time to complete the work or demonstrate competencies. Once the work has been competed or the competencies demonstrated the warning is cleared.

If the student does not subsequently meet course requirements as detailed in the N Determination Warning Letter(s), then an N Award may be given for the course by the Principal. This means that the student will receive no results in that course. For students to be deemed unsatisfactory, they will be given a minimum of two official N Determination Warning Letters.

Until a student receives results in 12 Preliminary units and 10 HSC units, he/she will not be eligible for the award of a Higher School Certificate.

**Zero Marks Awarded**

A student may be given a zero mark if the student:
- has not made a serious attempt to do the task, including work that is trivial, frivolous or offensive;
- is absent from a task without a valid reason (see above);
- has been involved in malpractice or submits plagiarised work (see All My Own Work above); or
- if, in the teacher’s judgement, the work is worth zero.

**Appeals**

Students have the right to appeal if they feel that the process used does not comply with the set rules (see Appendices of this booklet for form). Appeal forms must be lodged within one calendar week of the return of the task. Students should note that an appeal cannot be considered if it is based on the actual marks obtained. A student can only appeal on the basis of process. Appeals should be lodged with the Deputy Principal.

**School Reports**

School reports will be issued following the Mid-course Examination and after the Trial Higher School Certificate Examination.
# Student Assessment Planner

## Denison College of Secondary Education

### Bathurst High Campus

Higher School Certificate 2014/2015

<table>
<thead>
<tr>
<th>Term</th>
<th>Week</th>
<th>Dates</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2014</strong> Term 1</td>
<td>1</td>
<td>6/10 – 10/10</td>
<td>Labour Day Public Holiday</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>13/10 - 17/10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>20/10 – 24/10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>27/10 – 31/10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>3/11 – 7/11</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>10/11 – 14/11</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>17/11 – 21/11</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>24/11 – 28/11</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>1/12 – 5/12</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>8/12 – 12/12</td>
<td>2 Staff development Days</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>15/12 - 19/12</td>
<td></td>
</tr>
<tr>
<td><strong>Term 2</strong> Term 3</td>
<td>1</td>
<td>28/1 – 30/1</td>
<td>Staff Development Day; students return Wed 29/1</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>2/2 – 6/2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>9/2 – 13/2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>16/2 – 20/2</td>
<td>(Swimming carnival)</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>23/2 – 27/2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>2/3 – 6/3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>9/3 – 13/3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>16/3 – 20/3</td>
<td>Assessment Free Week/NO excursions</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>23/3 – 27/3</td>
<td>(Athletics carnival)</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>30/3 - 2/4</td>
<td>Mid-Course Examinations</td>
</tr>
<tr>
<td><strong>2015</strong> Term 4</td>
<td>1</td>
<td>20/4 – 24/4</td>
<td>(Good Friday)</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>27/4 – 1/5</td>
<td>Staff Development Day; students return 21/4</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>4/5 – 8/5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>11/5 – 15/5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>18/5 – 22/5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>25/5 – 29/5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>1/6 – 5/6</td>
<td>4 day week: Long Weekend Astley Cup</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>8/6 – 12/6</td>
<td>Astley Cup</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>15/6 – 19/6</td>
<td>Astley Cup</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>22/6 - 26/9</td>
<td></td>
</tr>
<tr>
<td><strong>2015</strong> Term 5</td>
<td>1</td>
<td>13/7 – 17/7</td>
<td>Staff Development Day; students return 14/7</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>20/7 – 24/7</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>27/7 – 31/7</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>3/8 – 7/8</td>
<td>Assessment Free Week/NO excursions</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>10/8 – 14/8</td>
<td>Trial Examinations</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>17/8 – 21/8</td>
<td>Trial Examinations</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>24/8 – 28/8</td>
<td></td>
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<tr>
<td></td>
<td>8</td>
<td>31/8 – 4/9</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>7/9 – 11/9</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>14/9 – 18/9</td>
<td></td>
</tr>
</tbody>
</table>

Examinations will be conducted under formal examination rules as prescribed by each campus.
Student’s Name: _________________________________

This page is included so that the student can keep a record of assessment marks in all Assessment Tasks and Examinations throughout the year.

<table>
<thead>
<tr>
<th>Assessment Task No.</th>
<th>Courses Studied</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Use one column for each subject including any additional extension courses)</td>
</tr>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

Students must note that raw marks are adjusted to take into account the weighting of the task as per the course assessment schedule.

Students must also note that school based assessment marks are moderated by the Board of Studies against Higher School Certificate Examination marks for the group and will therefore be different on the Record of Achievement.
Application for extension of time and Application for Illness/Misadventure Consideration Form

- Extension applications MUST be submitted at least one day before the due date of an assessment task or before sitting for a test or examination.
- Illness/Misadventure applications MUST be submitted within one week of the date of the task or examination. This form should be used if you had an illness or a misadventure that prevented you from doing the task or examination, or that impacted on your performance during the task or examination.

Student Name: ___________________________ Year: _______ Date: ________________

I wish to apply for an extension of time/consideration due to illness/misadventure (delete whichever does not apply).

Course: _________________________________ Date of due task due or test/exam: _______________

Task or Examination: ________________________

Explain the reasons for your application: __________________________________________

______________________________________________________________________________

______________________________________________________________________________

Independent evidence provided:

- Doctor’s Certificate supplied: Yes/No
- Written declaration by parent/carer/student (if own carer) Yes/No

I declare that the information I have provided is true:

Student Signature: ____________________ Date: ______________________

______________________________________________________________________________

Head Teacher decision and comment: Approved/Declined

______________________________________________________________________________

______________________________________________________________________________

New date if granted: ________________________ Head Teacher Signature: ________________

*Head Teacher is to retain a copy, a copy given to the student and a copy placed in the students file.*
Denison College of Secondary Education
Bathurst High Campus

Assessment Mark/Grade Appeal Form

Name: ___________________________ Date: ___________________________

Appeal forms must be lodged at the Campus Office within one calendar week of the return of the task. You may seek advice from the Deputy Principal before you complete this form.

Students have the right to appeal an assessment mark or grade. Appeals can only be made on the grounds that due process was not followed by the Campus. An appeal cannot be submitted on the basis of:

- The marks or grades given, unless due process was not followed;
- Difficulties in preparation or loss of preparation time;
- Alleged deficiencies in tuition;
- Long term illness;
- The same grounds for which disability provisions were received;
- Misreading the timetable; or
- Other commitments such as sporting, cultural or work commitments.

Course Name: ___________________________________________________________

Task Number: _______ Task Description: _______________________________________

Details of your appeal:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Supporting documentation (list the documents that you are attaching to this appeal):
________________________________________________________________________
________________________________________________________________________

Outcome of Appeal

Student Name: ___________________________

Declined / Upheld Reasons:

Approved by: ___________________________ Signed: ___________________________

Date: ___________________________
HSC ASSESSMENT TASK COVER SHEET

Student’s Name: 

Course: 

Teacher: 

Assessment Task: 

Date Due: 

Office Use Only

Assessment Task Received at front office:

Signed:

BATHURST HIGH CAMPUS
Receipt of HSC Assessment Task (Student’s Copy)

Student’s Name: 

Course: 

Teacher: 

Office Use Only

Assessment Task Received at front office:

Signed:
The syllabus outcomes, objectives, performance bands and examination questions have key words that state what students are expected to be able to do. A glossary of key words has been developed to help provide a common language and consistent meaning in the Higher School Certificate documents.

Using the glossary will help teachers and students understand what is expected in responses to examinations and assessment tasks.

Account
Account for: state reasons for, report on.
Give an account of: narrate a series of events or transactions.

Analyse
Identify components and the relationship between them; draw out and relate implications.

Apply
Use, utilize, employ in a particular situation.

Appreciate
Make a judgment about the value of.

Assess
Make a judgment of value, quality, outcomes, results or size.

Calculate
Ascertain/determine from given facts, figures or information.

Clarify
Make clear or plain.

Classify
Arrange or include in classes/categories.

Compare
Show how things are similar or different.

Construct
Make; build; put together arguments or items.

Contrast
Show how things are different or opposite.

Critically (analyse/evaluate)
Add a degree or level of accuracy depth, knowledge and understanding, logic, questioning, reflection and quality to analysis/evaluation.

Deduce
Draw conclusions.

Define
State meaning and identify essential qualities.

Demonstrate
Show by example.

Describe
Provide characteristics and features.

Discuss
Identify issues and provide points for and/or against.

Distinguish
Recognise or note/indicate as being distinct or different from; to note differences between.

Evaluate
Make a judgment based on criteria.

Examine
Enquire into.

Explain
Relate cause and effect; make the relationships between things evident.

Extract
Choose relevant and/or appropriate details.

Extrapolate
Infer from what is known.

Identify
Recognise and name.

Interpret
Draw meaning from.

Investigate
Plan, inquire into and draw conclusions about.

Justify
Support an argument or conclusion.

Outline
Sketch in general terms; indicate the main features of.

Predict
Suggest what may happen based on available information.

Propose
Put forward a point of view, idea, argument, suggestion for consideration or action.

Recall
Present remembered ideas, facts or experiences.

Recommend
Provide reasons in favour.

Recount
Retell a series of events.

Summarise
Express, concisely, the relevant details.

Synthesize
Putting together various elements to make a whole.