ELDERSLIE HIGH SCHOOL

Year 7



Assessment Guidelines

It is the Head Teacher's responsibility to hand out a hard copy of each subject's assessment to the students.

It is the student's responsibility to ensure the receipt of the assessment outline, by signing a class list.

2024

To guide students towards the realisation of their personal best

Table of Contents

Table of Contents	3
Assessment Task Calendar – Year 7 2024	4
Assessment Guidelines	5
A Glossary of Key Words	8
Agriculture	9
Dance/Drama	10
English	11
History	12
Japanese	14
Mathematics	15
Music	16
Personal Development, Health & Physical Education (PDHPE)	17
Science	18
Technology Mandatory	19
Visual Arts	20

Assessment Task Calendar - Year 7 2024

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11
Term 1 2024	30/01/24	5/02/24	12/02/24	19/02/24	26/02/24	04/03/24 History	11/03/24 Japanese		25/03/24 Agriculture	1/04/24	08/04/24 Visual Arts
44.14								English	Tech. Ma	indatory	Interim
11 Weeks Beginning									Scie	nce	reports
30/01/23								PDHPE Practical			issued
							ľ	NAPLAN Online 13-25	5	PDHPE	
Term 2 2024 10 Weeks	29/04/24 Agriculture Japanese History	06/05/24 Maths	13/05/24	20/05/24	27/05/24	03/06/24	10/06/24	17/06/24 English	24/06/24	1/07/24 Visual Art Reports Issued	
Beginning 29/04/24	Thistory	Teacher Night	Tech. I	Mandatory		·	Scie	ence			
23/04/24		Wight							Music/Dar	nce/Drama	
Term 3 2024 10 Weeks	22/07/24	29/07/24	5/08/24	12/08/24	19/08/24	26/08/24 Geography	2/09/24 PDHPE	09/09/24 Japanese	16/09/24 Agriculture	23/09/24 English Visual Arts	
Beginning 22/07/24								PDHPE Practical			
									N	lusic	
									Dance	e/Drama	
Term 4 2024 10 Weeks Beginning	14/10/24 Agriculture	21/10/24 Maths	28/10/24 Science Geography	4/11/24	11/11/24	18/11/24	25/11/24	2/12/24	09/12/24	16/12/24 Reports issued	
04/10/24			Tech. Ma	andatorv							

If subjects occur only once per 2 week cycle then the faculty concerned may schedule a task to suit their students within the guidelines outlined. Dates are the Monday of that week.

Assessment Guidelines

1. DEFINITION: Assessments measure students' achievements over a range of syllabus outcomes and are based on multiple measures and observations made throughout the course rather than one single assessment or examination.

Assessment tasks are your opportunity to show what you know, understand and can do.

There will be a variety of task types that may include formal examinations, practical tests, oral tests, research projects, process diaries, etc. appropriate for the outcomes being assessed.

Every piece of work counts towards the faculties' determination of your grade. All work contributes towards success in the Course and to the achievement of outcomes specified in the syllabus.

Grade achieved = 60% formal tasks + 40% ongoing assessment

2. Issuing and Receiving the Assessment Guidelines, Assessment Outline and Assessment Notification

- All students are issued this Assessment Guideline at the commencement of the school year. You will sign that you have received your copy.
- Teachers will explain the Assessment Outline when it is issued. Ongoing assistance is available from the Class Teacher, Head Teacher, and the relevant Deputy Principal.
- You will be given at least two weeks' notice of a formal assessment task in writing. If you are absent for the issuing of an assessment notification, it is your responsibility to obtain the task information. There will not be a change to the due date because of your absence.

3. Completion of Assessment Tasks At School

You have a responsibility to be present in class for all assessment tasks. **These tasks take priority over all other school activities**. If you are aware of circumstances that may prevent your attendance in class for a task you must make these circumstances known to your Class Teacher and the appropriate Head Teacher **before** the day of the task <u>and</u> must use the Illness/Misadventure Application for Extension/Appeal Process. You must ensure that arrangements have been made to complete the task or a substitute task.

It is important that you attend on days with scheduled assessment tasks for the WHOLE DAY. Taking time off school to prepare assessment tasks on the due date is an example of MALPRACTICE. It is a form of cheating. You will receive a **zero mark** for the task.

If a class teacher is absent when an assessment is due for completion on that day, the Head Teacher will determine whether the task can proceed with another teacher. If it needs to be rescheduled, all students will be appropriately informed and sign that they are aware of the new date and time.

4. Assessment of Separate Classes in the Same Course

Where there are two or more classes studying the same course, they may be timetabled at different times.

Revealing assessment content or assisting other students that have a similar task to complete later is a form of MALPRACTICE.

5. Submission of Assessment Tasks Completed at Home

You must submit assessment tasks yourself personally to the relevant teacher (or delegate) by the due date. Tasks are not to be left at staffrooms, in classrooms or anywhere else.

If you are unable to attend school on the day the task is due you must submit the task on the next day you are at school, with accompanying documentation, such as a medical certificate.

If any assessment task is missed or is overdue, you cannot attend school on the day of an assessment task to submit it or complete the task in person because of a **valid reason,** you **must** do the following:

- 1. (a) For Assessment Tasks completed at home submit the assessment task on the next day you attend
 - (b) For Assessment Tasks completed at school report to your teacher on the next day you attend and discuss when you will do the task missed or a substitute task.
- 2. Penalties apply for lateness without a valid reason, 20% for 1 day late, 50% for 2 days, zero marks thereafter.
- **3.** If the assessment misadventure/illness application is upheld, students will complete the task to demonstrate outcome achievement and to form the basis of an estimated mark. The estimated assessment task mark will be derived through consideration of all tasks completed as well as through the teacher's reflection of the performance descriptor bands for the subject.

6. Work Experience and Other School Sanctioned Commitments

In the event of an assessment task clashing with an approved school activity (compulsory course excursions, school camps, representative sports, etc.), which you are to attend, it is your responsibility to notify teachers of this commitment well **in advance**. You may apply for an extension before the event occurs or submit the task prior to the engagement. Otherwise, you may be given approval to complete or submit the task in the first lesson in that subject upon your return or complete a substitute task.

Approval for late submission/completion of a task must be requested in advance.

7. Extension of Time for an Assessment Task

An extension of time must be **sought at least one week before the due date**.

8. Conduct during Assessment Tasks (Including Examination Periods)

You must follow the examination rules and teachers' instructions at all times during the conduct of an assessment task. You may not have electronic devices, mobile phones and/or notes without the specific approval of the teacher conducting the task. Notes must not be taken from an assessment task room without the approval of the teacher in charge. You must not behave in any way that is likely to disturb the work of any other student or upset the conduct of the task. If you engage in misconduct you risk being excluded from an assessment task and/or receiving a zero mark for that task, and parents will be notified.

9. Malpractice

Dishonest behaviour carried out for the purpose of gaining unfair advantage in the assessment process constitutes malpractice, or cheating. Dishonest behaviour includes Plagiarism, regardless of the quantity. Proven cases of undertaking or assisting in cheating, dishonest practices, the use of Artifical Intelligence (AI) or plagiarism may receive a zero mark for the entire task and parents will be notified. If you facilitate cheating (eg. providing your work to be 'looked at' or copied), you are cheating.

10. Non-Serious Attempts

If your assessment task effort is deemed by the class teacher and Head Teacher to be a non-serious attempt you will receive a zero mark and parents will be notified. Non-serious attempts may include instances where there is no response to a question(s), extremely short or nonsensical responses, responses of irrelevance, those containing inappropriate comments or a refusal to complete or participate in any part of an assessment task.

11. Technology Problems

Computer or USB malfunction (loss of data) is not sufficient grounds for appeal on its own. Computer or USB malfunction needs to be safeguarded by you through backing up, print outs, multiple copies or paper drafts. You would attach these as evidence to a note from your parents.

You are responsible for ensuring that any data (including text, images, video, Powerpoint presentations, etc) is functioning prior to the assessment due date. Printer issues are not grounds for lateness or appeal.

12. Student Assessment Task Feedback

Assessment Tasks are marked against a set of Marking Guidelines. Following each assessment task you will be given a grade and the steps you need to take to improve your knowledge and skills.

13. Disability Provisions

Board of Studies sanctioned disability provisions may be provided to eligible students for formal examinations. Students must apply by the advertised due date and provide all relevant documentation to the Head Teacher Welfare.

14. School Reviews of Assessment

If you have any concerns about the marking of an assessment task you must follow this up with your Classroom Teacher or the Head Teacher within one week of the return of the task.

A Glossary of Key Words

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 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, utilise, 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 items or arguments
Contrast Show how things are different or opposite

Critically Add a degree or level of accuracy depth, knowledge and understanding, (analyse/

logic, questioning, reflection and quality to (analysis/evaluation) evaluate)

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; determine the value of

Examine Inquire into

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

why and/or how

Extract Choose relevant and/or appropriate details

ExtrapolateInfer from what is knownIdentifyRecognise and nameInterpretDraw meaning from

Investigate Plan, inquire into and draw conclusions about

Justify Support an argument or conclusion

Predict Suggest what may happen based on available information

Propose Put forward (for example a point of view, idea, argument, suggestion) for

consideration or action

Recall Present remembered ideas, facts or experiences

Recount Provide reasons in favour Recount Retell a series of events

Summarise Express, concisely, the relevant details

Synthesise Putting together various elements to make a whole

Agriculture

In Year 7, not every task is a formal assessment task, but every piece of work counts towards the grade achieved for your report. At the end of the year, a grade will be assigned to each student based on the combination of formal and informal assessment. A grade A, B, C, D or E will be allocated.

All class work, course work, practical work, field work, tests etc., are assessable. All work contributes towards success in the course and to the achievement of the outcomes specified in the syllabus.

60% of your assessment is based on the following common formal assessment tasks:				
NATURE OF THE TASK	WEIGHTING	DATE OF TASK SUBMISSION		
Task 1: Graphing Task	10%	Term 1, Week 9		
Task 2: Design Task	20%	Term 2, Week 1		
Task 3: Literacy Task	10%	Term 3, Week 9		
Task 4: Video Task	20%	Term 4, Week 1		
40% of your assessment is based on continuous, formative tasks which include:				
COURSE ACTIVITY	WEIGHTING	DATE OF TASK SUBMISSION		
Ongoing class and practical tasks	40%	Ongoing assessment		

Dance/Drama

In Year 7, not every task is a formal assessment task, but every piece of work counts towards the grade achieved for your report. At the end of the year, a grade will be assigned to each student based on the combination of formal and informal assessment. A grade A, B, C, D or E will be allocated.

All class work, course work, practical work, field work, tests etc., are assessable. All work contributes towards success in the course and to the achievement of the outcomes specified in the syllabus.

60% of your assessment is based on the following common formal assessment tasks:					
NATURE OF THE TASK WEIGHTING DATE OF TASK SUBMISSIO					
Task 1: Making/Performing Drama	30%	Term 2, Weeks 9 -10			
Task 2: Composing/Performing/Appreciating Dance	30%	Term 3, Weeks 9- 10			
40% of your assessment is based on continuous, formative tasks which include:					
COURSE ACTIVITY WEIGHTING DATE OF TASK SUBMISSION					
Performance Task	10%	Term 1			
Student Booklets	10%	Term 2			
Participation in Practical Class Activities	20%	Terms 1-4			

English

In Year 7, not every task is a formal assessment task, but every piece of work counts towards the grade achieved for your report. At the end of the year, a grade will be assigned to each student based on the combination of formal and informal assessment. A grade A, B, C, D or E will be allocated.

All class work, course work, practical work, field work, tests etc., are assessable. All work contributes towards success in the course and to the achievement of the outcomes specified in the syllabus.

60% of your assessment is based on the following common formal assessment tasks:			
NATURE OF THE TASK	WEIGHTING	DATE OF TASK SUBMISSION	
Task 1: Assessment Task 1	20%	Term 1, Week 8	
Task 2: Assessment Task 2	20%	Term 2, Week 8	
Task 3: Assessment Task 3	20%	Term 3, Week 10	
40% of your assessment is based on continuous, formative tasks which include:			
COURSE ACTIVITY	WEIGHTING	DATE OF TASK SUBMISSION	
COURSE ACTIVITY Portfolio/reflection	WEIGHTING	DATE OF TASK SUBMISSION	
		DATE OF TASK SUBMISSION	
Portfolio/reflection	Collectively valued to	Continuously during the	
 Portfolio/reflection Reading & Writing Portfolio 	Collectively		

History

In Year 7, not every task is a formal assessment task, but every piece of work counts towards the grade achieved for your report. At the end of the year, a grade will be assigned to each student based on the combination of formal and informal assessment. A grade A, B, C, D or E will be allocated.

All class work, course work, practical work, field work, tests etc., are assessable. All work contributes towards success in the course and to the achievement of the outcomes specified in the syllabus.

60% of your assessment is based on the following common formal assessment tasks:				
NATURE OF THE TASK WEIGHTING DATE OF TASK SUBMISSION				
Task 1: Online Historical Skills Assessment	25%	Term 1, Week 6		
Task 2: Research Task Assessment	35%	Term 2, Week 1		
40% of your assessment is based on continuous, formative tasks which include:				
COURSE ACTIVITY WEIGHTING DATE OF TASK SUBMISSION				
COOKSE ACTIVITY	WEIGHTING	DATE OF TASK SUBMISSION		
Numeracy Topic Test	15%	DATE OF TASK SUBMISSION		
		Continuously during the course		

Geography

In Year 7, not every task is a formal assessment task, but every piece of work counts towards the grade achieved for your report. At the end of the year, a grade will be assigned to each student based on the combination of formal and informal assessment. A grade A, B, C, D or E will be allocated.

All class work, course work, practical work, field work, tests etc., are assessable. All work contributes towards success in the course and to the achievement of the outcomes specified in the syllabus.

60% of your assessment is based on the following common formal assessment tasks:				
NATURE OF THE TASK	WEIGHTING	DATE OF TASK SUBMISSION		
Task 1: Geographical Skills Assessment	25%	Term 3, Week 6		
Task 2: Research Task Assessment	35%	Term 4, Week 3		
40% of your assessment is based on continuous, formative tasks which include:				
COURSE ACTIVITY WEIGHTING DATE OF TASK SUBMISSION				
Literacy & Numeracy Task	20%			
Creative Task	10%	Continuously during the course		
Writing Task	10%	Course		

Japanese

In Year 7, not every task is a formal assessment task, but every piece of work counts towards the grade achieved for your report. At the end of the year, a grade will be assigned to each student based on the combination of formal and informal assessment. A grade A, B, C, D or E will be allocated.

All class work, course work, practical work, field work, tests etc., are assessable. All work contributes towards success in the course and to the achievement of the outcomes specified in the syllabus.

60% of your assessment is based on the following common formal assessment tasks:					
NATURE OF THE TASK	WEIGHTING	DATE OF TASK SUBMISSION			
Task 1: Speaking Task	20%	Term 1, Week 7			
Task 2: Reading and Writing Task	20%	Term 2, Week 1			
Task 3: Culture Assignment	20%	Term 3, Week 8			
40% of your assessment is based on continuous, formative tasks which include:					
COURSE ACTIVITY WEIGHTING DATE OF TASK SUBMISSION					
Bookmark	20%	Continuously during the			
Topic Quiz	20%	course			

Students need to refer to the **'Year 7 Assessment Guidelines, 2024'** for full details.

Assessment Guidelines can be viewed on the school website **www.elderslie-h.schools.nsw.edu.au**

Mathematics

In Year 7, not every task is a formal assessment task, but every piece of work counts towards the grade achieved for your report. At the end of the year, a grade will be assigned to each student based on the combination of formal and informal assessment. A grade A, B, C, D or E will be allocated.

All class work, course work, practical work, field work, tests etc., are assessable. All work contributes towards success in the course and to the achievement of the outcomes specified in the syllabus.

60% of your assessment is based	on the following common	formal assessment tasks:
, 		,

NATURE OF THE TASK	WEIGHTING	DATE OF TASK SUBMISSION
Task 1: Assessment Task	10%	Term 1, Week 8
Task 2: In Class Examination	25%	Term 2, Week 2
Task 3: In Class Examination	25%	Term 4, Week 2

40% of your assessment is based on continuous, formative tasks which include:

COURSE ACTIVITY	WEIGHTING	DATE OF TASK SUBMISSION
Topic Quizzes	20%	Cantinua and during the
Mathletics Tasks	20%	Continuously during the course

Music

In Year 7, not every task is a formal assessment task, but every piece of work counts towards the grade achieved for your report. At the end of the year, a grade will be assigned to each student based on the combination of formal and informal assessment. A grade A, B, C, D or E will be allocated.

All class work, course work, practical work, field work, tests etc., are assessable. All work contributes towards success in the course and to the achievement of the outcomes specified in the syllabus.

60% of your assessment is based on the following common formal assessment tasks:					
NATURE OF THE TASK WEIGHTING DATE OF TASK SUBMISSION					
Task 1: Performance Task	30%	Term 2, Weeks 9- 10			
Task 2: Listening Task	30%	Term 3, Weeks 9-10			
40% of your assessment is based on continuous, formative tasks which include:					
COURSE ACTIVITY WEIGHTING DATE OF TASK SUBMISSION					
Performance Task	20%	Term 1-4			
Composition Progress/Task	10%	Term 1-4			
Listening Task	10%	Term 1-4			

Personal Development, Health & Physical Education (PDHPE)

In Year 7, not every task is a formal assessment task, but every piece of work counts towards the grade achieved for your report. At the end of the year, a grade will be assigned to each student based on the combination of formal and informal assessment. A grade A, B, C, D or E will be allocated.

All class work, course work, practical work, field work, tests etc., are assessable. All work contributes towards success in the course and to the achievement of the outcomes specified in the syllabus.

60% of your assessment is based on the following common formal assessment tasks:			
NATURE OF THE TASK	WEIGHTING	DATE OF TASK	
		SUBMISSION	
Task 1: Practical Performance 1	10%	Term 1, Weeks 6 - 10	
Task 2: Topic Test	10%	Term 1, Week 10	
Task 3: Practical Performance 2	20%	Term 3, Weeks 6-10	
Task 4: Assessment Task	20%	Term 3, Week 7	
40% of your assessment is based on continuous, formative tasks which include:			
COURSE ACTIVITY	WEIGHTING	DATE OF TASK	
		SUBMISSION	
Class activities	20%	Continuously during the	

20%

term

Students need to refer to the **'Year 7 Assessment Guidelines, 2024'** for full details.

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Practical performance

Science

In Year 7, not every task is a formal assessment task, but every piece of work counts towards the grade achieved for your report. At the end of the year, a grade will be assigned to each student based on the combination of formal and informal assessment. A grade A, B, C, D or E will be allocated.

All class work, course work, practical work, field work, tests etc., are assessable. All work contributes towards success in the course and to the achievement of the outcomes specified in the syllabus.

60% of your assessment is based on the following common formal assessment tasks:				
NATURE OF THE TASK	WEIGHTING	DATE OF TASK SUBMISSION		
Task 1: Processing Skills Task	15%	Term 1, Weeks 9-10		
Task 2: Problem Based Research Task	20%	Term 2, Weeks 5-9		
Task 3: Course Examination	25%	Term 4, Week 3		

40% of your assessment is based on continuous, formative tasks which include:

COURSE ACTIVITY	WEIGHTING	DATE OF TASK SUBMISSION
Practical	Collectively valued to	
Class Activities	30%	Continuously during the course
Homework	10%	

Technology Mandatory

In Year 7, not every task is a formal assessment task, but every piece of work counts towards the grade achieved for your report. At the end of the year, a grade will be assigned to each student based on the combination of formal and informal assessment. A grade A, B, C, D or E will be allocated.

All class work, course work, practical work, field work, tests etc., are assessable. All work contributes towards success in the course and to the achievement of the outcomes specified in the syllabus.

50% of your assessment is based on continuous formative tasks which include:			
NATURE OF TASK	WEIGHTING	DATE OF TASK SUBMISSION	
FORMAL TASKS			
Project 1: In Class Assessment Task	40%	Ongoing (in class)	
Project 2: In Class Assessment Task	40%	Ongoing (in class)	
COURSE ACTIVITY	WEIGHTING	DATE OF TASK SUBMISSION	
Classwork/Bookwork	10%	Continuously during the course	
Ongoing Practical and safety work	Ongoing Practical and safety work 10%	Continuously during the	
		course	

Visual Arts

In Year 7, not every task is a formal assessment task, but every piece of work counts towards the grade achieved for your report. At the end of the year, a grade will be assigned to each student based on the combination of formal and informal assessment. A grade A, B, C, D or E will be allocated.

All class work, course work, practical work, field work, tests etc., are assessable. All work contributes towards success in the course and to the achievement of the outcomes specified in the syllabus.

60% of your assessment is based on the following common formal assessment tasks:			
NATURE OF THE TASK	WEIGHTING	DATE OF TASK	
		SUBMISSION	
Task 1: Art Making Task	20%	Term 1, Week 11	
Task 2: Art Making Task	20%	Term 2, Week 10; or	
		Term 3, Week 10	
Task 3: Making and Theory Task	20%	Term 2, Week 10; or	
,		Term 3, Week 10	
40% of your assessment is based on continuous, formative tasks which include:			
COURSE ACTIVITY	WEIGHTING	DATE OF TASK	
		SUBMISSION	
Visual Arts Process Diary Progress	20%	Terms 1-4	
Artist Study	20%	Terms 2-3	