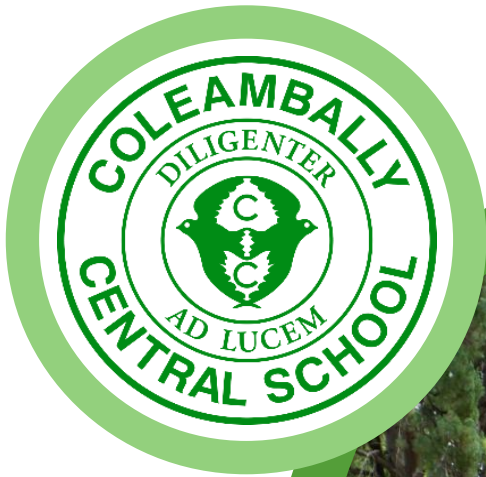


# Assessment Booklet

## Year 7 - 2024



RESPONSIBLE

SAFE

RESPECTFUL

## Why is an Assessment Task and Why is it so Important?

Assessment is the opportunity to show what **you know** and what you **can do**.  
Your Assessment Tasks will help show your strengths and areas for improvement.

There are Assessment Tasks in each subject. This will happen in each year of Secondary School.

The tasks that you will complete could be:

- Formal examinations
- Assignments
- Essays
- Creative works
- Field studies and reports
- In class tasks

All Assessment Tasks contribute towards your achievement and grades and must be completed. The results of this work will be shown in your Half Yearly and Yearly reports. This booklet outlines the assessment schedule for each subject. It outlines when each Assessment Task will be held, the outcomes to be assessed, and the value of each task.

**Keep a copy of this document in a safe place so you can refer to it throughout the year. A copy will also be available on the school website.**

You may also obtain advice about assessments from your teachers, Head Teachers or the Deputy Principal.

Please remember, you also need to complete all class and home learning tasks, even if they are not part of the formal assessment process.

## The School's Responsibilities

The school is responsible for:

- Setting relevant, high-quality tasks to measure student performance in each subject.
- Giving at least one week's notice of the exact date each task is due.
- Providing a criteria which will be used to assess the task.
- Providing the outcomes which will be assessed in the task.
- Adhering to the published Assessment Task schedule's times and mark value for each task.
- Maintaining a record of each student's performance on each task and reporting on it.
- Providing students with task feedback and information on their progress.
- Providing feedback within two weeks of submission except in extenuating circumstances, such as staff absence/teacher change or extensions granted.

In some circumstances there may need to be changes made to the assessment schedules in this handbook. Any necessary changes will be communicated to students in writing, prior to the originally scheduled times for assessment. Notification of any modified due dates will be given at least one week in advance of the new date.

## The Student's Responsibilities

To complete the Assessment Task you will need to:

- Read the Assessment Task carefully.
- Plan and mark due dates for the tasks in your homework diary and the calendar at the end of this book.
- Break the task into small manageable parts and complete it gradually.
- Organise any notes, materials and resources that you are using.
- Complete any research and keep a list of resources used (bibliography).
- Speak to your teacher if you need help and to check how you are going.
- Check that any technology or equipment needed to complete the task is working before the due date.
- Correct drafts and complete your presentation.
- Keep your drafts in case something happens.
- Submit the task by the due date, no later than the period that it is due.
- Put your task or any equipment you will need to complete the task in your bag the night before it is due.
- Keep a record of your submission of the task.

## Modifications

Students on modified programs may receive a modified examination and report. Please seek further clarification if necessary.

## Late Policy

If you know in advance that you will be away on the day that an examination is on or a task is due, it is your responsibility to speak to both the teacher and the Head Teacher beforehand, to let them know that you will be away. Alternate arrangements for submission of the task or examination will then be made with you.

If you are away unexpectedly on the day that a task is due or an examination is on, you need to make sure the absence is explained to the office by your parent or guardian on or before the first day back from the absence. You will then need to submit or complete the task or examination at the first available opportunity as discussed with your teacher. If the assessment includes an in-class task, you will need to see your teacher, or the Head Teacher, on the first day back to organise when this will be completed.

If you submit or complete a task late, without following the above processes, you will be penalised 20% of the total marks available, per day that the task is late. Over a weekend the penalty will be 40%.

If you receive a penalty that you do not believe is in accordance with the school's assessment policy, you may appeal in writing to the Deputy Principal.

Variations to the above processes and penalties are only at the Principal's discretion.

### **Please Note:**

Technology issues are not an excuse for late submission of tasks. Therefore, it is a good idea to regularly print and back up drafts of your Assessment Tasks.

All Assessment Tasks must be completed and submitted even if they are late.

### **Staff Roles**

Principal:	Mr. Micheal Burke
Deputy Principal:	Mrs. Kerrie-Lea Jay
Head Teacher Humanities:	Miss. Rebecca Gorton
Head Teacher STEM:	Mr. Murray Jessop

## Malpractice (Cheating)

Malpractice is any activity undertaken by a student that allows them to gain an unfair advantage over others.

### Malpractice includes, but is not limited to:

- Copying someone else's work in part or in whole and presenting it as your own.
- Using words, ideas, designs, or the workmanship of others in practical and performance tasks without appropriate acknowledgement.
- Using material directly from books, journals, CDs or the internet or any other source without reference to the source.
- Building on the ideas of another person without referring to the source.
- Buying, stealing or borrowing another's work and presenting it as your own.
- Damaging another student's work.
- Paying or having someone else complete the task for you.
- Submitting work which another person such as a parent, tutor, subject expert or a sibling has contributed substantially.
- Breaking published school examination rules.
- Using non approved aides during an Assessment Task.
- Providing false explanations for work not handed in by the due date.
- Assisting another student to engage in malpractice.

### Penalty for Malpractice (Cheating):

A zero penalty for part or all of the tasks may be imposed for malpractice. The penalty will be given by the Head Teacher.

Parents will also be informed of any instances of malpractice.

Appeals against penalties for malpractice may be made in writing to the Deputy Principal, unless otherwise instructed by the Principal.

**Year 7 English**  
2024 Internal Assessment Schedule

Task Number	Due Date	Type of Task	Area to be Assessed/Unit of Study	Outcomes Assessed	Weighting
1	Week 11 Term 1	Portfolio of Writing	Novel study – conflict and adversity	EN4-RVL-01, EN4-URA-01, EN4-URB-01	30%
2	Week 4 Term 2	Multimodal Task	We're going on a journey	EN4-ECA-01, EN4-ECB-01	20%
3	Week 10 Term 3	Imaginative writing story adaptation	Fractured Fairytales	EN4-URA-01, EN4-URC-01, EN4-ECA-01, EN4-ECB-01	30%
4	Week 5 Term 4	Yearly Examination	All units studied this year	EN4-URA-01, EN4-URB-01, EN4-URC-01	20%

**Year 7 Mathematics**  
2024 Internal Assessment Schedule

Task Number	Due Date	Type of Task	Area to be Assessed/Unit of Study	Outcomes Assessed	Weighting
1	Week 10 Term 1	Topic Test	Fractions, Decimals and Percentages	MA4-FRC-C-01, MAO-WM-01	20%
2	Week 7 Term 2	Investigation	Perimeter, Area, Volume	MA4-LEN-C-01, MA4-ARE-C-01, MA4-VOL-C-01, MAO-WM-01	25%
3	Week 3 Term 3	Group Project	Probability	MA4-PRO-C-01, MAO-WM-01	25%
4	Examination Week	Exam	Data and Algebra	MA4-DAT-C-01, MA4-DAT-C-02, MA4-ALG-C-01	30%

**Year 7 Science**  
2024 Internal Assessment Schedule

Task Number	Due Date	Type of Task	Area to be Assessed/Unit of Study	Outcomes Assessed	Weighting
1	Term 1, Week 5	In class practical test	Introduction to Science Skills	SC4-4WS, SC4-5WS, SC4-6WS, SC4-7WS, SC4-8WS	25%
2	Term 2, Week 9	Research and present	Space Technology	SC4-12ES, SC4-13ES, SC4-9WS	25%
3	Term 3, Week 9	Topic test	Forces and Energy	SC4-10PW, SC4-11PW, SC4-8WS	25%
4	Week 5 Term 4	Examination	Units 1, 2, 3, 4	SC4-4WS, SC4-5WS, SC4-6WS, SC4-7WS, SC4-8WS, SC4-12ES, SC4-13ES, SC4-10PW, SC4-11PW	25%



**Year 7 History Semester 1**  
2024 Internal Assessment Schedule

Task Number	Due Date	Type of Task	Area to be Assessed/Unit of Study	Outcomes Assessed	Weighting
1	Week 9 Term 1	Source Analysis and Investigation	Depth Study 1 - Investigating the Ancient Past	HT4-1, HT4-4, HT4-5, HT4-6, HT4-8	30%
2	Week 2 Term 2	Historical Research	Depth Study 2 - The Mediterranean World - Greece	HT4-2, HT4-3, HT4-7, HT4-9, HT4-10	35%
3	Week 5 Term 2	Topic Test	Depth Study 3 - The Asian World - India	HT4-2, HT4-3, HT4-6, HT4-9, HT4-10	35%

**Year 7 Geography Semester 2**  
2024 Internal Assessment Schedule

Task Number	Due Date	Type of Task	Area to be Assessed/Unit of Study	Outcomes Assessed	Weighting
1	Week 5 Term 3, 2024	Research Task	Landscapes and Landforms	GE4-4, GE4-5, GE4-7	35%
2	Week 2 Term 4, 2024	Research Proposal	Research Proposal	GE4-3, GE4-8	35%
3	Week 5 Term 4, 2024	Yearly Examination	Landscapes and Landforms Place and Liveability	GE4-1, GE4-2, GE4-6, GE4-8	30%

**Year 7 Music (Creative Arts)**  
2024 Internal Assessment Schedule

Task Number	Due Date	Type of Task	Area to be Assessed/Unit of Study	Outcomes Assessed	Weighting
1	Week 7 and 8 Term 1	Composition	Bucket Drumming	4.1, 4.3, 4.4, 4.5, 4.12	10%
2	Week 4 Term 2	Performance	Keyboard	4.1, 4.3, 4.12	25%
3	Week 2 Term 3	Analysis	Pop Music	4.8, 4.9, 4.10, 4.11	20%
4	Week 10 Term 3	Listening and Interpretation	Romantic Period	4.7, 4.9, 4.11	25%
5	Week 4 Term 4	Composition	Music for Film and TV	4.2, 4.4, 4.6, 4.10	20%

**Stage 4 G Technology Mandatory – Agriculture**  
**Semester 1**  
 2024 Internal Assessment Schedule

Task Number	Due Date	Type of Task	Area to be Assessed/Unit of Study	Outcomes Assessed	Weighting
1	Week 3 Term 1	Quiz	Safety	TE4-3DP, TE4-9MA	10%
2	Week 7 Term 1	Research and Design	Materials - Hydroponics Designer/Sustainability	TE4-1DP, TE4-2DP, TE4-10TS	20%
3	Week 10 Term 1	Product and Portfolio	Materials - Hydroponics	TE4-1DP, TE4-2DP, TE4-3DP, TE4-9MA	40%
4	Week 5 Term 2	Digital Activity	Digital Technologies	TE4-1DP, TE4-2DP, TE4-10TS	20%
5	Ongoing	Practical Observations/Bookwork		TE4-2DP, TE4-3DP, TE4-9MA	10%

**Stage 4 W Technology Mandatory – Agriculture**  
**Semester 2**  
 2024 Internal Assessment Schedule

Task Number	Due Date	Type of Task	Area to be Assessed/Unit of Study	Outcomes Assessed	Weighting
1	Week 8 Term 2	Quiz	Safety	TE4-3DP, TE4-9MA	10%
2	Week 10 Term 2	Research and Design	Materials - Hydroponics Designer/Sustainability	TE4-1DP, TE4-2DP, TE4-10TS	20%
3	Week 5 Term 3	Product and Portfolio	Materials - Hydroponics	TE4-1DP, TE4-2DP, TE4-3DP, TE4-9MA	40%
4	Week 5 Term 4	Digital Activity	Digital Technologies	TE4-1DP, TE4-2DP, TE4-10TS	20%
5	Ongoing	Practical Observations/Bookwork		TE4-2DP, TE4-3DP, TE4-9MA	10%

**Stage 4 W Technology Mandatory – Materials Wood  
Semester 1**

2024 Internal Assessment Schedule

Task Number	Due Date	Type of Task	Area to be Assessed/Unit of Study	Outcomes Assessed	Weighting
1	Week 8 Term 1	Practical Product and Folio	Pencil box	TE4-1DP, TE4-2DP, TE4-3DP, TE4-9MA, TE4-10TS	50%
2	Week 5 Term 2	Practical Product and Folio	Metal flower	TE4-1DP, TE4-2DP, TE4-4DP, TE4-7DI	50%

**Stage 4 G Technology Mandatory – Materials Wood  
Semester 2**

2024 Internal Assessment Schedule

Task Number	Due Date	Type of Task	Area to be Assessed/Unit of Study	Outcomes Assessed	Weighting
1	Week 8 Term 3	Practical Product and Folio	Pencil box	TE4-1DP, TE4-2DP, TE4-3DP, TE4-9MA, TE4-10TS	50%
2	Week 5 Term 4	Practical Product and Folio	Metal flower	TE4-2DP, TE4-4DP, TE4-7DI	50%

## Year 7 Personal Development, Health and Physical Education

### 2024 Internal Assessment Schedule

Task Number	Due Date	Type of Task	Area to be Assessed/Unit of Study	Outcomes Assessed	Weighting
1	Week 6 Term 1	Practical	Fundamental Movement Skills	PD4-4, PD4-5, PD4-11	15%
2	Week 11 Term 1	Poster and Verbal Explanation	This is Me	PD4-1, PD4-2, PD4-7, PD4-9	15%
3	Week 10 Term 2	Cultural Sports Report	Embracing Differences Games from Around the World	PD4-3, PD4-6, PD4-10	20%
4	Week 7-10 Term 3	Game Creation and Playing	Invasion Games	PD4-4, PD4-5, PD4-6, PD4-8, PD4-10, PD4-11	30%
5	Week 5 Term 4	Yearly Examination	Health and Self, Embracing Differences, Growing and Changing, #Take a Healthy Selfie	PD4-1, PD4-2, PD4-6, PD4-7, PD4-9	20%

**Year 7 Languages (Italian)**  
2024 Internal Assessment Schedule

Task Number	Due Date	Type of Task	Area to be Assessed/Unit of Study	Outcomes Assessed	Weighting
1	Week 6 Term 1	Short spoken interaction	Identity: This Is Me!	ML4-INT-01	15%
2	Week 5 Term 2	Conversation with Script	Belonging: Important People to Me	ML4-INT-01	20%
3	Week 10 Term 2	Simple Picture Book	Belonging: My Place	ML4-CRT-01	20%
4	Week 4 Term 3	Online Posts	Community: What I Do On Weekends	ML4-UND-01	20%
5	Week 4 Term 4	Recipe with Script and Video	First, We Eat! Then We Celebrate!	ML4-UND-01, ML4-CRT-01	25%