

# YEAR 7 ASSESSMENT BOOKLET



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# ASSESSMENT PROCEDURES

## 1. What is the purpose of this booklet?

To provide information about:

- School assessment of your progress in Year 7. The assessment schedule for each subject is included in this booklet.
- Your rights and responsibilities under this system.

## 2. What is the purpose of assessments and when will the assessments take place?

- An assessment mark represents your achievement of outcomes listed in the syllabus for each course studied.
- Assessments take place throughout the entire year and allow a wide range of subject skills and knowledge to be assessed using a variety of assessment methods.
- Assessment schedules for each subject specify the nature of each task, the outcomes to be assessed, weighting in the overall assessment for that course and the timing of each task.

## 3. Are non-assessable tasks important?

- Yes, you must satisfy all the requirements of a syllabus – this includes all in-class and homework tasks set by your teachers.
- You are expected to be present on each school day unless you are ill. It is not possible for any student to successfully complete the outcomes of the courses if they do not attend school regularly.

## 4. How will I be notified of impending assessment tasks?

- You will receive forward notice of every assessment task before the due date.
- This will include information on the details of the task such as task weight, due date, assessment criteria, marking guidelines and clearly outlined expectations.
- If you are absent on the day the class is notified of an assessment task, it is your responsibility to inform your teacher immediately on your return to school. They will then issue you with the task, which you will be expected to complete by the original due date.
- If a task's due date is to be changed this must be negotiated with students in consultation with the course teacher and approved by the Head Teacher for that course.

## 5. When should an assessment task be submitted?

- Take-home tasks must be submitted on or before the due date stated on the assessment notification.
- In-class tasks must be completed at the time and date stated on the assessment notification.
- Students must attend all timetabled classes and will not be granted leave of absence to prepare for other assessment tasks in these times.

## 6. What do I do if I know I am going to be absent for an assessment task?

- Either hand in the task before the absence or negotiate alternative arrangements with your teacher and/or Head Teacher of the faculty.

## 7. What if I am absent on the day an assessment task is scheduled?

- On the day you return you must explain the reason for your absence to your teacher or the Head Teacher of the relevant faculty. Communication from your parent/guardian needs to confirm the reason for your absence.
- After consultation with your teacher/Head Teacher an alternate assessment task due date will be issued or an alternate assessment task will be given to you.

### **8. What happens if my assessment task is late?**

- You will lose 10% of your marks per day to a maximum of 50% i.e. after 3 days late you can only receive a maximum mark of 70%. After 5 days, unless there are extenuating circumstances a zero mark will be awarded.
- You will still be required to complete the task so that you satisfy mandatory Stage 4 course requirements. By completing the task, you will still receive valuable feedback.
- Students using computers to prepare and present an assessment task must accept responsibility for the loss of any data or the non-completion of tasks due to computer related problems. Save your work regularly and always keep a backup!

### **9. What happens if a student is on suspension at the time a task is due?**

- The student must make arrangements to submit take home tasks by the due date.
- If the task occurs in class, then the task will be completed on the return to school from suspension.

### **10. What about assessment work that is not handed in?**

- If you fail to complete an assessment task and have not been granted special consideration, a zero may be recorded for it.
- Parents/guardians will be contacted regarding your progress in this course.

### **11. What happens in the case where a teacher is concerned about cheating or malpractice in an assessment task?**

- In such cases, the teacher will immediately bring this to the attention of the student(s) involved and make a report to the Head Teacher.
- If malpractice/plagiarism is identified, parents will be contacted and the student will then be required to re-complete the task properly in order to meet course requirements.

### **12. How will results be reported back to students?**

- Meaningful feedback will be given on each assessment task.
- Each school report will contain your assessment grade.

## ASSESSMENT SCHEDULES

<b>KLA: ENGLISH    Course: ENGLISH</b>				
Formative assessment will be ongoing throughout Year 7 English. Students are expected to complete all in-class tasks, homework and reflection activities, and participate in class discussions and activities in order to satisfy the outcomes for Stage 4 English. Formative tasks reflect the student's commitment to their learning and allow teachers to assess more widely and deeply than a single summative task. Students can achieve recognition for their efforts and achievement through FRESH, Faculty and Presentation Night awards				
<b>Task</b>	<b>When</b>	<b>Area(s) to be assessed</b>	<b>Task Format</b>	<b>Weighting</b>
1	Term 1 Week 8	Language Convention	Literacy Test	25%
2	Term 1 Week 10	Writing Structure	Critical Writing Imaginative Writing	50%
3	Term 2 Week 4	Conceptual Understanding: Sustainability	Topic Test	25%
<b>SEMESTER 1 TOTAL</b>				<b>100%</b>
4	Term 3 Week 1	Critical Analysis	Essay	30%
5	Term 3 Week 9	Capturing Our World: Visual Literacy	Visual Representation Reflection Piece	40%
6	Term 4 Week 3	Film Study	Conventions test	30%
<b>SEMESTER 2 TOTAL</b>				<b>100%</b>

<b>KLA: ENGLISH    Course: DRAMA</b>				
<b>Task</b>	<b>When</b>	<b>Area(s) to be assessed</b>	<b>Task Format</b>	<b>Weighting</b>
1	Term 1 Week 9/10	Scripted Drama	Group Performance	50%
2	Term 2 Week 3/4	Elements of Drama	Quiz	50%
<b>SEMESTER 1 TOTAL</b>				<b>100%</b>
3	Term 3 Week 7/8	Scriptwriting	Written Task	50%
4	Term 3 Week 3/4	Film Making	Film	50%
<b>SEMESTER 2 TOTAL</b>				<b>100%</b>

<b>KLA: MATHEMATICS    Course: MATHEMATICS</b>					
<b>Task</b>	<b>When</b>	<b>Outcomes being assessed</b>	<b>Area(s) to be assessed</b>	<b>Task Format</b>	<b>Weighting</b>
1	Term 1 Week 8	MA4-4NA MA4-8NA	Integers Introduction to Algebra	TEST	50%
2	Term 1 Week 11	MA4-19SP	Data Collection	TEST	50%
<b>SEMESTER 1 TOTAL</b>					<b>100%</b>
3	Term 2 Week 10	MA4-12MG	Circles and Perimeter	Investigation Task	40%
4	Term 3 Week 6	MA4-5NA	Fractions and Decimals	TEST	40%
5	Term 4 Week 3	All Year 7 Outcomes	Study Skills Homework Sheets	Hand in Task	20%
<b>SEMESTER 2 TOTAL</b>					<b>100%</b>

<b>KLA: SCIENCE    Course: SCIENCE</b>					
All tasks are common across all classes. Additional class based assessment may occur at the discretion of the teacher. These assessments will be diagnostic only and will not count towards the final grade.					
<b>Task</b>	<b>When</b>	<b>Outcomes being assessed</b>	<b>Area(s) to be assessed</b>	<b>Task Format</b>	<b>Weighting</b>
1	Term 1 Weeks 6-8	SC4 - 16CW SC4 - 9WS	The Particle Theory Model	Depth study research, report and test	40%
2	Term 1 & 2 Ongoing	SC4 - 6WS	Conducting investigations - In class observations	In class teacher observation	20%
3	Term 2 Weeks 1-2	SC4 - 14LW SC4 - 7WS SC4 - 9WS	Fig Species ID	1st hand investigation, report and test	40%
<b>SEMESTER 1 TOTAL</b>					<b>100%</b>
4	Term 3 Weeks 3-5	SC4 - 10PW SC4 - 7WS SC4 - 9WS	Investigating Friction	1st hand investigation, report and test	35%
5	Term 3 Weeks 9-10	SC4 - 10PW SC4 - 7WS	Data Analysis - Science on the Move	Examination	30%
6	Term 4 Weeks 1-3	SC4 - 12ES SC4 - 9WS	Our Place in Space	Depth study research, report and test	35%
<b>SEMESTER 2 TOTAL</b>					<b>100%</b>

**KLA: HUMANITIES    Course: GEOGRAPHY**

Task	When	Area(s) to be assessed	Task Format	Weighting
1	Term 1 Week 4	Geography Literacy Test	In class test	40%
2	Term 1 & 2	Writing Project	In class instruction	10%
3	Term 2 Week 3	Skills Test	In class test	50%
<b>SEMESTER 1 TOTAL</b>				<b>100%</b>
4	Term 3 & 4	Writing Project	In class instruction	10%
5	Term 3 Week 5	Research Water Assignment	Research Task	40%
6	Term 4 Week 3	Yearly Exam	In class	50%
<b>SEMESTER 2 TOTAL</b>				<b>100%</b>

**KLA: HUMANITIES    Course: HISTORY**

Task	When	Area(s) to be assessed	Task Format	Weighting
1	Term 1 Week 5	History Literacy Test	In class test	40%
2	Term 1 & 2	Writing Project	In class instruction	10%
3	Term 2 Week 5	History Sources and Skills Test	In class test	50%
<b>SEMESTER 1 TOTAL</b>				<b>100%</b>
4	Term 3 & 4	Writing Project	In class instruction	10%
5	Term 3 Week 9	Research Ancient China Assignment	Research Task	40%
6	Term 4 Week 3	Yearly Exam	In class	50%
<b>SEMESTER 2 TOTAL</b>				<b>100%</b>

<b>KLA: HUMANITIES    Course: LANGUAGES FRENCH</b>				
<b>Task</b>	<b>When</b>	<b>Area(s) to be assessed</b>	<b>Task Format</b>	<b>Weighting</b>
1	Term 1 Week 10-11	Speaking Writing	In class assessment	30% 20%
2	Term 2 Week 1-2	Listening Reading	In class assessment	30% 20%
<b>SEMESTER 1 TOTAL</b>				<b>100%</b>
3	Term 3 Week 8-9	Speaking Writing	In class assessment	30% 20%
4	Term 4 Week 1-2	Listening Reading	In class assessment	30% 20%
<b>SEMESTER 2 TOTAL</b>				<b>100%</b>

<b>KLA: CAPA    Course: MUSIC</b>				
<b>Task</b>	<b>When</b>	<b>Area(s) to be assessed</b>	<b>Task Format</b>	<b>Weighting</b>
1	Term 1 Week 5	All performance marks collated	Performance	30%
2	Term 1 Week 10	Listening Quiz	Online Quiz	20%
3	Term 2 Week 4	Listening Quiz	Online Quiz	20%
4	Term 2 Week 8	All performance marks collated	Performance	30%
<b>SEMESTER 1 TOTAL</b>				<b>100%</b>
5	Term 3 Week 6	All performance marks collated	Performance	30%
6	Term 3 Week 9	Composition	Composition	20%
7	Term 4 Week 4	Listening Quiz	Online Quiz	20%
8	Term 4 Week 5	All performance marks collated	Performance	30%
<b>SEMESTER 2 TOTAL</b>				<b>100%</b>



<b>KLA: CAPA Course: VISUAL ARTS</b>				
<b>Task</b>	<b>When</b>	<b>Area(s) to be assessed</b>	<b>Task Format</b>	<b>Weighting</b>
1	Term 1 Week 6	Practical		30%
2	Term 2 Week 6	Practical		30%
3	Term 2 Week 6	Theory	Diary & Task	40%
<b>SEMESTER 1 TOTAL</b>				<b>100%</b>
4	Term 3 Week 6	Practical		30%
5	Term 4 Week 6	Practical		30%
6	Term 4 Week 6	Theory	Diary & Task	40%
<b>SEMESTER 2 TOTAL</b>				<b>100%</b>

<b>KLA: PDHPE Course: PDHPE</b>				
<b>Task</b>	<b>When</b>	<b>Area(s) to be assessed</b>	<b>Task Format</b>	<b>Weighting</b>
1	Term 1 Week 9-11	Introducing My World - Multimedia	Take home task	50%
2	Term 1-2 Ongoing	Movement skills SIO - participation and teamwork	In class practical	50%
<b>SEMESTER 1 TOTAL</b>				<b>100%</b>
4	Term 3 Week 9-10	Writing task - Drug Use	Combined in class and take home task	30%
5	Term 3-4 Ongoing	Practical Performance SIO - participation and teamwork	In class practical	50%
6	Term 4 Week 3-6	Emergency Procedures	In Class Test	20%
<b>SEMESTER 2 TOTAL</b>				<b>100%</b>

**KLA: TAS    Course: MANDATORY TECHNOLOGY**

<b>Task</b>	<b>When</b>	<b>Area(s) to be assessed</b>	<b>Task Format</b>	<b>Weighting</b>
1	End of Unit	Food / Materials Practical project and folio	Practical	50%
2	Term 1 or 3 Week 5	Research Assignment	Written	30%
3	Term 2 or 4 Week 6	Knowledge Test	Exam	20%
<b>SEMESTER 1 TOTAL</b>				<b>100%</b>
4	End of Unit	Computing / Engineering Practical project and folio	Practical	50%
5	Term 1 or 3 Week 5	Research Assignment	Written	30%
6	Term 2 or 4 Week 6	Knowledge Test	Exam	20%
<b>SEMESTER 2 TOTAL</b>				<b>100%</b>

## CALENDAR: YEAR 7 ASSESSMENT

WEEK	TERM 1	TERM 2	TERM 3	TERM 4
1			English	
2		Languages Science		Languages
3		Drama		English Drama Geography History Mathematics Science
4	Geography	English Geography Music		Music
5	History Technology	History	Geography Science Technology	Music
6	Visual Arts	Technology Visual Arts	Mathematics Music Visual Arts	PDHPE Technology Visual Arts
7			Drama	
8	English Mathematics Music Science	Music		
9	Drama Visual Arts		English History Languages Music Visual Arts	
10	English Music	Mathematics	Science PDHPE	
11	Languages Mathematics PDHPE			

## SCHOOL CONTEXT

Maclean High School is located on the South Arm of the Clarence River on the North Coast of N.S.W. The school is a large district, comprehensive, co-educational facility. The grounds including the school's farm occupy 10 hectares of the river floodplain. The school has excellent facilities including expansive grounds, an agricultural farm, two Trade Training Centres, one in Hospitality and the other in Construction, upgraded science laboratories, a modern library, air conditioned classrooms, technology integrated across the school and our Creative and Performing Arts program is acclaimed across the region.

The curriculum, class structures and education programs are designed to accommodate these diverse needs of our community and provide pathways extending from academic and tertiary education to vocational pathways including school based apprenticeships and traineeships, and an effective program of work experience through the School to Work program. There is a considerable amount of extra-curricular activity adding significantly to the learning opportunities. There is a significant major excursion program including trips to Heron Island, Central Australia and Jindabyne. The school has a widely acclaimed transition program for students from the 12 feeder primary schools.

The extensive curriculum, especially in the senior school offers access to a broad range of courses including many vocational opportunities. Courses include Hospitality, Primary Industries, Seafood Aquaculture, Construction, Metals and Engineering and Sports Coaching. There is also a wide variety of TAFE options. Students with special education needs are well catered for with a variety of programs. There is also significant emphasis on literacy development, student welfare, sport, and the creative and performing arts. A highly acclaimed school musical is held every 2 years involving a considerable number of staff and students. Students regularly perform at Encore to showcase their talents. Retention rates are exemplary and among the best in the region. Maclean High School undertakes significant programs in Literacy, Numeracy, Aboriginal Education (The school was the recipient of a Nanga Mia Award in 2016, and Narragunnawali award in 2019), Quality Teaching, Connected Learning and Student Engagement and Retention. These programs benefit all students who have a strong comprehensive education program to follow. Student surveys indicate that the students are happy and feel safe at school and that they have a belonging and ownership of the school's core FRESH values.



**MACLEAN HIGH SCHOOL**

**We are FAIR**

**We show RESPECT**

**We show EFFORT**

**We are SAFE**

**We are HONEST**