



Year 7

2021 Assessment Guidelines

Parent, Student & Staff Handbook

Sylvania High School
Assessment Policy & Procedure
Year 7

Assessment tasks are an integral component of student learning. In the interests of equity for all students the following rules and procedures apply to all formal assessment tasks.

The school's procedure for the submission of assessment tasks is as follows:

Task Information and Submission

1. Assessment task notifications will be issued at least two weeks prior to the due date.
2. Students must sign an assessment registration sheet upon receiving the assessment task notification.
3. Assessment task notification sheets should be glued into a student's workbook - where appropriate.
4. All assessment tasks must be completed/submitted on the due date, during the set lesson.
5. Tasks must be submitted to the classroom teacher, (or the Head Teacher, if the classroom teacher is absent).

Lateness/Absence/Extension Request

6. Assessment tasks that are submitted **late will incur a penalty**. A penalty of **20% per day** of the total mark will be deducted for late tasks – a weekend will incur a 20% late penalty.
7. If a student is away on the due date, an explanatory letter from a parent, care giver must be submitted to the classroom teacher **on the student's first day back at school**. It will be the decision of the Head Teacher if a penalty is to be imposed.
8. A student who fails to complete an in-class assessment task on the due date will be required to complete the task in an alternate time arranged by the Head Teacher to achieve the course outcomes. It may include Tuesday period 6.
9. Requests for extensions prior to the due date must be made to the *Head Teacher* by the parent. *All extensions will only be approved with evidence of exceptional circumstance.*

Assessment Task Problems

10. Students are to notify their teacher of any assessment problems in advance of the due date.
11. Students are not to use technology failure as a reason for failing to hand in assessment tasks.
12. Assessment tasks must be submitted in the format specified in the task. It is the student's responsibility to ensure that their work is printed before the due date.

13. Alternate arrangements for speeches or presentations will only be considered when accompanied by medical documentation.

Malpractice

14. Malpractice is defined as any activity that allows students to gain an unfair advantage over other students. It includes but is not limited to:

- Copying someone else's work in part or in whole and presenting it as a student's own;
- Using material directly from books, journals, CDs or the internet without reference to the source;
- Submitting work to which another person such as a parent, tutor, or subject expert has contributed to substantially;
- Buying, stealing or borrowing another person's work and presenting it as a student's own;
- Contriving false explanations for work not submitted by the due date; or
- Building on the ideas of another person's work and presenting it as a student's own.

If malpractice is proven a mark of zero may be awarded for the task and an 'Official Warning' letter will be issued to the student. The student may be required to complete an alternate or the same task.

Notification of Parents

15. Parents will be notified in writing if students fail to meet assessment task requirements.

Note to Students and Parents

- A. Practical Assessment does NOT require written work or research time.
- B. Assessment dates may change because of changes to school routine not known at the time of publication.
- C. Students will be adequately notified of any changes to the assessment schedule, dates and tasks.
- D. The most recent version of this document is on the school website.

YEAR 7 ASSESSMENT SCHEDULES

ENGLISH

Year 7

TASK	DATE DUE	COMPONENTS	TASK TYPE	WEIGHTING
1	Term 1 Week 7	Poetry Speaks	Listening and writing task	20%
2	Term 2 Week 5-6	Transformation of fairy tales	Oral presentation and powerpoint	25%
3	Term 3 Week 4	It's the Only Earth We've Got! Visual Literacy	Short answer responses	25%
4	Term 4 Week 4-5	Exploring the Novel	Examination	30%

GEOGRAPHY

Year 7

TASK	DATE DUE	COMPONENTS	TASK TYPE	WEIGHTING
1	Term 1 Week 8	Landscapes and landforms	Report	50%
2	Term 2 Week 5-6	Landscapes and landforms Place and liveability Geographical skills	Examination	50%

Semester 1 only

HISTORY

Year 7

TASK	DATE DUE	COMPONENTS	TASK TYPE	WEIGHTING
1	Term 3 Week 8	Investigating the ancient past	Research project	50%
2	Term 4 Week 4-5	Historical skills	Examination	50%

Semester 2 only

MATHEMATICS

Year 7

TASK	DATE DUE	COMPONENTS	TASK TYPE	WEIGHTING
1	Term 1 Week 5	Knowledge, Skills & Application of Core Concepts	Project	25%
2	Term 2 Week 5-6	Knowledge, Skills & Application of Core Concepts	Examination	25%
3	Term 3 Week 5	Knowledge, Skills & Application of Core Concepts	Examination	25%
4	Term 4 Week 4-5	Knowledge, Skills & Applications of Core Concepts	Examination	25%

MUSIC

Year 7

TASK	DATE DUE	COMPONENTS	TASK TYPE	WEIGHTING
1	Term 1 Week 8-10	Keyboard Task	Individual Performance	25%
2	Term 2 Week 5-6	Treble Clef Instruments	Examination	25%
3	Term 3 Week 8-10	Keyboard Task	Individual/Group Performance	25%
4	Term 4 Week 4-5	All topics	Examination	25%

PDHPE

Year 7

TASK	DATE DUE	COMPONENTS	TASK TYPE	WEIGHTING
1	Term 2 Week 2	Theory Unit 1: Knowing me, knowing you	Research & In Class Assessment	20%
2	Term 1 Week 8 Term 2 Weeks 4-5	Cooperative Games/Athletics	Practical Assessment	30%
3	Term 3 Weeks 9-10	Theory Unit 3: What I eat moves my feet	Research Task	20%
4	Term 3 Weeks 7-8 Term 4 Week 4-5	Fitness Activities/Invasion Activities	Practical Assessment	30%

NOTE: Practical assessment does NOT require research or written time, it is ongoing throughout each semester. It does require Sports Uniform. Assessments may be subject to change to accommodate course organisation and structure.

SCIENCE

Year 7

TASK	DATE DUE	COMPONENTS	TASK TYPE	WEIGHTING
1	Term 1 Week 6	Famous Scientists Research Project	Report and presentation	20%
2	Term 2 Week 4-5	Scientific Skills	Skills Test	30%
3	Term 3 Week 3	Research, design and complete a research project	Student Research Project	20%
4	Term 4 Week 4-5	Scientific theory and experimental tasks	Examination	30%

TECHNOLOGY

Year 7

TASK	DATE DUE	COMPONENTS	TASK TYPE	WEIGHTING
1	Term 2 Week 2	Documentation of design process	Folio &/or Research Task	25%
2	Term 1 & Term 2	Quality of workmanship, selection of materials and processes	Practical Assessment	25%
3	Term 4 Week 2	Documentation of design process	Folio &/or Research Task	25%
4	Term 3 & Term 4	Quality of workmanship, selection of materials and processes	Practical Assessment	25%

Note: Students will not be permitted to participate in practical lessons without appropriate safety equipment. This includes the wearing of fully enclosed leather shoes, aprons and where necessary, hair restraint.

VISUAL ARTS

Year 7

TASK	DATE DUE	COMPONENTS	TASK TYPE	WEIGHTING
1	Term 2 Week 1	Marking Artworks Historical/Critical Study	Written Response & Portrait Drawing	35%
2	Term 3 Week 5	Marking Artworks Historical/Critical Study	Written Response & Ways of Seeing	45%
3	Term 4 Week 4	Marking Artworks	Printmaking Portfolio	20%