



# Woolooware High School

## YEAR 7 ASSESSMENT POLICY & GUIDE 2024

### WHAT IS ASSESSMENT?

Assessment is the broad name for the collection and evaluation of evidence of student learning.

Assessment;

- provides opportunities for teachers to gather evidence about student achievement in relation to syllabus outcomes
- enables students to demonstrate what they know and what they can do
- clarifies student understanding of concepts and promotes deeper understanding
- provides evidence that current understanding and skills are a suitable base for future learning

Each assessment task should:

- be based on syllabus outcomes
- be a valid instrument for what they are designed to assess
- include criteria to clarify for students what aspects of learning are being assessed
- enable students to demonstrate their learning in a range of task types
- be reliable and free from bias
- measure what the task intends to assess, and provide accurate information on each student's achievement
- enable students and teachers to use feedback effectively and reflect on the learning process
- be inclusive of and accessible for all students
- be part of an ongoing process where progress is monitored over time

### SCHEDULE OF TASKS

Students will be given **at least two weeks'** notice of a formal task. Staff will endeavour to ensure that students are not overburdened at any one time.

Students will be informed about:

- the scope of the task, including the outcomes to be assessed
- the form the assessment will take
- proposed timing and duration of the tasks

## FEEDBACK TO STUDENTS ON FORMAL TASKS

Students will be given clear and honest feedback on their performance in each task. This will show the level of achievement of syllabus outcomes. Academic reports from each semester will also indicate the student's overall level of attainment, regarding these particular syllabus outcomes.

## STUDENTS' RESPONSIBILITIES

Students should read carefully the assessment task for each course they are studying. It is the student's responsibility to be aware of the guidelines e.g. type of task and date due. Not knowing about a task, the nature of a task or when the task will take place will not be accepted as an excuse for failing to do a task or for not doing well in a task.

Where tasks are to be submitted at school, the onus is on the student to hand the task to the teacher conducting the task during the lesson on the due date. If the teacher is absent then the student should hand the task to the Head Teacher. Students should not just leave the task on the teacher's desk in the staff room or the classroom.

It is the student's responsibility after an absence to find out what assessment tasks have been set.

The school (where possible) should be notified of a student's absence for an assessment task **before** the task is administered. The student's parent or guardian must submit an Illness/Misadventure form explaining the absence, and give it to the Head Teacher. In case of sickness, **an illness/misadventure form must be submitted.** Head Teachers have discretion to determine that a student has a legitimate reason for not doing a task or not submitting a task on time. They will then decide which of the following is appropriate:

- an extension of time for submission;
- completion of the same task at a different time;
- completion of an alternative task;
- an estimate (only to be used once all other avenues are exhausted)

The student must complete the task or an alternative task on the first appropriate occasion after returning to school. Otherwise a "non-attempt" will be recorded.

## PENALTIES IN RELATION TO AN ASSESSMENT TASK

Students who have an unauthorised absence (no valid explanations, no note, fractional truant) or fail to hand in a task on time will receive a penalty. The penalty will consist of a loss of:

- 20% of achievable marks one day late;
- 40% of achievable marks two days late;
- 60% of achievable marks three days late and
- Zero for more than three days late.

Any student found to be staying at home during school time so as to complete an assessment task or study for an assessment task, will be considered to be seeking an unfair advantage and may have the task cancelled.

Students will not be allowed to prepare for an assessment task in another class.

## **MALPRACTICE?**

Allegations of dishonest attempts of assessment tasks, (cheating, using other students' work) or disruption during an assessment task will result in a zero mark being recorded. Families will be contacted in these situations.

Students will be asked to re-submit their own work.

## **TECHNOLOGY AND ASSESSMENT**

If students are presenting work produced using technology it is their responsibility to make sure they have adequate backups of information. Technology failure is not an acceptable excuse for late submission of tasks.

# ENGLISH SEMESTER 1

Faculty: ENGLISH

Due Date	Outcomes	Topic : Task Description	Weighting
Term 1 Week 9	EN4-1A, EN4-3B, EN4-4B, EN4-5C	Telling Stories (Novel): Speaking & Listening Task	50%
Term 2 Week 5	EN4-1A, EN4-3B, EN4-4B, EN4-5C	The Poetic Form (Poetry) Reading and Writing Task	50%
TOTAL			100%

# ENGLISH SEMESTER 2

Faculty: ENGLISH

Due Date	Outcomes	Topic : Task Description	Weighting
Term 3 Week 2	EN4-1A, EN4- 2A, EN4-3B, EN4-4B, EN4-5C	Picture Books Viewing & Representing Task	50%
Term 4 Week 5	EN4-1A, EN4-3B, EN4-4B, EN4-5C, EN4-6C	Myths and Legends: (Short Stories/ Film) Imaginative Writing	50%
TOTAL			100%

# GEOGRAPHY SEMESTER 1 & 2

Faculty: HSIE

Due Date	Outcomes	Topic : Task Description	Weighting
Term 1/3 Week 7	GE4-1, GE4-2, GE4-5	Landscape & Landforms In-class Test	50%
Term 2/4 Week 5/6	GE4-5, GE4-6, GE4-7	Place & Liveability: Research Task	50%
TOTAL			100%

# HISTORY SEMESTER 1 & 2

Faculty: HSIE

Due Date	Outcomes	Topic: Task Description	Weighting
Term 1/3 Week 9	HT4-1, HT4-5, HT4-9	Investigating the Ancient World – Skills test	50%
Term 2/4 Week 6	HT4-2, HT4-6	Ancient Egypt and Skills - Research and Presentation	50%
TOTAL			100%

# INDONESIAN SEMESTER 1

Faculty: LANGUAGES

Due Date	Outcomes	Topic: Task Description	Weighting
Term 1 Week 8	LIN4-1C, LIN4-4C, LIN4-6U	Meeting a new friend - Assignment	25%
Term 2 Week 2	LIN4-1C, LIN4-5U	Speaking Task	15%
Term 2 Week 6	LIN4-1C, LIN4-2C, LIN4-4C, LIN45-U, LIN4-8U	Indonesian written & listening exam	60%
TOTAL			100%

# FRENCH SEMESTER 2

Faculty: LANGUAGES

Due Date	Outcomes	Topic: Task Description	Weighting
Term 3 Week 9	LFR4-1C, LFR4-6U	Meeting a new friend - Assignment	25%
Term 4 Week 2	LFR4-1C, LFR4-5U	Speaking Task	15%
Term 4 Week 6	LFR4-1C, LFR4-2C, LFR4-4C, LFR45-U, LFR4-8U	French written & listening exam	60%
TOTAL			100%

# LITERACIES SEMESTER 2

Faculty: LIBRARY

Due Date	Outcomes	Topic: Task Description	Weighting
Ongoing	EN3-3A, EN4-1A	Classwork and Nightly Reading	40%
Term 2 Week 9/10	EN4-1A, EN4-2A, EN4-5C	Wide Reading: Reflection	20%
Term 3 Week 9/10	EN4-5C, HT4-8	Research Project	20%
Term 4 Week 5/6	EN4-2A, HT4-8	Examination	20%
TOTAL			100%

# MATHEMATICS SEMESTER 1

Faculty: MATHEMATICS

Due Date	Outcomes	Topic: Task Description	Weighting
Term 1 Week 10	MA3-4NA, MA3-5NA, MA3-6NA, MA4-5NA, MA4-1WM, MA4-2WM, MA4 -3WM	Cross test	35%
Term 2 Week 5/6	MA4-5NA, MA4-1WM, MA4-2WM, MA4 -3WM + term 1 outcomes	Semester 1 exam	50%
Terms 1 & 2 ongoing		Classwork / Bookmark / Homework	15%
TOTAL			100%

# MATHEMATICS SEMESTER 2

Faculty: MATHEMATICS

Due Date	Outcomes	Topic: Task Description	Weighting
Term 3 Week 8	MA4-9NA, MA4-1WM, MA4-2WM, MA4 -3WM, MA4-8NA MA4-1WM, MA4-2WM, MA4 -3WM, MA4-11NA MA4-1WM, MA4-2WM, MA4-18MG, MA4-3WM	Cross test	35%
Term 4 Week 5 or 6	MA4-19SP, MA4-20SP, MA4-12MG, MA4-13MG, MA4,2WM, MA4-10NA, MA4-17MG + term 3 outcomes	Semester 2 exam	50%
Terms 3 & 4 ongoing		Classwork / Bookmark / Homework	15%
TOTAL			100%



# MUSIC SEMESTER 1

Faculty: CREATIVE ARTS

Due Date	Outcomes	Topic : Task Description	Weighting
Term 1 Week 7	4.4, 4.5, 4.7, 4.9	Bookwork and Composition	10% Book 20% Comp
Term 2 Week 2	4.1, 4.2, 4.3, 4.4	Performance and Composition	20% Perf 10% Comp
Term 2 Week 4	4.7, 4.8, 4.9	Semester 1 Aural Exam	40%
TOTAL			100%

# MUSIC SEMESTER 2

Faculty: CREATIVE ARTS

Due Date	Outcomes	Topic: Task Description	Weighting
Term 3 Week 5	4.4, 4.5, 4.7, 4.9	Bookwork and Composition	10% Book 20% Comp
Term 3 Week 10	4.1, 4.2, 4.3, 4.4	Performance and Composition	20% Perf 10% Comp
Term 4 Week 4	4.7, 4.8, 4.9	Semester 2 Aural Exam	40%
TOTAL			100%

# PDHPE SEMESTER 1

Faculty: PDHPE

Due Date	Outcomes	Topic: Task Description	Weighting
Term 1 Week 6	4-4, 4-5, 4-9, 4-10	Initiative Games: Practical	33%
Term 1 Week 9	4-2, 4-3, 4-7, 4-9	Positive Relationships: Bullying written task	34%
Term 2 Week 6	4-4, 4-5, 4-10, 4-11	Gymnastics: Practical	33%
		TOTAL	100%

# PDHPE SEMESTER 2

Faculty: PDHPE

Due Date	Outcomes	Topic: Task Description	Weighting
Term 3 Week 10	4-1, 4-2, 4-6, 4-9	Changes in me: Puberty Magazine group assessment task	34%
Term 3 Week 5	4-4, 4-11, 4-13	Square Dancing: Practical assessment	33%
Term 4 Weeks 1 -7	4-4, 4-5, 4-10, 4-11	Throw it, Catch it: Practical assessment	33%
		TOTAL	100%

# SCIENCE SEMESTER 1

Faculty: SCIENCE

Due Date	Outcomes	Topic: Task Description	Weighting
Term 1 Week 9	SC4-4WS, SC4-5WS, SC4-6WS, SC4-7WS, SC4-8WS, SC4-9WS	Scientific Method: Practical Task	30%
Term 2 Week 4	SC4-7WS, SC4-8WS, SC4-9WS SC4-10PW	Semester 1 Examination	50%
Ongoing		Working Scientifically/ Classwork	20%
TOTAL			100%

# SCIENCE SEMESTER 2

Faculty: SCIENCE

Due Date	Outcomes	Topic: Task Description	Weighting
Term 3 Week 8	SC4-4WS, SC4-5WS, SC4-6WS, SC4-7WS, SC4-9WS SC4-10PW	Guided Student Research Task	30%
Term 4 Week 5	SC4-7WS, SC4-8WS, SC4-9WS SC4-10PW, SC4-12PW, SC4-14LW	Semester 2 Examination	50%
Ongoing		Working Scientifically/ Classwork	20%
TOTAL			100%

# TECHNOLOGY MANDATORY SEMESTER 1 & 2

Faculty: TAS Industrial Arts

Due Date	Outcomes	Topic : Task Description	Weighting
Term 1 or 3	TE4-3DP TE4-1DP TE4-10TS	Materials Project 1: Practical project and folio	Practical 40%  Folio 20%  Total 60%
Term 2 or 4	TE4-1DP TE4-9MA	Materials Project 2: Practical project and workbook	Practical 30%  Workbook 10%  Total 40%
TOTAL			100%

# TECHNOLOGY MANDATORY SEMESTER 1 & 2

Faculty: TAS Home Economics

**NB: The areas of study are Material Technologies (Textiles) and Agriculture and Food. Students start with one of these units in term 1/3 and then swap in to the other unit in term 2/4.**

Due Date	Outcomes	Topic : Task Description	Weighting
Term 1/ 2 or Term 3/4 Week 7	TE4-5AG	Agriculture and Food: Work booklet	10%
Term 1/ 2 or Term 3/4 Week 8	TE4-1DP TE4-7D1	Agriculture and food <b>OR</b> Materials Textiles: Folio  Only one folio is required each semester.	30%
Term 1/ 2 or Term 3/4 Ongoing in Weeks 2-9	TE4-6FO	Agriculture and Food: Practical Food Preparation	20%
Term 1/ 2 or Term 3/4 Week 7	TE4-9MA	Materials Textiles: Work Booklet	10%
Term 1/ 2 or Term 3/4 Week 10	TE4-2DP	Materials Textiles (Patchwork Cushion with Indigenous Patch) Practical Project	30%
TOTAL			100%

# VISUAL ARTS SEMESTER 1

Faculty: CREATIVE ARTS

Due Date	Outcomes	Topic: Task Description	Weighting
Term 2 Week 2	4.7, 4.9	Archibald Prize: Research/writing task	30%
Term 2 Week 5	4.1, 4.4, 4.5, 4.6	2D Forms: Folio of Practical work	60%
Term 2 Week 5	4.1-4.10	VAPD	10%
TOTAL			100%

# VISUAL ARTS SEMESTER 2

Faculty: CREATIVE ARTS

Due Date	Outcomes	Topic: Task Description	Weighting
Term 3 Week 7	4.7,4.8, 4.9	Ron Mueck: Study/writing task	30%
Term 3 Week 10	4.1, 4.2, 4.4 , 4.5' 4.6	Ceramics	30%
Term 4 Week 6	4.1, 4.2, 4.4	Lino Printing & VAPD	40%
TOTAL			100%



# WOOLLOOWARE HIGH SCHOOL

## ILLNESS / MISADVENTURE FORM

This form is to be completed by a student **who is unable to attend/submit an assessment task, on the due date or who feels that an assessment task has been affected by unforeseen illness or misadventure.**

In order for any consideration to be extended to this task:

- 1. Complete and present this form to the appropriate Head Teacher, with attached documentation to support this application on the first day your return to school.** (This could be done prior to the due date, if possible or where applicable)
2. If approval is granted, this form together with any other relevant documents will be filed and kept on record

NOTE: Failure to submit this form promptly may adversely affect the result of your request.

A request for consideration of illness/ misadventure for an assessment task undertaken throughout the year, which is submitted at or near the end of the course, will generally not be considered.

**It should not be assumed that an application using this form will be successful, as the reasons for misadventure will be considered on their merits.**

Student's Name: \_\_\_\_\_ Year: \_\_\_\_\_

Course/Class: \_\_\_\_\_ Teacher: \_\_\_\_\_

Assessment Task Missed: \_\_\_\_\_ Due Date: \_\_\_\_\_

Reason for Consideration:

\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supporting Evidence: Yes / No Type of evidence: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

Date of Misadventure Request: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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**OFFICE USE ONLY**

**Head Teacher: Options:**

- New submission date: \_\_\_\_\_
- Electronic submission of task
- Photographic evidence of progress being made on work/s
- Alternative task
- Other: \_\_\_\_\_

**Head Teacher:** Head Teacher approval granted: **Yes / No** **Decision Comments:**

\_\_\_\_\_  
\_\_\_\_\_

Head Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copy to:

- Student File (original)
- Head Teacher
- Student Copy
- Noted on Sentral – Wellbeing/Welfare/ Data/ Illness Misadventure