

Woolooware High School



YEAR 7 ASSESSMENT GUIDE

2025

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YEAR 7 ASSESSMENT POLICY

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.

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, **a medical certificate should 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.

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.

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 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 10	EN4-1A, EN4- 2A, EN4-3B, EN4-4B, EN4-5C	Close Study of Drama: (Play) 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	GE4-5, GE4-6, GE4-7	Place & Liveability: In-class test	50%
Term 2/4 Week 5/6	GE4-1, GE4-2, GE4-5	Landscape & Landforms 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 task	50%
TOTAL			100%

INDONESIAN (SEMESTER 1)

Faculty: LANGUAGES

Due Date	Outcomes	Topic: Task Description	Weighting
Term 3 Week 8	ML4-UND-01 ML4-CRT-01	Meeting a new friend - Assignment	25%
Term 4 Week 2	ML4-INT-01	About me - Speaking Task	15%
Term 4 Week 6	ML4-UND-01 ML4-CRT-01	Indonesian listening & written exam	60%
TOTAL			100%

FRENCH (SEMESTER 2)

Faculty: LANGUAGES

Due Date	Outcomes	Topic: Task Description	Weighting
Term 1 Week 9	ML4-UND-01 ML4-CRT-01	Meeting a new friend - Assignment	25%
Term 2 Week 2	ML4-INT-01	About me - Speaking Task	15%
Term 2 Week 6	ML4-UND-01 ML4-CRT-01	French listening & written 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 9	MAO-WM-01, MA3-RN-01, MA3-AR-01, MA3-MR-01, MA3-AR-02, MA4-INT-C-01, MA4-FRC-C-01, MA4-IND-C-01, MA4-LIN-C-01	In class written test	50%
Term 2 Week 7	MAO-WM-01, MA3-RN-01, MA4-FRC-C-01	In class written test	50%
TOTAL			100%

MATHEMATICS (SEMESTER 2)

Faculty: MATHEMATICS

Due Date	Outcomes	Topic: Task Description	Weighting
Term 3 Week 8	MAO-WM-01, MA4-ALG-C-01, MA3-GM-01, MA4-INT-C-01, MA4-EQU-C-01	In class written test	50%
Term 4 Week 6	MAO-WM-01, MA3-3DS-01, MA4-ANG-C-01, MA4-GEO-C-01	In class written test	50%
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 9	4-2, 4-3, 4-7, 4-9	Positive Relationships: Bullying written task	50%
Term 2 Week 6	4-4, 4-5, 4-10, 4-11	Gymnastics: Practical	40%
Terms 1 & 2	4-4, 4-5, 4-10, 4-11	Ongoing practical assessment	10%
		TOTAL	100%

PDHPE (SEMESTER 2)

Faculty: PDHPE

Due Date	Outcomes	Topic: Task Description	Weighting
Term 3 Week 7	4-1, 4-2, 4-6, 4-9	Changes in me: Puberty Magazine group assessment task	50%
Term 4 Weeks 1-7	4-4, 4-5, 4-10, 4-11	Throw it, Catch it: Practical assessment	40%
Terms 3 & 4	4-4, 4-5, 4-10, 4-11	Ongoing practical assessment	10%
		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 5/6	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 6	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 IA

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 HEC

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 OR 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	40%
Term 4 Week 4	4.1-4.10	VAPD	10%
Term 4 Week 6	4.1, 4.2, 4.4	Lino Prints	20%
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.** (Refer to the Assessment booklet for further details).

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: _____

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: Decision Comments:

Head Teacher Approval granted: Yes / No

Head Teacher Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

Copy to:

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

Woollooware High School

2025 Assessment Guide



This form is to be signed and returned to:

**Mrs Morton
Head Teacher Administration Office
A Block**

I _____ acknowledge that I have read
(Print Name) (Roll Class)

and fully understand and accept the Assessment Policy of Woollooware High School and have also made my parents (guardians) aware of this policy.

Signed: _____

Date: _____