

Stage 4 – Year 7

Assessment Guidelines



THE JANNALI HIGH SCHOOL

2019

For students, parents and teachers

2019

| | | | |
|---|---|---|---|
| January <i>M T W T F S S</i> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | February <i>M T W T F S S</i> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 | March <i>M T W T F S S</i> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | April <i>M T W T F S S</i> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 |
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| September <i>M T W T F S S</i> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 | October <i>M T W T F S S</i> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | November <i>M T W T F S S</i> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 | December <i>M T W T F S S</i> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 |

Term Dates & Vacation Dates 2019

| | | |
|--------------------------|-----------------------------------|------------------------------------|
| Term 1 (11 weeks) | Wednesday, 30 January 2019 | Friday, 12 April 2019 |
| Autumn Vacation | Saturday, 13 April 2019 | Sunday, 28 April 2019 |
| Term 2 (10 weeks) | Monday, 29 April 2019 | Friday, 5 July 2019 |
| Winter Vacation | Saturday, 6 July 2017 | Sunday, 21 July 2019 |
| Term 3 (10 weeks) | Monday, 22 July 2019 | Friday, 27 September 2019 |
| Spring Vacation | Saturday, 28 September 2019 | Sunday, 13 October 2019 |
| Term 4 (10 weeks) | Monday, 14 October 2019 | Wednesday, 18 December 2019 |

Exam Dates

| | | |
|--------|------------|---------------|
| Year 7 | Semester 1 | Term 2 Week 4 |
| | Semester 2 | Term 4 Week 6 |

Public Holidays

| | |
|------------------|------------------------|
| New Year's Day | Tuesday, 1 January |
| Australia Day | Saturday, 26 January |
| Good Friday | Friday, 19 April |
| Easter Monday | Monday, 22 April |
| Anzac Day | Thursday, 25 April |
| Queen's Birthday | Monday, 10 June |
| Labour Day | Monday, 7 October |
| Christmas Day | Wednesday, 25 December |
| Boxing Day | Thursday, 26 December |

General Requirements

This information applies to all subjects.

The assessment mark is calculated using a series of **tests, assignments, oral and aural work, performances and examinations** conducted during the course. The assessment mark measures student achievement relative to a set of predetermined standards.

Since there are only a limited number of tasks listed in Assessment Schedules, it is important to realise that in order to gain competence in the skills required to complete these tasks, as well as satisfactorily complete the course, students will be required to complete other course work. Students will be given reasonable notice (eg. At least 2 weeks) for any assessment task.

Assessment Practices in Action

Each subject will provide adequate time when providing written notifications of formal assessment tasks (minimum 2 weeks' notice will be provided). It is expected that students **sign and date** an Assessment Register to indicate they have:

- ◆ received the task notification
- ◆ submitted the task for marking

There is a school community understanding that in order to maximise each students learning achievement, no assessment task will be due within the TWO weeks prior to the exam week.

At TJHS we have high expectations and are focused on achieving improvement in student learning. There is an expectation that all students demonstrate diligence and sustained effort in every subject, completing all homework and assignments. **Students should note that all work will need to be submitted and completed as instructed and that consequences will be given to students if work is not completed.**

An assessment schedule is issued to each student to ensure that every student is aware of the due dates of each assessment / assignment task. It is important to note that it is the responsibility of each student to read his or her assessment schedules so as to be aware of the nature and timing of assessable tasks. Not knowing about a deadline will not be an acceptable excuse for lateness or non-completion.

Courses studied by candidates in 2019

Mandatory: English; Mathematics; Science; Personal Development/Health/Physical Education (PDHPE); Australian History/Australian Geography, Home Economics (Food Technology and Textiles); Industrial Technology (Timber and Metalwork); Music and Visual Arts.

Learning Skills and Welfare Electives: 21st Century Learning, Year Adviser lesson, Library, Computing

Sickness/Misadventure (for Exams, In Class assessment tasks, tests and hand in assessments)

If absent from an assessable task due to illness or a proven misadventure, then the student must complete an illness/misadventure form (see Appendix A) to:

- substantiate illness/misadventure. This may include information from their parent/carer or independent evidence (eg. medical certificate) where possible
- **report before roll call on the first day back at school**, to the Head Teacher of the faculty for which the assessment task is due, to submit application and seek direction from the Head Teacher.

Note: For long term or ongoing assessment tasks, medical certificates, independent evidence or parent notes covering only the final days prior to submission of the task may not be sufficient.

There is no provision in the Assessment Policy to compensate a student for factors such as extended illness or personal problems affecting the student's overall progress.

Notification must be given to the school via the telephone as soon as practicable, by either student or the parent, if the student is unable to attend an examination due to illness. Independent evidence or medical certificate will be required to explain such absences. This certificate must be presented to the relevant Head Teachers or Deputy Principal on the first occasion the student returns to the school, even if it is during the exam period.

Extended Absence on Leave (Principal permission)

If a student is to be absent for an extended period with leave (eg. overseas travel), substitute tasks are to be negotiated with each subject, prior to departure.

Note that the Department of Education requires a special application to approve absences of greater than 10 days.

Lateness of Assessment Tasks

All assignments must be handed in by 3:00pm on the day the task is due, unless otherwise specified. If not, the student will incur a 50% penalty per day of the task total. A letter of concern will also be issued.

Students should not leave assignments until the last minute. No allowance will be made for students whose illness is restricted to the final days before a long term assignment is due. If a student knows in advance that he/she will be absent on the day an assignment is due, the work must be handed in **before the due date**.

Students should be aware that regardless of the lateness of the task, the work will still need to be submitted. Faculties may choose to organise compulsory afternoon study periods to support the completion of this work.

Unfair Advantage - Attendance on the day of Assessable Tasks

So that no student will be given an **unfair advantage over others**, students must attend **ALL timetabled lessons on any day they have an assessable task or substitute task scheduled**. Breaches of this rule will mean the task will not be accepted from the student and Zero will be recorded as the mark.

Course Satisfactory / Unsatisfactory Completion

For each course the Principal will need to declare that a student has:

- a) followed the course
- b) worked consistently and diligently
- c) participated in activities and achieved course outcomes

Regular attendance at school and in classes is critical to a student achieving course outcomes and satisfactorily following the course.

Letters & Completion of School/Assessment Task work

All students are required to submit all tasks for every subject. The school staff are aware that this is challenging for some students and urge each individual to seek help and advice prior to the due date if they need help or assistance.

If students choose not to submit any task they will:

- Need to meet with their Class teacher to discuss reasons for their non-submission of the task
- Collect the information required to complete the work, as all assignment work needs to be completed so that feedback can be provided about the student's level of understanding. Note – the task will still be awarded ZERO.
- A new due date will be organised, along with ways to submit the task (via Google Classroom, email or in hard copy).

If the student still fails to submit the task the following school procedures will be followed:

- 1 Initially a copy of the letter of concern will be handed to the student and a copy sent to the family/caregivers so that the issue of the incomplete work /task is discussed. This warning letter will be from the Class Teacher and Head Teacher and will outline the area or areas where problems exist and if a task or classwork needs to be completed and the consequences of not addressing these. This letter will be supplemented if necessary by counselling/interview.
- 2 An afternoon detention where the student is given the opportunity to work on their task will be issued. The Class/Head teacher will supervise.
- 3 If there is insufficient improvement, a further letter will be sent to students again outlining consequences of failure to meet requirements. This letter will be accompanied by additional interviews/counselling by the Head Teacher and Class Teacher of the relevant subject/subjects. The Deputy Principal may become involved at this stage. Referrals to the Learning Support Team and further parent interviews may be also required.
- 4 Copies and a record of these letters and interviews will be maintained by the Head Teacher.

Malpractice and breaches of examination rules

Examination and Assessment rules are to be strictly adhered to in all circumstances.

Any student found to have been given an unfair advantage or has cheated in an examination/assessable task or have made a non-serious attempt will have his/her paper or task cancelled and a zero mark will be awarded.

All work presented in assessment tasks and external examinations (including submitted works and practical examinations) **must be the student's own work**. Malpractice, including plagiarism, could lead to a student receiving zero marks and may jeopardise the student's assessment results for their academic report.

(From the Board of Studies Assessment, Certification and Examination Manual)

Malpractice is any activity that allows a student 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 your own; using material directly from books, journals, CDs or the internet without reference to the source. Plagiarism also involves students who choose to copy work from their peers. **Zero may be awarded to both the 'copier' and the 'author'.**
- building on the ideas of another person without reference to the source;
- buying, stealing or borrowing another person's work and presenting it as your own;
- submitting work to which another person such as a parent, coach or subject expert have contributed substantially;
- using words, ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement;
- paying someone to write or prepare material;
- **breaching school examination rules**
- **using non-approved aides during an assessment task/ examination;**
- contriving false explanations to explain work not handed in by the due date;
- **assisting another student to engage in malpractice.**

Note that group construction of an answer to an individual task will be regarded as cheating unless such collaboration is explicitly permitted in the task guidelines.

Students are also reminded that **assisting others in the act of cheating** will be detrimental to their own progress. They **will also be awarded a zero mark**.

Queries

If any student has questions about marks awarded for any task, he/she must raise them with their teacher when the task is returned from marking (within one school day of receiving the task back). If, after consultation with the teacher, the student feels there is still a problem, he/she should consult with the Head teacher of the Faculty (within two school days of the return of the task) concerned and then the Principal if there is still concern (within five school days of the return of the task).

Appeals

Students have the right to appeal if they feel that they have, in any way, been disadvantaged or treated unfairly with regard to an assessment task. Appeals must be in writing using the school *Assessment Task Appeal* form (see page 15). This must be returned within 2 school days of the issue arising; i.e. when the task is handed back or a request for special consideration is denied.

The appeals committee for that task will meet and make a determination within 7 school days of the appeal submission. The appeals committee will consist of the relevant Deputy Principal, a Head Teacher and the classroom teacher.

A final appeal to the Principal can be made if the student feels the process has not been properly carried out. The student and parent/caregiver should discuss the issue with the Principal who will advise about any next steps.

Matters that may be considered as grounds for appeal include but are not limited to:

- If a student feels they have been treated differently from other students.
- If, after discussion with both the teacher and faculty head teacher, the student feels that the assessment mark does not reflect the quality of their performance in the task.
- Any issue relating to the marking criteria or a computation error in determining the mark.
- If a student believes the assessment procedures were not followed correctly.
- Any issues with the administration of the task; e.g. timing errors or errors in the task.

Special Note regarding Presentation of Assessment Tasks

All assessment tasks must be presented in hard copy format on A4 paper unless specifically stated otherwise.

This means that tasks on USB/ memory sticks/ are not acceptable (unless specifically stated). Claims that computer malfunction caused late submission of assignments *will not be accepted* unless they can be substantiated by the production of draft work in hard copy format at the time the task was done.

Best practice in relation to the use of computer technology and assessment work involves:

- a) initial work, notes, planning etc in hand written form;
- b) regular saving or backup of work;
- c) production of a hard copy of draft work as each page is completed.

If this process is followed, any hardware or software malfunction can be legitimately supported by the production of the above draft work.

Special Provisions

Special Provisions may be provided for students who require additional support during assessment tasks that are tests in class time/exams (eg. where a reader or scribe are required).

Please note that all special provision requests should be made to our Learning Support Team, in particular our Learning and Support teachers Mrs V Van Luyt, by parents/carers if and when necessary.

Parents and carers need to be aware that as this support will require planning and separate supervision etc. Adequate notice will need to be given to ensure appropriate provisions are required to ensure that student are not disadvantaged during assessment processes.

School Examination Rules

- Student mobile phones are not to be in pockets or on a student's person as they enter the Examination space or classroom during an assessment task. A student, once their phone is switched off, must hand their device to the exam convenor to be collected at the end of the exam.
Any breach of this will be referred to the Head Teacher / Senior Executive.
- Any article that could be considered an aid must not be taken to the examination tables, (e.g. books, notes, loose sheets of paper, mobile phones, iPods and Apple watches etc). All materials are subject to confiscation.
- Students must not bring their own writing paper. All necessary writing paper will be provided and is not to be removed from the examination room.
- Any special equipment required (e.g. set squares, calculators) must be provided by the student.
- There is to be no communication of any sort between students while inside the examination room. In particular, the borrowing of equipment or materials is prohibited.
- Students should ensure that they have more than one set of pens, pencils, etc and tissues. All supplies must be in a clear plastic bag (not your normal pencil case).
- All students are required to be as quiet as possible, both during and at the conclusion of their examination.
- When in the examination room, students should remove watches and place them in clear view on the examination table.
- No student will be permitted to leave the examination room early.
- If a student is unable to attend an examination due to illness, the school should be notified by telephone as soon as practicable. **A note from parents/carers or doctor's certificate (or independent documented evidence) is required to explain the absence (when completing the illness/misadventure form.** This certificate must be presented to the class teacher or the relevant Head Teacher on the first occasion the student returns to school, even if this is during the examination period.
- Any student who is absent from an examination must complete an illness/misadventure form and report to the relevant teacher or head teacher(s) immediately after the illness/misadventure to arrange alternative times for missed exams. Failure on the part of the student to complete this process and arrange an alternative time immediately after the illness/misadventure will result in a zero for the examination for that student.
- Students are to wear full school uniform during examinations.
- All students are required to be as quiet as possible, both during and at the conclusion of their examination.

ASSESSMENT SCHEDULE SEMESTER 1 YEAR 7 2018

How the assessment mark has been calculated

INTERIM REPORT – TERM 1 WEEK 11 SEMESTER 1 EXAM WEEK – TERM 2 WEEK 4

| <i>Subject</i> | <i>Task</i> | <i>Due</i> | <i>Weighting</i> |
|---|---|------------------|------------------|
| Dance G&T class | Technique assessment | Term 2 Week 3 | 35% |
| | Practical performance and class mark | Ongoing | 65% |
| English | Online exam | Term 1 Week 7 | 30% |
| | Fantasy narrative | Term 1 Week 11 | 30% |
| | Journal Mark | Ongoing | 10% |
| | Class mark | Ongoing | 20% |
| | Literacy Planet | Ongoing | 10% |
| Geography | Assignment – Places and liveability | Term 1 Week 10 | 40% |
| | Exam | Term 2 Week 4 | 60% |
| Home Economics | 7TEC Food • Muffin Prac & Folio | Term 2 Week 3 | 50% |
| | 7TEC Textiles • Designers research | Term 2 Week 3 | 50% |
| Mathematics | Class topic tests at the end of each chapter | Ongoing | 50% |
| | Semester 1 Exam | Term 2 Week 4 | 50% |
| Music | Aural task | Term 1 Week 5 | 50% |
| | Keyboard performance task | Term 2 Weeks 3-4 | 50% |
| PDHPE | Fitness Testing Assessment | Term 1 Weeks 1-6 | 50% |
| | iMovie | Term 1 Weeks 4-6 | 40% |
| | Classmark | Ongoing | 10% |
| Science | Topic Quiz 1 | Term 1 Week 4 | 20% |
| | Topic Quiz 2 | Term 1 Week 11 | 40% |
| | Seabin evaluation | Term 2 Week 2 | 20% |
| | Class Mark | Ongoing | 20% |
| Technology Industrial Arts | Project 1 – Portfolio, practical, examination | Term 2 Week 3 | 100% |
| Visual Arts | Self Portrait Painting | Term 1 Week 10 | 50% |
| | Describing Art Task | Term 2 Week 4 | 50% |
| 21 st Century Learning, YA and Library | Competency based reports based on classwork | | |

ASSESSMENT SCHEDULE SEMESTER 2 YEAR 7 2018

How the assessment mark has been calculated

SEMESTER 2 EXAM WEEK – TERM 4 WEEK 6

| <i>Subject</i> | <i>Task</i> | <i>Due</i> | <i>Weighting</i> |
|---|--|-------------------|------------------|
| Dance | Technique assessment | Term 3 Week 9 | 50% |
| | Performance Assessment | Term 4 Week 5 | 50% |
| English | Picture Book | Term 2 Week 10 | 30% |
| | Speech | Term 3 Week 9 | 30% |
| | Journal Mark | Ongoing | 10% |
| | Class mark | Ongoing | 20% |
| | Literacy Planet | Ongoing | 10% |
| History | Research – Ancient Past – Site study | Term 3 Week 4 | 40% |
| | Exam | Term 4 Week 6 | 60% |
| Home Economics TEXTILES | 7TEC Food • Muffin Prac & Folio | Term 4 Week 3 | 50% |
| | 7TEC Textiles • Designers research | Term 4 Week 3 | 50% |
| Home Economics | Muffin Folio + Practical | Term 4 Week 3 | 50% |
| | Practicals + Bookwork | Term 4 Week 4 | 50% |
| Mathematics | Class topic tests at the end of each chapter | Ongoing | 50% |
| | Semester 2 Exam | Term 4 Week 6 | 50% |
| Music | Research Task: Instruments of the Orchestra | Term 3 Week 2 | 30% |
| | Guitar performance | Term 3 Weeks 9-10 | 40% |
| | Yearly exam: Listening, Theory and Composition | Term 4 Week 6 | 30% |
| PDHPE | Fitness Testing Assessment | Term 4 Weeks 1-5 | 50% |
| | Health Topic Test – Growing and Changing | Term 3 Weeks 9-10 | 40% |
| | Class mark | Ongoing | 10% |
| Science | First-hand Investigation | Term 3 Week 3 | 30% |
| | Practical Test | Term 3 Week 8 | 20% |
| | Semester 2 Exam | Term 4 Week 6 | 40% |
| | Class mark | Ongoing | 10% |
| Technology | Project 2 portfolio, practical, quiz | Term 3 Week 5 | 50% |
| | Project 3 portfolio, practical, quiz` | Term 4 Week 6 | 50% |
| Visual Arts | Caricature Clay Head | Term 3 Week 10 | 70% |
| | Describing Art Task | Term 4 Week 6 | 30% |
| 21 st Century Learning, YA and Library | Competency based reports based on classwork | | |

APPENDIX No. A

X Attach any supporting evidence here with a staple or a pin

**THE JANNALI HIGH SCHOOL
ILLNESS OR MISADVENTURE CLAIM FORM**

Student's name: Year: Roll class:

Parent's name: Daytime contact phone no:

Exam or assessment task affected:

..... Due date of task: /..... /.....

Subject: Class teacher's name:

Type of claim: (please tick ✓) Illness Misadventure

Describe your reasons for submitting this claim (describe the illness or misadventure).
(Any supporting evidence, such as a doctor's certificate or a letter from a parent, should be attached to the top left corner of this form.)

.....
.....
.....
.....

State what outcome you hope to achieve by submitting this claim:

.....
.....

INSTRUCTIONS: (please read the following instructions carefully)

- This claim form, along with any supporting evidence, such as a doctor's certificate etc, should be submitted to the Head Teacher of the subject area concerned.
- This claim form should be submitted as soon as possible after the examination or assessment task in question has occurred (it may also be submitted before the task is due).
- Failure to comply with these instructions may result in a zero assessment being recorded.

ON YOUR FIRST DAY BACK TO SCHOOL

Day and date claim received by Head Teacher: M T W T F /..... /.....

Outcome: Has the application been approved? YES NO (circle one)

Action: 'When, where and how will the task be completed'

.....
.....

Head Teacher's name: Signature:

Return completed form to the Deputy Principal within 2 days of date of issue

APPENDIX No. B

X Attach any supporting evidence here with a staple or a pin

THE JANNALI HIGH SCHOOL
ASSESSMENT TASK APPEAL FORM

Student Name: Year:

Subject: Due Date:

Assessment Task Description:
.....

Reason for Appeal:
.....

Student Signature: Date:.....

Panel's decision (tick one outcome):

- Apply a zero mark
- No penalty applied

Other penalty applied (e.g. reduction in marks/percentage). Please state:
.....
.....
.....

Reasons for the panel's decision:
.....
.....
.....

Panel members:

Name: Signature:

Name: Signature:

Name: Signature:

Date: