

Stage 4 – Year 7

Assessment Guidelines



**THE JANNALI
HIGH SCHOOL**
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THE JANNALI HIGH SCHOOL

2023

For students, parents and teachers

2023

January	February	March	April
S M T W T F S 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	S M T W T F S 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	S M T W T F S 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	S M T W T F S 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
May	June	July	August
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September	October	November	December
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Term Dates & Vacation Dates 2023

Term 1 (11 weeks)	Friday, 27 January 2023	Thursday, 6 April 2023
Autumn Vacation	Monday, 10 April 2023	Friday, 21 April 2023
Term 2 (10 weeks)	Monday, 24 April 2023	Friday, 30 June 2023
Winter Vacation	Monday, 3 July 2023	Friday, 14 July 2023
Term 3 (10 weeks)	Monday, 27 July 2023	Friday, 22 September 2023
Spring Vacation	Monday, 25 September 2023	Friday, 6 October 2023
Term 4 (11 weeks)	Monday, 9 October 2023	Tuesday, 19 December 2023

Public Holidays

New Year's Day	Sunday, 1 January
Additional day	Monday, 2 January
Australia Day	Thursday, 26 January
Good Friday	Friday, 7 April
Easter Monday	Monday, 10 April
Anzac Day	Tuesday, 25 April
Kings' Birthday	Monday, 12 June
Labour Day	Monday, 2 October
Christmas Day	Monday, 25 December
Boxing Day	Tuesday, 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 completing 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 acknowledge receipt of assessment notification through the Google classroom to indicate they have:

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

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 2023

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, page 13) 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 an 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 a 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. If not, the student will incur a 50% penalty per day of the task total. A letter of concern will also be issued if a mark of zero is awarded.

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 letter of concern will be sent to the family/ caregivers so that the issue of the incomplete work /task is discussed. This letter of concern 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 A detention where the student is given the opportunity to work on their task will be issued. The Class/Head teacher will supervise.
- 3 If the student has not completed the task and not attended the detention to complete the task, families will be contacted by the Class Teacher/ Head Teacher.
- 4 A record of these letters and interviews will be recorded in Sentral.

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 teacher 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

- Students are not permitted to use mobile phones/smart devices in examinations/assessments. The student is required to switch off their phone and place in their bag. (unless otherwise specified)

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 2023

How the assessment mark has been calculated

INTERIM REPORT – TERM 1 WEEK 9 SEMESTER 1 EXAM WEEK – TERM 2 WEEK 4

<i>Subject</i>	<i>Task</i>	<i>Due</i>	<i>Weighting</i>
Dance HP&G	Technique Assessment Safe Dance Test	Ongoing Term 2 Week 3	60% 40%
Drama HP&G	Duologue Performance Improvised Performance Scenes	Term 1 Week 8 Term 2 Week 5	60% 40%
English	Poetry Task Fantasy Genre Task Journal Mark	Term 1 Week 6 Term 2 Week 4 Ongoing	40% 40% 20%
Geography	Landscapes and Landforms Task Semester 1 Examination	Term 1 Week 9 Term 2 Week 4	50% 50%
Home Economics	7TEC Food <ul style="list-style-type: none"> Nutri Prac & Folio Practicals Bookwork 7TEC Textiles <ul style="list-style-type: none"> Cotton Research Task Cushion Prac & Folio 	Term 2 Week 4 Term 2 Week 4	50% 40% 10% 20% 80%
Mathematics	Class topic tests at the end of each chapter Bookwork Semester 1 Exam	Ongoing Ongoing Term 2 Week 4	50% 10% 40%
Music	Keyboard performance Aural Exam	Term 1 Week 9 Term 2 Week 2	60% 40%
PDHPE	Me, Myself and I Task Fundamental Movement Skills Practical Assessment	Term 1 Week 8 Term 2 Weeks 1-5	50% 50%
Science	Research Task Practical task Class mark	Term 1 Week 6 Term 2 Week 4 Ongoing	40% 40% 20%
Technology Industrial Arts	Project 1 – Portfolio, Practical, Quiz	Term 2 Week 3	100%
Visual Arts	Self Portrait Drawing Art Analysis Task	Term 1 Week 10 Term 2 Week 3	70% 30%
21 st Century Learning, YA and Library	Competency based reports based on classwork		

* The Term 2 Unit for English has an assessment due in Week 10 Term 2. This assessment will contribute to the Semester 2 report.

ASSESSMENT SCHEDULE SEMESTER 2 YEAR 7 2023

How the assessment mark has been calculated

SEMESTER 2 EXAM WEEK – TERM 4 WEEK 3

<i>Subject</i>	<i>Task</i>	<i>Due</i>	<i>Weighting</i>
Dance HP&G	Composition Task Written Analysis	Term 3 Week 9 Term 4 Week 4	50% 50%
Drama HP&G	Group Playbuilt Performance & Logbook Movement Monologue	Term 3 Week 8 Term 4 Week 4	60% 40%
English	Visual Literacy Task Representing Ourselves Task Journal	Term 3 Week 9 Term 4 Week 3 Ongoing	40% 40% 20%
History	Ancient Site Study Task Semester 2 Examination	Term 3 Week 9 Term 4 Week 3	50% 50%
Home Economics	7TEC Food <ul style="list-style-type: none">Nutri Prac & FolioPracticalsBookwork 7TEC Textiles <ul style="list-style-type: none">Cotton Research TaskCushion Prac & Folio	Term 4 Week 5 Term 4 Week 5	 50% 40% 10% 20% 80%
Mathematics	Class topic tests at the end of each chapter Bookwork Semester 2 Exam	Ongoing Ongoing Term 4 Week 3	50% 10% 40%
Music	Guitar performance Musicology Task	Term 3 Week 9 Term 4 Week 5	60% 40%
PDHPE	Fundamental Movement Skills Practical Assessment - Gymnastics Changes in My World Risk	Term 3 Weeks 8-10 Term 4 Weeks 1-2	50% 50%
Science	First-hand investigation Semester 2 exam Class mark	Term 3 Week 9 Term 4 Week 3 Ongoing	40% 50% 10%
Technology - Industrial Arts	Project 2 Portfolio, Practical, Quiz	Term 3 Week 5	100%
Visual Arts	Caricature Clay Head Art Analysis Task	Term 3 Week 10 Term 4 Week 1	70% 30%
21 st Century Learning, YA and Library	Competency based reports based on classwork		

YEAR 7 ASSESSMENT SCHEDULE 2023

Term 1

Term 2

Subject	Wk1	Wk2	Wk3	Wk4	Wk5	Wk6	Wk7	Wk8	Wk9	Wk10	Wk11	Wk1	Wk2	Wk3	Wk4	Wk5	Wk6	Wk7	Wk8	Wk9	Wk10
Dance HP&G																					
Drama HP&G																					
English																					
Geography																					
Home Economics																					
Textiles																					
Mathematics																					
Music																					
PDHPE																					
Science																					
Technology IA																					
Visual Arts																					
21 st Century Learning, YA and Library	Competency based reports based on classwork																				

YEAR 7 ASSESSMENT SCHEDULE 2023

Term 3

Term 4

Subject	Wk1	Wk2	Wk3	Wk4	Wk5	Wk6	Wk7	Wk8	Wk9	Wk10	Wk1	Wk2	Wk3	Wk4	Wk5	Wk6	Wk7	Wk8	Wk9	Wk10	Wk11
Dance G&T																					
Drama Ext																					
English																					
History																					
Home Economics																					
Textiles																					
Mathematics																					
Music																					
PDHPE																					
Science																					
Technology IA																					
Visual Arts																					
21 st Century Learning, YA and Library	Competency based reports based on classwork																				

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.)

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

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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'

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.....

Head Teacher's name: Signature:

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

THE JANNALI HIGH SCHOOL
ASSESSMENT TASK APPEAL FORM

Student Name: Year:

Subject: Due Date:

Assessment Task Description:

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Reason for Appeal:

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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:

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Reasons for the panel's decision:

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Panel members:

Name: Signature:

Name: Signature:

Name: Signature:

Date: