



**YEAR 7
2024**

**ASSESSMENT SCHEDULE AND
GUIDELINES**

Assessment can enhance student engagement and motivation, particularly when it incorporates interaction with teachers, other students and a range of resources. Students at Sylvania High School are being assessed on what they understand, know and can do.

This booklet is issued to all Year 7 students of Sylvania High School Term One of each year. It has been prepared to provide students and their parents/carers with information on the assessment of Year 7 courses. For each course studied, students are provided with an Assessment Schedule in this booklet. Assessment Task notifications and resources for assessment will be provided by the classroom teacher.

This booklet includes each faculty’s assessment schedule. It is a student’s responsibility to check their assessment schedule. The schedule will contain:

- how they will be assessed
- what term and week it will be assessed
- the weighting system applicable to components of each course.

Please note: Times are a guide only and are subject to change. Students will be informed of any changes to the task.

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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).

FORMAL ASSESSMENT TASKS

Assessment tasks allow students to demonstrate their achievement in a variety of ways that are appropriate for the outcomes being assessed.

The majority of courses will have three to five formal assessment tasks in Year 7. The results of assessment tasks will be used to give students an indication of their achievement relative to the course performance descriptors.

ASSESSMENT TASK NOTIFICATIONS

Students will be given at least two weeks' notice of a formal task. Tasks are common across all classes within a course.

Assessment Task Notifications will detail:

- the timing and duration of the task.
- the outcomes to be assessed.
- the nature and form the assessment task will take.
- permitted materials for an in-class task.
- submission requirements for hand in components.

Additional accompanying materials will be provided where relevant to supporting student attainment in the task. Examples of additional materials include exemplars, scaffolds, marking criteria and study guides.

Clarifying questions can be directed to the class teacher or the Head Teacher of the Faculty.

STUDENT CONDUCT DURING IN-CLASS TASKS

Proper conduct during class tasks reflects the right for all students to participate and achieve to the best of their ability and upholds the integrity of assessment.

As such, the following expectations apply for students completing in-class tasks:

1. School behaviour rules apply
2. Make sure that you are prepared for the task. Have your pen(s), pencil(s), pencil sharpener, extra lead(s) or refill(s), and your eraser available and ready.

3. Follow all instructions of the supervisor of your task, including not touching your paper until you are told to do so.
4. No talking during the task.
5. If you have any difficulty with the task, raise your hand and wait for the invigilator to respond.
6. Only the equipment which is necessary for the exam should be kept on the desk.
7. If you have time when you complete the task, check your answers. If you have finished turn over the page and wait. Do not disturb others.
8. When the supervisor/teacher ends the task. Put your pencil or pen down immediately and wait until your paper is collected. Do not talk during this time
9. When instructed, leave the class quietly and do not loiter in front of the class.

TASK INVALIDITY

Should a task be deemed invalid or unreliable by a Head Teacher, e.g., if the task has been interrupted, the task may be cancelled and a substitute task given.

TASK FEEDBACK

Students will be given clear and honest feedback on their performance on each task. This will show the extent to which they have achieved particular outcomes of the task and a mark and an indication of the standard of their performance in relation to syllabus expectations. Feedback will identify areas of strength and areas for improvement. Students are encouraged to integrate feedback and ask clarifying questions where feedback is unclear.

ASSESSMENT TASK PROBLEMS

Students are to notify their teacher of any assessment problems in advance of the due date.

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

ASSESSMENT APPEALS

Any concern about the results achieved on an assessment task must be discussed with the teacher no later than the end of the lesson in which the task was returned. Once a paper is returned and taken home, no changes based on administrative errors will occur.

An assessment review will focus on the school's procedures for determining the final assessment mark or grade. **The teacher's judgement of the task's worth is not subject for review.** The review will be conducted within the school; however, students may have the right to appeal to the NSW Education Standards Authority if they are not satisfied with the school's review. The NESA will only consider whether the school's review process was adequate for determining the result. **There is no appeal against the marks or grades awarded for individual assessment tasks.** Disputes concerning a specific assessment task that cannot be resolved with the relevant teacher on the return of the task should be lodged in writing as an appeal addressed to the Deputy Principal. The appeal must be made within 3 days of the return of the assessment task and detail which areas are the basis for the appeal.

USE OF COMPUTER BASED TECHNOLOGIES

Students who need to or elect to prepare any assessment task material using computer-based technology, such as a word processor or the Internet must take any necessary precautions to ensure that technical difficulties do not lead to late submission.

This may include precautions such as backing up files, installing anti-virus software for system protection or ensuring sufficient time is left to produce a hard copy of the task using a printer.

Technology failure is not an acceptable reason for failing to hand in assessment tasks. Students are encouraged to speak to their class teacher or Head Teacher for any problems arising that may impact their completion of a task.

Assessment tasks must be submitted in the format specified in the task. Where a task is hand in, it is the student's responsibility to ensure that their work is printed before the due date.

Under no circumstances will an assessment task be accepted as a soft copy unless it is a specific requirement of the course/task, nor will any technical problem be considered as a valid reason for late submission.

MALPRACTICE

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, AI, 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.

In the case of suspected plagiarism, students will be required to provide evidence that all unacknowledged work is entirely their own. Such evidence might include but is not limited to the student:

- providing evidence of and explaining the process of their work, which might include diaries, journals, or notes, working plans or sketches, and progressive drafts to show the development of their ideas
- answering questions regarding the assessment task, examination or submitted work under investigation, to demonstrate their knowledge, understanding and skills.

Student assessment malpractice may result in a zero award (no marks) for that task and the issue of an academic concern letter.

MOBILE PHONES, SMART WATCHES

Sylvania High School operates in line with the NSW Government Digital Device Ban. This means that during school, all mobile phones and digital devices must be off and out of sight.

Should a student be in possession of smart technology that is on, or if a mobile phone rings, or is used during a formal assessment task, then the Head Teacher may deem this a form of malpractice and zero may be awarded.

Smart watches are banned from assessment tasks and exams.

PARTNERSHIPS FOR LEARNING

Parent/School partnerships are vital for student success. In addition to formal Parent Teacher Nights and Reports, class teachers will utilise phone, email, and letters to communicate issues as they arise.

Parents will be notified if students fail to meet assessment task requirements. If a student is not performing to their potential in class, then an Academic Concern letter may be issued. This letter will outline steps needed to get learning back on track and support available to do so.

STUDENT ADVICE

There are a number of people that students may speak to if they have any queries about their assessment tasks or overall learning growth

In the first instance, students may speak to their Class Teacher or associated Head Teacher.

The Year Adviser is another source of support or guidance and can assist in answering questions or seeking additional support.

The Learning and Support Team is a specialist team within the school for questions and concerns relating to academic adjustments and disability provisions.

YEAR 7 ASSESSMENT SCHEDULES

ENGLISH

TASK	DATE DUE	COMPONENTS	TASK TYPE	WEIGHTING
1	Term 2 Week 6	Heroes' Journey	Creative and reflection Hand in	50%
2	Term 3 Week 10	Exploring the Novel	Extended response – in class	50%
				100%

HUMAN SOCIETY AND ITS ENVIRONMENT (HSIE)

GEOGRAPHY

TASK	DATE DUE	COMPONENTS	TASK TYPE	WEIGHTING
1	Term 3 Week 7	Place and liveability	Fieldwork and response task	50%
2	Term 4 Week 5	Landscapes and landforms	In-class task	50%
				100%

Semester 2 only

HISTORY

TASK	DATE DUE	COMPONENTS	TASK TYPE	WEIGHTING
1	Term 1 Week 8	Investigating the ancient past	Presentation and Transcript	50%
2	Term 2 Week 5	All Course Units and Skills	Examination	50%
				100%

Semester 1 only

Year 7 Assessment Guidelines and Schedule 2024

Disclaimer: While every effort was made to ensure the accuracy of details at the time of publication, assessment details and time frames may change due to unforeseen circumstances. For any and all questions students and parents are advised to contact the classroom teacher, Head Teacher or Deputy Principal

MATHEMATICS

TASK	DATE DUE	COMPONENTS	TASK TYPE	WEIGHTING
1	Term 1 Week 4	Knowledge, Skills & Application of Core Concepts	Investigative task	25%
2	Term 2 Week 5	Knowledge, Skills & Application of Core Concepts	Semester 1: Mathematical Journal	12.5%
3	Term 2 Week 6	Knowledge, Skills & Application of Core Concepts	Examination	25%
4	Term 4 Week 5	Knowledge, Skills & Application of Core Concepts	Semester 2: Mathematical Journal	12.5%
5	Term 4 Week 6	Knowledge, Skills & Application of Core Concepts	Examination	25%
				100%

MUSIC

TASK	DATE DUE	COMPONENTS	TASK TYPE	WEIGHTING
1	Term 1 Week 8-10	Practical Rhythm	Individual Class Performance	25%
2	Term 2 Week 8-9	Keyboard Task	Individual Performance	35%
3	Term 3 Week 9-10	Composition	Individual Submission	40%
				100%

PDHPE

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%
				100%

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

TASK	DATE DUE	COMPONENTS	TASK TYPE	WEIGHTING
1	Term 1 Week 9	Scientific Skills	Skills Test	25%
2	Term 2 Week 4	Research Project	Research submission and in class task	25%
3	Term 3 Week 5	Design and complete a research project	Student Research Project	20%
4	Term 4 Week 4	Scientific theory, experimental and working scientifically tasks	Yearly Examination	30%
				100%

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

TECHNOLOGY

TASK	DATE DUE	COMPONENTS	TASK TYPE	WEIGHTING
1	Term 1 Week 11	Digital Technologies	Digital Portfolio	40%
2	Term 2 Week 5	Rotation 1 (Food Technologies or Textiles Technologies or Timber Technologies)	Safety Assessment	25%
3	Term 3 Week 10	Rotation 2 (Food Technologies or Textiles Technologies or Timber Technologies)	Practical Assessment	35%
				100%

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, safety glasses and where necessary, hair restraint.

VISUAL ARTS

TASK	DATE DUE	COMPONENTS		TASK TYPE	WEIGHTING
		Marking Artworks	Historical/ Critical Study		
1	Term 2 Week 3	20%	15%	Written Response & Portrait Drawing	35%
2	Term 3 Week 5	30%	15%	Written Response & Drawing, Painting	45%
3	Term 4 Week 4	20%		Printmaking	20%
					100%