

Trinity Catholic College Lismore

Year 7 Assessment Handbook 2018

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Introduction

ASSESSMENT OVERVIEW

The assessments for a particular course are intended to measure the students' achievement relative to defined standards. All assessments aim to provide students with learning opportunities.

Assessment tasks can take many forms, for example, written examinations, research assignments, projects, presentations, practical or fieldwork reports. Whatever the form, the College aims to provide students with:

- Relevant and meaningful assessment tasks of and for learning
- Rich and authentic tasks
- Clear and fair assessment procedures
- Opportunities for success
- Detailed and descriptive feedback about progress in relation to intended learning outcomes

Therefore we believe that assessment tasks must:

- Clearly and effectively assess appropriate outcomes
- Include clear instructions, outlining what the student is expected to do
- Encourage deeper learning
- Be creative and interesting
- Allow students to demonstrate their level of achievement and discern between levels of achievement
- Be a reliable measure of learning

ASSESSMENT PROCEDURES

NUMBER OF TASKS

Students will be assessed formally and informally to ensure learning is at the forefront of teaching. There will be between two and four common formal assessment tasks per subject per semester. These tasks will be used to allocate grades on reports. Details of specific formal assessment tasks have been included in this handbook. The approximate date of each task is also provided.

Students will be given regular opportunities to demonstrate their skills and knowledge in obtaining the outcomes of the course. This type of assessment is ongoing. It can take the form of quizzes, topic tests, class discussions, group work activities, teacher observation, surveys, journals, and many other methods.

NOTIFICATION OF ASSESSMENTS

Each term an assessment calendar is provided to students. In addition, teachers of each subject will provide the students with an assessment notification at least two weeks prior to the due date. This notification will provide:

- The name of the course or subject
- The date and time of the task
- The weighting relative to the total number of marks for the semester
- What will be assessed and by what means
- The outcomes assessed
- The marking scheme, where appropriate
- The task to be completed
- The mode of submission
- Any additional details

See Appendix A

SUBMITTING ASSESSMENT TASKS

Assessment tasks are to be submitted on the due date clearly labelled with:

- The student's name on each page
- The teacher's name
- The title of the task
- The submission date
- Multiple pages must be stapled
- Any other special instructions provided by the teacher must be followed

Students may be asked to use the School's Assessment Cover Sheet as the front page for all hand in tasks. Individual teachers will notify classes as to this requirement.

See Appendix B.

Students are expected to be present for the start of the school day when handing in a prepared task.

IN-CLASS ASSESSMENT TASKS AND EXAMINATIONS

- Students are expected to bring all required equipment to examinations and in-class tests. Students will not be allowed to borrow equipment. A student will not be entitled to more marks if they do not have the apparatus required to perform the test.
- Normal examination conditions will apply for all in-class and formal examinations.
- Students are expected to be present from the start of the school day when test style assessment tasks or examinations are scheduled. A student, who arrives late, without a valid reason, may be deemed to have gained an advantage by taking extra time to prepare for the task and penalties will apply.

ABSENCE ON DUE DATE OF TASK OR DATE OF EXAMINATION

Students who are absent on the day of an in-class task or examination will be expected to complete the task in their next lesson time.

Students who are absent on the due date of an assessment task must hand the task into their teacher or the Assistant Head of Department the day they return to school. If the student knows they will be absent in advance they must endeavour to hand the task in early.

Any student who displays a pattern of absence when tasks are due will be required to provide medical certificates detailing their reasons for absence.

FAILURE TO HAND IN TASKS

If an assessment task is handed in late without a valid reason the student will lose 20% of the value of the task per day.

The following procedure is in place for late tasks:

IF TASK IS NOT HANDED IN ON THE DUE DATE

Parents will be notified via Student Planner and the 20% loss of marks per day starts

IF TASK NOT HANDED IN AFTER THREE DAYS

The class teacher will email parents informing them that the assignment has not been submitted

IF TASK NOT HANDED IN AFTER ONE WEEK

A formal warning letter will be issued. Students may be at risk of N determination* with the NSW Education Standards Authority.

IF TASK NOT HANDED IN AFTER THREE WEEKS

The student will be issued an after school detention to complete the task.

Failure to complete an assessment task on time due to technological problems (computer failure, printer problems, lost files, computer viruses) will NOT be deemed acceptable reasons. Students are expected to keep back up files, rough copies and to make appropriate time allowances to avoid such problems.

*N determination -This is the decision made by the Principal at the end of the course, under delegated authority from NESAs, that a student has not satisfactorily completed a course. Students who have not complied with the course completion criteria and who have received at least two written warnings can be regarded as not having satisfactorily completed the course at the time of finalising grades. The Principal may then apply the 'N' determination

RESULTS AND FEEDBACK

Students will be given meaningful feedback on their performance. This will take the form of a grade or mark and comments about areas of success and areas for improvement. Any queries about marks may only be made at the time tasks are returned. The marks for tasks are combined in accordance with the weightings given later in the booklet to form the Semester Grade on the report. These Semester Reports will indicate progress with an A to E rating.

PLAGIARISM AND CHEATING

Cheating during an examination or in-class task will result in the cancellation of the paper and a mark of zero being awarded. Likewise, proven dishonesty in relation to other assessment tasks will result in a zero mark.

Plagiarism includes cut and paste from the Internet, copying another student's work, copying from a book, and using teacher's notes, without acknowledging the source. If a hand in task is proven to be plagiarised the student will receive zero and must re-do the task.

Subject Assessment Schedules

English

Semester 1

TERM AND WEEK	TASK TYPE	TASK DESCRIPTION (TOPICS/CONTENT)	OUTCOMES ASSESSED	SEMESTER WEIGHTING %
Term 1 Week 9	Task 1	Poetry (Analysis and Reflection)	EN-4B EN-8D	50%
Term 2 Week 9	Task 2 Line A Line B	Novel - Storyboard (ICT Task) Drama – Skills Exam	EN-1A EN-2A EN-5C EN4-7D EN4-3B	50%

Semester 2

TERM AND WEEK	TASK TYPE	TASK DESCRIPTION (TOPICS/CONTENT)	OUTCOMES ASSESSED	SEMESTER WEIGHTING %
Term 3 Week 8	Task 1	Drama – Skills Exam Novel - Storyboard (ICT Task)	EN4-7D EN4-3B EN-1A EN-2A EN-5C	50%
Term 4 Week 6	Task 2	Picture Books for Big Kids	EN-5C EN-6C	50%

NB: Outcomes can be found on the NSW Education Standards Authority website in each syllabus document

Geography

Semester 1

TERM AND WEEK	TASK TYPE	TASK DESCRIPTION (TOPICS/CONTENT)	OUTCOMES ASSESSED	SEMESTER WEIGHTING %
Term 1 Week 10	Topic Test	Landscapes and Landforms Geographic Skills	GE4-1 GE4-2 GE4-4 GE4-5	30%
Term 2 Week 2	Secondary Research	Landscapes and Landforms	GE4-2 GE4-8	40%
Term 2 Week 8	Simulation Task	Place and Liveability	GE4-1 GE4-3 GE4-4 GE4-6	30%

Semester 2

TERM AND WEEK	TASK TYPE	TASK DESCRIPTION (TOPICS/CONTENT)	OUTCOMES ASSESSED	SEMESTER WEIGHTING %
Term 3 Week 10	Topic Test	Landscapes and Landforms Geographic Skills	GE4-1 GE4-2 GE4-4 GE4-5	30%
Term 4 Week 2	Secondary Research	Landscapes and Landforms	GE4-2 GE4-8	40%
Term 4 Week 8	Simulation Task	Place and Liveability	GE4-1 GE4-3 GE4-4 GE4-6	30%

History

Semester 1

TERM AND WEEK	TASK TYPE	TASK DESCRIPTION (TOPICS/CONTENT)	OUTCOMES ASSESSED	SEMESTER WEIGHTING %
Term 1 Week 9	Test	Investigating the Ancient Past	HT4-5 HT4-6 HT4-9	30%
Term 2 Week 2	Research	The Mediterranean World Rome	HT4-2 HT4-3 HT4-6 HT4-9 HT4-10	40%
Term 2 Week 6	Source Analysis	The Asian World China	HT4-2 HT4-3 HT4-6 HT4-9	30%

Semester 2

TERM AND WEEK	TASK TYPE	TASK DESCRIPTION (TOPICS/CONTENT)	OUTCOMES ASSESSED	SEMESTER WEIGHTING %
Term 3 Week 9	Test	Investigating the Ancient Past	HT4-5 HT4-6 HT4-9	30%
Term 4 Week 2	Research	The Mediterranean World Rome	HT4-2 HT4-3 HT4-6 HT4-9 HT4-10	40%
Term 4 Week 6	Source Analysis	The Asian World China	HT4-2 HT4-3 HT4-6 HT4-9	30%

Mathematics

Semester 1

TERM AND WEEK	TASK TYPE	TASK DESCRIPTION (TOPICS/CONTENT)	OUTCOMES ASSESSED	SEMESTER WEIGHTING %
Term 1 Week 5	Class Test	Statistics Perimeter & Area	MA4-4NA, MA4-18MG	30%
Term 2 Week 8	Exam	Integers Angles (Geometry) Whole Numbers Number Pane Fractions Decimals Percentages	MA4-4NA, MA4-5NA, MA4-18MG	70%

Semester 2

TERM AND WEEK	TASK TYPE	TASK DESCRIPTION (TOPICS/CONTENT)	OUTCOMES ASSESSED	SEMESTER WEIGHTING %
Term 3 Week 7	Class Test	Algebra & Equations Geometry	MA4-1WM, MA4-2WM, MA4-3WM, MA4-8NA, MA4-10NA, MA4-11NA	30%
Term 4 Week 8 / 9	Exam	Algebra & Equations Geometry Probability Ratio & Time	MA4-7NA, MA4-8NA, MA4-10NA, MA4-15MG, MA4-17MG, MA4-21SP	70%

Music

Semester 1

TERM AND WEEK	TASK TYPE	TASK DESCRIPTION (TOPICS/CONTENT)	OUTCOMES ASSESSED	SEMESTER WEIGHTING %
Term 2 Week 8	Music Portfolio (Hand In)	Listening Composition Performance Throughout the Semester students will complete a number of formative tasks that create an assessment portfolio	4.2 4.4 4.5 4.8 4.9 4.10 4.12	100%

Semester 2

TERM AND WEEK	TASK TYPE	TASK DESCRIPTION (TOPICS/CONTENT)	OUTCOMES ASSESSED	SEMESTER WEIGHTING %
Term 4 Week 8	Music Portfolio (Hand In)	Listening Composition Performance Throughout the Semester students will complete a number of formative tasks that create an assessment portfolio	4.2 4.4 4.5 4.8 4.9 4.10 4.12	100%

Personal Development, Health and Physical Education

Semester 1

TERM AND WEEK	TASK TYPE	TASK DESCRIPTION (TOPICS/CONTENT)	OUTCOMES ASSESSED	SEMESTER WEIGHTING %
Term 1 Weeks 4-9	Skills Tests	Enhancing Movement Skills	4.4 4.5 4.14	50%
Term 2 Weeks 4-10	Project	Nutrition	4.8 4.12 4.15	50%

Semester 2

TERM AND WEEK	TASK TYPE	TASK DESCRIPTION (TOPICS/CONTENT)	OUTCOMES ASSESSED	SEMESTER WEIGHTING %
Term 3 Weeks 4-10	Practical Testing and Report	Physical Fitness & Practical Performance	4.4 4.10	50%
Term 4 Weeks 4-9	Research	Risk Behaviours – Drug Use	4.7 4.8 4.12	50%

Religious Education

Semester 1

TERM AND WEEK	TASK TYPE	TASK DESCRIPTION (TOPICS/CONTENT)	OUTCOMES ASSESSED	SEMESTER WEIGHTING %
Term 1 Week 7	Presentation	Our Catholic Faith	B7k B7s	50%
Term 2 Week 6	Topic Test	Human Dignity	E7k E7s	50%

Semester 2

TERM AND WEEK	TASK TYPE	TASK DESCRIPTION (TOPICS/CONTENT)	OUTCOMES ASSESSED	SEMESTER WEIGHTING %
Term 3 Week 5	Research	Sacred Scripture	A7k A7s	50%
Term 4 Week 3	Presentation	Stewardship	E7k E7s	50%

Science

Semester 1

TERM AND WEEK	TASK TYPE	TASK DESCRIPTION (TOPICS/CONTENT)	OUTCOMES ASSESSED	SEMESTER WEIGHTING %
Term 1 Week 7	Practical Exam	Practical task in exam conditions	SC4-6WS SC4-7WS	40%
Term 2 Week 7 TBC	Exam	Semester 1 Exam	SC4-14LW SC4-16CW	60%

Semester 2

TERM AND WEEK	TASK TYPE	TASK DESCRIPTION (TOPICS/CONTENT)	OUTCOMES ASSESSED	SEMESTER WEIGHTING %
Term 3 Week 6	First hand investigation	Students work as a team to collect data, analyse and come to a conclusion	SC4-1VA SC4-4WS SC4-5WS SC4-6WS SC4-7WS SC4-9WS	40%
Term 4 Weeks 7 / 8 TBC	Exam	Semester 2 Exam	SC4-10PW SC4-12ES SC4-13ES	60%

Technological and Applied Studies

Semester 1

TERM AND WEEK	TASK TYPE	TASK DESCRIPTION (TOPICS/CONTENT)	OUTCOMES ASSESSED	SEMESTER WEIGHTING %
Term 1 Week 9	Information Communication Design Project	Task 1 ICT Project	4.1.1 4.2.1 4.2.2 4.3.1	40%
Term 2 Week 7	Product Project and Folio	Task 2 Product Design Folio	4.1.1 4.3.1 4.3.2 4.5.1	60%

Semester 2

TERM AND WEEK	TASK TYPE	TASK DESCRIPTION (TOPICS/CONTENT)	OUTCOMES ASSESSED	SEMESTER WEIGHTING %
Term 3 Week 9	The Built Environment	Task 3 The Built Environment Model Making Project	4.1.3 4.2.1 4.5.1 4.6.1	50%
Term 4 Week 8	Information and Communication	Task 4 Packaging and Promotion	4.1.2 4.2.1 4.5.2 4.6.2	50%

Visual Art

Semester 1

TERM AND WEEK	TASK TYPE	TASK DESCRIPTION (TOPICS/CONTENT)	OUTCOMES ASSESSED	SEMESTER WEIGHTING %
Term 1 Week 9	Practical and VAD (Hand In)	Practical and Critical Study <i>Portraits</i> 2D Artwork (30%) Visual Arts Diary (20%)	4.2 4.3 4.5 4.7 4.9	50%
Term 2 Week 9	Practical and VAD (Hand In)	Practical and Critical Study <i>Animals in Art</i> 3D Artwork (30%) Visual Arts Diary (20%)	4.1 4.4 4.6 4.8 4.9	50%

Note: Due to sharing resources classes may swap Task Two with Task One.

Semester 2

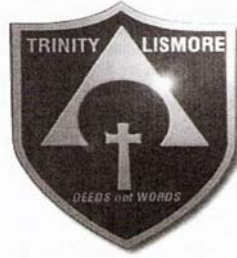
TERM AND WEEK	TASK TYPE	TASK DESCRIPTION (TOPICS/CONTENT)	OUTCOMES ASSESSED	SEMESTER WEIGHTING %
Term 3 Week 9	Practical and VAD (Hand In)	Practical and Critical Study <i>Portraits</i> 2D Artwork (30%) Visual Arts Diary (20%)	4.2 4.3 4.5 4.7 4.9	50%
Term 4 Week 8	Practical and VAD (Hand In)	Practical and Critical Study <i>Animals in Art</i> 3D Artwork (30%) Visual Arts Diary (20%)	4.1 4.4 4.6 4.8 4.9	50%

Note: Due to sharing resources classes may swap Task Two with Task One.

Appendices

Appendix A

NOTIFICATION OF ASSESSMENT TASK



Trinity Catholic College Lismore

Year 7 English: Performance Poetry
Assessment Task No. 4: Topic of Task: Poetry
Weighting: 15%

Date of Task: Term 3, Week 8.
Time allowed: 2 minutes

Task: Students are to present a poem to their peers and respond to a series of set questions.

Outcomes Assessed:

EN4-2A effectively uses a widening range of processes, skills, strategies and knowledge for responding to and composing texts in different media and technologies

EN4-5C thinks imaginatively, creatively, interpretively and critically about information, ideas and arguments to respond to and compose texts

EN4-6C identifies and explains connections between and among texts

Performance Poetry

Students are to present a poetry performance to their peers. The performance needs to:

1. engage the audience
2. display appropriate actions and delivery skills
(*these MAY but do not have to include props, costume etc..*)
3. demonstrate appropriate voice skills such as intonation, rhythm, pace, etc.
4. engage the audience through eye contact
5. last NO MORE than 2 minutes in performance
6. be a poem of **appropriate length, content and sophistication**

[Note: Your poem must be approved by the teacher prior to your performance]

Additional information:

- You may want to write your own poem. This is encouraged provided that you write a poem of appropriate length and that it meets teacher approval.
- You will be required to submit a copy of the poem you choose to present with detailed annotations as well as written responses to each of the questions below.
- You must submit the above with the marking criteria (face up), your name and classroom teacher's initials to the teacher you will perform to, **at the beginning of the first lesson of week 8**. This is to avoid a penalty.



ASSESSMENT COVER SHEET

Name: _____

Subject: _____ Teacher: _____

Assessment Title / Topic: _____

Due Date: _____

Date Submitted: _____

Plagiarism is using a part or whole of another person's work and presenting it as your own. If you use another person's work without acknowledging the source you are plagiarising.

Declaration
I certify that this is all my own work and that I have acknowledged all of my sources. I understand that plagiarism will result in a zero mark and having to re-do the task to a satisfactory standard.

Student's Signature: _____

RECEIVED BY: _____ DATE: _____
(Teacher Signature)

..... ✂ ✂ ✂ ✂

Receipt of Task

STUDENT'S NAME: _____ CLASS TEACHER: _____

SUBJECT: _____

ASSESSMENT TITLE/TOPIC: _____

RECEIVED BY: _____ DATE: _____