



# Hay War Memorial High School



## Year 7 Assessment Procedures 2022

## TO THE STUDENT

Welcome to the Year 7 assessment procedures. Your teachers will be undertaking **assessment for learning** and **assessment of learning**, which enables them to collect and evaluate evidence of your learning.

**Assessment for learning** may incorporate:

- self-assessment and peer assessment;
- strategies to monitor and evaluate your own learning;
- feedback, together with evidence, to help your teachers to decide when you are ready for the next phase of learning or whether you need further learning experiences to consolidate your knowledge, understanding and skills.

Your teachers will use their professional judgement of assessment for learning for grading purposes.

**Assessment of learning** will enable your teachers to use evidence (assessment tasks) to assess your achievement against certain outcomes in the course syllabus, which will also be used for grading purposes.

This booklet will focus on the assessment of learning – the assessment tasks that are required to be undertaken to a satisfactory level to meet the requirements of Year 7.

I extend my best wishes to you.

Mr Y Chambers

Principal

## WHAT IS AN ASSESSMENT MARK AND AN ASSESSMENT GRADE?

Each assessment task will be given a mark or a grade. The assessment mark or grade is a measure of your achievement of the outcomes. The final assessment grade on academic reports is determined from the results of **assessment for learning** and **assessment of learning**.

The types of assessment tasks, due date and weightings are listed in this booklet. Each assessment task will include the outcomes that are being assessed. All assessment tasks are in keeping with the rules established by NESAs. If marks are used for assessment tasks the final assessment mark is converted to a grade, based on the Course Performance Descriptors:

<b>A</b>	The student has an extensive knowledge and understanding of the content and can readily apply this knowledge. In addition, the student has achieved a very high level of competence in the processes and skills and can apply these skills to new situations.
<b>B</b>	The student has a thorough knowledge and understanding of the content and a high level of competence in the processes and skills. In addition, the student is able to apply this knowledge and these skills to most situations.
<b>C</b>	The student has a sound knowledge and understanding of the main areas of content and has achieved an adequate level of competence in the processes and skills.
<b>D</b>	The student has a basic knowledge and understanding of the content and has achieved a limited level of competence in the processes and skills.
<b>E</b>	The student has an elementary knowledge and understanding in few areas of the content and has achieved very limited competence in some of the processes and skills.

## WHEN WILL I BE ASSESSED?

This booklet also contains a calendar which schedules the assessment tasks for all the different courses.

*Please note: An assessment notification document will be issued to you no later than 2 weeks before the due date of a task. If you are away on the day of the handout of the document you will receive the document at the next lesson you are at school. It's your responsibility to check the assessment calendar for upcoming tasks. You need to sign receiving notification and sign submitting an assessment task.*

### **WHAT WILL BE ASSESSED?**

This booklet contains details about the assessment tasks for the different courses. In addition, information will be provided by classroom teachers about what will be assessed where this is seen to be necessary.

### **WHAT HAPPENS IF AN ASSESSMENT TASK FAILS TO DISCRIMINATE BETWEEN STUDENTS IN A COURSE?**

Sometimes an assessment task fails to produce a reasonable spread of marks or grades among students in a particular course. The school reserves the right to schedule a substitute task if a particular task is found to be unsuitable.

### **WHEN WILL ASSESSMENT TASKS BE HANDED IN?**

Take home tasks will be due in a lesson of that course. Other assessment tasks, i.e., those undertaken during class time and examinations, will be handed in at the end of the allocated time. Students must sign receiving and handing in an assessment task. If submitting at another time, e.g. submitting a task earlier due to a known absence, and the course teacher is unavailable, then the task must be handed to the Head Teacher in that course area. UNDER NO CIRCUMSTANCES can a student leave a task on a teacher's desk or similar location in the absence of the teacher. Students must sign receiving and handing in an assessment task.

In the case of an Oral Presentation assessment task, students will need to be present for the day of their presentation. Students must also show their preparation notes to the teacher prior to the commencement of any presentations.

### **WHAT HAPPENS IF I AM ABSENT ON THE DAY AN ASSESSMENT TASK IS SCHEDULED?**

If you know that you are going to be away on the day of an assessment task, then you MUST advise the Head Teacher of the course in writing, BEFOREHAND. The appropriate form (Illness/Misadventure Application) is included in this booklet and available from the Front Office and Head Teachers.

If you are away unexpectedly then it is your responsibility to contact the Head Teacher of the course, at the school by phone BEFORE the commencement of the task. In the event of that person not being available, contact must be made with either to the Principal or Deputy Principal. As soon as you return to school and before going to any class you MUST see the Head Teacher of the course, fill in the appropriate form (Illness/Misadventure Application) and then return it immediately to the Head Teacher of the course concerned.

Failure to fulfil these requirements may result in a "non-serious attempt" being awarded to you for that task. If the reason for your absence is unsatisfactory, as determined by the Head Teacher of the course and in consultation with the Principal, then a "non-serious attempt" will be recorded for you on that task. However, if the

reason for your absence is valid (e.g. illness or approved leave), then the Head Teacher of the course in consultation with your teacher will decide whether you should do the assessment task at an alternate time or be awarded a mark based on a substitute task or give you an estimate based on your performance in similar tasks. It must be stressed however, that the school assessment will not compensate for factors such as extended illness, misadventure and extended leave.

*PLEASE NOTE: Students should not be absent from school or other classes to work on or complete assessment tasks.*

### **WHAT HAPPENS IF I AM CAUGHT CHEATING OR SEEKING TO GAIN AN UNFAIR ADVANTAGE IN AN ASSESSMENT TASK?**

This is an extremely serious matter as all work done for the assessment is to be essentially your own. After an investigation, the Principal will rule on the penalty to be imposed which could include: a zero mark or other sanctions.

### **WHAT HAPPENS IF TASKS ARE NOT ATTEMPTED?**

If you fail to attempt an assessment task both you and your parents will be advised. If the school rules that you have made a "non-serious attempt" for an assessment task you will receive a zero mark or no grade.

### **CAN I QUESTION THE MARKING OF AN ASSESSMENT MARK?**

A teacher's judgment of the work of individual assessment tasks is not for review. However, if it appears that marks have been added incorrectly on your task, or if you have questions about how the marks were allocated, then you must ask the teacher about it when the task is handed back to you. If there has been a mistake it can be corrected at this stage but not later.

### **WILL I KNOW HOW I AM ACHIEVING IN ASSESSMENT TASKS?**

Each assessment task will be returned to you with a mark or grade on it. You will receive an assessment grade reported on your Year 7 Semester 1 Report and your Semester 2 Report. This grade will consist of your results of **assessment for learning** and **assessment of learning**.

### **WHAT HAPPENS IF I FAIL TO HAND IN AN ASSESSMENT TASK?**

Failure to hand in an assessment task for the first time will result in a warning letter being sent home for the task to be completed. If the task is still not completed a second warning letter will be issued two weeks later. A zero mark or no grade will be given if a warning letter is issued. The task still needs to be completed.

If you are going to be away on the day an assessment task is due and to avoid being penalised you **MUST** make arrangements to have the completed assessment task given to the Head Teacher of the course **ON** or **BEFORE** the due date. Remember that the responsibility rests with you to get your work in on time.

## **WHAT HAPPENS IF MY HARD DRIVE CRASHES OR MY PRINTER WON'T WORK CORRECTLY THE NIGHT BEFORE AN ASSESSMENT OR OTHER REASONS FOR NOT SUBMITTING A TASK.**

All students need to plan their work for assessment tasks to avoid technological issues. It is essential that students regularly back up their work with either a hard copy or a digital record such as an external device (e.g. a USB drive) or in cloud storage (e.g, Google classroom or Microsoft Teams) to avoid a zero mark or no grade. It is also responsible to retain all preparation documents for the tasks as you may need to submit them.

## **INVALID TASKS**

Invalid Tasks occur when a force external to the conditions of a task exist that may diminish the opportunity for students to optimally perform.

Examples of reasons for invalid task include, but are not limited to:

- An emergency evacuation or lock-down occurring during a task
- A black-out; electrical fault or system fault within the school
- Part of a task being unclear (copy is unrecognisable on some or all of the tasks)
- Students having seen and / or practiced the task prior to having to actually complete it

As a consequence of this, the school will form a Review Committee (consisting of the Principal or delegate, Head Teacher and Year Advisor) to determine the correct and most appropriate course of action that best benefits students and the satisfactory achievement and assessment of their learning outcomes. This will include but is not limited to:

- Looking at the sequence of the task and where the majority of students got to and using this data to record results
- Changing the date and the task to a more appropriate time
- Marking only the portions of the task that is best reflective of the students time on task

The determination will be communicated to all students via a class or course cohort meeting where all students receive the same, singular message, and to parents, via a letter explaining the process and the outcome. The turnaround time between task and determination should be no more than three school days. The Hay War Memorial High School procedures regarding Invalid Tasks aligns with NESAs requirements in terms of students having equitable access to curriculum and to assessment of said curriculum, and that students be given every opportunity to maximise potential in the assessment of curriculum.

## **WHAT IS THE ROLE OF A SCHOOL REVIEW COMMITTEE?**

A committee will form and meet to decide on any matters relating to your assessment and especially when a review has been requested. If you feel that there are any special reasons why penalties should not be imposed on you, then you must see your Head Teacher of the course who will discuss your case with the Principal and a final decision will be made by a committee. All reviews will be based on whether the assessment program conformed to NESAs requirements, whether the school's procedures conformed to its stated program and whether there were computational or clerical errors. A review committee will consist of the Principal (or delegate), a Head Teacher and a Year Advisor.

## **FINAL NOTE**

In order to provide flexibility in dealing with unusual circumstances, the Principal may after ensuring that no student is unduly advantaged or disadvantaged by so doing, vary the conditions and requirements in this booklet.

## **YEAR 7 COURSE OF STUDY**

All courses are mandatory in Year 7. The courses studied are English, mathematics, science, history, geography, music, PDHPE, technology mandatory and visual arts. All students must participate in school sport which is on Thursday Periods 5 and 6.

## Year 7 School Assessment Task Calendar 2022

Apart from the tasks listed below, there are a number of courses that have **ongoing assessments**, please refer to individual courses for this information.

### Term 1, 2022

Week	Course
1	
2	
3	Students start school at Hay War Memorial High School as part of the Western Division
4	
5	
6	
7	
8	
9	
10	Science, Geography, Music
11	English, Visual Arts

### Term 2, 2022

Week	Course
1	
2	Mathematics, Technology Mandatory Tech – Digital Technologies
3	History, PDHPE, Technology Mandatory: Material & Engineering Technologies
4	Science
5	PDHPE
6	
7	
8	Music
9	
10	English, Mathematics, Visual Arts

### Term 3, 2022

Week	Course
1	
2	
3	
4	Geography
5	
6	PDHPE
7	
8	Science
9	Mathematics, Music
10	English, Mandatory Tech – Digital Technologies, Visual Arts

### Term 4, 2022

Week	Course
1	
2	History, Technology Mandatory: Material & Engineering Technologies
3	
4	Science, PDHPE, Music, Visual Arts

**Please Note:** All dates are correct at the time of printing, however, final due dates for all assessment tasks may be subject to minor changes and will be given to students during the course of the year.



## Individual Course Assessment Schedules

<b>Year 7 English</b>			
<b>TASK NUMBER</b>	<b>DATE</b>		<b>ASSESSMENT TASKS</b>
	<b>TERM</b>	<b>WEEK</b>	
1	1	11	Narrative and Persuasive Writing
2	2	10	Visual Presentation (Speaking)
3	3	10	Poetry Anthology and Evaluation
4	Ongoing		Interactive Notebook (In-class work)

Students are assessed through both the use of formative (throughout the term as their learning progresses) and summative (towards the end of a topic) methods.

<b>Year 7 Mathematics</b>				
<b>TASK NUMBER</b>	<b>DATE</b>		<b>ASSESSMENT TASKS</b>	<b>WEIGHT</b>
	<b>TERM</b>	<b>WEEK</b>		
1	2	2	Class Test - Topics –Length, Perimeter and Area	30%
2	2	10	Class Assignment - Topics – Fractions, Decimals	40%
3	3	9	Class Test - Topics –Angle Properties	30%
Total				100%

<b>Year 7 Science</b>			
<b>TASK NUMBER</b>	<b>DATE</b>		<b>ASSESSMENT TASKS</b>
	<b>TERM</b>	<b>WEEK</b>	
1	1	10	Fair experiments
2	2	4	Planet Earth
3	3	8	Energy
4	4	4	Ecosystems

Students are assessed through both the use of formative (throughout the term as their learning progresses) and summative (towards the end of a topic) methods.

<b>Year 7 Geography</b>			
<b>TASK NUMBER</b>	<b>DATE</b>		<b>ASSESSMENT TASKS</b>
	<b>TERM</b>	<b>WEEK</b>	
1	1	10	Water in the World - School water audit inquiry task
2	3	4	Interconnections – SWAY digital response task

Students are assessed through both the use of formative (throughout the term as their learning progresses) and summative (towards the end of a topic) methods.

<b>Year 7 History</b>			
<b>TASK NUMBER</b>	<b>DATE</b>		<b>ASSESSMENT TASKS</b>
	<b>TERM</b>	<b>WEEK</b>	
1	2	3	Polynesian Expansion: Research task
2	4	2	Vikings: Personality task

Students are assessed through both the use of formative (throughout the term as their learning progresses) and summative (towards the end of a topic) methods.

<b>Year 7 PDHPE</b>				
<b>TASK NUMBER</b>	<b>DATE</b>		<b>ASSESSMENT TASKS</b>	<b>WEIGHT</b>
	<b>TERM</b>	<b>WEEK</b>		
1	1	Ongoing	My Sense of Identity	15%
2	2	3	Athletics	20%
3	2	5	Staying Safe	20%
4	3	6	Lifelong Physical Activity	20%
5	4	4	Yearly Examination	25%
Total				

<b>Year 7 Music</b>				
<b>TASK NUMBER</b>	<b>DATE</b>		<b>ASSESSMENT TASKS</b>	<b>WEIGHT</b>
	<b>TERM</b>	<b>WEEK</b>		
1	1	10	In-Class Performance	30%
2	2	8	Listening & Analysing Assignment	30%
3	3	9	Composition	30%
4	4	4	Performance	10%
Total				100%

<b>Year 7 Technology Mandatory: Agriculture</b>				
<b>TASK NUMBER</b>	<b>DATE</b>		<b>ASSESSMENT TASKS</b>	<b>WEIGHT</b>
	<b>TERM</b>	<b>WEEK</b>		
1	Ongoing		Practical skills, attitude and participation	100%

<b>Year 7 Technology Mandatory: Digital Technologies</b>				
<b>TASK NUMBER</b>	<b>DATE</b>		<b>ASSESSMENT TASKS</b>	<b>WEIGHT</b>
	<b>TERM</b>	<b>WEEK</b>		
1	2	2	Comic Strip	25%
2	3	10	Elevator Pitch	75%
Total				100%

<b>Year 7 Technology Mandatory: Material &amp; Engineering Technologies</b>				
<b>TASK NUMBER</b>	<b>DATE</b>		<b>ASSESSMENT TASKS</b>	
	<b>TERM</b>	<b>WEEK</b>		
1	2	3	Practical Items	
2	2	3	Portfolio of Evidence of Design Process	
3	4	2	Practical Items	
4	4	2	Portfolio of Evidence of Design Proc	

Year 8 Visual Arts				
TASK NUMBER	DATE		ASSESSMENT TASKS	WEIGHT
	TERM	WEEK		
1	1	11	Collection of Works & VAPD	30%
2	2	10	Collection of Works & VAPD	30%
3	3	10	Collection of Works & VAPD	30%
4	4	4	Comparative Study	10%
Total				100%

**Please Note:** All dates are correct at the time of printing, however, final due dates for all assessment tasks may be subject to minor changes and will be given to students during the course of the year.

## Assessment Task Proforma



### Hay War Memorial High School

"For so much, what shall we repay?"

Subject	
Topic	
Due date	
Grade/mark	
Task number	

Task description

Task instructions

Outcomes

Marking criteria

**HAY WAR MEMORIAL HIGH  
ILLNESS/MISADVENTURE**



**SCHOOL  
APPLICATION**

**SECTION 1 To be completed by the**

**student**

NAME: \_\_\_\_\_ YEAR: \_\_\_\_\_ COURSE: \_\_\_\_\_

DUE DATE OF ASSESSMENT TASK: \_\_\_\_\_

REASON FOR CONSIDERATION: \_\_\_\_\_

\_\_\_\_\_

DO YOU HAVE A DOCTORS CERTIFICATE?      Yes            No     

HAVE YOU ATTACHED A DOCTORS CERTIFICATE?      Yes            No     

SIGNED: \_\_\_\_\_ (Student)

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**SECTION 2 To be completed by the Learning and Support Teacher**

DATE RECEIVED: \_\_\_\_\_ TIME RECEIVED: \_\_\_\_\_

SIGNED: \_\_\_\_\_ (LST)

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**SECTION 3 To be completed by the Faculty Head Teacher in consultation with the course teacher**

DATE RECEIVED: \_\_\_\_\_ TIME RECEIVED: \_\_\_\_\_

OUTCOME: \_\_\_\_\_

\_\_\_\_\_

SIGNED: \_\_\_\_\_ (Faculty Head Teacher)

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**SECTION 4 To be completed and retained by the course teacher. Course teacher informs student of outcome.**

Comment: \_\_\_\_\_

SIGNED: \_\_\_\_\_ (Class Teacher)