



**MARSDEN**  
HIGH SCHOOL

**Year 7 2023**

**ASSESSMENT  
BOOKLET**



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# Marsden High School Assessment Procedures for Year 7

## **The purpose for assessment**

Assessment provides students, parents and teachers with information about student achievement and progress in each course studied, in relation to syllabus standards.

Throughout the year students will be given formal and informal assessment and learning tasks to complete in each course. A formal task is recognised due to the fact that its results will contribute to the student's final achievement grade in the subject. Formal tasks are also categorised by their formal notification process, where the mode, weighting, marking criteria and task description are given to students before the due date. Information gathered from both formal and informal tasks will be used to determine the extent to which students have achieved the outcomes of the course and the level of achievement that will be recorded on school reports.

## **The assessment booklet and timeframe**

Formal assessment task schedules for all Year 7 courses are contained in this booklet.

1. Students will be given a minimum two weeks' notice, in writing, of a formal task.
2. It is the student's responsibility to be aware of all formal assessment tasks. Not knowing about a task will not be accepted as an excuse for not attempting a task or for not doing well in a task. Therefore, if a student is absent, they need to check for any tasks that were distributed.
3. If a student believes they have a valid reason such as illness, accident or other unforeseen circumstances to request an extension of time to complete a formal assessment task, this must be negotiated by completing the "Years 7 – 9 Application for Extension/Misadventure" and submitting to the Head Teacher of the faculty. This must be done in advance of the due date. **See Appendix 1.**

## Common Grade Scale

Teachers in NSW schools use the NESA endorsed Common Grade Scale that ranges from A to E. The Common Grade Scale describes performance at each of five grade levels.

<b>A</b>	The student has an <b>extensive</b> 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 <b>thorough</b> 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 <b>sound</b> 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 <b>basic</b> 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 <b>elementary</b> knowledge and understanding in few areas of the content and has achieved very limited competence in some of the processes and skills

### Assessment

The assessment program in all courses is designed to assess the content, skills and outcomes in a particular course. Assessment programs need to include a variety of assessment tasks that assess the different components of each course and allow students to show what they know, understand and can do.

### Assessment tasks will vary between subjects and may include:

- Performances
- Submitted works
- Practical tests
- Extended research
- Essays
- Written tests
- Examination

### Support at Marsden High School

A student who needs assistance in formal and informal assessment tasks can request help from their **classroom teacher**. Other sources of help at Marsden High School include:

- Homework Centre
- Learning Support staff
- Head Teacher of the subject area
- Year 7 Adviser and Assistant Adviser
- Junior School Head Teacher
- Year 7 Deputy Principal

Students are always welcome to seek assistance for their academic needs. If a child has diagnosed learning difficulties, a personalised learning plan can be created through Learning Support, which will allow tasks to be modified for these learning needs. Students and/or parents can contact the Head Teacher of Wellbeing and Learning Support, Nadia Blasutto, about special academic support.

## **Attendance**

Attendance in all timetabled classes is compulsory, especially on the day an assessment task is to be submitted or completed.

If a student is absent on the day a formal task is due to be completed or submitted, the student must follow these procedures on return to school.

- Report to the teacher who issued the task and submit a parental note explaining the absence.
- Negotiate a time to sit the task / alternate task OR submit the completed task

This procedure **MUST** be done by the first class back on return to school.

## **Submission of tasks**

Tasks submitted after the designated time are **late** unless there are exceptional circumstances. Non-submission of task by the designated time will result in:

- A mark deduction of 10% per day will apply to all late tasks(including weekends)
- This penalty will be followed by a formal faculty letter to parents
- All tasks must be satisfactorily completed and submitted, even if the task is awarded 0%

## **Absence due to Illness/Misadventure**

Absence from school on the due date for the submission of an assessment task will not be regarded as satisfactory grounds for the granting of an extension of time. This will not be varied unless there are exceptional circumstances (and only after consultation with the appropriate Head Teacher of the subject).

Students are advised to complete all tasks to the best of their ability and advise their class teacher **immediately** if circumstances will prevent them from doing so.

## **Technology and assessment tasks**

Technology failure is **not** in itself a valid reason not to submit an assessment task. It is the responsibility of the student to back up all their work and to ensure that all reasonable steps are taken to prevent technology failure from affecting their ability to submit a task by the due date.

## **Malpractice in assessment tasks**

Any student found involved in malpractice in completing an assessment task will be awarded a mark of **zero** for that task. Malpractice includes, but is not limited to:

- Cheating, attempting to cheat or assisting others to cheat
- Copying someone else's work in part or in whole
- Using material directly from books, websites, journals, etc without reference to the source
- Submitting work that has been written by another person (eg, a parent, tutor, sibling)
- Paying someone to write or prepare material
- Breaching school examination rules - **see Appendix 2**

## **Appeals**

If students have concerns regarding the outcome of an assessment illness/misadventure application or the assessment procedures followed, then they have the right to appeal the process. Students may not appeal individual teacher judgement in the marking process. An assessment task appeal form will need to be completed and submitted to the Head Teacher Junior School or relevant Year Group Deputy Principal. Forms may be collected from them.

## **Keeping student assessment tasks on file**

Marsden High School teachers may keep copies of individual assessment tasks to be used to make comparisons with other assessments in the future and/or use for NESA work samples. This helps inform other students about grade cut-offs and may be used for professional development to improve marking guidelines.

In such cases, identifiable information about students, such as names, will be removed.

# Assessment Schedules

## English

Year 7 Assessment Schedule	DUE DATES				
	Task 1 Term 1 Week 7	Task 2 Term 2 Week 7	Task 3 Term 3 Week 6	Task 4 Term 4 Week 4	Task 5 Ongoing
	<u>English</u> Sustained Writing Response	Advertising Campaign	Analytical Response	<u>English</u> Skills-based Examination	Class Mark Semester 1 And Semester 2
Total Marks	20	20	20	20	20

## Human Society & Its Environment (HSIE) Geography & History

Year 7 Assessment Schedule	DUE DATES			
	Task 1 Term 1 Week 9	Task 2 Term 2 Week 9	Task 3 Term 3 Week 6	Task 4 Term 3
	Landscapes & Landforms Task	Place & Liveability Task	This is me Assessment	Yearly Examination
Total Marks	25	25	25	25

## Personal Development, Health and Physical Education

Year 7 Assessment Schedule	DUE DATES			
	Task 1 Term 1 Week 8	Task 2 Term 2 Week 5	Task 3 Term 3 Week 8	Task 4 Term 4 Week 4
	Personal Story Book	Gymnastics Routine	Healthy Lunch	Striking Games
Total Marks	25	25	25	25



## Languages

Year 7 Assessment Schedule	DUE DATES - Semester One			
	Task 1 Term 1 Week 9	Task 2 Term 2 Week 7	Task 3 Term 2 Week 4	Task 4 Ongoing
	Assignment	Booklet	In class test	Classwork
Total Marks	20	5	20	5
Year 7 Assessment Schedule	DUE DATES - Semester Two			
	Task 1 Term 3 Week 8	Task 2 Term 4 Week 4	Task 3 Ongoing Term 3 & 4	
	Assignment	Yearly Examination	Classwork	
Total Marks	20	25	5	

## TAS Technology (Mandatory) Technology and Applied Studies

Year 7 Assessment Schedule	DUE DATES (Digital Technologies)				
	Task 1 Term 1 Week 6	Task 2 Term 1 Week 8	Task 3 Term 2 Week 4	Task 4 Term 2 Week 8	
	Crack the Code Portfolio	Arduino Hardware	Code Monkey Progress Mark	Code Monkey Banana Tales	
Total Marks	30	10	30	30	
Year 7 Assessment Schedule	DUE DATES (Engineered Systems)				
	Task 1 Term 3 Week 5	Task 2 Term 3 Week 9	Task 3 Term 4 Week 6	Task 4 Term 4 Week 6	Task 4 Term 4 Week 8
	WPBD Task	Bridge Build Portfolio	Bridge Build Practical	Bridge Build Weight Bearing	Reflection and Evaluation
Total Marks	20	20	30	20	10

## Mathematics

Year 7 Assessment Schedule	DUE DATES			
	Task 1 Term 1 Week 9	Task 2 Term 2 Week 7	Task 3 Term 3 Week 7	Task 4 Term 4 Week 4
	Maths Exam	Maths Exam	Maths Exam	Maths Exam
Weightage	25	25	25	25

## Music

Year 7 Assessment Schedule	DUE DATES			
	Task 1 Term 1 Weeks 9 - 10	Task 2 Term 2 Weeks 9 - 10	Task 3 Term 3 Weeks 8 - 10	Task 4 Term 4 Weeks 1 - 3
	Instruments & Notation	Hip Hop	Popular Music	Australian Music
Total Marks	25	25	25	25

## Science

Year 7 Assessment Schedule	DUE DATES			
	Task 1 Term 1 Weeks 8	Task 2 Term 2 Week 4	Task 3 Term 3 Week 8/9	Task 3 Term 4 Week 3
	Skills Task	Topic Test	PBL Project	Yearly Exam
Weighting	20	25	30	25

## Visual Arts

Year 7 Assessment Schedule	DUE DATES			
	Task 1 Term 2 Week 2	Task 2 Term 2 Week 4	Task 3 Term 4 Week 2	Task 4 Term 4 Week 4
	Portraiture in art	Practical portraits	Contemporary artists	Expressive portraits
Total Marks	15	35	15	35

**Assessment Calendars  
Term 1**

<b>Week</b>	<b>Subject</b>
<b>1</b>	
<b>2</b>	
<b>3</b>	
<b>4</b>	
<b>5</b>	
<b>6</b>	<b>Digital Tech</b>
<b>7</b>	<b>English</b>
<b>8</b>	<b>PDHPE Digital Tech Science</b>
<b>9</b>	<b>HSIE Geography and History Languages Mathematics Music</b>
<b>10</b>	<b>Music</b>

## Term 2

<b>Week</b>	<b>Subject</b>
<b>1</b>	
<b>2</b>	<b>Visual Arts</b>
<b>3</b>	
<b>4</b>	<b>Languages Digital Tech Science Visual Arts</b>
<b>5</b>	<b>PDHPE</b>
<b>6</b>	
<b>7</b>	<b>English Languages Mathematics</b>
<b>8</b>	<b>Digital Tech</b>
<b>9</b>	<b>HSIE Geography and History Music</b>
<b>10</b>	<b>Music</b>

### Term 3

<b>Week</b>	<b>Subject</b>
<b>1</b>	
<b>2</b>	
<b>3</b>	
<b>4</b>	
<b>5</b>	<b>Engineered Systems</b>
<b>6</b>	<b>English HSIE Geography and History</b>
<b>7</b>	<b>Mathematics</b>
<b>8</b>	<b>PDHPE Languages Music Science</b>
<b>9</b>	<b>Engineered Systems Music Science</b>
<b>10</b>	<b>Music</b>

## Term 4

<b>Week</b>	<b>Subject</b>
<b>1</b>	<b>Music</b>
<b>2</b>	<b>Music Visual Arts</b>
<b>3</b>	<b>Music Science</b>
<b>4</b>	<b>English PDHPE Languages Mathematics Visual Arts</b>
<b>5</b>	
<b>6</b>	<b>Engineered Systems</b>
<b>7</b>	
<b>8</b>	<b>Engineered Systems</b>
<b>9</b>	
<b>10</b>	
<b>11</b>	

# Appendix 1



## MARSDEN HIGH SCHOOL

### YEARS 7-9 APPLICATION FOR EXTENSION/ILLNESS OR MISADVENTURE

<b>Student's Name:</b>		<b>Date:</b>
<b>Teacher's Name:</b>		
<b>Subject/Year Group:</b>		
<b>Assessment piece/type/task:</b>		
<b>Reason for extension (attach parent letter or supporting evidence if appropriate):</b>		
<b>Original due date:</b>		

**Student signature:** \_\_\_\_\_

**Parent signature:** \_\_\_\_\_

<b>HT Approved:</b>	Yes	No	If No please provide why in comment section below
<b>Negotiated New Date:</b>			
<b>Comments/ Notes/ Instructions to classroom teacher:</b>			

**Important Note:** Your application for assessment task appeal is no guarantee that it will be approved.

## Appendix 2

### Marsden High School Junior School Exam Rules and Procedures

- Students must be in full school uniform and follow the day to day rules of the school.
- Students are required to be at the exam location 5 minutes before the start of the exam.
- **All bags are to be left at the front of the room.**
- Students are to carry all equipment required for the examination in a **clear plastic sleeve. Clear plastic water bottles without labels** are allowed in the exam room.

### Mobile Phones

Mobile phones are not permitted in the exam location in line with the Marsden High School phone policy. Please place your phone in a clear snaplock bag labelled with your full name and hand it in to the examiner or Deputy prior to entering the location.

### Illness/Misadventure

**Stay at home if you are unwell and seek out a medical certificate, follow illness/misadventure procedures as per the school's assessment policy.**

Illness/misadventure forms are available on the school website / Learning at our School / Assessment and Reporting / Illness misadventure application - a PDF is available to download & print.

### COVID and general illness

**Maintain physical distancing** when lining up and walking in/out of the examination room and with all staff supervising exams.

**Practise good hygiene:** This includes washing hands for 20 seconds and using hand sanitiser at regular intervals, coughing and sneezing into your elbow or a tissue. Dispose of tissue/s quickly.

**If unwell before** an exam, stay at home and seek a medical certificate.

**If unwell during** an exam, immediately report to the supervisor.

### Toilet Breaks

**Students should go to the toilet and attend to their needs BEFORE entering the hall. The toilet register MUST be signed by students EACH time they use the toilet during an exam.** If you are in a classroom, a teacher will need to escort you to the nearest bathroom. You must wait until someone is available to assist you. Be advised if in an alternate room, this may take some time.

### During the Examination

Students must **follow all instructions** given by the supervising teachers.

Students **MUST NOT COMMUNICATE IN ANY FORM** with other students or talk/make noise after entering the hall.

- Once seated, students must complete the attendance slip.
- No paper is to be brought into or taken from the examination room including the exam paper.
- Students must **write their name** on top of every booklet they use.



- Students **must not leave the examination room until the scheduled end of the examination.** If you have completed the examination early, you must remain seated and quiet until the examination has finished.

### **Consequences**

If you do not follow rules and you are involved in malpractice during the examination, you may be asked to leave the examination room and be directed to the Deputy Principal. Consequences may include disqualification from the exam, implementation of the school discipline code and communication with parents or guardians.

### **Exam Equipment**

- Write in black or blue pen only.
- Bring spare pens to each exam.
- You may also bring a
  - Ruler
  - Highlighters
  - pencils (should be at least 2B) and sharpener
  - a bottle of water in a CLEAR bottle.
  - You can wear your **analogue** or **digital** watch to your exams. Once you sit down you will have to take it off and place it in clear view on your desk.

**You are not allowed to BORROW equipment during exams.** All equipment you bring is subject to inspection on entry. Make sure any equipment you are allowed to bring, such as a calculator, is in good working order because an appeal under misadventure provisions for equipment failure will not be upheld.

To further clarify what you **cannot** bring into the exam room:

- ANY electronic device: this includes mobile phones, programmable/smart watches, countdown timers, earphones, organisers, tablets (eg iPads), music players, electronic dictionaries and communication devices etc (only a calculator where permitted).
- Paper or any printed or written material. You can ask your teacher or presiding officer for working paper.
- Print dictionaries, except where permitted in language exams.
- Correction fluid.