



# The Scots School

# 2018

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Year 7 Assessment Booklet (Stage 4)



## Year 7 (STAGE 4) ASSESSMENT POLICY

In Stage 4 assessment tasks will be organised in all faculty areas. These tasks will be scheduled on each subject's assessment schedule and on the term planning calendar. All of these documents are contained in this booklet. It is essential that students use this booklet to assist with their time management and task planning.

### Homework

1 ½ hours per weekday evening. (Extra work may be required at weekends if an assessment task is due).

There is always homework. This may involve the student using initiative to read a set text or revise work for examinations. Students often have research assignments to complete over several weeks.

Appropriate breaks should be taken during the evening.

Slower workers must not stretch work so that they are working very late. Parents and guardians are asked to use discretion and cover students with a note in their diary.

Students must approach staff with work they do not understand before it is due.

### Scheduling of Tasks

Teachers will give students at least two weeks formal notice of any task or assessment tasks. These formal notices will include the exact due date, nature of the task, outcomes being assessed and marking guides.

All of the assessment tasks have been plotted on an Assessment Schedule for the whole year. You can easily see which tasks are due in any week of the year. This will assist you and your parents/guardians and boarding house staff to best plan for your learning.

It is important that you consult this schedule regularly, sharing your planning with teachers, parents/guardians and boarding house staff.



## Assessment Methods and Procedures

Assessment tasks may take various forms. They may be tests, examinations, assignments, competency check lists, quizzes, web searches or other measures.

In each subject, teachers have determined specific assessment opportunities where you can demonstrate success in your learning. These assessment measures will be used in conjunction with other information to provide feedback to yourself and your parents/guardians about your learning.

Teachers will issue assessment task notifications at least two weeks prior to the due date of the task. This notification will contain the content, syllabus outcomes, weighting, task outline and marking guidelines of the task.

Teachers will obtain your signature on the class record sheet to record that you have (a) received the notification and (b) submitted the task.

## Late submission of Assessable Tasks

It is the responsibility of the student to ensure that assessable tasks are submitted by the due date. Your tasks have been plotted on a schedule for the whole year. Therefore, due dates will not be altered, except in unusual circumstances.

Unless suitable documentation has been produced or permission granted for leave, late work will be reduced by:

- 10% of the total mark for work submitted on the first day after the due date,
- 20% of the total mark for work submitted on the second day after the due date
- 40% of the total mark for work submitted on or after the third day after the due date
- A zero mark awarded if the task is not completed by the fourth day after the due date (Note: a weekend counts as one day for the purpose of assessing penalties). If a holiday period intervenes the penalties are applied as if the student was attending school.

The task **must still be submitted** in order for the students to complete the course outcomes.

Computer or printer malfunction is not considered an excuse for late or non-submission of a task. You are to save regular copies of tasks and print off drafts. In the case of computer malfunction, you are to show the drafts to your teacher and if satisfactory, a new submission is to be negotiated.



## Malpractice on Tasks

Any student not conforming to the rules and regulations of the assessment supervisor and the rules of the school constitutes malpractice.

Students are required to comply to the rules of the school when they undertake the assessment task. They must follow the teacher and supervisor's instructions, they must behave in an appropriate manner towards teachers and supervisors and other students and they must make a serious attempt at completing the assessment task.

Students will be liable of malpractice if they submit work which is not their own, not correctly acknowledged, or of which they had prior knowledge, for example, stolen examination papers.

Students found liable of malpractice will be awarded a zero mark for that task and be disciplined by the Head of Senior School.

## Illness or Misadventure

If you are ill on the day an assessment task is due, it is important that your parents/guardians or boarding house staff notify the school before 9.00am. You may email the class teacher directly or Head of Senior School ([tleaf@scots.nsw.edu.au](mailto:tleaf@scots.nsw.edu.au))

Sometimes you are prevented by misadventure or another unusual circumstance from completing an assessment task by the due date. If this happens, your parent/guardian or boarding house staff may write a note or provide an explanation in your diary. The Head of Department (sometimes in consultation with the Head of Senior School), will decide if an extension may be granted. They will communicate their decision to your parent/guardian or boarding house staff through your diary.

## Recognising Achievement

Achievement in learning is celebrated at assemblies, Open Days, performance evenings, Awards Days and Speech Day.

Certificates of Academic Achievement and Academic Excellence are also given to students who have challenged themselves to achieve their personal best.

Participation in competitions, excursions, incursions and co-curricular activities provide the students with experiences that encourage curiosity and promote lifelong learning, as well as preparation for making the transition into the senior years of their secondary education.



## 2018 Assessment Schedule – Year 7

### Term 1

Week		Subject	Weighting	Task
1	31 Jan – 2 Feb.			
2	5 – 9 Feb.			
3	12 – 16 Feb.			
4	19 – 23 Feb.			
5	26 Feb. – 2 Mar.	Music	25%	Composition Composing an Untuned Percussion Score
		PDHPE	25%	Goal Setting Task
6	5 – 9 Mar.			
7	12 – 16 Mar.	French	25%	Vocabulary Assessment (in class) Individual Research Project (take home)
8	19 –23 Mar.	English	25%	Life Stories Challenges; Tales from the Real World Speech and Reflection Statement
		Geography	20%	Topic Research Task and Report Water in the World
		Mathematics	20%	Prepared Task
9	26- 28 Mar.	Visual Arts	25%	Exploring the Human Spirit. Drawing
10	5 – 6 Apr.	History	20%	Depth Study 1 Investigating the Ancient Past Source Analysis
		Science	30%	Practical Assessment - stations
		Technology A	25%	Design Process
		Technology B	25%	The Hen House
		Technology C	25%	Landscape
		Technology D	25%	The Great Bake Off
11	9 – 13 Apr.			



## 2018 Assessment Schedule – Year 7

### Term 2

Week		Subject	Weighting	Task
1	1 - 4 May			
2	7 - 11 May			
3	14 – 18 May	Visual Arts	25%	Signs and Designs – Colour and Paint Technique
		French	20%	Oral and Aural Assessment
		PDHPE	25%	Design a Modified Game
4	21 – 25 May	French	10%	Vocabulary Assessment (in class)
5	28 May – 1 Jun	Half Yearly Examinations		
6	4 – 8 Jun	Music	25%	Performance Ensemble and Solo
7	11 – 15 June			
8	18 –22 June			
9	25 – 29 June	Technology A	25%	The Great Bake Off
		Technology B	25%	The Design Process
		Technology C	25%	The Hen House
		Technology D	25%	Landscape



## 2018 Assessment Schedule – Year 7

### Term 3

Week		Subject	Weighting	Task
1	24 – 27 July			
2	30 Jun – 3 Aug			
3	6 - 10 Aug.	Music	25%	Musicology Research of Orchestral Instruments
4	13 – 17 Aug.	Geography	20%	Topic Research Task and ICT Interconnections
		History	30%	Depth Study 2 The Mediterranean World – Egypt PowerPoint Presentation and Model
5	20 – 24 Aug	Mathematics	20%	Investigation/Practical Assignment
6	27 – 31 Aug	French	15%	Translation Exercise (in class)
		Technology A	25%	Landscape
		Technology B	25%	The Great Bake Off
		Technology C	25%	The Design Process
		Technology D	25%	The Hen House
7	3 - 7 Sept.			
8	17 - 21 Sept.	English	25%	The World of Story Telling Collaborative Visual Presentation
		Science	25%	Research/Creativity Project
9	24 – 28 Sept.	Visual Arts	25%	Extraordinary Creatures – 3D Ceramics



## 2018 Assessment Schedule – Year 7

### Term 4

Week		Subject	Weighting	Task
1	16 – 19 Oct	PDHPE	25%	Healthy Habits Food Product Review
		No Assessments prior to the Examinations		
2	22 – 26 Oct	Yearly Examinations		
3	29 Oct – 2 Nov	French	25%	Oral Aural and Written Assessment (in class)
		PDHPE	25%	Aspects and Types of Movement - Kicking
		Technology A	25%	The Hen House
		Technology B	25%	Landscape
		Technology C	25%	The Great Bake Off
		Technology D	25%	The Design Process
4	5 – 9 Nov			
5	12 – 16 Nov			
6	19 – 23 Nov			
7	26 – 30 Nov			
8	3 – 7 Dec			