



The Scots School

2018

Year 9 Assessment Booklet (Stage 4)



Year 9 (STAGE 5) ASSESSMENT POLICY

In Stage 5 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 hour & 50 minutes 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.

Assessment Methods and Procedures

The School is required to calculate an assessment grade for every student. This mark ranks the students, relative to each other, in each course.

Individual academic departments at The Scots School develop separate assessment strategies according to syllabus requirements. Each strategy involves a specific weighting. The number, weighting and general description of each task for each course is included in this booklet. More detail will be provided on the assessment task notification.

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.

Scheduling of Tasks

Teachers will give students at least two weeks formal notice of any task of 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.

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.

In the event that tasks are not completed on or by the due date without a valid reason the following will occur:

- i. The subject teacher will immediately notify the Director of Teaching and Learning.
- ii. An “unsigned prep” will also be placed in the student’s prep diary by the Subject Teacher.
- iii. The Head of Department will notify parents or guardians by phone, fax or email.



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)

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.

Endorsed Absences

In the case of absence endorsed by the school such as sport, co-curricular activities, excursions or suspension, the following will apply:

- i. The Director of Teaching and Learning (or representative) should be notified as soon as details are available and permission is sought to be absent for that period of time.
- ii. If approval is granted, staff should be notified before the event of possible missed tasks or the inability to submit tasks.
- iii. Cumulative tasks should be submitted early, prior to the leave.
- iv. Tasks should be posted by registered mail or email to be received at the school no later than the due date.

In the event that a student is suspended away from the school, the following will apply:

- i. Students must not receive advantage in assessment tasks due to suspension.
- ii. Cumulative tasks should be posted via registered mail or email to be received at the School by the due date.
- iii. Tests on a specific date may be taken upon return to School or alternative tasks may be given.



Unsatisfactory Completion of Assessment Tasks

- iv. For a project/assignment type of task the mark awarded will be reduced by 10% for the first day, 20% for the second, 40% the third day and a zero mark awarded if the task is not completed by the fourth day following the due date. (Note: A weekend counts as one day for the purpose of assessing penalties). This is calculated as a depreciation of the mark given as if no penalty applied. If a holiday period intervenes the penalties are applied as if the student was attending school.
- v. Students may appeal to the Headmaster (or designated representative) within 48 hours of receiving a zero mark or reduced mark if they believe exceptional circumstances have occurred.
- vi. When a student's work is found to be other than their own (plagiarism, malpractice, etc) a zero mark may be awarded or a reduced mark depending on circumstances. Students have the right of appeal to an academic committee convened by the Headmaster.
- vii. Non-serious attempts at assessment tasks may be regarded as unsatisfactory completion of assessment tasks. These will be determined by the HOD in consultation with the Director of Teaching and Learning. Students have the right of appeal to an academic committee convened by the Headmaster.

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.



Other Matters

During examination periods usual homework and assessment tasks must be suspended completely for a period of one week prior to the commencement of the examination period.

Method of Appeal

Students may appeal against the final rank, zero or reduced marks, incorrectly placed assessment tasks and non-completion or malpractice claims. The process involves:

- i. A student presenting the Headmaster or representative with a clearly stated written appeal.
- ii. The Headmaster or representative obtains similar evidence from the Subject Teachers and Heads of Departments.
- iii. The Headmaster or representative convenes an “Appeals Committee” to meet with parents or guardians.
- iv. The Headmaster’s judgement is usually supported by the Board of Studies. The Board will not intervene into appeals for a specific subject. In exceptional cases The Board of Studies will ensure that appeals have been fairly managed by schools.
- v. In an assessment review the Headmaster or representative will ensure that:
 - a) Weightings used conform to those published by an academic department
 - b) Procedures used to determine a final assessment rank conform to Board of Studies policy and
 - c) There are no computational or clerical errors.



2018 Assessment Schedule – Year 9

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	20%	Prepared Task Research Topic: Film Music
6	5 – 9 Mar.			
7	12 – 16 Mar.	English	25%	Discrimination Speech
		Mathematics 5.1/5.2	15%	Prepared Task
		Mathematics 5.2/5.3	15%	Open Book Test
		Agriculture	15%	Management and Technology
		Science	30%	Earthquake Project Spreadsheet Skills
8	19 –23 Mar.	Drama	25%	Acting and Performing Realism Performance Evening
		Commerce	20%	Research and Report Task Consumer Choice
9	26- 28 Mar.	Visual Art	25%	Origins and Identity – Subjective - Structural
		Geography Mandatory	20%	Research and Report Sustainable Biomes
10	5 – 6 Apr.	History Mandatory	20%	Making a Better World – The Industrial Revolution
		PD/H/PE	25%	Research Gender Issues in Australia
11	9 – 13 Apr.			



2018 Assessment Schedule – Year 9

Term 2

Week		Subject	Weighting	Task
1	1 - 4 May			
2	7 - 11 May			
3	14 – 18 May	Drama	25%	Group Devised Theatre - Brecht
		Music	25%	Performance Solo and Ensemble
		Visual Art	25%	
		PD/H/PE	25%	Aerobics Routine Design
		D & T	20%	From Here to There
4	21 – 25 May	No Assessments Prior to Examinations		
5	28 May – 1 Jun	Half Yearly Examinations		
6	4 – 8 Jun			
7	11 – 15 June			
8	18 –22 June	IST	30%	Software Design Project
9	25 – 29 June			



2018 Assessment Schedule – Year 9

Term 3

Week		Subject	Weighting	Task
1	24 – 27 July			
2	30 Jun – 3 Aug			
3	6 - 10 Aug.	Agriculture	15%	Intensive animal Production Case Study and Presentation
4	13 – 17 Aug.	Music	25%	Composition Topic: Theatre Music
		Geography Mandatory	20%	Research and ICT Presentation Changing Places
5	20 – 24 Aug	Mathematics 5.1/5.2	20%	Investigation/Practical Assignment
		Mathematics 5.2/5.3	20%	Investigation/Practical Assignment
6	27 – 31 Aug	Commerce	30%	Research and Report Task Community Participation
		D & T	30%	Rough and Tough
7	3 - 7 Sept.	Drama	25%	Australian Scripted Performance Production
		English	25%	Outsiders Imaginative Writing and Short Reflection Statement
8	17 - 21 Sept.	Visual Art	10%	Urban Object – Suburban Sculpture Structural and Cultural Oral Presentation
		History Mandatory	30%	Australians at War World War I and II
9	24 – 28 Sept.	Agriculture	15%	Practical Record Books
		IST	30%	Multimedia Project



2018 Assessment Schedule – Year 9

Term 4

Week		Subject	Weighting	Task
1	16 – 19 Oct	Drama	25%	Design for Theatre-Realism to Multi-Media including Logbook
		Visual Art	20%	Urban Object – Suburban Sculpture Structural and Postmodern Art Making VAPD
		English	25%	Language Skills and Response
		Commerce	30%	Topic Reviews
		Science	25%	Practical Skills Activity Model Atom
		PD/H/PE	25%	Tournament Rec Sports Assessment
		Agriculture	25%	Plant Collection (issued in Term 2)
		No Assessments prior to the Examinations		
2	22 – 26 Oct	Yearly Examinations		
3	29 Oct – 2 Nov	D & T	50%	Let There Be Light
4	5 – 9 Nov			
5	12 – 16 Nov			
6	19 – 23 Nov			
7	26 – 30 Nov			
8	3 – 7 Dec			