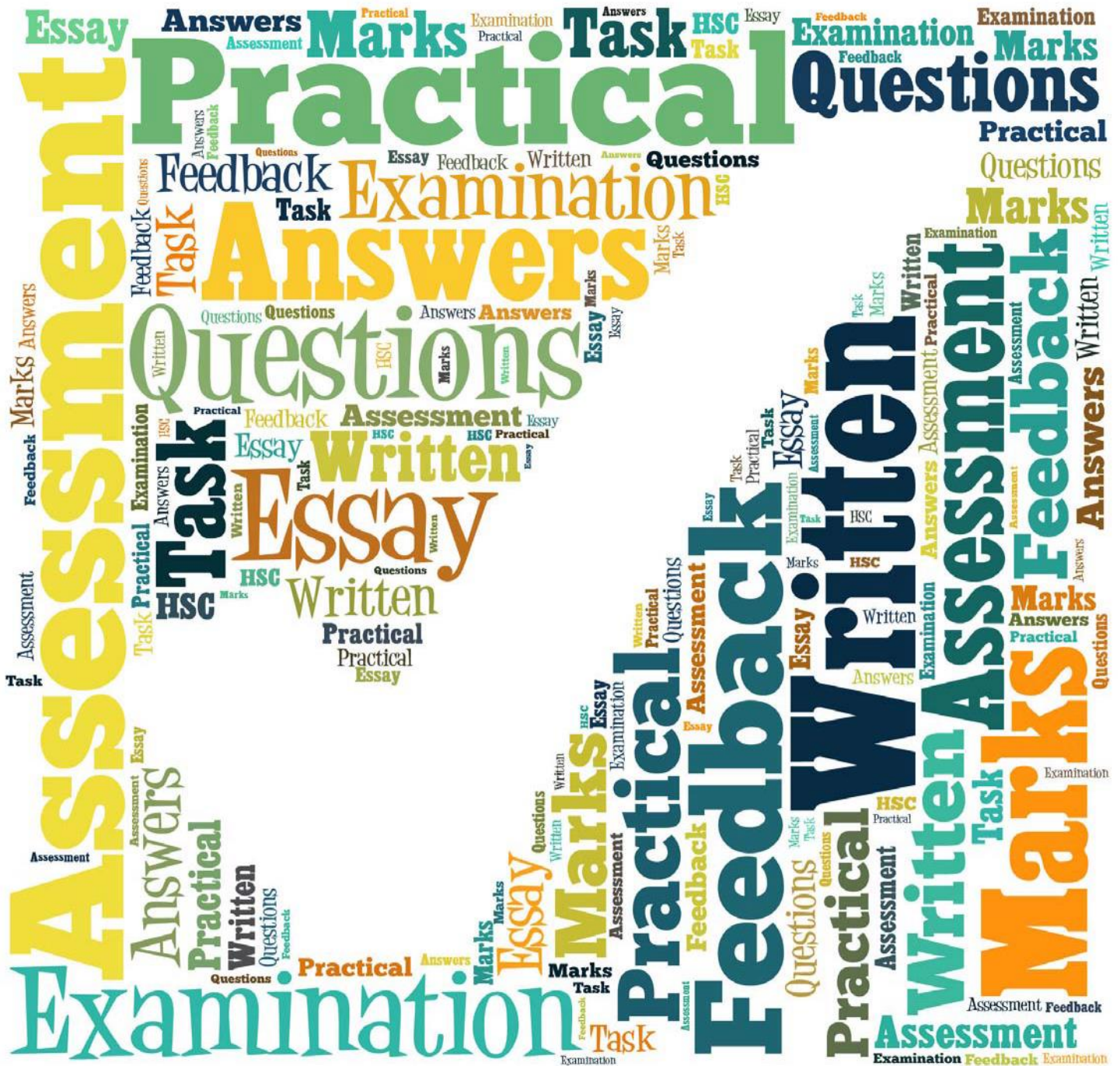


Narooma High School

2024 Year 7 Assessment Booklet

7



Together We Soar

through Respect, Responsibility and Support

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NAROOMA HIGH SCHOOL – YEAR 7 Assessment Information

1. What is the purpose of this booklet?

To provide information about:

- School assessment of your progress in Year 7
- Your rights and responsibilities under this system

2. What is an assessment mark?

- An assessment mark represents your achievement of outcomes listed in the syllabus for each course studied.

3. What is the purpose of assessment marks?

- To allow a wide range of subject skills and knowledge to be assessed in meeting outcomes.
- To measure skills that are not easily measured by a written examination.

4. Are non-assessable tasks important?

- Yes! You must satisfy all the requirements of a syllabus – this includes all in-class and homework tasks set by your teachers, which is evidence of meeting outcomes.
- Failure to complete non-assessable tasks may mean that the requirements for completing a course are not satisfied.

5. How will assessment marks be compiled?

- Each Faculty, using NESA guidelines, has developed procedures for compiling an assessment mark by the end of each course.
- Assessment schedules for each subject specify the nature of each task, the outcomes to be assessed, weighting in the final assessment for that course and the timing of each task.
- The assessment schedule for each subject is included in this booklet.

6. When will assessment take place?

- Assessment will take place throughout the entire year.

7. How will I be notified of impending assessment tasks?

- You will receive notice of every assessment task typically two weeks before the due date, depending on the nature of the task.
- Notice will be given in a standardised format across all subjects. It will include information regarding task number, task weight, format, due date and time, assessment criteria, marking scheme and clearly outlined expectations.
- If you are absent on the day the class is notified of an assessment task, it is your responsibility to inform your teacher immediately on your return to school. They will then issue you with the task, which you will be expected to complete by the original due date.

8. How will results be reported back to students?

- Meaningful feedback will be given on the outcomes being assessed.

9. When should an assessment task be submitted?

- Take-home tasks must be submitted on or before the due time and date stated on the assessment notification.
- In-class tasks must be completed at the time and date stated on the assessment notification.
- Students must attend all timetabled classes and will not be granted leave of absence to prepare for other assessment tasks in these times.

10. What do I do if I know I am going to be absent for an assessment task?

- Ideally, submit the task before it is due. Otherwise, see the teacher who issued the task to negotiate alternative arrangements well before the due date.
- You must complete an *Illness/Misadventure/Absence Form* to explain why you will be absent and you may be asked to produce evidence of the progress you have made on the set task.

11. What is an *Illness/Misadventure/Absence Form* and where do I get one?

- This is a form that must be completed whenever student participation and/or performance in a task has been affected by unforeseen circumstances beyond the control of the student including: illness and unavoidable lateness or absence. Supporting documentation, such as a doctor's certificate, should be attached to the form.
- The forms are available from your class teacher, subject Head Teacher or Year Adviser.

12. What happens if my assessment task is late?

- If you submit a task late a zero mark will be awarded.
- You will still be required to complete the task so that you satisfy mandatory Stage 4 course requirements. By completing the task, you will still receive valuable feedback.
- Students using computers to prepare and present an assessment task must accept responsibility for the loss of any data or the non-completion of tasks due to computer related problems. Save your work regularly and always keep a backup!
- If there are extenuating circumstances you should submit an *Illness/Misadventure/Absence Form* and attach supporting documentation, such as a doctor's certificate.

13. What happens if a student is on suspension at the time a task is due?

- The student must make arrangements to submit the task by the due date.
- If the task occurs in class, then the parent/carer of the student will need to seek permission from the Deputy Principal or Principal for the student to attend school to sit the task. Where a student is not permitted to attend school, the Deputy Principal or the Principal will ensure alternate arrangements are made for completion of the task.

14. What if I am absent on the day an assessment task is scheduled?

- You must contact the school and explain the reason for your absence to your teacher or the Head Teacher of the relevant faculty.
- On the day you return to school, report to the Head Teacher of the subject concerned and submit an *Illness/Misadventure/Absence Form*.
- Supporting evidence (such as a medical certificate) should be attached and the form returned to the Head Teacher.
- The Head Teacher will consider the application and a decision issued promptly to the student and to the class teacher.
- The *Illness/Misadventure/Absence Form* will be referred on for the Deputy Principal's signature and then filed in your student record.
- The original or an alternate assessment task may be issued for you to complete or an estimated result may be given at the discretion of the subject Head Teacher.

15. What about assessment work that is not handed in?

- If you fail to complete an assessment task and have not been granted special consideration, a zero will be recorded for it.
- Parents will be contacted regarding your progress in the course.

16. What happens in the case where a teacher is concerned about cheating or malpractice in an assessment task?

- In such cases, the teacher will immediately bring this to the attention of the student(s) involved and make a report to the Head Teacher.
- If malpractice/plagiarism is identified, the student will be penalised marks accordingly. Students may then be required to re-complete the task properly in order to meet course requirements.

17. Must I attend school regularly?

- Yes! You are expected to be present on each school day unless you are ill. It is not possible for any student to successfully complete the outcomes of the courses if they do not attend school regularly.

18. What do I do if I am dissatisfied with an assessment procedure or disagree with an assessment mark?

- In the first instance, you should discuss the situation with your classroom teacher.
- Any decisions regarding whether or not a task was satisfactorily completed, the subsequent marks awarded to students and any requirements to re-submit work are at the discretion of the Head Teacher of the subject.

19. What do I do if I feel that a course has not been taught as per the requirements of the syllabus?

- In the first instance, parents/ carers should discuss the situation with your classroom teacher.
- Should the classroom teacher be unable to satisfy any queries, parents/ carers must talk with the KLA Head Teacher and the Deputy Principal or Principal.

20. What happens when the date of the task has been changed?

- If a task's due date is to be changed this must be approved by the Head Teacher for that course.
- Students will be given sufficient notice of the change of date and the new date the task is due. This notice will be given in writing.

Further information regarding Grades, Descriptors and N Determinations is available at the NESA website: <https://www.educationstandards.nsw.edu.au/>

HEAD TEACHERS

English: Mr A Thomas

Mathematics: Mrs M Fowler

Science: Mrs B Glyde

HSIE: Mr J Van Weerdenburg

PDHPE: Mr D Cafe

Support: Mrs K Klose

TAS: Mr P Zideluns

Wellbeing: Mrs S Rowland

Year Advisor: Mrs M Austin

HT Admin: Mr M Hayes

NAROOMA HIGH SCHOOL

ILLNESS/MISADVENTURE/ABSENCE FORM – STAGE 4

Where student participation and/or performance in a task has been affected by unforeseen circumstances beyond the control of the student including: illness, unavoidable lateness or absence.

Student's name:	Year:
Subject:	Faculty:
Teacher:	
Task:	Date due:
Reason:	
Supporting evidence attached:	
In applying for this special consideration, I assure the school that I am not seeking unfair advantage over other students in this course.	
Student's signature:	Date:
Recommendation of Head Teacher:	
Head Teacher's Signature:	Date:
I have noted the above request and have taken the following action:	
Signature of Deputy Principal:	Date:

ASSESSMENT SCHEDULES FOR KEY LEARNING AREAS (KLA)

KLA: English		Course: English		
Task #	When	Area(s) to be assessed	Task Format	Weighting
1	Term 2 Week 5	Who I Am	Portfolio with Checkpoints	50%
2	Term 4 Week 5	Playing with Poetry	Portfolio with Checkpoints	50%
Total				100%

KLA: MATHEMATICS		Course: Mathematics – Stage 4 Year 7 (all classes)		
Task #	When	Area(s) to be assessed <i>In any task students may be assessed on general mathematical concepts from prior learning.</i>	Task Format	Weighting
1	Term 1 Week 8	Integers	Bookmark+ test	20%
2	Term 2 Week 6	Fractions, Decimals and Percentages	Test	20%
3	Term 3 Week 3	Probability	Research Project	20%
4	Term 3 Week 8	Algebra and Equations	Test	20%
5	Term 4 Week 5	All outcomes	Exam	20%
Total				100%

All assessment tasks will be common across all classes in Year 7 Mathematics. The results of these tasks, along with teacher recommendation, may result in student movement between classes.

KLA: Science		Course: Science		
Task #	When	Area(s) to be assessed	Task Format	Weighting
1	Term 1 Week 6	Research Task	Research Report	20%
2	Term 2 Week 5	Semester 1 Exam – Knowledge & Understanding of topics completed	Formal Exam	20%
3	Term 3 Week 9	Portfolio of student work	Portfolio	30%
4	Term 4 Week 5	Semester 2 Exam – Knowledge & Understanding of topics completed	Formal Exam	30%
Total				100%

KLA: HSIE		Course: Geography	Semesterised
Task #	When	Area(s) to be assessed	Task Format
1	Term 1 Week 8	Landforms and Landscapes	Fieldwork and skills
2	Term 2 Week 6	Liveability	Annotated Visual Display

KLA: English				
Course: History Semesterised				
Task #	When	Area(s) to be assessed	Task Format	Weighting
1	Term 1/3 Week 10	Investigating the Ancient Past And Site Study	Research Task	50%
2	Term 2/4 Week 6	Ancient Egypt and Ancient China	Test - Skills based and extended response	50%
Total				100%

KLA: PDHPE				
Course: PDHPE				
Task #	When	Area(s) to be assessed	Task Format	Weighting
1	Ongoing Terms 1-3	Movement Skill and Performance Units of work: Exploring gymnastics movements; net/ court games; activities to promote inclusion, wellbeing & connection.	Practical Evaluation In - class	40%
2	Term 1 Week 10	Unit of work: "Welcome to Narooma High"	Support Network- Card Research Task	15%
3	Term 2 Week 10	Unit of Work: "Changes, Challenges and Relationships"	In class exam	15%
4	Term 3 Week 10	Unit of Work: "Let's all get along"	Research Task	30%
Total				100%

KLA: Languages		Course: JAPANESE		
Task #	When	Area(s) to be assessed	Task Format	Weighting
1	Term 1 Week 9	Unit 1 – Hiragana and self introductions	Speaking task – photo story writing	25%
2	Term 2 Week 9	Unit 2 – Family & Pets	Reading and listening task	25%
3	Term 3 Week 10	Units 3 & 4 – Food & Fun	Writing and Speaking task	25%
4	Term 4 Week 6	Units 5 and 6 My Japan Trip	Reading, writing, listening and speaking Travel Journal	25%
Total				100

KLA: CAPA Course:		Introduction to Popular Music Semester 1		
Task #	When	Area(s) to be assessed	Task Format	Weighting
1	Term 1 Weeks 7-8	Performance Task 1	Practical	30%
2	Term 2 Weeks 5	Performance Task 2	Practical	30%
3	Term 2 Week 2	Computer Composition	Practical / IT	20%
4	Term 2 Week 5	Listening and theory test	Test	20%
Total				100%

KLA: CAPA Course:		Music From Film and TV Semester 2		
Task #	When	Area(s) to be assessed	Task Format	Weighting
1	Term 3 Weeks 7	Performance Task 1	Practical	30%
2	Term 4 Weeks 5	Performance Task 2	Practical	30%
3	Term 4 Week 2	Computer Composition	Practical / IT	20%
4	Term 4 Weeks 5	Listening and theory test	Test	20%
Total				100%

KLA: TAS Course: Technology Mandatory (Semesterised)				
Task #	When	Area(s) to be assessed	Task Format	Weighting
1	Term 1 Week 5 Term 3 Week 5	Research Project	Electronic document	15%
2	Term 2 Week 4 Term 4 Week 4	Folio Project	Folio	35%
3	Term 2 Week 6 Term 4 Week 6	Practical Project	Major Project	50%
Total				100%

NAROOMA HIGH SCHOOL ASSESSMENT CALENDAR

TERM 1	
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	Technology Mandatory
Week 6	Science
Week 7	Music Performance
Week 8	Geography, Maths, PDHPE Prac, Music Performance
Week 9	Languages
Week 10	History (Semester 1), PDHPE Theory and Practical Assessment

TERM 2	
Week 1	
Week 2	Music – Computer Task
Week 3	
Week 4	Technology Mandatory
Week 5	Science, English, Music (Performance Task) (Listening and theory test)
Week 6	Geography, History (Semester 1), Technology Mandatory, Maths
Week 7	
Week 8	
Week 9	Languages
Week 10	PDHPE Practical & Theory

TERM 3 Week 1	
Week 2	
Week 3	Maths
Week 4	
Week 5	Technology Mandatory
Week 6	
Week 7	Music Performance
Week 8	Maths, Music Performance, Geography (Semester 2)
Week 9	Science
Week 10	PDHPE Practical & Theory, History (Semester 2), Languages

TERM 4 Week 1	
Week 2	Music Computer Task
Week 3	
Week 4	Technology Mandatory
Week 5	Maths, Music (Performance Task 2), Music (Theory and Listening Test), English, Science
Week 6	Music (Performance Task 2), Technology Mandatory, History (Semester 2), Languages, Geography (Semester 2)
Week 7	
Week 8	
Week 9	
Week 10	PDHPE Practical & Theory (Semester One data for next year)

For further information:

Narooma High School 7181 Princes Highway

Narooma NSW 2546

T 4476 4377

<http://www.narooma-h.school.nsw.edu.au>