



# Kellyville High School

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**Learning** Excellence **Integrity**

## Year 7 Assessment Booklet

2024

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**This Assessment Booklet is also available on the school's website.**

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# Welcome to Year 7

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This year will be a very important year for you as you are in Year 7. The Middle School is a key time to establish a positive attitude and effort towards assessment for learning.

The purpose of this booklet is to provide information and guidance to our community about Kellyville High School's assessment and homework requirements for Year 7 during 2024 to help you **plan for assessment**.

It informs you of all the tasks, the due dates and weighting of each task and provides support structures to our community to achieve their best aligned with our values of students being **aspirational, resilient and respectful**.

We hope that students and parents will take the time to read through this information together to help understand the school's expectations regarding assessment and assist in organising the time for students to complete necessary homework and assessment tasks successfully.

## HOW CAN PARENTS/CAREGIVERS HELP?

- Take an active interest in your child's homework and assessment tasks.
- Support your child in setting aside time each day for their study.
- Provide a dedicated place for homework and study if possible.
- Assist teachers to monitor homework by signing completed work if requested and be aware of the amount of homework set.
- Communicate with teachers any concerns about the nature of tasks or your child's approach to homework and assessment tasks.
- Encourage your children to read and take an interest in current events.
- Alert the school, as early as possible, to any circumstances which may need to be taken into consideration when homework and assessment tasks are being set or marked.
- If you have any questions about the information contained in this booklet, please contact the Head Teacher of the relevant faculty.

Remember to put all the tasks that you have due on a calendar, so you do not forget when one is due.

Remember good grades do not just happen; they happen because of hard work and dedication.

Good luck!

Mr T O'Brien  
**Principal**

## ASSESSMENT SCHEDULES

The assessment schedules included in this booklet indicate the major components in each course. The outcomes relate directly to the task and will be measured using the marking criteria. Use the marking criteria as a guide to get you the best results. It is recommended that you go through your schedules and draw up a calendar in your diary, listing due dates to assist you with planning your time. Dates are generally indicated as weeks only, so that a suitable lesson within the week may be allocated for all classes.

***Dates may change due to unforeseen circumstances.***

***In this instance, as much notice as possible will be given of the new date.***

The Assessment Policy rules about lateness will be applied to all of these tasks.

Courses offered follow in alphabetical order.

### **Notes:**

1. Many of the tasks listed are some form of project or assignment which students will have an extended period to complete. The due date is a ***final due date***.
2. Many practical subjects base their assessment largely on the completion of practical projects and the submission of portfolios. This means that most of the work is completed in class but the final product is assessed on completion.
3. Ongoing observation also contributes to final assessment marks in many areas. No set date can be attached to this form of assessment.
4. Topic tests in addition to those listed may be administered in some subjects to assist in formative assessment - the acquisition of specific knowledge and readiness of the class to move on to a new topic.

# Year 7 Assessment Summary 2024

## Semester One

Term 1 2024			
Week	Subject	Year Assessment Task	%
1A	PDHPE	Task 1: Movement Skill (ongoing)	30
2B			
3A			
4B			
5A			
6B			
7A			
8B			
9A			
10B			
11A			

Term 2 2024			
Week	Subject	Year 7 Assessment Task	%
1A			
2B	Visual Arts (Semester 1)	Task 1: Critical/Historical Task	30
3A	Music (Semester 1)	Task 1: Composition	50
	Technology Mandatory	Task 1: Project and Folio 1	50
4B	Japanese	Task 1: Greeting and Introduction Skit	35
5A	English	Task 1: Narrative	35
	Mathematics	Task 1: Half Yearly Examination	30
	Visual Arts (Semester 1)	Task 2: Semester Artmaking Portfolio & Process Diary	70
6B	HSIE	Task 1: Half Yearly Examination	40
	Music (Semester 1)	Task 2: Research and Performance	50
	Science	Task 1: Half Yearly Examination	30
7A			
8B			
9A			
10B			

## Semester Two

Term 3 2024			
Week	Subject	Year 7 Assessment Task	%
1A	PDHPE	Task 2: Movement Participation and Performance (ongoing)	30
2B			
3A	Mathematics	Task 2: Working Mathematically Class Test	30
4B			
5A	HSIE	Task 2: Assignment – In Class Writing Task	30
6B			
7A	Science	Task 2: Bike Project	
8B	English	Task 2: Film Review	30
	Japanese	Task 2: Cultural Food Presentation	30
9A	PDHPE	Task 3: Yearly Examination	40
10B			

Term 4 2024			
Week	Subject	Year 7 Assessment Task	%
1A	HSIE	Task 3: Project Fieldwork	30
2B	Visual Arts (Semester 2)	Task 1: Critical/Historical Task	30
3A	English	Task 3: Yearly Examination	35
	Mathematics	Task 3: Yearly Examination	40
	Music (Semester 2)	Task 1: Composition	50
	Technology Mandatory	Task 2: Project and Folio 2	50
4B	Japanese	Task 3: In Class Test	60
	Science	Task 3: Yearly Examination	40
5A	Visual Arts (Semester 2)	Task 2: Semester Artmaking Portfolio & Process Diary	70
6B	Music (Semester 2)	Task 2: Research and Composition	50
	Japanese	Task 3: In Class Test/Yearly	35
7A			
8B			
9A			
10B			
11A			

## STAGE 4 (YEAR 7) ENGLISH

Task	Task Description	Skill / Component/ Topic	Outcomes	Weighting %	Due Date
1	Narrative	Writing	EN4-URA-01, EN4-URC-01 EN4-ECA-01	35	T2,W5
2	Novel Review	Novel Study	EN4-RVL-01, EN4-URB-01, EN4-URC-01, EN4-ECA-01	30	T3, W8
3	Yearly Examination	Reading, writing	EN4-RVL-01 EN4-URA-01 EN4-ECA-01	35	T4, W4

### A student:

<b>EN4-RVL-01</b>	uses a range of personal, creative and critical strategies to read texts that are complex in their ideas and construction
<b>EN4-URA-01</b>	analyses how meaning is created through the use of and response to language forms, features and structures
<b>EN4-URB-01</b>	examines and explains how texts represent ideas, experiences and values
<b>EN4-URC-01</b>	identifies and explains ways of valuing texts and the connections between them
<b>EN4-ECA-01</b>	creates personal, creative and critical texts for a range of audiences by using linguistic and stylistic conventions of language to express ideas
<b>EN4-ECB-01</b>	uses processes of planning, monitoring, revising and reflecting to support and develop composition of texts

## STAGE 4 (YEAR 7) HSIE

Task	Task Description	Skill / Component/ Topic	Outcomes	Weighting %	Due Date
1	Half Yearly Examination	Mediterranean World – Egypt AND Landscapes and Landforms	A B C E G H I J	40	T2, W6
2	Assignment – In class writing task	Investigating the Ancient Past & Asian World – China	B G J	30	T3, W5
3	Project Fieldwork	Place and liveability	C D F H I J	30	T4, W1/2

### A student ...

- A Describes the nature of history and archaeology and explains their contribution to an understanding of the past
- B Describes major historical time periods and the impacts of individuals and groups on past societies, events and developments
- C Understands the diverse features of places and environments and the processes that form and change them
- D Explains how interactions between people, places and environments results in change
- E Discusses management of places and environments for their sustainability
- F Explains differences in human wellbeing
- G Identifies and draw basic conclusions from historical sources
- H Identifies different perspectives and interpretations in a historical and geographical context
- I Researches and uses relevant information
- J Communicates using appropriate terminology in a range of oral, written, visual and digital forms



## STAGE 4 (YEAR 7) LOTE - JAPANESE

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Task	Task Description	Skill / Component/ Topic	Outcomes	Weighting %	Due Date
1	Greetings and Introductions Skit	Interacting	ML4-INT-01	35%	T2, W4
2	Cultural Food Presentation	Creating	ML4-CRT-01	30%	T3 W8
3	In Class Test / Yearly (Reading and Listening Comprehension)	Understanding	ML4-UND-01	35%	T4, W6

### A student:

ML4-INT-01: exchanges information and opinions in a range of familiar contexts by using culturally appropriate language.

ML4-CRT-01: creates a range of texts for familiar communicative purposes by using culturally appropriate language.

ML4-UND-01: interprets and responds to information, opinions and ideas in texts to demonstrate understanding.

## STAGE 4 (YEAR 7) MATHEMATICS

Task	Task Description	Skill / Component/ Topic	Outcomes	Weighting %	Due Date
1	Half Yearly Examination	Computation with Integers, Indices, Data Classification and Visualisation	MAO-WM-01, MA4-INT-C-01, MA4-IND-C-01, MA4-DAT-C-01	30	T2, W5
2	Working Mathematically Task/Class Test	Fractions and Decimals and Percentages	MAO-WM-01, MA4-FRC-C-01	30	T3, W3
3	Yearly Examination	Algebraic Techniques, Equations	MAO-WM-01, MA4-ALG-C-01, MA4-EQU-C-01	40	T4, W3

### A student:

MAO-WM-01	develops understanding and fluency in mathematics through exploring and connecting mathematical concepts, choosing and applying mathematical techniques to solve problems, and communicating their thinking and reasoning coherently and clearly
MA4-INT-C-01	compares, orders and calculates with integers to solve problems
MA4-IND-C-01	operates with primes and roots, positive-integer and zero indices involving numerical bases and establishes the relevant index laws
MA4-DAT-C-01	classifies and displays data using a variety of graphical representations
MA4-FRC-C-01	represents and operates with fractions, decimals and percentages to solve problems
MA4-ALG-C-01	generalises number properties to operate with algebraic expressions including expansion and factorisation
MA4-EQU-C-01	solves linear equations of up to 2 steps and quadratic equations of the form

## STAGE 4 (YEAR 7) MUSIC

Task	Task Description	Skill / Component/ Topic	Outcomes	Weighting %	Due Date
1	Performance/Composition	Percussion and piano	4.1,4.2,4.3,4.4,4.5	50%	T2 W3/4 or T4 W3/4
2	Research and Topic Test	Musicology	4.1, 4.2, 4.7, 4.8	50%	T2 W6/7 or T4 W6/7

### A student:

- 4.1 performs in a range of musical styles demonstrating an understanding of musical concepts.
- 4.2 performs music using different forms of notation and different types of technology across a broad range of musical styles.
- 4.3 performs music demonstrating solo and/or ensemble awareness.
- 4.4 demonstrates an understanding of musical concepts through exploring, experimenting, improvising, organising, arranging and composing.
- 4.5 notates compositions using traditional and/or non-traditional notation.
- 4.6 experiments with different forms of technology in the composition process.
- 4.7 demonstrates understanding of musical concepts through listening, observing, responding, discriminating, analysing, discussing & recording musical ideas.
- 4.8 demonstrates an understanding of musical concepts through aural identification and discussion of the features of a range of repertoire.
- 4.9 demonstrates musical literacy through the use of notation, terminology, and the reading and interpreting of scores used in the music selected for study.
- 4.10 identifies the use of technology in the music selected for study, appropriate to the musical context.
- 4.11 demonstrates an appreciation, tolerance and respect for the aesthetic value of music as an art form.
- 4.12 demonstrates a developing confidence and willingness to engage in performing, composing and listening experiences.

## STAGE 4 (YEAR 7) PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION

Task	Task Description	Skill / Component/ Topic	Outcomes	Weighting %	Due Date
1	Movement Skill	Gymnastics, Track and Field, Fitness	PD4-1, PD4-4, PD4-5, PD4-11	30	T1/2 Ongoing
2	Movement Participation and Performance	Games, Skills, Application and Performance	PD4-3, PD4-8, PD4-9, PD4-10	30	T3/4 Ongoing
3	Yearly Examination	Knowledge and Understanding	PD4-1, PD4-2, PD4-3, PD4-6, PD4-7, PD4-9, PD4-10	40	T3, W9/10

### A student:

- PD4-1 examines and evaluates strategies to manage current and future challenges
- PD4-2 examines and demonstrates the role help seeking strategies and behaviours play in supporting themselves and others
- PD4-3 investigates effective strategies to promote inclusivity, equality and respectful relationships
- PD4-4 refines, applies and transfers movement skills in a variety of dynamic physical activity contexts
- PD4-5 transfers and adapts solutions to complex movement challenges
- PD4-6 recognises how contextual factors influence attitudes, behaviours & proposes strategies to enhance health, safety, wellbeing & participation in physical activity
- PD4-7 investigates health practices, behaviours and resources to promote health, safety, wellbeing and physically active communities
- PD4-8 plans for and participates in activities that encourage health and a lifetime of physical activity
- PD4-9 demonstrates self-management skills to effectively manage complex situations
- PD4-10 applies and refines interpersonal skills to assist themselves and others to interact respectfully and promote inclusion in a variety of groups or contexts
- PD4-11 demonstrates how movement skills and concepts can be adapted and transferred to enhance and perform movement sequences

## STAGE 4 (YEAR 7) SCIENCE

Task	Task Description	Skill / Component/ Topic	Outcomes	Weighting %	Due Date
1	Half Yearly Examination	How do scientists communicate, How is the world organized, Working Scientifically skills	SC4-4WS, SC4-5WS, SC4-6WS, SC4-7WS, SC4-8WS, SC4-14LW,	30	T2, W6
2	Bike Project- investigation of materials and forces involved in designing a bike	What should my bike look like?	SC410PW, SC4 -17CW, SC44WS, SC45WS, SC47WS, SC4-8WS, SC4-9WS	30	T3, W7
3	Yearly Examination	Working Scientifically skills Knowledge and Understanding	SC4-4WS - SC4-9WS all Working Scientifically skills SC410PW- SC417CW all Knowledge and Understanding from Living World, Chemical World, Physical World and Earth and Space outcomes covered	40	T4, W4

### A student:

SC4-1VA	appreciates the importance of science in their lives and the role of scientific inquiry in increasing understanding of the world around them
SC4-2VA	shows a willingness to engage in finding solutions to science-related personal, social and global issues, including shaping sustainable futures
SC4-3VA	makes reasoned, evidence-based decisions about the current and future use and influence of science and technology, including ethical considerations
SC4-4WS	identifies questions and problems that can be tested or researched and makes predictions based on scientific knowledge
SC4-5WS	collaboratively and individually produces a plan to investigate questions and problems
SC4-6WS	follows a sequence of instructions to safely undertake a range of investigation types, collaboratively and individually
SC4-7WS	processes and analyses data from a first-hand investigation and secondary sources to identify trends, patterns and relationships, and draw conclusions
SC4-8WS	selects and uses appropriate strategies, understanding and skills to produce creative and plausible solutions to identified problems
SC4-9WS	presents science ideas, findings and information to a given audience using appropriate scientific language, text types and representations
SC4-10PW	describes the action of unbalanced forces in everyday situations
SC4-11PW	discusses how scientific understanding and technological developments have contributed to finding solutions to problems involving energy transfers and transformations
SC4-12ES	describes the dynamic nature of models, theories and laws in developing scientific understanding of the Earth and solar system
SC4-13ES	explains how advances in scientific understanding of processes that occur within and on the Earth, influence the choices people make about resource use and management
SC4-14LW	relates the structure and function of living things to their classification, survival and reproduction
SC4-15LW	explains how new biological evidence changes people's understanding of the world
SC4-16CW	describes the observed properties and behaviour of matter, using scientific models and theories about the motion and arrangement of particles
SC4-17CW	explains how scientific understanding of, and discoveries about the properties of elements, compounds and mixtures relate to their uses in everyday life

## STAGE 4 (YEAR 7) TECHNOLOGY MANDATORY

Task	Task Description	Skill / Component/ Topic	Outcomes	Weighting %	Due Date
1	<b>Technology Context 1</b> Project & Folio	Knowledge and Design skills Generation of creative ideas and practical skills	TE4-1DP, TE4-2DP, TE4-3DP TE4-4DP, TE4-10TS	50	T2, W3
2	<b>Technology Context 2</b> Project & Folio	Knowledge and Design skills Generation of creative ideas and practical skills	TE4-1DP, TE4-2DP, TE4-3DP TE4-4DP, TE4-10TS	50	T4, W3

### A student:

TE4-1DP	designs, communicates and evaluates innovative ideas and creative solutions to authentic problems or opportunities
TE4-2DP	plans and manages the production of designed solutions
TE4-3DP	selects and safely applies a broad range of tools, materials and processes in the production of quality projects
TE4-4DP	designs algorithms for digital solutions and implements them in a general-purpose programming language
TE4-5AG	investigates how food and fibre are produced in managed environments
TE4-6FO	explains how the characteristics and properties of food determine preparation techniques for healthy eating
TE4-7DI	explains how data is represented in digital systems and transmitted in networks
TE4-8EN	explains how force, motion and energy are used in engineered systems
TE4-9MA	investigates how the characteristics and properties of tools, materials and processes affect their use in designed solutions
TE4-10TS	explains how people in technology related professions contribute to society now and into the future

## STAGE 4 (YEAR 7) VISUAL ARTS

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Task	Task Description	Skill / Component/ Topic	Outcomes	Weighting %	Due Date
1	Critical/Historical task	Critical/Historical	4.7, 4.8, 4.9	30	T2, W2 or T4, W2
2	Semester Artmaking portfolio Visual Arts Process Diary	Art Making	4.1, 4.2, 4.3, 4.4, 4.5, 4,6	70	T2, W5 or T4, W5

### A student:

- 4.1 uses a range of strategies to explore different artmaking conventions and procedures to make artworks
- 4.2 explores the function of and relationships between artist – artwork – world – audience
- 4.3 makes artworks that involve some understanding of the frames
- 4.4 recognises and uses aspects of the world as a source of ideas, concepts and subject matter in the visual arts
- 4.5 investigates ways to develop meaning in their artworks
- 4.6 selects different materials and techniques to make artworks
- 4.7 explores aspects of practice in critical and historical interpretations of art
- 4.8 explores the function of and relationships between the artist – artwork – world – audience
- 4.9 begins to acknowledge that art can be interpreted from different points of view
- 4.10 recognises that art criticism and art history construct meanings

## 1. HOMEWORK

### WHAT ARE HOMEWORK TASKS?

Homework is school work that you complete at home. It bridges the gap between learning at school and learning at home and reinforces work completed during class time. It is the expectation that year 7 students should be completing 30mins, 5times a week.

Homework is also reported on your semester academic reports as a component of the 'Commitment to Learning' using the scale:

Always

Usually

Sometimes

Rarely

### WHY IS HOMEWORK IMPORTANT?

Homework is a very important part of learning because:

- It helps to establish the habits of study, commitment and self-discipline. These are important for success as you move through the middle school.
- Homework helps you to identify gaps in your learning.
- You can learn to work independently and develop concentration and organisational skills. These skills are highly valued by employers.
- It helps develop skills such as research and time management.
- It provides challenges and stimulus to gifted and talented children.
- Homework is like training for sport: the more you train the better you become.

## 2. ASSESSMENT TASKS

### WHY ARE THEY SO IMPORTANT?

Assessment is the opportunity to show **what you know** and **what you can do**.

Your assessment tasks will help to diagnose your strengths and weaknesses so that teachers can focus their teaching on what you need to learn to be successful at school. You will also find out about areas to concentrate on to improve. They are designed to measure how well students have achieved the outcomes of a particular course. The outcomes will then be reported on in each of your semester reports using the Levels of Achievement scale.

### HOW WILL STUDENTS' BE ASSESSED?

There are assessment tasks in each subject that are mentioned in the following **Assessment Schedules**.

The assessment tasks that you will complete could be:

- formal examinations
- unit tests
- field studies
- creative works
- in class assessment task
- excursion reports
- project based tasks
- research/essays

All assessment tasks contribute towards your final grade and achievement level in each subject you study. The results of this work will be shown in your Semester Reports.

**Each assessment task will include:**

- a description of the task requirements and the course outcomes being assessed
- the weighting of the task and how the task will be marked.

This helps students to understand the expected standards.



# SAMPLE: ASSESSMENT TASK COVER SHEET



## COURSE & SUBJECT

**TASK:**

This section gives you the details of the task and the due date

**DATE DUE:**

if the task is not submitted by the due date you will receive zero – see the school's assessment policy

**IN THIS TASK YOU WILL BE ASSESSED ON HOW WELL YOU:**

- 

This section tells you how the task will be assessed

**OUTCOMES TO BE ASSESSED:**

- 

Outcomes from the syllabus related to the task are listed here

The completed task is to be handed in with this cover sheet

**NAME:** ..... **CLASS:** ..... **DATE SUBMITTED:** ..... / ..... / .....

### STATEMENT OF AUTHENTICITY AND ACADEMIC INTEGRITY

I certify that:

- the planning, development, content and presentation of this task is my own work in every respect
- it has not been copied from another person's work or from books or from the internet or any other source
- I have used appropriate research methods and have not used the words, ideas, designs, skills or any other material in the task or its development without appropriate acknowledgement

You state that the work is yours and have acknowledged sources

STUDENT  
SIGNATURE: .....

DATE: ..... / ..... / .....

### RECEIPT (Retained by Student)

SUBJECT	.....	TEACHER	.....
TASK	.....		
NAME	.....	CLASS	.....
DATE DUE	..... / ..... / .....	DATE SUBMITTED	.....
RECEIVED BY	.....	SIGNED	.....

You fill in the receipt and retain it as proof you submitted the task

## WHAT DOES GREAT WORK LOOK LIKE?

	Levels of Achievement
<b>Outstanding</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 high level of competence in the processes and skills of the course and can apply these skills to new situations.
<b>High</b>	The student has a <b>thorough</b> knowledge and understanding of the content and competence in the processes and skills of the course. In addition, the student is able to apply this knowledge and these skills to most new situations.
<b>Sound</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 of the course.
<b>Basic</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 of the course.
<b>Elementary</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 of the course.

## 3. TIME MANAGEMENT

### WHEN IS IT BEST TO COMPLETE TASKS?

- **START STRAIGHT AWAY!** – as soon as you receive a task, you should break it down into small manageable parts.
- Put a reminder into an electronic organiser or diary.
- The best time to do your homework is soon after you arrive home from school (snack first!).
- Sitting down to complete assessment tasks doesn't just happen...you have to **PLAN** your time.
- Ask your parents or teachers **EARLY** for help if you experience difficulty understanding the tasks required.

### WHAT IS STUDY?

Study is revising class work to keep it fresh for completing summative assessment tasks. You are expected to use your own initiative and time management skills to plan ahead for this. Use the information that is provided in this booklet and your calendar to plan time to complete additional study.

### PLEASE REMEMBER

**You are required to complete class work, homework and assessment tasks.  
Use your school diary to record when ALL tasks are due.**

### SCHOOL RESPONSIBILITIES

The school is responsible for:

- Setting relevant, high quality tasks to measure student performance in each subject.
- Providing the criteria which will be used to assess the task.
- Providing the outcomes which will be assessed in the task.
- Adhering to the published assessment task schedule and specifying the mark value for each task.
- Using the school **BLUE** assessment task **COVER SHEET** for the publication of tasks and ensuring consistency in presentation of information across all subjects.
- Maintaining a record of each student's performance on each task and reporting on it.
- Providing students with information on their progress.

#### PLEASE NOTE:

*The School reserves the right to make any changes considered necessary after this handbook has been issued. The changes will be advised in writing two weeks prior to the due date of the assessment task affected.*

### STUDENT RESPONSIBILITIES

To complete the assessment task **STUDENTS'** will need to:

- Carefully read the assessment task issued.
- Plan and mark the due dates for the tasks in your calendar/diary and the calendar in this book.
- When you have missed a lesson, it is your responsibility to check with your class teacher or peers to see if any relevant information about an assessment task has been provided and arrange to catch up.
- Break the task into small manageable parts and complete it gradually.
- Organise any notes, materials and resources that you are using.
- Complete any research and keep a list of resources used (*bibliography*)
- Speak to your teacher if you need help and to check your progress.
- Check that any technology or equipment needed to complete the task is working prior to the due date.  
**Always keep an electronic backup on your computer hard drive, email or school network.**
- Complete the feedback/evaluation sheet on your performance on the task.
- Keep a record of your submission of the task and keep a record of your results.
- Be aware of where to submit any take home tasks to the teacher **before 8.30am on the due date.**

# FREQUENTLY ASKED QUESTIONS (FAQs)

***Failure to follow these instructions may lead to a ZERO mark for an assessment task.***

## A. COMPLETION OF ASSESSMENT TASKS

Your class teacher will keep records of the assessment task being submitted by the class.

When you have missed a lesson, it is your responsibility to check with your class teacher or peers to see if any relevant information about an assessment task has been provided and arrange to catch up the work.

An assessment task *Receipt Sheet* will be signed by each student at the time an assessment is handed out.

In a formal examination, students will complete an examination attendance slip for each subject.

## B. LATENESS and ABSENCE

Assessment tasks in the form of a take home task are to be submitted directly to the teacher **before 8.30am**.

In the case of unavoidable absence when a task is due to be handed in, the student should try to ensure that the task is received by the teacher that day. This may mean a friend or relative bringing it to the school.

If this not possible, then a medical certificate, funeral notice or other appropriate documentation must accompany the assessment task, and must be handed in to the **Deputy Principal** within **TWO DAYS** of the student returning to school. Bring in your drafts as evidence of attempting the task.

If you know that you will be LATE or ABSENT with valid reason eg) A funeral, approved school activity or urgent medical attention, you will need to explain the circumstances in a note, **before** the absence, to the **Deputy Principal** and negotiate a new due date, alternate task or estimate with the relevant **Head Teacher**.

- Unexplained absences are unacceptable because it has the potential to advantage you over your peers.
- Requests for extension must be made to the HEAD TEACHER **prior to the due date of the assessment task**.
- Students who hand in/complete assessment tasks AFTER THE DUE DATE *without the appropriate documentation will be awarded a ZERO mark*.

**Note:** Late tasks will still be checked by the teacher so that you can benefit from the teacher's feedback.

## C. MALPRACTICE

Malpractice is any activity undertaken by a student that allows them to gain an unfair advantage over others.

**Malpractice includes, but is not limited to:**

- Copying someone else's work in part or in whole, and presenting it as your own;
- Using words, ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement;
- Using material directly from books, journals, CDs or the internet or any other source without reference to the source; Building on the ideas of another person without referring to the source;
- Damaging another student's work;
- Submitting work which another person such as a parent, tutor, subject expert or a sibling has contributed substantially; Buying, stealing or borrowing another's work and presenting it as your own;
- Breaking published school examination rules; Using non-approved aides during an assessment task;
- Providing false explanations for work not handed in by the due date;
- Assisting another student to engage in malpractice.

The HEAD TEACHER, in consultation with the classroom teacher, will establish that malpractice has occurred. Students found to have committed any form of malpractice will be awarded a ZERO mark.

If a student can produce conclusive evidence that malpractice has not occurred, an appeal may be lodged with the DEPUTY PRINCIPAL in writing. An interview with the student will follow and the decision made will be final. If it is found that malpractice has occurred, no substitute task will be given.

## D. TECHNOLOGY FAILURE

Computer or printer failure or malfunction cannot be taken as an acceptable reason for failure to submit an assessment task on time. It is the student's responsibility to save his/her work frequently and back it up to both hard drive and disk regularly.

If technology failure occurs, the student must submit their last printed hard copy as evidence of completed work. If the assignment is to be submitted on disk, the last saved copy is to be submitted. If students have portable storage devices they can bring it to school and print in the library on the due date. Students could also email themselves a copy of the task to present as evidence to the classroom teacher.

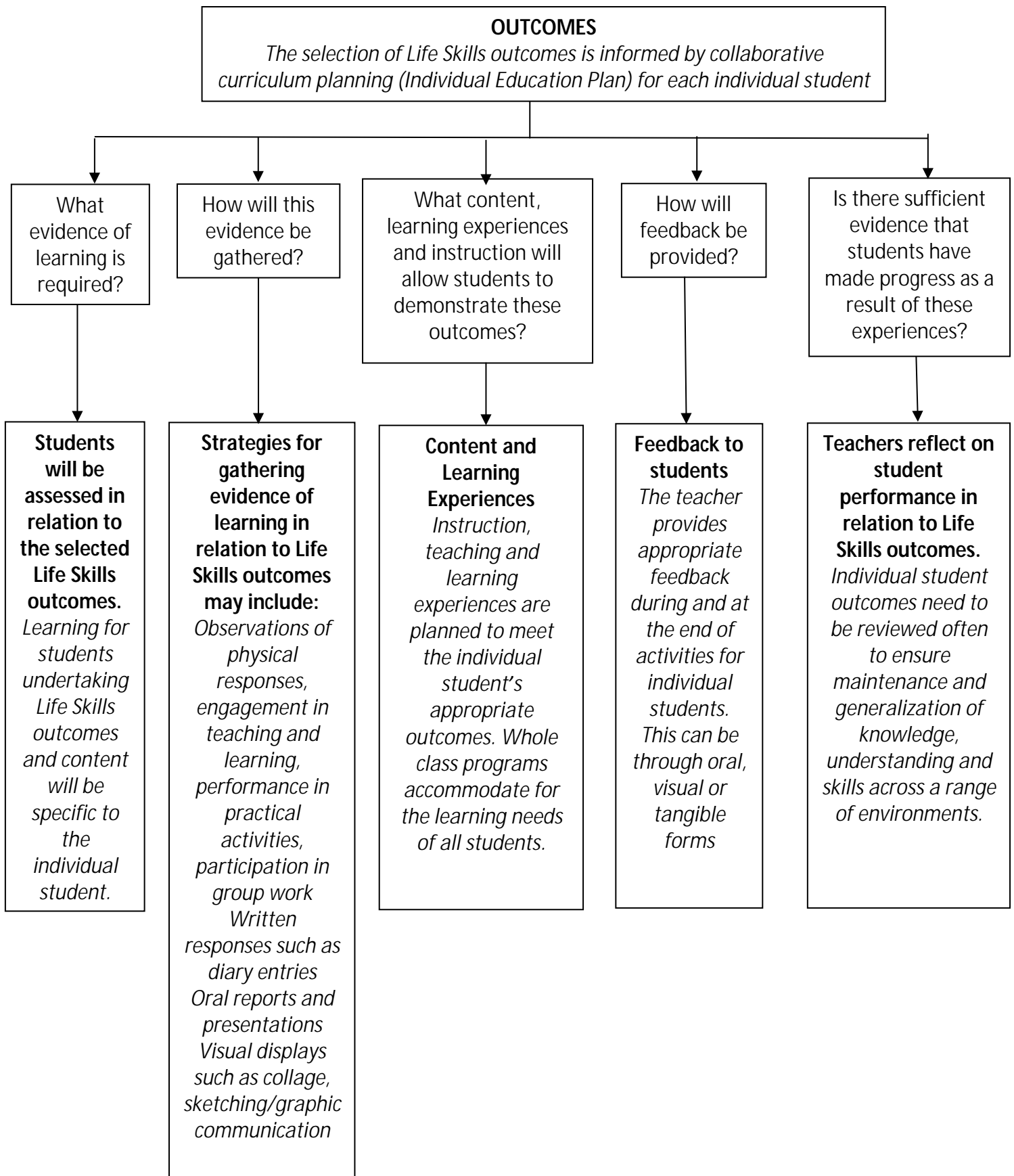
## E. REVIEW / APPEAL

***All questions about marks or grades must be resolved at the time a task is handed back.***

Students may ask for a review of their assessments if they feel that special circumstances have interfered with their performance, not covered by the rules above. This request for review must be submitted in writing to the Deputy Principal, who will consult with the Head Teacher and Year Adviser. Documentary evidence is required.

## F. DISABILITY PROVISIONS

In Year 7 – 11 the Principal, on advice from the Learning Support Team, provides for suitable disability provisions (eg additional time, separate supervision or even a reader and/or writer). Extensive medical evidence is required for such provisions. Disability provision forms can be obtained from your Year Adviser, Head Teacher Welfare or Deputy Principal and must be returned to the Head Teacher Teaching and Learning, Mrs Graham, for consideration by the Learning Support Team at the next meeting.



## LEARNING SUPPORT: A GLOSSARY OF KEY WORDS

These verbs as they will be commonly used in assessment tasks at Kellyville High School.

<b>Account</b>	Account for: state reasons for, report on. Give an account of: narrate a series of events or transactions
<b>Analyse</b>	Identify components and the relationship between them; draw out and relate implications
<b>Apply</b>	Use, utilise, employ in a particular situation
<b>Appreciate</b>	Make a judgement about the value of
<b>Assess</b>	Make a judgement of value, quality, outcomes, results or size
<b>Calculate</b>	Ascertain/determine from given facts, figures or information
<b>Clarify</b>	Make clear or plain
<b>Classify</b>	Arrange or include in classes/categories
<b>Compare</b>	Show how things are similar or different
<b>Construct</b>	Make; build; put together items or arguments
<b>Contrast</b>	Show how things are different or opposite
<b>Critically (analyse/evaluate)</b>	Add a degree or level of accuracy depth, knowledge and understanding, logic, questioning, reflection and quality to (analyse/evaluate)
<b>Deduce</b>	Draw conclusions
<b>Define</b>	State meaning and identify essential qualities
<b>Demonstrate</b>	Show by example
<b>Describe</b>	Provide characteristics and features
<b>Discuss</b>	Identify issues and provide points for and/or against
<b>Distinguish</b>	Recognise or note/indicate as being distinct or different from; to note differences between
<b>Evaluate</b>	Make a judgement based on criteria; determine the value of
<b>Examine</b>	Inquire into
<b>Explain</b>	Relate cause and effect; make the relationships between things evident; provide why and/or how
<b>Extract</b>	Choose relevant and/or appropriate details
<b>Extrapolate</b>	Infer from what is known
<b>Identify</b>	Recognise and name
<b>Interpret</b>	Draw meaning from
<b>Investigate</b>	Plan, inquire into and draw conclusions about
<b>Justify</b>	Support an argument or conclusion
<b>Outline</b>	Sketch in general terms; indicate the main features of
<b>Predict</b>	Suggest what may happen based on available information
<b>Propose</b>	Put forward (for example a point of view, idea, argument, suggestion) for consideration or action
<b>Recall</b>	Present remembered ideas, facts or experiences
<b>Recommend</b>	Provide reasons in favour
<b>Recount</b>	Retell a series of events
<b>Summarise</b>	Express, concisely, the relevant details
<b>Synthesise</b>	Putting together various elements to make a whole





**Stage 4 - Illness and Misadventure Form**

**Section A – Appeal Details**

Full Name: \_\_\_\_\_ Year and Roll Class: \_\_\_\_\_

Date Form Submitted: \_\_\_\_\_

Subject	Teacher	Assessment / Examination	Original Date Due

**1) Did you attend the task/s?** Yes / No  
 Details of the effect on my performance are: \_\_\_\_\_  
 \_\_\_\_\_

**2) Are you appealing due to illness\*\*?** Yes / No *\*\*Medical certificate is attached*  
 Date/s of Absence: \_\_\_\_\_ Details: \_\_\_\_\_

**3) Are you appealing due to misadventure\*?** Yes / No *\*Independent evidence is attached*  
 Details of the effect on my performance are: \_\_\_\_\_  
 \_\_\_\_\_

- I consider that my assessment or examination performance will be / was affected by misadventure or an illness which occurred immediately before or during the assessment/ examination(s) as set out above.
- I declare that all the information I have supplied is true and have attached appropriate documentation.

This is an appeal for:  **Special Consideration**    **An Estimate**    **An Alternate Task**  
 **To submit/sit the task on an Alternative Date:** \_\_\_\_\_

Student Sign:    Parent Sign:    Date:

----- (Copy will be provided to student upon processing) -----

**Section B – Decision Details**

Outcome: **Approved / Declined**   DP Sign: \_\_\_\_\_   Date: \_\_\_\_\_

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

Notifications:  Student/Parent    Staff/Executive    Year Adviser \_\_\_\_\_

**Original to be placed in student file**



**Stage 4  
Request for Review of Assessment**

Name: \_\_\_\_\_

Class: \_\_\_\_\_

Subject: \_\_\_\_\_

Teacher: \_\_\_\_\_

Task: \_\_\_\_\_

Due Date: \_\_\_\_\_

**Reason for review:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Supporting evidence:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPROVED / NOT APPROVED**

Comment:

\_\_\_\_\_  
\_\_\_\_\_

Deputy Principal: \_\_\_\_\_

Date: \_\_\_\_\_

Notifications:     Student/Parent     Staff/Executive/LST     File

## INDIVIDUAL ASSESSMENT CALENDAR

### TERM 1 2024

	WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT / SUN
JAN 30 – Feb 2	1A	School Holidays	School Development Day	School Development Day			
Feb 5 – 9	2B						
FEB 12 – 16	3A						
FEB 19 – 23	4B						
FEB 26 – Mar 1	5A						
Mar 4 – MAR 8	6B						
MAR 11 – 15	7A						
MAR 18- 22	8B						
MAR 25 – 29	9A					<i>Good Friday</i>	
Apr 1 - 5	10B	<i>Easter Monday</i>					
APRIL 8 - 12	11A						
April		School Holidays	School Holidays	School Holidays	School Holidays	School Holidays	School Holidays

## TERM 2 2024

	WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT / SUN
APRIL 29 – May 3	1A	School Development Day					
MAY 6- 10	2B						
MAY 13 – 17	3A						
MAY 20 -24	4B						
MAY 27 – 31	5A						
Jun 3 – 7	6B						
JUN 10 - 14	7A	Public Holiday					
JUN 17 – 21	8B						
JUN 24 – 28	9A						
JUL 1 - 5	10B						
JULY		School Holidays	School Holidays	School Holidays	School Holidays	School Holidays	School Holidays
JULY		School Holidays	School Holidays	School Holidays	School Holidays	School Holidays	School Holidays

# TERM 3 2024

	WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT / SUN
JUL 22 – 26	1A	School Development Day					
JUL 29 – AUG 2	2B						
AUG 5 – AUG 9	3A						
AUG 12 – 16	4B						
AUG 19 – 23	5A						
AUG 26 – 30	6B						
SEP 2 – SEP 6	7A						
SEP 9 – 13	8B						
SEP 16 – 20	9A						
SEP 23 - 27	10B						

# TERM 4 2024

	WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT / SUN
OCT 14 – 18	1A						
OCT 21 – 25	2B						
OCT 28 – NOV 1	3A						
NOV 4 – 8	4B						
NOV 11 – 15	5A						
NOV 18 – 22	6B						
NOV 25 – 29	7A						
DEC 2 – DEC 6	8B						
DEC 9 – 13	9A						
DEC 16 - 20	10B				School Development Day	School Development Day	