



Assessment Procedures and Schedules 2017

**Stage 4
Year 7**

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Student Assessment at McCarthy Catholic College

Assessment is the process of identifying, gathering and interpreting information about students' learning. The purpose of assessment is to provide information on student achievement and progress and set the direction for ongoing teaching and learning. The key reasons we assess student achievement is to:

- Support student learning
- Monitor student learning
- Diagnose student needs
- Evaluate the effectiveness of teaching/learning programs
- Ensure student reporting processes are based upon valid information



The feedback that students receive from completing assessment activities will help teachers and students decide where they are up to and whether they are ready for the next phase of learning or whether they need further learning experiences to consolidate their knowledge, skills and understanding.

Some of the tasks that students will be given in a subject will not be assessment tasks. Students are required to complete **all** set tasks, not only those for assessment.

AT MCC – assessment strategies are directly linked to reflect the Areas of Learning in each course. Areas of Learning describe the standard against which student achievement is assessed and reported. It is generally not possible to make a judgement about the achievement of an Area of Learning on the basis of a single piece of work or single assessment strategy. Each course has carefully developed the assessment schedules contained in this booklet to ensure that balanced teacher judgement of student assessment is made on the basis of a range of assessment evidence.

Completion and Submission of Assessment Tasks

1. Completion and Attendance

All students in Years 7 – 10 are expected to complete and submit assessment tasks by the due date. Generally at least 2 weeks' notice will be given for such tasks, and all students are expected to meet course requirements in this area. Attendance at all timetabled classes is compulsory, especially on the day an assessment task is to be submitted or completed.

Students must have an authorised reason to be absent from school, and a written note must be supplied by the parent/caregiver to explain any absence. Unsatisfactory attendance may mean that a student does not satisfactorily complete a course and they may not be eligible to receive a Record of School Achievement.

Whenever students are absent from school, it is their responsibility to ensure that they know what work has been missed and to catch up with that work. Students who are absent on any day are responsible for ascertaining if any assessment task has been set for any course missed during their absence. No automatic extension is granted to students who are absent on the day the notice of a task is given.

2. Submission of tasks

For assessment tasks which are completed outside the classroom:

- a cover sheet which has a Statement of Authenticity and Academic Integrity available in the Library (see Page 10) must be signed by the student and attached to the completed assessment task. This task should then be posted in the appropriate box in the library.
- all tasks are to be submitted by 9.00am on the designated day as stated on the notification.

All tasks submitted after 9.00am on the designated day will be deemed to be LATE unless there are exceptional circumstances.

Failure to submit a task by the designated time will result in:

- A deduction of 10% of total marks per school day late for three school days, then a mark of zero (0) is awarded and a letter sent home to parents (Year 7 & 8) and an 'N' warning issued (Year 9 & 10). (A copy of this letter will be placed in the student's central file and an entry recorded on "RISC").

3. Extensions to due dates or special consideration

An extension of time for completion of tasks may only be granted by the appropriate KLA Coordinator. Students must apply to the KLA Coordinator responsible **well before** the due date of the task by completing the appropriate form. Extensions will only be granted in cases of severe illness or other exceptional circumstances.

If your extension is not granted, you must submit the incomplete task on the due date.

Unless prior application for an extension has been approved by the appropriate KLA Coordinator, the late submission of a task will result in a deduction of marks for that task.

4. Prior knowledge of absence

Where a student has a clash between an assessment task and another school activity, the student **MUST** notify the relevant KLA Coordinator.

Where a student knows in advance that they will be absent on the day that an assessment task is to be completed or submitted, the student must **NOTIFY THE KLA COORDINATOR AND THEIR CLASS TEACHER**, and submit the work before the due date.

5. Absence

Absence from school on the due date for the submission of an assessment task, or on the day 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 KLA Coordinator).

A telephone call prior to 9.00am from your parent or guardian is essential if you are absent on the due date of an assessment task.

Students are advised to complete all assessment tasks to the best of their ability if it is at all possible and to advise the school IMMEDIATELY if circumstances will prevent them from doing so.

6. Consequences of cheating and award of Zero

BOSTES and McCarthy Catholic College treat this type of behaviour very seriously. If you cheat in an exam or assessment task you will:

- be awarded a zero for that exam or assessment task
- have an interview with a member of the school executive.

Technology and Assessment Tasks

Most students now use some form of electronic technology to produce their hand-in assessment tasks. Some assessment tasks will require that students submit the task in electronic form, and this will be specified when the task is set. All other tasks must be submitted in hard-copy format.

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 hampering their ability to submit a task by the due date. **Technology failure is NOT, in itself, a valid reason for failure to submit an assessment task on time.** Technology breakdown as grounds for extension will only be considered in extreme circumstances.

To minimise problems in relation to technology, students should adhere to the following protocols:

- when working at home, continually back up all work on the hard drive of your computer and on an external portable storage media (such as a USB drive)
- when working at school, save the latest version of your work to your personal files on the school server (see Mr Thompson for assistance if you are experiencing difficulties with the school server or you have forgotten your confidential username and password)
- tasks which are to be submitted electronically should be checked well before the due date to ensure that the data can be accessed at school
- save a copy of the final version of your task to an email address that can be accessed at school (such as your @mccarthy email account), as well as bringing it to school on external portable storage media.

To submit a hard copy of your task, print the task at home to avoid any software incompatibility problems and to ensure that you do not encounter problems accessing the school computers (during busy times, you may have trouble accessing the school computers/printers). If you are unable to print your work at home, download the task onto external portable storage media (such as a USB drive) and bring it to school for printing. Inform your class teacher of this and it might be agreed to submit the task in this format. (Note: printing at school should only be a last resort and must be completed before the due hand in time.)

Oral Tasks

Oral tasks consist of two components – a written submission and the oral presentation itself. The form of the written submission will be explained by your teacher when the task is distributed.

All written submissions must be handed in by 9.00am on the due date. All written submissions handed in after this time will be deemed LATE, unless there are exceptional circumstances, and the student will receive a mark deduction for the written submission component of the task.

In many cases, the actual oral presentations by students may take several periods over a number of days. On the specified time and day that the task is due, teachers will normally indicate to students the order in which they will make their presentations. Students **MUST** attend class at the time indicated for their oral presentation. It is the student's responsibility to be ready to give their oral presentation at the designated time on the designated date. Any student who is not present to give their oral presentation at the designated time on the designated date will be deemed LATE, unless there are exceptional circumstances, and the student will receive a mark deduction for the oral presentation component of the task.

Frequently Asked Questions

What do I do if I am absent for an assessment task or absent the day a task is due?

- Inform the school before 9.00am. This can be done by your parent or guardian ringing the school office or emailing your class teacher. Email should only be used if you are confident that you have the correct email address – usually it is the teacher's initial followed by surname eg sday@mccarthy.nsw.edu.au
- On return to school, a written explanation must be provided from your parent/guardian and/or a doctor's certificate. An 'Application for Special Consideration or Extension' form must be completed and given to the class teacher.
- The student will then sit for or submit the task either on the day of return to school (submission of task), or in the next lesson for that course (in-class test etc.). It is the responsibility of the student to see the teacher immediately on his/her return to school to organise submission/completion of task. It is not up to the teacher to chase you up to complete a task.

What happens if I fail to complete or submit an assessment task without parental explanation and/or a doctor's certificate?

- A deduction of 10% of total marks per school day late for three school days, then a mark of zero (0) is awarded and a letter sent home to parents (Year 7 & 8) and an 'N' warning may be issued at Principal's discretion (Year 9 & 10).

What happens if I have a problem with my computer when completing an assessment task?

- Computer/printer malfunction is not an excuse for not completing or submitting a task by the due date.
- Assessment tasks completed on the computer should always be supported by a hard copy and continually remember to back up all your work.
- If there is a printer malfunction, it is the student's responsibility to bring a copy to school on a USB drive to print in the library.

What can I do to ensure I have 100% success at every assessment task?

- Read the assessment schedules in the booklet and have an understanding of when these will occur throughout the year.
- Check with your teacher if you do not understand or are unsure about the assessment task you have been given. Your teacher will assist you with understanding the task.
- NEVER leave any task to the last minute to complete. No task can be completed to the best of your ability the night before.
- Read the instructions and understand what is required of you for each task.

Where do I go if I need help with an assessment task?

There are many places you can go for help with an assessment task:

- **Tell someone you are having difficulty**
- See your Year Adviser, Mrs Melissa Bearup or her replacement
- See your classroom teacher or the KLA Coordinator of the subject
- Ask the Library to help you allocate resources for assessment tasks
- See the Aboriginal Education Officer or Aboriginal support person

ASSESSMENT - STUDENT COVER SHEET

TEACHER: _____

SUBJECT: _____

YEAR: _____

Student Name: _____

Class: _____

Due Date: _____

Student Confirmation:
 This is all my own work, whenever my work used from other sources and not
 prepared by myself.

Student Signature: _____

Thank you a copy of this form YES/NO

STAGE 4 ASSESSMENT TASK SUBMISSION PROCEDURE

Task Due Date

Task completed and /or submitted **before 9am** to post box in library foyer on due date with Cover Sheet signed and attached (serious attempt).

Mark awarded.

Task **NOT** completed and /or submitted **before 9am** on due date.

Due to **ILLNESS/MISADVENTURE**
 Ring school or email teacher before 9am to inform of absence.

Doctor's certificate presented to front office on the first day you return to school – do not wait for next lesson. Complete 'Application for Special Consideration for Assessment Task' form.

The task (or alternative task) will be done on a date determined by teacher and KLA Coordinator – this could be on same day you return.

Due to **LATENESS.**

1 day late:
Loss of 10% marks awarded

2 days late:
Loss of 20% marks awarded

3 days late:
Loss of 30% marks awarded

More than 3 days late:
0 marks awarded

Letter sent home to notify of failure to submit task

OR task completed and /or submitted by due date is a **NON-SERIOUS ATTEMPT.**

Zero mark awarded.

Task submitted.

Marks awarded minus the percentage

- Students are to complete all Assessment Tasks.
- Tasks are to have a completed Assessment – Student Cover Sheet attached before posting in the secured post box in the Library foyer.
- Students are not to take unfair advantage, including absenting themselves from class or school prior to the task.
- Any extension of time must be negotiated with the teacher and the Teaching and Learning Coordinator prior to the due date. Documentation will be required.
- Failure of electronic equipment is not an adequate reason for the late submission or non-submission of a task.



McCarthy Catholic College

Application for Extension of or Special Consideration for an Assessment Task

This form is to be completed by any student *requiring* an extension of time or special consideration for the completion of an assessment task due to unforeseen or extreme circumstances. Consideration will only be given to those students with valid and substantiated reasons such as prolonged or extreme illness or *major* disruption to task preparation/or exam.

It is important to note that it is a Board of Studies mandate that no student is to receive unfair advantage in any task.

Complete this form, attach your supporting evidence and hand it in to the office.

Today's Date: _____

Student Name: _____ Year: _____

Subject	Assessment Task	Due Date for Task

Date of Application for Extension: _____ [New due date for the task(s)]

Reason for Application

Supporting Evidence Attached

Student Signature: _____

Parent Signature: _____

*******SCHOOL USE ONLY*******

Subject	Teacher	KLA Coordinator	Approved	Date
			YES <input type="checkbox"/> NO <input type="checkbox"/>	
			YES <input type="checkbox"/> NO <input type="checkbox"/>	
			YES <input type="checkbox"/> NO <input type="checkbox"/>	
			YES <input type="checkbox"/> NO <input type="checkbox"/>	



ASSESSMENT - STUDENT COVER SHEET

TEACHER: _____

SUBJECT: _____

YEAR: _____

Student Name: _____

Due Date: _____

Student Confirmation

- This is all my own work.
- I have referenced any work used from other sources.
- I have not plagiarised the work of others.

Student signature: _____



Your signature means that you agree with the 3 dot points above

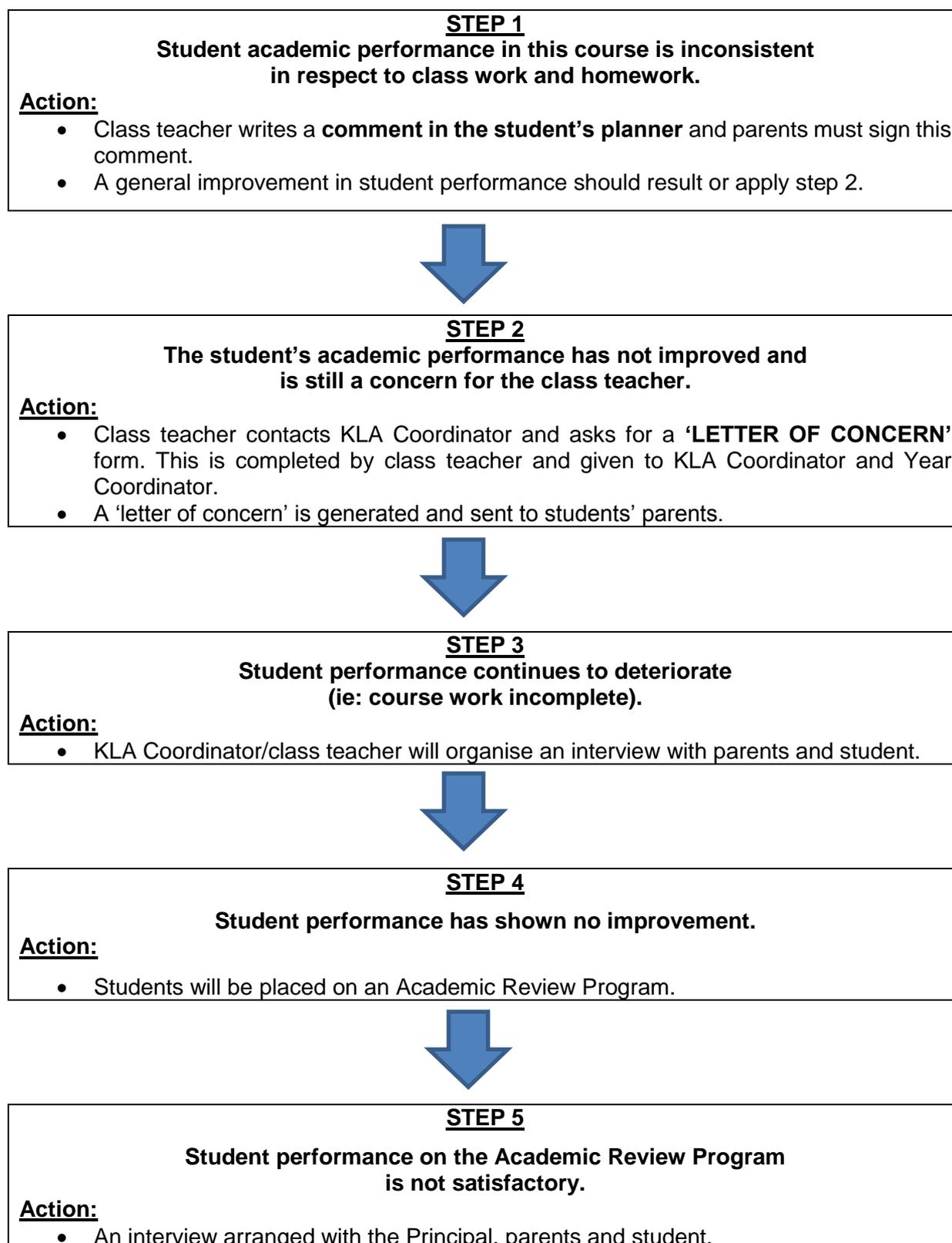


**YOU MUST KEEP A COPY
(ELECTRONIC OR PHOTOCOPY)
OF THIS TASK**



Student Academic (Under) Performance Procedure

The following flow chart outlines the steps taken by the KLA Coordinator/class teacher when a student within a course is under performing/achieving in class.



Parents are strongly advised to sit down and discuss this schedule with their child.

Year 7

Religious Education

No	Task	Topic/Module	Weight	Due
1	Multiple Choice and Short Answer Response	What it means to be Catholic	25%	Week 8 Term 1
2	Interview	Scripture and Jesus	25%	Week 5 Term 2
3	Journal Response	Stewards of Creation	25%	Week 5 Term 3
4	Speech	Affirming Human Dignity	25%	Week 10 Term 3

English

No	Task	Topic/Module	Weight	Due
1a	Creative writing task	How do we want to be seen?	15%	Week 8 Term 1
1b	NAPLAN Language Conventions Test		15%	Week 1 Term 2
2	Essay writing task	How do great texts influence and change our perspectives about cultures?	30%	Week 10 Term 3
3	Yearly examination	Units 2, 3 and 4	40%	Weeks 5 and 6 Term 4

Science

No	Task	Topic/Module	Weight	Due
1	Practical Task	Introduction to working as a scientist	15%	Week 8/9 Term 1
2	Half yearly examination	Introduction to working as a scientist + Living Cells	35%	Weeks 5/6 Term 2
3	Practical Test	Forces and Technology	10%	Weeks 2 and 3 Term 4
4	Yearly examination	Solids, Liquids and Gases; Variety of Life; Energy Transfer and Transformations; Forces and Technology; Earth in Space	40%	Weeks 5 and 6 Term 4

Year 7

Mathematics

No	Task	Weight	Due
1	Classroom Task	20%	To be Completed by end of Week 8 Term 1
2	Semester One Test	30%	Weeks 5/6 Term 2
3	Classroom Task	20%	To be Completed by end of Week 8 Term 3
4	Semester Two Test	30%	Weeks 5/6 Term 4

HSIE

No	Task	Topic/Module	Weight	Due
1	In-Class Written Recount	Otzi the Iceman	20%	Week 8 Term 1
2	Half Yearly Examination	TBA	30%	Weeks 5/6 Term 2
3	Landforms Task	School landscapes	25%	Week 9 Term 3
4	Yearly Examination	TBA	25%	Week 5/6 Term 4

Personal Development, Health and Physical Education

No	Task	Topic/Module	Weight	Due
1	Research / individual written report	Fit for Living	20%	Week 7 Term 1
2	Creative design / research and report	Reducing the Risks	20%	Week 6 Term 2
3	In Class Examination	Growing and Changing	20%	Week 8 Term 3
4	Skill based assessment	Practical Skills	Semester 1 - 20% Semester 2 - 20%	Ongoing throughout the year

Year 7

Music

No	Task	Topic/Module	Weight	Due*
1	Composition	Graphic Notation. Piece using Groovy Music Program. It should include focus on duration, tone colour, structure and dynamics. Using ICT program on laptops,	30%	Week 8 of Terms 1 & 3 *depending on your class
2	Listening	In class listening assessment. Completed online using Google Forms	30%	Week 4 of Terms 2 & 4 *depending on your class
3	Performance	Perform an individual and group piece on keyboard/glockenspiel	40%	Week 5 of Terms 2 & 4 *depending on your class

Visual Arts

No	Task	Topic/Module	Weight	Due
1	Case Studies	Critical and Historical Study	40%	Week 7 Term 1 & Week 7 Term 3 *depending on your class
2	Artwork (Resolved Artwork)	Artmaking	60%	Week 5 Term 2 & Week 5 Term 4

Technology

No	Task	Topic/Module	Weight	Due
1	Student Reflection	Managing/Evaluation	30%	Week 9 Term 1
2	Investigation	Role of Designers	30%	Week 6 Term 3
3	Creative Ideas & Evaluation for Term 3's Project	Generating / Communicating / Evaluating	40%	Week 4 Term 4