

VINCENTIA HIGH SCHOOL



YEAR 7

2022

ASSESSMENT HANDBOOK

GENERAL INFORMATION

Welcome to Stage 4 at Vincentia High School! Stage 4 incorporates both Year 7 & Year 8. In order to be successful at school you need to successfully complete your Stage 4 studies.

What does 'Satisfactorily Completed' mean?

Satisfactory study of a course involves not only the completion of assessment tasks but satisfactory participation and progress in ALL aspects of that course.

To satisfactorily complete the course you must:

- a) have a satisfactory record of attendance (Department Guidelines 85% and above) **and**
- b) complete the requirements of the course as specified by the syllabus. This includes mandatory oral, practical and project work, **and**
- c) make a *serious attempt* at assessment tasks which contribute to *more* than 50% of available school assessment marks, **and**
- d) make a *serious attempt* at all examinations set as part of the assessment program **and**
- e) apply yourself with diligence and sustained effort to the set tasks and experiences provided by the school in each course **and**
- f) achieve the course outcomes by adhering to the above requirements.

What is a 'Satisfactory Record of Attendance'?

You must:

- a) Have a pattern of attendance which shows that you are making a serious effort. You cannot regularly take time off and seriously expect to satisfactorily complete a course.
- b) As a general rule a student who has missed in excess of 15% of the available school days is not likely to have achieved the course outcomes and therefore would not be deemed to have satisfactorily completed course requirements.

Where to get advice:

Year Advisor, Deputy Principal, Careers Advisor, Head Teacher, Course Coordinator or Subject Teacher of the course concerned.

STUDENT RESPONSIBILITIES:

1 Do All Tasks

It is expected that you will complete all tasks, making a genuine attempt with no sign of malpractice (cheating).

2 Do Tasks When Due

It is your responsibility to be present for, or hand in, an Assessment Task on the day it is due.

3 Attend Day Before, Lesson Before

It is your responsibility to be present at school the calendar day before and all lessons, on the day, up until the task is due. A school excursion is considered to be attendance.

4 Clashes

It is your responsibility to let the Head Teacher know if there is a clash, such as a compulsory excursion on the same day as an Assessment Task. A Special Circumstances Form must be completed.

5 Absence from Tasks

It is your responsibility to arrange for the handing in of a task or providing necessary documentation if you are unable to do so. If not, a zero (0) will be awarded.

6 Assessment Schedule

Ensure you have a copy of the assessment schedule for EACH course you are studying and that you are aware of course requirements.

7 Vincentia High School Assessment Guidelines

Be aware of the assessment guidelines and procedures of Vincentia High School as detailed in this booklet, and abide by them.

8 Advice

It is your responsibility to seek advice if there is a problem which has not been resolved satisfactorily within a class or KLA.

To be fair to everyone, the rules have to be followed.

What is the Record of School Achievement (RoSA)?

The NSW Education Standards Authority (NESA) issue the RoSA to eligible students who leave school before completing the Higher School Certificate (HSC).

The RoSA is a cumulative credential and contains a student's record of academic achievement up until the date they leave school. This could be at the end of Year 10 or up until and including the end of Year 12.

The RoSA records completed Year 10 and Year 11 courses and grades, and Year 12 results. It also records participation in any uncompleted Year 11 or Year 12 courses, minimum standard literacy and numeracy test results, and the date of leaving school.

The RoSA is useful to students leaving school prior to the HSC because they can show it to potential employers or places of further learning. The RoSA will also be available to students who, from 2020, have not demonstrated the HSC minimum standard to receive the HSC credential.

While the RoSA credential is for school leavers, all Years 10, 11 & 12 students are able to access and print a Student eRecord via their NESA Students Online account. The eRecord is not a formal NESA credential, but has the same information as a RoSA. The Student eRecord is also available to schools via Schools Online.

Eligibility for a RoSA

To be eligible for a Rosa, students must have:

- completed the mandatory curriculum requirements for Years 7 to 10.
- attended a government school, an accredited non-government school or a recognised school outside NSW.
- completed courses of study that satisfy NESA curriculum and assessment requirements for the RoSA.
- complied with the requirements of the Education Act.

RoSA grades and reporting of student achievement

The RoSA includes an A to E grade for all Year 10 courses the student has satisfactorily completed. Grades are:

- based on student achievement in their assessment work.
- submitted to NESA in Term 4
- monitored by NESA for fairness and consistency.

Students ineligible for a RoSA

Students who leave school before finishing Year 10 are not eligible for a RoSA. If students leave after Year 10 and still don't meet RoSA requirements they will be issued with a 'Transcript of Study'.

The Transcript of Study contains the same information as the RoSA for courses satisfactorily completed.

Requirements of NSW 'Education Act 1990' in relation to the RoSA

Curriculum for Record of School Achievement candidates

The curriculum during Year 7 to Year 10 for students who are candidates for the Record of School Achievement must meet the following requirements:

- a) courses of study in each of the 8 key learning areas for secondary education are to be provided for each student,
- b) courses of study in the key learning areas of English, Mathematics, Science and Human Society and its Environment are to be provided during each year, but the courses of study in the other key learning areas need not be provided during each year,
- c) courses of study in a key learning area are to be taught in accordance with a syllabus developed or endorsed by the Authority and approved by the Minister.

Record of School Achievement

(1) Records of School Achievement are to be granted by the Authority to students:

- (a) who:
 - I. have attended a government school, or
 - II. have attended a registered non-government school to which a current certificate of accreditation for presentation of candidates for the Record of School Achievement applies, or
 - III. have attended a school outside New South Wales recognised by the Authority, and
- (b) who have participated, to the Authority's satisfaction, in courses of study which have been determined under this Act as appropriate to be undertaken by candidates for the Record of School Achievement, and
- (c) who have been accepted by the Authority as having satisfactorily completed those courses of study, and
- (d) who have, to the Authority's satisfaction, undertaken the requisite examinations or other forms of assessment, and

- (e) who have complied with any requirements prescribed by the regulations or any requirements imposed by the Minister or the Authority, and
- (f) who have completed Year 10.

(2) The requisite examinations or other assessments may be conducted on a school-basis, but are to be moderated on a State-wide basis in the learning areas and in the manner determined by the Authority.

(3) The Authority may refuse to grant a Record of School Achievement to a student whose attendance or application at school has been of such an unsatisfactory character that the granting of a Record of School Achievement would not, in the opinion of the Authority, be justified.

(4) Records of School Achievement are to be granted in the manner determined by the Authority.

SPECIAL CIRCUMSTANCES FORM

Name: _____ **Year: 7/8** **Date:** _____

Please describe the Assessment Task(s) missed below:

Course	Teacher	Type of Assessment Task	New Due Date
1			
2			
3			
4			
5			

Reasons for missing assessment task(s): _____

Reasons for requesting extension: _____

Reason for appeal: _____

I have/have not attached a Medical Certificate from Doctor: _____

I have/have not attached a supporting statement from: _____

Head Teacher was notified of this appeal on ___ / ___ / ___ by _____

Student Signature: _____

Approved / Denied - Date: _____

Head Teacher: _____

Notes

Copy to: Classroom teacher:

Student File:

PERSONAL ASSESSMENT PLANNER
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TERM 1

WEEK	DUE DATE	SUBJECT	TASK	HANDED IN
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

TERM 2

WEEK	DUE DATE	SUBJECT	TASK	HANDED IN
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

TERM 3

WEEK	DUE DATE	SUBJECT	TASK	HANDED IN
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

TERM 4

WEEK	DUE DATE	SUBJECT	TASK	HANDED IN
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

ENGLISH



ENGLISH**2022**

Task	Task 1	Task 2	Task 3	Task 4	
Nature of Task	Persuasive Speech	Film Review	Narrative	Examination	
Timing	Term 1 Week 9	Term 2 Week 6	Term 3 Week 8	Term 4 Week 3	
Outcomes Assessed	EN4-1A EN4-3B	EN4-2A EN4-6C	EN4-4B EN4-5C	EN4-8D EN4-9E	
Components					Weighting
Stories of Survival	25%				25%
Horror		25%			25%
Fantastic Worlds			25%		25%
Connecting Communities				25%	25%
	25%	25%	25%	25%	100%

MATHEMATICS

MATHEMATICS

2022

Task	Task 1	Task 2	Task 3	Task 4	
Nature of Task	Topic Test	Topic Test	Investigation	Topic Test	
Timing	Term 1 Week 5	Term 2 Week 4	Term 3 Week 5	Term 4 Week 4	
Outcomes Assessed	NAWM	SPWM	MGWM	NAWM	
Components					Weighting
Understanding, fluency and communicating	10%	10%	10%	10%	40%
Problem Solving, reasoning and justification	15%	15%	15%	15%	60%
	25%	25%	25%	25%	100%

SCIENCE

SCIENCE

2022

Task	Task 1	Task 2	Task 3	Task 4	
Nature of Task	Practical Examination and Experimental Report	Semester 1 Portfolio	Unit Assessment Quiz – Top 4 taken	Semester 2 Portfolio	
Timing	Term 1 Week 7	Compiled and completed throughout Semester 1 Final submission Term 2 Week 7	Throughout the year. Quiz at the end of each topic. Top 4 (out of 8) quiz results taken for assessment – final submission Term 4 Week 6	Compiled and completed throughout Semester 2 Final submission Term 4 Week 6	
Outcomes Assessed	SC4-4WS, SC4-5WS SC4-6WS, SC4-7WS SC4-8WS	SC4-4WS, SC4-5WS SC4-6WS, SC4-7WS SC4-8WS, SC4-9WS	SC4-10WS, SC4-11WS SC4-12WS, SC4-13WS SC4-14WS, SC4-15WS SC4-16WS, SC4-17WS	SC4-4WS, SC4-5WS SC4-6WS, SC4-7WS SC4-8WS, SC4-9WS	
Components					Weighting
Working Scientifically	20%	20%		20%	60%
Knowledge & Understanding		10%	20%	10%	40%
	20%	30%	20%	30%	100%

CAPA

Creative and Performing Arts

MUSIC**2022**

Task	Task 1	Task 2	Task 3	Task 4	
Nature of Task					
Timing	Term 1 Week 9	Term 2 Week 6	Term 3 Week 9	Term 4 Week 5	
Outcomes Assessed	4.1, 4.3 4.8, 4.9	4.1, 4.3 4.4, 4.5	4.1, 4.3 4.8, 4.9	4.1, 4.3 4.4, 4.5	
Components					Weighting
Performance	10%	10%	10%	10%	40%
Composition	5%		25%		30%
Listening		15%		15%	30%
	15%	25%	35%	25%	100%

VISUAL ARTS

2022

Task	Task 1	Task 2	Task 3	Task 4	
Nature of Task					
Timing	Term 1 Week 8	Term 2 Week 4	Term 3 Week 8	Term 4 Week 4	
Outcomes Assessed	4.1, 4.3, 4.4 4.5, 4.9, 4.10	4.1, 4.3, 4.4 4.5, 4.9, 4.10	4.1, 4.3, 4.4 4.5, 4.9, 4.10	4.1, 4.3, 4.4 4.5, 4.9, 4.10	
Components					
Art Making	15%	15%	15%	15%	60%
Extended Writing Task	20%		20%		40%
	35%	15%	35%	15%	100%

HSIE

Human Society in Its Environment

GEOGRAPHY (*Semester 1*)**2022**

Task	Task 1	Task 2	Task 3	
Nature of Task	Report	Skills	Place & Liveability Research	
Timing	Term 1 Week 5	Term 1 Week 9	Term 2 Week 4	
Outcomes Assessed	GE 4.1, 4.2, 4.7, 4.8	GE 4.1, 4.7, 4.8	GE 4.3, 4.6, 4.7, 4.8	
Components				Weighting
Research	40%		10%	50%
Topographic Maps		30%	10%	40%
			10%	10%
	40%	30%	30%	100%

HISTORY (Semester 2)**2022**

Task	Task 1	Task 2	Task 3	
Nature of Task	Research Task	In Class Essay	Exam	
Timing	Term 3 Week 5	Term 3 Week 9	Term 4 Week 4/5	
Outcomes Assessed	HT 4.2, 4.6, 4.9, 4.10	HT 4.2, 4.3, 4.9, 4.10	HT 4.4, 4.5, 4.6, 4.7	
Components				Weighting
Annotated Model	10%	10%	5%	25%
Fact Sheet	20%	20%	15%	55%
			15%	15%
			5%	5%
	30%	30%	40%	100%

LOTE

Language Other Than English

DHURGA**2022**

Task	Task 1	Task 2	Task 3	Task 4	
Nature of Task	Family – Dhurga poster and greetings conversation	Storyboard	Children’s Books	Bush Tucker Information Graphic & Menu	
Timing	Term 1 Week 9	Term 2 Week 7	Term 3 Week 9	Term 4 Week 3	
Outcomes Assessed	4.UL.4, 4.MBC.2	4.UL.1, 4.UL.4, 4.MBC.2	4.UL.4, 4.MBC.2	4.MLC.1, 4.UL.4	
Components					Weighting
Speaking	10%				10%
Reading	5%	5%	10%	5%	25%
Listening		5%		10%	15%
Writing	10%	15%	15%	10%	50%
	25%	25%	25%	25%	100%

PD/H/PE

Personal Development, Health & Physical Education

PDHPE**2022**

Task	Task 1	Task 2	Task 3	Task 4	
Nature of Task	Extended Response & Item	Practical Learning Journal	Yearly Examination	Fitness Plans	
Timing	Term 1 Week 7	Ongoing Semester 1/2	Term 3 Week 8/9	Term 4 Weeks 1-8	
Outcomes Assessed	4-1, 4-9	4-4, 4-11	4-2, 4-3	4-5, 4-8	
Components					Weighting
Knowledge & Understanding	10%	10%	20%	10%	50%
Skills	10%	20%	10%	10%	50%
	20%	30%	30%	20%	100%

TAS

Technology & Applied Studies

TECHNOLOGY MANDATORY

2022

Task	Task 1	Task 2	Task 3	Task 4	Task 5	
Nature of Task	Semester 1 Quiz	Semester 1 Practical/Folio/Class	Common Assignment	Semester 2 Quiz	Semester 2 Practical/Folio/Class	
Timing	Term 2 Week 3	Term 2 Week 6	Term 3 Week 6	Term 4 Week 3	Term 4 Week 4	
Outcomes Assessed	TE4.1DP TE4.2DP	TE4.1DP, TE4.2DP, TE4.3DP Plus Context Area Specific Outcomes	TE4-10TS	TE4.1DP TE4.2DP	TE4.1DP TE4.2DP TE4.3DP TE4.4DP Plus Context Area Specific Outcomes	
Components						Weighting
Cross Context Area & Design Process Content	10%		20%	10%		40%
Folio Work and Classroom Theory		10%			10%	20%
Producing and Implementing Design Solutions		20%			20%	40%
	10%	30%	20%	10%	30%	100%