

Year 7 Assessment Booklet

# Queanbeyan High School

*High Expectations – High Achievement*



**Updated April 2020**



**2020**

# **Introduction**

The information in this booklet is an updated version of the initial assessment schedule distributed at the start of the school year. It is in response to Covid-19 and is designed to support parents and students with updated procedures for assessment tasks. The information contained within is not comprehensive but designed to be a quick reference for the most relevant information.

## **Pattern of Study**

In Year 7 students will continue to study the following subjects, which are all mandatory subjects within the Stage 4 NSW Curriculum:

- English
- Mathematics
- Science
- HSIE (Semester 1: History and Semester 2: Geography)
- PDHPE
- LOTE (Languages – Japanese)
- Music
- Visual Art
- Technology Mandatory

## **High Expectations – High Achievement**

At Queanbeyan High School we have high expectations of all our stakeholders: students, staff and parents. We believe there is a high correlation between having high expectations and students achieving high results. Throughout the junior years of high school, we are aiming to prepare all students for the rigour of senior study and workplace expectations.

This booklet has been developed to assist students in achieving to their potential. We understand that assessment tasks can be stressful for students and have attempted to ensure a manageable workload for students by reducing the number of assessment tasks and adjusting due dates throughout the year due to the implications of Covid-19. This booklet also contains all the relevant information that students and parents need to ensure a successful year with regards to assessment tasks.

## **Assessment Tasks**

In each of their subjects, students will be required to complete up to two assessment tasks. They can be either formal tasks which have a weighting and contribute to end of year grades and reports, or informal tasks that are not weighted but help staff to make an on-balance judgement of a student's progress within the course.

Assessment Tasks form an integral part of a student's time at school. They are used

for three main reasons:

- To formally assess a student's understanding of syllabus content
- To provide the teacher with information as to a student's progress and inform future teaching to better support students
- To provide the student with feedback about their performance and explicit information on how to improve

Teachers use the information gathered from assessment tasks to form the basis of student reports each semester. Therefore, it is essential that all students attempt and submit all assessment tasks and work through Google Classroom. This information can also be used to determine future patterns of study and classes.

This booklet provides an overview of the assessment tasks Year 7 students will need to complete for the remainder of this year.

### **Reporting and the Common Grading Scale**

For school reports and assessment tasks, students will be graded on an A-E scale, where:

- A** indicates the student has demonstrated an **outstanding** knowledge of the syllabus content
- B** indicates the student has demonstrated a **high** understanding of the syllabus content
- C** indicates the student has demonstrated a **sound** understanding of the syllabus content
- D** indicates the student has demonstrated a **basic** understanding of the syllabus content
- E** indicates the student has demonstrated a **limited** understanding of the syllabus content

Students who receive a C are deemed to be working at an age-appropriate level.

### **Staff, Student and Parent Expectations**

Staff will provide students with an updated assessment schedule for each course they are undertaking. The assessment schedule will list the type of task, its due date and the weighting assigned to that task. Students will also receive a formal notification of each assessment task at least two weeks in advance of the due date. Google Classroom is the platform for the distribution of assessment schedules and assessment task notifications.

Students are expected to refer to this booklet for any information regarding assessment tasks. The 'Frequently Asked Questions' at the end of this booklet is a

great starting point to clarify any information. Under the revised handbook we expect students will submit assessment tasks by the due date. The ability to meet deadlines and submit tasks by the due date is an important skill which is valued highly at Queanbeyan High School. Students who are able to demonstrate such responsibility are much better equipped to succeed in their future studies and in the work environment.

Students are expected to be proactive in seeking help with an assessment task if it is required. They should talk to their classroom teacher first, through Google Classroom, if they are struggling with a particular task. QHS will continue to offer a range of supports to ensure students are able to submit tasks and class work. Students and parents are able to submit misadventure forms which will be supported by the school Principal in cases of stress and anxiety. We ask that parents contact the school should their child be experiencing difficulty with a task and talk directly to the head teacher of the subject. Staff will adjust tasks and be solution focused to support students and parents.

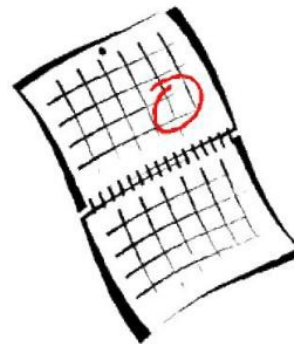
The following documents are available on the school website for access by staff, students and parents:

- Year 7 Assessment Booklet (this booklet)
- Misadventure Form (7-9)

## **Term Planner**

The next few pages outline the assessments that Year 7 students will receive throughout the Academic Year.

The weeks listed indicate the week that each task will be due. Students will be given further information within a formal assessment notification about each task closer to the due date. Teachers are required to give at least two weeks written notice of each assessment task.



### **What's included in this booklet?**

The term planners provided include the due dates for all assessment tasks within the core subjects of English, Maths, Science, HSIE and PDHPE. Assessment Tasks for Music, Visual Art and LOTE are also included.

### **Other important information**

Technology Mandatory is a practical based subject in which students rotate through a variety of topics throughout the year. Students will receive information about their assessments directly from their Technology Mandatory teachers.

**While every effort will be made to adhere to the dates listed in this booklet, in exceptional circumstances it may be necessary to move an assessment task. Should this happen, students will be given ample notice of the change.**

## Term 2

Week 1	A	27/4-1/5	
Week 2	B	4/5-8/5	
Week 3	A	12/5-15/5	
Week 4	B	18/5-22/5	
Week 5	A	25/5-29/5	HSIE
Week 6	B	1/6-5/6	
Week 7	A	8/7-12/7	HSIE
Week 8	B	15/6-19/6	
Week 9	A	22/6-26/6	Music, Japanese
Week 10	B	29/6-3/7	

## Term 3

Week 1	A	20/7-24/7	
Week 2	B	27/7-31/7	
Week 3	A	3/8-7/8	Science
Week 4	B	10/8-14/8	
Week 5	A	17/8-21/8	HSIE
Week 6	B	25/8-28/8	
Week 7	A	13/8-4/9	Maths, Japanese
Week 8	B	7/9-11/9	Visual Arts, Music
Week 9	A	14/9-18/9	PDHPE (Prac), English,
Week 10	B	21/9-25/9	Technology (Mandatory), HSIE

## Term 4

Week 1	A	12/10-16/10	
Week 2	B	19/10-23/10	
Week 3	A	26/10-30/10	Science
Week 4	B	2/11-6/11	Maths, Japanese
Week 5	A	9/11-14/11	English, Music
Week 6	B	16/11-20/11	HSIE, PDHPE
Week 7	A	23/11-27/11	Science
Week 8	B	30/11-4/12	
Week 9	A	7/12-11/12	
Week 10	B	14/12-18/12	

# Frequently Asked Questions

*The information provided here is intended to provide a succinct overview of the updated procedures in response to Covid-19 and students learning from home:*

## **1. Why do we need to complete assessment tasks?**

Assessment tasks are a mandatory part of your schooling. They are used by teachers to determine your areas of strength and provide you feedback to achieve higher results. Teachers use the information gained through assessment tasks to write your reports each semester.

## **2. What information will I be given about assessment tasks?**

In addition to this assessment booklet, teachers will also provide you with an assessment schedule for each course you study on Google Classroom. This assessment schedule will outline when each task is due. Teachers will also provide you with a written notification at least two weeks prior to the due date. This notification will contain the specific information and requirements pertaining to each individual assessment task. This will be made available through Google Classroom.

## **3. How much time will I have to complete an assessment task?**

Teachers will give you at least two weeks notification of any assessment task. For some tasks, you may be given a longer period of time to work on the task, but this is not provided for every assessment task.

## **4. Where can I get extra help with assessments?**

Students who are struggling with assessment tasks are encouraged to talk to their classroom teacher first. This can be done through Google Classroom. The classroom teacher is able to provide extra advice and support to complete the task. If extensive support is required, the classroom teacher may refer the matter to a head teacher or deputy principal who will follow up and offer support. Students and parents can contact the head teacher or deputy principal directly if they are under stress due to assessment tasks. The school is committed to supporting families and students.

## **5. What should I do if I know I am unable to submit an assessment task?**

You need to speak to your teacher before your absence. You will be expected to submit the task before your absence. If this is not possible, you will need to ask for a misadventure form and complete it with all relevant information.

## **6. Does the late submission of a task affect the grade I get for the task or my reports?**

In years 7 and 8, late submission does not affect the grade you receive. It is important to know that from Year 9 onwards, late submission does affect the grade you receive.

**7. I have been away for a large amount of time this term or been sick and have missed most of the course work. I feel I will struggle to complete the assessment task. What do I do?**

You will need to talk to your teacher on Google Classroom to discuss this and complete a misadventure form. If the teacher and head teacher support your application you will either receive a negotiated due date, a substitute task or an estimate.

**8. Where do I get a copy of the misadventure form?**

An electronic copy of the misadventure form is also available on our school website for downloading.

**9. Who do I submit the misadventure form to?**

Your class teacher. Make sure that you have completed Step One entirely and provided as much information as possible. You also need to make sure that the application is signed by a parent. Under the current circumstances, parent confirmation via email/Google Classroom will suffice.

**10. When do I need to hand the misadventure form in by?**

If you are seeking an extension the misadventure form needs to be handed in TWO days before the due date. If you are applying for misadventure for illness/special circumstances, it is best to have the form submitted within one week of the due date.

**11. I submitted a misadventure form and it has been approved. What happens now?**

The classroom teacher or head teacher will let you know what the resolution outcome is. This may mean you need to submit the task in on a different day or your teacher may give you an estimate.

**12. What do I do if I don't agree with the Head Teacher's decision about my misadventure/extension application?**

If the Head Teacher has not approved your application for misadventure/extension you may make an appeal directly to the Principal. You will need to make an appointment to see the Principal within one week of receiving the Head Teacher's decision. The Principal's decision is final.

**13. Who do I contact for more information about assessment tasks?**

You should always talk to your classroom teacher first – they have the best understanding of the task and it's requirements. You can also contact the Head Teacher of the faculty. Refer to the back of this booklet for a list of the Head Teachers of each faculty.



Queanbeyan High School

## **Contact Information Principal**

Jennifer GREEN

Phone: (02) 6297-2088

## **Deputy Principal**

Greg HAIR

## **Head Teachers**

### **ENGLISH/CAPA**

Rowan DROWLEY

### **MATHEMATICS**

Dean LEITE

### **SCIENCE**

Andrew GOELDNER

### **HSIE/LOTE**

Michael GUILFOYLE

### **PDHPE**

Lindsey PERRY (relieving)

### **TAS / VISUAL ARTS**

Robyn EDWARDS / Michelle WELLS

### **SUPPORT**

Robyn SLATER

### **Year 7 Student Advisor**

Mark HARRIS

