

***HAY WAR MEMORIAL***

***HIGH SCHOOL***



***Year 8***

***ASSESSMENT POLICY***

***AND GUIDELINES FOR TASKS***

***2015-2016***



# **ASSESSMENT TASK PROCEDURES**

## **INTRODUCTION**

### **TO THE STUDENT**

Welcome to the Year 8 Course Assessment. As preparation for the completion of Stage 4, all courses require a formal assessment guideline for both the core and rotation subjects. It is essential that all assessment tasks be completed in order to meet the requirements of the Stage 4 course and progress to Stage 5. These assessments are intended to measure your total achievement relative to the outcomes of each course.

In addition to the formal assessment program which follows you will also be required to attempt other tasks, e.g. tests, essays, assignments etc., which will provide you and your teachers with information about your progress.

Hay War Memorial High School's Assessment Policy and specific course guidelines for your formal assessment program are contained in this booklet. These guidelines are in place to ensure fairness for all students in the assessment process.

I extend my best wishes to all students during their Year 8 studies.

Mr Y Chambers  
Principal

## **WHAT IS AN ASSESSMENT MARK?**

The assessment mark is a measure of your achievement in more than a single examination. It will be calculated from results in a series of tasks which assess your abilities in a wide range of course objectives. These objectives, weightings and types of tasks are listed in the subject guidelines contained in this booklet. They are also in keeping with the rules established by the Board of Studies, Teaching and Educational Standards (BOSTES). The final assessment mark is converted to a grade, based on the Course Performance Descriptors.

## **WHEN WILL I BE ASSESSED?**

For all Board Courses, formal assessment will begin from Week 6 in Term 4, 2015.

This booklet also contains a calendar which schedules the assessment tasks for all the different Courses.

Assessment tasks will not be set for completion in the week before examinations (only for subjects that have an examination).

*Please note: An assessment notification document will be issued to students no later than 2 weeks before the due date of a task. If a student is away on the day of the handout of the document he/she will receive the document at the next lesson he/she is at school. It's the student's responsibility to check the assessment calendar for upcoming tasks. Students sign receiving notification and sign submitting a task.*

## **WHAT WILL BE ASSESSED?**

This booklet contains details about the assessment tasks for the different courses. In addition, information will be provided by classroom teachers about what will be assessed where this is seen to be necessary.

## **WHAT HAPPENS IF AN ASSESSMENT TASK FAILS TO DISCRIMINATE BETWEEN STUDENTS IN A COURSE?**

Sometimes an assessment task fails to produce a reasonable spread of marks among students in a particular course. The school reserves the right to schedule a substitute task if a particular task is found to be unsuitable.

## **WHEN WILL ASSESSMENT TASKS BE HANDED IN?**

Take home tasks will be due in a lesson of that subject. Other assessment tasks, i.e., those undertaken during class time and examinations, will be handed in at the end of the allocated time. If the teacher is unavailable, then the task must be handed to the Head Teacher in that subject area. **UNDER NO CIRCUMSTANCES** can a student leave a task on a teacher's desk or similar location in the absence of that teacher. Students must sign receiving and handing in an assessment task.

In the case of an Oral Presentation assessment task, all students will need to be present for the day of their presentation. Students must also show their preparation notes to the teacher prior to the commencement of any presentations.

## **WHAT HAPPENS IF I AM ABSENT ON THE DAY AN ASSESSMENT TASK IS SCHEDULED?**

If you know that you are going to be away on the day of an assessment task, then you **MUST** advise the Head Teacher of the subject in writing, **BEFOREHAND**. The appropriate form (Illness/Misadventure Application) is included in this booklet and available from the Front Office and Head Teachers.

If you are away unexpectedly then it is your responsibility to contact the Head Teacher of the subject, at the school by phone **BEFORE** the commencement of the task. In the event of that person not being available, contact must be made with either the Principal or Deputy Principal. As soon as you return to school and before going to any class you **MUST** see the Head Teacher of the subject, fill in the appropriate form (Illness/Misadventure Application) and then return it immediately to the Head Teacher of the subject concerned.

Failure to fulfill these requirements may result in a "non-serious attempt" being awarded to you for that task. If the reason for your absence is unsatisfactory, as determined by the Head Teacher of the subject and in consultation with the Principal, then a "non-serious attempt" will be recorded for you on that task. However, if the reason for your absence is valid (e.g. illness or approved leave), then the Head Teacher of the subject in consultation with your teacher will decide whether you should do the assessment task at an alternate time or be awarded a mark based on a substitute task or give you an estimate based on your performance in similar tasks. It must be stressed however, that the School Assessment will not compensate for factors such as extended illness, misadventure or domestic problems which may have affected your performance throughout the course.

*PLEASE NOTE: Students should not be absent from school or other classes to work on or complete assessment tasks.*

## **WHAT HAPPENS IF I AM CAUGHT CHEATING OR SEEKING TO GAIN AN UNFAIR ADVANTAGE IN AN ASSESSMENT TASK?**

This is an extremely serious matter as all work done for the assessment is to be essentially your own. After an investigation, the Principal will rule on the penalty to be imposed which could include: a zero mark or other sanctions.

## **WHAT HAPPENS IF TASKS ARE NOT ATTEMPTED?**

If you fail to attempt an assessment task both you and your parents will be advised. If the school rules that you have made a "non-serious attempt" for an assessment task you will receive a zero mark or no grade.

## **WILL I KNOW HOW I AM ACHIEVING IN ASSESSMENT TASKS?**

Each assessment task will be returned to you with a mark or grade on it. You will receive an assessment grade reported on your Year 8 Semester 1 Report and your Semester 2 Report. This grade will have your performance in the assessment tasks and other tasks included.

## **CAN I QUESTION THE MARKING OF AN ASSESSMENT MARK?**

A teacher's judgment of the work of individual assessment tasks is not subject to review. However, if it appears that marks have been added incorrectly on your task, or if you have questions about how the marks were allocated, then you must ask the teacher about it when the task is handed back to you. If there has been a mistake it can be corrected at this stage but not later.

## **WHAT HAPPENS IF I FAIL TO HAND IN AN ASSESSMENT TASK?**

Failure to hand in an assessment task for the 1<sup>st</sup> time will result in a warning letter being sent home for the task to be completed. If the task is still not completed a 2<sup>nd</sup> warning letter will be issued two weeks later. A zero mark or no grade will be given if a warning letter is issued. The task still needs to be completed.

If you are going to be away on the day an assessment task is due and to avoid being penalised you **MUST** make arrangements to have the completed assessment task given to the Head Teacher of the subject **ON** or **BEFORE** the due date. (Remember that the responsibility rests with you to get your work in on time)

## **WHAT HAPPENS IF MY HARD DRIVE CRASHES OR MY PRINTER WON'T WORK CORRECTLY THE NIGHT BEFORE AN ASSESSMENT TASK IS DUE.**

All students need to plan their work for assessment tasks to avoid technological issues. It is essential that students regularly back up their work with either a hard copy or a digital record such as an external device (e.g. a USB drive) to avoid a zero mark or no grade.

## **FINAL NOTE**

In order to provide flexibility in dealing with unusual circumstances, the Principal may, after ensuring that no student is unduly advantaged or disadvantaged by so doing, vary the conditions and requirements in this policy.

## Year 8 Assessment Task Calendar 2015/16

### Term 4, 2015

Week	Tasks Due
6	
7	
8	
9	
10	Science Practical/Skill Test, English Writing Task, History Model Task, Commerce Rotation 1 Research Task 1
11	

### Term 1, 2016

2	
3	Geography Assignment
4	
5	
6	History In class writing task Maths Assignment
7	Music Aural/Listening, Commerce Rotation 1 Research Task 2
8	PDHPE Assignment
9	English Oral Presentation
10	Visual Arts Process Diary & Collection of Works, PDHPE In Class Task

### Term 2, 2016

1	
2	Geography In-Class Oral Presentation, Cumulative Mini Class Tests, History Powerpoint Assignment, Maths Major Class Test, Food Tech Rotation 1 Portfolio of Evidence
3	
4	English Exam, Food Tech Rotation 1 Practical Items, Science Exam, Commerce Rotation 2 Research Task 1
5	PDHPE Formative Assessment, Food Tech Rotation 1 exam
6	Visual Arts Research Task
7	
8	Music Performance
9	
10	PDHPE In Class Tasks, Visual Arts Process Diary & Collection of Works, Commerce Rotation 2 Research Task 2

### Term 3, 2016

1	
2	
3	Geography Assignment
4	Music Composition
5	
6	Maths Assignment
7	English Essay, Commerce Rotation 3 Research Task 1
8	PDHPE Assignment Task
9	Music Performance, Design and Technology Rotation 2 Portfolio of Evidence
10	Visual Arts Process Diary and Collection of Works, Maths Cumulative Mini Class Tests, Science Research Project, Food Tech Rotation 2 Portfolio of Evidence of Design Process

### Term 4, 2016

1	
2	English Exam, Science Exam, Geography Oral Presentation Powerpoint Maths Major Class Test Wood Metal & Plastics Rotation 2 Exam Food Tech Rotation 2 Practical Items
3	PDHPE Formative Assessment, Food Tech Rotation 2 Exam, Commerce Rotation 3 Research Task 2
4	
5	Science Exam

YEAR 8 ENGLISH ASSESSMENT SCHEDULE 2016				
TASK NUMBER	DATE		ASSESSMENT COMPONENT	TASK WEIGHT
	TERM	WEEK		
1	4	10	Writing Task – Narrative	10%
2	1	9	Viewing/Representing Oral Presentation	15%
3	2	4	Semester One Examination	20%
4	3	7	Writing Task - Essay	20%
5	4	2	Semester Two Examination	25%
All Year In Class Tasks				10%

YEAR 8 COMMERCE ASSESSMENT SCHEDULE 2016				
TASK NUMBER	DATE		ASSESSMENT COMPONENT	TASK WEIGHT
	TERM	WEEK		
1	5 <sup>th</sup> week of rotation		Research Task: Consumer decisions and choices pamphlet	40%
2	Throughout Semester		Bookwork/class participation	10%
3	11 <sup>th</sup> week of rotation		Research task: Investing	50%

YEAR 8 GEOGRAPHY ASSESSMENT SCHEDULE 2016				
TASK NUMBER	DATE		ASSESSMENT COMPONENT	TASK WEIGHT
	TERM	WEEK		
1	3	3	Global Issues assignment	40%
2	Throughout semester		Bookwork/class participation	20%
3	4	2	In-class oral presentation and powerpoint	40%

**Please Note:** All dates are correct at the time of printing, however, final due dates for all assessment tasks may be subject to minor changes and will be given to students during the course of the year.

YEAR 8 HISTORY ASSESSMENT SCHEDULE 2016				
TASK NUMBER	DATE		ASSESSMENT COMPONENT	TASK WEIGHT
	TERM	WEEK		
1	4	10	Model task: Medieval artefact	30%
2	1	6	In-class writing task: Angkor/Khmer Empire	30%
3	Throughout semester		Bookwork/class participation	10%
4	2	2	PowerPoint assignment: Spanish Conquest	30%

YEAR 8 MATHEMATICS ASSESSMENT SCHEDULE 2016				
TASK NUMBER	DATE		ASSESSMENT COMPONENT	TASK WEIGHT
	TERM	WEEK		
1	1	6	Semester 1 Assignment	15%
2	2	2	Semester 1 Major class test	15%
3	1-2	W2, T1- W2, T2	Cumulative Mini class Tests	20%
4	3	6	Semester 2 Assignment	15%
5	4	2	Semester 2 Major class tests	20%
6	2-3	W5, T2- W10, T3	Cumulative Mini class tests	15%

YEAR 8 SCIENCE ASSESSMENT SCHEDULE 2016				
TASK NUMBER	DATE		ASSESSMENT COMPONENT	TASK WEIGHT
	TERM	WEEK		
1	4	10	Practical/ Skill Test	15%
2	2	4	Semester 1 Examination	30%
3	3	10	Student Research Project	25%
4	4	2	Semester 2 Examination	30%

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YEAR 7/8 DESIGN & TECHNOLOGY: FOOD TECHNOLOGY ASSESSMENT SCHEDULE 2016 ROTATION 1				
TASK NUMBER	DATE		ASSESSMENT COMPONENT	TASK WEIGHT
	TERM	WEEK		
1	2	2	Portfolio of Evidence of Design Process	30%
2	2	4	Practical Items	60%
3	2	5	Exam	10%

YEAR 7/8 DESIGN & TECHNOLOGY: FOOD TECHNOLOGY ASSESSMENT SCHEDULE 2016 ROTATION 2				
TASK NUMBER	DATE		ASSESSMENT COMPONENT	TASK WEIGHT
	TERM	WEEK		
1	3	10	Portfolio of Evidence of Design	30%
2	4	2	Practical Items	60%
3	4	3	Exam	10%

YEAR 7/8 ROTATION VISUAL ARTS ASSESSMENT SCHEDULE 2016				
TASK NUMBER	DATE		ASSESSMENT COMPONENT	TASK WEIGHT
	TERM	WEEK		
1	1	10	Visual Arts Process Diary & Collection of Works	40%
2	2	10	Visual Arts Process Diary & Collection of Works	30%
3	3	10	Visual Arts Process Diary & Collection of Works	30%

**Please Note:** All dates are correct at the time of printing, however, final due dates for all assessment tasks may be subject to minor changes and will be given to students during the course of the year.

STAGE 4 PDHPE ASSESSMENT SCHEDULE 2016				
TASK NUMBER	DATE		ASSESSMENT COMPONENT	TASK WEIGHT
	TERM	WEEK		
1	1	8	Assignment- relationships	12.5%
2	1	10	In class task- athletics	12.5%
3	2	5	Formative assessment – semester one practical	25%
4	2	10	In class task- fit and healthy	12.5%
5	3	8	Assignment Task	12.5%
6	4	3	Formative assessment – Semester Two practical	25%

STAGE 4 MUSIC ASSESSMENT SCHEDULE 2016				
TASK NUMBER	DATE		ASSESSMENT COMPONENT	TASK WEIGHT
	TERM	WEEK		
1	1	7	Aural/Listening	25%
2	2	8	Performance	25%
3	3	4	Composition	25%
4	3	9	Performance	25%

YEAR 8 ROTATION DRAMA ASSESSMENT SCHEDULE 2016				
TASK NUMBER	DATE		ASSESSMENT COMPONENT	TASK WEIGHT
	TERM	WEEK		
1	1		Performance project	100%
2	2			
3	4			

**Please Note:** All dates are correct at the time of printing, however, final due dates for all assessment tasks may be subject to minor changes and will be given to students during the course of the year.

STAGE 4 WOOD, METAL AND PLASTICS ROTATION 1 SUBJECT ASSESSMENT SCHEDULE 2016				
TASK NUMBER	DATE		ASSESSMENT COMPONENT	TASK WEIGHT
	TERM	WEEK		
1			This subject is largely practical. Projects and Project Reports are to be handed in as the class completes and will then be graded against the course outcomes. There is no exam.	
2				
3				

STAGE 4 WOOD, METAL AND PLASTICS ROTATION 2 SUBJECT ASSESSMENT SCHEDULE 2016				
TASK NUMBER	DATE		ASSESSMENT COMPONENT	TASK WEIGHT
	TERM	WEEK		
1			This subject is largely practical. Projects and Project Reports are to be handed in as the class completes each task and will then be graded against the course outcomes. There is no exam.	
2				
3				

YEAR 8 AGRICULTURE ROTATION ASSESSMENT SCHEDULE 2016				
TASK NUMBER	DATE		ASSESSMENT COMPONENT	TASK WEIGHT
	Week of Rotation			
1	Ongoing		Practical skills, attitude and involvement	50%
2	2 <sup>nd</sup> last week of rotation		Research task	50%

**Please Note:** All dates are correct at the time of printing, however, final due dates for all assessment tasks may be subject to minor changes and will be given to students during the course of the year.



**HAY WAR MEMORIAL HIGH SCHOOL  
ILLNESS/MISADVENTURE APPLICATION**

***SECTION 1 To be completed by the student***

NAME: \_\_\_\_\_ YEAR: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

DUE DATE OF ASSESSMENT TASK: \_\_\_\_\_

REASON FOR CONSIDERATION: \_\_\_\_\_

\_\_\_\_\_

DO YOU HAVE A DOCTORS CERTIFICATE?      Yes            No     

HAVE YOU ATTACHED A DOCTORS CERTIFICATE?      Yes            No     

SIGNED: \_\_\_\_\_ (Student)

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***SECTION 2 To be completed by the Learning and Support Teacher***

DATE RECEIVED: \_\_\_\_\_ TIME RECEIVED: \_\_\_\_\_

SIGNED: \_\_\_\_\_ (LST)

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***SECTION 3 To be completed by the Faculty Head Teacher in consultation with the subject teacher***

DATE RECEIVED: \_\_\_\_\_ TIME RECEIVED: \_\_\_\_\_

OUTCOME: \_\_\_\_\_

\_\_\_\_\_

SIGNED: \_\_\_\_\_ (Faculty Head Teacher)

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***SECTION 4 To be completed and retained by the subject teacher. Subject teacher informs student of outcome.***

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

SIGNED: \_\_\_\_\_ (Class Teacher)