PORT HACKING HIGH SCHOOL

YEAR 7 ASSESSMENT POLICY 2024

TABLE OF CONTENTS

OVERVIEW

A student will be considered to have satisfactorily completed a course if there is sufficient evidence that the student has:

a) **followed** the course developed by each faculty; and

b) **applied** themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and

c) **achieved** some or all of the course outcomes

SCHOOL ASSESSMENT AND REPORTING

School-based assessment tasks are linked to standards. Because the tasks focus on outcomes, they are valid instruments for what they are designed to assess, and where appropriate, the marking guidelines are related to the wording of the outcomes and the performance standards.

Each task enables teachers to collect information about the students' achievement in relation to one or several outcomes, to award marks or grades in accordance with marking guidelines, and to provide constructive feedback to students on their performances highlighting their strengths and where they could make improvements.

Since 2021, there have been no weightings on formal assessment tasks for Years 7 – 10.

Outcomes on reports will not be mapped to only marks from assessment tasks, but will include professional teacher judgement based on both informal and formal assessment, and both formative and summative assessment tasks and aligned to the common grade scale and subject specific grade descriptors.

What is Formative and Summative Assessment?

Formative and summative assessment are two functions of assessment that work together to monitor and evaluate a student's progression along their learning path, to provide constructive feedback and for judgment against local and/or national standards.

The goal of formative assessment is to *monitor student learning* in order to provide ongoing feedback that can be used by instructors to improve their teaching and by students to improve their learning. More specifically, formative assessments help students identify their strengths and weaknesses and target areas that need work, and assists teachers to recognise where students may be are struggling and address problems immediately. Formative assessments are generally *low stakes*, which means that they have low or no point value.

The goal of summative assessment is to *evaluate student learning* at the end of an instructional unit by comparing it against standards or benchmark. Summative assessments are often *high stakes*, which means that they have a high point value. For example an assessment task or end of year examination.

COURSE ASSESSMENT SCHEDULES

The course assessment schedule is set out in this assessment booklet. It contains information about the formal tasks in each component of a course. The course assessment schedule also informs students of approximately when the various assessment tasks will take place. The date of each assessment task will be provided by the classroom teacher at **least two weeks prior to the task.**

SCHOOL ASSESSMENT POLICY

It is essential that students ensure they are present for and complete all assessment tasks. **If a student is absent on the day of an assessment task, he or she must contact the school to explain the absence, and then** <u>provide the classroom teacher with a letter from a parent/guardian explaining the reason for the absence</u> **on the first day of their return,** regardless of whether or not a lesson in that subject is timetabled on that day**.**

- Holidays/travel are NOT considered a valid excuse for missing an assessment task/exam OR for requesting an alternate date for the task/exam, <u>unless</u> the official exemption procedures have been completed and approved by the principal at least four (4) weeks in advance of leave being taken. Students are to inform their teacher of any leave arrangements as soon as they become aware that they will not be present for a task.

- Technological malfunctions are not automatically considered a valid excuse. (See next page)

If a task is missed with no valid reason, parents will be contacted and students will be expected to complete the task in lunchtime catch ups.

Late Handing in of Tasks/Assignments due to absence (illness or misadventure)

The student must contact the teacher on the *first* day of attendance after the missed submission date, regardless of whether or not a lesson in that subject is timetabled on that day. If the late handing in of a task, or request for an extension of time to submit that task, is not explained by a letter from a parent/guardian, **a zero mark** will be recorded for that task.

Where there is no valid reason for non-completion of an assessment task, a <u>zero mark</u> will be recorded for that task.

Malpractice and Plagiarism

A zero mark will be recorded for tasks where malpractice or plagiarism is involved. Malpractice is defined as failing to comply with the Rules of Conduct set out by the School (see below). Plagiarism is when you pretend that you have written or created a piece of work that someone else originated, including open files from the internet, a tutor or artificial intelligence software. Candidates who do not comply with these rules or who engage in malpractice in assessment tests or examinations, or in the preparation of assessments, will receive no marks for that task. Students will be required to re-attempt the assessment task in order to satisfy course outcomes.

The school reserves the right to use a number of strategies to uncover instances of plagiarism, this includes a teacher's professional judgement and software programs such as Turnitin. Turnitin is a text matching software program which uses an algorithm to find strings of words within a student's assessment, that may be identical to resources already known to the software program. Turnitin promotes students to complete their best, original work. Students may be instructed, via their assessment notification, to submit their assessment via Canvas, using the Turnitin software.

If a student is suspected of plagiarism, the onus is on students to prove the work is their own (eg This may include but not limited to showing track changes (Word) or versions (Docs), submitting drafts when requested, completing work on the assessment task in class). This aligns with NESA rules and regulations.

Use and Detection of Artificial Intelligence (AI)

It is important that the school and students take every measure to maintain the integrity of assessment tasks and to ensure that assessment task results are both valid and reliable. These measures include taking all available measures to ensure that students abide by the principles underlying "All My Own Work".

In January 2023, the NSW Department of Education publicly announced that the use of generative AI programs (one example is ChatGPT) are banned in NSW public schools.

The emergence of generative AI programs has proven a challenge to ensuring the integrity of all assessment tasks. Therefore, **the use of artificial intelligence (AI) programs to either generate, write, modify, improve, edit or review student submissions is prohibited.**

At Port Hacking High School, most pre-prepared submissions are uploaded to Canvas. Once submissions are uploaded, a third-party software program, Turnitin, reviews all submissions and generates plagiarism and AI reports. Turnitin is a highly reputable plagiarism and AI detection software program. Turnitin will capture the use of AI for any reason.

Students should not use AI in ANY capacity when creating and reviewing their work. This includes using AI to:

- generate all or part of an assessment task;
- improve the standard of their work;
- review or edit work for spelling, punctuation, sentence structure or general language use or;
- run their work through an AI detection tool.

Additionally, students must assure that they adhere to all assessment task requirements which may include:

- specifying the software program/s allowed to be used to create the student's work eg for text based tasks only Microsoft Word and/or Google Docs can be used. (Both these programs are provided free to NSW Department of Education students.) This means, that this software is the only software that can be used in the creation of a student's work and only the embedded tools in these software programs are to be used.
- ensure that "track changes" is turned on from the time a student begins to create their task.
- ensure that at no time do they use or does their work come into contact with any software programs apart from those allowed by the assessment notification.

Non-serious attempts in assessment tasks and examinations

Any student who enters a non-serious attempt (including but not restricted to inappropriate comments to questions, challenging markers to take away marks, making abusive, rude or derogatory comments, inappropriate diagrams or not making a genuine effort) will receive zero marks for that assessment task. Students will be required to re-attempt the assessment task in order to satisfy course outcomes and avoid an n-warning; however, a zero will be recorded as the mark for the task.

Rules of Conduct

a) Where a task takes the form of a test or examination, the teacher's instructions must be followed at all times.

Candidates must:

- Always follow the directions of the supervising teacher.
- NOT speak to any person other than the teacher during the examination.
- NOT behave in any way likely to disturb the work of any other student or upset the conduct of the examination.
- NOT bring mobile phones into the exam room. All mobile phones are to be turned off and left in students' bags. Mobile phones are not to be in students' pockets.
- NOT wear a watch of any kind.
- NOT take any books, notes, paper or equipment other than that specifically permitted by the teacher into the room where the test is taking place.
- ALWAYS comply with the instructions regarding the administration of a task.

b) All tasks must be the work of the student submitting them. All sources used in preparation of a task must be acknowledged. (See notes on plagiarism and use of AI.)

c) Any attempt at malpractice or plagiarism will result in a zero mark.

Technology Problems:

Problems with computers crashing and printers not working may be a reason to apply for an extension. However it will not be automatic that a student has an extension granted due to a technology malfunction. A student will be required to show evidence of their work in order to be considered an extension. This evidence may be in the form of a:

- draft printout of the task
- handwritten draft version of the task
- USB handed to the teacher containing an electronic version of the task
- OR the student may email the completed assessment to the teacher

A student:
- must keep a back-up copy of tasks in progress. The school recommends this be done through the use of the DoE portal email. Students can email their work (as they progress through it) to their own email address, thereby having it accessible to show their teacher on request
- will be awarded a zero mark if they are unable to show evidence of the task in draft form
- must not expect to be granted an extension if they leave the printing of the task until the night before it is due, and then find that they experience technology problems
- must be able to supply independent evidence of computer malfunction (eg letter from a computer company)

SUBJECT INFORMATION

CREATIVE AND PERFORMING ARTS

MUSIC

	TASK 1	TASK 2	TASK 3	TASK 4
DATE	Term 1 Week 8	Term 2 Week 5	Term 3 Week 4	Term 4 Week 4
UNIT	Experiencing Music	Developing Skills In Music	Developing Skills In Music Continued	The Blues
NATURE OF TASK	In class	In class	In class	Take home & In class
OUTCOMES	4.4, 4.5, 4.6	4.7, 4.8, 4.9, 4.10	4.1, 4.2, 4.3	4.1, 4.2, 4.3, 4.4

VISUAL ARTS

	TASK 1	TASK 2	TASK 3	TASK 4
DATE	Term 1 Week 10	Term 2 Week 6	Term 3 Week 6	Term 4 Week 4
UNIT	Pop Art	Functional Objects	Still Life	Expressive Landscape
NATURE OF TASK	In class analysis	3D Clay Work	Artwork Analysis	Landscape Painting
OUTCOMES	4.7, 4.8, 4.9, 4.10	4.1, 4.3, 4.4, 4.5	4.7, 4.8, 4.9, 4.10	4.1, 4.2, 4.4, 4.6

ENGLISH

	TASK 1	TASK 2	TASK 3
DATE	Term 1 Week 6	Term 2 Week 7	Term 3 Week 6
UNIT/TOPIC/MOD	Poetry	Myths and Legends	Moving Pictures
NATURE OF TASK	Exam	Imaginative and Reflection	Multimodal Presentation
OUTCOMES	EN4-RVL-01 EN4-URA-01	EN4-URB-01 EN4-URC-01 EN4-ECB-01	EN4-URA-01 EN4-ECA-01 EN4-ECB-01

HSIE

	TASK 1	TASK 2	TASK 3
DATE	Term 1 Week 10	Term 2 Week 2	Term 2 Week 5
UNIT/TOPIC/MOD	Investigating the Ancient Past	Bookmark and Canvas tasks	Yearly examination
NATURE OF TASK	Hand in research task	In Class	Examination
OUTCOMES	HT4-1, HT4-6, HT4-8	HT4-10	HT4-3, HT4-4, HT4-7, HT4-9

GEOGRAPHY – SEMESTER 2

	TASK 1	TASK 2	TASK 3
DATE	Term 3 Week 8	Term 3 Week 9	Term 4 Week 2
UNIT/TOPIC/MOD	Fieldwork and In-Class Task – Landscapes and Landforms	Bookwork and Canvas Tasks	Yearly Examination – Water in the World Landscapes and Landforms
NATURE OF TASK	Research and In Class	In Class	Examination
OUTCOMES	GE4-2, GE4-4, GE4-5, GE4-7	GE4-1, GE4-8	GE4-1, GE4-3, GE4-5, GE4-8

MATHEMATICS

	TASK 1	**TASK 2**	**TASK 3**	**TASK 4**
DATE	Term 1 Week 7	Term 2 Week 4	Term 3 Week 4	Term 4 Week 1
UNIT/TOPIC/MOD	• Integers	• Indices • Fractions, Decimals and Percentages	• Fractions, Decimals and Percentages • Data • Algebra	• Length, Area and Volume • Geometry
NATURE OF TASK	In class written test	In class written test	In class written test	In class written test
OUTCOMES	MAO-WM-01 MA4-INT-C-01	MAO-WM-01 MA4-IND-C-01 MA4-FRC-C-01	MAO-WM-01 MA4-FRC-C-01 MA4-ALG-C-01 MA4-EQU-C-01	MAO-WM-01 MA4-LEN-C-01 MA4-ARE-C-01 MA4-ANG-C-01

PERSONAL DEVELOPMENT HEALTH AND PHYSICAL EDUCATION

	TASK 1	TASK 2	TASK 3	TASK 4
DATE	Term 1 Week 10	Term 2 Week 5	Term 3 Week 9	Term 4 Week 5
UNIT/TOPIC/MOD	The Complete Health Package	Sports Skills 1	Here's the key to changes in me	Sports Skills 2
NATURE OF TASK	Research Comprehension Questions	Practical Application	Topic Test	Practical Application
OUTCOMES	PD4-2, PD4-6, PD 4-7	PD4-4, PD4-8,	PD4-1, PD 4-9	PD 4-5, PD4-11

SCIENCE

	TASK 1	TASK 2	TASK 3	TASK 4
DATE	Term 1 Week 8	Term 2 Week 3	Term 3 Week 2	Term 3 Week 9
UNIT/TOPIC/MOD	Working Scientifically	Chemistry	Biology	Physics
NATURE OF TASK	Skills Examination	Depth Study	Practical Examination	Model
OUTCOMES	SC4-7WS SC4-6WS SC4-5WS SC4-4WS	SC4-1VA SC4-4WS SC4-5WS SC4-6WS SC4-7WS SC4-8WS SC4-9WS SC4-16CW	SC4-4WS SC4-6WS SC4-7WS SC4-9WS SC4-14LW	SC4-7WS SC4 - WS8 SC4-9WS SC4-11PW

TECHNOLOGY

Students will complete a different TAS Rotation each term, each semester. They will cover TAS-Home Economics or TAS- IA in either semester. Students will be marked separately for each unit of work in both areas of study.

An example of a pattern of study is:
Term 1 Agriculture & Food Technologies
Term 2 Materials textiles
Term 3 Materials technologies 1
Term 4 Digital Technologies

HOME ECONOMICS

	Semester 1		Semester 2	
Technology Mandatory	**TASK 1**	**TASK 2**	**TASK 1**	**TASK 2**
DATE	Term 2 Week 6	Term 2 Week 4	Term 2 Week 6	Term 4 Week 4
UNIT	**Technology Mandatory** Materials Technologies OR Food and Agricultural Technologies	**Technology Mandatory** Materials Technologies OR Food and Agricultural Technologies	**Technology Mandatory** Materials Technologies OR Food and Agricultural Technologies	**Technology Mandatory** Materials Technologies OR Food and Agricultural Technologies
NATURE OF TASK	**Ongoing Practical Application**	**Case Study Response**	**Ongoing Practical Application**	**Case Study Response.**
OUTCOMES	TE4-3DP TE4-1DP	TE4-10TS	TE4-3DP TE4-1DP	TE4-10TS

INDUSTRIAL ARTS

	SEMESTER 1 OR 2	
	TASK 1	**TASK 2**
DATE	**Semester 1** Term 1 Week 8 **Semester 2** Term 3 Week 8	**Semester 1** Term 2 Week 6 **Semester 2** Term 4 Week 3
UNIT/TOPIC/MOD	Digital Technologies OR Materials Technologies 1	Digital Technologies OR Materials Technologies 1
NATURE OF TASK	Practical/Workbook OR Practical/Folio	Practical/Workbook OR Practical/Folio
OUTCOMES	TE4-1DP, TE4-2DP, TE4-3DP, TE4-4DP	TE4-1DP, TE4-2DP, TE4-3DP, TE4-4DP