



SPRINGWOOD HIGH SCHOOL

YEAR 7

STUDENT ASSESSMENT HANDBOOK

2025

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STAGE 4 ASSESSMENT AND REPORTING GUIDE

Upon starting Year 7, students begin working on Stage 4 outcomes of their education. Successful completion of Stage 4 is required for a student to proceed to Stage 5. The leaving age of 17 makes the successful completion of Stage 5 a necessary and relevant goal for all students, regardless of their plans for life after school. The NSW Education Standards Authority (NESA) states that:

A student is considered to have satisfactorily completed a course if they have:

- followed the course developed by NESA
- applied themselves with diligence and sustained effort to the tasks and experiences offered
- achieved some or all of the course outcomes.

CERTIFICATION

At the end of Year 10 students will be eligible for the Record of School Achievement (RoSA). This will indicate the level of achievement in Year 10 courses, as well as listing the mandatory subjects successfully completed in previous years. Student achievement is recorded on the RoSA by grades awarded for each course studied in Year 10. Subject-specific Course Performance Descriptors developed by the NESA are used as the basis of these grades. These describe student outcomes and levels of achievement according to a state standard. Assessment tasks are set at school in each course to enable teachers to assess the extent of each student's skills and knowledge. For students, the level of performance in the achievement of the outcomes for each course is important. Students are now trying to meet a set of performance standards, used to measure what they can do, at the highest possible level. Students are not competing with other students in their year to see who is more or less successful. Teachers have many different ways of measuring and assessing students' achievement of outcomes. These methods include formal assessment tasks.

ASSESSMENT TASKS

- Knowledge and skills outcomes of courses are best determined by a range of tasks, including but not limited to written examinations. A schedule of assessment tasks is provided in this booklet for each course studied at Springwood High School.
- Each faculty has determined various tasks such as essays, assignments, experiment reports, oral presentations and research projects which assess progress and achievement of course outcomes.
- Feedback will be provided to students after each assessment task and school reports. Teachers will prepare academic reports twice during the school year.
- Only the tasks listed in the following assessment schedules are used in calculating the final grade. However, NESA requires all other course work to be satisfactorily completed so that students can be certified as having studied each course in its entirety. Completing this work will obviously allow students to prepare for the assessment tasks and to perform to the best of their ability. The assessment tasks will formally assess the learning which has taken place in completing class and home work. The results of assessment tasks also help teachers to plan to meet the learning needs of their students in future lessons.
- All work must be submitted on or before the due date. Tasks not completed in class are to be submitted at the start of the relevant subject period on the due date. All work must be submitted in hard (paper) copy unless directed otherwise by the subject teacher. USBs will not be accepted as evidence of a completed task. If students experience difficulty with the printing of assessment material, they must arrange the printing of material before the lesson.

LATENESS AND NON-COMPLETION OF TASKS

- Where there is no valid reason on the grounds of illness /misadventure for a task not being completed and/or an extension not being granted, parents or carers will be contacted and a 'letter of concern' issued. A late penalty of 10% for each day (including each day of a weekend) that a task has not been submitted will apply. A mark of 0 will be awarded when late submission encompasses an end of term holiday period. Failure to complete the work and/or subsequent tasks means you will be in danger of not completing Stage 4, and may not automatically proceed to Year 8 at the end of the year.
- Extensions of time for assessment tasks will only be given in exceptional circumstances, on an individual basis. Students should see the relevant Head Teacher in order to apply for an extension.
- Students are expected to attend and participate in all lessons on the day of assessment tasks. This rule is to minimise unfair advantage and the disruption of normal lessons.
- Any cases of illness causing tasks to be late or not completed must be supported by a letter of explanation or contact from a parent / carer. This must be produced on the first day of return to school after the illness. The Head Teacher will then decide whether the student concerned will be asked to attempt the task, attempt a substitute task, or be given an estimated mark.
- Head Teachers have the relevant form students will use to apply for an extension of time.

Class teachers, Head Teachers and the Deputy Principal or Principal will warn students in advance if they are in danger of not meeting the mandatory requirements of a course. This will occur through the use of official school warning letters. Student and parent interviews will support this process.

MALPRACTICE

The purpose of the assessment process is to measure a student's individual achievement. It is essential that every assessment task completed is the student's own work, not that of others.

- Malpractice includes all instances of cheating, copying (e.g. from the computer or internet) or otherwise misrepresenting another's work as being the student's own. If at a subsequent date the work is found not to be that of the student who has submitted it, the task will be recorded as not having been completed. School letters of concern and disciplinary action will follow.
- It is important that all work is a student's own and is of the highest standard he or she can produce.

Please be aware that if a student submits work generated by artificial intelligence (Chat GPT and similar) as their own work, this is considered malpractice and may result in a mark of zero being awarded for the task in question. To appeal this decision, the onus is on the student to prove that they have composed/created the assessment task. The student will be required to present this evidence to a panel of staff consisting of the Classroom Teacher and the faculty Head Teacher.

GENERAL PERFORMANCE DESCRIPTORS

The general performance descriptors describe performance at each of five grade levels.

A	The student has an extensive knowledge and understanding of the content and can readily apply this knowledge. In addition, the student has achieved a very high level of competence in the processes and skills and can apply these skills to new situations.
B	The student has a thorough knowledge and understanding of the content and a high level of competence in the processes and skills. In addition, the student is able to apply this knowledge and these skills to most situations.
C	The student has a sound knowledge and understanding of the main areas of content and has achieved an adequate level of competence in the processes and skills.
D	The student has a basic knowledge and understanding of the content and has achieved a limited level of competence in the processes and skills.
E	The student has an elementary knowledge and understanding in few areas of the content and has achieved very limited competence in some of the processes and skills.

FREQUENTLY ASKED QUESTIONS ABOUT STAGE 4 ASSESSMENT

What happens if I am not able to submit coursework or a task on the due date for assessment?

- In certain circumstances, a student may apply to the Head Teacher for an extension of time. This must be done beforehand, where circumstance permit. A supporting statement or contact from a parent/career is required. Extension Request forms are available from Head Teachers.
- The student must submit a written note from a parent / career to explain any illness.
- If no acceptable / reasonable reason is provided then the task will be recorded as not being completed. Students are still required to complete the task or a substitute task for progress reporting. If this is not done, a Letter of Concern will be issued. Further disciplinary action may also be taken in order for that task to be completed (e.g. remaining in class through recess and lunch time with additional support being provided).
- The student and parents/career will be informed in an initial warning letter of the non-completion and the timeline for completion now required.
- A reply slip should be signed by a parent/career and returned to the Head Teacher.

What happens if a student is not satisfying course requirements because of their attendance?

- This document informs students of the relationship between progress, achievement of outcomes, and the hours required to satisfactorily complete courses. Teachers will mark class rolls to monitor and verify students' course participation.

If at any time it appears that a student is at risk of being deemed unsatisfactory in attendance or application, or receiving Letters of Concern in any course, the Head Teacher will:

- Advise the student so that the problem can be corrected.
- Send warning letters regarding progress and achievement of outcomes sent to parents / careers if requirements are not being met. Parents / careers are asked to acknowledge these letters.

What happens if my computer breaks down and I lose all my work?

- computer failure is not considered a valid reason for lateness or the non-completion of a task
- back up files and keep a hard copy / rough copy of all your work at each stage of completion, including instances when you may be required to submit an assessment task by email
- hand in hard copies if you cannot get the work from your computer disk
- do not leave computer-based presentations to the night before – that's when the technology is sure to fail or the printer will run out of ink / toner.

What happens if I find an error in the marking of my assessment work?

- errors in marking or the addition of marks must be brought to the attention of the teacher returning the task or test during the lesson in which it is returned; once a task or test has left the room in which it was returned, it cannot, for security reasons, be corrected.

RIGHTS AND RESPONSIBILITIES

RIGHTS

Students have the right to know how assessment procedures operate in each subject they study. However, the Head Teacher has the right to vary their assessment program where they see the need, in consultation with the relevant teacher/s, provided due notice is given to students and no disadvantage results.

- For each Year 7 course students have the right to know the:
- date for each task
- topic area and/or nature of each assessment task
- an approximate time for each task
- mark value for each task in relation to the total number of marks for the course.
- Students have the right to know how marks will be earned, why they received the assessment mark and/or grade they did, and how they may improve that mark.
- Students have the right to be given timely written warning/s that their non-submission of assessment work in a given subject may lead to unsatisfactory course completion.
- Students have the right to seek a review of their work by approaching their teacher during the lesson in which the work is returned.
- Students have the right to an assessment free period the week prior to the commencement of each formal examination period.

RESPONSIBILITIES

- Students have the responsibility to submit assessment tasks on or before the due date.
- Students have the responsibility to complete all assessment work to the best of their ability.
- Students have the responsibility to advise the relevant Head Teacher as soon as possible about any illness, accident or misadventure that will adversely affect their assessment work.
- Students have the responsibility to do their best to compensate for any illness, accident or misadventure which affects their work.

Students have the responsibility to read this booklet and follow designated procedures as required. Students must keep this policy booklet, and any additional policy documents issued to them, in a safe place so that it may be referred to when necessary.

YEAR 7
ASSESSMENT SCHEDULES 2025

YEAR 7 - ENGLISH

Task number	Task 1	Task 2	Task 3	Task 4	Weighting %
Task Description	Imaginative Writing (hand in)	Formal Examination (in class)	Multimodal (hand in)	Formal Examination (in class)	
Date Due	Term 2 Week 1 Friday 2 May 2025 Submitted via Google Classroom	Term 2 Week 10 During the 1 English Lesson of the Week	Term 4 Week 1 Friday 17 October Submitted via Google Classroom	Term 4 Week 5 During the last English lesson of the Week	
Outcomes assessed	EN4-ECA-01 EN4-ECB-01	EN4-ECA-01 EN4-ECB-01 EN4-URA-01 EN4-URB-01 EN4-URC-01	EN4-URA-01 EN4-ECA-01 EN4-ECB-01	EN4-URA-01 EN4-ECA-01 EN4-ECB-01	
Total %	25	25	25	25	100
Assessed Units of Work					Weight %
Term 1	Unmasking the familiar – Narrative Archetypes in Literature				25
Term 2	Cracking The Genre Code – Genre in Film				25
Term 3	Reading More Than Words – Verse Novels and Multimodal Texts				25
Term 4	Real Pretend – Drama Texts				25

Course Work Requirements

Successful students in this course will:

- Attend 85% of classes.
- Complete all assessment tasks, class work and homework.
- Submit all assessment tasks at the start of the lesson on the due date or before the due date. Assessments submitted after these times without supporting evidence, explaining absence from school may be given a mark of zero and the misadventure process will need to be followed.

YEAR 7 - FRENCH

Task number	Task 1	Task 2	Task 3	Task 4	Weighting %
Task Description	Test	Test	Test	Test	
Date Due	Term 1, Week 10 7HSIES, 7HSIET, 7HSIEA Tuesday 1 April 2025 7HSIER Monday 31 March 2025	Term 2, Week 5 7HSIES, 7HSIET, 7HSIEA Tuesday 27th May 2025 7HSIER Monday 26 May 2025	Term 3, Week 7 7HSIES, 7HSIET, 7HSIEA Tuesday 2 September 2025 7HSIER Monday 1 September 2025	Term 4, Week 4 7HSIES, 7HSIET, 7HSIER - Wednesday 5 November 2025 7HSIEA- Monday 3 November 2025	
Outcomes assessed	ML4-INT-01 ML4-UND-01 ML4-CRT-01	ML4-INT-01 ML4-UND-01 ML4-CRT-01	ML4-INT-01 ML4-UND-01 ML4-CRT-01	ML4-INT-01 ML4-UND-01 ML4-CRT-01	
Total %	25	25	25	25	100

YEAR 7 - GEOGRAPHY

Task Description	Task 1	Task 2	Weighting %
Task Description	Fieldwork Task	Examination (in class)	
Due Date	Term 1 Week 10 7HSIES, 7HSIET, 7HSIEA - Friday 4th April 2025 7HSIER - Thursday 3rd April 2025	Term 2 Week 5 7HSIES, 7HSIET, 7HSIEA - Friday 30th April 2025 7HSIER - Thursday 29th April 2025	
Outcomes Assessed	GE4-1, GE4-7, GE4-8	GE 4-2, GE 4-7, GE 4-8	
Total %	50	50	100

YEAR 7 - HISTORY

Task Description	Task 1	Task 2	Weighting %
Task Description	Olympic Letter (hand in)	Examination (in class)	
Due Date	Term 3 Week 9 7HSIES, 7HSIET - Tuesday 16 September 2025 7HSIEA, 7HSIER - Wednesday 17 September 2025	Term 4 Week 6 7HSIES, 7HSIEA - Thursday 20 November 2025 7HSIET, 7HSIER - Friday 21 November 2025	
Outcomes Assessed	HT 4.3, HT 4.9, HT 4.10	HT 4.2, HT 4.5, HT 4.9	
Total %	50	50	100

YEAR 7 - MATHEMATICS

Task number	Task 1	Task 2	Task 3	Task 4	Weighting %
Task Description	In Class Test	In Class Test	In Class Test	In Class Test	
Date Due	9 April 2025 Wednesday Week 11 R Period 1 T Period 2 A Period 2 10 April 2025 Thursday Week 11 S Period 3	26 May 2025 Monday Week 5 R Period 1 S Period 2 T Period 3 28 May 2025 Wednesday Week 5 A Period 3	10 September 2025 Wednesday Week 8 R Period 1 T Period 2 A Period 2 11 September 2025 Thursday Week 8 S Period 3	10 November 2025 Monday Week 5 R Period 1 S Period 2 T Period 3 12 November 2025 Wednesday Week 5 A Period 3	
Outcomes assessed	MA4-FRC-C-01 MA4-RAT-C-01	MA4-INT-C-01 MA4-ALG-C-01	MA4-IND-C-01 MA4-ANG-C-01 MA4-LEN-C-01 MA4-ARE-C-01	MA4-GEO-C-01 MA4-VOL-C-01 MA4-DAT-C-01	
Total %	25	25	25	25	100

YEAR 7 - MUSIC

Task number	Task 1	Task 2	Task 3	Weighting %
Task Description	In Class Assessment of Practical Skills 1	In Class Assessment of Practical Skills 2	Listening: Aural Skills Exam	
Date Due	Term 2, Week 1 (Work is continually assessed in class throughout the 1 st Semester)	Term 4, Week 1 (Work is continually assessed in class throughout the 2 nd Semester)	Term 4, Week 2	
Outcomes assessed	4.1 4.2 4.3 4.4 4.5 4.6	4.1 4.2 4.3 4.4 4.5 4.6	4.7 4.8 4.9	
Total %	40	40	20	100

YEAR 7 – PERSONAL DEVELOPMENT, HEALTH & PHYSICAL EDUCATION

Task number	Task 1	Task 2	Task 3	Task 4	Task 5	Weighting %
Task Description	Research Task	Practical Assessment 1	In Class Task	Performance Fitness Testing	Practical Assessment 2	
Date Due	Term 1 Week 10	Ongoing	Term 2 Week 8	Term 3 Week 9	Ongoing	
Outcomes assessed	PD41 PD42 PD49	PD45 PD46 PD47 PD49	PD42 PD43 PD47 PD410	PD42 PD43	PD45 PD46 PD47 PD49	
Total %	15	25	15	20	25	100

YEAR 7 - SCIENCE

	Task 1	Task 2	Task 3 Task 4	
Nature of task	Laboratory Skills Practical Investigation (Numeracy)	Force Fields: Interactive working model	Classification: Infographic and dichotomous key	
Due Date	Term 1, Week 10 3/04/25 A, R 4/04/24 S,T	Term 2, Week 7 12/06/25 A, R 13/06/25 S,T	Term 3, Week 9 18/09/25 A, R 19/09/25 S,T	
Outcomes assessed	SC4-4-7WS SC4-9WS	SC4-10PW SC4-5,7,9 WS	SC4-5WS SC4-7WS SC4-14LW	
Weighting %	30	30	40	100

YEAR 7 – TECHNOLOGY MANDATORY

Task number	Task 1	Task 2	Task 3	Task 4	Weighting %
Task Description	Assessment 1 Context 1	Assessment 2 Context 2	Assessment 3 Context 3	Assessment 4 Context 4	
Date Due	Term 1 Week 11 7 Tech 4,5,6 Monday 7/4/25 P4 7 Tech 1,2,3 Wednesday 9/04/25 P1	Term 2 Week 10 Monday 30/06/25 7 Tech 1 - P2 7 tech 2, 3, 4, 5, 6 - P3	Term 3 Week 10 Monday 22/09/25 7 Tech 1 - P2 7 tech 2, 3, 4, 5, 6 - P3	Term 4 Week 3 7 Tech 4,5,6 Monday 27/10/25 P4 7 Tech 1,2,3 Wednesday 29/10/25 P1	
Outcomes assessed	TE4.1DP TE4.2DP TE4.3DP TE4.9MA TE4-10TS	TE4.1DP TE4.2DP TE4.7DI TE4-10TS	TE4.1DP TE4.2DP TE4.3DP TE4.8EN TE4-10TS	TE4.3DP TE4.5AG TE4-6FO TE4-10TS	
Materials Technologies	25				
Engineering Technologies			25		
Food and Agriculture Technologies				25	
Digital Technologies		25			
Total %	25	25	25	25	100

YEAR 7 – VISUAL ARTS

	Task 1	Task 2	Task 3	
Nature of task	Visual Arts Process Diary (submission) and Written Task (submission)	Artmaking and Visual Arts Process Diary (submission)	Artmaking, Visual Arts Process Diary (submission) and Written Task	
Due Date	Term 2 Week 2	Term 2 Week 6	Term 4 Week 4	
Outcomes assessed	4.1 4.2 4.3 4.7 4.9	4.4 4.5 4.6	4.1 4.5 4.6 4.8	
Artmaking	20	20	20	60
Critical and historical studies	20		20	40
Weighting %	40	20	40	100