

Student Name: _____

Ballina High School



YEAR 7 2016 Stage 4

ASSESSMENT GUIDELINES

This booklet is issued for the information of students and parents.

The booklet contains information on the school's assessment procedures.

Please read its contents carefully.

You will be required to sign for your handbook for our records.

If you have any queries, please contact the Deputy Principal, Mr Parker.

FILE IN A SAFE PLACE

Stage 4 Assessment Booklet

Contents

1. The Award of the Record of School Achievement
2. Satisfactory completion of course
3. Responsibilities of Stage 4 students
4. School based assessment- allocation of grades
5. Submission of Tasks
6. Students who submit tasks late
7. Forms
 - a. Illness or Misadventure Application
 - b. Assessment Template
8. Assessment Schedules

1. THE AWARD OF THE RECORD OF SCHOOL ACHIEVEMENT – (RoSA)

1.1 REQUIREMENTS

To qualify for the award of a Record of School Achievement, a student must have:

- attended a government school, an accredited non-government school or a recognised school outside NSW;
- undertaken and completed courses of study that satisfy the Board’s curriculum and assessment requirements for the Record of School Achievement;
- complied with any other regulations or requirements (such as attendance) imposed by the Minister or the Board; and
- completed Year 10.

1.2 ELIGIBILITY

A student who is given an ‘N’ determination in a mandatory course will not be eligible for a Record of School Achievement. Transcripts of study will list the mandatory course(s) in which an ‘N’ determination has been awarded and grades in any Stage 5 courses that have been satisfactorily completed. The document will carry the statement Not Eligible for the Record of School Achievement.

A student who is given an ‘N’ determination in an additional course in Stage 5 retains eligibility for the Record of School Achievement provided that all mandatory requirements are met.

1.3 MANDATORY CURRICULUM REQUIREMENTS FOR THE AWARD OF RoSA

English	500 hours by the end of Year 10
Mathematics	500 hours by the end of Year 10
Science	500 hours by the end of Year 10
Human Society and Its Environment	400 hours by the end of Year 10. Must include 100 hours each of History and Geography in Stage 4 and 100 hours each of Australian History and Australian Geography in Stage 5.

Languages Other than English	100 hours to be completed in one language over one continuous 12-month period between Years 7–10 but preferably in Years 7–8.
Technological and Applied Studies	200 hours by the end of Year 10
Creative Arts	200 by the end of Year 10 100 in Music 100 in Visual Arts
Personal Development, Health and Physical Education	300 hours by the end of Year 10

Students also are awarded a grade for each of the courses they have studied in Years 9 and 10. The grades are based on a set of Course Performance Descriptors developed by the Board of Studies. They indicate a student's full range of achievements in each course, providing a detailed report of the student's overall performance.

ELECTIVE SUBJECTS:

At Ballina High School students must study 2 electives each year. One elective must be studied for 200 hours (Year 9 & Year 10). Students may wish to change their second elective in Year 10. Electives available at Ballina High school are:

Drama
 Food Technology
 Industrial Technology – Metal
 Industrial Technology – Timber
 Information & Software Technology
 Marine Studies
 Music
 Photography & Digital Media
 Physical Activity & Sports Studies
 Visual Arts

2. SATISFACTORY COMPLETION OF A COURSE

Course Completion Criteria

A student will be considered to have satisfactorily completed a course if, in the Principal's view, there is sufficient evidence that the student has:

- a) **followed** the course developed or endorsed by the Board; 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

2.1 ATTENDANCE

In addition to meeting the satisfactory effort and achievement in the courses, a student must have a satisfactory record of attendance.

Where a student's attendance pattern may jeopardise the satisfactory completion of a mandatory and/or Stage 5 course, the reason for absence and its likely effect on the student's course progress should be established.

As a guide, if a student's attendance falls below 85% of the school's programmed lesson time for a course, the Principal may determine that as a result of the absence, the above course completion criteria may not be met.

2.2 'N' DETERMINATIONS

Principal's delegation – authority to determine satisfactory completion of a course for the Record of School Achievement.

The Board has delegated to principals the authority to determine whether candidates for the award of the Record of School Achievement have satisfactorily completed the mandatory curriculum requirements for the award of the Record of School Achievement.

3. RESPONSIBILITIES OF STAGE 4 STUDENTS

- Attending school regularly
- Completing each assessment task to the best of their ability
- Ensuring that any questions they have about marks/grades/comments awarded for an individual piece of work are resolved at the time the work is handed back
- Demonstrating that through effort and achievement they have met all the requirements of their course

4. SCHOOL BASED ASSESSMENT - ALLOCATION OF GRADES

- In English, Science, History, Geography, Personal Development, Health, and Physical Education and the elective subjects, the school based assessment is reported using grades, A, B, C, D, E based on Course Performance Descriptors issued by the Board of Studies.
- In Mathematics the school based assessment is reported across the year at the end of Year 10 using the grades A10, A9, B8, B7, C6, C5, D4, D3, E2 based on Course Performance Descriptors issued by the Board of Studies.
- A student who does not meet one or more of the Board of Studies requirements for satisfactory completion of a course will receive an "N" award.
- The Board of Studies has developed General Performance Descriptors describing varying levels of student achievement. These descriptors are grouped into five different levels, ranging from limited to outstanding. The school will match students to the descriptors that best fits their overall achievement. The grade that corresponds with that descriptor is then awarded to the student.
- A copy of the assessment schedules for all subjects has been included in this booklet.

THE GENERAL PERFORMANCE BAND DESCRIPTORS

- No predetermined percentage of students is allocated to any grade.
- The descriptors below apply to all courses, with some variations in Mathematics.
- More specific Course Performance Descriptors apply to each individual subject.

Grade A Outstanding Achievement
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.
Grade B High Achievement
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.
Grade C Sound Achievement
The student has a sound knowledge and understanding of the main areas of the content and has achieved an adequate level of competence in the processes and skills.
Grade D Basic Achievement
The student has a basic knowledge and understanding of the content and has achieved a limited level of competence in the processes and skills.
Grade E Limited Achievement
The student has an elementary knowledge and understanding in a few areas and has achieved limited competence in some of the processes and skills.

5. SUBMISSION OF TASKS

- All tasks must be submitted with the cover sheet on the due date.
- Students are required to complete all scheduled assessment tasks. If a student is unable to complete a task, he/she should notify the school as soon as possible and alternative arrangements will be made. An illness/misadventure form must be completed.
- For an unexpected absence on the day of an assessment task, the student's parents/caregivers must contact the school. An illness/misadventure form must be completed within two school days.
- Students who fail to complete assessment tasks will be sent a Non-completion (N) warning letter and will be expected to complete the task,

6. STUDENTS WHO SUBMIT TASKS LATE

Students who submit tasks after the due date without a verified excuse (an illness/misadventure form completed) will be required to:

- Complete the task in a negotiated timeframe with the class teacher
- If the student misses the negotiated deadline the Head Teacher will negotiate a new time
- If the student fails to complete then phone call home and first warning letter.
- The task must still be completed and outcomes will be assessed.

7. ILLNESS OR MISADVENTURE

If you are absent on the day a task is due in you must see the Head Teach of that subject when you next return to school and complete an illness or misadventure form. The Head Teacher will then negotiate the completion of the task.

**BALLINA HIGH SCHOOL
ILLNESS OR MISADVENTURE APPLICATION**

Must be submitted within 2 school days of the due date or before due date if applying for an extension

ILLNESS

MISADVENTURE

Student Name:..... Year:.....

Subject/Course:..... Task Number:.....

Task Description:.....

Date Due:..... Due Time:.....

I wish to apply for special consideration for the following reasons:.....
.....
.....
.....

The following documentary evidence is attached (e.g. doctor's certificate, letter from parent or guardian).....

The school was contacted by phone Yes No

Date of Contact:.....

Student's Signature:.....

Parent/Guardian's Signature:.....

Date:.....

APPROVED NOT APPROVED

Decision/Reason.....
.....
.....

HEAD TEACHER'S SIGNATURE:..... DATE:.....

A copy of the completed form must be given to the student

Ballina High School
(Subject) Task Notification

Year

Due Date: Term Week

Date Notified: Term Week

Weighting:

Task Title:

Task Outcomes

Task Details

Marking Scheme

Criteria	A	B	C	D	E

Feedback

What you did well:

1. _____
2. _____
3. _____

What you can work on:

1. _____
2. _____
3. _____

Ballina High School



ASSESSMENT SCHEDULES

Year 7 Assessment Calendar 2016

Week	Term 1	Term 2	Term 3	Term 4
1				
2		PE - Fitness	HSIE – World heritage	Maths - Homework
3		Maths- Homework	Maths - Numbers	HSIE - Globalisation
4	Music test Japanese – self introduction	HSIE – Global environments Music – keynote PE – Track and Field	Music Test	Music – Keynote Visual arts – ipad PE – Throw, catch and strike
5	English – My Place Maths - Numbers	English – Hero’s Journey	Science - Research PE – Dance	English – Dream of the Thylacine Mandatory Tech - Computers
6	Science Practical Task Visual arts – diary PE – Gymnastics	Science Half Yearly Exam Visual arts 2d artwork Maths – exam PE - exam	Visual arts – ceramics	Visual arts – graphics PE – exam
7	Mandatory Tech. – Safety Music – soundscape	Mandatory Tech. – Metal Music – performance Japanese - Calender	Mandatory Tech. – Food Music – performance Maths - Algebra	Science - Exam Maths – Exam Music – performance Japanese – Restaurant menu
8	HSIE – Skills Test Mandatory Tech. – Timber Maths - Geometry	Visual art – research	English – Fairytales	English – Dream of the Thylacine
9	Japanese – Group poster		Science - Communication	
10	English – Honey Spot	English – Hero’s Journey PE –Throw and pass	English – Response PE – Kick and Pass	

Year 7 English

Task	Weighting	Date
My Place – Response	15%	Term 1
Honey Spot – Speech	10%	Term 1
Hero's Journey – Response to Film	10%	Term 2
Hero's Journey – Creative writing	15%	Term 2
Fairytale – Subverted Story	10%	Term 3
Fairytale – Response/ Reflection	15%	Term 3
Dream of the Thylacine - Response	15%	Term 4
Dream of the Thylacine – Graphic Booklet	10%	Term 4

Year 7 Maths

Task	Weighting	Date
Number Task	10%	Term 1
Geometry Task	10%	Term 1
Class/Home Work	5%	Term 2
Half-Yearly Examination	20%	Term 2
Number Task	10%	Term 3
Algebra Task	10%	Term 3
Class/Home Work	5%	Term 4
Yearly Examination	30%	Term 4

Year 7 Science

Task	Weighting	Date
Practical Task	20%	Term 1
Half Yearly Examination	10%	Term 2
Investigative Research Project	20%	Term 3
Communicating Information	20%	Term 3
Class Work (Ongoing through terms 1-4)	20%	Term 4
Yearly Examination	10%	Term 4

Year 7 Geography

Task	Weighting	Date/Term
Geography Skills	25%	Term 1
Global Environments	25%	Term 2
World Heritage Site	25%	Term 3
Globalisation	25%	Term 4

Year 7 Visual Art

Task	Weighting	Date
Diary: Critical Study	15%	Term 1
Elements of Design 2D Artwork	20%	Term 2
Presentation	15%	Term 2
Ceramics	20%	Term 3
Presentation	10%	Term 4
Graphics Artwork	20%	Term 4

Year 7 Music

Task	Weighting	Date
Style test	7.5%	Term 1
Soundscape composition	15%	Term 1
Orchestra Keynote	10%	Term 2
Performance	15%	Term 2
Notation Test	7.5%	Term 3
Performance Improvisation	15%	Term 3
Other Cultures Keynote	10%	Term 4
Other Cultures Performance	20%	Term 4

Year 7 Japanese

Task	Weighting	Date
Self-Introduction	5%	Term 1
Group Poster and Presentation	10%	Term 1
Calendar	15%	Term 2
Peace Poster and Presentation	15%	Term 3
Restaurant Menu	15%	Term 4

Year 7 PD/Health/PE - Semester One

Task	Weighting	Date
Gymnastics	16.6%	Term 1
Fitness	16.6%	Term 2
Track and Field	16.6%	Term 2
Who am I?	10%	Term 2
Exam	40%	Term 2

Year 7 PD/Health/PE - Semester Two

Task	Weighting	Date
Throw and Pass	12.5%	Term 2
Social Dance	12.5%	Term 3
Kick and Pass	12.5%	Term 3
Throw, catch and strike	12.5%	Term 4
Exam	50%	Term 4

Year 7 TAS

Task	Weighting	Date
Safety Tests	20%	Term 1
Timber Practical & Portfolio	20%	Term 1
Metal Practical & Portfolio	20%	Term 2
Food Technology Practical & Portfolio	20%	Term 3
Computing Technology & 3D Printing	20%	Term 4

