

KINGSCLIFF HIGH SCHOOL



ACHIEVEMENT THROUGH ENDEAVOUR

Year 7 2025 Assessment Overview

Principal
Year 7 2025 Deputy Principal
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Table of Contents

ASSESSMENT AND REPORTING POLICY	3
Stage 4 (Years 7 and 8).....	3
ASSESSMENT PROCEDURES	3
Examination Attendance	3
Examination Rules	4
Class Assessment Tasks	4
EXAMINATION RULES	5
Creative and Performing Arts (CAPA) – Year 7	6
English – Year 7	9
Mathematics – Year 7	11
Personal Development, Health and Physical Education (PDHPE) – Year 7.....	12
Science – Year 7.....	13
Technology Mandatory – Industrial Arts - Year 7	14

ASSESSMENT AND REPORTING POLICY

Stage 4 (Years 7 and 8)

Assessment is continuous throughout each semester. This means that student progress is monitored on a regular basis using a variety of tasks and assessment methods in each course including tests, regular marking of books, assignment work, practical work, spelling tests and class contributions.

Such a variety of assessment types gives students a chance to demonstrate a wide variety of skills and also ensures that each student will be recognised and commended for talents or skills at which he or she is adept.

In order to allow students to display their full skills and knowledge, all tasks used for assessment purposes should have a published marking criteria explaining to students how the task will be assessed prior to their attempting the task.

A WAVE report will be provided to parent twice a term that summarises student's attitude and application to learning.

A detailed School Progress Report is forwarded to parents twice a year, one at the conclusion of Semester 1 and one at the conclusion of Semester II.

The detailed Progress Report will include information on how they have performed relative to the course outcomes, how they have performed relative to other students, a personal profile, marks and teacher's comments.

The detailed Progress Report also includes a profile of subject skills and a record of how well a student has achieved or maintained those skills. The subject teacher makes a meaningful statement on the individual student's progress and may indicate matters of concern which should invite a response from parents.

ASSESSMENT PROCEDURES

Examination Attendance

- Examinations are compulsory assessment tasks and, in all but exceptional circumstances, should be completed on the day timetabled. Examination timetables will be made available at least one week in advance;
- Students who know in advance they have a legitimate reason (including representing the school, unavoidable medical issues or unforeseen family circumstances) for not attending an examination must see the Head Teacher of the examination being missed to reschedule the examination;
- Any absence from an examination should be explained with a written explanation from a parent/care provider. This letter should be submitted to the class teacher on the next day of attendance so that a time for the examination can be rescheduled;
- Where no note is supplied or the reason for the absence is unacceptable (such as misreading the examination timetable, truancy or attending non-school events) a zero will be awarded for the examination missed;
- In exceptional circumstances where a legitimate absence extends for a significant period of time an estimate for the examination may be considered.

Examination Rules

- Rules governing the conduct of an examination will be attached to the examination timetable (see next page). These rules will be explained prior to the examination period;
- Any conduct that is deemed to disturb the orderly conduct of an exam will result in a deduction of 20% of marks awarded for the first personal warning. Any further infringements and a zero will be awarded for that examination;
- No personal warnings will be issued for cheating or using mobile/data devices. In such cases a zero will be awarded for that examination.

Class Assessment Tasks

- Students will be given a minimum of two weeks' notice for an assessment task.
- Students who know in advance they have a legitimate reason (including representing the school, unavoidable medical issues or unforeseen family circumstances) for not attending a class assessment task or not being able to meet an assessment deadline must see the Head Teacher to negotiate a new due date;
- Students who hand in assessment tasks late should not be advantaged by the extra time they have available to them. Therefore late submissions will incur the following penalties:
 - 1 day after the due date= deduct 10% of the marks awarded
 - 2 days after the due date= deduct 20% of the marks awarded
 - 3 day after the due date= deduct 30% of the marks awarded
 - 4 days after the due date= deduct 40% of the marks awarded
 - 5 days after the due date= deduct 50% of the marks awardedWork not handed in or handed in after 5 days will receive zero for that task.
- Any absence on the day an assessment task is due should be explained with a medical certificate or written explanation from a parent/care provider. This letter should be submitted to the class teacher on the next day of attendance along with the task.
- In exceptional circumstances where a legitimate absence extends for a significant period of time an extension of the due date can be negotiated with the Head Teacher of that faculty.

EXAMINATION RULES

ENTRY INTO EXAM VENUE	<ul style="list-style-type: none"> Should be in class groups as instructed by teachers
LATE ARRIVAL	<ul style="list-style-type: none"> Students should be on time for all exams No entry to the exam will be allowed 30 minutes or more after exam start time No extra time will be granted for students who arrive late
NO TALKING AND NOISE	<ul style="list-style-type: none"> No talking upon entering the exam venue No talking during the exam No talking at the completion of the exam
EQUIPMENT	<ul style="list-style-type: none"> It is the student's responsibility to bring all necessary equipment needed for each exam Borrowing of equipment is not permitted in the exam venue
REMAIN SEATED	<ul style="list-style-type: none"> Students should be seated and facing the front whilst in the exam venue
LEAVING EARLY	<ul style="list-style-type: none"> No students are allowed to leave the examination room early. All available time should be used to complete and review answers
TOILETS	<ul style="list-style-type: none"> Students should visit the toilet before each exam Toilet breaks will not be granted during an exam unless granted under 'disability provisions'
CHEATING	<ul style="list-style-type: none"> Any form of cheating or "non serious attempt" will result in a student receiving a zero mark for that exam
MOBILE PHONES, SMART WATCH AND DATA STORAGE DEVICES	<ul style="list-style-type: none"> Any student who is caught in the possession of a mobile phone, Smart Watch, or data storage device in the exam venue may receive a zero mark for that exam

CONSEQUENCES FOR BREACHING EXAM RULES:

- General warning is the final warning
- First personal warning will result in the loss of 20% of exam marks and will be noted on the exam paper (unless the infraction was cheating or using a mobile phone in which case a zero mark for that exam will be recorded)
- Second personal warning will result in receiving a zero mark for that exam and will be noted on the exam paper
- No personal warnings will be issued for cheating or mobile phones

APPEALS:

Any student wishing to appeal a sanction imposed for breaching exam rules must do so in writing to the Principal within five (5) school days from the date of the exam. Appeal forms are available from the Deputy Principal.

ILLNESS AND MISADVENTURE:

Students unable to attend exam/s due to illness or misadventure should:

- Inform the school as soon as possible, preferably prior to the exam;
- Submit written reason for absence (such as a medical certificate, note from parent/care provider etc) to your class teacher on the first day back at school;
- Where no note is supplied or the reason for the absence is unacceptable (such as misreading the exam timetable, truancy or attending a non-school events) a zero mark will be awarded for the examination missed.

Creative and Performing Arts (CAPA) – Year 7

Head Teacher: Mr A Holliday

CAPA encompasses Visual Arts, Dance and Drama (Music is covered in Year 8)

Term 1		
Topic: Me In A Bag	Assessment	Approx. due date
Visual Arts Mixed Media and Painting – students will explore the Elements of Art and Design through a variety of activities that include: <ul style="list-style-type: none"> - Personal Logo Design - Yondr Pouch Screen Print - Decorating their bags for presentation at the showcase - Completion on a series of works and activities that demonstrate their understanding of the elements of art. - The creation of a still life which depicts aspects of themselves <p>Develop knowledge, understanding and skills to critically and historically interpret art informed by their understanding of practice, the conceptual framework and the frames</p> <p>Dance / Drama – Exploration of one’s self through the elements of Dance/Drama – space, time, dynamics, focus. Create a “Me In A Minute” video.</p>	Art Making <ul style="list-style-type: none"> • In class activities, however students may bring home their Visual Arts Process Diary to complete an activity at home from time to time • Bookwork and artworks Critical and Historical Studies <ul style="list-style-type: none"> • A focus on Artist Practice • Artist studies Performance <ul style="list-style-type: none"> • Elements of Dance and Drama Composition: <ul style="list-style-type: none"> • Composers movement, using the elements of dance to communicate ideas\ • Improvises and play builds through group devised processing 	<p>Term 1 Week 9</p> <p>Term 1 Week 10</p>
Term 2		
Topic: Me In The World	Assessment	Approx. due date
Visual Arts Stencilling and Spray Painting – students will explore how art is used to convey messages to the audience. They will create a series of works based on a concept highlighting an environmental, political or social comment on the world we live. <ul style="list-style-type: none"> - Designs for their stencil work - The development of meaning in their works and their process documentation - Stencil production - Final stencil work and presentation <p>Develop knowledge, understanding and skills to critically and historically interpret art informed by their understanding of the conceptual framework and artwork analysis through the Postmodern Frame.</p> <p>Dance – Practising safe dance technique and learnt performance sequence</p>	Art Making <ul style="list-style-type: none"> • Stencil Work and Design • Artist Statement • Bookwork Critical and Historical Studies <ul style="list-style-type: none"> • A focus on the Conceptual Framework and the Postmodern Frame. • Artist studies Dance Performance <ul style="list-style-type: none"> • Elements of dance through the learnt routine created by teacher with theme/intent. • 	<p>Ongoing and final work due in Week 10</p> <p>Weeks 5 and 10</p> <p>Week 4 and 9</p>

Drama – Students will learn the purpose and function of drama as an art form and will experiment with key elements of drama as they learn to enact and describe drama.	Drama Performance <ul style="list-style-type: none"> Task rehearsals: Student groups 4-5. They are to select a news headline and create a 1-2 minute performance. They must present their work in progress to the class. 	
Term 3		
Topic: Lessons From The Past	Assessment	Approx due date
Visual Arts Ceramics – students will explore how art has been used throughout time to inform on lifestyle and depict meaning with cultural significance. <ul style="list-style-type: none"> Designs for their pinch and coil constructed pot story depiction and related artifact. The development of meaning in their works and their process documentation. Pinch pot and coil constructed vessel and related artifact replica. Final ceramic creation and presentation. Demonstrated ability to interpret Aboriginal Dreaming and depict visually into their artworks. Develop knowledge, understanding and skills to critically and historically interpret art informed by their understanding of the Cultural Frame Dance – Students are to work both individually and as a group through discussion-based activities throughout this unit. Students will investigate Aboriginal Dance through traditional styles to modern contemporary styles in written and practical forms.	Art Making <ul style="list-style-type: none"> Artefact planning, outline and design Pinch Pot Artefact Bookwork Critical and Historical Studies (20%) <ul style="list-style-type: none"> Artifact report A focus on the Cultural Frame. Artist studies Appreciation <ul style="list-style-type: none"> Research and investigate Aboriginal dance in Australia through thought-provoking questions to produce a PEEL paragraph. 	Ongoing and final work due in Week 9 Weeks 5 and 9 Week 10
Term 4		
Topic: Eye on the Future	Assessment	Approx due date
Visual Arts Mixed Media – students will explore portraiture and develop skills in the creation of portraits that depict aspects of what a portrait can inform the audience about a person. Students will create a series of self-portraits which celebrate their first year of high school. They will create works in: <ul style="list-style-type: none"> Graphite and coloured pencil portrait, based on a transfer of their school photo A series of photos collaged to form a distorted depiction of their chosen subject matter A digital portrait using Photoshop to that appropriates images from the past and recontextualises them 	Art Making (80%) <ul style="list-style-type: none"> Self Portrait Hockney inspired collage Appropriation task Bookwork Critical and Historical Studies (20%) <ul style="list-style-type: none"> A focus on Artist Practice, Conceptual Framework and the Frames. Artist studies 	Ongoing throughout the term as determined by the teacher.

Equipment required for Visual Arts

- An A3 size Visual Arts Sketch Book (available from the school office)
- 2B/4B pencil, ruler, eraser, sharpener, glue stick, scissors, coloured pencils (watercolour pencils optional)
- Apron (available from the office and can be used in iSTEM activities as well)

How Can Parents help?

- Ensure that course fees are paid to cover project consumables.
- Ensure students have the required equipment
- Provide students with access to the internet for research and planning
- Provide positive encouragement to students

English – Year 7

Head Teacher (Rel): Mr M Anderson

Term 1		
Impactful Characters	Assessment	Approx. due date
This unit allows students to explore a range of modes and media, including short narratives, extended prose, informative posters, discursive articles, and paintings. Through these diverse texts, students will examine and experiment with representations of character. They will reflect on their own self-representation, building critical skills in composition and reflection. Students will develop an understanding of the function and purpose of characters and how they can be used by composers to express real emotions, desires and behaviours. Students examine how impactful characters can shape reader responses to texts and be created through a variety of language forms and features. Students examine a range of characters in literature and experiment with language to create their own characters. This unit provides a valid transition from primary school to high school study, captivating students through the power of story but taking them into a more critical frame of thinking.	Portfolio	Term 1 Week 9
Term 2		
Landscape and Language	Assessment	Approx. due date
In this unit, students will develop knowledge and understanding of poetic texts, particularly metalanguage and form. Students will further develop understanding of the picture book form (with some introduction to the metalanguage of visual texts). Students will respond to a range of poems and picture books of different form and media. Students will evaluate texts for meaning, relevance and pleasure. Students will further consolidate their understanding of purpose, audience and context.	Poetry and Visual representation	Term 2 Week 5-6
Term 3		
Escaping into the world of the novel	Assessment	Approx. due date
Students will explore the worlds created within quality prose fiction to expand their personal responses and experiences of reading. They will investigate how emotional and intellectual responses to an author's use of narrative, genre and characterisation shape understanding of worlds of fiction and connections to the wider world. They then express their understanding both creatively and analytically.	Critical Response – essay	Term 3 Week 9
Term 4		
Film Study: escape and Adaption	Assessment	Approx. due date
The objective of this unit is to develop student's critical understanding of drama as a text. Students will also develop knowledge and understanding of the political and social functions of drama as text. Students will gain an understanding of the evolution of theatre through an exploration of the key historical theatre movements and will develop an awareness of the influences these developments have had on modern theatre. Students will focus on the more traditional forms of drama, particularly Greek drama, Commedia Del Arte and Melodrama.	Imaginative-creative writing	Term 4 Week 5

Equipment required for English

- A4 book (must have separate one for English)
- Display folder
- Blue and red pens, ruler, glue, scissors, highlighters
- USB

How Can Parents help?

Students always have work to complete in English:

- Ensure 20 minutes - half an hour of reading occurs six nights a week. Wide reading assignments are handed in one per term
- Assist students to time manage homework and assessment activities and tasks set by their teachers: this includes planning, drafting, editing and writing substantial drafts for assessment tasks and wide reading assignments

Mathematics – Year 7

Head Teacher: Ms G Engel Pryer

Approximate Timing	Task Type	Assessment Area	Weighting
Term 1, Week 8	Topic Test	Knowledge	20%
Term 2, Week 5	Half Yearly Examination	Knowledge	30%
Term 3, Week 7	STEM Assignment	Working Mathematically	15%
Term 4, Week 5	Yearly Examination	Knowledge	35%

Equipment required:

- A Casio or Abacus scientific calculator
- A grid book
- Pens, pencils, ruler, and eraser for every lesson and for exams

How Can Parents help?

- Encourage students to bring the required materials to school everyday
- Review your child Mathematics workbook regular to view/provide feedback
- Assist students to time manage homework and assessment activities and tasks set by their teachers

Note:

- Students may also have additional in class topic tests that will form part of their assessment
- All assessment tasks (apart from STEM assignment) will be done without a calculator

Personal Development, Health and Physical Education (PDHPE) – Year 7

Head Teacher (Rel.): Ms L Fitzhugh

SEMESTER 1 (for report convert to a mark out of 100)		
Topics / Theme Description	Assessment	Approx. due date
Digital Citizenship	AT1 – Written task 30%	End Term 1
Movement skill and performance	AT2a, b (FMS, Cross country) 40%	Term 1
Movement skill and performance	AT3 – Athletics 20%	Term 2
SEMESTER 2 (for report convert to a mark out of 100)		
Movement skill and performance	AT2c (FMS) 20%	End Term 2
Skills of Growing up	AT4 – written task 30%	End Term 3
Movement skill and performance	AT5 a, b, c (FMS) 60%	Term 3, Term 4
Equipment required for Year 7 (PDHPE) <ul style="list-style-type: none">• Practical: A change of clothes and suitable footwear to participate in activities• Theory: Appropriate writing materials and book How Can Parents help? <ul style="list-style-type: none">• Encourage students to participate to the best of their ability in all activities• Ensure that students have the correct equipment to participate in all activities in the course• Assist students to complete tasks on time		

Science – Year 7

Head Teacher: Mrs J O’Keeffe

Term 1		
Topic: Introduction to Science Theme: Working Scientifically – Data Analysis	Assessment:	Approx. due date:
Students will process and analyse data to identify trends, patterns and relationships, and draw conclusions.	Data Analysis Task	Week 11
Term 2		
Topics: Introduction to Science, States of Matter, Energy, Science Skills	Assessment:	Approx. due date:
Students will demonstrate knowledge and understanding of subject content, and process and science skills competency.	Half yearly examination	Week 6
Term 3		
Topic: Working Scientifically Theme: Writing a Scientific Report	Assessment:	Approx. due date:
Using a scaffold, and with modelling and guidance by teachers, students will plan and conduct scientific investigations. Students will then submit a scientific report of one of the investigations.	Scientific Report	Week 9
Term 4		
Topics: Living Things and Classification, Geology, Ecosystems, Science Skills	Assessment:	Approx. due date:
Student will demonstrate knowledge and understanding, and process and science skills competency	Yearly examination	Week 6
Equipment required for Science: <ul style="list-style-type: none"> • Pens, pencils, ruler, eraser and calculator for every lesson and for examinations • Science workbook and iPad How Can Parents help? Assist students to time manage homework and assessment activities and tasks set by their teachers		

Technology Mandatory – Industrial Arts - Year 7

Head Teacher: Mr M Wiggins

One Term Course		
Topic / Theme Description	Assessment	Approx. due date
Unit: Engineered Systems and Materials Technology	Project and Folio	Week 7 each term.
Equipment required for Technology Mandatory – Industrial Arts <ul style="list-style-type: none">• Apron – available at school office• Sturdy fully covered footwear• Pencils, Eraser, Sharpener• School diary• Hair restraint• USB stick How Can Parents help? <p>Ensure that course fees are paid to cover project consumables</p>		