

GRANVILLE SOUTH CREATIVE AND PERFORMING ARTS HIGH SCHOOL



Year 7, 2018

STUDENT ASSESSMENT INFORMATION BOOKLET



SCHOOL CONTACT INFORMATION

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Table of Contents

Subjects studied by all Year 7 students in 2018	4
Faculty Head Teachers	5
What is Assessment?	6
How and when will I be assessed?	6
What am I required to do to complete my assessment task?	6
Who can help me with my assessment task?	7
When will I work on my assessment task?	7
What happens if... ..	8
I'm absent from school when the assessment task is handed out?.....	8
What happens if... ..	8
I don't complete and submit my assessment task?	8
What happens if... ..	9
I'm absent from school when the task is due to be submitted?	9
What happens if... ..	9
I know I'll be unable to submit my assessment task on the due date?.....	9
What happens if... ..	10
My technology fails and I lose my assessment work?	10
Plagiarism, Malpractice, and Breaches of Examination Rules	10
How to avoid plagiarism.....	11
Malpractice.....	12
Illness or Misadventure Form.....	13
Assessment Task Extension Request	14

Subjects studied by all Year 7 students in 2018:

- English
- Mathematics
- Science
- History and Geography
- French
- Personal Development Health and Physical Education (PDHPE)
- Music
- Visual Arts
- Technology
- Teaching and Learning (REAL – Project Based Learning)

Students may also audition to join our CAPA Ensembles program

Faculty Head Teachers

Head Teachers are a good source of information regarding assessment tasks in Year 7.

English	Mrs MacDonald-Brown
Mathematics	Mr Anderson
Science	Mr Azzopardi
Human Society and Its Environment (HSIE) (History, Geography, French)	Mrs Platirahos
PDHPE	Mr White
Creative and Performing Arts (CAPA) (Music, Visual Arts)	Mrs Collins
Technological and Applied Studies (TAS) (Technology)	Ms Fogg
Teaching and Learning (REAL- Project Based Learning))	Mr McLean
Support Faculty	Ms Armont

What is Assessment?

Assessment is the process of identifying, gathering, and interpreting information about student learning. The main purpose of assessment is to provide information on student achievement as well as to set the direction for future student learning. Teachers of all subjects create formal assessment tasks and use assessment results as evidence to compare a student's achievements both against other students in that subject and predetermined levels of achievement.

The information included in this booklet represents the general requirements of assessment for all Year 7 subjects at Granville South Creative and Performing Arts High School.

How and when will I be assessed?

Your final assessment mark for a subject may be calculated using a range of different types of assessment tasks as issued during the course. These assessments may be **topic tests, practical and written assignments, oral and aural work, presentations, performances** or **examinations**.

It is important to remember the following:

- Assessment can commence from the beginning of the school year.
- Teachers will issue an assessment schedule to each student at the beginning of each course providing exact details of the assessments during that calendar year and when they are expected to be due for submission.
- At least 10 days' notice will be given of the specific date that an assessment task is to be either submitted for marking or will take place. Circumstances may arise that will lead to a change in the due date for an assessment task. In this case, teachers would give students appropriate notice of any change in date.
- It is important to note that it is the responsibility of each student to read his or her assessment schedules so as to be aware of the nature and timing of assessable tasks. Not knowing about a deadline will not be an acceptable excuse for lateness or non-completion.

What am I required to do to complete my assessment task?

This is where the Assessment Task Notification sheet handed out by your teacher becomes very important.

By reading it carefully you can find out lots of important information from this sheet, including:

- when your assessment task was issued and when it is due to be submitted or presented
- the weighting of the assessment task. This percentage amount will tell you how much it is worth towards your total course mark.
- the subject outcomes being assessed by the task
- exactly what you need to do to complete the assessment task. Read the Task Description and Task Instructions carefully and it will outline the steps you need to take to complete the task to the best of your ability.
- exactly what you need to produce in order to achieve full marks for the assessment task. Find this information under the Assessment Marking Criteria.

- information on exactly how to submit your assessment task. Some tasks will be written . Some will be presentations in front of the class, other tasks will be submitted electronically. If you're unsure about how you need to submit your assessment task, see your teacher

ATTENTION ALL YEAR 7 STUDENTS!

If you need another copy of your assessment task,
see your class teacher ASAP.

You can also log onto the Sentral Student and Parent Portal with
your parents to download a copy of your task.

<https://web1.granvilles-h.schools.nsw.edu.au/portal/login>

Who can help me with my assessment task?

At GSCAPAHS we have high expectations of all students and are focused on achieving improvement in student learning. There is an expectation that all students demonstrate diligence and sustained effort in every subject, completing all homework and assignments.

There are lots of people who can help you achieve your best results:

- Start by talking to your classroom teacher. They are often the best person to ask for help and will have a thorough understanding of the assessment task and what is required
- The Head Teacher of that subject can also help you. They will understand the assessment task and walk you through what is required to get the best marks.
- Attend the Homework Centre one afternoon and talk to teachers who volunteer their time to help students with their homework and assessment tasks. Contact the year 7 adviser for further information.
- Seek help from the T & L teachers in the T & L Faculty.

In certain circumstances, Special Provisions may be provided for students who require additional support during assessment tasks, for example, tests in class time and examinations where a reader and/or scribe may be required.

When will I work on my assessment task?

This will depend on the nature of the subject and the individual assessment task. Some tasks, such as researched-based assignments and written work, will be issued as “take home” tasks and are expected to be completed at home in a students’ own time. Other tasks, such as performance and practical tasks that require access to school equipment will be “in class” tasks and will be worked on during class time. Some assessment tasks, particularly those taught in the Project Based Learning periods, will be a combination of the two with students expected to do assessment work both at home and in class with their teacher.

If you are unsure whether your assessment task is an “in class” task, a “take home” task, or a combination of the two make sure you ask your teacher or the Head Teacher of that subject.

What happens if...

I'm absent from school when the assessment task is handed out?

Just like you would catch up on missed classwork, it is also **your** responsibility to find out if an assessment task has been set during your absence. No variation to the due date will apply to students who were away on the date the assignment was set. If a student feels that this rule has unfairly disadvantaged them, they may lodge an Illness or Misadventure claim form seeking a concession to the due date, or a concession to the marks awarded for the task.

The Illness or Misadventure claim form must be submitted to the Head Teacher within 3 school days of the date the task falls due or within 3 school days from when the student first returns to school. In the event the Head Teacher is absent, the form must be submitted to the front office for placement in the Head Teacher's pigeon hole.

Good Advice to all students – 'implement a buddy system'

You might consider "buddying-up" with one or more students in your class so that any time you are absent from school, your "buddy" collects any handouts or assignments for you.

Whilst many teachers will do so out of good will, it is not the teacher's responsibility to contact you after your absence. It is **your** responsibility to pursue any missed work, handouts or assignments

What happens if...

I don't complete and submit my assessment task?

The school expects that all students will complete all assessment tasks and that they will complete them on time. Where this does not happen the student should advise the subject teacher and Head Teacher as a matter of urgency. Penalties apply differently for "in-class" and "take-home" assessment tasks.

In Year 7, if an assessment task is not submitted for marking by the due date and stated time, a sliding penalty scale will be applied to the assessment mark awarded.

A penalty of 10% of the maximum marks available for that task will be applied for each school day, after the due date, that the assessment task is submitted for marking. For example, if an assessment task is submitted one school day late, a penalty of 10% will be applied. If the task is submitted three school days late, a penalty of 30% will be applied. If a task is submitted five or more school days late, no credit for that task will be given towards a student's overall assessment and they will receive a mark of 0.

Where a student is absent for an in-class assessment task, they will receive zero for the task until they have satisfactorily completed the necessary illness and misadventure claim procedures. Please note it is not automatic that the student will receive any concession for their absence.

What happens if...

I'm absent from school when the task is due to be submitted?

For many assessment tasks, students have the option of submitting their work electronically. Students should carefully read their Assessment Task Notification sheet and consider their submission options. **Importantly, for a task to be considered as handed in "on time" students must submit their work on the due date.**

- If the absence was unavoidable and the student believes that they should still receive credit for an assessment task submitted or completed after the due date, then they should submit an Illness or Misadventure Claim form, with supporting evidence. A general note from home is unlikely to be considered sufficient. For an illness, a medical certificate is required. For misadventure, evidence of the misadventure that prevented attendance is required.
- Any student arriving to school late on the day of the task will be considered to be seeking to gain an unfair advantage, and in the absence of substantiated and justified reasons, a 10% penalty of the maximum task marks available will be imposed.
- If a student is absent from school on the due date of an assessment task because of a legitimate school activity (e.g. a sporting carnival, an excursion), the student must first notify the relevant Head Teacher, and in the case of a hand in task, negotiate an appropriate time for submission of the task before the student attends the event. In the case of an in-class task, arrangements for the completion of the task must be made with the relevant Head Teacher before attending the event.

If circumstances exist where the student feels they have been unfairly disadvantaged in some way by these rules, they may appeal to the Principal in writing.

Students can expect to sit for any missed 'in-class' assessment task on their first timetabled lesson back, or at a time negotiated between the class teacher and the student. The awarding of task marks will consider the information above.

Where a student has failed to complete a formal assessment task, made a non-serious attempt at an assessment task, and/or incurred any loss of marks due to late submitting of the task, a Parent Advice letter will be sent home by the class teacher.

What happens if...

I know I'll be unable to submit my assessment task on the due date?

In situations when you know you will be absent from school in advance (e.g. due to a family holiday, scheduled medical reasons) you must submit a written application (Illness or Misadventure Claim form) before the absence, to the Head Teacher of the relevant subject. It is not automatic that any concession will be given. Each application will be judged entirely on its own merit. A substitute assessment task may be arranged.

Should you wish to ask for more time to work on your assessment task you must submit a written application in the form of an Assessment Task Extension Request. An extension can only be granted if a student has a satisfactory reason. All extension requests must be made to the Head Teacher at least three (3) days prior to the task deadline. Asking for an extension does not guarantee you will be granted an extension, as each case is judged separately.

Best practice in relation to the use of computer technology and assessment work involves:

- a) Initial work, notes, planning etc. in hand written form;
- b) Regular saving or backup of work;
- c) Producing a hard copy of draft work as each page is completed.

What happens if...

My technology fails and I lose my assessment work?

Computer and/or printer and/or storage device failure is not an excuse for inability to complete tasks by the due date. It is the student's responsibility to back-up and keep a hard copy of any work in progress. This can be called upon for marking.

Plagiarism, Malpractice, and Breaches of Examination Rules

Plagiarism is a form of theft. Plagiarism is the taking or imitation of another person's ideas and manner of expressing them and presenting them as one's own. That is, plagiarism is copying other people's work or taking another's ideas and using them without appropriate acknowledgement.

Penalties for plagiarism will depend on the amount of plagiarised material contained within the task. For example, if an entire essay has been plagiarised, then zero will be awarded for that task. However, if only a certain section of the task has been plagiarised then only that part of the task will get zero. You will only be marked on the work that is your own. For example, if it is proven that you have plagiarised 50% of a task then you will only be marked on the 50% that you did yourself.

What is NOT acceptable:

- Copying parts (phrases, sentences, paragraphs etc.) out of books, short stories, newspapers, encyclopaedias, internet sites, and other students' work.
- Using other people's ideas without correct acknowledgement (see below).
- Quoting without providing acknowledgement (see below).
- Submitting work that has been written by someone else, such as a tutor, parent or friend, or which has had more than reasonable input from someone else.

What IS acceptable:

- Using published texts – short stories, essays, poems, and media items etc – as MODELS for your own writing. A model shows you the structure and type of language that is appropriate for a particular form of writing. You make use of the model to show you HOW something is done; the content and expression must be your own.
- Borrowing ideas for creative writing – you must acknowledge your source which has inspired you. This is often what writers do at the beginning of novels to show where their inspiration came from.
- Editing assistance – all good writers have good editors who suggest ways of making their writing better. This advice can be about ideas, expression, structure etc. However, an editor does NOT make these changes – the writer does if he or she agrees with them. You are welcome to use parents, friends, teachers as editors to advise you but they must not do the work for you.

How to avoid plagiarism

Always cite the following; Internet and CD ROMs, magazines and newspapers, books, music, TV programs and films, Interviews, maps, summaries, other student's work, and other people's ideas.

You must include a list of resources used in research assignments, essays etc. The bibliography appears at the end of the essay or assignment. List sources in alphabetical order according to the author's last name. Use a bibliography sheet to write down all sources as you research.

Example of a Bibliography entry:

Marsden, John. Tomorrow When the War Began, Melbourne: Penguin, 1995.

Book titles can be underlined or italicised. For the purposes of a hand-written exam response, it is important to underline a book title. Titles of poems, media items, short stories, journal articles, and other shorter texts, are usually italicised or placed in inverted commas.

Bibliography Checklist – Books				
Author's Name (Surname, Initial)	Title of Book (<i>Underlined or italicised</i>)	Place Published	Publisher	Year of Publication

Bibliography Checklist – Internet Resources					
Author's Name (Surname, Initial)	Year Published	Name of Site	Web Address	Creator of Site	Date accessed by you

Malpractice is any activity that allows a student to gain an unfair advantage over other students. Any failure to comply with the rules as set out in this policy will be judged to be malpractice and students will be awarded zero for the assessment task. Malpractice includes, but is not limited to:

- copying someone else's work in part or in whole, and presenting it as your own; using material directly from books, journals, CDs or the internet without reference to the source. Plagiarism also involves students who choose to copy work from their peers. Zero may be awarded to both the 'copier' and the 'author'.
- building on the ideas of another person without reference to the source.
- buying, stealing or borrowing another person's work and presenting it as your own.
- submitting work to which another person such as a parent, coach or subject expert have contributed substantially.
- using words, ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement.
- paying someone to write or prepare material.
- breaching school examination rules.
- using non-approved aides during an assessment task/ examination.
- contriving false explanations to explain work not handed in by the due date.
- assisting another student to engage in malpractice.

Note that group construction of an answer to an individual task will be regarded as cheating unless such collaboration is explicitly permitted in the task guidelines.

Students are also reminded that assisting others in the act of cheating will be detrimental to their own progress. They will also be awarded a zero mark.



Illness Or Misadventure Form

Granville South Creative and Performing Arts High School

Student's Name: _____ Year: _____ Roll Class : _____

Parent's Name: _____ Day time Contact Number: _____

Examination or Assessment Task affected: _____

_____ Task Due Date: ____ / ____ / ____

Subject: _____ Class Teacher's Name: _____

Type of Claim Illness Misadventure

Describe your reasons for submitting this claim:
(Any supporting evidence, such as a doctor's certificate or letter from a parent should be attached. This substantiates that you were prevented from satisfying assessment requirements due to an illness or unforeseen misadventure)

State what outcome you hope to achieve by submitting this claim:

Student Signature: _____ Date: ____ / ____ / ____

Parent or Guardian's Signature: _____ Date: ____ / ____ / ____

INSTRUCTIONS:

- This claim form, along with any supporting evidence, should be submitted to the Head Teacher of the subject area concerned.
- This claim form should be submitted within three school days after the examination or assessment task in question has occurred.
- Failure to comply with these instructions may result in a zero assessment result being recorded.

Office Use Only

Day and Date claim received by Head Teacher: Mon Tues Wed Thurs Fri ____ / ____ / ____

Head Teacher's Name: _____ Signature: _____



Assessment Task Extension Request

Granville South Creative and Performing Arts High School

- This form is to be completed and signed by a PARENT/GUARDIAN
- Applications must be made to the Head Teacher at least three (3) days prior to the assessment task due date.

Student's Name: _____ Year: _____ Roll Class : _____

Parent's Name: _____ Day time Contact Number: _____

Examination or Assessment Task name: _____

_____ Task Due Date: ____ / ____ / ____

Subject: _____ Class Teacher's Name: _____

Describe your reasons for submitting this extension request claim: *(must be completed by a parent/guardian)*

State what outcome you hope to achieve by submitting this claim:

Parent or Guardian's Signature: _____ Date: ____ / ____ / ____

INSTRUCTIONS:

- This claim form, along with any supporting evidence, should be submitted to the Head Teacher of the subject area concerned.
- Failure to comply with these instructions may result in a zero assessment result being recorded.

Office Use Only

Day and Date claim received by Head Teacher: Mon Tues Wed Thurs Fri ____ / ____ / ____

Claim result: _____

New Date for Task Submission if applicable: Mon Tues Wed Thurs Fri ____ / ____ / ____

Head Teacher's Name: _____ Signature: _____

