



ASSESSMENT HANDBOOK

YEAR 7 – 2019

NEWCASTLE HIGH SCHOOL

"Remis Velisque"

160-200 Parkway Avenue Hamilton NSW 2303

Telephone: (02) 4969 3177 Fax: (02) 4961 2912

email : newcastle-h.school@det.nsw.edu.au

website : <http://newcastle-h.schools.nsw.gov.au>

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YEAR 7 CURRICULUM

All students study the core curriculum subjects of English, Human Society and Its Environment (HSIE), Mathematics, Science, World Languages, Design & Technology (Digital, Agriculture & Food, Engineered Systems), Personal Development/Health/Physical Education (PDHPE), Visual Arts and Music.

YEAR 7 STAFF

Year Advisor	Ms Samone Dinnery
Deputy	Ms Kathryn Outram
Head Teacher Wellbeing	Ms Shannon Sager & Ms Jo Myers
Learning Support	Ms Naomi Durie
Counsellor	Ms Michelle Fodeades
Support Officer	Ms Amy King

CLASS TEACHERS

YEAR 7	Burwood	Civic	Empire	Gregson	Mitchell	National	Parnell	Smith
English	Myers	Renshaw	Kellaway	Parrott	Holland	Thew	Myers	Parrott
Maths	Netluch	Crichton	Houston	Houston	Barter	Netluch	Deaves	Walker
Science	Smith	Lidden	Doherty/ Herron	Ronald	Doherty/ Smith	Herron/ Doherty	Nancarrow	Ronald
HSIE	Shadwell	Howard	Farrar	Giffney	Doherty	Shadwell	Farrar	Shadwell
Language	Vandermeer	Vandermeer	Vandermeer	Biasiol	Biasiol	Vandermeer	Vandermeer	Biasiol
PDHPE	Dennis/See	Blatchford	Dennis/ Anderson	Woolley	Blatchford/ Dennis	See/ Blatchford	Dennis/ Anderson	Blatchford/ Anderson
Music	Lewis	Myers	Lewis	Myers	Lewis	Myers	Myers	Lewis

Classes taken by Mrs Vandermeer will study Japanese, while Mrs Biasiol's classes will study French.

Students are organised into different groups for Technology and Art. Consequently, students in the same mentor class do not necessarily have the same teachers for these subjects.

EXTRA LEARNING SUPPORT

Newcastle High School offers two initiatives, in addition to the curriculum, to support student learning:

Maths Breakfast Club – every Wednesday morning between 7:45am and 8:40am. Bring along any mathematic work with which you need assistance.

The Learning Hub – every Tuesday and Thursday, Periods 1 and 2. Bring along any tasks with which you need assistance.

SUPPORTING YOUR CHILD'S LEARNING

Many parents seek to support their child's progress and achievement at school. We hope this information offers some guidance and suggestions to assist students to organise and prepare for school.

Our school has a key focus on Respect, Responsibility and Participation for all school members in all aspects of their schooling. Homework is a key aspect of participation.

All students are encouraged to be fully prepared for school each day, having organised:

- A copy of their current timetable (an extra copy at home as well)
- An appropriate bag and the necessary books/equipment for that day
- Writing materials
- Lunch, snacks, fruit and drink

Where families are having financial difficulty in helping students prepare for the day, a confidential application for student welfare may be made after consulting the Head Teacher Wellbeing.

To help students organise their day, it is vital that they build into their daily routine the packing and unpacking of their school bag. Assessment tasks, homework and communications from school should be kept and placed in an accessible location. Parent involvement in this step emphasises its importance and increases the chances of students completing homework tasks and communicating important information to parents.

The Newcastle High School website <https://newcastle-h.schools.nsw.gov.au/> is regularly updated and contains information about upcoming events, activities and assessment information. It provides additional information which may help you support your child's education.

Students are also invited to access the Sentral Student Portal at <http://web1.newcastle-h.schools.nsw.edu.au/portal> and log in using their regular Department of Education username and password. Class teachers will guide students in the use of the Canvas and the Sentral Student Portal, which can provide ongoing support for learning beyond the classroom.

All students are provided with free access Microsoft Office 365 where they may store all their documents and files safely and securely in the cloud. This may be accessed at home or at school using the same DoE login. Access to the Office 365 account is easy via the Sentral Student Portal.

HOMEWORK

Homework is an opportunity for students to build on learning skills and reinforce concepts encountered at school. It may be formally set by class teachers or initiated by students in the form of revision and review of target areas. Tasks set for homework in individual subjects and by teachers vary throughout the year and between subject areas.

THERE IS NO DESIGNATED AMOUNT OF HOMEWORK FOR A PARTICULAR SUBJECT OR SCHOOL YEAR. It is advised that all students review their daily classwork after each school day. This helps identify areas of need for consolidation or assistance and students should seek teacher guidance to address any issues.

A priority for all students should be refining their literacy and numeracy skills. A program of thirty minutes reading at home is recommended to broaden comprehension and vocabulary. All students have been registered with Mathsonline which has a comprehensive range of tutorials and worksheets that students can use to review and practise their numeracy skills. We encourage parents to support these initiatives, particularly on occasions when students suggest they have no homework.

In addition to tasks set by class teachers, the Newcastle High School Canvas website is an online learning platform which contains support materials, internet links, activities and resources to assist students.

ASSESSMENT

Assessment is the broad name for the collection and evaluation of evidence of a student's learning. It is integral to teaching and learning and has multiple purposes.

Assessment:

- provides opportunities for teachers to gather evidence about student achievement in relation to syllabus outcomes
- enables students to demonstrate what they know and can do
- clarifies student understanding of concepts and promotes deeper understanding
- provides evidence that current understanding and skills are a suitable basis for future learning.

Each assessment task should:

- be based on syllabus outcomes
- be a valid instrument for what they are designed to assess
- include criteria to clarify for students what aspects of learning are being assessed
- enable students to demonstrate their learning in a range of task types
- be reliable, measure what the task intends to assess, and provide accurate information on each student's achievement
- be free from bias and provide evidence that accurately represents a student's knowledge, understanding and skills
- enable students and teachers to use feedback effectively and reflect on the learning process
- be inclusive of and accessible for all students
- be part of an ongoing process where progress is monitored over time.

At Newcastle High School, students will undertake formal assessment of their performance in all Key Learning Areas throughout the school year. These assessment tasks will vary in nature, both within each course studied and between courses.

Student progress and achievement will be reported formally, in the written school reports distributed at the end of Semester 1 and Semester 2, and informally, at the parent/teacher evenings in Term 1 and Term 3. Parents are encouraged to contact their child's class teachers to discuss aspects of their progress in particular subjects, or Year Advisors if they would like to organise feedback on current progress or specific areas of concern.

SUBMITTING YOUR OWN WORK

A number of assessment tasks completed by students will require research and the use of a variety of information sources. At Newcastle High School we promote responsible scholarship and strive to ensure that the work submitted can be directly attributable to the student who submits it. In all cases our school is working to eliminate plagiarism.

"Plagiarism is when you pretend that you have written or created a piece of work that someone else originated. It is cheating, it is dishonest, and it could jeopardise your results." (Board of Studies, Advice to Students, 2006).

Plagiarism is cheating, it is unethical and it is dishonest. It may stop you developing the skills and knowledge intended in the task and is unfair to the original authors who "own" their ideas. Common forms of plagiarism include:

- Copying another student's work
- Copying and pasting information from the internet
- Using the ideas of others as if they were your own

Students who are found plagiarising work, risk having zero marks awarded for the task. Further disciplinary action may also occur.

ASSESSMENT TASKS

This handbook has an outline of the assessment tasks for each course (see overview on pg 7).

Students will be given an orange Assessment Task Notification at least two weeks before the due date for each task (see template on pg 5). This notification should provide all relevant information regarding the task. If a student still has any questions regarding the task, they should speak with their teacher as soon as possible. When a students receive a Notification, they will sign an Assessment Task Register.

If a student is experiencing difficulty completing an assessment task:

- discuss with their teacher as soon as possible
- utilise the Learning Hub for assistance
- request an extension of time/reschedule of task.

If a student is absent on the due date of an assessment task:

- complete/submit task the next lesson (no penalty)

If a student does not submit the task, or makes a non-serious attempt on a task, without valid explanation:

- a letter of concern will be sent to parents
- a revised due date will be established (10% penalty)

If a student does not submit the task by the revised due date:

- a letter of concern will be sent to parents
- student will be referred to the Learning Support Team
- a 50% penalty will apply to the task

(Please refer to the flowchart on pg 6).

Newcastle High School

Stage 4 YEAR 7 Assessment Task Notification



COURSE:

TEACHER:

Task Number:

Task Type: 'in-class task' or 'submitted'

Weighting:

Due Date:

Outcomes to be Assessed:

(from NESA documents)

Task Description:

(brief description about the nature of the task)

Resources / Reference suggestions:

To prepare for this task, you may wish to refer to:

(a list of resources and references to be used)

Assessment Criteria

(Explanation about how the task will be assessed. for example: Break down of marks; marking rubric; grade descriptions)

If you are experiencing difficulty completing or preparing for the task:

- Discuss with your teacher before the due date
- Utilise the Learning Hub

To Avoid a Penalty Mark:

In-class task

- If you know you in advance that you will not be able to attend on the date, discuss with your teacher prior to the due date.
- Complete task during the next lesson you attend.

Submitted task

- If you are unable to attend on the due date of submission:
 - hand it in prior to the date,
 - arrange for someone else to submit the task on your behalf, or
 - hand it in the next lesson you attend.

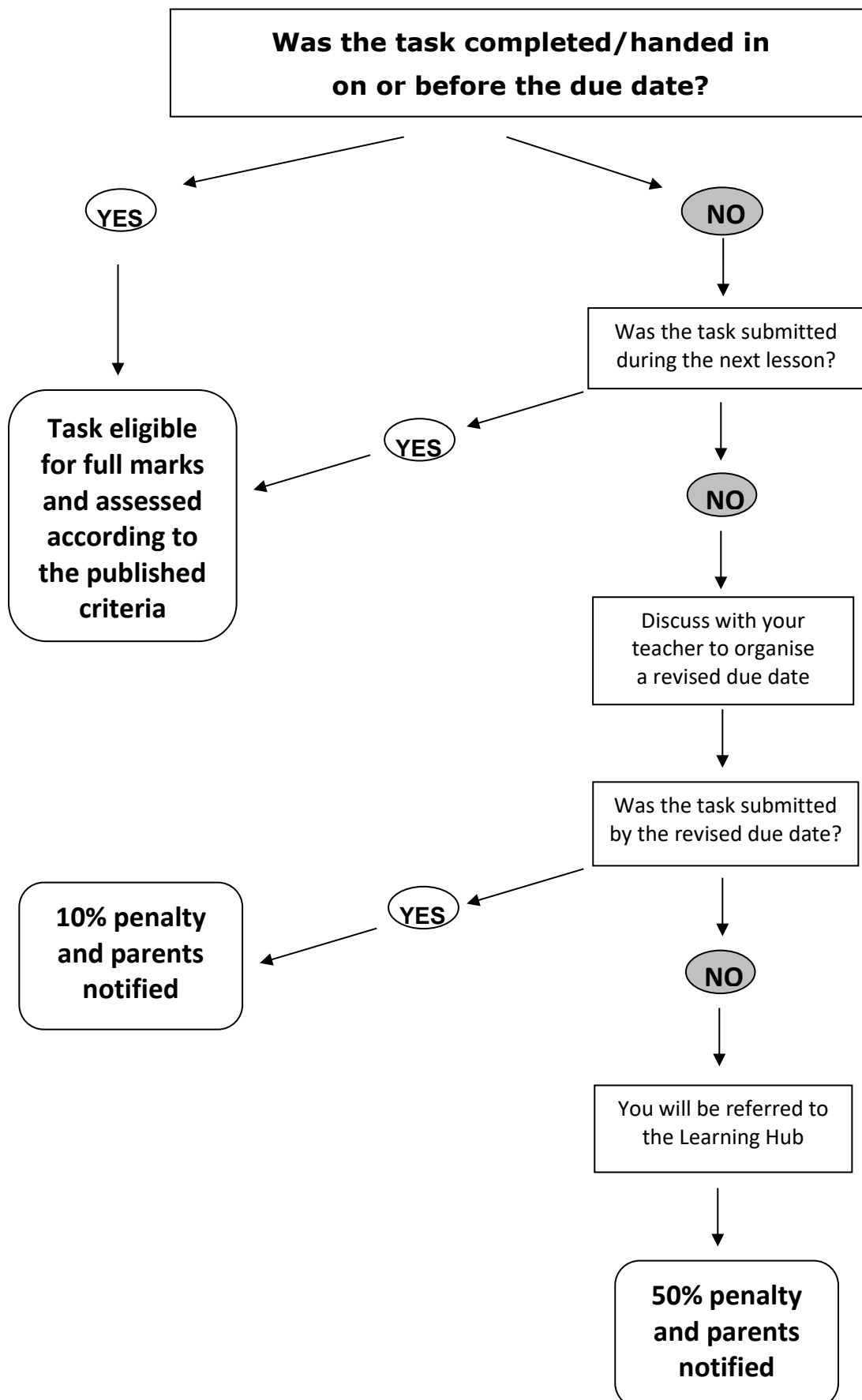
Student does not submit task / non-serious attempt on in-class task

- Letter of concern sent to parent
- Revised due date indicated, with 10% penalty applied

Student does not submit /complete by revised due date

- 50% penalty applied
- Student referred to the Learning Support Team

**SUBMITTING ASSESSMENTS AT NEWCASTLE HIGH SCHOOL
STAGE 4**



YEAR 7 ASSESSMENT CALENDAR – 2019

	TERM 1	TERM 2	TERM 3	TERM 4
1			SCIENCE	
2		VISUAL ARTS	MATHEMATICS	MUSIC SCIENCE
3		FRENCH	VISUAL ARTS	JAPANESE MATHEMATICS
4		ENGLISH HSIE JAPANESE SCIENCE		ENGLISH HSIE VISUAL ARTS
5		MUSIC VISUAL ARTS		
6	FRENCH MATHEMATICS PDHPE		PDHPE	
7			HSIE JAPANESE MUSIC	
8	MUSIC		MATHEMATICS Wed, Sep 11 P/T Interviews Yr 7 – 12	
9	ENGLISH HSIE Wed, Mar 27 P/T Interviews Yr 7, 11, 12		ENGLISH FRENCH	
10	JAPANESE			
11				

Please refer to class handouts for assessment dates related to Design & Technology classes

DESIGN AND TECHNOLOGIES

Over the course of Year 7, each student will experience:

- one semester of Digital Technologies
- one term of Agriculture & Food Technologies
- one term of Engineered Systems

The order in which students complete these units of work will depend on the class they are in.

Students will be notified of the due dates for specific tasks by their class teachers.

DESIGN AND TECHNOLOGIES YEAR 7 - 2019		
UNIT OF WORK	TASK	WEIGHTINGS
Digital Technologies	Design Portfolio	40%
	Coding Project	60%
	TOTAL	100%
Agriculture & Food Technologies	Multimedia presentation	15%
	Design Folio	15%
	Practical Project	20%
Engineered Systems	Research task	20%
	Finished Product	20%
	Folio/ Bookwork	10%
	TOTAL	100%

ENGLISH YEAR 7 - 2019			
DATE		TASK	WEIGHTINGS
TERM	WEEK		
1	9	My Place in the World Multimodal speaking presentation	25%
2	4	Imaginative Places Transformative Writing	25%
Semester 1		TOTAL	50%
3	9	Creating Forms to express feelings Creative writing	25%
4	4	Every picture tells a story Film exposition and critical TEE response	25%
Semester 2		TOTAL	50%

HUMAN SOCIETY & ITS ENVIRONMENT (HSIE) YEAR 7 - 2019			
DATE		TASK	WEIGHTINGS
TERM	WEEK		
1	9	Nature of History: Ancient Egypt Research task (student choice) and source analysis (submitted task)	25%
2	4	Nature of History: Ancient China Multiple choice/source analysis/short written responses (in class)	25%
3	7	Landscapes and Landforms Research task (submitted)	25%
4	4	Place and Liveability Skills and content source based test (in class)	25%
		TOTAL	100%

FRENCH YEAR 7 - 2019			
DATE		TASK	WEIGHTINGS
TERM	WEEK		
1	6	Information Poster	20%
2	3	Student Profile	40%
3	9	Scrapbook	40%
		TOTAL	100%

JAPANESE YEAR 7 - 2019			
DATE		TASK	WEIGHTINGS
TERM	WEEK		
1	10	Response to Manga	25%
2	4/5	Digital Speech	25%
3	7/8	Brochure	25%
4	3	Script	25%
Semester 1		TOTAL	100%

MATHEMATICS

YEAR 7 - 2019

DATE <small>(Guide only – Official notice will be given before task)</small>		TASK	WEIGHTINGS
TERM	WEEK		
1	6	Task 1 – Number assignment	25%
3	2	Task 2 – Angle Relationships assignment	25%
3	8	Task 3 – Equations test	25%
4	3	Task 4 – Measurement project	25%
		TOTAL	100%

PD/HEALTH/PE
YEAR 7 - 2019

DATE		TASK	WEIGHTINGS
TERM	WEEK	THEORY	
1	6 - 8	In Class Assessment/Task – <i>This Is Me</i>	20%
3	6 - 8	In Class Assessment/Task – <i>Growth Mindset</i>	20%
4	TBA	<i>Yearly Examination</i>	20%
TERM	WEEK	PRACTICAL	
1 2	6 - 10 G 1 - 5 B	In Class Practical Assessment – <i>Gymnastics</i>	20%
3	6 - 10	In Class Practical Assessment – <i>Modified Games</i>	20%
		TOTAL	100%

SCIENCE

YEAR 7 - 2019

DATE		TASK	WEIGHTINGS
TERM	WEEK		
In Class On-going Assessment		Working Scientifically Skills (30) Values and Attitudes (10)	40%
2	4	Half Yearly Examination Knowledge and Understanding (40) Working Scientifically Skills (20)	60%
		Semester 1 TOTAL	100%
In Class On-going Assessment		Working Scientifically Skills (30) Values and Attitudes (10)	40%
3	1	Guided Practical Project All working Scientifically areas assessed	30%
4	2	Yearly Examination Knowledge and Understanding (30) Working Scientifically Skills (10)	30%
		Semester 2 TOTAL	100%

MUSIC YEAR 7 - 2019			
DATE		TASK	WEIGHTINGS
TERM	WEEK		
1	8	Musicology – Notation and Instruments of the Orchestra	25%
2	5	Performance – Pentatonic scale	10%
3	7	Composition	25%
		Performance	15%
4	2	Musicology/Aural – Poster presentation	25%
		TOTAL	100%

VISUAL ARTS YEAR 7 - 2019			
DATE		TASK	WEIGHTINGS
TERM	WEEK		
2	2	Critical/Historical	15%
2	5	Practical Portfolio	30%
3	3	Critical/Historical	15%
4	4	Practical Portfolio	40%
		TOTAL	100%



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