



Together, we grow

*Act justly, love tenderly and walk humbly with your God*

**STAGE 4**

**ASSESSMENT**

**HANDBOOK**

**2023**

**Years 7 & 8**

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# **Bethany College**

## **Student Guidelines for Stage 4 Course Assessment**

**2023**

### **Preface**

The information in this book is designed to explain the Bethany College Assessment Policy and procedures for Years 7 and 8 students and their parents.

These policies and procedures have been designed to ensure that all students can perform their assessment tasks in a fair and just manner with minimum stress.

It is essential that students and parents are thoroughly familiar with the guidelines in this book, and that each student plans and prepares for assessment tasks well in advance.

**Robyn Rodwell**  
PRINCIPAL

**Dorian Kipriotis**  
LEADER OF CURRICULUM

## **SUMMARY OF KEY POINTS IN THIS ASSESSMENT POLICY**

# Remember that all assessments need to be the work of the student, not work copied from someone else or the internet or completed by a tutor or other person.

# Students cannot claim computer problems for handing in assessment tasks late. Sometimes computers fail and work is lost, so students are reminded to use Google Drive to store all work.

# Students should be aware of the critical information of assessments such as:

- whether your assessment should be printed or uploaded
- how the assessment task needs to be submitted
- the due date
- when do you hand in your task during the day or where should it be uploaded to a particular location e.g. Google Drive
- at what time is the task considered to be late?
- The due date of the task and time it must be handed in.

# Students who submit an assessment late will incur the following penalties;

- 25% of the total mark for day ONE
- 50% for TWO days
- 75% for THREE days
- 100% for FOUR days

# Students should be organised, know when tasks are due; and use the Assessment Calendar provided, place the dates in your diary or on the calendar at home.

# Students who are sick and absent from a task, must complete a Year 7-8 Assessment Appeal Form, the reason why and then students need to sign the form. The form is available on the Bethany College Website under Curriculum and can be found at the back of this book.

# Students must return the Year 7 -8 Assessment Appeal Form to Student Services and ask to speak to the Teaching and Learning Coordinator for that subject and hand them your completed form. Students should submit this by recess on the first day of their return.

## SCHOOL-BASED ASSESSMENT

Assessment is designed to measure the student achievement relative to syllabus outcomes.

Assessment tasks provide a measure of a student's achievement or performance.

- Students will complete formative and summative tasks across the semester.
- Students will be asked to complete up to two summative or major assessment tasks across the semester, in each of the subjects studied. The results in these tasks will be used to help form a student's grade at the end of each semester.
- These tasks will vary according to the nature of the subject and may include research tasks, written tasks, presentations, tests or an oral presentation.
- Formative tasks, classwork and homework may be used to assist in determining a student's grade.
- Semester reports will include an overall A to E grade using the Common Grading Scale. Attendance at school events as well as attendance on school days will also be recorded.

### 1. Student Responsibilities

- Students have a responsibility to be aware of the requirements of assessment tasks in all subjects.
- If a student is absent from school when assessment information is given out it is their responsibility to check with the teacher when they then return and to check Google Drive or the faculty Google Classrooms to find a copy of the task.
- Students will be provided with a copy of the assessment notification at least 2 weeks prior to the due date for the task. This will set out:
  - the title of the task
  - a task outline, outlining the specific requirements of the task
  - the due date
  - submission details about how you are to submit the task
  - the marking criteria

Students must make a serious attempt for all assessment tasks, including both formative and summative.

## 2. Hand in Tasks

### (a) Task Requirements

- Students should refer to the Assessment Notification for the details regarding submission of tasks.
- A signed cover sheet must be included in all hard copy submissions which you have signed stating that the work presented has been created by you.
- Students submitting tasks electronically may be required to upload the work to Google classroom or the 'Turnitin' website to check its originality. Students will be provided with instructions on how to use 'Turnitin'. Your teacher will explain how to do this. This means you will need to sign a cover sheet.

### (c) (b) Referencing

- Students must include a bibliography in all tasks unless told otherwise. All students should refer to the College Planner or the College Librarian for assistance with writing a correct bibliography. The library website has a referencing generator that is available for students to access.
- The College uses APA style and the Harvard style of referencing.
- Some tasks may require a form of referencing in text. Students should discuss this with their teacher so that they understand in text referencing.
- Students may be asked to upload work into the 'Turnitin' website, before submission so that it can be checked for plagiarism. <http://turnitin.com/> Students should seek assistance from their classroom teacher.
- Academic malpractice such as cheating, copying the work of others and other forms are not tolerated and will attract a penalty.

## 3. Academic Misconduct

A **zero mark** will be given for any cases of academic misconduct such as:

- using another student's work and claiming it as your own or supplying your work to another student,
- taking notes into an exam,
- plagiarism, including copying text from the internet or using the ideas of others and not acknowledging their source. Refer to your Planner for other examples,
- the use of online translators (for languages)
- taking your mobile phone or smart watch into a test or task,
- using work completed by a tutor,
- any other behaviour deemed to provide you with an unfair advantage.

See your Planner for further examples of Academic Misconduct.

#### 4. Assessment Variation: Late Submission or Student Absence from a task

##### (a) General

- On the first day of return to school students must complete the Year 7-8 Assessment Appeal Form, one is attached to this document.
- Present this to the Teaching and Learning Coordinator responsible for the subject **before recess** on the first day you return.
- Students who have missed an in-class assessment task, will be required to sit that task at the first available opportunity to be arranged by the teacher or the relevant Teaching and Learning Coordinator.
- Computer mishaps are not considered acceptable reasons for lateness or failure to submit work.
- Students are reminded to save work as they create it.

##### (b) Practical and Group Tasks

- In the case where a student is absent for their group task, the remaining group members must still perform. An opportunity will be given for the group to perform again once the absent student returns. Grades will be finalised no later than 5 school days after the scheduled task.
- For extended absences the Teaching and Learning Coordinator may consider an estimate is awarded for the task. If the absence relates to travel students should refer to the section below about assessment and student travel.

##### (c) Evidence for any assessment variation

- A completed Year 7-8 Assessment Appeal Form is required to be signed by your parents/guardian.

##### (d) Penalties

**Late submission of assessment or absence from a task without a valid reason receives a penalty of 25% per day**

Parents will receive a letter stating any penalties if they are applied. A student's final grade for the semester may be affected as a result so it is recommended that all assessment tasks are completed on time and to the best of the student's ability.

##### (e) Exceptions

- Leave which has been granted in advance by the Principal.
- An extension has been granted by the Leader of Curriculum.

## 5. Leave including travel

- Any periods of travel should, where possible, be limited to the published 10 weeks of holiday time indicated by the sanctioned school year.
- All leave applications must be submitted to the College Principal. Leave greater than 10 school days must be accompanied by a Application for Leave form and submitted to the College Principal at an appropriate time before travelling. Normally, families would give two terms notice of leave. If students travel when assessment tasks are due, then they are required to either;

Complete and submit the task before travelling,

or

Apply to the Leader of Curriculum, Mr Kipriotis for an official extension on a task.

When leave is approved students must go the office of the Leader of Curriculum (Mr Kipriotis) and discuss with him how the assessment that is missed will be completed.

- It is the student's responsibility to submit tasks early or seek an extension. The class teachers, Coordinators or Leader of Curriculum will not be chasing up any non-submitted tasks or paperwork. Failure to follow correct procedures may result in penalties being awarded.
- If travel arrangements need to be organized quickly because of family matters then at the College's discretion an estimate may be awarded.

## 6. Assessment Review

- If student's have concerns or questions about the outcome of a task then they should;
  - i) speak to the teacher who marked the task asking for some more feedback
  - ii) speak to the Teaching and Learning Coordinator who will make a decision in this matter



**Teaching and Learning Coordinators (T&L) and Teachers in Charge**

<b>Key Learning Area / Subject Area</b>	<b>Course</b>	<b>Coordinator / Teacher in Charge</b>
<b>Religious Education</b>	Catholic Studies	Mrs Camporeale Ms Jones
<b>English</b>	English	Mr Wong Ms Carruthers
<b>Mathematics</b>	Mathematics	Ms Robinson Ms Donnelly
<b>HSIE</b>	Geography (Mandatory) History (Mandatory)	Mr Woollam Mrs Metros
<b>Performing Arts</b>	Music	Mrs Moroney
<b>Visual Arts</b>	Visual Arts	Mr McLean
<b>Languages</b>	Italian	Mr Gianni
<b>PDHPE</b>	PDHPE	Mrs Barrass
<b>Science</b>	Science	Mr Milic Ms Flett
<b>Technology and Applied Studies</b>	Technology Mandatory	Ms Kyriacou Mrs Rogers
<b>Year Coordinators</b>		Year 7 Mr Bailey Year 8 Mrs Barnes
<b>Librarian</b>		Mrs Sladen
<b>Leader of Curriculum</b>		Mr Kipriotis



## Years 7-8 Assessment Appeal Form

Students must complete Section A **OR** B of the form. This form is to be submitted to Student Services by 8.40am on the first date of your return to school. The relevant Teaching and Learning Coordinator will speak with you regarding the assessment task. A separate Assessment Appeal Form must be submitted for **each task missed**. Failure to complete this procedure may result in a zero for this task.

Name:		Subject:	
Year Group:		Teacher:	
Homeroom:		Subject Coordinator:	

### Section A: Assessment Variation

Assessment Variation			
Date of missed task:		Nature of task: (select one)	<input type="checkbox"/> In class task/exam <input type="checkbox"/> Hand in submission <input type="checkbox"/> Practical task <input type="checkbox"/> Major work
Date/s of absence:			
Reason for variation:			

### Section B: Assessment Appeal - This part is only for students appealing an assessment mark

Assessment Appeal	
Reason for appeal:	<input type="checkbox"/> Appeal in relation to the award of a zero mark <input type="checkbox"/> Appeal in relation to the award of an "N" Determination <input type="checkbox"/> Appeal in relation to the mark received in a task <input type="checkbox"/> Appeal in relation to the final HSC Assessment Rank
Provide details of the appeal and attach evidence to support your case:	

Student signature:	
Parent signature:	
Date:	

**Section C: Outcome (completed by Mr Kipriotis)**

<b>Application outcome:</b>			
<b>Comments:</b>			
<b>Signature:</b>		<b>Date:</b>	



# Bethany College Hand In Task Cover Sheet

*Please complete the following details, sign the Declaration of Authorship and attach this sheet to your completed Assessment Task.*

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

Subject: ..... Teacher: .....

Title of Assessment Task

.....

Date Due: ..... Number of Words .....

## Declaration of Authorship

1. I certify that this task is my own work and I have acknowledged research / assistance from all sources – printed, electronic and other that is used in this task.
2. I have read the 'Assessment Policy' and understand what plagiarism is and the penalties that will be applied to work that is plagiarised.
2. I have a draft or duplicate copy of this assessment task and /or a comprehensive Planner log book that details the process I have been through to complete this task.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_