

ASSESSMENT GUIDELINES

YEAR 7 2025

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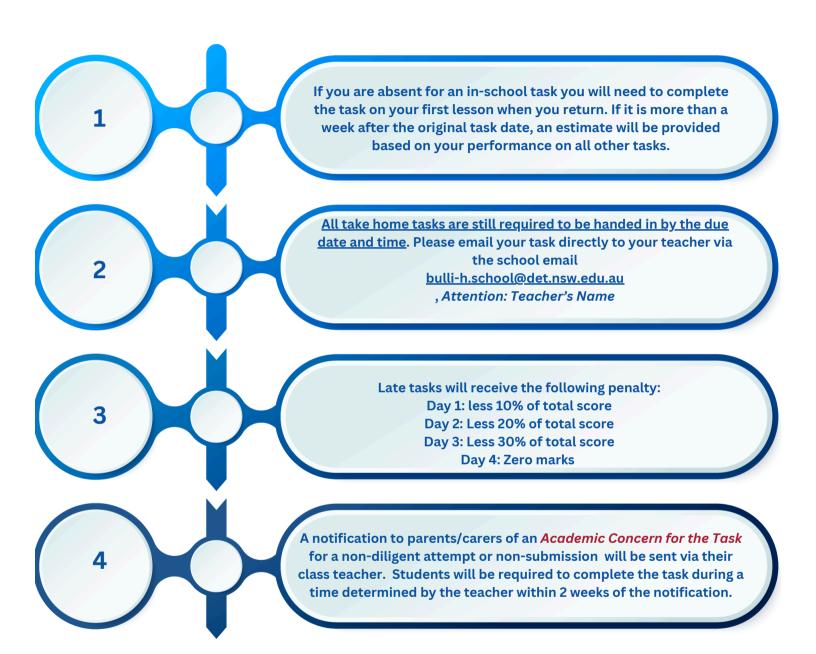
Semester One Assessment Schedule

Week	Term One	Term Two
1		PDHPE (Week 1-7)
		Science
2		
3		Geography
		Music (Week 3-4)
4	PDHPE (Week 4-8)	Mathematics
		Music (Week 4-5)
5		Visual Arts
6	English	Science
	Science	
	Music	
7	Geography	
8		
9	Music (Week 9-10)	Visual Arts
10	Visual Arts	
11		

Semester Two Assessment Schedule

Week	Term Three	Term Four
1		PDHPE (Week 1-6)
2	PDHPE (Week 2-9)	
3		English
		Music (Week 3-4)
4		History
		Mathematics
		Music (Week 4-5)
		Technology
5	Visual Arts	Science
		Visual Arts
6	Music	
7		
8	English	Visual Arts
	History	
	Science	
	Visual Arts	
9	Music (Week 9-10)	
10		
11		

Illness Misadventure AND Appeal Process



Absence due to a family holiday will not be accepted as a valid reason for missing an assessment task. A zero mark may be awarded in such circumstances.

Vacua 7 Accessorate Director

Year 7 Assessment Process

1.1 Year 7 Assessment Schedules

Each subject has an assessment schedule for the year.

The schedule is a guide to enable students and teachers to plan their time in an efficient and effective manner.

Course assessment programs will be planned in advance and published to enable coordination of the whole year assessment program.

- A variety of assessment tasks will be employed to ensure that a range of outcomes is assessed. Tasks can be designed to assess a number of outcomes.
- Examinations may be part of the assessment program.

1.2 Timing of tasks

Each student will be told what is to be assessed, how and when, with appropriate notice in advance of the initial scheduling of the task (a minimum of 2 weeks). Students will be formally handed their tasks in writing by the teacher, and a record of receipt will be kept for all students by all staff. Tasks, other than in-class tasks, must be submitted no later than the specific subject period time on the due date.

PLEASE NOTE that some subjects may stipulate no later than 9.00am on the due date, and when that is the case the teacher will indicate the process for assessment submission / collection.

Assessment is an ongoing and continuous process throughout the year that includes in class work, homework tasks, assessment tasks and examinations.

1.3 Assessment Notifications

- Students will receive an assessment schedule at the beginning of the year. Specific details and due dates will be confirmed by teachers.
- Assessment tasks can be subject to change including task type, and due dates. This will be communicated by the teacher to the students.
- All students will be given at least two weeks' notice for each assessment task.
- Teachers will explain the task, outcomes being measured, and marking criteria when the assessment is issued

Year 7 Assessment Process

2.1 Penalties for late submissions

Students are required to submit their assessment task on or before the due date.

The penalty for late submission is:

- A reduction of 10% per lesson overdue to a maximum of 3 lessons
- A mark of zero for tasks submitted 4 or more lessons late.
- A notification to parents/carers of an Academic Concern for the Task.
- The student will be required to re-submit the task to a 'satisfactory standard to RESOLVE the academic concern notification.

2.2 Penalties for no submission or a 'non-diligent attempt'

The consequences of failing to submit a task or a Non-diligent attempt' of a task is:

- A mark of zero.
- A notification to parents/carers of an Academic Concern for the student.

The student will be required to re-submit the task to a 'satisfactory standard to RESOLVE the academic concern notification.

2.3 Illness Misadventure process

A student who misses an assessment task through illness or misadventure MUST comply with the process outlined on page 4. An Illness/Misadventure Appeal approved may result in the student:

a)submitting the task at the earliest possible opportunity and being awarded the mark received;

b)be given a substitute task on return to school;

c)be given an estimate for the task (only where (a) and (b) are not possible)



2.4 Absent for an assessment task

- **2.4.1** Students must complete any in-class task in their first lesson following return from absence
- **2.4.2** Students must be present on the day their assessment task is due, whether or not the task is submitted in person or electronically.
- **2.4.3** If a student knows they are going to be absent, they must inform the teacher *at least one week prior to the due date.* Students will complete the task on their first lesson upon return to class. All take-home tasks will still need to be submitted by the due date.
- **2.4.4** Approved leave does not infer approved illness misadventure. Students are still required to submit their task by the due date.
- **2.4.5** Misadventure will be declined for holidays or travel during school time and zero marks will be awarded.
- **2.4.6** If absent for a task, the teacher will provide the student an opportunity to complete task by either:
 - 1. Providing an extension of time to complete the original assessment task, providing this does not compromise the validity of the task, OR
 - 2. Providing the student with a substitute assessment task. The substitute assessment task may include informal assessment tasks.
- **2.4.7** In exceptional circumstances where the student cannot complete the task, the Head Teacher may decide to provide an estimate, based on completed comparable assessment tasks.

2.5 Malpractice (e.g., cheating, copying) in Assessment Tasks:

Students are reminded that all work submitted for assessment is to be the work of their own person. Where resources and work of others is used, this must be appropriately cited. Cases of plagiarism will be investigated, and students found to have inappropriately used others' work will receive a zero mark.

Malpractice is any activity that allows students to gain an unfair advantage over other students. It includes, but is not limited to:



- copying of someone else's work in part or in whole, and presenting it as their own
- 2. colluding with peers, and submitting similar work to other students
- 3. using material directly from books, journals, CDs or the internet without reference to the source
- 4. building on the ideas of another person without reference to the source
- 5. buying, stealing or borrowing another person's work and presenting it as their own
- 6. submitting work that another person, such as a parent, coach or subject expert, has contributed to substantially
- 7. using words, ideas, designs or the work of others in practical and performance tasks without appropriate acknowledgement
- 8. paying someone to write or prepare material
- 9. breaching school examination rules
- 10. cheating in an examination
- 11. using non-approved aids during an assessment task
- 12. contriving false explanations to explain work not handed in by the due date
- 13. assisting another student to engage in malpractice.

2.6 Artificial Intelligence:

- **2.6.1** Students are encouraged to use technology as a tool for learning and research but are not to use it to gain an unfair advantage. Students are prohibited from using *Artificial Intelligence (AI) programs* or any other automated means to complete or perform academic tasks unless otherwise directed by their teacher. The use of AI or other technology to assist in the completion of assignments must be disclosed and approved by the teacher before submission.
 - 1.AI should not be used to replace critical thinking and decision-making skills.
 - 2. Any AI generated responses should be checked against reliable sources to ensure that facts are accurate and do not contain harmful bias.
 - 3. When required, use of AI should be appropriately referenced.

2.6.2 Suspected Malpractice

If malpractice is suspected by the classroom teacher they will inform their head teacher and the student of this and their options. The investigation of suspected malpractice will be managed by the head teacher in consultation with the classroom teacher.

In the case of Malpractice (suspected plagiarism and the use of AI generated work specifically), the student will be asked to provide evidence that all unacknowledged work is entirely their own

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Year 7 Assessment Process

Such evidence might include but is not limited to:

- explaining the process of their work, which might include journals or notes, working plans or sketches, and progressive drafts to show the development of their ideas;
- answering questions regarding the assessment task, examination or submitted work under investigation, to demonstrate their knowledge, understanding and skills.

2.6.3 If malpractice is concluded to have occurred, the following range of consequences may apply:

- zero marks for all or part of the task
- a formal warning via a Letter of Academic Concern
- student may need to re-submit all or part of the task

2.6.4 Malpractice Process

(5 school day turnaround from notification in Sentral)

- 1. Class teacher;
- identifies suspected malpractice
- informs Head Teacher
- makes a Sentral entry (confidential) and notifies the Deputy Principal
- 2. Class teacher and Head teacher meet with student to discuss the malpractice process and their options and communicates this to the parents

2.7 Use of Technology:

When completing a task on a computer it is a student's responsibility to make sure there is more than one copy in case there is a problem accessing the task or print the task off before the due date. Tasks must be submitted by the date and time indicated on the assessment task notification, via the platform indicated.

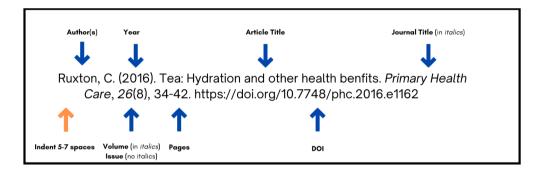
Technology and/or computer equipment failure may not be valid grounds for misadventure involving the late submission of tasks.

Google Classroom is Bulli High School's virtual learning environment, allowing students to access work, collaborate and gain feedback from teachers. The school uses a range of plagiarism detectors to guard against accidental or intentional malpractice.



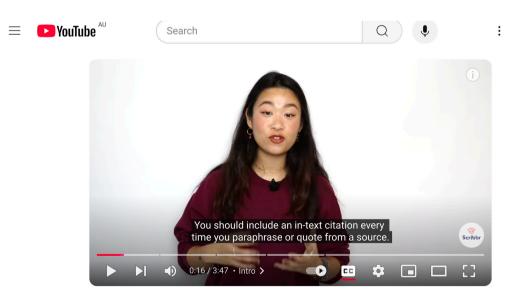
Referencing Procedures

Assessments which require referencing must include a list of all resources students have used in their research. Referencing could include books, websites, magazines, TV shows, YouTube videos or podcasts. Details of these resources are listed alphabetically in the Reference List according to the Author's last name. At Bulli High School the format that is advised is APA 7. APA is an author-date style with two key components. The purpose of referencing is to acknowledge the source and enable the reader to trace the sources.



The following video will provide more information on referencing

Click here



APA 7th Edition: The Basics of APA In-text Citations | Scribbr

Key words and levels of thinking skills



Key Word Definitions

Account	Account for: state reasons for, report on. Give an account of: narrate a series of events or transactions
Analyse	Identify components and the relationship between them; draw out and relate implications
Apply	Use, utilise, employ in a particular situation
Appreciate	Make a judgement about the value of
Assess	Make a judgement of value, quality, outcomes, results, or size
Calculate	Ascertain/determine from given facts, figures, or information
Clarify	Make clear or plain
Classify	Arrange or include in classes/categories
Compare	Show how things are similar or different
Construct	Make; build; put together items or arguments
Contrast	Show how things are different or opposite
Critically (analyse/evaluate)	Add a degree or level of accuracy depth, knowledge and understanding, logic, questioning, reflection, and quality to (analyse/evaluate)
Deduce	Draw conclusions
Define	State meaning and identify essential qualities
Demonstrate	Show by example
Describe	Provide characteristics and features
Discuss	Identify issues and provide points for and/or against
Distinguish	Recognise or note/indicate as being distinct or different from; to note differences between
Evaluate	Make a judgement based on criteria; determine the value of
Examine	Inquire into
Explain	Relate cause and effect; make the relationships between things evident; provide why and/or how
Extract	Choose relevant and/or appropriate details
Extrapolate	Infer from what is known
Identify	Recognise and name
Interpret	Draw meaning from
Investigate	Plan, inquire into and draw conclusions about
Justify	Support an argument or conclusion
Outline	Sketch in general terms; indicate the main features of
Predict	Suggest what may happen based on available information
Propose	Put forward (for example a point of view, idea, argument, suggestion) for consideration or action
Recall	Present remembered ideas, facts, or experiences
Recommend	Provide reasons in favour
Recount	Retell a series of events
Summarise	Express, concisely, the relevant details
Summarise	

ASSESSMENT TASK NOTIFICATION



Faculty:

Year 7/Year 8:

Assessment Task Number Notification

Title of Task:

Task Weighting:

Date issued: Due date and time:

Bulli High School Assessment Policy

- If a student is absent for an in-class task, they must complete it on the first lesson after the absence.
- All take-home tasks must be submitted electronically via Google Classroom or emailed to the school via bulli-h.school@det.nsw.edu.au, Attention: Class teacher's name.
- Students must be present on the day their assessment task is due, whether it is submitted in person or electronically.
- Approved leave does not infer approved illness misadventure. Students are still required to submit their task by the due date.
- Misadventure will be declined for holidays or travel during school time.
- Artificial Intelligence is prohibited unless you have sought permission from your teacher and referenced in your task.
- Disability Provisions If you have been granted disability provisions and you wish to use them for this
 assessment task, you should contact either your class teacher or the Head Teacher of this Faculty at least one
 week before the assessment task due date to make arrangements.

Outcomes Assessed:

- · List syllabus outcomes being assessed with code
- Ensure syllabus outcomes reflect the assessment guidelines for that task.

Nature of Task:

- Explain here what the student needs to do to prepare and complete the task
- For examinations and tests, describe each section, equipment required, marks allocated for each section and length of the task

Marking Criteria:

- Provide marking criteria on how students will be assessed (where appropriate).
- _

Marking Guidelines:

	MARKING GUIDELINES: Question #	MARK
•		

Staff can download a copy <u>here</u>. Register of receipt can be found <u>here</u>.

MANDATORY COURSE: YEAR 7 ENGLISH			KLA: ENGLISH		
ASSESSMENT	T SCHEDULE: 2025				
Name of Task	Task 1: Reading	Task 2: Listeni ng	Task 3: Speaking	Task 5: Classwork	Weighting
Task Description	Students will be given unseen texts to read. They are required to answer a series of multiple choice and short answer questions based on their reading and understanding of these texts.	Students will listen to an audio excerpt and answer a series of multiple-choice questions based on the excerpt.	Students will present a 3-4 persuasive minute speech.	Ongoing classwork including assignments, homework, class activities, quizzes, tests, book work, participation and communication	
Proposed Date	Term 2 Week 4	Term 2 Week 4	Term 3 Week 8	Ongoing throughout the year	
Syllabus Outcomes	EN4-RVL-01, EN4-URA- 01, EN4-URB-01.	EN4-RVL-01, EN4-URA- 01, EN4-URB-01.	EN4 -ECA-01, EN4-ECB-01.	EN4- RVL-01, EN4-URA-01, EN4-URB-01, EN4-URC-01, EN4-ECA-01, EN4-ECB-01.	
		Components			
Reading	10	-	-	-	10
Speaking		-	20	-	20
Listening	-	10	-	-	10
Class work & Writing	-	-	-	60	60
Total	10	10	20	60	100%

MANDATORY COURSE: YEAR 7 GEOGRAPHY				
ASSESSMENT SCHEDULE: 2025				
Name of Task	Task 1: Geography Skills Test	Task 2: Landscapes and Landforms Assignment	Weighting	
Task Description	Test examines Year 7 Geography skills such as reading and comprehension of maps, area and grid referencing.	Geography Assignment. Mandatory ICT task connected to assignment.		
Proposed Date	Term 1, Week 7	Term 2, Week 3		
Syllabus Outcomes	GE 4.1, 4.3, 4.7 and 4.8	GE 4.1, 4.2, 4.4 and 4.5		
	Priority Outcomes are 4.7, 4.8	Priority Outcomes are 4.1, 4.5		
	Components			
Knowledge and understanding of course content	20	10	30	
Skills	25	5	30	
Research/Fieldwork		30	30	
Literacy and Numeracy	5	5	10	
Total	50	50	100%	

MANDATORY COURSE: YEAR 7 HISTORY					
ASSESSMENT SCHEDULE: 202	5				
Name of Task	Name of Task Task 1 Class Test: Investigating the Ancient World Test Task 2 Project Based Learning: Ancient Society – Mediterranean World				
Task Description	Test examines student's ability to interpret sources and identify and describe key terms and concepts	Students complete a research and creative task. Mandatory ICT task connected to assignment.			
Proposed Date	Term 3, Week 8	Term 4, Week 4			
Syllabus Outcomes	HT 4.1, 4.2, 4.5 and 4.8 HT 4.3, 4.6, 4.8 and 4.10				
	Priority Outcomes are 4.2,4.8	Priority Outcomes are 4.6, 4.10			
	Components				
Knowledge and understanding of course content	20	10	30		
Skills	25	5	30		
Research/Fieldwork	-	30	30		
Literacy and Numeracy	5	5	10		
Total	50	50	100%		



MANDATORY COURSE: YEAR 7 MATHEMATICS			KLA: MATHEMATICS		
ASSESSMENT SCI	HEDULE: 2025				
Name of Task	Task 1: Semester 1 Topic Tests	Task 2: Common Test 1	Task 3: Semester 2 Topic Tests	Task 4: Common Test 2	Weighting
Task Description	Topic tests completed at end of each topic				
	Calculators are absolutely necessary for each lesson, topic test, and examination in Years 7-10.	Semester 1 examination completed simultaneously by all classes in the year	Topic tests completed at end of each topic	Semester 2 examination completed simultaneously by all classes in the year.	
Proposed Date	Progressive	Term 2 Week 4	Progressive	Term 4 Week 4	
Syllabus Outcomes	3-RN-01, 4-INT-01, 3-GM- 01, 4-ANG-01, 4-FRC-01	3-AR-01, 3-MR-01, 3-MR-02, 4-IND-01, 4-FRC-01, 3-RN-01, 4-INT-01, 3-GM-01, 4-ANG-01	4-PRO-01, 3-NSM-02, 4- RAT-01, 4-ALG-01, 4- EQU-01	3-2DS-01, 4-GEO-01, 3- RN-02, 3-AR-01, 3-MR-02, 4-FRC-01, 3-GM-02, 4- LEN-01, 4-ARE-01, 4- VOL-01, 4-DAT-01, 4- DAT-02	
		Components			
Knowledge	10	10	10	10	40
Application	10	10	10	10	40
Problem Solving	5	5	5	5	20
Total	25	25	25	25	100%

MANDATORY COURSE: YEAR 7 MUSIC			KLA: CAPA		
ASSESSMENT SC	HEDULE: 2025			•	
Name of Task	Task 1	Task 2	Task 3	Task 4	Weighting
Task Description	Individual performance	Composition Task	Performance Task	Theory and Listening Task	
Proposed Date	Term 1 Week 6 Term 3 Week 6	Term 1 Week 9-10 Term 3 Week 9-10	Term 2 Week 3-4 Term 4 Week 3-4	Term 2 Week 4-5 Term 4 Week 4-5	
Syllabus Outcomes	4.1, 4.11, 4.12	4.4, 4.6, 4.12	4.7, 4.11, 4.12	4.3, 4.11, 4.8, 4.9, 4.12	
		Components			
Performance	20	-	20	-	40
Composition	-	30	-	-	30
Listening	-	-	-	30	30
Total	20	30	20	30	100%



MANDATORY COURSE: YEAR 7 PDHPE				KLA: PDHPE				
ASSESSMENT SCHEDULE: 2025								
Name of Task	Task 1: Practical Assessment	Task 2: Formative Assessment	Task 3: Practical Assessment	Task 4: Formative Assessment	Weighting			
Task Description	Aqua Safety / Carnivals / FMS (Catching & Throwing)	'Let's Be Healthy' and 'Knowing me / Knowing you' units. Ongoing written tasks and class- based assessments.	Get Active Games (Fitness & Gym) / Modified Games (FMS – Kicking) / Territory Games / Net Games	'What I Eat Helps Move My Feet' and 'Making Sense Of My World' units. Ongoing written tasks and class- based assessments.				
Proposed Date	Term 1: Weeks 4 – 8 Term 2: Weeks 1 - 7	Ongoing throughout Terms 1 & 2	Term 3: Weeks 2 - 9 Term 4: Weeks 1 - 6	Ongoing throughout Terms 3 & 4				
Syllabus Outcomes	PD4-4, PD4-5, PD4-10, PD4- 11	PD4-1, PD4-3, PD4-10	PD4-4, PD4-5, PD410, PD4- 11	PD4-3, PD4-6, PD4-7				
		Components						
Knowledge & Understanding	10	15	10	15	50			
Skills	15	10	15	10	50			
Total	25	25	25	25	100%			



MANDATORY COUR	SE: YEAR 7 SCIENCE	KLA: SCIENCE					
ASSESSMENT SCHED	OULE: 2025-SEMESTER	1					
Name of Task	Task 1: Skills Test	Task 2: Major Assignment Practical Report	Task 3: Semester 1 Examination	Task 4: Homework Tasks	Weighting		
Task Description	Introductory skills including interpreting data, tabulation	Experiment report and discussion	Knowledge and Understanding of course content	10 tasks to be completed.			
Proposed date	Term 1 Week 6	Term 2 Week 1	Term 2 Week 6	Weekly			
Syllabus Outcomes	Describes the action ofDiscusses how scientif	Working Scientifically: SC4 - WS4, WS6, WS7, WS8, WS9 ■ Describes the action of unbalanced forces in everyday situations (SC4-10PW) ■ Discusses how scientific understanding and technological developments have contributed to finding solutions to problems involving energy transfers and transformations (SC4 – 11PW)					
		Components					
Knowledge and Understanding	-	5	40	5	50		
Working Scientifically	15	10	5	5	35		
Communication	5	5	5	-	15		
Total	20	20	50	10	100%		



MANDATORY COURS	E: YEAR 7 SCIENCE	KLA: SCIENCE				
ASSESSMENT SCHEDU	JLE: 2025 – SEMESTER 2					
Name of Task	Task 1: Skills Test	Task 2: Semester 2 Examination	Task 3: Homework Tasks		Weighting	
Task Description	Use of dichotomous keys for classification	Knowledge and understanding of course content	10 tasks to be completed			
Proposed date	Term 3 Week 8	Term 4 Week 5	We	Weekly		
Syllabus Outcomes	 Working Scientifically: SC4 - WS4, WS5, WS6, WS7, WS8, WS9 Relates the structure and function of living things to their classification, survival and reproduction (SC4-14LW) Explains how new biological evidence changes people's understanding of the world (SC4-15LW) 					
		Components				
Knowledge and Understandin g	5	40	Į.	5	50	
Working Scientifically	25	5	į į	5	35	
Communication	10	5	-		15	
Total	40	50	1	0	100%	

MANDATORY COU	RSE: YEAR 7 TECHN	KLA: TECHNOLOGIES							
ASSESSMENT SCHE	EDULE: 2025								
Name of Task	Task 1: Taste of Technology	Task 2: Show Me The Money	Task 3: Cool BBQ Tool	Task 4: Grow & Thrive	Task 5: Time To Code	Task 6: Yearly Examination	Weighting		
Task Description	An introductory unit focusing on teamwork, digital literacy & citizenship, WH&S and the nuts and bolts of file formats and digital storage systems. This unit also introduces students to the range of concepts covered in the Technology context of the curriculum.	Students design, research, produce and evaluate a functional money box using a variety of materials. This unit of work may also incorporate the use of Adobe Photoshop and Illustrator using digital technologies to design and create imagery/ branding to apply to the project using laser cutting or CNC technology.	Students complete a practical based task focused on understanding safe workshop practices to apply processes and skills to produce a functional BBQ tool. This unit is primarily a metalworking unit of work and provides students with the opportunity to learn to use a range of tools and machines.	Students research ideal food growing conditions then design a plant growing system and grow a plant for use in a recipe. Students also engage in basic cooking experiences, preparing, producing and presenting a variety of recipes.	Students complete a series of design tasks to produce a basic coding sequence to navigate Sphero Balls. The unit culminates in student teams completing a challenge to navigate the robot through a set obstacle course.	Online annual review and examination requiring students to complete multiple choice, true or false & short response questions. This unit's mark does not go towards the final mark. This mark may be used to differentiate when determining grades and ranks.			
Proposed Date	Term 1 Weeks 1 - 8 Units 2, 3, 4 and 5 are 8-week units delivered on rotation throughout Terms 1-4. Unit order will vary from class to class, however all classes complete units. Term 4 Examination Period								
Enrichment Opportunity	Enrichment and extension opportunities are embedded in each of our assessment tasks with the opportunity for all students to engage in enrichment STEM and ARTS tasks. Throughout Year 7 students may elect to participate in the F1 in Schools global STEM challenge as an extra curricula enrichment & extension activity.								
Syllabus Outcomes	TE4-1DP, TE4- 2DP, TE4- 10TS	TE4-1DP, TE4- 2DP, TE4-3DP, TE4- 9MA, TE4- 10TS	TE4-1DP, TE4- 2DP, TE4-3DP, TE4-8EN, TE4- 9MA, TE4- 10TS	TE4-1DP, TE4- 2DP, TE4-3DP, TE4-5AG, TE4- FO, TE4-9MA, TE4-10TS	TE4-1DP, TE4- 2DP, TE4-3DP, TE4-7DI, TE4- 9MA, TE4- 10TS	TE4-1DP, TE4- 6FO, TE4- 7DI, TE4-8N, TE4- 9MA, TE4- 10TS			
Total	10	25	25	25	15	N/A	100		

