



**STAGE 4
YEAR 7 2020
ASSESSMENT HANDBOOK**

TABLE OF CONTENTS

College information	3
Assessment Task Submission Procedure	4
Illness/Misadventure Process	4
N Warning Letter Process	5
Half Yearly & Yearly Examination Performance	5
Plagiarism	6
Calculating Dux	6
Stage Year 7 2020 Assessment Grids	7
Religion	8
English	9
Visual Arts	10
Arabic	11
French	12
Geography	13
History	14
Mathematics	15
PDHPE	16
Science	17
Technology (Mandatory)	18
Stage 4 Year 7 2020 Assessment Tasks Due Dates	19
Term 1	20
Term 2	21
Term 3	22
Term 4	23

COLLEGE INFORMATION

College Name	Maronite College of the Holy Family
Address	23-25 Alice Street, Harris Park, NSW, 2150
Phone	(02) 9633 6600
Fax	(02) 9635 1984 (Secondary)
Web Address	http://www.mchf.nsw.edu.au
Principal	Sr Irene Boughosn
Deputy Principal	Sr Marlene Chedid – Convent Superior
Secondary Leadership Team (SLT)	Mr Elie Asmar – Head of Secondary Ms Georgette Dalla – Director of Curriculum Mrs Fiona Abdul-Ahad – Director of Pastoral Care
KLA Coordinators	Mr C Hayman – Religion Mrs L Moyer – English Mr A Sassine – Mathematics Mr A Stillen – Science Mrs P Esber-Dayoub – Human Society & Its Environment (HSIE) Ms M Safi – Languages Other Than English (LOTE) Ms T Sarlog – Creative & Performing Arts (CAPA) Mrs J Botros – Technological & Applied Studies (TAS) Mr M Abood – Physical Development, Physical Education (PDHPE) Mrs S Kumar – Vocational Education & Training (VET) Mrs R Macura – Learning Support Coordinator Ms Z Sharbeen – eLearning Coordinator
Year Advisors	Year 7 – Mrs K Cordina Year 8 – Mr M Abboud Year 9 – Ms S Hadchiti Year 10 – Mrs C Youssef Year 11 – Mr D El-Hage Year 12 – Mrs A Roach
College Chaplain	Fr Tony Sarkis – Chaplain & Dean of OLOL Co-Cathedral Fr Danny Nough (Assistant Chaplain)

ASSESSMENT POLICY- KEY POINTS

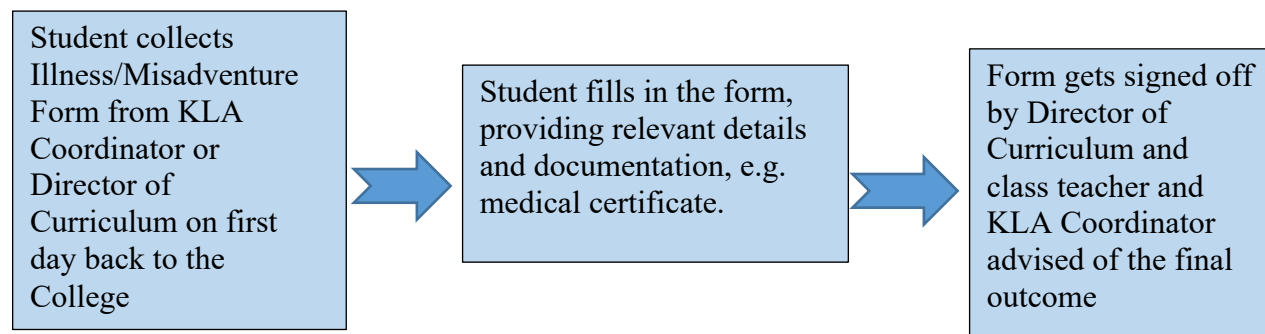
Assessment Task Submission Procedure

1. Assessment task notification will be issued by the class teacher in a **minimum of TWO weeks prior to the due date**. This will also be placed on the Student Calendar and Moodle/OneNote. It can also be emailed by the class teacher/KLA Coordinator. The notification will include:
 - Task weighting, mark value, outcomes assessed, description of the task requirements, scaffold (where required), marking criteria, penalty for non-submission/late submission, submission requirements
2. Student works on the assessment task, asking for clarification where required. This can include showing the class teacher a draft
3. Student keeps a copy of the assessment task
4. Student submits the task on the due date and time according to the submission requirements on the assessment task. Submission of the task can occur via:
 - KLA Office- box will be placed outside their office on the due date
 - Classroom teacher- submit hard copy/soft copy in class on the due date
 - Dropbox on Moodle/OneNote and/or email on the due date
5. Failure to submit an assessment task will result in an **N Warning Letter** being issued if the illness/misadventure form is not completed. Relevant supporting documentation must also be provided (eg medical certificate). The illness/misadventure form must be completed

Illness/Misadventure Process

Illness/Misadventure is an event immediately prior or during an assessment that is beyond the student's control and which allegedly affected the student's performance in that assessment (ACE Manual p. 218).

The Illness/Misadventure process is as follows:



A medical certificate will be required for any assessment task missed or submitted late because of illness. **A medical certificate from a doctor who is related to the student in any manner is not sufficient.**

N Warning Letter Process

Students are expected to attend every lesson with diligence and sustained effort. They are also required to complete and submit every assessment task. If a student's attendance / attitude is considered unsatisfactory, or, if they have not submitted a task without appropriate documentation, or, if they have plagiarised, he/she is in jeopardy of receiving an 'N' Award; as they would not have fulfilled the required outcomes successfully as set by NESAs for a subject.

2 x N Warning Letters issued for a task will place the student in jeopardy of repeating the Year.

The N Warning Letter Process is as follows:

1. Teacher keeps record of student performance/attitude in class as well as assessment task submissions
2. Teacher notifies the relevant KLA of the need for a warning letter to be issued
3. KLA Coordinator discusses this with the student and proceeds to fill in the N Warning Letter Form. The letter will include (where required) task details and what needs to be completed in order to rectify the issue. A new submission date will be issued.
4. Letter is processed and signed by the teacher, KLA Coordinator, Director of Curriculum and Principal
5. Letter is posted to the parent/guardian
6. Student completes the task as stipulated on the letter by the due date. Student receives a '0' mark.
7. Student returns the signed slip at the bottom of the letter to the relevant KLA Coordinator.
8. N Warning is now removed for the task

Should the student fail to submit the task by the revised date on the Warning Letter, a parent meeting is held between the KLA Coordinator, teacher and Director of Curriculum advising of the seriousness of the issue and a second warning letter is issued. Should the task still not be submitted, the student is in jeopardy of repeating the Year.

Half Yearly and Yearly Examination Performance

Examinations are not just a form of assessment. They also act as a means to give the student, parent/guardian and the College an indication as to whether the student is working to their full ability.

Achieving **less than 60% in a formal examination** indicates that the student is performing at **less than a HSC Band 3 level** and, places the student in jeopardy of being re-enrolled into the College for Senior Years. A letter will be issued after Half Yearly and Yearly Exams as a warning to both the student and the parent/guardian.

Achieving **less than 35% in a formal examination warrants a Warning Letter for non-serious attempt**. Non-serious attempt includes leaving parts of the examination unanswered, answering questions with minimal effort, writing inappropriate comments/answers in the examination or, whatever the KLA Coordinator and Director of Curriculum deem as non-serious.

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 HSC exam results”. It can include:

- copying, buying, stealing or borrowing 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 acknowledging the source
- submitting work that contains a large contribution from another person-such as a parent, tutor or another student-who is not acknowledged
- paying someone to write or prepare material that is associated with a task, such as process diaries, logs and journals.

<https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/hsc-all-my-own-work/plagiarism/what-is-plagiarism>

You plagiarise, we won't sympathise!

A '0' mark will be awarded for the task AND an N Warning Letter will be issued. The student will be required to re-submit the task.

Calculating DUX

Years 7-10

1st Place = 4 Points
2nd Place = 2 Points
3rd Place = 1 Point

Points added together to determine DUX

Years 11-12


1st Place = 4 Points x No. of Units
2nd Place = 2 Points x No. of Units
3rd Place = 1 Points x No. of Units

Total number of points added together divided by the total number of units studied to determine DUX

**STAGE 4 YEAR 7
2020 ASSESSMENT GRIDS**


Religion Department

Religion – Year 7 – Stage 4 - 2020

 Component	Task 1	Task 2	Task 3	Weighting %
	Scripture Task	Research Task	Yearly Exam	
	Term 1, Week 5	Term 3, Week 7	Term 4, Week 6	
	Outcomes Assessed 4.3, 4.7, 4.10, 4.12, (4.13)	Outcomes Assessed 4.1, 4.6, 4.9, (4.13)	Outcomes Assessed 4.2, 4.4, 4.5, 4.8, 4.11, (4.13)	
Knowledge & understanding of course content	25	10	25	60
Skills	5	5	10	20
Values & attitudes	10	5	5	20
Total %	40	20	40	100


English

English - Year 7- Stage 4 - 2020

 Component	Task 1	Task 2	Task 3	Task 4	Weighting %	
	Portfolio: Text Types on Characterisation	Half Yearly Exam	Storyboard/Multimodal assessment	Yearly Exam		
	Term 1, Week 8	Term 2, Week 5	Term 3, Week 6	Term 4, Week 6		
	Outcomes Assessed EN4 1A EN4 5C EN4 6C EN4 8D	Outcomes Assessed EN4 1A, EN4 2A, EN4 3B, EN4 6C, EN4 7D,	Outcomes Assessed EN4 1A, EN4 4B, EN4 5C, EN4 6C, EN4 7D, EN4 9E	Outcomes Assessed EN4 1A, EN4 5C, EN4 7D, EN4 8D, EN4 9E		
Writing	10	15		15	40	
Reading		15		15	30	
Speaking / Listening	10		5		15	
Viewing/Representing			15		15	
Total %	20	30	20	30	100	


Creative and Performing Arts

Visual Arts – Year 7 – Stage 4 - 2020

 Component	Task 1	Task 2	Task 3	Task 4	Task 5	Weighting %	
	Assignment: Mythological Creatures of Ancient Greece Research	Major work: Mythological creature subjective drawing	Assignment: King Tutankhamen Mask research	Major work: Mask and Costume and VAPD Documentation	Yearly Exam		
	Term 1, Week 10	Term 2, Week 6	Term 3, Week 8	Term 4, Week 5	Term 4, Week 6 Exam block		
	Outcomes Assessed 4.1, 4.6, 4.7, 4.8, 4.9	Outcomes Assessed 4.1, 4.2, 4.3, 4.4, 4.5	Outcomes Assessed 4.1, 4.7, 4.9, 4.10	Outcomes Assessed 4.1, 4.2, 4.3, 4.4, 4.5, 4.6	Outcomes Assessed 4.7, 4.8, 4.9, 4.10		
Artmaking		30		30		60	
Critical and Historical Studies	10		10		20	40	
Total %	10	30	10	30	20	100	


Language Other Than English (LOTE)

Arabic– Year 7 - Stage 4 – 2020

	Task 1	Task 2	Task 3	Task 4	Weighting %
	<p>Listening and Speaking</p> <p>Answering questions based on information from spoken texts</p> <p>Using Arabic to interact with others to exchange information and opinions, and to make plan</p>	<p>Reading and Writing</p> <p>Answering questions based on information from written texts</p> <p>Producing of original texts in Arabic</p>	<p>Assignment/ Culture and Speaking</p> <p>Researching information from different sources to produce and present own work in Arabic.</p>	<p>Listening, Reading and Writing</p> <p>Answering questions based on information from spoken and written texts</p> <p>Producing of original texts in Arabic</p>	
Component	Term 1, Week 7	Term 2, Week 6-7	Term 3, Week 9	Term 4, Week 3-4	
	<p>Outcomes Assessed:</p> <p>LAR4-1C</p> <p>LAR4-2C</p> <p>LAR4-3C</p>	<p>Outcomes Assessed:</p> <p>LAR4-2C</p> <p>LAR4-3C</p> <p>LAR4-4C</p> <p>LAR4-6U</p> <p>LAR4-8U</p>	<p>Outcomes Assessed:</p> <p>LAR4-1C</p> <p>LAR4-4C</p> <p>LAR4-8U</p>	<p>Outcomes Assessed:</p> <p>LAR4-2C</p> <p>LAR4-3C</p> <p>LAR4-4C</p> <p>LAR4-6U</p> <p>LAR4-8U</p>	
SPEAKING	5		15		20
LISTENING AND RESPONDING	15			15	30
READING AND RESPONDING		15		15	30
WRITING IN ARABIC		5	10	5	20
Total %	20	20	25	35	100


Language Other Than English (LOTE)

French– Year 7 - Stage 4 – 2020

	Task 1	Task 2	Task 3	Task 4	Weighting %
	Listening and Responding Speaking Answering questions based on information from spoken texts	Reading and Responding Writing Answering questions based on information from written texts Producing of original texts in French	Assignment/Speaking Researching information from different sources to produce and present own work in French.	Listening, Reading and Responding Writing Answering questions based on information from spoken and written texts Producing of original texts in French	
	Term 1, Week 7	Term 2, Week 6-7	Term 3, Week 9	Term 4, Week 3-4	
Component	Outcomes Assessed: LFR4-1C LFR4-2C LFR4-3C	Outcomes Assessed: LFR4-2C LFR4-3C LFR4-4C LFR4-6U LFR4-8U	Outcomes Assessed: LFR4-1C LFR4-4C LFR4-8U	Outcomes Assessed: LFR4-2C LFR4-3C LFR4-4C LFR4-6U LFR4-8U	
SPEAKING	5		15		20
LISTENING AND RESPONDING	15			15	30
READING AND RESPONDING		15		15	30
WRITING IN FRENCH		5	10	5	20
Total %	20	20	25	35	100


Human Society in Its Environment

Geography – Year 7 – Stage 4 - 2020

	Task 1	Task 2	Task 3	Weighting %
 <p>Component</p>	<p>Research and Fieldwork</p> <p>Landscapes and Landforms</p>	<p>Yearly Exam</p> <p>Landscapes and Landforms Place and Liveability Geography Skills</p>	<p>Geography Skills Task</p> <p>Online Geography Skills Task</p>	
	Term 1, Weeks 10	Term 2, Week 5	Term 2, Week 10	
	<p>Outcomes Assessed GE4-1, GE4-2, GE4-5, GE4-7, GE4-8</p>	<p>Outcomes Assessed GE4-1, GE4-2, GE4-4, GE4-5, GE4-8</p>	<p>Outcomes Assessed GE4-1, GE4-7, GE4-8</p>	
Total %	35	40	25	100


Human Society in Its Environment

History – Year 7 – Stage 4 - 2020

 <p>Component</p>	Task 1	Task 2	Task 3	Weighting %
	Research/Source Analysis	ICT Research	End of Course Exam	
	Investigating the Ancient Past / The Asian world	The Mediterranean World (Egypt)	All Topics	
	Term 3, Week 9	Term 4, Week 4	Term 4, Week 6	
	Outcomes Assessed HT4-1, HT4-5, HT4-6, HT4-8, HT4-9, HT4-10	Outcomes Assessed HT4-2, HT4-3, HT4-6, HT4-9, HT4-10	Outcomes Assessed HT4-2, HT4-3, HT4-6, HT4-9, HT4-10	
Total %	30	30	40	100%


Mathematics

Mathematics– Year 7 - Stage 4 - 2020

 Component	Task 1	Task 2	Task 3	Task 4	Task 5	Weighting %	
	Topic Test On units 1-3	Half Yearly Exam On units 1-5	Cumulative online Mathsplace test On units 1-5	Investigation task On Number and Ratio	Yearly Exam On units 6-12		
	Term 1, Week 8	Term 2, Week 5	Term 2, Week 5	Term 3, Week 5	Term 4, Week 6		
Outcomes Assessed MA4-1WM, MA4-2WM, MA4-3WM MA4-4NA ,MA4-9NA	Outcomes Assessed MA4-18MG, MA4-1WM, MA4-2WM, MA4-3WM MA3-7NA, MA4-5NA,MA4-4NA, MA4-11NA MA4-14MG, MA4-17MG	Outcomes Assessed MA4-18MG, MA4-1WM, MA4-2WM, MA4-3WM MA3-7NA, MA4-5NA,MA4-4NA, MA4-11NA MA4-14MG, MA4-17MG	Outcomes Assessed MA4-4NA MA4-8NA MA4-5NA	Outcomes Assessed MA4-1WM, MA4-2WM, MA4-3WM MA4-6NA, MA4-5NA,MA4-4NA, MA4-11NA MA4-14MG, MA4-17MG A4-12MG, MA4-13MG, MA4-7NA MA4-21SP			
A. Understanding Fluency and Communicating	10	20	10	10	20	70	
B. Problem Solving, Reasoning and Justification	5	5	5	10	5	30	
Total %	15	25	15	20	25	100	


Personal Development Health and Physical Education

PDHPE – Year 7 – Stage 4 - 2020

 Component	Task 1	Task 2	Task 3	Task 4	Task 5	Weighting %
	Skills Assessment – Touch Football	Eat Right, Live Strong - Critical Reflection	Skills Assessment – Volleyball	Changes in Me- Adolescent Product	Yearly Examination	
	Term 1, Week 6	Term 2, Week 6	Term 3, Week 5	Term 3, Week 9	Term 4, Week 6	
	Outcomes Assessed PD4-4 PD4-5 PD4-8 PD4-11	Outcomes Assessed PD4-6 PD4-7 PD4-8 PD4-10	Outcomes Assessed PD4-4 PD4-5 PD4-8 PD4-11	Outcomes Assessed PD4-1 PD4-2 PD4-6 PD4-9 PD4-10	Outcomes Assessed PD4-1 PD4-2 PD4-6 PD4-7 PD4-8 PD4-9 PD4-10	
Total %	15	20	15	20	30	100


Science

Science – Year 7 - Stage 4 - 2020

	Task 1	Task 2	Task 3	Task 4	Weighting %
	Identifying and Measuring Test	Half Yearly Exam	Assignment – Research, planning and investigation: Landing time of a parachute	Yearly Exam	
	Term 1, Week 6	Term 2, Week 5	Term 3, Week 7	Term 4, Week 6	
Component	Outcomes Assessed SC4-6WS SC4-9WS	Outcomes Assessed SC4-16CW SC4-7WS SC4-9WS	Outcomes Assessed SC4-4WS to SC4-9WS SC4-10PW	Outcomes Assessed SC4-10PW SC4-12ES SC4-14LW SC4-7WS SC4-9WS	
Working Scientifically	15	5	20	10	50
Knowledge & Understanding	5	20	5	20	50
Total %	20	25	25	30	100

Technological and Applied Studies (T.A.S)

Technology (Mandatory) – Year 7 – Stage 4 - 2020

	Task 1	Task 2	Task 3	Weighting %
 Component	<p style="text-align: center;">Textile Product “Mythical Monster Toy”</p> <p style="text-align: center;">Description</p> <p><i>Part A: Students complete a Mythical Monster Toy.</i></p> <p><i>Part B: They create a folio that supports the design process. Sections of the Folio are checked via different intervals throughout the Semester.</i></p>	<p style="text-align: center;">Engineered Systems “CO2 DRAGSTER RACER”</p> <p style="text-align: center;">Description</p> <p><i>Part A: Students design and create a co2 dragster</i></p> <p><i>Part B: Students complete a portfolio that follows the design process from concept to final product.</i></p>	<p style="text-align: center;">Excel Infographic & Research Task</p> <p style="text-align: center;">Description</p> <p><i>Students spend a day testing racers. They then gather data that is valid from this day. This data is then displayed via an infographic that is created by the student via Excel. They also explain how data is represented in digital systems and transmitted in networks</i></p>	
	Term 2, Week 7	Term 4, Week 2	Term 4, Week 5	
	Outcomes assessed TE4-1DP TE4-2DP TE4-3DP TE4-9MA TE4-10TS	Outcomes assessed TE4-1DP TE4-2DP TE4-3DP TE4-4DP TE4-8EN TE4-10TS	Outcomes assessed TE4-7DI	
Total %	40	40	20	100

STAGE 4
YEAR 7 2020
ASSESSMENT TASKS
DUE DATES

TERM 1, 2020

TERM	WEEK	DATE	TASK DUE
1	1	30 th January to 31 st January 2020	
1	2	3 rd February to 7 th February 2020	
1	3	10 th February to 14 th February 2020	
1	4	17 th February to 21 st February 2020	
1	5	24 th February to 28 th February 2020	Religion - Scripture Task (40%)
1	6	2 nd March to 6 th March 2020	Science – Identifying and Measuring Test (20%) PDHPE – Skills Assessment (Touch Football) (15%)
1	7	9 th March to 13 th March 2020	Arabic - Listening and Responding (Speaking) (20%) French - Listening and Responding (Speaking) (20%)
1	8	16 th March to 20 th March 2020	Maths Topic Test On units 1-3 (15%) English - Portfolio: Text Types on Characterisation (20%)
1	9	23 rd March to 27 th March 2020	
1	10	30 th March to 3 rd April 2020	Art - Mythological Creatures of Ancient Greece Research (10%) Geography – Research & Fieldwork (35%)
1	11	6 th April to 10 th April 2020	

TERM 2, 2020

TERM	WEEK	DATE	TASK DUE
2	1	28 th April to 1 st May 2020	
2	2	4 th May to 8 th May 2020	
2	3	11 th May to 15 th May 2020	
2	4	18 th May to 22 nd May 2020	
2	5	25 th May to 29 th May 2020	Maths Exam On units 1-5 (25%) AND Online Work (15%) English: Half Yearly Exam (30%) Science Half Yearly Exam (25%) Geography Exam (40%)
2	6	1 st June to 5 th June 2020	Art - Mythological Creature Subjective Drawing (30%) PDHPE – Critical Reflection: Eat Right, Live Strong (20%) Arabic – Reading and Writing (20%) French – Reading and Responding (20%)
2	7	8 th June to 12 th June 2020	Technology Mandatory – Textile Product: Mythical Monster Toy (40%)
2	8	15 th June to 19 th June 2020	
2	9	22 nd June to 26 th June 2020	
2	10	29 th June to 30 th June 2020	Geography – Online Geography Skills Task (25%)

TERM 3, 2020

TERM	WEEK	DATE	TASK DUE
3	1	21 st July to 26 th July 2020	
3	2	27 th July to 31 st July 2020	
3	3	3 rd August to 7 th August 2020	
3	4	10 th August to 14 th August 2020	
3	5	17 th August to 21 st August 2020	Maths Investigation Task (20%) PDHPE – Skills Assessment (Volleyball) (15%)
3	6	24 th August to 28 th August 2020	English - Storyboard/Multimodal Assessment (20%)
3	7	31 st August to 4 th September 2020	Science – Research, Planning and Investigating task (25%) Religion – Research Task (20%)
3	8	7 th September to 11 th September 2020	Art- King Tutankhamen Mask Research – (10%)
3	9	14 th September to 18 th September 2020	PDHPE – Adolescent Product: Changes in me (20%) Arabic– Assignment: Cultures and Speaking (25%) French – Speaking (25%) History – Research/Source Analysis (30%)
3	10	21 st September to 25 th September 2020	

TERM 4, 2020

TERM	WEEK	DATE	TASK DUE
4	1	13 th October to 16 th October 2020	
4	2	19 th October to 23 rd October 2020	Technology Mandatory – Engineered Systems: CO2 Dragster Racer (40%)
4	3	26 th October to 30 th October 2020	Arabic– Listening, Reading and Writing (35%) French – Listening, Reading and Responding (35%)
4	4	2 nd November to 6 th November 2020	History – ICT Research Task (30%)
4	5	9 th November to 13 th November 2020	Art - Mask and Costume and VAPD Documentation (30%) Technology Mandatory – Excel Infographic (20%)
4	6	16 th November to 20 th November 2020	Art - Yearly Examination (20%) Religion Yearly Exam (40%) Maths Yearly Exam (25%) PDHPE – Yearly Exam (30%) English yearly Exam (30%) Science Yearly Exam (30%) History Exam (40%)
4	7	23 rd November to 27 th November 2020	
4	8	30 th November to 4 th December 2020	
4	9	7 th December to 8 th December 2020	