



Our Lady of Mercy
CATHOLIC COLLEGE BURRANEER

'Encouraging Girls – Empowering Women'



Assessment Handbook

Year 8 2019

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College Information

Leadership Team

Principal	Ms Ann Freeman
Assistant Principal	Mrs Christine Harding
Leader of Religious Education	Ms Maria Bautista
Leader of Teaching and Learning	Mrs Kate Hellyer
Leader of Wellbeing	Mrs Janine Janssen

Key Learning Area Coordinators

Religious Education	...	Ms Maria Bautista
Creative and Performing Arts	...	Mrs Joanne Furnari
English Coordinator	...	Ms Kerrie-Marie Baxter
Human Society and its Environment	...	Mrs Helena Christoforidis
Languages	...	Mrs Kate Hellyer
Mathematics	...	Ms Robyn Garlick
Personal Development, Health and Physical Education	...	Mrs Kim Tregoning
Science	...	Mrs Therese Waterhouse
Technology and Applied Studies	...	Mrs Judith Young
Research and Information	...	Mr Andrew Mackenzie
Learning Support	...	Mrs Debra Streater
Gifted Support / Newman	...	Mrs Kerrie Ramsay

House Coordinators

Coolock	Ms Alison Conlon
Mercedes	Miss Belinda Malakovski
McAuley	Mrs Karen McNamara
Carita	Mrs Janine Janssen

Contact Information

The College Office is open from 8.00am until 4.00pm.
Teachers can be contacted between these times.
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Introduction

The purpose of this handbook is to provide students and their parents/carers with:

- advanced notification of all formal assessment tasks for the calendar year in each subject;
- communication of the assessment practices and procedures;
- a document that helps parents/carers support their daughter with their work and the responsibility of meeting deadlines.

This handbook includes:

- a list of all subjects that will be studied by each student;
- college assessment and examination practices and procedures;
- assessment grids for each subject with the type of task and the approximate week it may be due for submission.

Pattern of Study

In Year 8, ten subjects will be studied throughout the calendar year:

- Religion
- English
- Geography / History
- Mathematics
- PDHPE
- Science
- French
- Music
- Technology Mandatory
- Visual Arts

Class Structure

Our Lady of Mercy College offers a positive culture of excellence in which all students strive to achieve their best.

Core Classes

With the exception of the Newman classes, the Year 8 Core classes are mixed ability. Subject teachers - Religion, English, Geography/History, PDHPE, French, Music, Technology Mandatory and Visual Arts - offer differentiated instruction in these classes based on identified need, and the particular topic or concept being studied. These are timetabled as 'M', 'C' or 'B'. The class names read as our College initials - OLMCB; however, these are not designed to denote grade or ability levels in Core classes. The curriculum followed is the same across these classes, with support and extension provided as required.

Newman Classes

The College has taken the opportunity to trial a different Newman model for Year 8 2019, piloting placing two equal groups of Newman all-rounder students with like-minded peers who would benefit from additional pace and challenge alongside them. These classes are timetabled as 'O' and 'L'. Placement in the Year 8 Newman classes is based on a number of points of data including parent and teacher identification and referral, external tests, psychometric and standardised test data and other information that is relevant to each student.



Assessment and Reporting

For all subjects, a student's achievement is determined using a set of standards (academic profile) where the results of formal assessment tasks in conjunction with the informal assessment (during normal classes) and the professional judgment of each teacher is used to assign **outcome grades** and an **overall course grade**.

Grade	Common Grade Scale
A	The student has an extensive knowledge and understanding of the content and can readily apply this knowledge. In addition, the student has achieved a very high level of competence in the processes and skills and can apply these skills to new situations.
B	The student has a thorough knowledge and understanding of the content and a high level of competence in the processes and skills. In addition, the student is able to apply this knowledge and these skills to most situations.
C	The student has a sound knowledge and understanding of the main areas of content and has achieved an adequate level of competence in the processes and skills.
D	The student has a basic knowledge and understanding of the content and has achieved a limited level of competence in the processes and skills.
E	The student has an elementary knowledge and understanding in few areas of the content and has achieved very limited competence in some of the processes and skills.

Assessment Policy

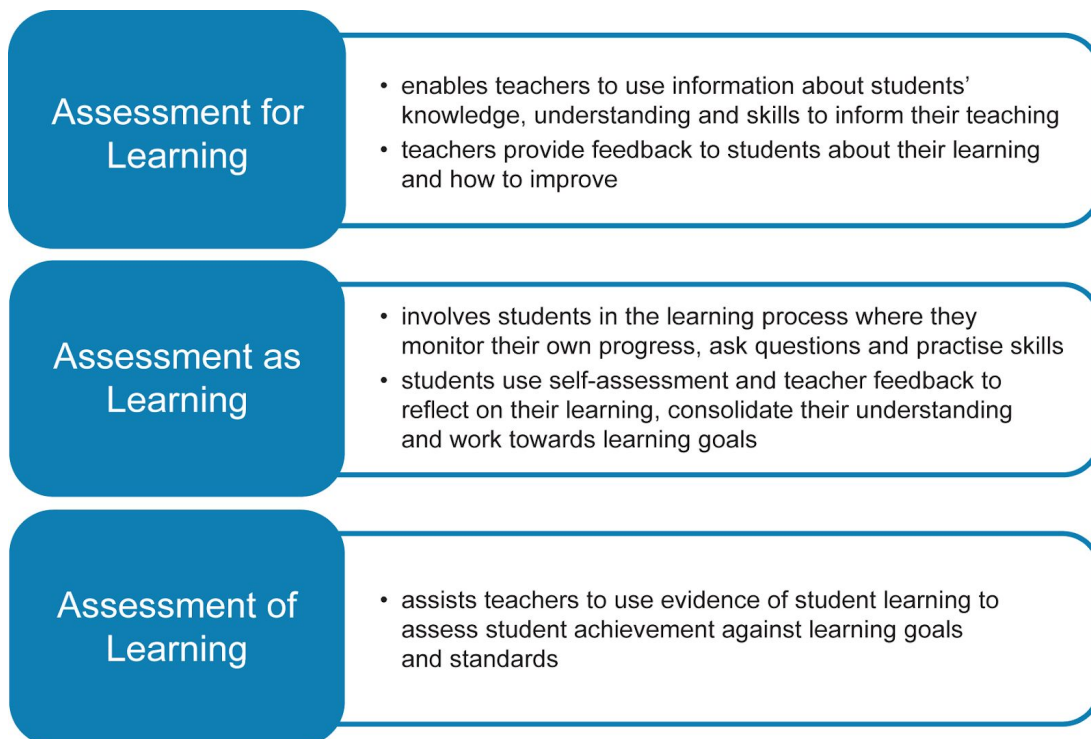
Rationale

Our Lady of Mercy Catholic College, Burraneer regards assessment as an important and integral aspect of the teaching and learning process. Authentic Learning enables students to apply their knowledge and skills creatively in a range of situations, engage in work that is rigorous and challenging, believe that they are capable learners and have high expectations of themselves and engage critically with the material being learned both as individuals and in collaboration. (*Statement on Authentic Learning In Sydney Archdiocesan Schools*, SCS July 2015) Effective assessment processes assist students to develop awareness of their own knowledge and skills. Appropriate assessment practices and procedures are essential to ensure justice and equity in the assessment process. The purpose of assessment is to establish and understand where learners are in their learning at a point in time. This informs ongoing learning opportunities and teaching decisions which ensures learning growth for students. (*Authentic Assessment in Sydney Catholic Schools*, May 2016).

Definition

Assessment is the process of identifying, gathering, evaluating and interpreting information about student learning. The purpose of assessment is to improve the teaching and learning process, allow students to understand and recognise their own strengths and areas for improvement, as well as to measure student progress and achievement. There are a variety of types of assessment, each having its own nature and purpose:

Assessment for, Assessment as, Assessment of Learning



[NESA Assessment for, as and of learning](#)

Principles of Assessment

The following Principles of Assessment are evidence-based and support the direction of [Authentic Learning in Sydney Catholic Schools](#). These principles provide a basis on which decisions about quality assessment practices are built. At Our Lady of Mercy Catholic College, we believe that assessment should:

- focus on knowing the learner;
- empower the learner;
- be integral to the teaching and learning cycle;
- be relevant, purposeful and engaging;
- be an ongoing and continuous process that is fair, just and equitable;
- be designed to take account of the age and maturity of students and to ensure that students have opportunities to experience success;
- be consistent with the outcomes-based standards reference framework;
- be consistent with the requirements of NESA and SCS;
- follow well documented, whole school practices and procedures;
- employ a range of different types and styles of varied, interesting and valid and reliable processes;
- is flexible, fair and accessible, enabling all students opportunity to demonstrate their learning and appropriately adjusted to meet the requirements of students with diverse educational needs;
- provide students who have a disability or learning difficulty with disability provisions. This may include separate supervision, extra time and/or a reader and writer. Other students may apply for disability provisions should they become necessary through illness and misadventure;
- incorporate timely, effective and appropriate feedback;
- be regularly evaluated and improved to ensure optimum effectiveness.

Guidelines

- Our Lady of Mercy Catholic College will establish clearly defined practices and procedures to guide the assessment process for each stage and course. These practices and procedures will be published and distributed for the benefit of teachers, students and parents/carers.
- The Leader of Teaching and Learning is responsible for liaising with the KLA Coordinators in determining the practices and procedures to be used in all College assessment.
- Assessment is guided by an outcomes based standards reference approach and thus is explicitly linked to the course outcomes and marking criteria. Guidelines are developed for all tasks to indicate to students where they are at in terms of what they know and can do.
- Each KLA will have documentation regarding the assessment schedule for each year group and course offered. All assessment processes, practices and procedures used by each KLA are expected to comply with the requirements of the NSW Education Standards Authority, Sydney Catholic Schools and the Our Lady of Mercy Catholic College, Burraneer.
- The variety of tasks set will assess a wide range of syllabus objectives and outcomes. Assessment

tasks will be varied and take various forms including tests, exams, assignments, research tasks, oral presentation and work portfolios.

- The use of a student portfolio in some subjects will enable students to utilise teacher feedback on class work, track their own progress and set new learning goals for the next stage of the learning cycle.
- Details regarding the nature of each assessment task will be given to students via assessment handbooks. Formal, written notification will be provided to students at least two weeks prior to the task being due. Information to the students will include the number of formal tasks per year, the nature of each task, outcomes/content being assessed, due dates and weightings.
- In Stage 4, formal assessment task as well as class based tasks may contribute to the assessment information gathered for each semester.
- Preparing students for all aspects of an assessment task is the responsibility of the teacher and part of the learning process.

Student Assessment Guidelines and Procedures

The following guidelines apply to Years 7-10 as specified and are based upon the *College Assessment and Reporting Policy*. All KLAs aim to make explicit the College's expectations regarding assessment.

1. Students are expected to follow the expectations set out by each Key Learning Area.
2. Students will be expected to complete each assessment task as set by each specific *Assessment Notification* and year group's *Assessment Handbook*.
3. Assessment tasks are to be submitted at the start of the subject on the day they are due. If the student does not have that subject on the due date, then it must be submitted as per the instructions on the *Assessment Notification*.
4. Students are encouraged to ensure either they or the subject teacher have signed to formally acknowledge that the assessment task has been submitted on the due date.
5. Students are encouraged to use the Year 7-10 Assessment Task Submission Register in the College Diary.
6. Any student who is taking leave that may affect the submission or completion of an assessment task needs to apply in writing to the Leader of Teaching and Learning. If the leave is approved, the student will be expected to complete a *Variation of Assessment Application Form* and follow the instructions from their class teachers and the KLA Coordinators on how to catch up missed work and complete assessment tasks. This form can be found in Student Services, the College website, or on the Parent Portal. This form is to be signed by both the student and a parent/carer and submitted to the Leader of Teaching and Learning **prior** to taking leave. It is the responsibility of the student to complete all assigned work otherwise the assessment penalties will apply as stated in the *College Assessment Policy*.
7. Malpractice is any behaviour where a student seeks to gain an unfair advantage over their peers. This will result in the student being penalised. Plagiarism can include:

- a. Copying directly from a text or any other source or sharing work when not permitted
 - b. Not acknowledging other people's work, ideas, images, music etc.
 - c. Colluding with others to submit or present work that is not your own
 - d. Being in possession of unauthorised notes or resources during an examination or in-class task
8. Electronic equipment failure is not an acceptable excuse given the easy access of all students to devices, the internet and printers at school. Students are expected to regularly backup all of their work onto an external hard drive and/or Google Drive to keep electronic copies of their drafts as evidence of their ongoing work.
9. The following table should be used as a guide if there are reasons why an assessment task is not submitted or completed by the due date.

Year Group	Situation and Penalty	Documentation to Avoid Penalty
7-9	Late completion of a task/exam One day late (-10%) Two days late (-20%) (of awarded marks)	Parental note of explanation upon day of return
	Non-completion of a task/exam More than two days past due date OR Academic Malpractice = ZERO MARK	
10	Late OR non-completion of a task/exam = ZERO MARK	Variation of Assessment Application Form And Medical Certification upon day of return
7-10	Misadventure (eg accident)	Variation of Assessment Application Form
	Illness	Variation of Assessment Application Form
	College representation or school-based activity	Variation of Assessment Application Form
	Leave	Variation of Assessment Application Form

Procedures for using the Variation of Assessment Application Form

Students must make sure that they:

- familiarise themselves with the College policies as outlined in their Assessment Handbook;

- speak with the KLA Coordinator if they are in doubt about the requirements or procedures for assessments;
- complete each assessment task to the best of their ability;
- submit assessment tasks on time;
- only submit a digital or an electronic lodgement of an assessment task (that is, email, USB or shared via Google Drive) when specified on the task or with prior approval by the KLA Coordinator and the subject teacher concerned;
- supply a note from a parent/carer on their return if the absence is due to illness; or
- supply evidence on their return if the absence is due to misadventure.

Students must also remember that if they are absent on the due date of an assessment task, they are still responsible for:

- notifying the school of their absence by contacting the school; and
- submitting the task on time by arranging for its delivery; or
- submitting the task on their return with evidence to support why it was not handed in on time.

The Variation of Assessment Application Form has been developed to assist students in applying for consideration in the event that they are unable to submit a formal assessment task on the due date because they have been:

- prevented from attending a formal assessment task (written, oral or practical) on the due date because of illness, misadventure, leave or school representation; or
- prevented from submitting a formal assessment task on time because of illness or misadventure, leave or school representation; or
- affected by illness or misadventure, leave or school representation immediately before or during an assessment task.

An application will not be considered on the basis of:

- difficulties in preparation or loss of preparation time without sufficient evidence; or
- alleged deficiencies in tuition; or
- misreading an assessment task instructions; or
- technological or printer difficulties.

NOTES:

A medical certificate may not be accepted as an excuse for late submission of an assessment task where the task was issued well in advance of the illness or misadventure and the medical certificate shows that the student was not incapacitated until 24 hours before the due date.

Applications must be submitted to the Leader of Teaching and Learning using the form upon their return to school.

A sample Variation of Assessment Form is included on the following page. Hard-copies are available at Student Services, downloadable copies may be accessed on the College website or the Parent Portal.





Variation of Assessment Application Form

Illness, Misadventure, Leave and Representation

Student section: (Complete in full and submit to Student Services)

Student name: _____ Year: _____ Class teacher: _____

Subject: _____

Task/s: _____

Reason/s for application: (Tick the appropriate box AND describe the circumstances of your application)

Illness Misadventure Leave Representation

Description: _____

Supporting documentation: (Attach supporting documentation to this application form)

Medical certificate Parent/carer letter Counsellor's statement

Other documentation: _____

Task has been submitted/completed: Yes No Date of submission/completion: _____

I hereby request for consideration of a variation of assessment procedure for the assessment task/s stated above by the Academic Review Committee. I declare that all information and documentation supplied is true and correct.

STUDENT SIGNATURE

PARENT/CARER SIGNATURE

DATE OF SUBMISSION

Class teacher section:

Documentation sighted: Yes No Date: _____

Assessment task submitted/complete: Yes No Date: _____

Alternative date to complete/submit: Yes No Date: _____

Class teacher's signature: _____ Date: _____

KLA Coordinator section:

New task Complete original task Estimate No penalty Zero for non-compliance

Comment/action: _____

KLA Coordinator signature: _____ Date: _____

Leader of Teaching and Learning section:

Application decision: Approved Declined

Leader of Teaching and Learning signature: _____ Date: _____

Student advised via email: Date: _____



Homework Policy

Rationale

The purpose of homework, like schooling, is learning. When conscientiously undertaken, homework is a valuable aspect of the learning process.

Principles

At Our Lady of Mercy Catholic College, we believe that homework:

- is important for students of all ages as it helps them build on what they have already learnt at school;
- is valuable for teachers, as it helps them assess the progress of the students;
- provides the opportunity for students to acquire sound study habits and constructive time-management skills in order to work independently and develop self-discipline
- encourages students to make consistent, personal effort without direct adult supervision, take initiative and responsibility for completing a task;
- helps bridge the gap between home and school, providing a partnership between home and school;
- allows parents to have an active role in their child's education and helps them to evaluate their child's progress;
- relate what is learned in school to students' lives outside of school and helps to connect school learning to the real world.

Guidelines

- Our Lady of Mercy Catholic College, Burraneer recommends the following for home study (as stated in the College Diary):
 - Year 7 1 hour per night
 - Year 8 1½ hours per night
 - Year 9 2 hours per night
 - Year 10 2 hours per night
- Homework activities may vary according to the needs of the various subject areas being studied.
- Regular review of the day's lessons should be the first homework done each evening. Time should also be spent revising previous work or making use of textbooks and other resources to create study notes in preparation for coming examinations, tests or other assessment.
- Homework may include the completion of written work from class, projects, research activities, assignments and reading tasks. Normally, written work may take between a half and two thirds of homework time. The remaining time should be given to study and revision.
- Homework is based on work recently covered in class or work shortly to be covered.
- Homework is to be entered into a student's diary.

- Homework is set for all subjects on the evening of the day that the subject has been studied.
- Homework will be excused only with a note from a parent/carer.
- In providing the link between home and school, parents/carers are asked to be involved in their child's education by:
 - supporting students in completing their homework;
 - providing, if possible, a dedicated place and desk for homework and study;
 - assisting teachers to monitor homework by signing the diary each week;
 - communicating with teachers about any concerns with homework or their child's approach to homework.

2019 Assessment Overview

This assessment overview is a guide for students and parents. *Dates are subject to change according to changing circumstances. Official task notification detailing the nature of the task and actual submission dates will be distributed to each class at least two weeks prior to submission date.

Subject	No.	Week Due	Unit Name NATURE OF TASK	Weighting
Religion	1	Term 2 Wk 4	Disciples, Martyrs and Witnesses to the Faith Research Task (HI)	35%
	2	Term 3 Wk 4	Sacraments of Initiation Oral Presentation (IC)	30%
	3	Term 4 Wk 5	Striving for Goodness and The Teachings of Jesus Examination (IC)	35%
English	1	Term 1 Wk 10	Poetry Pizzaz and Power Performance and Reflection Statement (IC & HI)	30%
	2	Term 3 Wk 8	Novel Study - Holes Essay (IC)	40%
	3	Term 4 Wk 4	Picture this! Visual Literacy Exam (IC)	30%
Geography (Semester 1)	1	Term 1 Wk 8	Place and Liveability Research and Inquiry (HI)	25%
	2	Term 2 Wk 4	Interconnections Literacy and Skills (IC)	25%
History (Semester 2)	3	Term 3 Wk 8	Depth Study 4: Medieval Europe Literacy and Skills (IC)	50%
Mathematics	1	Term 2 Wk 6	Number / Measurement and Geometry Examination (IC)	35%
	2	Term 3 Wk 6	Measurement / Number and Algebra Examination (IC)	30%
	3	Term 4 Wk 4	Number and Algebra / Statistics Examination (IC)	35%
PDHPE	1	Term 1 Wk 6-8	Aquatics - Accompanied Rescue Practical (IC)	40%
	2	Term 2 Wk 2	Keeping Healthy Folio & Journal (HI)	30%
	3	Term 3 Wk 6	Drugs - Know the Risks Research & Inquiry (HI)	30%

Science	1	Term 1 Wk 8	Changes Research and Model (HI)	30%
	2	Term 2 Wk 5	Student Research Project Scientific Investigation (HI)	30%
	3	Term 4 Wk 5	Rock Stories Examination (IC)	40%
French	1	Term 2 Wk 2	About Me, About You Listening and Reading Comprehension (IC)	25%
	2	Term 3 Wk 4	Family and Weekends Speaking and Writing PRAC (IC & HI)	35%
	3	Term 4 Wk 3	Food Reading Comprehension and Culture (IC)	40%
Music	1	Term 1 or 3 Wk 9	Performance & Composition Video (P & HI)	50%
	2	Term 2 or 4 Wk 4	Listening & Music Knowledge Written Test (IC)	50%
Technology Mandatory	1	Term 2 Wk 3	Design Idea Generation Design Project 1 (HI)	35%
	2	Term 3 Wk 3	Design Evaluation Design Project 2 (HI)	35%
	3	Term 4 Wk 3	Design Production and Process Design Project 3 (HI)	30%
Visual Arts	1	Term 1 or 3 Wk 9	Extraordinary Underwater Artmaking - Body of Work (HI)	70%
	2	Term 2 or 4 Wk 4	Extraordinary Underwater Critical/Historical Test (IC)	30%

Responsibilities of Year 8 Students

In receiving this Assessment Handbook you have taken on the responsibility to follow the procedures outlined.

As a student of Our Lady of Mercy Catholic College, Burraneer:

- I understand that I am to complete and submit all assessment tasks (speech, exam, assignment, performance) to the best of my ability by the due date; and to be present for those assessment tasks held at the College.
- If I am absent on the day of an assessment task I should contact the College and explain my absence.
- I realise that if I fail to hand in an assessment task by the due date I will be penalised accordingly unless I follow the correct process.
- If I miss any assessment task I must report to the subject teacher immediately on my return to school.
- If I am unable to complete an assessment task for reasons of injury or ill-health, I must complete the **Variation of Assessment Form** and submit a letter from a parent or carer.
- If I fail to submit an assessment task, it will be recorded in my student diary. A parent signature is required to acknowledge this.
- If I know in advance I am going to miss any task, I need to apply in writing to the Leader of Teaching and Learning using the Variation of Assessment Form before the task occurs.
- I understand that any assessment task which is missed, and for which an acceptable reason is not given, will result in the non-attainment of outcomes for that task and a zero mark recorded.
- I understand that I am to complete each assessment task to the best of my ability so that I demonstrate my maximum level of achievement.
- I need to organise my time so that I can have a balance of family, study, social, and other activities in my life.
- I will ensure that any questions I have about the marks/grades/comments awarded for an individual piece of work are resolved at the time the work is returned.
- I will show that through my effort and achievement I have met all the requirements of the course.
- I agree that it is my responsibility to consult with my relevant subject teacher or Key Learning Area Coordinator if I experience problems in interpreting the College Assessment Handbook, or in fulfilling the course requirements.