



St Clare's College
Waverley

Year 9 Assessment Handbook 2018

College Contacts

College Leadership Team

Principal

Mrs Antoinette McGahan

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Mrs Kerrie McDiarmid

Director of Religious Education

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Director of Learning & Teaching

Mr Chris Maoudis

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Mr Michael Peck

Director of Well-Being

Mrs Belinda Dixon / Ms Louise Armstrong (Terms 1-2)

Heads of Department

Religious Education:	Mr Mark McCoy
English:	Ms Annette Emms
Human Society and its Environment:	Ms Kirstie Mason
Science:	Ms Anne Murphy
Mathematics:	Mr Christopher Pocock
TAS/VET:	Ms Taryn Smith
PDHPE:	Mr Paul Arundel

Other Positions of Responsibility

Leader of Innovation and Information Literacy:	Mr Michael Burden
Counsellor:	Ms Natalie Green
Teacher in Charge of Music	Ms Vanessa Hurley
Teacher in Charge of Drama	Mr Chris Maoudis
Teachers in Charge of Visual Arts	Ms Maree-Louise Smith Ms Sharon Tofler
Teacher in Charge of Languages other than English:	Mrs Margaret Gray-Weale
Learning Support:	Mrs Liana Gibson

Introduction

RECORD OF SCHOOL ACHIEVEMENT (RoSA)

This handbook, issued to all students in Year 9, sets out the details of the St Clare's College Assessment Policy as it relates to students presenting for the award of the Record of School Achievement. It contains important information relating to mandatory NSW Educational Standards Authority requirements as well as information relating specifically to St Clare's College.

The NSW Educational Standards Authority (NESA) may provide further information during the year that students will need to read.

If any parent or student requires clarification of anything in this handbook or any further information, please feel free to contact the Director of Learning and Teaching at the College at any time.

The Purpose of Assessment

Assessment is the process of gathering information and making judgements about student achievement.

It is useful in:

- Assisting student learning;
- Evaluating and improving teaching programmes;
- Providing evidence of satisfactory achievement;
- Providing grades for the ROSA Credential The Assessment Programme within the College allows for a broad range of tasks and therefore provides opportunity to demonstrate achievement of the standards in different ways.

Assessment at St Clare's College Waverley in the Year Nine courses will follow a standards referenced approach for all subjects. This means that assessments are measured against standards of performance.

**STUDENTS MUST MAKE IT THEIR RESPONSIBILITY TO BE AWARE OF ALL CONDITIONS,
ASSOCIATED WITH ASSESSMENT.**

**IGNORANCE AND FORGETFULNESS ARE NOT ACCEPTED AS LEGITIMATE REASONS FOR
FAILURE TO COMPLETE AN ASSESSMENT ON TIME.**

Please read this handbook carefully.

To qualify for the Award of the RoSA a student must -

- (a) satisfactorily complete the minimum number and pattern of courses required by NESA.
- (b) meet all the mandatory (compulsory) study requirements for Years Seven to Ten in each Key Learning Area.
- (c) have a satisfactory record of attendance and application.

St Clare's College Waverley - Stage 5 Assessment Policy

SATISFACTORY COMPLETION OF A COURSE

"To have satisfactorily completed a course, students will have -

- *followed the course;*
- *applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and*
- *achieved some or all of the course outcomes."* [ACE 11.4]

ATTENDANCE → At St Clare's College, 85% attendance is considered a minimum.

- a) Exceptional cases involving less than 85% attendance need to be **approved by the Principal**.
- b) In particular, any extended overseas leave requires the **approval of the Principal two weeks prior** to the student commencing their leave.
- c) There are to be no unexplained absences.
- d) Attendance deemed unsatisfactory will proceed to Review Process.

PARTICIPATION → A GENUINE ATTEMPT must be made concerning the learning and teaching activities of a course.

- a) Participating in a course involves completing assignments, homework and set tasks.
- b) It is up to the teacher's professional judgment to determine what constitutes genuine participation.
- c) Those deemed unsatisfactory will be referred to the Review Process.

COMPLETION OF ASSESSMENT TASKS → A student must make A GENUINE ATTEMPT at all Assessment Tasks in each course in which she is entered.

- a) Any student who fails to complete Assessment Tasks worth in excess of 50 percent of the available marks will be issued with an official NSW Education Standards Authority (NESA) "N" (Non-Completion) notice, which will disqualify her from this particular course.
- b) This may in turn disqualify her from receiving a RoSA
- c) Warnings are sent to parents in writing if this eventuality appears likely.

UNSATISFACTORY COMPLETION OF A COURSE

- STEP 1 →** **NOTIFICATION:**
Parents will be notified by letter when students are reviewed for their performance in a course. This formal **WARNING** is called an '**N-Warning**'.
- The appropriate Head of Department and Director of Learning and Teaching are responsible for notifying parents at all stages of a review of a student's performance in a course.
- STEP 2 →** Students are given **OPPORTUNITY TO RECTIFY THEIR SITUATION**.
- **ATTENDANCE** may involve students being placed on an attendance contract to meet requirements.
 - **PARTICIPATION** may involve students being placed on a **CLASS** contract to meet requirements.
 - **COMPLETION OF ASSESSMENT** requires students to complete the assessment task within a two week period.
- STEP 3 →** **SECOND N-WARNING LETTER SENT** - Students are given a **second** opportunity to rectify their situation.
- STEP 4 →** **UNSATISFACTORY DETERMINATION (N-AWARD)** An unsatisfactory result in a course will be determined by the Principal, in conjunction with the Director of Learning and Teaching
- This will occur after an Assessment Appeals Process has been completed.
 - The aim of the Assessment Appeals Process is restoration and the avoidance of awarding unsatisfactory results.

SCHEDULE OF TASKS

- STEP 1 →** **NOTIFICATION OF TASKS** - The Schedule of Tasks (Section 2) indicates specific dates scheduled for 2018
- For hand-in assessment tasks, written notice will also be given outlining details and marking criteria at least two weeks prior to the task date. Teachers should use their professional judgement to ensure students have adequate time to prepare for each task.
 - For in-class tasks and examinations, written notice may be given outlining details prior to the task date; however, students should use the schedule of tasks for task dates, weightings and outcomes assessed.
 - Notification of change will be given in writing at least two weeks prior to the task date.
- STEP 2 →** **RECORD IN STUDENT DIARY AND ASSESSMENT CALENDAR** - It is the student's responsibility to know and understand the expectations, tasks and timing for each of their courses.

REPORTING AND TASK FEEDBACK

All students will receive meaningful feedback on their performance in each Assessment Task.

TIMING → Feedback will normally be provided as a raw mark, and/or ranked position within the course cohort.

- Feedback will normally be within **10 school days**.

APPEAL → Appeals against the ranking may be made within **three school days** of receiving it and should be directed through the **Director of Learning and Teaching**. SEE APPEALS PROCESS

- The onus is on students to check their mark calculations and report any discrepancies at the time the assessment task is returned to them.

RELATIONSHIP TO

RoSA CREDENTIAL → Assessment tasks contribute to THE GRADE THAT APPEARS ON THE RoSA CREDENTIAL.

SUBMISSION OF TASKS

HAND IN → ALL hand in tasks must be submitted as a **HARD COPY** in the College Library or area nominated by the HoD (as per hand-in instructions) between 8.15-8.40am.

ELECTRONIC → ALL electronic submissions must be submitted by 8.40am on the designated date.

- ALL students are to submit tasks **ON TIME** regardless of illness on the day (i.e. if you are ill, submit any hand in tasks electronically, then submit hard copy on return)
- Teachers will inform students how the task is to be submitted.
- Tasks will be time stamped with the student's name when submitted electronically.
- Storage devices e.g. USB, cannot be submitted for a task.
- **COMPUTER MALFUNCTION** cannot be used as a reason for submitting a task late.
- To avoid this problem, students should manage their time to ensure that tasks are not left to the last minute.

GROUP WORK → The **EXPECTATIONS** of the **TASK** will be made clear in **WRITING** relating to what is required of each individual within that group, as distinct from what is expected of the group as a whole.

- The group work may require each student to submit her own report. In this case, the task may be based on shared research and analysis. However, the final presentation will be the work of each individual student.
- Where a group submission is to be made, the teacher will generally award the group mark to each individual student. However, where there is evidence to support the suggestion that there has been an inequitable distribution of work, or a group member has failed to make satisfactory contribution to the group presentation, the teacher has the right to vary the marks in order to reflect this.

- Normally a logbook or other electronic means of tracking student contribution is a co-requisite of such tasks.

LATE SUBMISSION →

Students who are late submitting a task on the due date, **MUST** submit the task the very next day they attend school to their Class Teacher or the appropriate Head of Department **even if there is NO scheduled lesson on that day.**

EXTENSIONS →

Under **EXCEPTIONAL CIRCUMSTANCES** the Director of Learning and Teaching may grant an extension.

- In this case, parents should contact the Director of Teaching and Learning, in writing by submission of a form.
- Medical or other documentation supporting the request may be required.
- Extensions may only be requested with a minimum of **THREE DAYS PRIOR** to the due date of the submitted task.

The College accepts no responsibility for a student's work if she does not follow these procedures. All students should retain a paper or electronic copy of the task.

TASK LENGTH REQUIREMENTS

Students are expected to adhere to the requirements of the Assessment Task for word count and time duration. Students are not expected to go beyond the requirements outlined in the Assessment Task Notification.

Work submitted that is beyond the word count or time duration will not be considered towards their mark.

In consultation with their classroom teacher, students can develop the skills required in ensuring their task meet the allocated requirements.

WHEN IS A DOCTOR'S CERTIFICATE REQUIRED?

A Doctor's Certificate is required if a student is absent:

- the week before the Assessment Block
- the day before an Assessment Task is due.
- for College events such as Opening Mass, Swimming Carnival etc.
- the last day of term.

A Doctor's Certificate is also required for all missed Assessment Tasks as outlined above.

FORESEEABLE ABSENCE - LEAVE

A student requiring Leave must obtain written permission from the Principal before commencement date. Students who do not have leave approved are at risk of not meeting attendance requirements.

- STEP 1 → OBTAIN approval from the Principal.
- Parent/Guardian to write letter to the Principal requesting leave **at least two weeks prior to the leave.**
 - Student to deliver letter to College Office, **not House Dean or Homeroom Teacher.**
 - The Principal will respond in writing.
- STEP 2 → RESCHEDULE task(s) with the Director of Learning and Teaching PRIOR to leave.
- Student must discuss with the Director of Teaching and Learning details of the task(s) that will be missed during their absence.
 - Arrangements will then be made regarding submission of missed task(s) with the Director of Teaching and Learning and the relevant Head of Department.

FORESEEABLE ABSENCE – PRIOR APPOINTMENTS

An appointment made for the date or submission of an Assessment Task is not an acceptable reason, unless there is an emergency as evidenced by acceptable documentation. Such documentation would need to be presented before the appointment (if it was known), or immediately upon return. If it is not possible to present documentation before the task date, the student or her parent/guardian must telephone the Director of Learning and Teaching on the day of the appointment to inform them of the circumstances. Failure to comply may result in a zero determination for the Assessment Task.

- STEP 1 → SCHEDULING APPOINTMENTS
- Check appointments and task dates at beginning of the year.
 - Reschedule appointments, where possible, and ensure further clashes are avoided.
- STEP 2 → NOTIFY the Director of Learning and Teaching of absence BEFORE task date.
- STEP 3 → RESCHEDULE task with Director of Learning and Teaching BEFORE the due date.
- Student must discuss with Director of Learning and Teaching, details of task(s) that will be missed during absence.
 - Arrangements will then be made regarding submission of missed task(s).
- STEP 4 → SUBMIT documentation to Director of Learning and Teaching.

If a student complies with these requirements, then she may:

- i) sit the task or a substitute task; or
- ii) be provided with an ***estimate*** based on her whole year's work.

PENALTIES APPLIED FOR STUDENTS NOT MEETING REQUIREMENTS

PENALTIES FOR LATE SUBMISSION WITHOUT SUPPORTING DOCUMENTATION

The following penalties will apply in the case of an Assessment Task not being submitted on time and where there is no acceptable supporting documentation.

- ONE SCHOOL DAY LATE →** **30% deduction from the maximum mark a student can achieve**
- *For example: If a student submits a task that is marked out of 10, and is one day late, then the maximum mark a student can receive is 7 marks.*
 - Parents notified via the diary by the classroom teacher.
- TWO SCHOOL DAYS LATE →** **60% deduction from the maximum mark a student can achieve**
- *For example: If a student submits a task that is marked out of 10, and is two days late, then the maximum mark a student can receive is 4 marks.*
 - Parents notified via the diary by the classroom teacher.
- MORE THAN THREE →** **Zero awarded**
SCHOOL DAYS LATE
- In this case, the task must still be submitted.
 - This will be marked and returned to the student with feedback.
 - The mark, however, may not contribute to the aggregated assessment mark in that subject or course.
 - **Failure to submit the task may lead to an “N” determination.**
 - **PARENTS NOTIFIED IN WRITING BY THE HEAD OF DEPARTMENT AND THE DIRECTOR OF LEARNING AND TEACHING.**
- LATE SUBMISSION →**
- For assessments that CANNOT BE SUBMITTED ELECTRONICALLY, students who are late in submitting a task on a given day **Must** hand in the task the next day they attend school to their class teacher or the appropriate Head of Department **even if there is NO scheduled lesson on that day.**
- There is No EXCUSE for submitting a RESEARCH TASK LATE as these can be submitted electronically.

MALPRACTICE IN ASSESSMENT

Cheating, plagiarism or copying another student's work will be viewed seriously by the College. The relevant HoD will advise the DLT of any malpractice.

If malpractice is proven, then:

- a **zero result** will be recorded for that assessment, and a warning letter will be issued; and
- a **zero result** will also be recorded, if a student allows others to copy her assessment.

What is malpractice?

Malpractice is any activity, undertaken by a student, which allows her to have an unfair advantage over others. It includes, but is not limited to:

- copying 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 reference to the source;
- building on the ideas of another person, without reference to the source;
- buying, stealing or borrowing another person's work, and presenting it as your own;
- submitting work, to which another person, such as a parent, a coach, a tutor or a subject expert, has contributed substantially;
- paying someone to write or to prepare material;
- failing to follow the procedures, prescribed by the College's assessment policy;
- breaking published examination rules;
- using non-approved aids during an examination;
- not participating appropriately in the preparation of a group performance;
- students absenting themselves, prior to their completion of assessment tasks, to gain an unfair advantage;
- students making up excuses to explain missing due dates; and
- assisting another student to engage in malpractice.

Consequences of malpractice

The consequences of proven malpractice are serious. A zero mark will be recorded for the task. The trust and respect of peers may be lost, and further disciplinary action may be taken by the College.

Plagiarism

Plagiarism is the use of another person's words, or ideas, without acknowledgment of their origin. Plagiarism is dishonest, and it is unfair to all students. Plagiarism is illegal under the *Copyright Act*.

Deliberate plagiarism includes:

- buying, stealing or downloading an extended response;
- getting someone else (friend, parent or tutor) to complete the assessment task;
- copying from any source, without citing it; and
- copying another student's work.

To avoid deliberate, or accidental, plagiarism:

- always cite any sources of information, such as books, newspaper, Internet articles, films and quotations;
- summarise useful information, and put it into words and sentences that are your own. Changing one or two words will not avoid plagiarism; and
- do not share drafts, or final copies, of assessments with others, before submission.

MALPRACTICE IN EXAMINATIONS AND EXAMINATION-TYPE TASKS

All Assessment Tasks are conducted under conditions set by the College, and are based on HSC Examination Rules and Procedures as specified by the NESAs. Each instance of a breach of rules is treated separately and penalties may be imposed as a result.

Two main breaches are outlined below:

NOTES → If a student is found to have notes, texts or summaries of the subject being examined with her during an examination (whether she uses them or not) it will be assumed that it was for the purpose of using it during the examination and she may be awarded a zero determination for that task.

- Students who accidentally take notes, texts etc. into an examination-type task must report this to the supervising teacher immediately they become aware of the fact.
- Supervising teachers will take the material from the student, make a note of the incident on your paper and report it to the Director of Learning and Teaching. However, no action will be taken provided no evidence exists that shows the material was used during the examination.

MOBILE PHONES → Students are Not permitted to take mobile phones into an examination.

- Any student who is found to have taken a mobile phone into an examination will be penalised.

COMMUNICATIONS → Students are not permitted to speak with or communicate with any person other than an exam supervisor.

- Instances of students communicating or collusion may result in a zero for a section or for the whole exam.

PENALTIES → **EXAMINATIONS** - a zero determination for the whole paper.

APPEALS PROCESS

ZERO OR N-WARNINGS

The aim of the Assessment Appeals Process is restoration and the avoidance of awarding unsatisfactory results. If a student has a Zero determination or 'N-Warning' made against her, she has the *right of* appeal.

STEP 1 → **LODGE APPEAL** with the **Director of Learning and Teaching**.

- Must be lodged within three school days of receiving the zero or 'n-warning' notice.
- See the Director of Learning and Teaching for the appropriate paperwork.

STEP 2 → **SUBMITTED** to the College Assessment Appeals Committee.

- This committee will consider the procedures surrounding the determination and evaluate them against the College's Assessment Policy and the requirements of the NESAs.
- This committee is made up of the Principal, Assistant Principal, Director of Learning and Teaching, and the relevant Head of Department.

STEP 3 →

LODGE APPEAL with the **NSW Education Standards Authority**.

- Failure at STEP TWO procedure may lead a student to appeal to the NESA, in which case she must see the Director of Learning and Teaching for details of the procedure to be followed.

APPEAL AGAINST MARKS OR RANKS AWARDED

STEP 1 →

NOTIFY TEACHER at the time assessment task is handed back.

- The task **MUST NOT** go home if an appeal is to be lodged.
- Hand back the task to the Class Teacher with reasons for the appeal, **in writing**, outlined on the front of the task.

STEP 2 →

REMARKING OF TASK - The task **may** be remarked by a different teacher OR reviewed by the teacher who initially marked the task.

- Marks **may** change at this stage or further explanation as to why marks were not awarded given.

STEP 3 →

SPEAK To the appropriate Head of Department about the reasons for the appeal of marks or rank.

- Marks **may** change at this stage or further explanation as to why marks were not awarded given.

STEP 4 →

LODGE APPEAL with the **DIRECTOR OF TEACHING AND LEARNING**.

- **MARKS** - May only be lodged if the assessment task or exam paper has **not been taken home**.
- **RANKS** - Must be lodged within three school days of receiving the RANKS notice.
- **STEP TWO** procedure followed.

If not resolved with the marking teacher or Head of Department, obtain an Assessment Task Appeal form from the Director of Learning and Teaching within one (1) day of the task being returned.

Procedure for appeals against 'N' determinations

The Principal warns the student in writing. Written warning provides an opportunity for the student to redeem the situation.



Where a student has not met the NESAs Course Completion Criteria, the principal makes an 'N' determination, and completes the Principal's Determination Form.



The Principal advises the student, and records 'N' determination via Schools Online. The student and parent / guardian (if the student is under 18) sign the Principal's Determination Form. The Principal provides the student with a copy of the Principal's Determination Form and Student Appeal Form.



Student makes no appeal. All related documentation is kept at school. No further action is taken.



Student appeals. Student completes the Student Appeal Form, and submits to the Principal.



The Principal / Review Panel considers the student's appeal, and reviews the determination.



The Principal / Review Panel declines the student's appeal. Advises student. Student declaration(s) on School Review - Principal's Report Form.



The Principal / Review Panel upholds the student's appeal. Advises student. Recorded via Schools Online. No further action is taken.



The student does not appeal to the NESAs. All documentation is kept at school. No further action is taken.



The student requests a NESAs review of her appeal. The Principal submits the following documentation to the Office of the NESAs:

- Principal's Determination Form;
- Student Appeal Form;
- School Review Principal's Report Form;
- Copies of all warning letters; and
- Any other evidence, e.g., teacher reports, records of interviews.



The NESAs conducts a review of the student's appeal.



The NESAs makes a decision.



The Office of the NESAs notifies the Principal and the student.

CODE OF BEHAVIOUR FOR EXAMINATIONS

Preparing for the examination:

Dates and times:

Check the times of examinations carefully; post the timetable in a prominent place at home. You need to ensure that you are in the examination room at the scheduled time for the examination. Examination time is **not** extended for late arrivals.

Equipment:

- **Full College uniform** is to be worn to and from examinations. Students are not to remove their shoes during examinations.
- You will only be allowed to carry equipment into the examination room in a clear plastic container (protector, bag or pencil case).
- You will **not be permitted** to borrow any equipment from another student at any time during, or upon completion of, an examination.
- Use of correction fluid is not permitted in the College.

Ensure that:

1. you have your own materials, including stapler, eraser, calculator and any other equipment, specific to the examination. Failure to have this equipment may result in being unable to answer parts of the examination.
2. you have the required equipment ready each night for the next day's examination(s). A basic list should include 2 black pens, 2 pencils, a pencil sharpener, an eraser, a ruler, a stapler and spare staples. Writing paper will be supplied.
3. you do not use lead pencil, red, green or purple pens to write your answers, unless required to do so.
4. only sheets of writing paper and essential equipment may be on your desk during an examination. School bags, notes, folders, books, pencil cases, etc. must be placed in your locker. Supervisors will check your materials before the examination.
5. **no mobile phones, other devices or food are introduced into the examination room.** A clear bottle of water is permitted. However, the label must be removed.
6. you go to a toilet, before the examination begins.
7. you check your pockets, before you enter the examination room. Students, who are found to be in possession of notes or other unauthorised material in an examination room, will have their papers cancelled; that is, they will receive a zero mark.
8. your hands are clean of any last-minute study notes or prompts.
9. you do not graffiti or deface the examination paper in any way.

Entering the examination:

Students are to assemble outside of the timetabled examination space at least 15 minutes before each examination. Have, in your hand, **only** your examination equipment in a **transparent** holder, e.g., plastic sleeve. Follow the instructions given to proceed to the examination room. Enter in silence, as students must not communicate either verbally or non-verbally with one another, once they have entered the examination room.

During the examination:

1. **Reading time** (if given): Do not touch any pens, pencils or other equipment, including calculators. Do not write anything during this time. Read all questions carefully, noting any instructions, which allow you a choice. Determine how much time you can devote to each question.
2. **Writing time:** Before you start to write, read the question again, underlining key words.
3. You should ensure that your answers and worksheets are not visible to other students.
4. Dictionaries and English decoding devices are not permitted in the examination, unless otherwise stated.
5. If you finish early, check your answers thoroughly to see if you can improve them. You will not be permitted to leave the examination room early.

6. It is your responsibility to ensure that all parts of a completed examination are submitted. If a section, a part or a question is not attempted, you are to indicate this by writing **not attempted and your name** on the paper.
7. Students must remain engaged during the examination. If time permits, students must continue checking and refining their responses. Students must not place their head on the desk to rest.
8. Students, who distract other students, will be issued with a behaviour warning. If poor behaviour continues, the student will be escorted from the examination room, which could result in a zero mark for that examination.
9. **ANY STUDENT, FOUND CHEATING OR ATTEMPTING TO CHEAT, WILL BE PENALISED SEVERELY, AND THIS BEHAVIOUR MAY RESULT IN A ZERO MARK.**
10. If you miss an examination because of illness, you will need to provide a medical certificate to explain your absence. Call the College on **8305 7100**, and leave a message for the DLT by 8:30 am on the day of your examination(s).

Section 2

Year 9 Courses

2018

Assessment Grids and Schedule of Tasks

Year 9 2018 Religious Education Assessment Grid

Religious Education				
Assessment Scope				
Topic	Type of Task	Syllabus Outcomes	Weight	Due Date
B9 - The Story of the Church in Australia	Research Task	B9-V values the heritage, contemporary experience and cultural diversity of Australian Catholics. B9-K details the history of the Catholic Church in Australia and explains the changing patterns of religious beliefs within the society. B9-S investigates and evaluate the contributions that individuals and organisations have made to the Catholic Church in Australia.	30	Term 2 Week 5
E9 - Living the Commandments and Beatitudes	Hand in Task / Blog Site - What would Jesus do?	E9-V recognises that God alone is the source of true happiness and fulfilment. E9-K explains how the Ten Commandments and the Beatitudes guide the Christian life. E9-S interprets the call of the Beatitudes and applies this to a range of life situations.	35	Term 3 Week 4
D9 - Sacraments of Healing & Search for Meaning	Yearly Test	D9-K explains the importance of the Sacraments of Healing in the Catholic tradition, and the lives of the faithful D9-S investigates the scriptural underpinnings of the Sacraments of Healing C9-K examines the Catholic belief that 'truth' consists of knowledge and meaning C9-S analyses the Catholic Church's response to evil, suffering and death	35	Term 4 Week 6
TOTAL				100%

Year 9 2018 Commerce Assessment Grid

Commerce				
Assessment Scope				
Topics	Type of Task	Syllabus Outcomes	Weight	Due Date
Consumer Choice	Class Task	5.1, 5.2, 5.5, 5.7, 5.8	20	Term 1 Week 7
School Developed Module - CAFE 5	Research Task	5.1, 5.2, 5.5, 5.7, 5.8	30	Term 2 Week 6
Running a Business	Market Day Task	5.1, 5.4, 5.5, 5.6, 5.8, 5.9	30	Term 3 Week 7
Personal Finance	Exam	5.1, 5.4, 5.5, 5.6, 5.7, 5.8, 5.9	20	Term 4 Week 6
TOTAL	100%			

Year 9 2018 Design and Technology Assessment Grid

Design and Technology				
Assessment Scope				
Topics	Type of Task	Syllabus Outcomes	Weight	Due Date
'Trash to Fash' Focus areas of design: <ul style="list-style-type: none"> ● Accessory ● Jewellery ● Packaging 	Portfolio	5.1.1, 5.1.2, 5.2.1 5.3.1, 5.3.2, 5.4.1, 5.5.1, 5.6.1	25%	Term 1 Week 8
	Product and Portfolio	5.1.1, 5.1.2, 5.5.1, 5.6.1, 5.6.2, 5.6.3	25%	Term 2 Week 5
'Pitch Perfect' Focus areas of design: <ul style="list-style-type: none"> ● Graphical ● Promotional 	Portfolio	5.1.1, 5.1.2, 5.2.1 5.3.1, 5.3.2, 5.4.1, 5.5.1, 5.6.1	25%	Term 3 Week 8
	Product and Portfolio	5.1.1, 5.1.2, 5.5.1, 5.6.1, 5.6.2, 5.6.3	25%	Term 4 Week 6
TOTAL	100%			

Year 9 2018 Drama Assessment Grid

Drama				
Assessment Scope				
Topic	Type of Task	Syllabus Outcomes	Weight	Due Date
Improvisation and Playbuilding	Group Devised Performance and submission of Logbook	5.1.1,5.1.2,5.1.3, 5.1.4,5.2.1,5.2.2, 5.2.3	30%	Term 2, Week 2 7/5/18
Commedia dell 'Arte	Group Devised Performance	5.1.1,5.1.2,5.1.3, 5.1.4,5.2.1,5.2.2, 5.2.3	30%	Term 3, Week 2 30/7/18
Realism	Duologue Performance and Essay	5.1.1, 5.1.3, 5.1.4,5.2.1,5.2.2, 5.2.3,5.3.1, 5.3.2, 5.3.3	40%	Term 4 Week 2, Performance 22/10/18, Submission Week 3 1/11/18
TOTAL	100%			

Year 9 2018 English Assessment Grid

English				
Assessment Scope				
Topic	Type of Task	Syllabus Outcomes	Weight	Due Date
‘Coming of Age’	Portfolio	1A 3B 5C 7D	30	Term 1 Week 9
Resistance Poetry	Multimodal Representation	2A 4B 8D 9E	30	Term 2 Week 9
<i>Romeo and Juliet</i>	Analytical Response	4B 8D 6C 9E	40	Term 3 Week 9
TOTAL	100%			

Year 9 2018 Food Technology Assessment Grid

Food Technology				
Assessment Scope				
Topic	Type of Task	Syllabus Outcomes	Weight	Due Date
Food For Special Needs	Dietary Disorder Case Study, promotional campaign and product	5.3.1, 5.3.2, 5.4.1, 5.4.2, 5.6.	25%	Term 1 Week 8
Food In Australia	Cultural Cart	5.1.1, 5.3.2, 5.2.2, 5.5.1, 5.5.2	25%	Term 2 Week 5
Food Product Development	My Food Product	5.2.3, 5.4.1, 5.4.2, 5.5.1, 5.5.2	25%	Term 3 Week 6
	Final Examination	5.1.1, 5.2.1, 5.3.1, 5.3.2, 5.5.1	25%	Term 4 Week 2
TOTAL	100%			

Year 9 2018 History Assessment Grid

History				
Assessment Scope				
Topic	Type of Task	Syllabus Outcomes	Weight	Due Date
Making a Better World? The Industrial Revolution	Extended Response	HT5-1; HT 5-2; HT5-3; HT5-6; HT5-9; HT5-10	25	Term 1 Week 8
Australians at War: World Wars I and II	Research Task	HT5-2, HT5-4, HT5-5, HT5-7, HT5-8, HT5-9, HT5-10	25	Term 2 Week 5
Rights and Freedoms (1945-present)	Source based Task	HT5-2, HT5-3, HT5-6, HT5-8, HT5-9, HT5-10	25	Term 3 Week 8
Australia in the Vietnam War Era	Empathy Task	HT5-1, HT5-2, HT5-3, HT5-4, HT5-6, HT5-7, HT5-8, HT5-9, HT5-10	25	Term 4 Week 5
TOTAL	100%			

Year 9 2018 Mathematics 5.3 Assessment Grid

Mathematics (5.3)				
Assessment Scope				
Topics	Type of Task	Syllabus Outcomes	Weight	Due Date
Computation and Financial Mathematics Expressions, Equations and inequalities	Class test	MA4-4NA, MA4-5NA, MA4-6NA, MA4-7NA, MA4-8NA, MA4-10NA, MA5.14NA, MA5.19MG, MA5.24NA, MA5.25NA, MA5.28NA, MA5.37NA	15%	Term 1 Week 7
Computation and Financial Mathematics Expressions, Equations and inequalities Right-angled triangles Linear Relationships	Half-Yearly Examination	MA4-4NA, MA4-5NA, MA4-6NA, MA4-7NA, MA4-8NA, MA4-10NA, MA5.14NA, MA5.19MG, MA5.24NA, MA5.25NA, MA5.28NA, MA5.37NA, MA4-16MG, MA5.110MG, MA5.213MG	25%	Term 2 Week 5
Length, Area, Surface Area and Volume Indices & Surds Properties of Geometrical figures	Class test	MA3-8NA, MA4-11NA, MA5.16NA, MA5.25NA, MA5.29NA, MA5.37NA, MA5.38NA, MA3.9MG, MA4.12MG, MA4.13MG, MA5.18MG, MA5.19MG, MA5.211MG, MA5.314MG, MA4-9NA, MA5.15NA, MA5.27NA, MA5.36NA, MA4.17MG, MA4.18MG, MA5.11MG, MA5.214MG	25%	Term 3 Week 7
Length, Area, Surface Area and Volume Indices & Surds Properties of Geometrical figures Quadratic Expressions and Algebraic Fractions Quadratic equations and graphs of parabolas Probability Single variable data analysis	Yearly Examination	MA3-8NA, MA4-11NA, MA5.16NA, MA5.25NA, MA5.29NA, MA5.37NA, MA5.38NA, MA3.9MG, MA4.12MG, MA4.13MG, MA5.18MG, MA5.19MG, MA5.211MG, MA5.314MG, MA4-9NA, MA5.15NA, MA5.27NA, MA5.36NA, MA4.17MG, MA4.18MG, MA5.11MG, MA5.214MG, MA5.316MG, MA4-8NA, MA5.26NA, MA5.28NA, MA5.35NA, MA5.210NA, MA5.37NA, MA5.39NA	35%	Term 4 Week 6
TOTAL			100%	

Year 9 2018 Mathematics 5.2/5.3 Assessment Grid

Mathematics (5.2/5.3)

Assessment Scope

Topics	Type of Task	Syllabus Outcomes	Weight	Due Date
Financial Mathematics Algebraic Expressions	Class test	MA4-5NA, MA4-6NA MA5-14NA, MA4-8NA, MA4-10NA, MA5.28NA	15%	Term 1 Week 7
Financial Mathematics Algebraic Expressions Equations Integers, decimals, fractions, ratios and rates Right-angled triangles	Half-Yearly Examination	MA4-5NA, MA4-6NA MA5-14NA, MA4-8NA, MA4-10NA, MA5.28NA MA4-4NA, MA4-7NA, MA5-19MG, MA5.25NA	25%	Term 2 Week 5
Linear Relationships Length, Area, Surface Area and Volume Indices	Class test	MA416MG, MA5.110MG, MA4-11NA, MA5.16NA, MA5.17NA, MA5.29NA, MA5.25NA, MA5.210NA, MA3-9MG, MA4-12MG, MA4-13MG, MA5.18MG, MA5.19MG, MA5.211MG, MA4-9NA, MA5.15NA, MA5.19MG, MA5.27NA	25%	Term 3 Week 7
Linear Relationships Length, Area, Surface Area and Volume Indices Properties of geometrical figures Quadratic Expressions and algebraic fractions Probability Single variable Data Analysis	Yearly Examination	MA416MG, MA5.110MG, MA4-11NA, MA5.16NA, MA5.17NA, MA5.29NA, MA5.25NA, MA5.210NA, MA3-9MG, MA4-12MG, MA4-13MG, MA5.18MG, MA5.19MG, MA5.211MG, MA4-9NA, MA5.15NA, MA5.19MG, MA5.27NA MA4-17MG, MA4-18MG MA5.111MG, MA5.214MG MA4-8NA, MA5.26NA	35%	Term 4 Week 6
TOTAL			100%	

Year 9 2018 Mathematics 5.1/5.2 Assessment Grid

Mathematics (5.1/5.2)				
Assessment Scope				
Topics	Type of Task	Syllabus Outcomes	Weight	Due Date
Financial Mathematics Expressions and Equations	Class test	MA4-5NA, MA4-6NA MA4-8NA, MA4-10NA, MA5.14NA, MA4-4NA, MA4-7NA, MA5.19MG	15%	Term 1 Week 7
Financial Mathematics Expressions and Equations Integers, decimals, fractions, ratios and rates Right-angled triangles	Half-Yearly Examination	MA4-5NA, MA4-6NA MA4-8NA, MA4-10NA, MA5.14NA, MA4-4NA, MA4-7NA, MA5.19MG	25%	Term 2 Week 5
Linear Relationships Length, Area, Surface Area and Volume Indices	Class test	MA4-16MG, MA5.110MG, MA3-8NA, MA4-11NA, MA5-16NA, MA5-17NA, MA3-9MG, MA3-10MG, MA4-12MG, MA4-13MG, MA5.18MG, MA4-9NA, MA5.15NA, MA5.19MG	25%	Term 3 Week 7
Linear Relationships Length, Area, Surface Area and Volume Indices Properties of Geometrical figures Probability & single variable data analysis	Yearly Examination	MA4-16MG, MA5.110MG, MA3-8NA, MA4-11NA, MA5-16NA, MA5-17NA, MA3-9MG, MA3-10MG, MA4-12MG, MA4-13MG, MA5.18MG, MA4-9NA, MA5.15NA, MA5.19MG, MA4-17MG, MA4-18MG, MA5.111MG	35%	Term 4 Week 6
TOTAL			100%	

Year 9 2018 Physical Activity and Sports Studies Assessment Grid

Physical Activity and Sport Studies				
Assessment Scope				
Topics	Type of Task	Syllabus Outcomes	Weight	Due Date
The Moving Body & Sporting Champions	Examination	1.1, 1.2, 3.2	50	Term 2 Week 5
The Inner Child	Teaching Lesson & Teaching Resource	2.2, 4.1, 4.2, 4.3	25	Term 3 Week 2
Beachside Culture	In-class Stimulus	1.1, 1.2, 2.1, 2.2, 3.1, 3.2, 4.1, 4.2, 4.3, 4.4	25	Term 4 Week 6
TOTAL	100%			

Year 9 2018 Personal Development, Health & Physical Education Assessment Grid

Personal Development, Health and Physical Education				
Assessment Scope				
Topic	Type of Task	Syllabus Outcomes	Weight	Due Date
Healthy Food Habits	Written Response & Creative submission	5.6, 5.8, 5.12, 5.16	30	Term 1 Week 7
Movement Composition	Practical	5.4, 5.5, 5.13	30	Term 2 Week 8
All Topics	Examination	5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8, 5.11, 5.12, 5.16	40	Term 4 Week 5
TOTAL	100%			

Year 9 2018 Science Assessment Grid

Science				
Assessment Scope				
Topic(s)	Type of Task	Syllabus Outcomes	Weight	Due Date
Responding, Maintaining, Surviving and Defending ourselves	Student website on disease and prevention with an in class component based on the information on their blog.	SC5 7WS, SC5 8WS, SC5 14LW, SC5 15LW	30%	Term 1 Week 6
What's the matter?	Practical Task Planning a valid experiment and data analysis.	SC5-4WS, SC5-5WS, SC5-6WS, SC5-9WS, SC5-16CW,	30%	Term 3 Week 6
What's the matter? Energy goes around and around.	End of Year Examination	SC5 7WS, ,SC5 8WS, SC5 13ES, SC5 14LW, SC5-16CW	40%	Term 4 Week 6
TOTAL				100%

Year 9 2018 Visual Arts Assessment Grid

Visual Arts				
Assessment Scope				
Topic	Type of Task	Syllabus Outcomes	Weight	Due Date
Fired Up!	Research Task	5.7, 5.8, 5.9, 5.10	20%	Term 2 Week 2
	Series of Works and VAPD	5.1, 5.2, 5.3, 5.4, 5.5, 5.6	30%	Term 2 Week 5
East Meets West	Series of Works and VAPD	5.1, 5.2, 5.3, 5.4, 5.5, 5.6	30%	Term 4 Week 4
	Examination	5.7, 5.8, 5.9, 5.10	20%	Term 4 Week 6
TOTAL	100%			

St Clare's College Waverley



Date:.....

Home Room Group:

Dear:

RE: OFFICIAL WARNING – Unsatisfactory Academic Application

I am writing to inform you that your daughter

.....

(student name)

of Homeroom is causing concern in the following area(s):

- | | |
|--|---|
| <input type="checkbox"/> Not achieving course outcomes | <input type="checkbox"/> Failure to complete homework |
| <input type="checkbox"/> Failure to follow teacher instructions | <input type="checkbox"/> Non-attendance at lessons |
| <input type="checkbox"/> Incorrect class material/equipment | <input type="checkbox"/> Non-attendance at class detentions' |
| <input type="checkbox"/> Disregarding the right of others to learn / be safe | <input type="checkbox"/> Non-attendance to Coordinator detentions |
| | <input type="checkbox"/> Other |

The following consequences/actions/requirements will apply to this incident:

.....

.....

.....

An interview **IS / IS NOT** requested by the class teacher regarding your child's behaviour and/or progress. If an interview is requested please contact the College on 83057100 to speak to the Head of Department.

Yours Sincerely,

.....
Head of Department

.....
Director of Learning and Teaching



St Clare's College
Waverley

Date:

Home Room Group:

Dear:

RE: OFFICIAL WARNING – Plagiarism of Assessment Task

I am writing to inform you that your daughter

.....

(Student name)

recently submitted an assessment task as part of her study of

.....

(Course Name)

This task required to

.....

(Student name)

.....

.....

(Description of task)

Unfortunately, the work that submitted to her teacher was not her

(Student Name)

own. It has since been established that the content of the task was directly sourced from

.....

.....

Due to the amount of plagiarism that occurred in the assessment task

.....

(Student Name)

will have deducted% of the total marks that would have been awarded. It should be noted that

this percentage is a reflection of the amount of the assessment task that was plagiarised. I have spoken

to and she has acknowledged that the work was not her

(Student Name)

own. I have explained why plagiarism is totally unacceptable both at St Clare's College and in the wider

academic community.

As a result of breaching the College rules, is required to re-submit the task

(Student Name)

by

(Date)

Yours Sincerely,

.....

.....

Head of Department

Director of Learning and Teaching