



YEAR 7, 2026

Assessment Information Booklet

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YEAR 7, 2026 ASSESSMENT POLICY

Some Important Considerations

The purpose of assessment is to assist student learning, determine a student's achievement in a course, evaluate and improve teaching and learning programs and provide evidence of satisfactory completion of courses.

NSW Education Standards Authority (NESA) has advocated 'assessment for learning' not just assessment for accountability. Assessment that enhances learning recognises that learners use their current understanding to discover, construct and incorporate new skills, knowledge and understanding. Assessment for learning helps teachers and students to know whether that current understanding is a suitable basis for future learning (NSW Board of Studies, 2003).

Assessment for learning encourages self assessment and peer assessment. Students can develop and use strategies that allow them to actively monitor and evaluate their own learning and the learning strategies they use.

Formal assessment is based on a standards-referenced framework. There are significant benefits for student learning in using this approach. Learning is enhanced when students have a clear understanding of what is expected of them. It is important that students understand what is to be learned and the level of achievement that they will need to demonstrate. A standards-referenced approach provides the means by which students know what they are expected to learn and the standards against which they will be assessed.

Guidelines for Assessment

Allocation of Grades

Grades will be allocated for courses undertaken in Stage 4. Grading student achievement is the process of assigning a letter (A, B, C, D or E) to summarise the student's level of achievement.

These grades are reflected in the College's reporting to parents. The choice of a particular grade will be made on the basis that provides the best overall description of the student's achievement of the syllabus stage outcomes.

For each course, formal and informal assessment marks will be used. Indicators of performance from assessment tasks will be linked to the student's overall performance and the Common Grade Scale.

The Common Grade Scale shown below can be used to report student achievement in both primary and junior secondary years in all NSW schools.

Common Grade Scale

- Five Grade Levels

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.

Process for Determining Grades

1. Establish an assessment program that consists of a number of assessment activities.
2. Ensure that the assessment activities cover the full range of outcomes.
3. Determine the weightings or relative importance of each activity.
4. Collect performance information on each student from assessment activities. Letters, symbols or descriptive comments may be recorded for some or all assessment activities.
5. Assemble the information on each student from the assessment activities to provide an overall picture of the student's achievement.
6. Make an on-balance professional judgement matching the overall picture of each student's achievements to the most appropriate description indicated in the Common Grade Scale. Appropriate description indicated in the Common Grade Scale.
7. Review the grade awarded to each student to make sure that no anomaly has occurred.
8. Work Samples will be collected to assist teachers to moderate the grades they award to students by comparing the standards of work published with those produced by their students in the same or similar course.

Making an On-Balance Professional Judgement

- Judgements are made by taking into account strengths and weaknesses in performance across a range of contexts and over a period of time, gathering evidence on a number of assessment activities.
- When deciding the number and type of assessment activities, the emphasis should be on the nature and the quality rather than the amount of evidence
- Assessment activities should give the students opportunities to show what they know and can do.
- Opportunities should be given to students to display their achievements in different ways and to work in a range of situations.
- A single piece of work will not cover all aspects of the grade description. Using a single piece of work to make a judgement is therefore not as valid and reliable as an 'on-balance' judgement.
- Each grade description should be considered alongside descriptions for adjacent grades.

Submission of Tasks

Assessment tasks must be submitted or carried out on the due date. It is expected that tasks will be handed to the class teacher (or the Leader of Learning in the absence of the class teacher) during the timetabled period of that course or at the time indicated by the class teacher when the notice of the assessment task was given. Tasks submitted through Canvas are to be uploaded within the timeframe indicated by the class teacher.

Students who are absent the day before an assessment task is due or take a partial absence on the due date of an assessment task may be asked to provide documentary evidence.

Referencing Sources for Research Assignment

All students are required to reference material from other sources that are used in Research tasks. Students need to be taught this process and given directions using the resources on the College IRC website.

Illness and Misadventure

Where a student is unable to sit for, or complete a task due to illness or misadventure; one of three options will be followed depending on the subject and the circumstances:

1. The task may be submitted or completed at a later date.
2. An alternative task will be provided when the student is able.
3. An estimate of the student's performance will be based on previous performances of the student.

Where a student is unable to complete or sit for a task due to illness or misadventure, the student will need to provide documentary evidence for the reason. This may require a written explanation from the parents or a medical certificate. Documentation should be provided to the class teacher.

Extensions, Overdue Penalties and Cheating

- Students with legitimate reasons may seek an extension before the due date of the task. Requests for extensions should be made in writing to the relevant Leader of Learning.
- Failure to submit tasks by the due date (without legitimate reasons) will result in a consequence determined by the relevant Leader of Learning.
- In cases where assessment tasks are late the teacher will enter a diary comment for parents. After 2 days' lateness a Warning Letter will be sent home and students will need to complete the task during homework detention. If after 1 week the task is still incomplete, students will be required to attend after school Homework Club to complete the task.
Note: Homework Club runs on a Tuesday from 3.00 pm – 4.30 pm and is supervised by staff.
- The consequence for students who are found to be plagiarising others work, making non serious attempts or cheating in tasks could be the awarding of a zero mark. These cases should be directed to the Director of Teaching and Learning 7-12 for a final decision.
- The use of mobile phones or any other electronic device during an assessment task, other than a NESAs approved calculator, will be deemed as cheating.

Warning Letters

A Warning Letter will be sent to parents for student breaches in the procedures regarding the following:

- Illness and/or Misadventure and Overdue submissions of work.
- cheating.
- Insufficient evidence of a student to apply themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the College (in-class, assignments and homework tasks)
- Insufficient evidence that a student has achieved all or some of the course outcomes.

After two warning letters are sent home for a particular course, the Leader of Learning will request an interview with the Parents.

Appeals

Students may appeal the marks or grades they receive if there are inconsistencies in the assessment

or marking process. This must be in writing and directed to the Leader of Learning for consideration. If there is not a satisfactory resolution, then further appeals can be made to the Director of Teaching and Learning 7-12.

Monitoring

Class teachers are responsible for monitoring student progress throughout each course. This includes tracking student performance across assessment tasks and formative activities, and using this information to inform teaching and provide feedback to students.

Student progress is monitored against course outcomes and recorded on Edumate to ensure an accurate and ongoing record of achievement. Where a student's performance indicates they are at risk of not meeting course requirements, the class teacher will notify the Leader of Learning and appropriate intervention strategies will be implemented along with communication to parents.

Leaders of Learning oversee the monitoring of student progress across classes in their faculty to ensure consistency in assessment practices and to support students in meeting course requirements.

Recording

The Leader of Learning will keep a copy of assessment tasks given to students. After the task is marked the class teacher is required to keep a record of the marks obtained by each student and an indication of the outcomes achieved by the student in the task. Students may request their rank in each assessment task. Each Leader of Learning is to keep a printed copy of raw marks, obtained by students for each assessment task. The set of marks for each assessment task is to be recorded on Edumate and a copy will also be kept with the Director of Teaching & Learning.

Reporting

Students will receive information on their progress through the College reporting process. As well as receiving an Achievement Grade indicating their progress in each course, students will also receive an application grade based on the following criteria:

- Completes set work and participates in lessons as directed by the teacher.
- Demonstrates the characteristics of a reflective learner.
- Demonstrates the characteristics of a motivated learner.
- Chooses appropriate behaviour in the classroom.
- Is well organised and prepared for class.

Students receive a written report at the end of each Semester.

Academic Awards

At completion of Semester 1 and at the end of the Academic year, awards for each course and overall academic excellence are presented at Formal Assemblies and Presentation Evenings. To be eligible to receive an academic award, students will need to have demonstrated diligence and sustained effort to all aspects of their studies. They also need to have completed all College internal Assessments. Typically, a student would need to demonstrate consistently high levels of application on their report (see criteria under 'reporting'). The awards that are presented include:

Semester 1 Academic Awards

Academic Excellence – Awarded to two students who have demonstrated high levels of personal achievement, as well as diligence and sustained effort across all subject areas in Semester 1.

Yearly Academic Awards

Academic Medallion – Awarded to the two top performing student in each year group across all subject areas. Also known as Academic Excellence awards.

Academic Dux – Awarded to the top performing student at the completion of each stage of learning (Stage 4 - Year 8, Stage 5 – Year 10, Stage 6 Year 12).

Academic Improvement – Awarded to the student in each year group who has shown the greatest improvement over the academic year.

Places in Course – Awarded to the 1st, 2nd and 3rd place getters in each course.

CHRISTIAN STUDIES - Stage 4 - Year 7 – Assessment Schedule – 2026

The final Achievement Grade that will appear on the report will be determined by the teacher’s professional judgement with consideration given to achievement in both formal and informal assessment activities.

Formal Tasks

Task Number	Task 1	Task 2
Nature of Task	Quiz	Assignment
Timing	Term 2, Week 3	Term 3, Week 8
Outcomes Assessed	N/A	N/A

Informal Tasks

A range of informal tasks that will contribute to the final achievement grade may include:		
Class quizzes	Understanding of concepts	Use of vocabulary/key terms
General class work	Contribution to class discussion	Group work
Researching	Group work participation	Homework

VISUAL ARTS – Stage 4 – Year 7 – Assessment Schedule – 2026

The final Achievement Grade that will appear on the report will be determined by the teacher’s professional judgement with consideration given to achievement in both formal and informal assessment activities.

Formal Tasks

Task Number	Task 1	Task 2	Task 3
Nature of Task	Artmaking	Art Exhibition Brochure	Artmaking
Timing	Term 1, Week 9	Term 2, Week 10	Term 3, Week 9
Outcomes Assessed	4.2, 4.4, 4.6	4.4, 4.7, 4.9, 4.10	4.1, 4.3, 4.5, 4.6

Informal Tasks

A range of informal tasks that will contribute to the final achievement grade may include:

- Drawings, paintings, sculptures, photography etc.
- Annotated sketches
- Notes and ideas
- Critical comments and reflections
- Collections of objects and source images appropriate to the development of artworks

GERMAN - Stage 4 – Year 7 - Assessment Schedule – 2026

The final Achievement Grade that will appear on the report will be determined by the teacher’s professional judgement with consideration given to achievement in both formal and informal assessment activities.

Formal Tasks

Task Number	Task 1	Task 2	Task 3
Nature of Task	In Class Comprehension Task	Written Presentation	Speaking Task
Timing	Term 1, Week 10	Term 2, Week 11	Term 3, Week 4
Outcomes Assessed	ML4-UND-01	ML4-CRT-01	ML4-INT-01

Informal Tasks

A range of informal tasks that will contribute to the final achievement grade may include:

Listening & reading comprehensions

Vocabulary & unit tests

Writing & speaking dialogues

MUSIC – Stage 4 – Year 7 – Assessment Schedule – 2026

The final Achievement Grade that will appear on the report will be determined by the teacher’s professional judgement with consideration given to achievement in both formal and informal assessment activities.

Formal Tasks

Task Number	Task 1	Task 2	Task 3
Nature of Task	Composition Performance	Group Performance	Submission of Quizzes
Timing	Term 2, Week 6	Term 3, Week 5	Term 4, Week 1
Outcomes Assessed	MU4-PER-01, MU4-COM-01	MU4-PER-01	MU4-LIS-01

Informal Tasks

A range of informal tasks that will contribute to the final achievement grade may include:

Composition Activities	Performance Activities	Aural Listening Activities	Music Theory Quizzes
<ul style="list-style-type: none"> • Small individual & group Composition tasks • Improvisation activities 	<ul style="list-style-type: none"> • In-class progress performances • Individual & group rehearsals • Class performance activities (e.g. chair drumming) 	<ul style="list-style-type: none"> • Cultural appreciation & analysis • Notes and class discussions 	<ul style="list-style-type: none"> • In-class progress/revision quizzes • Note identification quizzes (musictheory.net)

ENGLISH – Stage 4 - Year 7 Assessment Schedule – 2026

The final Achievement Grade that will appear on the report will be determined by the teacher’s professional judgement with consideration given to achievement in both formal and informal assessment activities.

Formal Tasks

Task Number	Task 1	Task 2	Task 3
Nature of Task	Extended Response	Analytical Response	Creative Response
Timing	Term 2, Week 1	Term 2, Week 7	Term 3, Week 6
Outcomes Assessed	EN4-RVL-01, EN4-URA-01, EN4-URC-01, EN4-ECA-01	EN4-URB-01, EN4-URC-01, EN4-ECA-01	EN4-URA-01, EN4-ECB-01, EN4-RVL-01, EN4-ECA-01

Informal Tasks

A range of informal tasks that will contribute to the final achievement grade may include:		
<ul style="list-style-type: none"> * Writing in response to novel * Creative/Narrative writing in class * Creating a Picture Book * Independent Reading Activities * Reviewing Film texts 	<ul style="list-style-type: none"> * Literacy Skills * Reading/Comprehension skills * Written Response to Poetry * Interpreting Visual texts * Interpreting and Creating Advertisements 	<ul style="list-style-type: none"> * Contribution to Group work * Using ICT skills * Contribution to class discussion * Listening and Responding

HSIE HISTORY - Stage 4 -Year 7 – Assessment Schedule – 2026

The final Achievement Grade that will appear on the report will be determined by the teacher’s professional judgement with consideration given to achievement in both formal and informal assessment activities.

Formal Tasks

Task Number	Task 1	Task 2	Task 3
Nature of Task	Source Analysis and Skills Quiz	Historical Research Task	In-Class Response
Timing	Term 1, Week 6	Term 2, Week 8	Term 3, Week 6
Outcomes Assessed	HT4-1, HT4-2, HT4-6, HT4-9	HT4-3, HT4-4, HT4-7, HT4-8	HT4-2, HT4-3, HT4-6, HT4-10

Informal Tasks

A range of informal tasks that will contribute to the final achievement grade may include:		
Literacy: short, extended, reports	Source analysis	Historical skills including research
Class tests	Use of vocabulary/key terms	Listening and responding

* All Year 7 students will be studying History for the entire year and will commence their Geography studies in Year 8.

MATHEMATICS - Stage 4 - Year 7 – Assessment Schedule – 2026

The final Achievement Grade that will appear on the report will be determined by the teacher’s professional judgement with consideration given to achievement in both formal and informal assessment activities.

Formal Tasks

Task Number	Task 1	Task 2	Task 3
Nature of Task	Validation Task	Assignment	Yearly Examination
Timing	Term 2, Week 1	Term 3, Week 1	Term 4, Week 4
Outcomes Assessed	INT-C-01, ALG-C-01, IND-C-01	EQU-C-01, ANG-C-01, GEO-C-01	All outcomes to date

Informal Tasks

A range of informal tasks that will contribute to the final achievement grade may include:		
Understanding of concepts	General classwork	Problem solving activities
Topic tests	Contributions	Incorporation of ICT
General classwork		

PDHPE - Stage 4 – Year 7 – Assessment Schedule – 2026

The final Achievement Grade that will appear on the report will be determined by the teacher’s professional judgement with consideration given to achievement in both formal and informal assessment activities.

Formal Tasks

Task Number	Task 1	Task 2	Task 3	Task 4
Nature of Task	Response to a Scenario (In Class)	Fundamental Movement Skill Application to Games Ongoing (In Class)	Movement Composition (In Class)	Health & Safety Decision Making Process (In Class)
Timing	Term 1, Week 9	Term 2, Week 3	Term 2, Week 9	Term 3, Week 8
Outcomes Assessed	PH4-SMI-01 PH4-SHW-01	PH4-MSS-01 PH4-SMI-01	PH4-MSS-01 PH4-SMI-01	PH4-SHP-01 PH4-SHW-01

Informal Tasks

A range of informal tasks that will contribute to the final achievement grade may include:		
<ul style="list-style-type: none"> • Movement skill application & performance • Arrange and sequence movement skills • Movement skill tests • Bookwork – responses to learning activities • Interpreting and drawing conclusions from graphs and statistics • Responses to scenarios 	<ul style="list-style-type: none"> • Propose and justify plans and strategies • Debate & justify opinions on health issues • Case studies • Research tasks • Written responses to questions • Quizzes • Presentations 	<ul style="list-style-type: none"> • Rating and justifying judgements in response to health issues • Creating a support card • Reflections on class discussions • Responses to reflective questions • Group work activities • Application of decision making models

SCIENCE – Stage 4 - Year 7 – Assessment Schedule – 2026

The final Achievement Grade that will appear on the report will be determined by the teacher’s professional judgement with consideration given to achievement in both formal and informal assessment activities.

Formal Tasks

Task Number	Task 1	Task 2	Task 3	Task 4
Nature of Task	Depth Study	Practical Assessment	Yearly Exam	Common Topic Tests
Timing	Term 2, Week 2	Term 3, Week 7	Term 4, Week 4	Ongoing
Outcomes Assessed	SC-WS-03, SC-WS-04, SC-WS-05, SC-WS-08	SC-WS-1,4,6,7	OUT-01, FOR-01, CLS-01, SOL-01	OUT-01, FOR-01, CLS-01, SOL-01

Informal Tasks

A range of informal tasks that will contribute to the final achievement grade may include:		
<ul style="list-style-type: none"> • Class tests • Bookmarks • Practical participation • In-class quizzes 	<ul style="list-style-type: none"> • Practical reports • Presentations • Written reports • Vocabulary tests 	<ul style="list-style-type: none"> • Spelling tests • Practical demonstrations • In-class discussions

TECHNOLOGY - Stage 4 - Year 7 – Assessment Schedule – 2026

The final Achievement Grade that will appear on the report will be determined by the teacher’s professional judgement with consideration given to achievement in both formal and informal assessment activities.

Formal Tasks

Task Number	Task 1	Task 2	Task 3
Nature of Task	Project 1 and Folio	Project 2 and Folio	Designer Case Study
Timing	Term 2, Week 5	Term 3, Week 5	Term 4, Week 2
Outcomes Assessed	TE4-SAF-01, TE4-MSA-01, TE4-DES-01, TE4-PPM-01, TE4-SDP01	TE4-SAF-01, TE4-MSA-01, TE4-DES-01, TE4-PPM-01, TE4-SDP01	TE4-PDP-01, TE4-SDP-01, TE4-PDP-01

Informal Tasks

A range of informal tasks that will contribute to the final achievement grade may include:		
Class quizzes	Prepare a portfolio	Use of vocabulary/key terms
Linking concepts	Design and sketch	Contribution to class discussion
Researching	Research and investigate existing designs	Group work participation
Literacy: short, extended, reports	Incorporation of ICT	Listening and responding