

# Year 9 Assessment Handbook 2024



**WINDSOR**  
HIGH SCHOOL

# Assessment Policy

## 1.1 NOTIFICATION OF ASSESSMENT TASKS

With the exception of the Half Yearly Examinations and Yearly Examinations, students must be notified in writing of the actual date of all major assessment tasks at least 14 calendar days before the task in the form of a handout or by email.

Students will need to sign the registration form for this task held by their teacher.

## 1.2 ABSENCE WHEN A TASK IS NOTIFIED

Whenever you are absent from school, it is your responsibility to ensure that you know what work has been missed and to catch up on that work. The same conditions apply if you are absent when an Assessment Task is notified. You are not entitled to any automatic extension of time for the task. However, if you have a prolonged absence, you may submit to the Assessment Review Panel an *Application for Consideration / Extension*

## 1.3 SUBMISSION OF TASKS

All tasks are to be submitted by the **START** of the first timetabled lesson in the relevant subject due on that day UNLESS Otherwise INDICATED on the assessment task notification. If you are absent due to a valid reason, you must email your completed assessment to the school at [windsor-h.school@det.nsw.edu.au/](mailto:windsor-h.school@det.nsw.edu.au) by 3.10pm on the due date. Ensure that you add the course and your teacher's name to the email subject line. Alternatively, students can email their teacher or submit it to their Google Classroom if that option is available.

All tasks submitted after this time will be deemed late.

You must sign the task registration sheet held by your teacher when submitting your task. If emailing your assignment add a request for 'received' email.

## 1.4 EXTENSIONS TO DUE DATES

An extension to the due date of an assignment may be approved, by the Assessment Review Panel, in cases of severe illness or other exceptional circumstances. Approval for an extension must be sought well in advance of the due date.

For an extension you must complete an *Application for Consideration/Extension* (Green Form). This is available from the front office. You must return the completed form with attached evidence to the office. After consideration by the Assessment Review Panel, you will receive a ruling as to the outcome of your application.

## 1.5 ZERO MARKS

A **ZERO** mark will be awarded for a task if one or more of the following occur:

- A task is submitted late
- Malpractice is determined
- A non-serious attempt at completing the task has been made
- A task is not attempted.

If any of the above circumstances occur, a warning letter will be sent.

## **1.6 WARNINGS**

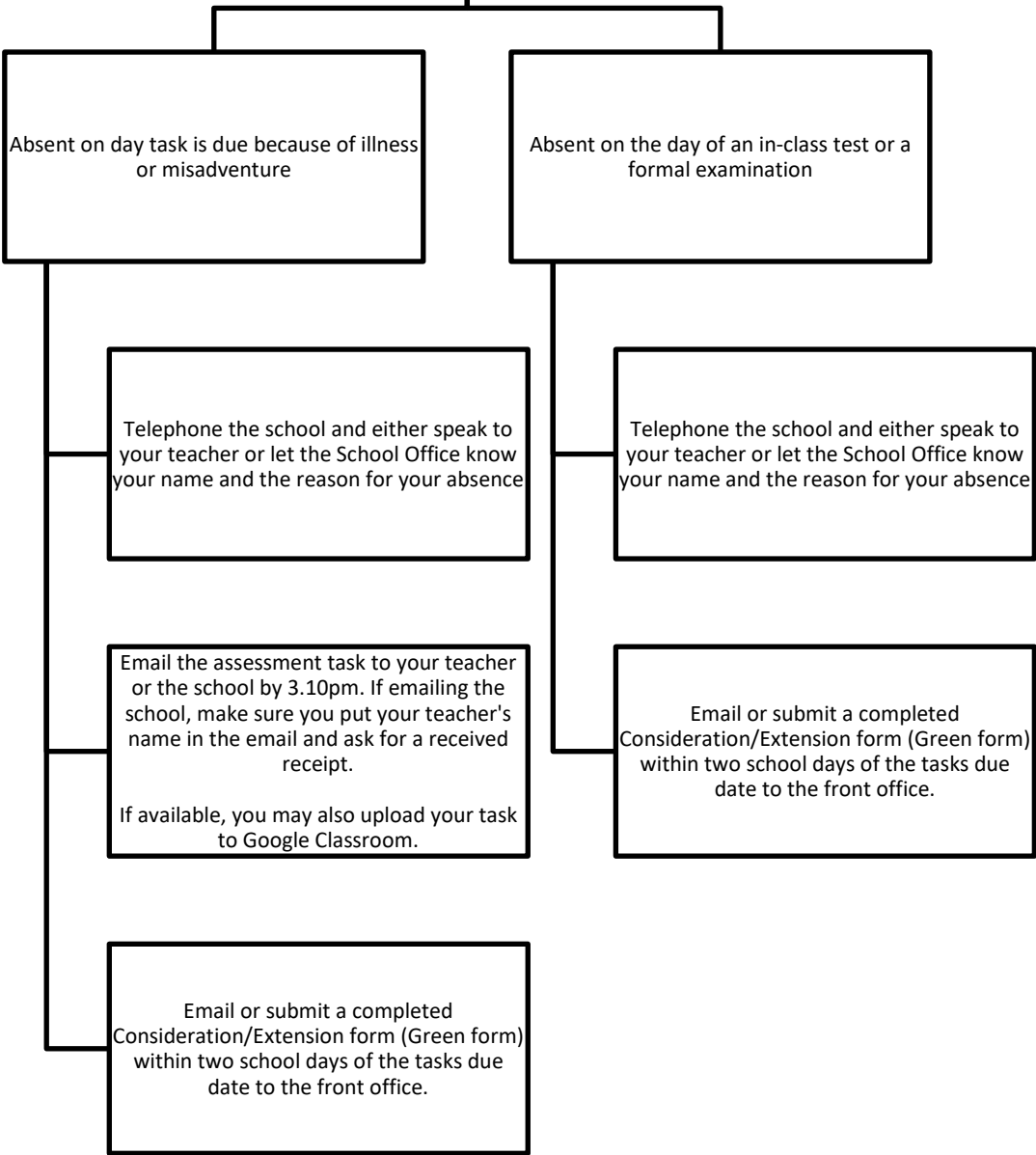
If, at any time, it appears that a student is at risk of being found unsatisfactory in attendance, application, or achievement of outcomes in any course, the Principal will:

- a) advise the student of the problem, in writing, allowing sufficient time for the problem to be corrected;
- b) advise the parent/guardian in writing;
- c) retain copies of relevant documentation

### **If a warning letter is received a student is expected to:**

- Contact their class teacher immediately to discuss how the student can resolve the warning.
- Attend Math Tutoring on Monday afternoons and/or Homework Club on Tuesday afternoons until work is completed satisfactorily and submitted.
- Access the library at lunch and recess to complete task.
- Ensure the new date for submission (on the warning letter) is adhered to.

ASSESSMENT PROCEDURES TO FOLLOW WHEN:





**WINDSOR HIGH SCHOOL**

**Consideration of Misadventure for Senior Assessment Task**

**WINDSOR**  
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This form is to be completed and submitted to the Assessment Review Panel via the Front Office if you wish to apply

- (i) for an extension of time on an assessment task/assignment, or
- (ii) for special consideration because a task has not been submitted/done on the due date

**STUDENT NAME:** \_\_\_\_\_ **YEAR** \_\_\_\_ **SUBJECT/COURSE:** \_\_\_\_\_

**ASSESSMENT TASK TITLE:** \_\_\_\_\_

**DATE TASK DUE:** \_\_\_\_\_ **TEACHER NAME:** \_\_\_\_\_

**ACTION REQUIRED (circle one)** (i) extension of time until \_\_\_\_\_

**OR**

(ii) special consideration

**REASON FOR APPLICATION:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MEDICAL CERTIFICATE ATTACHED:** YES/NO/NOT APPLICABLE

**STUDENT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PARENT'S SIGNATURE:** \_\_\_\_\_

**ADDITIONAL COMMENTS sought by Panel:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**STUDENT'S RECEIPT OF APPLICATION FOR CONSIDERATION/EXTENSION ON SENIOR ASSESSMENT TASK**

**Reference Number:** \_\_\_\_\_

**STUDENT NAME:** \_\_\_\_\_ **SUBJECT/COURSE:** \_\_\_\_\_

**HEAD TEACHER:** \_\_\_\_\_ **CLASS TEACHER:** \_\_\_\_\_

**ASSESSMENT REVIEW PANEL: SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



**WINDSOR**  
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## YEAR 9 ASSESSMENT SCHEDULE 2024

Two reports will be sent out this year. The following information provides an indication of what the grades on the reports represent, the type of tasks that students will complete and approximately when these tasks will take place.

SEMESTER ONE			SEMESTER TWO		
HALF YEARLY REPORT: JULY			YEARLY REPORT: DECEMBER		
Week	Description of Task	%	Week	Description of Task	%
Wk. 9, T1 Wk. 4/5, T2 Ongoing	<b>ENGLISH</b> Podcast Half Yearly Examination Reading/Writing Booklet	40 30 30	Wk. 9, T3 Wk. 4/5, T4 Ongoing	<b>ENGLISH</b> Creative/Reflection Yearly Examination Reading/Writing Booklet	40 30 30
Wk. 7, T1 Wk. 11, T1 Wk. 5, T2	<b>MATHEMATICS</b> Assignment Topic Task (5.3 only) Half Yearly Examination	30 30 40	Wk. 5, T3 Wk. 10, T3 Wk. 4/5, T4	<b>MATHEMATICS</b> Topic Task Topic Task Yearly Examination	30 30 40
Wk. 9, T1 Wk. 4/5, T2	<b>SCIENCE</b> Assessment Task 1 – Our Bodies and Disease Research Task Assessment Task 2 - Half Yearly Exam	40 60	Wk. 9, T3 Wk. 4/5, T4	<b>SCIENCE</b> Assessment Task 1 – Literacy and Numeracy Skills in Science Test Yearly Examination	40 60
Wk. 7, T1 Wk. 3, T2 Wk. 4/5, T2 Ongoing	<b>HSIE - Geography</b> Geography of Food Assignment Sustainability Task Examination Homework / Bookwork	30 20 30 20	Wk. 6, T3 Wk. 3, T3 Wk. 4/5, T4 Ongoing	<b>HSIE - History</b> Slavery Empathy Task Gallipoli Task Examination Homework/Bookwork	30 30 30 10
Wk. 11, T1 Wk. 5, T2 Wk. 1-10, T1&2	<b>PDHPE</b> Campaign for Change Assignment Accessing Services for Marginalised Groups Assignment Practical	25 25 50	Wk. 8, T3 Wk. 4, T4 Wk. 1-10, T3&4	<b>PDHPE</b> Assessing Media & Image Assignment Examination Practical	25 25 50
Wk. 8, T1 Wk. 5, T2 Wk. 6, T2 Ongoing	<b>AGRICULTURE</b> Task 1: Research Task Task 2: Literacy/Numeracy Course Work Practical	20 25 15 40	Wk. 7, T3 Wk. 5, T4 Wk. 5, T4 Ongoing	<b>AGRICULTURE</b> Task 3: Research Task Yearly Examination Course Work Practical	20 20 20 40
Wk. 8, T1 Wk. 6, T2	<b>COMMERCE</b> Consumer Choice Topic Test Running a Business Research Task	25 25	Wk. 8, T3 Wk. 5, T4	<b>COMMERCE</b> Report on Business & Economic Environments Yearly Examination	25 25
Wk. 8, T1 Wk. 4, T2	<b>DRAMA</b> Group Devised Performance and Logbook Place Based Play building and Learning Map	25 25	Wk. 8, T3 Wk. 5, T4	<b>DRAMA</b> Commedia Dell'Arte Performance and Logbook Questions Monologue Performance, Annotated Script and Logbook	25 25
Wk. 5, T1 Wk. 3, T2	<b>ELECTIVE HISTORY</b> Jack the Ripper Task Titanic Project	15 15	Wk. 6, Term 3 Wk. 5, Term 4	<b>ELECTIVE HISTORY</b> Myths & Legends Task Yearly Examination	30 20
Wk. 10, T1 Wk. 8, T2 Ongoing Ongoing	<b>FOOD TECHNOLOGY</b> Task 1: Research Task 2: Special Occasion Course work Practical	20 20 10 50	Wk. 8, T3 Wk. 5, T4 Ongoing Ongoing	<b>FOOD TECHNOLOGY</b> Task 3: Research Yearly Examination Course work Practical	20 20 10 50
Wk. 5, T1 Wk. 2, T2	<b>PSYCHOLOGY</b> History of Psychology Tutorial Shocking Psychological Experiments Task	20 25	Wk. 6, T3 Wk. 3, T4	<b>PSYCHOLOGY</b> Forensic Psychological Report Yearly Examination	25 30

Wk. 5, T2 Wk. 6, T2	<b>INDUSTRIAL TECHNOLOGY TIMBER</b> Task 1: Design Portfolio Task 2: Practical	40 60	Wk. 2, T4 Wk. 6, T4 Wk. 5, T4	<b>INDUSTRIAL TECHNOLOGY TIMBER</b> Task 3: Design Portfolio Task 4: Practical Yearly Examination	30 40 30
Wk. 4, T1 Wk. 10, T1  Wk. 2, T2	<b>MARINE STUDIES</b> First Aid In-Class Topic Task Task 1: Marine Dangerous Creature Brochure Practical Work: Aquarium Maintenance	30 40 30	Wk. 2, T3 Wk. 5, T3 Wk. 5, T4	<b>MARINE STUDIES</b> Practical Work: Fish Harvesting Task 2: Fish Biology Task Yearly Examination	20 40 40
Wk. 9, T1 Wk. 5, T2 Wk. 5, T2	<b>MUSIC</b> Task 1 Composition Task 2 Performance Skills Task 3 Listening and Theory Test	30 40 30	Wk. 9, T3 Wk. 5, T4 Wk. 5, T4	<b>MUSIC</b> Task 1 Composition Task 2 Performance Skills Task 3 Listening and Theory Test	30 40 30
Wk. 10, T1 Wk. 5, T2 Wk. 1-10, T1&2	<b>PASS</b> Body Systems & Energy for PA Physical Fitness Practical	25 25 50	Wk. 6, T3 Wk. 4, T4 Wk. 1-10, T3&4	<b>PASS</b> Australian Sporting Identity Yearly Examination Practical	25 25 50
Wk. 6, T1 Wk. 7, T1 Wk. 5, T2	<b>VISUAL ARTS</b> Critical & Historical Case Study Artemaking Portfolio/VAPD Artemaking & Research Documentation in VAPD	20 10 30	Wk. 6, T3 Wk. 2, T4	<b>VISUAL ARTS</b> Artemaking Portfolio/VAPD Critical & Historical Case Study	20 20

# Your Assessment Calendar for 2024

	TERM 1	TERM 2	TERM 3	TERM 4
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				