



## **GRAFTON HIGH SCHOOL STUDENT ACADEMIC INTEGRITY POLICY**

- Act responsibly with honesty and integrity, ensuring your work is your own.
- Suitably acknowledge all sources utilised to complete your work including but not limited to the use of artificial intelligence tools, internet, and other resources.
- Seek permission to use the work of others where required.
- Take reasonable steps to ensure that other students are unable to copy or misuse your work.

If a student's work is not upheld to the standards set by this policy, the student may be penalised marks accordingly or even receive a mark of zero for the task. Students may then be required to re-complete the task properly in order to meet course requirements.

# GRAFTON HIGH SCHOOL – YEAR 8 ASSESSMENT PROCEDURES

## 1. How will I be notified of impending assessment tasks?

- You will receive written notice for assessment tasks at least two weeks before the due date. Notice will be in a standardised format across all subjects and include due date and time and assessment and marking criteria.
- If you are absent on the day the class is notified of an assessment task, inform your teacher immediately on your return to school. They will then issue you with the task, which you will be expected to complete by the original due date.

## 2. When should an assessment task be submitted?

- Take-home tasks must be submitted on or before the due date stated on the assessment notification.
- In-class tasks must be completed at the time and date stated on the assessment notification.

## 3. What do I do if I know I am going to be absent for an assessment task?

- Either hand in the task before the absence or negotiate alternative arrangements with your teacher.
- If the absence is for school business (such as an excursion or representative sport) this must be communicated to your teacher and the task is to be submitted the following day or next lesson.

## 4. What happens if my assessment task is late?

- You will lose 10% of your marks per day to a maximum of 50%. i.e after 3 days late you can only receive 70% of your mark. After 5 days, unless there are extenuating circumstances a zero mark will be awarded.
- For an opportunity to receive a full allocation of marks, when submitted, a task must be accompanied by a letter from a parent or carer explaining the reason for the lateness of the task.
- You will still be required to complete the task so that you satisfy mandatory Stage 4 course requirements.
- Students using computers to prepare and present an assessment task must accept responsibility for the loss of any data or the non-completion of tasks due to computer related problems. Save your work and always backup or use Google Docs etc that auto save with internet connection!

## 5. What happens if a student is on suspension at the time a task is due?

- The student must make arrangements to submit the task by the due date.
- If the task occurs in class, the parent/carer of the student will need to seek permission from the Deputy Principal or Principal for the student to attend school to sit the task. Where a student is not permitted to attend school, the Deputy Principal or Principal will ensure alternate arrangements are made for completion of the task.

## 6. What if I am absent on the day an assessment task is scheduled?

- On the day you return to school, you must report to the class teacher and/or Head Teacher to organise an alternative date for the task.
- Supporting evidence, such as a letter from a parent or carer explaining the absence, should be provided.
- An alternate assessment task may be issued for you to complete or an estimated result may be given at the discretion of the subject Head Teacher.

## 7. What about assessment work that is not handed in?

- If you fail to complete an assessment task and have not been granted special consideration, a zero may be recorded for it.
- Parents will be notified in writing by the Head Teacher, using a Stage 4 Non-Serious Attempt letter. You will still have to complete the task for zero marks.

## 8. What happens in the case where a teacher is concerned about cheating or malpractice in an assessment task?

- In such cases, the teacher will immediately bring this to the attention of the student(s) involved and make a report to the Head Teacher.



## ASSESSMENT SCHEDULES FOR KEY LEARNING AREAS (KLA)

<b>KLA: ENGLISH</b>			<b>Course: English</b>	
Task #	When	Area(s) to be assessed	Task Format	Weighting
1	Term 1 Week 5	Imaginative Writing	Reading/ Writing/ Representing	25%
2	Term 2 Week 7	Australian Voices	Writing	25%
3	Term 3 Week 8	Why does Shakespeare Matter?	Writing/ Representing	25%
4	Term 4 Week 3	Future Possibilities	Multimodal Task	25%
Total				100%

<b>KLA: SCIENCE</b>			<b>Course: Science</b>	
Task #	When	Area(s) to be assessed	Task Format	Weighting
1	Term 2 Week 1	Major Research Project	Report Booklet	35%
2	Term 3 Week 9	Practical Test	Practical Test	30%
3	Term 4 Week 4	Yearly Exam	Online Examination	35%
Total				100%

<b>KLA: MATHEMATICS</b>			<b>Course: Mathematics</b>	
Task #	When	Areas to be assessed <i>In any task students may be assessed on general mathematical concepts from prior learning.</i>	Task Format	Weighting
1	Term 1 Week 8	Algebra & Pythagoras' Theorem	Mathematics Portfolio	20%
2	Term 2 Week 4	Algebra, Pythagoras' Theorem, Length, Area & Volume, Fractions, Decimals and Percentages	Semester 1 Examination	30%
3	Term 3 Week 7	Statistics and Geometry	Rich Task	20%
4	Term 4 Week 4	Statistics, Geometry, Equations, Ratios & Rates, Transformations and Congruence	Semester 2 Examination	30%
Total				100%

<b>KLA: HSIE</b>		<b>Course: History</b>		
Task #	When	Area(s) to be assessed	Task Format	Weighting
1	Term 1 Week 9	The Spanish Conquest of the Americas	Research Task and Persuasive Writing	60%
2	Term 2 Week 4	Medieval Europe	Source Based Task	40%
Total				100%

<b>KLA: HSIE</b>		<b>Course: Geography</b>		
Task #	When	Area(s) to be assessed	Task Format	Weighting
1	Term 3 Week 7	Interconnections Research Task	Research Task	60%
2	Term 4 Week 5	Broadsheet End of Year Examination	Examination	40%
Total				100%

<b>KLA: PDHPE</b>		<b>Course: PDHPE</b>		
Task #	When	Area(s) to be assessed	Task Format	Weighting
1	Ongoing Terms 1-4	Movement Skill and Performance Outcomes	Practical Evaluation	60%
2	Term 1 Week 9	Health Product creation	Project	20%
3	Term 3 Week 8	Traditional Game	Research Task	20%
Total				100%

<b>KLA: TAS</b>		<b>Course: Mandatory Technology (2 rotations)</b>		
Task #	When	Area(s) to be assessed	Task Format	Weighting
1	Term 2 Week 2	Practical Project and Portfolio	Project/Portfolio	50%
2	Term 4 Week 2	Practical Project and Portfolio	Project/Portfolio	50%
Total				100%

KLA: Languages			Course: Mandatory French	
Task #	When	Area(s) to be assessed	Task Format	Weighting
1	Term 1 Week 8	You and Me	Response in English and French to an oral text	20%
2	Term 2 Week 3	Other People	Written responses in English/Oral response in French to a written text	20%
3	Term 4 Week 2	My Family	Responses in English and French to oral and written texts	60%
Total				100%

KLA: Languages			Course: Mandatory Japanese	
Task #	When	Area(s) to be assessed	Task Format	Weighting
1	Term 1 Week 8	About me	Response in English and Japanese to an oral text	20%
2	Term 2 Week 3	Other people	Written responses in English/Oral response in Japanese to a written text	20%
3	Term 4 Week 2	What are you doing?	Responses in English and Japanese to oral and written texts	60%
Total				100%

KLA: CAPA			Course: Mandatory Music	
Task #	When	Area(s) to be assessed	Task Format	Weighting
1	Term 1 Week 8	Musicology and Performance	Practical and Written	25%
2	Term 2 Week 6	Musicology and Performance	Practical and Written	25%
3	Term 3 Week 10	Musicology and Performance	Practical and Written	25%

4	Term 4 Week 5	Performance	Practical	25%
Total				100%

Further Information:

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