



# SEVEN HILLS HIGH SCHOOL

A VOCATIONAL EDUCATION PATHWAYS SCHOOL

## YEAR 9

RECORD OF SCHOOL ACHIEVEMENT  
HANDBOOK 2025



# ASSESSMENT IN YEAR 9

The Record of School Achievement (ROSA) will generally awarded to eligible students after four years of secondary school.

At the end of Year 10 your achievement for each course you have studied in Years 9 and 10 will be reported as a grade from A to E.

While the majority of assessment tasks occur in Year 10, some subjects at Seven Hills High School assess students on a portion of their work in Year 9. This may be because the syllabus **outcome** will not be covered again in Year 10, such as in Mathematics or that the **content** will not be covered again, such as in History and Geography.

As the marks from these tasks contribute to the overall grade achieved, it is important to realise that compliance with the NSW Education Standards Authority (NESA) requirements is vital in Year 9 as much as in Year 10.

## COURSE COMPLETION CRITERIA

A Year 9 student must apply themselves with diligence and sustained effort measured by things such as attendance, level of involvement in class, tasks completed and level of achievement or an official NSW Education Standards Authority letter will be sent to parents informing them of the situation. Students who do not address the concerns will have this carried over into their Year 10 course and this will place their Record of School Achievement in jeopardy.

All effort must be made by Year 9 students to complete all tasks in Year 9, perform to the best of their ability and attend school regularly in order to move successfully into Year 10.

# SUBJECTS

The guidelines specified in this booklet cover the core subjects of English, Mathematics, Science, PDHPE and Human Society and its Environment (including mandatory Australian History, Australian Geography and Civics and Citizenship).

The contents of this booklet are also applicable to the assessment of the 100 and 200 hour elective subjects offered at Seven Hills High School. Final grades are determined according to the **common tasks** which students complete during Year 9 and 10.

Student performances in assessment tasks will be tallied and the Board of Studies Teaching and Educational Standards NSW course descriptors will be used to determine the final grades allocated to students at the end of Year 9 in the 100 hour electives and in Year 10 for all other courses.

Teacher professional judgment will also be made to ensure all students are considered fairly.

## SEVEN HILLS HIGH SCHOOL SUBJECTS THAT ASSESS IN YEAR 9

Subject	Hours	Percentage of Year 9 Assessment contributing to Record of School Achievement Grade
English		30
Mathematics		30
Science		30
History		30
Geography		30
PDHPE		30
Agriculture	100	100
Child Studies	100	100
Commerce	100 200	100 30
iSTEM	200	N/A
Food Technology	100 200	100 30
Industrial Technology - Timber	200	30
Physical Activity and Sports Studies	200	30
Photographic and Digital Media	200	30

***N.B. Assessment for History and Geography as well as 100 hour elective courses begins in Term 1 for all year 9 students. The assessment marks gained that year will be used to determine the final Record of School Achievement grade for that course. If a student chose to undertake the NSW Department of Education approved elective course, iSTEM, they understand that the course will not be listed on their RoSA.***

# FORMAL ASSESSMENT TASK POLICY

Seven Hills High School is committed to developing quality assessment tasks that report on clearly articulated criteria.

## FACULTY GUIDELINES

Each course has developed a unit outline that:

- Provides an overview of content covered
- Communicates the assessment tasks to be completed throughout the year, timing and weighting.
- Report outcomes to be assessed

There will be a maximum of four assessment tasks set for each year group.

Assessment tasks should incorporate some form of student self-evaluation/reflection on their performance and the learning that has taken place.

Record of School Achievement (RoSA) grades for Stage 5 students are determined by the assessment tasks completed in Years 9 and 10. Every faculty is to ensure that 30% of a students' mark is the Year 9 component of the course and the other 70% is solely Year 10 assessment. The only exclusions to this are 100-hour electives.

All students will be given clear guidelines for assessment tasks. This is managed by ensuring all assessment task notifications:

- detail the task, set a time frame and state the criteria
- are given in writing at least two weeks in advance
- have an explicit marking rubric attached
- state the report outcomes met by the task

Any application for an extension needs to be submitted three days prior to the task due date to the Head Teacher of the faculty. It will only be gained after consultation between the **Head Teacher and Deputy Principal**.

Computer issues and technical problems are not valid grounds for an extension. Students are expected to follow responsible practices when using technologies, including ensuring that their equipment is reliable, and saving their work in multiple locations. A printed version of the task is to be submitted.

Teachers will maintain an accurate record of assessment task distribution, student submission and registration of feedback delivered.

ALL assessment tasks are to be marked and returned within two weeks of the due date. Teacher feedback is essential and it should be aligned with the criteria provided to the students.

Any appeals made by the student regarding the mark allocated for a task **MUST be directed to the Head Teacher**. Changes to mark allocation will only take place after consultation between the classroom teacher, Head Teacher and relevant Deputy Principal.

## STUDENT ABSENCE

If a student is absent from class, when a task has been distributed, it is their responsibility to seek clarification on task expectations.

Students are expected to complete all tasks and sit for all examinations set as part of the assessment program for a course at the specified time. In circumstances where leave of 5 days or more, **has been approved by the Principal** two weeks prior to commencement, students will be provided with documentation that outlines details of course work to be completed whilst on leave and any assessment task requirements.

If a student is physically unable to complete a task (e.g. an accident), the Head Teacher will consult with the Deputy Principal on the best course of action. The Head Teacher may generate a mark for that task in line with other proven performances or make provision for another task to be completed.

## TASK SUBMISSION

Assessment tasks, other than class tasks, must be submitted by 3:03pm on the date due. It is the student's responsibility to register the task's submission according to faculty policy.

Please note oral tasks do not have any provision for late presentation. A zero mark will be given if a student is unprepared or unwilling to present their oral task at the designated time.

A student who fails to sit for or submit a task will be issued with a RoSA N Award Warning letter. The notification will be generated within a week of the task's due date and posted home. Late submissions may be accepted but will be awarded a zero mark. If the submission occurs before the generation of the N Award Warning letter, staff will notify parents that the task has been completed but a zero mark has been awarded.

Teachers will ensure all communication home is followed up with a phone call to parents/caregivers and a record of all communication documented.

## APPEALS

If any assessment task is missed, overdue or any other anomaly arises, the Assessment Appeal Process **MUST** be followed. A student will maintain the reduced mark (Stage 4) or initial **ZERO** mark (Stage 5) until the completion of the appeal process.

**Students have one week from the due date of the task to lodge an appeal.**

In the case of an unsuccessful appeal, **the Head Teacher will notify parents/carers of the decision**. A zero mark will be awarded for the task and the student will be deemed as not satisfying the course completion criteria for the value and nature of that assessment task.

If an appeal is successful, the non-penalised mark for the completed assessment task will stand.

## **ASSESSMENT TASKS AND SATISFACTORY COURSE COMPLETION**

All tasks not completed by the due date must still be completed to ensure students meet NSW Education Standards Authority (NESAs) requirements for the awarding of a RoSA. If a Stage 5 student fails to complete tasks they may receive an 'N' determination for that course and this will be recorded on their RoSA.

## **ASSESSMENT APPEAL PROCESS**

If a student cannot attend school on the day of an assessment task to submit it or perform the task in person because of a valid reason they **must** do the following:

1. **Ring the school** and let the office know their name, the course they have an assessment task for and the reason why they will not be at school.
2. **Collect an Assessment Appeal form** from the Head Teacher of the subject/course affected before school on the morning they return to school.
3. **Complete the Assessment Appeal form** adding all documentation or evidence from a health professional or another relevant person. A parent signature must be on the form before it is processed.
4. **Submit the completed Assessment Appeal form to the relevant Head Teacher** before school on the next day after parents have signed it.
5. **The Head Teacher makes a written recommendation in consultation with the classroom teacher.** Any documentation is attached to the Assessment Appeal Form.
6. **The Head Teacher and relevant Deputy Principal meet to discuss the appeal** and the evidence presented. A determination is made on whether the appeal is successful.
7. **The Head Teacher will notify students and parents of the result of their appeal.**



## INFORMING PARENTS OF STUDENT COURSE PERFORMANCE AND 'N' DETERMINATIONS

If a student has not submitted work or submitted work below the level of performance expected at Stage 5, parents will be notified in writing with sufficient time to address the concerns.

Parents will also be informed of student progress via school reports and will have the opportunity to discuss their child's progress at two Parent/Teacher Nights during the year or by individual arrangement with the Head Teacher of that subject area.

**Students who have not complied with the Course Completion Criteria and have received at least TWO written warnings across the year in a particular subject, may be regarded as not having satisfactorily completed the course.**

The Principal will apply the 'N' determination. Part of this process involves the facility for student appeal.

# ASSESSMENT SCHEDULES

## ENGLISH

Semester One			
When	Description of Task	Weighting	
		Year 9	Rosa
<b>Week 9 - Term 1</b>	Essay Writing - In Class Task	50%	Nil
<b>Week 4 - Term 2</b>	Semester 1 Examination	50%	Nil
Semester Two			
<b>Week 8 - Term 3</b>	Speaking and Visual - Take Home Task	50%	10%
<b>Week 3 - Term 4</b>	Semester 2 Examination	50%	20%

## MATHEMATICS – CORE/PATHWAY

Semester One			
When	Description of Task	Weighting	
		Year 9	ROSA
<b>Week 7 - Term 1</b>	In Class Task	50%	Nil
<b>Week 4 - Term 2</b>	Semester 1 Examination	50%	Nil
Semester Two			
<b>Week 7 - Term 3</b>	Take Home Task	50%	10%
<b>Week 3 - Term 4</b>	Semester 2 Examination	50%	20%

## SCIENCE

<b>Semester One</b>			
<b>When</b>	<b>Description of Task</b>	<b>Weighting</b>	
		<b>Year 9</b>	<b>ROSA</b>
<b>Week 6 - Term 1</b>	In Class Research Task	40%	Nil
<b>Week 4 - Term 2</b>	Semester 1 Examination	60%	Nil
<b>Semester Two</b>			
<b>Week 7 - Term 3</b>	In Class Investigation	40%	10%
<b>Week 3 - Term 4</b>	Semester 2 Examination	60%	20%

## PDHPE

<b>Semester One</b>			
<b>When</b>	<b>Description of Task</b>	<b>Weighting</b>	
		<b>Year 9</b>	<b>ROSA</b>
<b>Week 11 - Term 1</b>	Take Home Task	50%	Nil
<b>Week 5 - Term 2</b>	Skills Test - Practical Assessment	50%	Nil
<b>Semester Two</b>			
<b>Week 9 - Term 3</b>	Practical Task – Dance Routine	50%	15%
<b>Week 3 - Term 4</b>	Semester 2 Examination	50%	15%

## HUMAN SOCIETY AND ITS ENVIRONMENT

<b>Semester One: History</b>			
<b>When</b>	<b>Description of Task</b>	<b>Weighting</b>	
		<b>Year 9</b>	<b>ROSA</b>
<b>Week 8 - Term 1</b>	History Take Home Task	50%	15%
<b>Week 4 - Term 2</b>	Semester 1 Examination	50%	15%
<b>Semester Two: Geography</b>			
<b>Week 7 - Term 3</b>	Geography Research Take Home Task	50%	15%
<b>Week 3 - Term 4</b>	Semester 2 Examination	50%	15%

## AGRICULTURE – 100-HOUR COURSE

<b>Semester One</b>			
<b>When</b>	<b>Description of Task</b>	<b>Weighting</b>	
		<b>Year 9</b>	<b>ROSA</b>
<b>Week 7 - Term 1</b>	Research Task	50%	25%
<b>Week 5 - Term 2</b>	Semester 1 Examination	50%	25%
<b>Semester Two</b>			
<b>Week 5 - Term 3</b>	Practical Skills Assessment Task	50%	25%
<b>Week 2 - Term 4</b>	Semester 2 Examination	50%	25%

## CHILD STUDIES – 100-HOUR COURSE

<b>Semester One</b>			
<b>When</b>	<b>Description of Task</b>	<b>Weighting</b>	
		<b>Year 9</b>	<b>ROSA</b>
<b>Week 10 - Term 1</b>	Parenthood Diorama	50%	25%
<b>Week 5 - Term 2</b>	Practical Task	50%	25%
<b>Semester Two</b>			
<b>Week 8 - Term 3</b>	Toy Development Task	50%	25%
<b>Week 2 - Term 4</b>	Semester 2 Examination	50%	25%

## COMMERCE – 200-HOUR COURSE

<b>Semester One</b>			
<b>When</b>	<b>Description of Task</b>	<b>Weighting</b>	
		<b>Year 9</b>	<b>ROSA</b>
<b>Week 9 - Term 1</b>	Research – Take Home Task	50%	Nil
<b>Week 5 - Term 2</b>	Semester 1 Examination	50%	Nil
<b>Semester Two</b>			
<b>Week 7 - Term 3</b>	Research - Take Home Task	50%	10%
<b>Week 2 - Term 4</b>	Semester 2 Examination	50%	20%

## COMMERCE – 100-HOUR COURSE

<b>Semester One</b>			
<b>When</b>	<b>Description of Task</b>	<b>Weighting</b>	
		<b>Year 9</b>	<b>ROSA</b>
<b>Week 9 - Term 1</b>	Research – Take Home Task	50%	25%
<b>Week 5 - Term 2</b>	Semester 1 Examination	50%	25%
<b>Semester Two</b>			
<b>Week 7 - Term 3</b>	Research - Take Home Task	50%	25%
<b>Week 2 - Term 4</b>	Semester 2 Examination	50%	25%

## FOOD TECHNOLOGY – 200-HOUR COURSE

<b>Semester One</b>			
<b>When</b>	<b>Description of Task</b>	<b>Weighting</b>	
		<b>Year 9</b>	<b>ROSA</b>
<b>Week 10 - Term 1</b>	Research task – theory and practical component	60%	Nil
<b>Week 3 - Term 2</b>	Practical Skills Test	40%	Nil
<b>Semester Two</b>			
<b>Week 9 - Term 3</b>	Research task – theory and practical component	60%	20%
<b>Week 2 - Term 4</b>	Practical Skills Test	40%	10%

## FOOD TECHNOLOGY – 100-HOUR COURSE

<b>Semester One</b>			
<b>When</b>	<b>Description of Task</b>	<b>Weighting</b>	
		<b>Year 9</b>	<b>ROSA</b>
<b>Week 10 - Term 1</b>	Research task – theory and practical component	60%	30%
<b>Week 3 - Term 2</b>	Practical Skills Test	40%	20%
<b>Semester Two</b>			
<b>Week 9 - Term 3</b>	Research task – theory and practical component	60%	30%
<b>Week 2 - Term 4</b>	Practical Skills Test	40%	20%

## iSTEM

<b>Semester One</b>			
<b>When</b>	<b>Description of Task</b>	<b>Weighting</b>	
		<b>Year 9</b>	<b>ROSA</b>
<b>Week 11 - Term 1</b>	Portfolio Due	40%	Nil
<b>Week 5 - Term 2</b>	Research Project	60%	Nil
<b>Semester Two</b>			
<b>Week 6 - Term 3</b>	Research Project	40%	Nil
<b>Week 4 - Term 4</b>	Major Project	60%	Nil

## PHYSICAL ACTIVITY AND SPORTS STUDIES – 200-HOUR COURSE

<b>Semester One</b>			
<b>When</b>	<b>Description of Task</b>	<b>Weighting</b>	
		<b>Year 9</b>	<b>ROSA</b>
<b>Week 9 - Term 1</b>	Take Home Task	50%	Nil
<b>Week 5 - Term 2</b>	Practical Assessment	50%	Nil
<b>Semester Two</b>			
<b>Week 8 - Term 3</b>	Take Home Task	50%	15%
<b>Week 2 - Term 4</b>	Practical Assessment	50%	15%

## PHOTOGRAPHIC AND DIGITAL MEDIA – 200-HOUR COURSE

<b>Semester One</b>			
<b>When</b>	<b>Description of Task</b>	<b>Weighting</b>	
		<b>Year 9</b>	<b>ROSA</b>
<b>Week 10 - Term 1</b>	Planning and Reflection	30%	Nil
<b>Week 3 - Term 2</b>	Portfolio BOW	70%	Nil
<b>Semester Two</b>			
<b>Week 7 - Term 3</b>	Portfolio BOW	60%	20%
<b>Week 2 - Term 4</b>	Semester 2 Examination	40%	10%



# TIMBER TECHNOLOGY – 200-HOUR COURSE

<b>Semester One</b>			
<b>When</b>	<b>Description of Task</b>	<b>Weighting</b>	
		<b>Year 9</b>	<b>ROSA</b>
<b>Week 10 - Term 1</b>	Take Home Task Due	40%	Nil
<b>Week 3 - Term 2</b>	Practical Project Due	60%	Nil
<b>Semester Two</b>			
<b>Week 9 - Term 3</b>	Take Home Task Due	40%	20%
<b>Week 2 - Term 4</b>	Practical Project Due	60%	10%

# YEAR 10 ASSESSMENT

A new booklet will be issued to students at the beginning of Year 10. It will contain specific information on the nature, timing and weighting of assessment tasks in each of the core and elective subjects. The sentiment of the policy as outlined in this current document will remain the same.

Any queries about assessment in Year 9 can be directed towards the Head Teacher of a faculty or to Mr MacLaren, the Deputy Principal.