



Picnic Point High School

Year 7 Assessment Handbook

2026

Respect

Responsibility

Participation

Student name: _____

PPHS YEAR 7 SCHOOL ASSESSMENT CALENDAR 2026

Week	Term 1	Term 2	Term 3	Term 4
1				
2		Geography 50% Science 50%		
3				Geography 50% PDHPE 30%
4		Music 35%	Music 35%	Mathematics 25% Music 30% Science 50%
5		Mathematics 25% PDHPE 30% Visual Arts 50%		Visual Arts 50%
6			Mathematics 25%	
7				
8	Mathematics 25%			
9	English 50% Mandatory Technology 34%	Mandatory Technology 33%	English 50% Mandatory Technology 33%	
10				
11				
	PDHPE Ongoing 20%		PDHPE Ongoing 20%	

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The Assessment Booklet

The purpose of this booklet is to give students and their parents an indication of the assessment sequence for each subject studied and provide advice on the school assessment policy.

School Homework Policy

Homework is a very important part of learning. Students are responsible for regularly reviewing and consolidating at home the work, which has been covered in lessons. This is complemented by formal work including projects and assignments, which are set by the class teacher.

Homework is an important part of the Curriculum but varies with different subjects and individual student needs. Homework will not necessarily be given every night in each subject. It is expected that students develop a pattern of regular revision. In this respect teachers will continue to counsel students in home study programs and independent learning techniques including how to revise and summarise work.

Study Skills

Having good study habits is not a matter of chance. Some of the students in your class probably appear to be much better at doing assignments and exams than others. This does not mean that they were 'born with' the ability to study; it simply means they have learnt the skill before others.

Anyone can learn good study habits and improve his or her chance of doing well in exams. All you need to do is listen, learn and practice.

Dividing Study Time

Homework must be a regular part of every weekly study timetable and must be done first (so it is not 'hanging over your head'). While completing homework, you should also revise the work done at school that day, because this is the best way to reinforce your learning. Time should be given to all subjects. Most study time should be spent on your weakest subjects.

Study time (as distinct from homework time) should start with your weakest subject, while you are still fresh. It is important to get into a habit of recording homework and study in your diary – organisation is the key to successful study and homework.

Role of the School Diary

Students are expected to have the Picnic Point High School diary with them at all times. The diary has the following purposes:

- Homework record for students and parents
- Assessment task planning for students
- Record of out of class passes during the day
- Messages from staff to parents

Students and families have the responsibility to ensure that the correct use of the school diary enables a greater knowledge of what students are doing each day at school.

School Assessment Policy Years 7-9

An assessment is a measure of student achievement over the whole program of study within a subject.

In the following information, Assessment Task includes Examinations.

1. Student Responsibilities

- a) You *MUST BE FAMILIAR* with the school's assessment policy.
- b) It is your responsibility to attend school, be aware of due dates for assessment tasks and complete tasks on time. If you are absent for any number of days you must check to see if an assessment task has been posted to any of your Google classrooms. Upon returning to school, you should also check with your teachers to see if any assessment tasks have been set.
- c) You must apply yourself to all course work/class work as required by your teachers.
- d) It is *YOUR* responsibility:
 - i) To *BE ON TIME* to all in-class assessment tasks; you will **not** be given an extension of time if you are late to any task held in school time or at the beginning of the day unless the Deputy Principal or the Principal has verified that you have legitimate reasons for being late and are prepared to give you a note to that effect.
 - ii) To *BE PRESENT* to do all in-school assessment tasks. **This means being present for the whole day that a task is due or that a task is set as an exam.**
 - iii) To hand in any homework assessment task on time to your teacher or Google Classroom when required.
- e) If you are absent for an assessment, test or on the day a task is due it is *YOUR RESPONSIBILITY* to bring a medical certificate or approved documentation justifying your absence to the appropriate Head Teacher immediately upon your return to school.
- f) It is your responsibility to notify your teacher of any assessment problems *IN ADVANCE*, if possible.
- g) It is your responsibility to *CHECK THE MARKING* of each task when it is returned to you on the same day.
- h) **Students who prepare assignments or other required work relying on technology (ie: Computers) will not be permitted to use the failure of such a device as a reason for failing to hand in work. Students must take appropriate steps to keep hard copies or back up files on a regular basis. The school will assist you with technology support if requests are made at the appropriate time (any extraordinary situation will be dealt with by the appeals committee).**

NB: You must not under any circumstances leave a piece of work on a teacher's desk as no record will have been established of its presentation. Therefore, any work not personally handed to the class teacher or the Head Teacher will be dealt with in the same manner as for failure to complete a task.

2. School Assessment Policies

- a) Advance Notice of Assessment Tasks
Students will be given written notice of any assessment task particularly for those which require preparation or home study. Students will also receive an electronic copy of the task notification on their relevant Google classroom.
- b) Submission of Assessment Tasks
- i) Students must hand in assessment tasks during the lesson for the subject in which the task is set.
 - ii) Students may submit or perform an assessment only if they attend all of their lessons that day. (An exception to this is if you send your assessment task to school if you are unable to attend on the day a task is due).
- c) Absence on the day of an Examination/Test
Students will be required to complete a missed examination/test the **NEXT** time they have that subject (In some cases, a **SUBSTITUTE** test or alternative means of assessment, can be arranged). A medical certificate or letter to provide a sound **REASON** for the absence will be **ESSENTIAL** and must be given to the Head Teacher. An invalid reason for absence (or failure to see the Head Teacher) will result in a '0' being awarded for that examination/test.
- d) Absence on day an Assessment Task is Due
If a student is unable to attend school on the day a task is due, a parent or friend should submit the required task, or it should be submitted on the day prior to completion date. If this is not possible it is then the student's responsibility to see the teacher on the **FIRST** day of returning from an absence in order to submit the task.
- e) Late Submission of a Home Assessment Task
Late assignments/tasks will be penalised at a rate of 10% of the available marks, per day, for up to five days. Weekends will be included in these five days. If the assignment/task is not submitted after five days of the original due date, a zero mark will be awarded.

Example:

An assignment is due on Thursday. The assignment is worth 100 marks.

Thursday	Assignment not submitted	Loss of 10 marks (10% of the total marks available)
Friday	Assignment not submitted	Loss of a further 10 marks
Saturday		Loss of a further 10 marks
Sunday		Loss of a further 10 marks
Monday	Assignment not submitted	Loss of a further 10 marks
Tuesday	Assignment not submitted	Zero Mark Awarded

In extenuating circumstances, a written reason from the parents must be forwarded to the Head Teacher of the faculty as soon as the assignment is submitted. This will be considered, and a decision will be made.

f) Marking of Assessment Tasks

It is the student's responsibility to check the marking of any assessment task when it is returned. The marks for any task will be taken as **final** seven days after the task is returned, so a student **must indicate any error in marking before this**. A complaint about marking is not valid for a **later appeal** against an assessment.

g) Malpractice (plagiarism, copying, cheating, talking during an examination)/Non-Serious Attempt

- i) In situations where it is established that malpractice has occurred then a '0' will be given for the task.

The Head Teacher in consultation with the class teacher will establish that malpractice has occurred. Parent/Carers will be advised in writing.

If a student can produce conclusive evidence that malpractice could not have occurred, an appeal may be lodged with the appeals committee in writing.

An interview with the student will follow and the decision made will be final.

If it is found that malpractice has occurred, no substitute task will be given.

h) Appeals/Appeals Committee

- i) Any complaints about assessment procedures should be made in the first place to the class teacher. Further appeals may be made to the Head Teacher of the appropriate faculty and then to the school's Appeals Committee through the Deputy Principal in charge of the year group.

- ii) The appeals committee will consist of:

i. The Deputy Principal in charge of the year group.

ii. The Subject Head Teacher.

iii. The Year Adviser.

- iii) Appeals will be in writing on the appropriate form. See the Deputy Principal in charge of your year group for details or forms.

- iv) Appeals process to be used:

i. Appeal upheld – work submitted, marked and results recorded.

ii. Appeal not upheld or no appeal – work submitted marked and recorded as '0'.

Mandatory Assessment Grids

English

Geography

Mathematics

Music

Personal Development, Health and Physical Education

Science

Technology

Visual Arts

English Course Outcomes

- EN4-RVL-01** uses a range of personal, creative and critical strategies to read texts that are complex in their ideas and construction.
- EN4-URA-01** analyses how meaning is created through the use of and response to language forms, features and structures.
- EN4-URB-01** examines and explains how texts represent ideas, experiences and values.
- EN4-URC-01** Identifies and explains ways of valuing texts and the connections between them
- EN4-ECA-01** creates personal, creative and critical texts for a range of audiences by using linguistic and stylistic conventions of language to express ideas.
- EN4-ECB-01** uses processes of planning, monitoring, revising and reflecting to support and develop composition of texts.
- EN4-URC-01** Identifies and explains ways of valuing texts and the connections between them

SUBJECT: ENGLISH

COURSE: YEAR 7

	TASK 1	TASK 2	WEIGHTING
	My Place, My Community Representing & Writing Task	Poetry Yearly Examination: Reading & Writing	
	Term 1 Week 9	Term 3 Week 9	
	EN4-ECA-01 EN4-RVL-01 EN4-URB-01 EN4-ECB-01	EN4-URA-01 EN4-ECA-01 EN4-ECB-01 EN4-RVL-01	
TOTAL WEIGHTING	50	50	100

Geography Course Outcomes

- GE4-1** Locates and describes the diverse features and characteristics of a range of places and environments.
- GE4-2** Describes processes and influences that form and transform places and environments.
- GE4-3** Explain how interactions and connections between people, places and environments result in change.
- GE4-4** Examines perspectives of people and organisations on a range of geographical issues.
- GE4-5** Discusses management of places and environments for their sustainability.
- GE4-6** Explains differences in human wellbeing.
- GE4-7** Acquires and processes geographical information by selecting and using geographical tools for inquiry.
- GE4-8** Communicates geographical information using a variety of strategies.

SUBJECT: GEOGRAPHY

COURSE: YEAR 7

	TASK 1	TASK 2	WEIGHTING
	Research Task	Yearly Examination	
	Term 2 Week 2	Term 4 Week 3	
	GE4-1 GE4-4 GE4-7 GE4-8	GE4-2 GE4-3 GE4-5 GE4-6	
TOTAL WEIGHTING	50	50	100

Mathematics Course Outcomes

MA3-RN-03	Determines percentages of quantities and finds equivalent fractions and decimals for benchmark percentage values.
MAO-WM-01	Develops understanding and fluency in mathematics through exploring and connecting mathematical concepts, choosing and applying mathematical techniques to solve problems, and communicating their thinking and reasoning coherently and clearly.
MA4-INT-C-01	Compares, orders and calculates with integers to solve problems.
MA4-FRC-C-01	Represents and operates with fractions, decimals and percentages to solve problems.
MA4-ALG-C-01	Generalises number properties to operate with algebraic expressions including expansion and factorisation.
MA4-IND-C-01	Operates with primes and roots, positive-integer and zero indices involving numerical bases and establishes the relevant index laws.
MA4-EQU-C-01	Solves linear equations of up to 2 steps and quadratic equations of the form $ax^2 = c$.
MA4-LIN-C-01	Creates and displays number patterns and finds graphical solutions to problems involving linear relationships.
MA4-ANG-C-01	Applies angle relationships to solve problems, including those related to transversals on sets of parallel lines.
MA4-GEO-C-01	Identifies and applies the properties of triangles and quadrilaterals to solve problems.

SUBJECT: MATHEMATICS

COURSE: YEAR 7

	TASK 1	TASK 2	TASK 3	TASK 4	WEIGHTING
	Topic Test 1	Open Book Test	Topic Test 2	Yearly Examination	
	Term 1 Week 8	Term 2 Week 5	Term 3 Week 6	Term 4 Week 4	
	MAO-WM-01 MA4-INT-C-01	MAO-WM-01 MA4-ALG-C-01 MA3-RN-03 MA4-FRC-C-01	MAO-WM-01 MA4-EQU-C-01 MA4-FRC-C-01	MAO-WM-01 MA4-GEO-C-01 MA4-ANG-C-01 MA4-EQU-C-01 MA4-FRC-C-01 MA4-ALG-C-01	
TOTAL WEIGHTING	25	25	25	25	100

Music Course Outcomes

MU4-PER-01- uses performance skills to demonstrate understanding of the elements of music and communicate musical ideas.

MU4-LIS-01- uses listening skills to describe music in relation to stylistic, cultural, historical or social contexts and the elements of music.

MU4-COM-01- improvises, arranges or composes using the elements of music to create musical ideas

SUBJECT: MUSIC

COURSE: YEAR 7

	TASK 1	TASK 2	TASK 3	WEIGHTING
	Music Theory Quiz	Performance	Composition	
	Term 2 Week 4	Term 3 Week 4	Term 4 Week 4	
	MU4-LIS-01	MU4-PER-01	MU4-COM-01	
TOTAL WEIGHTING	35	35	30	100

PDHPE Course Outcomes

- PD4-2** Examines and demonstrates the role help-seeking strategies and behaviours play in supporting themselves and others.
- PD4-4** Refines, applies and transfers movement skills in a variety of dynamic physical activity contexts.
- PD4-5** Transfers and adapts solutions to complex movement challenges.
- PD4-6** Recognises how contextual factors influence attitudes and behaviours and proposes strategies to enhance health, safety, wellbeing and participation in physical activity.
- PD4-7** Investigates health practices, behaviours and resources to promote health, safety, wellbeing and physically active communities.
- PD4-10** Uses interpersonal skills to effectively interact with others.

SUBJECT: PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION

COURSE: YEAR 7

	TASK 1	TASK 2	TASK 3	TASK 4	WEIGHTING
	Game Creation Task Under Construction	Skill and Participation Mark Semester 1	Semester 2 Test	Skill and Participation Mark Semester 2	
	Term 2 Week 5	Ongoing	Term 4 Week 3	Ongoing	
	PD4-7 PD4-10	PD4-4 PD4-5	PD4-2 PD4-7 PD4-6 PD4-1	PD4-4 PD4-5	
TOTAL WEIGHTING	30	20	30	20	100

Science Course Outcomes

SC4-WS-01	Working scientifically observing Uses scientific tools and instruments for observations
SC4-WS-02	Working scientifically Questioning and predicting identifies questions and makes predictions to guide scientific investigation
SC4-WS-03	Working scientifically Planning investigations plans safe and valid investigations
SC4-WS-04	Working scientifically Conducting investigations follows a planned procedure to undertake safe and valid investigations
SC4-WS-06	Working scientifically Analysing data and information uses data to identify trends, patterns and relationships, and draw conclusions
SC4-OTU-01	Explains how observations are used by scientists to increase knowledge and understanding of the Universe
SC4-FOR-01	Describes the effects of forces in everyday contexts
SC4-CLS-01	Describes the unique features of cells in living things and how structural features can be used to classify organisms

SUBJECT: SCIENCE

COURSE: YEAR 7

	TASK 1	TASK 2	WEIGHTING
	Practical Task	Yearly Examination	
	Term 2 Week 2	Term 4 Week 4	
	SC-WS-01 SC-WS-03 SC-WS-04 SC-OTU	SC4-WS-02 SC4-WS-06 SC4-OTU-01 SC4-FOR-01 SC4-CLS-01	
TOTAL WEIGHTING	50	50	100

Technology (Mandatory) Course Outcomes

- TE4-SDP-01 explains relationships between sustainability, design and production
- TE4-PDP-01 describes the practices and processes of designers and producers
- TE4-MSA-01 explains how materials, systems and components contribute to solutions
- TE4-PPM-01 applies processes in the planning, management and production of projects
- TE4-DES-01 communicates and evaluates design ideas and solutions
- TE4-SAF-01 selects and safely uses tools, materials, technologies and processes
- TE4-DIG-01 demonstrates technological literacy to safely interact in digital environments
- TE4-DIG-02 uses data and digital systems to code, design and produce projects

SUBJECT: TECHNOLOGY MANDATORY

COURSE: YEAR 7

	TASK 1	TASK 2	TASK 3	WEIGHTING
	Product and Folio	Product and Folio	Product and Folio	
	Term 1 Week 9/10	Term 2 Week 9/10	Term 3 Week 9/10	
	TE4-PPM-01 TE4-SAF-01 TE4-DES-01	TE4-PPM-01 TE4-SAF-01 TE4-DES-01	TE4-1DP TE4-3DP	
TOTAL WEIGHTING	34	33	33	100

Visual Arts Course Outcomes

- 4.1 Uses a range of strategies to explore different artmaking conventions and procedures to make artworks.
- 4.2 Explores the function of and relationships between artist – artwork – world – audience.
- 4.7 Explores aspects of practice in critical and historical interpretations of art.
- 4.9 Begins to acknowledge that art can be interpreted from different points of view.

SUBJECT: VISUAL ARTS

COURSE: YEAR 7

	TASK 1	TASK 2	WEIGHTING
	VAPD & Artmaking	VAPD & Artmaking	
	Term 2 Week 5	Term 4 Week 5	
	4.1, 4.7	4.2, 4.9	
Historical and Critical Studies	15	15	30
Artmaking	35	35	70
TOTAL WEIGHTING	50	50	100