

**YEAR 7
2024**

**ASSESSMENT
HANDBOOK**



2024



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1. Sefton High School Assessment Procedures

1.1. General Guidelines

- 1.1.1. It is the responsibility of students and parents to be familiar with and comply with all elements of these procedures
- 1.1.2. As far as possible, assessment tasks are to be completed under teacher supervision, however, some syllabus requirements necessitate that work be completed out of class, for example, research activities.
- 1.1.3. Malpractice is any activity undertaken by a student with the intention of using it to unfairly advantage themselves. Malpractice is unacceptable at all times and it is contrary to ethical scholarship.
- 1.1.4. An assessment task cover sheet containing a declaration of originality must be completed and attached to any assessment tasks completed outside of class.
- 1.1.5. Malpractice will result in a mark of zero and the issuing of an '*Assessment Task Zero Mark*' notification letter.
- 1.1.6. Students will be required to resubmit / resit the task in order to meet the course outcome requirements, but the zero mark will remain.
- 1.1.7. If plagiarism is of another student's work, a decision will be made by the Appeals committee, after investigation into the degree of complicity, as to whether the other student will also be penalised.
- 1.1.8. Only approved calculators can be used for assessment tasks and examinations.

1.2. School Procedures

- 1.2.1. Students will be informed in writing of the assessment requirements including the nature and timing of assessment tasks for each course in the '*Year 7 Assessment Handbook*'.
- 1.2.2. Students are advised to record assessment tasks in their Student Planner and to refer regularly to their '*Year 7 Assessment Handbook*'.
- 1.2.3. An '*Assessment Task Notification*' will be provided a minimum of two weeks before the date of the assessment task and include:
 - 1.2.3.1. The nature of the task
 - 1.2.3.2. Syllabus outcomes assessed
 - 1.2.3.3. The weighting of the task
 - 1.2.3.4. The date of the task or, for a hand-in task, the due date and time.
- 1.2.4. All issues regarding assessment tasks must, in the first instance, be addressed with the class teacher by the student before the matter is referred to the relevant Head Teacher.
- 1.2.5. If a student is absent from class on the day the Assessment Task Notification is issued, it is the student's responsibility to see the teacher to receive the notification.
- 1.2.6. Students must attend every timetabled period on the scheduled date of any assessment task up to and including the conclusion of the assessment task.
- 1.2.7. Failure to do so will result in a zero mark awarded unless a written valid reason is received from, as a minimum, a parent and is substantiated by the relevant Head Teacher or Deputy Principal.
- 1.2.8. In the event of a situation arising that has not been foreseen in these procedures, a decision shall be made by the appeals committee. The appeals committee may consult on such matters as it sees fit prior to any determination.
- 1.2.9. Decisions made by the appeals committee are final.

1.3. In-School Assessment Tasks & Examinations

- 1.3.1. Assessment Tasks and Examinations must be completed at the scheduled time.
- 1.3.2. If a student misses an in-school assessment or examination task through absence from school:
 - 1.3.2.1. The student must submit a parent letter, preferably with formal supporting documentation (e.g., medical certificate) on the first school day back at school.
- 1.3.3. The Head Teacher will determine the validity of the reason.
 - 1.3.3.1. The student may receive a zero mark if the Head Teacher determines the reason is invalid.
- 1.3.4. If the reason for absence is accepted:
 - 1.3.4.1. The Head Teacher will make arrangements for the student to complete the task / examination.
 - 1.3.4.2. The student is to be ready to undertake that task on the first day of their return to school.
 - 1.3.4.3. The exact time and date will be determined by the Head Teacher and, if necessary, may well be in the student's own time.

1.4. Submission Style Assessment Tasks

- 1.4.1. Submission style 'hand-in' tasks are to be completed and submitted to the teacher during or before the scheduled lesson identified on the task notification.
- 1.4.2. A signed 'Assessment Task Cover Sheet' must be submitted at this time.
- 1.4.3. An assessment task must be submitted to a teacher.
- 1.4.4. No emailed tasks will be accepted other than in exceptional circumstances and only where this is pre-arranged with a Deputy Principal or Principal. Failure to adhere to this will result in a zero mark being awarded.
- 1.4.5. If a student does not submit an assessment task during or before the lesson identified on the task notification:
 - 1.4.5.1. The student must have a parent letter of explanation, preferably with formal supporting documentation (e.g., medical certificate)
- 1.4.6. If non-submission is due to absence, supporting documents, together with the completed Assessment Task must be submitted to the Teacher or Head Teacher on the first school day not covered by the parent letter.
- 1.4.7. The student may receive a zero mark if the Head Teacher determines the reason is invalid.
- 1.4.8. Any formal supporting documentation must indicate the day(s) the student is unfit for school inclusive of the date of the assessment task.
- 1.4.9. Problems with technology are not grounds for any assessment consideration.
- 1.4.10. Any student who believes that the awarding of a zero mark is unreasonable or incorrect may appeal the decision.
- 1.4.11. The appeals committee will make a determination.
- 1.4.12. The determination of the appeals committee will be binding and final.

1.5. If a student knows they will be away on the day of an assessment task

- 1.5.1. The student must advise the relevant Deputy Principal in writing prior to the day of the assessment task and provide supporting evidence. This includes any student who has been granted 'Extended Leave – Travel'. One of the following decisions will then be made:
 - 1.5.1.1. The student may be permitted to do the task at the first opportunity when they return.
 - 1.5.1.2. If the task is a hand-in task, the student must submit the task / assessment before the due date or make arrangements for someone else to deliver it to the Head Teacher by the due date.
 - 1.5.1.3. The student may be given a substitute task
 - 1.5.1.4. The reason for absence will be deemed invalid and a mark or zero awarded. The student will still be required to complete the task to achieve outcomes.
 - 1.5.1.5. In exceptional circumstances, the student may be given an estimate based on their performance in previously completed assessment tasks.
- 1.5.2. If a student is required to submit or complete an assessment task in class on a day which falls during a period when the student is on suspension, the Deputy Principal or Principal will make arrangements to enable the student to comply with the school's assessment requirements.

1.6. Conduct during Examinations, Tests or Assessment Tasks

- 1.6.1. Students must cease speaking or communicating in any way as they enter the assessment / examination venue and remain silent while in the assessment / examination venue except if talking with a teacher / supervisor.
- 1.6.2. Students must follow the teacher's / supervisor's instructions at all times.
- 1.6.3. Students must behave in a manner that will not disturb the work of any other student nor disrupt the conduct of the assessment / examination.
- 1.6.4. Students must make a serious attempt at all questions in the assessment / examination. Answers must not contain frivolous or offensive material.
- 1.6.5. Students must not take food into the assessment / examination room other than for a known, verified medical condition already documented with the school.
- 1.6.6. Students must only take permitted equipment into the assessment / examination room. Books, notes, paper, mobile phones, watches, earbuds/airpods and electronic equipment of any kind are not to be taken into the assessment / examination venue.
- 1.6.7. Any mobile phone left in a bag in the area must be switched off.
- 1.6.8. Students must remain in the assessment / examination venue until the assessment / examination time has elapsed and they are dismissed by the teacher / supervisor.
- 1.6.9. Students must behave ethically. No attempt should be made to engage in malpractice (cheat or attempt to cheat).
- 1.6.10. Students must not take an examination paper or writing booklet from the examination venue.
- 1.6.11. Students are only permitted to use clear, fully transparent plastic bags or sleeves as a pencil case.
- 1.6.12. Students are only permitted to use clear, fully transparent drink bottles, without labels, that contains only water.

1.7. Failure to comply with School Policy and Assessment Procedures

- 1.7.1. Failure to comply with School Policy and Assessment Procedures will result in a zero mark which will be notified in writing through the issuing of an '*Assessment Task Zero Mark Notification*' letter.

1.8. Malpractice

- 1.8.1. Malpractice is any activity undertaken by a student with the intention of using it to unfairly advantage themselves. Malpractice includes, but is not limited to:
 - 1.8.1.1. Taking non-approved notes, aids or equipment into an assessment or examination
 - 1.8.1.2. Copying from another student
 - 1.8.1.3. Communicating with another student during an assessment or examination
 - 1.8.1.4. Plagiarism
 - 1.8.1.5. Building on the ideas of another person without reference
 - 1.8.1.6. Submitting work to which another person (such as parent, coach or subject expert) has contributed substantially
 - 1.8.1.7. Using words, ideas, designs or the work of others in practical and performance tasks without acknowledgment
 - 1.8.1.8. Changing an answer or mark after the paper has been returned
 - 1.8.1.9. Breaching the school 'Examination Rules'
 - 1.8.1.10. Contriving false explanations to justify work not submitted by the due date and time
 - 1.8.1.11. Assisting another student engage in malpractice

1.9. Plagiarism

- 1.9.1. Plagiarism occurs when a student copies another person's work, and then states or implies that it is their own work, without acknowledgement. This includes words and text from books or websites, drawings, maps, graphics and art as well as ideas and thoughts.
- 1.9.2. Plagiarism is cheating and will result in the student receiving a zero mark for the task.
- 1.9.3. A student's work may be cited for plagiarism in they, without acknowledgement of the source:
 - 1.9.3.1. Copy someone else's work, in part or in whole, and presenting it as their own.
 - 1.9.3.2. Using material directly from books, journals, CDs, DVDs, or the internet without reference to the source.
 - 1.9.3.3. Submit work generated by artificial intelligence (Chat GPT, Bard and/or similar) as their own work.
 - 1.9.3.4. Makes a direct copy of one or more sentences and / or paragraphs from a source document
 - 1.9.3.5. Copies sentences and / or paragraphs, though they have changed their order
 - 1.9.3.6. Makes cosmetic changes to sentences and / or paragraphs. This may include changing the tense, placing in some synonyms, changing the order of adjectives and nouns or deliberately adding grammar and / or spelling mistakes.
 - 1.9.3.7. Deletes information that was in brackets or a list of examples from sentences and / or paragraphs in the source
 - 1.9.3.8. Changes the order of phrases in the sentence
 - 1.9.3.9. Uses information from a source that is not included in the bibliography.
- 1.9.4. Students need to be aware that summarising and paraphrasing can also be considered plagiarism. Acceptable paraphrasing means that the student expresses the ideas using original language and sentence structure. If the student keeps even short phrases from the original source, they must cite the source. Students must only use a limited amount of citing in their work.
- 1.9.5. This Assessment Handbook contains a section on writing a bibliography and referencing quotes.
- 1.9.6. Students who would like to learn more about acceptable paraphrasing and the use of quotes can access the following website:
http://educationstandards.nsw.edu.au/wps/portal/nesa/Advanced%20Search?search_query=plagiarism

1.10. Appeals

- 1.10.1. Appeals may only be lodged in relation to decisions made by a Head Teacher or Deputy Principal relating to a student's non-compliance with the requirements of the '*Sefton High School Assessment Policy*'.
- 1.10.2. Students cannot appeal against a mark awarded, in keeping with NSW Education Standards Authority procedures.
- 1.10.3. Students must submit a completed '*Application to Appeal a Penalty in an Assessment Task*' form to the relevant Head Teacher, including all supportive documentation, stating the basis on which they are appealing.
- 1.10.4. All written appeals must be submitted within ten days of the date on the written notification of zero mark.
- 1.10.5. Only appeals completed by the student, submitted using the '*Application to Appeal a Penalty in an Assessment Task*' form will be considered.
- 1.10.6. The '*Application to Appeal a Penalty in an Assessment Task*' form can be accessed from a Deputy Principal.
- 1.10.7. The appeals committee may uphold or deny the appeal.
- 1.10.8. The appeals committee may impose a percentage of maximum marks penalty.
- 1.10.9. The appeals committee may take a range of circumstances into making their determination as they see fit.
- 1.10.10. The decision of the appeals committee shall be binding and final.

2. Additional Information

In the external HSC examination, NESA awards a zero mark to any script in which:

- only the:
 - multiple choice questions are completed, and / or
 - true and false questions are completed, and / or
 - matching questions have been completed
- some or all the answers appear not to be genuine attempts to answer the question(s) asked. This may include copying or modifying some or all of the question(s) or leaving a number of blanks.
- Frivolous or objectionable material has been included

In Year 12, this will result in a “Non-award” in that course and if the course counts towards the ten units required to be completed, the student will not receive a Higher School Certificate (HSC).

This will also result in the student not being awarded an ATAR if this course counts towards their 10 units.

Sefton High School will follow the same rule in all years for school assessment tasks including examinations. Any such scripts will be treated as a non-serious attempt and awarded a zero mark. The task will have to be redone in order to meet course outcomes requirements, however, the zero mark will remain.

Only black non-erasable pens are to be used in Assessment tasks, including examinations. Queries regarding marked tasks will not be addressed if any part of the task has been completed with an erasable pen or if correction fluid or tape has been used in that part of the task being queried.

English

Syllabus: English K–10 | NSW Education Standards

Task	Timing	Unit of Learning	Task Type	Weighting
1	Term 1 Week 7	Up Close and Personal	Extended Response	30%
2	Term 2 Weeks 6-7	Australian Voices	Examination	30%
3	Term 4 Week 7	The Hero's Journey Picture Word Book	Examination	40%

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

Geography

Syllabus: Geography K–10 | NSW Education Standards

Task	Timing	Unit of Learning	Task Type	Weighting
1	Term 1 Week 7	Geomorphic Hazard Research	Research Task	25%
2	Term 2 Weeks 6-7	Landscapes and Landforms & Geographical skills and knowledge	Examination	35%
3	Term 4 Week 7	Landscapes and Landforms, Place and Liveability & Geographical Skills and knowledge	Examination	40%

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** explains 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

History

Syllabus: History K–10 | NSW Education Standards

Task	Timing	Unit of Learning	Task Type	Weighting
1	Term 2 Weeks 6-7	Investigating the past	Examination	30%
2	Term 3 Week 2	Ancient personalities	Research Task	30%
3	Term 4 Week 7	Ancient Greece Ancient China	Examination	40%

Outcomes:

- HT4-1** describes the nature of history and archaeology and explains their contribution to an understanding of the past
- HT4-2** describes major periods of historical time and sequences events, people and societies from the past
- HT4-3** describes and assesses the motives and actions of past individuals and groups in the context of past societies
- HT4-4** describes and explains the causes and effects of events and developments of past societies over time
- HT4-5** identifies the meaning, purpose and context of historical sources
- HT4-6** uses evidence from sources to support historical narratives and explanations
- HT4-7** identifies and describes different contexts, perspectives and interpretations of the past
- HT4-8** locates, selects and organises information from sources to develop an historical inquiry
- HT4-9** uses a range of historical terms and concepts when communicating an understanding of the past
- HT4-10** selects and uses appropriate oral, written, visual and digital forms to communicate about the past

Mathematics

Syllabus: Mathematics K–10 | NSW Education Standards

Task	Timing	Unit of Learning	Task Type	Weighting
1	Term 2 Weeks 6-7	Knowledge & Skills of application and concepts	Examination	35%
2	Term 3 Week 8	Knowledge & Skills of application and concepts	Topic Test	25%
3	Term 4 Week 7	Knowledge & Skills of application and concepts	Examination	40%

Outcomes:

- 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-RAT-C-01** solves problems involving ratios and rates, and analyses distance-time graphs
- 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-LEN-C-01** applies knowledge of the perimeter of plane shapes and the circumference of circles to solve problems
- MA4-PYT-C-01** applies Pythagoras' theorem to solve problems in various contexts
- MA4-ARE-C-01** applies knowledge of area and composite area involving triangles, quadrilaterals and circles to solve problems
- MA4-VOL-C-01** applies knowledge of volume and capacity to solve problems involving right prisms and cylinders
- 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
- MA4-DAT-C-01** classifies and displays data using a variety of graphical representations
- MA4-DAT-C-02** analyses simple datasets using measures of centre, range and shape of the data
- MA4-PRO-C-01** solves problems involving the probabilities of simple chance experiments

Music

Syllabus: Music 7–10 | NSW Education Standards

Task	Timing	Unit of Learning	Task Type	Weighting
1	Term 2 Weeks 6-7	What is Music? Concepts of Music	Examination	35%
2	Term 3 Weeks 4-6	Genres of Music	Performance Task	30%
3	Term 4 Week 7	Guitars	Examination	35%

Outcomes:

- 4.1 performs in a range of musical styles demonstrating an understanding of musical concepts
- 4.2 performs music using different forms of notation and different types of technology across a broad range of musical styles
- 4.3 performs music demonstrating solo and/or ensemble awareness
- 4.4 demonstrates an understanding of musical concepts through exploring, experimenting, improvising, organising, arranging and composing
- 4.5 notates compositions using traditional and/or non-traditional notation
- 4.6 experiments with different forms of technology in the composition process
- 4.7 demonstrates an understanding of musical concepts through listening, observing, responding, discriminating, analysing, discussing and recording musical ideas
- 4.8 demonstrates an understanding of musical concepts through aural identification and discussion of the features of a range of repertoire
- 4.9 demonstrates musical literacy through the use of notation, terminology, and the reading and interpreting of scores used in the music selected for study
- 4.10 identifies the use of technology in the music selected for study, appropriate to the musical context
- 4.11 demonstrates an appreciation, tolerance and respect for the aesthetic value of music as an artform
- 4.12 demonstrates a developing confidence and willingness to engage in performing, composing and listening experiences

Personal Development, Health and Physical Education

Syllabus: PDHPE K–10 | NSW Education Standards

Task	Timing	Unit of Learning	Task Type	Weighting
1	Term 2 Week 3	Striking and Fielding	Practical Task	25%
2	Term 2 Weeks 6-7	Healthy Me, Healthy You	Written Response Task	25%
3	Term 3 Week 9	Invasion Games	Practical Task	25%
4	Term 4 Week 7	Healthy Me, Healthy You Growing up	Examination	25%

Outcomes:

- PD4-1** examines and evaluates strategies to manage current and future challenges
- PD4-2** examines and demonstrates the role help-seeking strategies and behaviours play in supporting themselves and others
- PD4-3** investigates effective strategies to promote inclusivity, equality and respectful relationships
- 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
- PD4-8** plans for and participates in activities that encourage health and a lifetime of physical activity
- PD4-9** demonstrates self-management skills to effectively manage complex situations
- PD4-10** applies and refines interpersonal skills to assist themselves and others to interact respectfully and promote inclusion in a variety of groups or contexts
- PD4-11** demonstrates how movement skills and concepts can be adapted and transferred to enhance and perform movement sequences

Science

Syllabus: Science 7–10 | NSW Education Standards

Task	Timing	Unit of Learning	Task Type	Weighting
1	Term 1 Week 9	Introduction to Science Everyday Separations Solar System Week Everyday Forces	Skills Task	25%
2	Term 2 Week 6-7	Introduction to Science Everyday Separations Solar System Week Everyday Forces What's New in the Zoo?	Examination	20%
3	Term 3 Week 3	What's New in the Zoo? Everything Matters Dinosaurs Forces and Fields	Depth Study	25%
4	Term 4 Week 7	What's New in the Zoo? Ecosystems Dinosaurs Forces and Fields	Examination	30%

Outcomes:

- SC4-1VA** appreciates the importance of science in their lives and the role of scientific inquiry in increasing understanding of the world around them
- SC4-2VA** shows a willingness to engage in finding solutions to science-related personal, social and global issues, including shaping sustainable futures
- SC4-3VA** demonstrates confidence in making reasoned, evidence-based decisions about the current and future use and influence of science and technology, including ethical considerations
- SC4-4WS** identifies questions and problems that can be tested or researched and makes predictions based on scientific knowledge
- SC4-5WS** collaboratively and individually produces a plan to investigate questions and problems
- SC4-6WS** follows a sequence of instructions to safely undertake a range of investigation types, collaboratively and individually
- SC4-7WS** processes and analyses data from a first-hand investigation and secondary sources to identify trends, patterns and relationships, and draw conclusions
- SC4-8WS** selects and uses appropriate strategies, understanding and skills to produce creative and plausible solutions to identified problems
- SC4-9WS** presents science ideas, findings and information to a given audience using appropriate scientific language, text types and representations
- SC4-10PW** describes the action of unbalanced forces in everyday situations
- SC4-11PW** discusses how scientific understanding and technological developments have contributed to finding solutions to problems involving energy transfers and transformations
- SC4-12ES** describes the dynamic nature of models, theories and laws in developing scientific understanding of the Earth and solar system
- SC4-13ES** explains how advances in scientific understanding of processes that occur within and on the Earth, influence the choices people make about resource use and management
- SC4-14LW** relates the structure and function of living things to their classification, survival and reproduction
- SC4-15LW** explains how new biological evidence changes people's understanding of the world
- SC4-16CW** describes the observed properties and behaviour of matter, using scientific models and theories about the motion and arrangement of particles
- SC4-17CW** explains how scientific understanding of, and discoveries about the properties of elements, compounds and mixtures relate to their uses in everyday life

Technology

Syllabus: Technology Mandatory 7–8 | NSW Education Standards

Task	Timing	Unit of Learning	Task Type	Weighting
1	Term 1 Week 10	Safety	Safety Portfolio	15%
2	Term 2 Week 3	Design and production	Product Project	20%
3	Term 2 Week 5	Design and production	Product Project	15%
4	Term 3 Week 10	Safety	Safety Portfolio	15%
5	Term 4 Week 3	Design and production	Product Project	20%
6	Term 4 Week 6	Design and production	Product Project	15%

Outcomes:

- TE4-1DP** designs, communicates and evaluates innovative ideas and creative solutions to authentic problems or opportunities
- TE4-2DP** plans and manages the production of designed solutions
- TE4-3DP** selects and safely applies a broad range of tools, materials and processes in the production of quality projects
- TE4-4DP** designs algorithms for digital solutions and implements them in a general-purpose programming language
- TE4-5AG** investigates how food and fibre are produced in managed environments
- TE4-6FO** explains how the characteristics and properties of food determine preparation techniques for healthy eating
- TE4-7DI** explains how data is represented in digital systems and transmitted in networks
- TE4-8EN** explains how force, motion and energy are used in engineered systems
- TE4-9MA** investigates how the characteristics and properties of tools, materials and processes affect their use in designed solutions
- TE4-10TS** explains how people in technology related professions contribute to society now and into the future

Visual Arts

Syllabus: Technology Mandatory 7–8 | NSW Education Standards

Task	Timing	Unit of Learning	Task Type	Weighting
1	Term 2 Week 4	Portraits	VAPD & Collection of Works	30%
2	Term 2 Weeks 6-7	Portraits	Examination	20%
3	Term 4 Week 5	Animals	VAPD & Collection of Works	30%
4	Term 4 Week 7	Animals	Examination	20%

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
- 4.3 makes artworks that involve some understanding of the frames
- 4.4 recognises and uses aspects of the world as a source of ideas, concepts and subject matter in the visual arts
- 4.5 investigates ways to develop meaning in their artworks
- 4.6 selects different materials and techniques to make artworks
- 4.7 explores aspects of practice in critical and historical interpretations of art
- 4.8 explores the function of and relationships between the artist – artwork – world – audience
- 4.9 begins to acknowledge that art can be interpreted from different points of view
- 4.10 recognises that art criticism and art history construct meanings

3. Glossary of Key Words

Syllabus outcomes, objectives, performance bands and examination questions have key words that state what students are expected to be able to do. A glossary of key words has been developed to help provide a common language and consistent meaning in the Higher School Certificate documents.

Using the glossary will help teachers and students understand what is expected in responses to examinations and assessment tasks. Remember these words need to be understood in the **context** of the subject.

Account	Account for: state reasons for, report on. Give an account of: narrate a series of events or transactions
Analyse	Identify components and the relationship between them; draw out and relate implications
Apply	Use, utilise, employ in a particular situation
Appreciate	Make a judgement about the value of
Assess	Make a judgement of value, quality, outcomes, results or size
Calculate	Ascertain/determine from given facts, figures or information
Clarify	Make clear or plain
Classify	Arrange or include in classes/categories
Compare	Show how things are similar or different
Construct	Make; build; put together items or arguments
Contrast	Show how things are different or opposite
Critically (analyse/evaluate)	Add a degree or level of accuracy depth, knowledge and understanding, logic, questioning, reflection and quality to (analyse/evaluate)
Deduce	Draw conclusions
Define	State meaning and identify essential qualities
Demonstrate	Show by example
Describe	Provide characteristics and features
Discuss	Identify issues and provide points for and/or against
Distinguish	Recognise or note/indicate as being distinct or different from; to note differences between
Evaluate	Make a judgement based on criteria; determine the value of
Examine	Inquire into
Explain	Relate cause and effect; make the relationships between things evident; provide why and/or how
Extract	Choose relevant and/or appropriate details
Extrapolate	Infer from what is known
Identify	Recognise and name
Interpret	Draw meaning from
Investigate	Plan, inquire into and draw conclusions about
Justify	Support an argument or conclusion
Outline	Sketch in general terms; indicate the main features of
Predict	Suggest what may happen based on available information
Propose	Put forward (for example a point of view, idea, argument, suggestion) for consideration or action
Recall	Present remembered ideas, facts or experiences
Recommend	Provide reasons in favour
Recount	Retell a series of events
Summarise	Express, concisely, the relevant details
Synthesise	Putting together various elements to make a whole

4. Writing a Bibliography

WHAT IS IT?

A bibliography is a list of all the resources you have used in writing a text. The text may be an assignment, a research project, a major work or any other piece of writing that you have composed using other resources.

A bibliography includes all the sources used in the preparation of a piece of work - not just those that have been cited in the text of the work. The bibliography is located at the end of the piece of work.

Your bibliography should identify an item (e.g. book, journal article, film, or internet site) in sufficient detail so that others may identify it and consult it.

Your bibliography should appear at the end of your essay/report with entries listed alphabetically.

WHY DO YOU HAVE TO USE ONE?

As per the NESA 'All My Own Work' program, you should acknowledge sources to:

- demonstrate your academic integrity
- support your argument by showing the sources of the information from which you have formed your own ideas
- make it easy for readers to find the sources you have used, to check the information you have used and to use the sources for further information
- fulfil your moral and legal obligations to recognise and acknowledge the author(s) of the original ideas
- avoid plagiarism so that you are not falsely claiming someone else's work or ideas as your own.

Additionally, you should respect the moral rights of the person who created the texts you used. The creators of texts have the moral right to be named as the author, be protected against false attribution and to have their work treated with respect and not be misrepresented. To observe the moral rights of an author you should:

- attribute any quote, paraphrase, summary or copy of someone else's work or idea
- ensure that works are not falsely attributed to an author
- reference appropriately.

SPECIAL NOTES

A list of references contains details only of those works cited in the text. A bibliography includes sources not cited in the text but which are relevant to the subject, listed alphabetically

There are many ways to create a bibliography. You will see one way below, but don't be surprised if at some later stage a teacher asks you for a different format or style.

Each type of resource is cited and referenced in a slightly different way. If you have used sources from the Internet, these should be listed in your bibliography as well.

There is no universal referencing style and you should ask your teachers which style you should follow. The four most common referencing styles are:

- Harvard (author-date)
- American Psychological Association (APA)
- Modern Language Association (MLA)
- Oxford (documentary-note or footnote referencing).

CORRECT ORDER IN BIBLIOGRAPHIES

FOR A BOOK

The details required in order are:

1. Name/s of author/s, editor/s, compiler/s or the institution responsible
2. Year of publication
3. Title of publication and subtitle if any (all titles must be underlined or italicised)
4. Series title and individual volume if any
5. Edition, if other than first
6. Publisher

7. Place of publication
8. Page number(s) if applicable

ONE AUTHOR

- Example:
 - Berkman, RI 1994, *Find it fast: how to uncover expert information on any subject*, HarperPerennial, New York.

TWO OR MORE AUTHORS

- Examples:
 - Cengel, YA & Boles, MA 1994, *Thermodynamics: an engineering approach*, 2nd edn, McGraw Hill, London.
 - Cheek, J, Dorskatsch, I, Hill, P & Walsh, L 1995, *Finding out: information literacy for the 21st century*, MacMillan Education Australia, South Melbourne.

EDITOR(S)

- Examples:
 - Pike, ER & Sarkar, S (eds) 1986, *Frontiers in quantum optics*, Adam Hilger, Bristol.
 - Jackson, JA (ed.) 1997, *Glossary of geology*, 4th edn, American Geological Institute, Alexandria, Va.

SPONSORED BY INSTITUTION, CORPORATION OR OTHER ORGANISATION

- Example:
 - Institution of Engineers, Australia 1994, *Code of ethics*, Institution of Engineers, Australia, Barton, A.C.T.

SERIES

- Example:
 - Bhattacharjee, M 1998, *Notes of infinite permutation groups*, Lecture notes in mathematics no.1698, Springer, New York.

EDITION

- Example:
 - Zumdahl, SS 1997, *Chemistry*, 4th edn, Houghton Mifflin, Boston.

CHAPTER OR PART OF A BOOK TO WHICH A NUMBER OF AUTHORS HAVE CONTRIBUTED

- Example:
 - Bernstein, D 1995, 'Transportation planning', in WF Chen (ed.), *The civil engineering handbook*, CRC Press, Boca Raton.

NO AUTHOR OR EDITOR

- Example:
 - *Kempe's engineer's year-book* 1992, Morgan-Grampian, London.

FOR AN ARTICLE

- The details required, in order, are:
 1. Name/s of author/s of the article
 2. Year of publication
 3. Title of article, in single quotation marks
 4. Title of periodical (underlined or italicised)
 5. Volume number
 6. Issue (or part) number
 7. Page number(s)

JOURNAL ARTICLE

- Example:
 - Huffman, LM 1996, 'Processing whey protein for use as a food ingredient', *Food Technology*, vol. 50, no. 2, pp. 49-52.

CONFERENCE PAPER (PUBLISHED)

- Example:
 - Bourassa, S 1999, 'Effects of child care on young children', *Proceedings of the third annual meeting of the International Society for Child Psychology*, International Society for Child Psychology, Atlanta, Georgia, pp. 44-6.

NEWSPAPER ARTICLE

- Example:
 - Simpson, L 1997, 'Tasmania's railway goes private', *Australian Financial Review*, 13 October, p. 10.

FOR A NON-BOOK

- The details required are the same as for a book, with the form of the item (eg videorecording, tape, computer file, etc.) indicated after the year.
 - Example:
 - *Get the facts (and get them organised)* 1990, video recording, Appleseed Productions, Williamstown, Vic.

FOR WEB SITES AND OTHER ELECTRONIC SOURCES

- This could include sources from full text compact disk products, electronic journals or other sources from the Internet. The basic form of the citations follow the principles listed for print sources (see above)
 1. Name/s of author/s
 2. Date of publication Note: If you cannot establish the date of publication, use n.d. (no date).
 3. Title of publication (underlined or italicised)
 4. Edition, if other than first
 5. Type of medium, if necessary
 6. Date item viewed
 7. Name or site address on internet (if applicable)
 - Examples:
 - Weibel, S 1995, 'Metadata: the foundations of resource description', *D-lib Magazine*, viewed 7 January 1997, <<http://www.dlib.org/dlib/July95/07weibel.html>>.
 - ASTEC 1994, *The networked nation*, Australian Science, Technology and Engineering Council, Canberra, viewed 7 May 1997, <http://astec.gov.au/astec/net_nation/contents.html>.
- If no author is given, the title is used as the first element of a citation.
 - Example:
 - *Dr Brain thinking games* 1998, CD-ROM, Knowledge Adventure Inc., Torrance, California.

FOR PERSONAL COMMUNICATIONS

- Information obtained by interview, telephone call, letter, email, etc. should be documented in the text.
 - Examples:
 - "Details of a personal communication do not need to be included in a reference list" i.e. You may not need to include personal communications in the list of references at the end of the essay.
 - When interviewed on 15 June 1995, Dr Peter Jones explained that ...
 - This was later verbally confirmed (P Jones 1995, pers. comm., 15 June).

REFERENCES IN THE TEXT OF YOUR ESSAY

- In an author-date style, a textual citation generally requires only the name of the author(s) and the year of publication (and specific page(s) if necessary). This may appear at the end of a sentence, before the full stop.
 - Examples:
 - It is futile to maintain that the chemicals are interchangeable (Moir & Jessel 1991).
 - It is futile to maintain that the chemicals are interchangeable (Moir & Jessel 1991, p. 94).
- Alternatively, the author's surname may be integrated into the text, followed by the year of publication in parentheses.
 - Examples:
 - Moir and Jessel (1991) have shown that it is futile to maintain that the chemicals are interchangeable.
 - Moir and Jessel (1991, pp. 93-4) have shown that it is futile to maintain that the chemicals are interchangeable.
- If two or more works by different authors are cited at the same time, separate them with a semicolon.
 - Example:
 - The implications for land degradation have been much debated (Malinowski, Miller & Gupta 1995; Thomson 1999).

- If two or more works by the same author are cited at the same time, do not repeat the author's name. Separate the years of publication by a comma.
 - Example:
 - Subsequent investigation confirmed these results (Watson & Clark 1996, 1998).
- If there are more than two works by the same author, published in the same year, add the letters 'a', 'b', etc. to the year to distinguish the works. Also add these letters to the year in the list of references at the end of the essay.
 - Example:
 - Public housing remains a neglected area (ACOSS 1997a, 1997b).
- If there are more than three authors, list only the first, followed by 'et al.'
 - Example:
 - Other researchers have questioned these findings (Larson et al. 1987).
- If you cannot establish the year of publication, use 'n.d.' (no date).
 - Example:
 - Recent advances have been made in this area (Bolton n.d.).
- If there is no author or authoring body, cite the work by title, in italics.
 - Example:
 - In military settings, leadership acquires a different significance (*Be, know, do: leadership the Army way*, 2004).

Sample Bibliography

Burns, George. (1992). Writing for life. In: Morgan, J. (ed.) (1993). How to be a successful author. Ringwood: Penguin Books.

Dixon, J. (1993). How to be a successful student. Ringwood: Penguin Books.

Doery, K.E. et. al. (1998). Medical terminology. London: Thames & Hudson.

Encarta. [CD ROM]. 1994. Chicago: Funk & Wagnalls.

Fragile Earth. 5. South American wetland. (1982). London : BBC. 17th October, [video: VHS].

Green, C.M., Brown, P. and Smith, A. (1996). Life in Australia. Carlton, Vic.: Pitman.

Hawking, S.W. (1994). A brief history of time: an interactive adventure [CD ROM]. N.Y.; Crunch Media.

Holland, M. (1996). Harvard System [Internet]. Poole: Bournemouth University. Available from:
[Accessed 6th May, 1998].

Manley, D. and Ree, P. (1998). Finding out. London: Pan Books.

Morgan, J. (ed.) (1993). How to be a successful author. Ringwood: Penguin Books.

Popham, B. (1997). Saving the future. Sydney Morning Herald. 7th February, p.10. Sydney Morning Herald on CD Rom, 1997.

Popham, B. (1997). Saving the future. Sydney Morning Herald. 7th February, p.10.

The Cambridge Encyclopaedia of Human Evolution. (1992). Cambridge: Cambridge University Press.

Approved Calculators for Assessment Tasks and Examinations

<https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/rules-and-processes/approved-calculators/approved-calculators-2023-hsc>

ABACUS SX-II MATRIX a	JASTEK JasCS1
ABACUS SX-II MATRIX n	JASTEK JasCS EVO
CANON F717SGA	JASTEK JasCS2 EVO
CANON F-715SG	RSB FB 350MS
CANON F-730SX	Scholar SC-250MX
CASIO fx-82AU	SHARP EL-531TH
CASIO fx-82AU PLUS	SHARP EL-531VH
CASIO fx-82AU PLUS II 1st or 2nd Edition (Recommended)	SHARP EL-531WH
CASIO fx-85MS	SHARP EL-531X
CASIO fx-100AU	SHARP EL-531XH
CASIO fx-100 AU PLUS 1st or 2nd Edition (Recommended)	SHARP EL-W531HA
CASIO fx-350 MS	SHARP EL-W532TH
CASIO fx-8200 AU	SHARP EL-W532XH
HEWLETT-PACKARD HP10S	Texas instruments TI-30XB MultiView
HEWLETT-PACKARD HP10S+	Texas Instruments TI-30X Plus MathPrint
HEWLETT-PACKARD HP300S+	
HEWLETT-PACKARD HP10sII	

- Instruction booklets or cards (e.g., reference cards) on the operation of calculators are NOT permitted in examinations or assessment tasks.
- Calculators must have been switched off for entry into examination or assessment tasks.

A NESB approved calculator may NOT:

- be programmable (A calculator is considered programmable if it can have a sequence of steps entered by the user, and then stored to be executed by the calculator)
- have graphing capability (A calculator with graphing capability is able to graph data or store, manipulate and graph functions)
- have computer algebraic system (CAS) functionality. This functionality includes:
 - differentiation and integration, and the solution of equations
 - symbolic manipulation such as addition of algebraic expressions and binomial expansion
- have inbuilt financial functions such as for the calculation of depreciation, annuities, simple and compound interest, and break-even point.

