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YEAR 7 AND 8 ASSESSMENT GUIDE

2023

This document is intended as a guide to Year 7 and Year 8 Assessment for students and parents.

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INTRODUCTION

This booklet summarises the requirements and expectations for Stage 4 - Year 7 and 8. It includes: Rules and Regulations, School Policies and Procedures, Plans for Assessment for all Subjects studied in Year 7 and 8 as well as the Formal Assessment Schedules for all subjects in Years 7 and 8.

YEAR 7 AND 8 RULES

The NSW Education Standards Authority (NESA) is responsible for setting all regulations for completion of Stage 4 (Year 7 and 8) and Stage 5 (Year 9 and 10).

Students must:

- attend an accredited school
- complete four years of secondary education
- follow and complete an approved pattern of study
- meet all NESA requirements

COURSE REQUIREMENTS

NESA requirements outline the following pattern of study for students in Stage 4 (7 and 8) and 5 (9 and 10):

- English in each of Years 7-10
- Mathematics in each of Years 7-10
- Science in each of Years 7-10
- Human Society and its Environment in each of Years 7-10, including:
 - Australian History
 - Australian Geography
- Personal Development, Health and Physical Education in each of Years 7-10
- Creative Arts including:
 - Music
 - Visual Arts
- A Language other than English for at least one year
- Technology and Applied Science, including use of computers

ADDITIONAL COURSES

Other subjects (such as RVE and electives) studied by our students are in addition to these minimum requirements and are recorded in SEQTA and the published School Reports.

ATTENDANCE

Students must maintain satisfactory attendance (typically, at least 85%) to make sure that courses are completed and all course requirements are met. Attendance must continue until the last day for Year 10.

ASSESSMENT PLAN

Each student's achievement in each course will be measured through formal assessment. This assessment will determine what course content and syllabus outcomes a student has demonstrated understanding of. There are a variety of assessment tasks in each course to assist with this demonstration.

The plans for formal assessment are provided on SEQTA, in a subject "Overview of Assessment" as well as in this Formal Assessment Guide. Students and parents should be aware of upcoming assessment tasks and ensure that appointments, sporting trips or holidays are not booked during a scheduled assessment task.

ASSESSMENT POLICY

SUBMISSION OF TASKS

- The assessments listed on the Assessment Schedule will contribute to both the Final grades and the achievement reported in the School Reports and on SEQTA.
- Each student is expected to personally complete the assessment tasks listed as well as all the other assessments which teachers may use to determine student progress.
- Written Task Notification of assessment will be at least FOUR weeks for a Major Research Assignment and for all other assessments at least TWO School weeks.
 - Written notification will include:
 - notification date
 - description of the task
 - outcomes that are being assessed
 - what students are expected to do for the task
 - the due date and
 - where the task is to be handed in.
- Hand-in tasks that are completed on a computer will be uploaded onto SEQTA rather than a hard copy handed in to the teacher in PDF format where appropriate.

OTHER EVENTS IMPACTING ASSESSMENT TASKS

Change of Date

Written notification for a change of date will be given to all students in a class/course that is authorised by the Head of Teaching and Learning.

Extensions

- Extensions of time may be granted only in exceptional circumstances. Students are not to consider that extensions of time will be granted automatically for assessment tasks.
- Written approval must be obtained in advance (more than two days) by filling out an application for an extension form. This form is available on PC Spider “eforms”
- Final approval for extensions will be given by the Head of Faculty in consultation with the Head of Teaching and Learning. Classroom teachers are unable to give extensions on Formal Assessment Tasks.
- Students on ‘Approved Leave’ are still required to complete all assessment tasks by the due date unless prior approval is granted for an extension for each task.

Missed Assessment Tasks

- The parents/guardians of a student who is away on the day of an in-class assessment task (including examinations) should contact the School by 9.00am to let the Head of Faculty know they will be missing the task and submit an Illness/misadventure form available from PC Spider “eforms”.
- Generally, in-class assessment tasks can only be missed for exceptional circumstances, this is known as Illness/Misadventure.
 - The student must speak to the Head of Faculty or the Head of Teaching and Learning immediately on their return to School.
 - Failure to speak to the Head of Faculty or Head of Teaching and Learning can result in a zero mark being awarded for the task.
 - The Head of Teaching and Learning, in consultation with the Head of Faculty, will determine alternative arrangements and penalties for any missed assessment task.
 - Independent documentary evidence, including a medical certificate, should be supplied to the School. A note from a parent/guardian is not sufficient reasons to explain being absent from an assessment task.
 - Being away from School for a sporting trip or holiday is not considered to be exceptional circumstances by NESA.

Hand- In Tasks

- A student who is away on the day of a hand-in task is still expected to upload their task onto SEQTA in PDF format or as specified by the assessment task.
- A penalty for late submission will apply for any student who fails to upload a task electronically.

Unapproved late submission

- Unless approval has been sought and granted by the School, all students must complete all assessment tasks on the specified due date.
- There will be a penalty for unapproved late submission.
 - This penalty will be 10% for each day (counting one day for weekends).
 - After 5 calendar days the student will receive a zero mark for the task.
 - The student will still need to submit the task to meet course outcomes.

Missed In-Class Assessment

This section is to be read in conjunction with Illness/Misadventure

- There may be a penalty applied immediately for missing an in-class assessment, especially when a student has a history of 'task avoidance'.
- If the student cannot show that missing a task was due to 'exceptional circumstances', a penalty of 10% will be applied to their overall mark on the in-class assessment task.
- Failing to complete the task on a second occasion will result in a zero mark being awarded for the task. The student will still have to complete the task at a later date to ensure they have satisfied course outcomes.

ILLNESS/MISADVENTURE

Illness/Misadventure is an event immediately prior to or during an assessment that is beyond the student's control, and which allegedly affected the student's performance on that assessment.

- If it is not possible to submit an assessment on the due day or do an in-class assessment task including an examination (as may be the case with sudden illness where there is a need to go to the doctor immediately)
 - The School Office via Student Services must be informed no later than 9.00 a.m. on the set day that the task is due.
 - The appropriate Head of Faculty will determine alternative arrangements with the Head of Teaching and Learning.
- School students can apply for Misadventure/Illness to be considered as impacting upon their performance on internal assessment tasks.
 - Any student who wishes to apply for illness/Misadventure should go directly to the Head of Teaching and Learning to begin the process.
 - The decision by the Head of Teaching and Learning will be made in consultation with the Head of Faculty and be based on the nature of the task and professional judgement based on independent documentary evidence provided by the student.
 - If the Misadventure applications appear to disadvantage other students and appear unreasonable then the application may not be approved.
 - Even if a student applies for Misadventure, they are still encouraged to complete their assessment task by the due date.

If the student's application for Misadventure is approved then the following may occur:

- a resubmission of the task may be allowed
- an extension may be granted

In some circumstances the following may be used in **Year 7 and 8**:

- a higher moderated mark may be awarded
- a mark from a 'like-task' may be used

Typically to ensure course outcomes are successfully completed, students will be allowed to resubmit the task.

MALPRACTICE/PLAGIARISM, NON-COMPLETION, ZERO MARKS FOR A TASK

Academic malpractice is a serious breach of rules and can result in a zero mark being awarded.

- The Head of Faculty will investigate Malpractice on a task who will advise the Head of Teaching and Learning. Parents will be contacted after the initial investigation.
- A review panel consisting of the relevant Head of Faculty, subject teacher and the Head of Teaching and Learning will be convened to adjudicate on claims/accusations of malpractice or plagiarism. Proven dishonesty in an assessment task will result in a zero mark.
- As per NESA guidelines during HSC marking, work that is not the students own work will not be marked or read for the assessment task. A mark will be awarded on the students' work only.

The consequence of cheating or plagiarism will be a **loss of 20% to 100% of the available marks, depending on the extent of the malpractice.**

- In the event that malpractice affects more than 50% of a submitted task, this will be considered severe malpractice and may result in a zero mark.
- The penalty will be determined by the Head of Teaching and Learning, and the Head of Faculty of the subject concerned.

If a student does not make a genuine attempt at an assessment task a zero mark will be recorded.

Failure to submit an assessment task on the due date because of truancy (that is unauthorised absence) will automatically result in zero marks being awarded for that task.

Even though zero marks may result due to lateness, students must still submit the task. Failure to submit or complete work is also grounds for an 'N' determination for that task. The School uses standard letters provided by the Education Standards Authority that inform parents about Non- Completion for a Stage 4 task.

TECHNOLOGY FAILURE

Computer hardware/software or printer failure will not be accepted as an excuse for late submission. When working on assessments students are advised that it is wise to have a backup computer copy of all tasks including backing up in the cloud e.g. Google Drive as well as draft printed copies.

- Students must submit and upload their hand-in assessment tasks onto SEQTA as a PDF (or as specified by the Assessment Notification).
- A printed hard copy of their assessment task as well as a saved soft copy must be retained for all assessment tasks by the students.

FINAL GRADES

For each course studied the student is awarded a Grade, this is based on the NESA Common Grade Scale.

These Grades indicate:

A	Excellent achievement
B	High achievement
C	Substantial achievement
D	Satisfactory achievement
E	Elementary achievement

For each course there are detailed descriptions of what the Grades indicate in that course.

These are called Course Performance Descriptors and are determined by NESA.

In Mathematics at Stage 5, grades have been further differentiated to nine levels (A10, A9, B8, B7, C6, C5, D4, D3, E2)

In each subject the School may:

- add the weighted marks gained by each student in the listed assessment tasks
- rank the students in order of total mark
- match the student to the appropriate Course Performance Descriptor and assign the grade

The School will allocate to each student the Grades which reflect the level of achievement reached based on data collected throughout the and professional judgment.

Mrs Hayley Catt
Head of Teaching and Learning (Secondary)

OVERVIEW OF DUE DATES FOR YEAR 7 COURSES 2023

Week	Term 1	Term 2	Term 3	Term 4
1	NO TASKS DUE			
2	NO TASKS DUE			
3	NO TASKS DUE	PDHPE – Fundamental movement skills 1		
4	NO TASKS DUE	Science - First-Hand Investigation		Italian - Personaggi famosi
5	NO TASKS DUE	Italian - Che nazionalità sei? HSIE - Investigating the Ancient Past Assignment (in-class)	RVE - Leading Like a Moses Task (Hand In)	Maths - Project
6			Maths - Project	PDHPE – Fundamental movement skills 2 Science - Research Task Music - Test (in-class) Vis Art - Artmaking HSIE - Place and Liveability Assignment (in-class)
7		Music - Performance Vis Art - Historical & Critical TAS Digital Tech - Portfolio TAS Materials Tech - Design Folio	PDHPE - Theory Test (in-class) Italian - Ecco la mia famiglia! English-Multimodal	TAS Digital Tech - Microbit Product Design TAS Materials Tech - Crank Toy Product English - Creative Response
8		Maths - Project English - Visual Literacy Response Vis Art - Artmaking	HSIE- Landscapes and Landforms Assignment (hand-in)	NO TASKS DUE
9	Music- Research task		Science - Data Analysis Task	NO TASKS DUE
10	RVE – Reflective Writing (Hand In)			NO TASKS DUE

English Faculty - Ms Vanessa Bush

English (Year 7) Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 2, Week 8	Visual Literacy	Portfolio	30
2	Term 3, Week 7	Close Study	Multimodal	35
3	Term 4, Week 7	Drama Text- Creative response	Additional scene with Reflection	35
TOTAL				100

Mathematics Faculty - Mr Phillip Campbell

Mathematics (Year 7) Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc)	Weight (%)
1	Term 2, Week 8	Project 1	Project	35
2	Term 3, Week 6	Project 2	Project	35
3	Term 4, Week 5	Project 3	Project	30
TOTAL				100

Science Faculty - Mrs Felicity Williams

Science (Year 7) Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 2, Week 4	First-hand investigation	Practical report	30
2	Term 3, Week 9	Data Analysis Task	Data Analysis	35
3	Term 4, Week 6	Research Task	Written Assignment	35
TOTAL				100

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Technologies Faculty - Mr Danny Hindson

TAS (Year 7) - (Digital Technologies) Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 2 Week 7	Portfolio	Portfolio	40
2	Term 4 Week 7	Microbit Product Design	Coded Design Product and Folio	60
TOTAL				100

TAS (Year 7) - (Materials- Engineering) Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 2 Week 7	Design Folio	Research and Folio	40
2	Term 4 Week 7	Crank Toy Product	Product	60
TOTAL				100

HSIE Faculty - Miss Kate Griffin

HSIE (Year 7) Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 2, Week 5	Investigating the Ancient Past Assignment	Written Task	40
2	Term 3, Week 8	Water in the world	Investigation	30
3	Term 4, Week 6	Place & Liveability Assignment	Research assignment	30
TOTAL				100

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Creative Arts Faculty - Ms Tara-Lee Moon

Music (Year 7) Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 1, Week 9	Research Project	Written Report	35
2	Term 2, Week 7	Keyboard Performance	Performance	35
3	Term 4, Week 6	Music Theory Test	In-Class Test	30
TOTAL				100

Visual Arts (Year 7) Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 2, Week 7	Historical and Critical Analysis	Historical and Critical Analysis	35
2	Term 3, Week 8	Artmaking	Artmaking	30
3	Term 4, Week 6	Artmaking	Artmaking	35
TOTAL				100

PDHPE - Miss Leah Thompson

PDHPE (Year 7) Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term/Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 2 Week 3	Fundamental movement skills 1	In Class Practical	35
2	Term 4 Week 6	Fundamental movement skills 2	In Class Practical	35
3	Term 3, Week 7	Theory Test	Written Test	30
TOTAL				100

Languages Faculty - Mrs Lucy Polvere

Italian (Year 7) Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc)	Weight (%)
1	Term 2, Week 5	Assessment 1 Che nazionalità sei?	Reading and Responding and writing in Italian	30
2	Term 3, Week 7	Assessment 2 Ecco la mia famiglia!	Reading and Responding and writing in Italian	30
3	Term 4, Week 4	Assessment 3 Personaggi famosi	Listening, Reading and Writing test	40
TOTAL				100

RVE - Mr Tim Bowles

Religious and Values Education (Year 7) Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 1, Week 10	Reflective writing piece	Written Task	50
2	Term 3, Week 5	Leading Like a Moses	Research Task	50
TOTAL				100

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OVERVIEW OF DUE DATES FOR YEAR 8 COURSES 2023

Week	Term 1	Term 2	Term 3	Term 4
1	NO TASKS DUE			
2	NO TASKS DUE			Science - SRP
3	NO TASKS DUE			
4	NO TASKS DUE			Robotics - Project Maths - Project HSIE - Interconnections Task (in-class) Maths- Project 3
5		Maths - Project RVE - Heroes of the Faith (Hand In)	Maths- Project 2	
6	Science - Model	PDHPE – Case Study Analysis (in-class) Robotics - Project Maths - Project HSIE - Black Death Assessment (in-class) Italian - I verbi modali (in class)	Science - Test Italian - Unit Test (in class)	PDHPE – Fundamental movement skills 2 Music - Test (in-class) Vis Art - Artmaking Italian - Che tempo fa?
7		Music - Performance Vis Art - Historical & Critical TAS Food Tech - Portfolio TAS Graphics - Portfolio	English - Essay	STEM - Project TAS Food Tech - Food Product Design TAS Graphics - Shop Interior Design English - Creative Response
8	English - Multimodal	STEM - Project	Vis Art - Artmaking	NO TASKS DUE
9	Music- Film composition		HSIE - Water in the World Assessment (hand-in)	NO TASKS DUE
10	PDHPE – Fundamental movement skills 1		RVE- Scripture Analysis	NO TASKS DUE

English Faculty - Ms Vanessa Bush

English (Year 8) Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 1, Week 8	Multimodal	Portfolio	30
2	Term 3, Week 7	Essay	Analytical	35
3	Term 4, Week 6	Creative Response	Creative	35
TOTAL				100

Mathematics Faculty - Mr Phillip Campbell

Mathematics (Year 8) Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc)	Weight (%)
1	Term 2 Week 5	Project 1	Project	35
2	Term 3 Week 5	Project 2	Project	35
3	Term 4 Week 4	Project 3	Project	30
TOTAL				100

Science Faculty - Mrs Felicity Williams

Science (Year 8) Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 1, Week 6	Model	Model	30
2	Term 3, Week 6	Test	Written test	35
3	Term 4, Week 2	SRP	Student Research Project	35
TOTAL				100

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Elective Robotics - Semester 1 (Year 8) Schedule of Formal Assessment Tasks- Semester

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 2, Week 6	Project	Project	100
TOTAL				100

Elective Robotics - Semester 2 (Year 8) Schedule of summative assessment tasks- Semester Unit

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 4, Week 4	Project	Project	100
TOTAL				100

Elective STEM - Semester 1 (Year 8) Schedule of Formal Assessment Task

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 2, Week 8	Project	Project	100
TOTAL				100

Elective STEM - Semester 2 (Year 8) Schedule of Formal Assessment Task

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 4, Week 7	Project	Project	100
TOTAL				100

HSIE Faculty - Miss Kate Griffin

HSIE (Year 8) Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 2, Week 6	Black Death	Written Assignment	40
2	Term 3, Week 9	Landforms and Landscapes	Investigation	35
3	Term 4, Week 7	Interconnections Task	Research and Written Assignment	25
TOTAL				100

Languages Faculty - Mrs Lucy Polvere

Elective Italian (Year 8) Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc)	Weight (%)
1	Term 2, Week 6	Assessment 1 Unit Test	Listening, Reading and Responding	30
2	Term 3, Week 6	Assessment 2 Unit Test	Listening, Reading and Responding	30
3	Term 4, Week 6	Assessment 3 Unit Test	Listening, Reading and Responding	40
TOTAL				100

Creative Arts Faculty - Ms Tara-Lee Moon

Music (Year 8) Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 1, Week 9	Film Composition	Written presentation	30
2	Term 2, Week 7	Guitar Performance	Performance	30
3	Term 4, Week 6	Music Theory Test	Test	35
TOTAL				100

Visual Arts (Year 8) Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 2, Week 7	Critical and Historical	Historical and Critical Analysis	35
2	Term 3, Week 8	Artmaking	Artmaking	30
2	Term 4, Week 6	Artmaking	Artmaking	35
TOTAL				100

Elective Drama- Semester 1 (Year 8) Schedule of Formal Assessment Tasks- Semester Unit

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 2, Week 7/8	Play-building a Group Performance	Group- devised performance	100
TOTAL				100

Elective Drama- Semester 2 (Year 8) Schedule of Formal Assessment Tasks- Semester Unit

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 4 Week 7/8	Play-building a Group Performance	Group- devised performance .	100
TOTAL				100

PDHPE - Miss Leah Thompson

PDHPE (Year 8) Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Ongoing during Semester 1 Final Due: Term 1, week 10	Fundamental movement skills 1	In Class Practical	35
2	Ongoing during Semester 2 Final Due: Term 4, week 6	Fundamental movement skills	In Class Practical	35
3	Term 2, week 6	Case Study Analysis	In class Written case study	30
TOTAL				100

RVE - Mr Tim Bowles

Religious and Values Education (Year 8) Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 2, Week 5	Research task - Heroes of the Faith	Written assignment	50
2	Term 3, Week 10	Scripture Analysis	Written task	50
TOTAL				100

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Technologies Faculty - Mr Danny Hindson

TAS- (Year 8)- (Food & Agriculture Technology) - Semester unit Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 2 Week 7	Portfolio	Portfolio	50
2	Term 4 Week 7	Food Product Design	Product	50
TOTAL				100

TAS (Year 8) - (Materials Tech - Graphics)- Semester unit Schedule of Formal Assessment Tasks

Task Number	Due date of task (Term / Week)	Name of task	Type of task (written test, oral presentation, written assignment, etc.)	Weight (%)
1	Term 2 Week 7	Portfolio	Portfolio	40
2	Term 4 Week 7	Shop Interior Design	Folio & Product	60
TOTAL				100