



Year 10 Assessment Handbook

2026



St Brigid's Prayer

Woman of wisdom and compassion,
steward of God's precious gift of Creation
Peacemaker where turmoil reigned,
Light of hope to those who suffered
You ignited passion for learning,
empowering those in your care
Inflame our hearts and minds in Christ
So that we may have the courage to live out our call to love as His disciples
And ensure that our world is a better place for our having lived.
Amen.

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Welcome to Year 10

Dear Year 10 Students,

Welcome to Year 10! This is an important year in your learning journey, and we're pleased to provide you with your Assessment Handbook—a valuable resource to help you navigate your academic responsibilities with confidence.

Inside this handbook, you'll find key information to support your success, including:

- **Assessment Policies and Procedures:** Clear guidelines to help you understand how assessments are conducted and what is expected of you.
- **Illness and Misadventure:** Steps to follow if unexpected circumstances affect your ability to complete an assessment.
- **Assessment Schedules:** Subject-specific timelines to help you stay organised and plan your study effectively.

We encourage you to read through the handbook carefully and refer to it throughout the year. It's designed to help you feel informed, prepared, and supported.

Wishing you a successful and rewarding year ahead!

Warm regards,

Dr Amanda Eades

Director of Teaching and Learning

STAFF DIRECTORY

SENIOR LEADERSHIP TEAM	
Principal	Adam Murdoch
Assistant Principal Evangelisation and Catechesis	Damien Tomsett
Assistant Principal Student Achievement	Joyce Ison
Director of Teaching and Learning	Amanda Eades
Director of Student Wellbeing	Tegan Bayliss
Director of Administration	Rachel Foo
Business Manager	Lyndall Benton
LEADERS OF LEARNING	
Religious Education	Kathleen Giblin and Michael Landrigan
English	Paige Catt
HSIE and Languages	Naomi Gibson
Mathematics	Angela Wark
PDHPE	Samson Underwood
Science	Sherrie Cooper
TAS	Joseph Martindale
Creative and Performing Arts	David Walker
Learner Diversity	Meredith Carantinos
Vocational Education and Training (VET)	Daniel Hoolihan
Youth Ministry Coordinator	Maisie Tenev
Leader of Data Analysis and Accreditation	Mark Peterson
LEADERS OF WELLBEING FOR LEARNING	
Lakes	Tom Philpot
Kildare	Amber Walters
Walker	Matthew Boiden
Terry	Nicholas McFarlane
Leader of Student Wellbeing	Josh Killen

LINES OF COMMUNICATION

This information is provided to you to facilitate communication between home and the college. Most issues at St Brigid's Catholic College can be resolved very quickly if directed to the correct staff member. To assist you and your son or daughter, the flow chart below details the lines for effective communication within the college.

**Please note that the college office/reception hours are:
7.30am – 3.30pm Monday to Friday**

Please email staff via Compass or call the school 02 7256 2122

Teaching and Learning

Subject Teacher

Issues relating to specific subjects, learning and teaching, which include assignments & examinations, homework, resources and equipment, are directed to the class teacher

Leader of Learning

If the issue is unable to be resolved or
Leader of Learning Support
for issues relating to Learner Diversity

Director of Teaching and Learning

for issues in relation to college curriculum, student illness and misadventure, student assessment, NESA requirements, reporting etc.

Assistant Principal Student Achievement

works in conjunction with the Director of Teaching and Learning and Wellbeing for Learning on all areas of the College.

Wellbeing

Mentor Teacher

Issues relating to student wellbeing, illness and notes, issues at home, uniform requirements, student health, day to day arrangements

Leader of House

If the issue is unable to be resolved or is of a more serious nature.
At this stage you may also wish to involve the **College Counsellor**.

Director of Student Wellbeing

for issues in relation to student management, discipline issues, detentions, student progress, absences etc.

Assistant Principal Evangelisation and Catechesis

works in conjunction with the Director of Teaching and Learning and Wellbeing for Learning on all areas of the College.

Principal

Appointments can be made through the Principal's personal assistant.

Assessment Policy and Procedures

St. Brigid's Catholic College assessment policy has been devised in the light of its Mission Statement, following guidelines laid down by NESAs, to be just to students on an individual basis, to the students in each course as a group, and to the teachers who have responsibility for its implementation.

1. Notification of Assessment Tasks

Notification of assessment tasks will be communicated to students in writing at least **two weeks** prior to the due date.

NOTE: It is each student's responsibility to check the details of the assessment task notification. **Approximate timings of tasks are located in this assessment handbook.**

Additionally, if a student is absent when the assessment task notification is issued it is their responsibility to obtain the task information from the class teacher on return to school.

There will not be a staggered due date because of student absence.

2. Presenting assessment tasks

It is expected that students must present for the start of the school day when handing in a prepared task, unless illness/misadventure applies.

A student who is absent the day before an assessment task or arrives late to school/class must provide relevant documentation to demonstrate illness or misadventure otherwise the student may be deemed to have gained an advantage by taking extra time to complete the task and receive a zero mark.

2a. Hand in assessment tasks

Assessment tasks must be submitted on the date and at the time indicated on the assessment notification, and by the method designated on the notification (eg. In person or via Canvas). If, in exceptional circumstances, it is not possible to submit the task to the person nominated, the student should see the Leader of Learning for the course. If the Leader of Learning is not available, the student should see the Director of Teaching and Learning. **No tasks will be accepted at student services/reception.**

Applications for extensions to the deadline must be made in advance of the submission date to the class teacher or Leader of Learning. Extensions will only be granted where a student has submitted the correct documentation as outlined in Section 4. Please note that short-term illnesses occurring during the notification period do not qualify for an extension unless they significantly impact the student's ability to complete the task and are supported by appropriate documentation.

Assessment Policy and Procedures

The security of the assessment task prior to submission is the responsibility of the student. No consideration can be given for tasks which have allegedly been lost or stolen.

2b. In-class tasks–tests, examinations, speeches and presentations

- It is expected that each student will bring basic equipment to an assessment task, as well as any special apparatus indicated by the class teacher or on the assessment notification. Students should not expect to be allowed to borrow equipment.
- Unless other instructions are given, normal examination conditions will apply to all tasks, including mobile phones and smart watches being prohibited from the examination room (**a mark of zero will be awarded if mobile phones or smart watches are found**). Note that written instructions are given to each student prior to the formal examination periods detailing specific procedures and behaviour expectations.

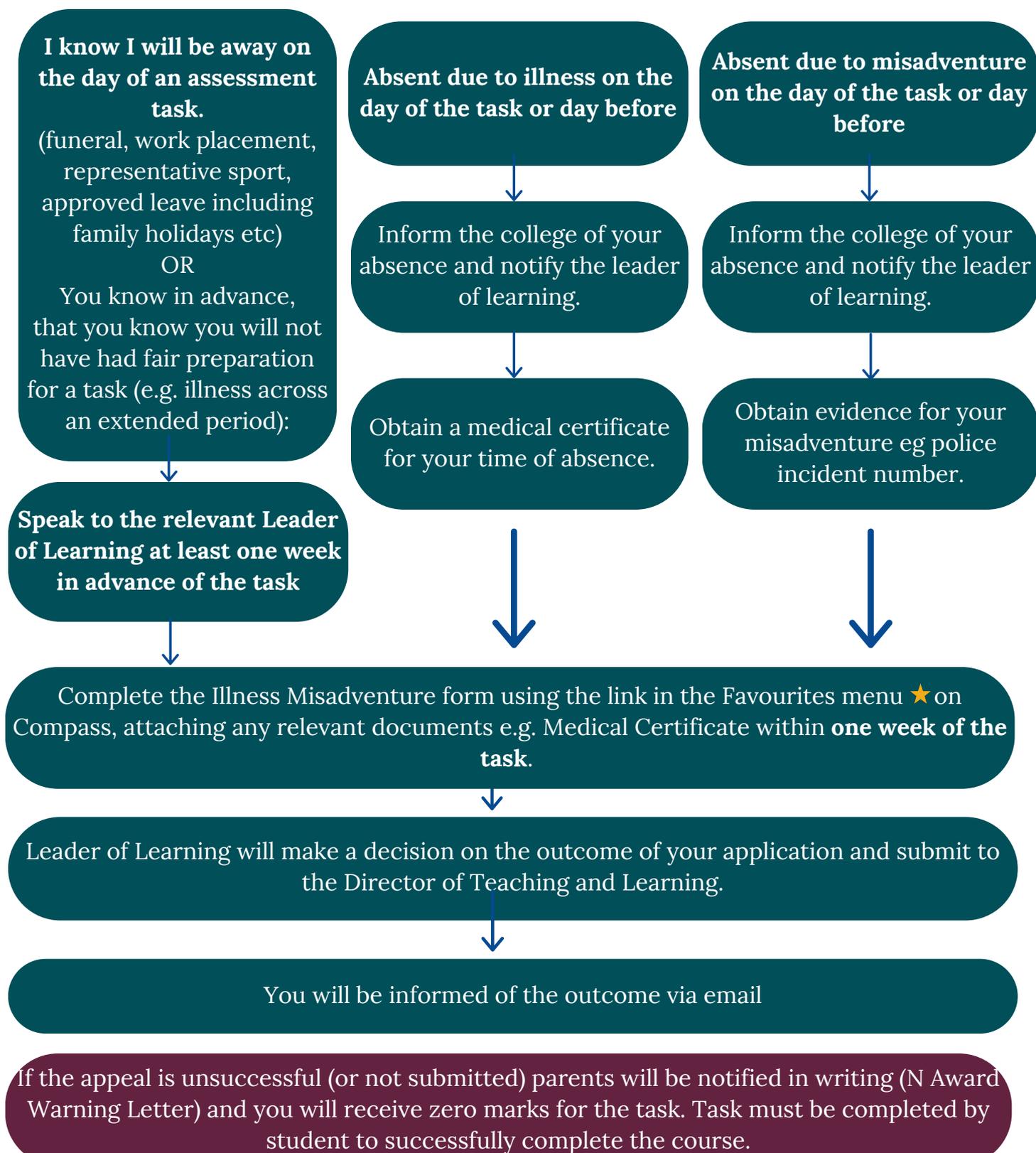
If you are sick on the day of an in-class task/test and you sit for the task no allowance will be made for illness in the marking of that task.

Students wishing to query their result must do so at the time of receipt of feedback for the task. Appeals in this area will not be considered at a later date.

Illness and Misadventure Procedures

3. Non-presentation/attendance of an assessment task

A mark of **zero** will be awarded when a student does not submit/attend a task on the due date at the specified time, except in cases where the student lodges an illness/misadventure appeal and it is approved. Use the flow chart below outlining the Illness/Misadventure process.



Student Responsibilities and Penalties

4. Student responsibilities

A student returning to school after any absence must see the Leader of Learning immediately upon their return to school to make arrangements for:

- completion of the same task at an alternate time, or
- completion of an alternate task of similar nature, or
- **in exceptional circumstances**, an estimate of performance as deemed appropriate by the Leader of Learning and the Director of Teaching and Learning and approved by the college Principal.

A student must be prepared to sit for the assessment task, or an alternate task, on the day of their return to school.

Computer/technology/printing problems should be safeguarded by students through backing up. These would be used as evidence in genuine cases through the illness/misadventure appeal process. Computer/prINTER problems alone are not sufficient grounds for an illness/misadventure appeal. Students are encouraged to complete tasks ahead of time so that last minute technical difficulties can be sorted out in a timely fashion.

5. Penalties

Penalties include the award of a zero mark which can be awarded in two instances: non-presentation of/for a task without approved reason or an attempt to gain unfair advantage over other students.

5a. Non-presentation

If a task is not attended/submitted by the specified time on the due date, and the student is not exempted by receiving approval for the illness/misadventure from the Leader of Learning and Teaching, following the appropriate procedure outlined in **section 4**, the Leader of Learning and Director of Teaching and Learning will determine that the student be awarded a zero mark for that task.

Parents will be notified through an official non-completion of course warning letter (**'N-warning'**). Advice on how to satisfactorily meet course requirements will be outlined in this letter; all 'zero' tasks will need to be completed to meet the course requirements.

Malpractice

5b. Malpractice (cheating or dishonest practices /unfair advantage/plagiarism) and non-serious attempts

All work submitted for assessment must be the student's own: **it cannot be copied from another student, plagiarised from reference material, downloaded from the internet, nor completed by nor in collaboration with another student (unless group work is specified in the task notification), parent, tutor or other. This includes the use of Artificial Intelligence (AI) to compose or improve assessment task submissions.**

Any work suspected of not being original will be subjected to further investigation by an Assessment Panel. If proven to be not original work, a **zero mark** will be awarded. All students involved, whether borrowers or lenders of work, are subject to a zero mark and parents will be notified in writing.

Use of AI in Assessment Tasks

6c. Use of AI in HSC Assessment Tasks

All work submitted for assessment tasks must be the student's own. The use of AI tools must not compromise the integrity and authenticity of the student's work.

Students must clearly acknowledge any AI tools used in the preparation of their assessment tasks.

Permissible Use of AI		
Getting Started	Research Assistance	Editing
Generating Ideas Brainstorming	Suggesting search terms Performing searches Identifying methodology Explaining Jargon Fixing reference lists	Correcting grammar and spell checking

Permissible Uses only with teacher permission				
Getting started	Research assistance	Generating content	Analysis	Editing
Suggesting a structure for written tasks	Summarising literature	Writing code Creating graphs and charts Making images, video, audio Making slide decks	Performing analyses of data, text Suggesting counter arguments	Editing tone Improving clarity and readability Shortening Translation

Use of AI in Assessment Tasks

Prohibited Use of AI (Considered Academic Misconduct)				
Getting Started	Research Assistance	Generating Content	Analysis	Editing
Creation of part or whole of required response.	Creation of summaries to be submitted as part of a task.	Writing whole paragraphs. Creating tables to display research.	Performing analysis of data or text. Writing conclusions based on data.	Rewriting text to improve clarity, tone or readability.

Monitoring and Enforcement

Teachers will monitor the use of AI tools in assessment tasks and ensure compliance with this policy.

Any breach of this policy will be treated as academic misconduct and will be subject to disciplinary action as per the school's academic integrity guidelines. Zero marks will be allocated where students have used AI in a way that breaches this policy.

N Award Warnings and Satisfactory Progress

6d. N Award Warning to students

If a student is awarded a zero mark for a task and is thus at risk of not meeting the assessment requirements for a course, then

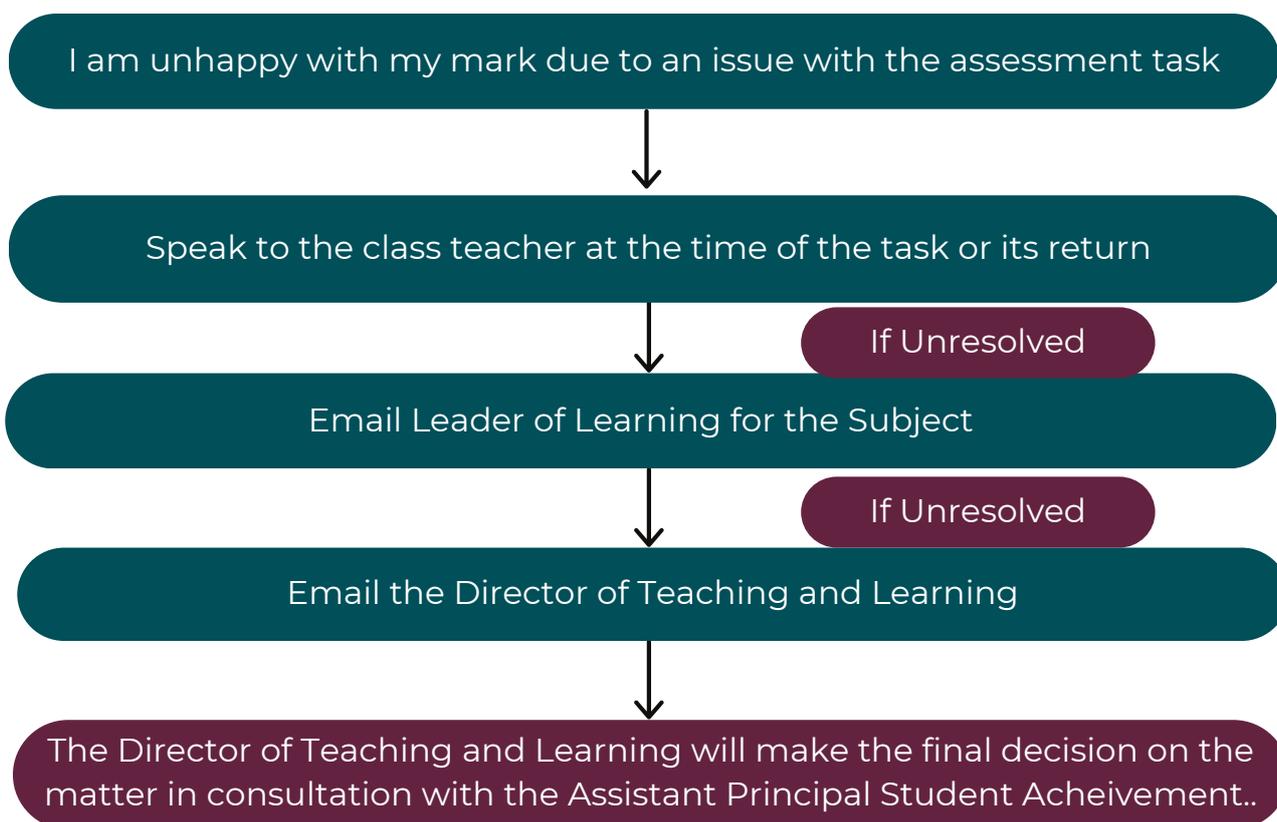
- a written warning will be emailed to the college record of parents email address, outlining what needs to be completed, and the date for completion,
- a request from the student and her parent(s)/carer(s) for a written acknowledgment is included, and
- a copy of the warning notice is placed in the student's file.

Student Appeals

7. Student reviews/appeals

Once the assessment tasks are returned, students may appeal on the grounds of process only.

Students may not appeal an assessment mark on the **basis that they feel they deserved more marks or that the marker/s of the task failed to discern their intellectual intent. Appeals questioning teacher's professional judgment will not be considered.**



8. Disability provisions

Students seeking disability provisions (e.g. extra time, reader, writer, enlarged print, separate supervision) need to have their requests registered with the teacher-in-charge of disability provisions (Mrs Carantinos) generally before the commencement of the first assessment task of the HSC program.

Once formal notification of disability provisions has been received from NESAs, the student is entitled to these for each assessment task of their program of study. It is the responsibility of the student to arrange with the Leader of Learning and the teacher-in-charge of disability provisions, well in advance of an assessment task for these disability provisions to be made.

Students Applying for Leave

9. Granting of leave

This is a matter for the College Principal to determine. The College Principal has discretion in granting leave if they are satisfied that the reason for the absence is substantial and that the progress of the student towards course outcomes will not be unduly affected.

9b. If a student needs to take leave they must apply in writing to the College Principal at least 2 weeks prior to departure providing clear evidence as to why leave should be given. Students must wait until the College Principal has given permission, before taking leave. Students should not automatically assume leave has been granted. **If leave is granted, then any assessment tasks due in the time of the leave should be either submitted before the leave OR submitted on the due date.**

9c. **Failure to gain approval for leave and/or submit required assessment tasks may result in a mark of zero being awarded for missing tasks. Absence due to a holiday does not account for a misadventure.**



YEAR 10

ASSESSMENT

SCHEDULES

2026

Times are approximate. Exact dates will be confirmed with a minimum of two weeks' notice.

Agriculture – Year 10

Term/ Week	Task Description	Weighting
T1/W6	Poultry Poster	25%
T2/W5	Dairy Survey and Report	25%
T3/W9	Propagation Practical Task	25%
T4/W3	Yearly Exam	25%
	Total	100

Child Studies – Year 10

Term/ Week	Task Description	Weighting
T2/W1	Suburban Profile Portfolio	40%
T3/W5	Planning a Child's Celebration	30%
T4/W3	Yearly Examination	30%
	Total	100%

English – Year 10

Term/ Week	Task Description	Weighting
T1/W10	Composition and justification	25%
T2/W9	Extended Response	25%
T3/W9	Persuasive speech	25%
T4/W3	Examination	25%
	Total	100%

Food Technology – Year 10

Term/ Week	Task Description	Weighting
T1/W9	Cake for a Special Occasion	20%
T2/W9	Instaworthy Delights	20%
T4/W3	Yearly Exam	20%
T2/W10 & T4/W6	Ongoing practical	40% (20% per semester)
Total		100%

HSIE – Year 10

Term/ Week	Task Description	Weighting
T1/W9	Fieldwork & Report – <i>Environmental Change & Management</i>	25%
T2/W6	Topic Test – <i>Changing Places</i>	25%
T4/W3	Yearly Exam – <i>Rights & Freedoms</i>	50%
Total		100%

Industrial Technology Timber – Year 10

Term/ Week	Task Description	Weighting
T2/W5	Project Practical	30%
T4/W3	Yearly Exam	20%
T4/W5	Project Folio	10%
T4/W5	Project Project	40%
Total		100%

Marine Studies – Year 10

Term/ Week	Task Description	Weighting
T1/W7	Core 2 Examination	25%
T2/W2	Depth Study Report	25%
T3/W3	Presentation	25%
T4/W3	Yearly Examination	25%
	Total	100%

Mathematics – Year 10

Term/ Week	Task Description	Weighting
T1/W9	Task – <i>Area, Surface Area and Volume</i>	25%
T2/W6	Mid-year exam – <i>All topics covered in Semester 1 (Area, Volume, Algebraic Techniques, Bivariate Data and Equations)</i>	25%
T3/W7	Task – <i>Trigonometry and Linear Relationships</i>	25%
T4/W3	Yearly Examination Block – <i>all topics covered in Stage 5</i>	25%
	Total	100%

PASS – Year 10

Term/ Week	Task Description	Weighting
T2/W5	Body Systems and Fitness – Topic Test	30%
T3/W7	Nutrition – Athlete Profile	30%
T4/W3	Yearly Examination	40%
	Total	100%

PDHPE – Year 10

Term/ Week	Task Description	Weighting
T1/W8	First Aid Exam	25%
T2/W6	Just Dance	25%
T3/W6	Risky Business Multi-Modal	25%
T4/W3	Yearly Examination	25%
	Total	100%

Religion – Year 10

Term/ Week	Task Description	Weighting
T1/W8	Luke's Gospel Examination	25%
T2/W5	Community Awareness Campaign OR CSYMA Youth Ministry Project	25%
T3/W8	The Story of the Church In Class Response	25%
T4/W3	Yearly Examination	25%
	Total	100%

Science – Year 10

Term/ Week	Task Description	Weighting
T1/W6	Presentation (Genetics)	20%
T2/W7	Topic Test (Chemistry)	30%
T3/W7	Scientific Investigation Report	20%
T4/W3	Yearly Examination	30%
	Total	100%

Visual Arts – Year 10

Term/ Week	Task Description	Weighting
T1/W10	Material Exploration and Concertina Book	30%
T2/W4	Half yearly	15%
T4/W4	Portraiture	35%
T4/W3	Yearly Exam	20%
		Total 100%

Assessment Summary

Week	Term 1 2026	Term 2 2026	Term 3 2026	Term 4 2026
1		Child Studies		
2		Marine Studies		
3			Marine Studies	Examination Block Agriculture Marine Studies Science Child Studies English Food Technology HSIE Industrial Technology Mathematics PASS PDHPE Religion Visual Arts
4		Visual Arts		Industrial Technology Project & Folio
5		Agriculture Industrial Technology Religion PASS	Child Studies	
6	Agriculture Science	Mathematics HSIE PDHPE	PDHPE	Food Technology
7	Marine Studies	Science	Science Mathematics PASS	
8	Religion PDHPE		Religion Visual Arts	
9	Mathematics Food Technology HSIE	English Food Technology	Agriculture English	
10	English Visual Arts	Food Technology		
11				



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