

INFLAMING
HEARTS & MINDS
IN CHRIST



St Brigid's
CATHOLIC
COLLEGE



Year 7 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 7

Dear Year 7 Students,

Welcome to Year 7, an exciting and important stage in your learning journey. We're delighted to provide you with your Assessment Handbook, a resource designed to help you feel confident, organised, and supported as you navigate your academic responsibilities this year.

Assessment plays a vital role in your learning. It helps you understand what you're doing well, where you can grow, and how to take the next steps in your learning. Through assessments, your teachers gain valuable insight into your progress so they can provide meaningful feedback, tailored support, and opportunities for improvement. Most importantly, assessments help you build the skills, independence, and self-reflection you'll need throughout secondary school and beyond.

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

- **Assessment Policies and Procedures:** Clear guidelines to help you understand how assessments work and what is expected of you.
- **Illness and Misadventure:** What to do if something unexpected happens that affects your ability to complete an assessment.
- **Assessment Schedules:** Subject-specific timelines to help you stay organised and manage your study effectively.

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

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
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.

Notification of Assessment Tasks

Students will receive written notice of assessment tasks at least two weeks before they are due.

If a student is away when the notification is given, it is their responsibility to get the task details from their teacher when they return.

Being absent does not change the due date.

Presenting assessment tasks

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).

In-class tasks-tests, examinations, speeches and presentations

Students must bring all required equipment to assessment tasks, including any special items listed by the teacher or in the task notification.

Unless told otherwise, normal exam rules apply. Mobile phones and smart watches are not allowed in the exam room. If found, a zero mark will be given.

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.

Late submission or non-submission of tasks.

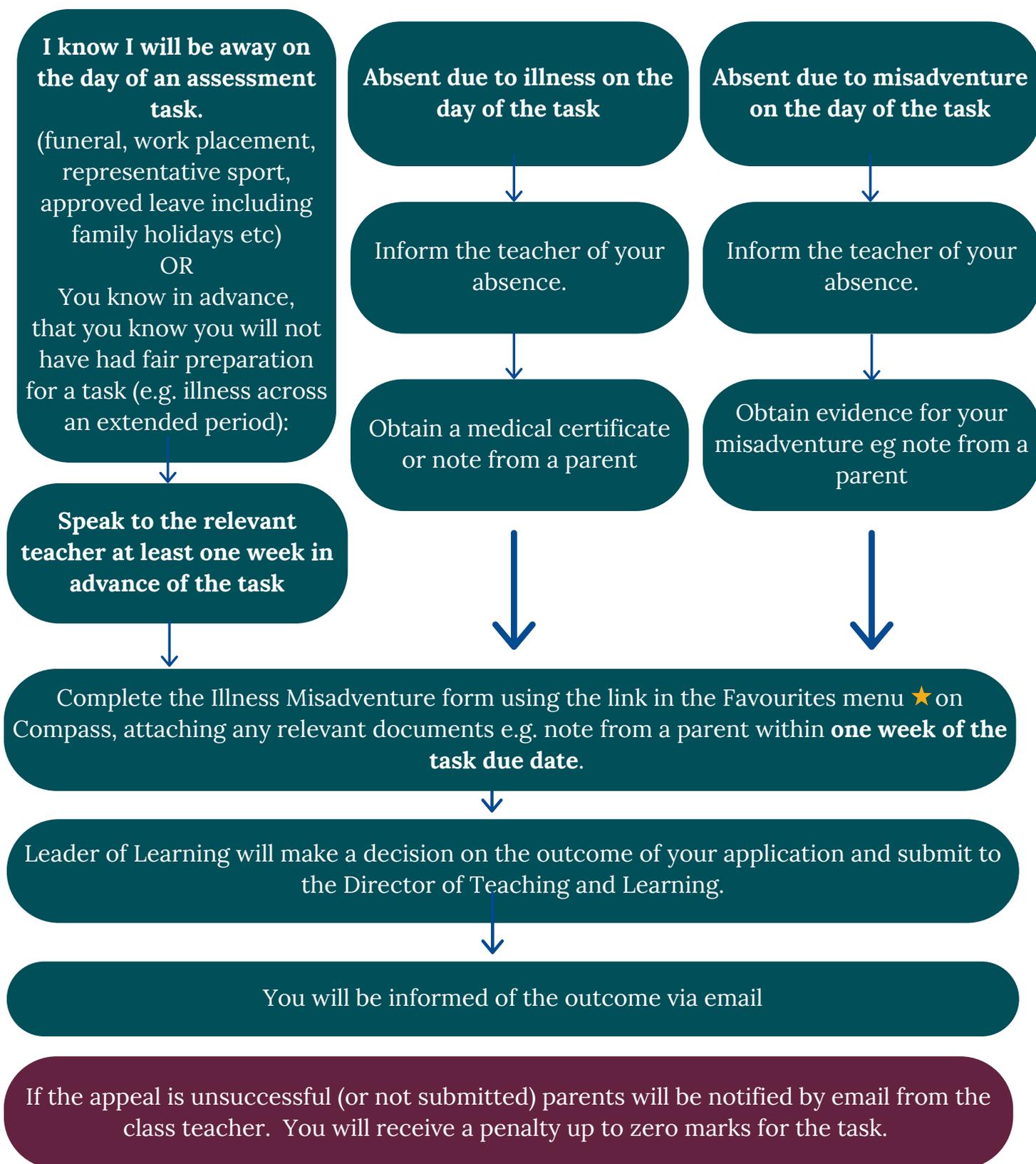
Tasks which are submitted late are subject to a penalty of 10% per day late. This ensures that students who complete their work by the deadline are not at a disadvantage. Parents will be notified if a student's work is not submitted.

Non-submission of work will result in a mark of zero being awarded for the task. The task however will still need to be completed so that the student is able to get relevant feedback.

A penalty of 10% per day will be deducted from the student's total for the task for late submissions. This will affect the task mark on the student's report.

Illness and Misadventure Procedures

If you are away when an assessment task is due, you need to submit an illness and misadventure form. There is a link on Compass under the star menu. You will need a note from a parent or a medical certificate as evidence.



Cheating and Unfair Work

All assessment work must be your own. You must not copy from others, use material from books or websites without proper referencing, or get help from other students, parents, tutors, or AI tools—unless the task specifically allows group work.

If a teacher or Leader of Learning believes your work isn't original (including if AI was used), it will be investigated. If proven, you will receive a zero mark. This applies to both the person who copied and the person who shared their work. Parents will be informed in writing.

Use of AI in Assessment Tasks

All work submitted for assessment tasks must be the student's own. The use of AI tools is not permitted for assessment tasks.

Prohibited Use of AI (Considered Cheating)				
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.

Students Applying for Leave

Only the College Principal can approve leave. Leave may be granted if the reason is valid and it won't affect the student's progress.

To apply, students must write to the Principal at least 2 weeks before leaving, with clear reasons. Leave is not guaranteed—students must wait for approval before making plans.

If leave is approved, any assessments due during that time must be submitted before leaving or on the due date.

If leave isn't approved or assessments aren't submitted, a zero mark may be given.

Students on approved leave are still required to complete school work and any assessments during their absence period. Assessment dates are available on Compass and weeks are available in this handbook.



YEAR 7

ASSESSMENT

SCHEDULES

2026

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

English – Year 7

Term/ Week	Task Description	Weighting
Term 1/Week 9	Speech	25%
Term 2/Week 6	Examination	25%
Term 3/Week 8	Analytical essay	25%
Term 4/Week 6	Imaginative piece	25%
	Total	100%

HSIE – Year 7

Term/ Week	Task Description	Weighting
Term 1/Week 8	Model & Explanation – <i>Landscapes & Landforms</i>	25%
Term 2/Week 7	Suburb Report – <i>Liveability of Places</i>	25%
Term 3/Week 6	Topic Test – <i>Investigation the Ancient Past</i>	25%
Term 4/Week 4	Group Presentation – <i>Ancient Egypt</i>	25%
	Total	100%

Mathematics – Year 7

Term/ Week	Task Description	Weighting
Term 1/ Week10	Take home task – <i>Fractions investigation</i>	25%
Term 2/ Week 7	In class topic test – <i>Integers, fractions, decimals and percentages</i>	25%
Term 3/ Week 8	In class topic test – <i>Algebra and Equations</i>	25%
Term 4/ Week 5	In class task – <i>Probability and Data</i>	25%
	Total	100%

Music – Year 7

Term/ Week	Task Description	Weighting
Term 1 or 3/ Week 6	Performance	50%
Term 2 or 4/ Week 3	In-class test	50%
	Total	100%

PDHPE – Year 7

Term/ Week	Task Description	Weighting
Term 1/Week 7	Practical Observation	30%
Term 2/Week 4	High School Reflection	30%
Term 4/Week 3	Goal Setting and Practical Application	40%
	Total	100%

Religion – Year 7

Term/ Week	Task Description	Weighting
Term 1/Week 8	Belonging to a Catholic Community Presentation	25%
Term 2/Week 5	Authors of the Bible Research Task	25%
Term 3/Week 8	Videos for Change Environmental Project	25%
Term 4/Week 5	Yearly Examination	25%
	Total	100%

Science – Year 7

Term/ Week	Task Description	Weighting
Term 1/ Week 8	Poster Presentation (Space)	20%
Term 2/ Week 5	Topic Test (Forces)	30%
Term 3/ Week 10	Scientific Model (Cells)	20%
Term 4/ Week 4	Scientific Investigation Report (Depth Study)	30%
	Total	100%

Technology – Year 8

Term/ Week	Task Description	Weighting
Term 1/ Week 9	Project 1	25%
Term 2/ Week 9	Project 2	25%
Term 3/ Week 10	Project 3	25%
Term 4/ Week 6	Project 4	25%
	Total	100%

Visual Arts – Year 7

Term/ Week	Task Description	Weighting
Term 1 or 3 / Week 7	Elements VAPD	30%
Term 1 or 3/ Week 9	Memento Mori	20%
Term 2 or 4/ Week 6	Clay Gargoyles + VAPD	50%
	Total	100%

Assessment Summary – Year 7 2026

Week	Term 1 2026	Term 2 2026	Term 3 2026	Term 4 2026
1				
2				
3		Music		Music PDHPE
4		PDHPE		Science HSIE
5		Religion Science		Religion Mathematics
6	Music	English Visual Arts	Music HSIE	Technology English
7	Visual Arts PDHPE	Mathematics HSIE	Visual Arts	Visual Arts
8	Science Religion HSIE		English Religion Mathematics	
9	Technology English Visual Arts	Technology	Visual Arts	
10	Mathematics		Science Technology	
11				



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