



Brigidine College Randwick

Assessment Handbook

Year 7

2024



Foreword

Brigidine College aims to provide a learning environment where every student can learn and improve in every class, every day. Our College Motto, *Fortiter et Suaviter*, with Strength and Gentleness, is the ideal to which our community aspires, as together we strive to act with strength of character and gentleness of manner. This motto informs every aspect of College life, including our approach to learning and academic achievement. Brigidine students and teachers have a passion for learning, and approach their learning with creativity and curiosity, as well as a resolute determination to do their best. The College is rightly proud of its history of academic excellence.

This handbook provides Year 7 students and their families with important information about assessment processes, academic misconduct, and the provisions that may be afforded for special circumstances, illness or misadventure.



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Student Responsibilities

As a student attending Brigidine College you are expected to apply yourself to achieve your personal best. Completing all assessment tasks and learning to the best of your ability is one way of demonstrating this. As a student, you are expected to:

- complete tasks by the due date;
- ensure that every task is submitted to the best of your ability; and
- ensure that you submit tasks in the form required by the teacher

Assessment Notifications and Communication

- All assessment schedules are listed at the end of this document in your Canvas course pages.
- The College will have all assessment notifications distributed four weeks prior to the due date.
- If it becomes necessary to change the assessment task, you will be given two weeks written notice. If a change of date is necessary, the new date will not be earlier than that originally scheduled.
- It is the responsibility of the student who has been absent to access their assessment notifications. Being absent on the day a task notification was issued is not grounds for an extension.



Submissions of tasks

- All tasks are to be completed and submitted by the specific date and time on the Assessment notification.
- The time set for completing assessment tasks must be strictly adhered to. All tasks must be submitted. The consequences for a late submission is a reduction in the final mark. For students in Years 7-9, the penalties are:

Days Late	Penalty
1 day late	10% of the value of the task
2 days late	20% of the value of the task
3 days late or more	100% of the value of the task

Saturdays, Sunday and public holidays are considered as each being one day.

What happens if I am having trouble getting my task completed on time?

If you are having trouble getting your task completed on time, it is up to you to see your class teacher **at least one week before the task is due**. You should print out and complete the Years 7-9 Illness/Misadventure/Special Consideration Form and submit to your class teacher. After discussion with your class teacher and Head of Department you may be granted an extension if appropriate.

A copy of the Years 7-9 Illness/Misadventure/Special Consideration Form can be found on Compass.



What happens if I am away or sick on the day a task is due?

You are to:

- Ensure that a parent or guardian telephones or emails the College on the day of your absence to advise the Pastoral Care Coordinator and the relevant Head of Department of your absence
- Print a copy of the Year 7-9 Illness/Misadventure/Special Consideration Form from the Compass site.
- If it is a hand in task- the task must be uploaded onto Canvas even if you are absent. If the task is not uploaded the penalty for late submissions will apply. The only exception is for practical tasks.
- Provide the medical certificate or written documentation from a parent to the class teacher/Head of Department on the next school day
- It is expected that a student who has been absent from an assessment task be ready to complete that task in the next available Missed Assessment Session. This Missed Assessment Session will take place weekly on Wednesday afternoons between 3:15pm and 4:15pm. Should a student be added to the Missed Assessment Session, parents will be notified via Compass. It is expected that the student attends this session promptly and with the materials required to complete the task.
- The College has the right to request a doctor's certificate when a student has shown a pattern of absences.



Technology Failure

Technology failure is an unacceptable reason for work not being handed in on the due date. Students are required to:

- Keep hard copies of progressive versions of the work progress
- Hand in their final version in hard copy on the due date, unless required to submit it electronically

If technology failure prevents the student from handing in the final copy on time, verification of the technology failure must be presented in written form from the parent or carer, the student must hand in instead hard copies of previous versions. The final revision must be submitted when technology failure is rectified.

'Technical difficulties' will not be sufficient grounds for an appeal against a zero mark being awarded for an assessment task submitted after the due date or without appropriate supporting documents.

Malpractice

What is plagiarism?

You must ensure that all work you submit is your own work. The College expects your work to be original and not be plagiarised from another student or source, including, but not limited to someone else preparing your work or cheating in an in-class examination. Penalties will be imposed on students who submit plagiarised work. You may be awarded zero marks. Plagiarism is using someone else's ideas and words without acknowledging the source of that information.



Word Count

Assessment tasks that prescribe a word count require the students to adhere to the word count.

Assessments that contain a word count within 10% above or below the specified word count will not incur a penalty.

Any words in a submitted assessment task beyond 10% above the specified word count will incur a penalty, as outlined in the marking guideline.

Any assessment tasks with a word count below the 10% margin of the prescribed word count may not be comprehensive enough to gain a substantial mark for the task.

Bibliographies, footnotes and endnotes will not be included in the word count.

Students need to declare the word count for each assessment task at the end of their submission.

Assessing and Feedback

How will Assessment Tasks be marked?

- Your teachers will ensure that tasks are marked fairly, using sound marking guidelines and are returned to you as soon as practical
- All tasks will be pilot marked immediately after they are submitted. We have a three week turn around regarding marking of tasks.
- Your teacher will ensure that you are given feedback on your performance in each task submitted



Recording of results

- Your teacher will ensure that the results of Assessment Tasks go towards awarding the course grade that will be recorded on your Semester 1 and Semester 2 reports.
- It is important to note that your teachers will use a variety of assessment tasks completed in class and at home to be able to award you with a grade, therefore it is important to work to the best of your ability at all times.

Student Leave

How is leave granted?

Student leave is a matter for the College Principal to determine. The Principal has discretion in granting leave provided that they are satisfied that the reason for the absence is substantial and that your progress towards course outcomes will not be unduly affected. Where the period of leave requested is extensive, you must demonstrate to the Principal that outcomes in each course will be achieved. Students requiring more than 5 days leave must seek College permission.



What do I do if I have been granted leave?

If you require extended leave you must complete an Exemption from Attendance at College form at least four weeks before the leave commencement date. While leave from College may be approved, you must submit hand-in tasks by the due date, either before going on leave or by electronic submission.

Should you require leave in exceptional circumstances this will be approved at the Principal's discretion.

For examinations or in class tasks, an alternate date for the examination or task to be sat will be determined in consultation with the classroom teacher and the relevant Head of Department.

For planned or foreseeable leave, you must complete a summary of missed work form, which can be found in Compass. Complete this document in consultation with your teachers and submit to the Director of Learning and Innovation together with the Application for Leave form available at the office. This form will document when alternate tasks will be sat and is the responsibility of the student to complete. Failure to submit the form may result in a zero mark being awarded.



Disability Provisions

Disability provisions provide students who have special needs with practical support in their assessments and examinations. Students' special needs may include diagnosed learning or processing conditions, medical conditions, or vision or hearing difficulties. Disability provisions are approved to provide students who have a permanent or temporary disability with practical support.

Brigidine College may approve disability provisions for assessment tasks and examinations if a student has a permanent or temporary disability that would, in a normal examination situation, prevent her from:

- reading the examination questions; and/or
- communicating her responses.

Schools are delegated the authority to decide on, and to implement, disability provisions for school-based assessment tasks including examinations. Students may apply for disability provisions by contacting the Head of Diverse Learning. When an application is submitted, evidence in the form of medical documentation must be included indicating the precise nature of the disability and the consequent effect on examination performance.

A student with a disability may be affected in a variety of ways in assessment tasks or examination. For example:

- difficulty in reading and comprehending written questions
- difficulty expressing thoughts in writing
- illegible or extremely slow writing.



The most common forms of provisions include small group supervision, extension of examination time, rest breaks, small group supervision, individual supervision, permission to take medication, or other provisions as judged appropriate.



Assessment Schedules

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Year 7 Religious Education

Component	Task 1	Task 2	Task 3	Task 4	Weighting
Nature of Task	Hand In	Hand In	Hand In	In class task	
Topic	What it Means to be Catholic	Sacred Scripture	Stewards of Creation	Affirming Human Dignity	
Date of Task	Term 1, Term 10	Term 2, Week 5	Term 3, Week 5	Term 4, Week 4	
Areas for Assessment	Outcomes				
Value	B7 - appreciates the place of the Catholic school community in the wider	A7 - appreciates the Bible as a sacred text which reveals God's relationship with humanity	C7 - appreciates God's creative presence and activity in the world	E7 - recognises the inherent dignity of all people	
Knowledge	B7 -articulates an understanding of the core beliefs of the Catholic Tradition	A7 describes the structure of the Bible and some of its principal themes	C7 - understands that human beings participate in, contribute to and are responsible for God's creation	E7 - identifies that being human involves rights and responsibilities	
Skill	B7 - investigates and identifies the key characteristics of Catholic communities.	A7 -locates, explores and draws meaning from a range of Scripture passages	C7 -explores and identifies ways by which people may be stewards of creation	E7 -applies Christian beliefs and principles to decision-making processes I	
Task Weighting	25%	25%	25%	25%	100%



Year 7 English

Component	Task 1	Task 2	Task 3	Task 4	Weighting
Nature of Task	Persuasive response to stimulus material Notification	Comprehension Exam with analytical paragraph Notification	Comprehension Exam with analytical paragraph	Creative Performance	
Topic	Changing Hearts and Minds	Move Over Disney Princess	Novel Study: Crow Country	Shakespeare's Heroes and Villains	
Date of Task	Term 1 Week 7	Term 2 Week 5	Term 3 Week 4	Term 4 Week 5	
Areas for Assessment	Outcomes				
	EN4-RVL, EN4-URA, EN4-URB, EN4-ECA	EN4-RVL, EN4-URA, EN4-URB, EN4-ECA	EN4-RVL, EN4-URA, EN4-URB, EN4-ECB	EN4-RVL, EN4-URA, EN4-URC, EN4-ECB	
Task Weighting	15%	35%	25%	25%	100%



Year 7 Mathematics

Component	Task 1	Task 2	Task 3	Task 4	Weighting
Nature of Task	Project Task Notification	Class test Notification	Practical Task Notification	Yearly Exam Notification	
Topic	Computation with Positive and Negative Integers	Integers & Algebra	Number, Geometry and Measurement	Angle Relationships, Algebra Expressions and Equations	
Date of Task	Term 1, Week 9 Tuesday 26 March Period 1/3	Term 2, Week 4 Tuesday 21 May Period 1/3 and Week 6 Tuesday 4 June Period 1/3	Term 3, Week 8 Tuesday 10 September Period 1/3	Term 4, Week 6 Tuesday 19 November Period 1/3	
Areas for Assessment	Outcomes MAO-WM-01				
Value	MA4-INT-C-01	MA4-INT-C-01 MA4-ALG-C-01	MA4-LEN-C-01 MA4-ARE-C-01 MA4-ANG-C-01 MA4-GEO-C-01 MA4-PRO-C-01	MA4-INT-C-01, MA4-FRC-C-0 MA4-ALG-C-01, MA4-LEN-C-01, MA4-ARE-C-01, MA4-ANG-C-01 MA4-GEO-C-01, MA4-PRO-C-01 MA4-EQU-C-01, MA4-DAT-C-01	
Understanding, Fluency and Communication	✓	✓	✓	✓	
Problem Solving, Reasoning and Justification	✓	✓	✓	✓	



Task Weighting	20%	30%	15%	35%	100%
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Year 7 Science

Component	Task 1	Task 2	Task 3	Task 4	Weighting
Nature of Task	Skills Task (In Class)	Practical Test (In Class)	Topic Test (In Class)	Final Examination (In Class)	
Topic	Working Scientifically/ Physics 18/3/24	Physics 3/6/24	Earth and Space/Biology 27/8/24	Biology/ Chemistry 18/11/24	
Date of Task	Term 1, Week 8	Term 2, Week 6	Term 3, Week 6	Term 4, Week 6	
Areas for Assessment	Outcomes				
Working Scientifically	SC4 - 7WS, SC4-8WS, SC4 - 9WS (25%)	SC4 - 4WS, SC4 - 5WS, SC4 - 6WS, SC4 - 7WS, SC4 - 9WS (15%)	SC4 - 5WS, SC4 - 6WS, SC4 - 7WS, SC4-8WS, SC4 - 9WS (10%)	SC4-7WS, SC4-8WS, SC4 - 9WS (10%)	
Knowledge and Understanding		SC4-10PW (10%)	SC4 - 12ES, SC4-15LW (15%)	SC4-16CW (15%)	
Task Weighting	25%	25%	25%	25%	



Year 7 Geography

Component	Task 1	Task 2	Task 3	Weighting
Nature of Task	Skills, Knowledge and Research Task	Fieldwork Task	Project Based Knowledge and Skills	
Topic	Landscapes and Landforms Research task	Water in the World (Fieldwork Wk 4)	Interconnections Geographical Skills and In-Class	
Date of Task	Wednesday 8/5 Week 2, Term 2	Wednesday 28/8 Week 6, Term 3	Monday 28/10 Week 3, Term 4	
Areas for Assessment	Outcomes			
Demonstrates knowledge and understanding of interactions between people, places and environments	GE4-2	GE4-1	GE4-3	
Conducts inquiry and research to investigate contemporary geographical issues.	GE4-6	GE4-5	GE 4-4	
Applies geographical skills by selecting and using geographical tools for inquiry	GE4-7	GE4-7	GE4-7	
Communicates geographical information using a variety of strategies.	GE4-8	GE4-8	GE4-8	
Task Weighting	30%	40%	30%	100%



Year 7 PDHPE

Component	Task 1	Task 2	Task 3	Task 4	Weighting	
Nature of Task	Task 1 Practical	Task 2 Topic Quiz	Task 3 Practical	Task 4 Research Assignment		
Topic	Volleyball	Eat Right, Live Strong	Bush Dance	Be Smart, Don't Start		
Date of Task	Term 1 Assessed during timetabled PE lessons Weeks 5-10	Term 2, Week 3 First timetabled health lesson of the cycle.	Term 3, Weeks 7 & 8 Assessed during timetabled PE lessons Week 7: 3rd September Periods 1 & 2 Week 8: 10th September Periods 1 & 2	Term 3, Week 9 Friday 20th September 8.45am Submission		
Areas for Assessment	Outcomes					
Healthy, Safe and Active Lifestyles	PD4.8	PD4.2, PD4.6, PD4.7 PD4.8, PD4.9		PD4.6, PD4.7, PD4.8		
Movement Skill and Performance	PD4.4, PD4.5, PD4.11	PD4.10	PD4.4, PD4.5, PD4.10 PD4.11			
Health, Wellbeing and Relationships		PD4.10		PD4.2, PD4.9		
Task Weighting	30%	20%	20%	30%		100%



Year 7 Technology - Rotation 1*

Component	Task 1	Task 2	Task 3	Task 4	Weighting
Nature of Task	Task 1 - Peter Alexander Project and folio		Task 2 - Windspinnners Project and folio		
Topic	Materials Technologies		Engineering Systems		
Date of Task	Term 2, Week 6 : 3/6/24		Term 4, Week 5: 15/11/24		
Areas for Assessment	Outcomes				
Design and Production Skills	TE4-3DP, TE4-2DP		TE4-1DP, TE4-2DP, TE4-3DP		
Knowledge and Understanding	TE4-8EN		TE4-8EN		
Task Weighting	50%		50%		

*Year 7 Technology is semesterised. Please note that units of work are completed in alternating semesters and rotations. Date and period of task may vary between Technology classes depending on the timetable - Please refer to the school calendar.



Year 7 Technology - Rotation 2*

Component	Task 1	Task 2	Task 3	Task 4	Weighting	
Nature of Task	Task 1 - Peter Alexander Project and folio		Task 2 - Windspinners Project and folio			
Topic	Materials Technologies		Engineering Systems			
Date of Task	Term 2, Week 6 : 3/6/24		Term 4, Week 5: 15/11/24			
Areas for Assessment	Outcomes					
Design and Production Skills	TE4-1DP, TE4-2DP, TE4-3DP		TE4-1DP, TE4-3DP, TE4-2DP			
Knowledge and Understanding	TE4-8EN		TE4-9MA, TE4-10TS			
Task Weighting	50%		50%		100%	

*Year 7 Technology is semesterised. Please note that units of work are completed in alternating semesters and rotations. Date and period of task may vary between Technology classes depending on the timetable - Please refer to the school calendar.



Year 7 Music

Component	Task 1	Task 2	Task 3	Weighting	
Nature of Task	Composition	Performance	Aural/Written Exam		
Topic	The Concepts of Music Instruments of the Orchestra	The Concepts of Music Instruments of the Orchestra	The Concepts of Music Instruments of the Orchestra		
Date of Task	Term 1, Week 9 27th March 9am or Term 3, Week 9 18th September 9am	Term 2, Week 4 72- 21st May P2 74- 20th May P3 76- 24th May P2 78- 20th May P2 or Term 4, Week 4 71- 5th Nov P2 73- 4th Nov P3 75- 8th Nov P2 77- 4th Nov P5	Term 2, Week 5 29th May Period 1 or Term 4, Week 5 13th Nov Period 1		
Areas for Assessment	Outcomes				
Value					
Performing		4.1, 4.2, 4.3, 4.11, 4,12			
Composing	4.4, 4.5, 4.6, 4.11, 4.12				
Listening			4.7, 4.8, 4.9,4.11, 4,12		
Task Weighting	30%	30%	40%		100%



Year 7 Visual Arts

Component	Semester 1 OR Semester 2 Task 1	Semester 1 OR Semester 2 Task 2	Weighting
Nature of Task	Artmaking Artmaking Series & VAPD	Art Studying Artist Case Study	
Topic	Me and My World	Me and My World	
Date of Task	Semester 1: Term 2, Week 5 OR Semester 2: Term 4, Week 5 <i>*Your teacher will confirm a due date within the indicated week depending on your timetabled lessons.</i>	Semester 1: Term 1, Week 9 OR Semester 2: Term 3, Week 7 <i>*Your teacher will confirm a due date within the indicated week depending on your timetabled lessons.</i>	
Areas for Assessment	Outcomes		
	4.1, 4.2, 4.3, 4.4, 4.5, 4.6	4.7, 4.8, 4.9, 4.10	
Artmaking	60%		
Art Criticism & Art History		40%	
Task Weighting	60%	40%	100%