Model Farms High School

"Achieving Personal Excellence Through Quality Teaching"

HSC Assessment Procedures 2022 - 2023

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Welcome to the Higher School Certificate

This booklet has been compiled to provide you with some vital information regarding your pattern of study, rules and procedures for completing assessment tasks and course assessment schedules for your HSC year.

This booklet has been specifically designed to help you organise your workload over the next four terms. Towards the back of the booklet you will find 'My Assessment Calendar'. The HSC Assessment Calendar booklet has the assessment schedule for every subject offered in Year 12 at Model Farms High School. You need to identify the course you are studying and complete the personal calendar by plotting all your assessment tasks over the four terms. This will help you put your workload in perspective and enable you to begin to plan for your assessment tasks. Avoid leaving task preparation to the last minute as this will increase your stress levels and affect your performance. Get organised now, build good study habits for the future and you will reap the awards.

If you have any concerns regarding your Year 12 study, please do not hesitate to see your Year Adviser or Deputy Principal.

Wishing you the best for your senior studies.

Introduction

This Higher School Certificate Handbook is issued to all students in Year 12 for the reasons outlined below:

1. To ensure all students and their parents will be fully informed about HSC Assessment requirements, particularly with regard to the School Assessment components for each of their courses.
2. To ensure students have advanced warning concerning assessable tasks, when they will be held and their relative weighting with regard to the final school assessment mark in each course.
3. To enable students to plan their time wisely and organise an appropriate research project, assignment schedule and study program.
4. To help students understand the importance of the work they will be doing between the beginning of Term 4 in 2022 and the end of Term 3 in 2023.
5. To encourage students to maintain a high standard of work in each of their courses. Most aspects of their work will ultimately contribute in some way to their final success at the HSC.

This booklet is a valuable resource – it should not be lost! Students should keep it with them and review its contents regularly so that they are aware of what this booklet says about each course and the other matters pertaining to assessable tasks. **The rules contained in this booklet are designed to be fair to all students and to prevent students from gaining unfair advantage over others. Ignorance of these rules will not be accepted as grounds for appeal by students.**

It is important for students to understand that they cannot leave their study until the end of Year 12 as their performance is being judged throughout Year 12. Students should remember that they are not just competing in the HSC against other students in this school but against the many thousands of students all over the state. Students cannot afford to treat their studies lightly if they expect to do well.

HSC Pattern of Study Requirements Checklist for the 2023 HSC

These requirements apply to the 2022 Preliminary course patterns and to course patterns for the 2022 - 2023 HSC:
Commencing in Year 11, candidates for the Higher School Certificate must undertake a program of study comprising at least:

- 12 units of preliminary Courses; and
- 10 units of Higher School Certificate courses

Both the Preliminary course pattern and the HSC course pattern must include:

- At least 6 units of Board Developed Courses
- At least 2 units of a Board Developed Course in English
- At least three courses of 2-unit value (or greater); and
- At least four subjects

Some courses have certain rules and prerequisites. For example, you can include English Studies in your 6 units of Board Developed Courses, but you can only count it in the units that UAC uses to calculate an ATAR if you do the optional exam. If you do the optional exam in both English Studies and Mathematics Standard 1 or a VET course, only the units for English Studies can be used to calculate your ATAR.

Exceptions:

- Students are able to study six units of Science in Year 11 and for the HSC Examination students can study up to seven units of Science in Year 12
- Only one Industrial Technology subject can contribute to Higher School Certificate eligibility.

Some commonly asked questions relating to pattern of study requirements
Q – Does a Board Endorsed Course count as a subject for the purposes of pattern study requirements?
A- Yes.

Q- Is there any limitation on the number of VET courses that students might undertake in their 10 units for HSC?
A – Only in relation to the pattern of study requirements. It is important to remember that the Industry Curriculum Frameworks are classified as different subjects and the courses within them are classified as courses not subjects. You can count only one VET course towards an ATAR and then only if you sit for the optional exam.

Q – In terms of pattern study rules, are extension courses regarded as separate subjects?
A – No. Extension courses are courses within subjects.

The ATAR – What is it?

The ATAR is a number between 0 and 99.95 with increments of 0.05. It provides a measure of your overall academic achievement in the NSW HSC in relation to that of other students, and it helps universities rank applications for selection. It is calculated on behalf of the universities and released by UAC. **The ATAR is a rank, not a mark.**

Your ATAR indicates your position relative to the students who started Year 7 high school with you. An ATAR of 80.00 indicates that you have performed well enough in the HSC to place you 20% from the top of your Year 7 Group, had all students in this group completed Year 12 and been eligible for the ATAR.

It is important to note that your ranking depends solely on your performance in the HSC.
ATARs are calculated for all ATAR eligible students, but not all students are notified. Only NSW HSC students who indicate on their HSC entry forms that they wish to be notified of their ATAR will receive an ATAR Advice Notice from UAC in the mail at about the same time they receive their HSC results from NESA.

Are you eligible for an ATAR?
To be eligible for an ATAR you must satisfactorily complete at least 10 units of ATAR courses. These ATAR course must include at least:

- Eight units from Category A courses
- Two units of English
- Three Board Developed courses of 2 units
- Four subjects

How is your ATAR calculated?
Your ATAR is based on an aggregate of scaled marks in 10 units of ATAR courses comprising:

- Your best two units of English and
- Your best eight units from the remaining units
- No more than two units of Category B courses can be included

More information on the calculation of the ATAR can be found in the UAC Guide or on UAC's website at www.uac.edu.au/atar/.

Your HSC marks and your ATAR?

A common question is how your ATAR is related to your HSC marks. The relationship is somewhat complex because your ATAR serves a different purpose from your HSC results.

Your HSC marks?

- Your HSC marks provide information about how well you have achieved in each of the courses you have completed.
- Your HSC Record of Achievement provides a profile of your performance in the different courses you have studied.
- Your HSC marks are reported against standards.
- Your HSC marks are provided by NESA.

Your ATAR?

- Your ATAR provides information about how well you have performed overall against other students
- Your ATAR allows you to be compared with students who have completed different combinations of courses.
- Your ATAR is a **rank**, not a mark.
- Your ATAR is provided by UAC.

Your HSC marks and your ATAR are derived in different ways from the same data: Your raw examination marks and your school assessment marks. You do not see these marks.

Your HSC and Record of School Achievement (ROSA)

The HSC Record of Achievement is issued to students who have met the requirements for the award of the HSC. It is a cumulative record of Stage 5, Preliminary and HSC courses satisfactorily completed.

Any courses undertaken but not satisfactorily completed are not reported. Satisfactory completion of the Preliminary course (or its equivalent) is a prerequisite for entry into an HSC course.

A student is considered to have satisfactorily completed a course if, in the principal's view, there is sufficient evidence that the student has:

- followed the course developed or endorsed by NESA
- applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school
- achieved some or all of the course outcomes.

In the case of HSC courses a student must also make a serious attempt at any external examinations.

For HSC courses the assessment mark, examination mark, HSC mark (average of the assessment mark and the examination mark) and performance band awarded are also listed where applicable. For 2-unit courses the maximum possible mark is 100, the lowest performance band is 1 and the highest performance band is 6. For 1-unit courses the maximum possible mark is 50. Extension courses are of 1-unit value and have a maximum possible mark of 50, with the exception of Mathematics Extension 2. There are four performance bands, with E1 the lowest and E4 the highest.
The HSC Record of Achievement also indicates that the student has completed all necessary requirements for the award of the HSC.

Assessment

The inclusion of a School Assessment in the process of awarding a HSC has a twofold purpose. It is intended to provide an indication of a student's attainment which is based on:

- A wider range of syllabus objectives and outcomes than is measured by the external examination alone, although it must cover all the objectives measured by the examination
- Multiple measurements and observations throughout the course rather than at a single, final examination.

The assessment period commences at the beginning of Term 4 in 2022 and finishes at the end of Term 3 in 2023.

Students should note:

1. You can only be assessed on HSC course content, apart from exceptions by NESA.
2. Assessment marks in all Board Developed Courses will be derived from the results of a series of specified tasks to be completed in Year 12. These marks are intended to measure students' achievements (against specified criteria) relative to each other.
3. Year 12 task weighting will vary from subject to subject. Some outcomes will be assessed over time e.g. practical skills. Assessment also caters for fieldwork and eventually arrives at a mark whose accuracy has been increased by the use of multiple measures.
4. Subjects will draw on a wide variety of measures: assignments; practical work; oral/aural tasks; essays; topic tests; formal examinations; folios etc.…
5. Examinations other than the Trial Higher School Certificate will be included in the assessment scheme of subjects.
6. Each unit of a subject will carry a maximum of 50 marks.
7. Each individual Assessment Task will carry a mark of at least 10%.
8. Assessment procedures are sufficiently flexible to cope with problems, if they arise.
9. NESA requires all students to follow an assessment program and have an assessment mark submitted irrespective of the number of units in which they may be enrolled. NESA expects students to undertake **all** assessment tasks set. The minimum requirement is that the student makes a genuine attempt at assessment tasks which **contribute in excess of 50 per cent of available marks.** Students who do not comply with assessment requirements in any course will have neither a moderated assessment mark nor an examination mark awards for that course. In the case of 3 or 4 unit courses (Extension 1 and Extension 2), students who fail to meet the assessment requirements for the common part of the course will not receive a result in the course at all.
10. The Assessment Schedule booklet is a guide to assist you plan and manage your workload.
11. Students will usually be given **at least TWO weeks' notice** of the set tasks with a precise date and details of the nature of the task.

12. Teachers will endeavour to arrange any necessary excursions on dates that do not conflict with assessment tasks. Should a conflict occur teachers will try to negotiate all alternate time
13. Parents/caregivers will be informed in writing if their children fail to follow the procedures as detailed in this booklet or fail to submit any assessment task.

Components and Weightings

Each syllabus is comprised of assessable components. The importance of each component, relative to the whole course, is indicated by a weighting, expressed in percentage form.

The final assessment mark will be based on the weighted marks assigned to the various assessment task.

Submitted Works and Practical Examinations

1. The following courses require you either to undertake practical exams or to submit major works or projects:
   - Dance
   - Design and Technology
   - Drama
   - English Extension 2
   - Industrial Technology
   - Languages
   - Music
   - Society and Culture
   - Science Extension
   - Textiles and Design
   - Visual Arts
2. You are required to certify that any submitted works are your own. Class teachers and the Principal must certify that they have been done under the teacher's supervision. If school staff cannot certify the works, you will not be awarded marks for them.
3. If you are repeating a subject where a major work or project is required, you cannot submit any major work or project entered and marked in a previous year without the special permission of NESA. If NESA approval is given, you must add substantially to the major work or project.
4. The Oral/Aural language examinations and practical examinations for Music, Drama, Dance and VET courses are held separately from the written examinations and may be held at different locations.

Honesty in HSC Assessment

This standard sets out the NESA's requirements concerning students submitting their own work in HSC assessment. Candidates for the Higher School Certificate, as well as their teachers and others who may guide them, are required to comply with the standard.

The honesty of students in completing assessment tasks, examinations and submitted works, and of teachers and others in guiding students, underpins the integrity of the Higher School Certificate. Throughout the assessment process, the highest level of honesty is required.

Each student's mark will be determined by the quality of the work produced by the student only. To demonstrate honesty, any component of a student's work that has been written, created or developed by others must be acknowledged in accordance with the NESA's subject specific documentation. Use or inclusion of material from other sources such as books, journals and electronic sources, including the internet, must be acknowledged. General teaching and learning do not require formal acknowledgement.

Dishonest behaviour carried out for the purpose of gaining unfair advantage in the assessment process constitutes malpractice, or cheating. Malpractice in any form, including plagiarism, is unacceptable. The NESA treats allegations of malpractice very seriously and detected malpractice will limit a student's marks and jeopardise their HSC. Should malpractice be suspected, students will be required to demonstrate that all unacknowledged work is entirely their own. Serious and deliberate acts of malpractice amount to corrupt conduct and, where appropriate, the NESA will report matters to the Independent Commission Against Corruption.

These requirements should be read in conjunction with NESA syllabuses and policies in related areas such as malpractice and satisfactory completion of a course. They include:

- Rules and Procedures for Higher School Certificate Candidates
- Assessment Certification and Examination Manual
- Advice for students about HSC assessment
- HSC Assessments and Submitted Works-Advice to Parents
- HSC Assessments and Submitted Works-Advice to Teachers
- HSC: All My Own Work
- HSC assessment in a standards-referenced framework - A Guide to Best Practice.

These documents are publicly available on the NESA's website at:
http://educationstandards.nsw.edu.au/wps/portal/nesa/home

Student HSC Assessment Policy

Assessment Tasks

1.1 Each student is expected to complete all assessment tasks.

1.2 Assessment tasks take precedence over all other school activities, including excursions, competitions and sporting events. Under special circumstances the Principal may grant exemptions.

1.3 Assessment tasks must be handed in **personally** to the class teacher. Unless otherwise specified all assessment tasks must be handed in as hard copies.

1.4 Assessment for the HSC course will begin from Term 4, 2021 and finish towards the end of Term 3, 2022.

1.5 Assessments can only be based on the HSC Course, apart from exceptions by NESA.

1.6 All work done at home must be the student's own work. The progress of home assessment tasks may be checked by the teacher where appropriate. Work submitted containing work not done by the student may receive zero marks. Refer to Honesty in HSC.

1.7 For subjects with an externally marked practical component, the majority of the work must be done at school under teacher supervision.

1.8 Assessment task dates will normally be displayed on the calendar of the school's website at least two weeks before completion date.

1.9 Exam type tasks are those for which no additional question details have been provided. Additional question details may include such things as marking criteria, and open book task, or the question being given beforehand.

Completion of Assessment Tasks

2.1 Students are expected to complete all assessment tasks on the specified date. Students cannot normally sit the task before this date.

2.2 Students must attend **ALL** classes on the day of an assessment task; whether an assignment is due or an exam is to be sat. A student who is late to school will have a **mark of zero imposed, unless the necessary documentation (Illness/Misadventure form) is provided.**

- Students who are present at school all day have until **3pm** to submit an assessment task, **unless a time/period is specified on the assessment notification.**
- If a student is **absent** from an assessment task (exam), **proof of illness must be produced**. A doctor's certificate is considered proof of illness. Students will be expected to complete the task on the *first day of their return to school*. **The student has the responsibility of reporting to the Deputy Principal on their arrival at school and reporting to the Head Teacher of their course to arrange to complete the task.** Failure to do so on immediate arrival to school will be considered late work and a mark of zero will be awarded. An Illness/Misadventure form must then be completed. A substitute task will normally be given.
- If a student is **away** from school on the day an assessment task (assignment) is to be submitted, **the task MUST be emailed to the teacher or school by 8.30am.** If the task is sent after this time an Illness/Misadventure Form MUST be submitted with the appropriate supporting documentation.
- Work submitted late without an appeals form will be awarded **zero** marks.
- If a student knows beforehand that they will be absent, they MUST inform the Deputy Principal beforehand to complete an Illness/Misadventure Form before the date of the task.

2.3 If a student is absent from an assessment task or fails to submit a task on or before the due date, a mark of **ZERO** will be recorded until the result of any appeals is determined.

2.4 Apart from exceptional circumstances, **holidays are not grounds for an Illness of Misadventure Appeal.**

2.5 Broken storage devices, computer printing problems, and any other computer issues will **not** be accepted as valid excuses for late work. All computer work should be backed up on a consistent basis.

2.6 All students **must** deliver speeches as per the assessment notification unless an appeals form is lodged to the Deputy Principal with appropriate supporting documentation.

2.7 Difficulties in preparing for assessment tasks will **not** usually be considered as grounds for an appeal. In exceptional circumstances the Principal will consider reviewing results gained under adverse conditions.

2.8 If a student is ill during an assessment task they must inform the supervising teacher and see the Deputy Principal immediately afterwards. **Failure to do so may indicate insufficient evidence of illness.** An Illness/Misadventure Form must be completed.

2.9 If a student is ill during an assessment task and has to leave the task, the Head Teacher will decide whether an estimate or a substitute task will be given. **An Illness/Misadventure Form must be completed**.

2.10 If for any reason an assessment task produces **invalid or unreliable results an additional task** will be given. Both tasks will be included in the final assessment mark but the weighting of the first task will be reduced. Students will be informed in writing if this occurs. The value of the task weighting however, will not change.

2.11 **Students absent from a Trial HSC Examination must contact by phone, the relevant Deputy Principal** on the day of the exam to notify them of their absence. Students must be ready to complete the examination on the next available day during the exam period. Students are required to complete an Illness/Misadventure Form and provide the appropriate documentation.

2.12 Outside of formal examination periods (Trial HSC), if a student has been granted special Disability Provisions by NESA, they **MUST**, 1 week prior to the task, organise with appropriate support staff for their provisions to be arranged. It is **not** the responsibility of the classroom teacher to make these arrangements.

2.13 If a student is absent from school, **it is their responsibility to ensure they catch up on missed work**, including checking whether an assessment task or information of a task has been issued during their absence. Apart from exceptional circumstances, no extensions will be given to the student who has not followed up with their teacher.

2.14 If a student suffers from a **long-term illness** that may affect their performance, they must arrange a meeting with the appropriate Deputy Principal to ensure the correct documentation is available for NESA. Generally, this is not considered as a reason for appeal in the HSC by NESA (as per 6.8 of the HSC Rules and Procedures guide).

Making an Appeal

3.1 If a student wishes to appeal for a task not attempted or a task completed under adverse conditions (e.g. illness) an Illness/Misadventure Appeal form MUST be collected from the appropriate Deputy Principal on the first day returning to school and handed in completed **within 3 days**. It is the student's responsibility to ensure that the appeal form is completed correctly. All parts must be completed before submitting to the Deputy Principal.

Non Completion of Assessment Tasks

4.1 Students who have been given zero marks for assessment tasks totalling 50% or more of the final course assessment marks, will be certified as not having satisfactorily completed the course. This means that the student will not receive an assessment mark or an examination mark for that subject.

4.2 If a student receives a zero mark, parents will be notified and made aware of the potential consequences.

Attendance

5.1 Students' attendance at school and in class is an essential prerequisite for the attainment of the HSC. A N-Award warning letter will be issued if attendance in class is not satisfactory.

Conduct during Assessment Tasks

6.1 Breaches of the conduct in assessment tasks guidelines may result in the removal of the student from the assessment room, loss of marks or the cancellation of the student's paper.

School's Review Committee

7.1 Student malpractice in assessment tasks and examinations will be referred to the School's Review Committee. This may result in the student's paper being cancelled. This committee will inform the student of the outcome.

7.2 Plagiarism is considered malpractice. Plagiarism is the use of the work of others without acknowledgement;

- The passing off of someone else's work as your own, is plagiarism
- The copying of paragraphs or sentences from someone else's work is permitted, as long as it is appropriately acknowledged by footnoting or quotation marks.
- The copying of someone else's ideas, including paraphrasing, is allowed, as long as it is acknowledged.

7.3 A student who wishes to appeal must do so in writing, setting out the reasons as fully as possible. This appeal must be written by the student and lodged no later than **three days** after the due date for the task. **All documentation must accompany the appeal when it is lodged.**

7.4 A student who wishes to appeal should hand the appeal to the appropriate Deputy Principal.

7.5 The grounds for appeal are:

- The weightings used by the school in its assessment program do not conform to the NESA's requirements.
- The school has varied from its stated Assessment Schedule
- Errors in calculation have been made.

Appeal to the NESA

Where possible, all reviews will be solved within the school. Provision has been made however, for subsequent appeals to NESA through the Principal. There is no appeal against marks awarded for individual assessment tasks. NESA will consider only whether:

- The school review process was adequate for determining the following:
  - NESA requirements have been adhered to;
  - The school has not varied from its stated Assessment Schedule
  - There have been no computational or clerical errors in arriving at the final mark.
- The conduct of the review was proper in all respects.

NESA itself will not revise the assessment marks or order of merit. If the appeal is upheld, NESA will direct the school to conduct a further review.

Appeals to NESA should be submitted through the school on the appropriate form with their review return.

Appeals submitted after the release of results will not be considered by NESA.

Satisfactory Completion of a Course

A student will be considered to have satisfactorily completed a course if in the Principal's view there is sufficient evidence that the student has:

a) **Followed** the course developed or endorsed by NESA; and
b) **Applied** themselves with diligence and sustained effort to the set task and experiences provided in the course by the school
c) **Achieved** some or all of the course outcomes

Principals may determine that, as a result of absence, the course completion criteria has not been met. Clearly, absences will be regarded seriously by Principals who must give students early warning of the consequences of such absences.

If at any time it appears that a student is at risk of being given **a 'N' (unsatisfactory) determination** in any course the Principal must **warn the student as soon as possible and advise the parent or guardian in writing** (if the student is under 18 years of age). This warning should be given in time for the problem to be corrected.

Students who have not complied with the above requirements cannot be regarded as having satisfactorily completed the course. The Principal will then apply the 'N' determination.

Until a student presenting from a Higher School Certificate has satisfactorily completed courses totalling at least 12 units of preliminary courses and 10 units of HSC courses which satisfy NESA's pattern of study requirements, the student will not be eligible to receive the award of a Higher School Certificate.

Disability Provisions

Any student with a disability recognised in the Commonwealth Disability Standards for Education 2005 can apply for disability provisions in the HSC.

Disability provisions apply only where the disability needs a practical arrangement to reduce disadvantage in an exam situation. This may include, but is not limited to, use of a scribe and/or reader, separate supervision, rest breaks or extra time. NESA determines disability provisions for the Higher School Certificate.

The Learning and Support Teacher works with families to compile evidence showing how the disability affects the student in examination settings, and lodge an application with NESA. A panel of specialists at NESA consider the evidence and determine the outcome. At MFHS the application process is initiated for identified students from October in the year PRIOR to the HSC. The process is lengthy and applications for existing conditions are to be submitted to NESA by the end of **Term 1 in year 12.**

Students or parents/carers who believe that an application may be needed should make contact with Ms Toovey via the school office as soon as possible.

Further information can be found at:
https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/disability-provisions

Sample Appeals Form

Model Farms High School

"Achieving Personal Excellence Through Quality Teaching"

Years 11 - 12 Assessment Task/ Examination
Illness or Misadventure Appeal Form

Section A of this form is to be completed and summited to the appropriate Deputy Principal no later than three days after the due date of the task.

Section A

Student Name _____ Year_____

Course _____ Teacher Name _____

Task Title _____ Date of Task _____

Explain the reasons for this appeal. Give details of the ways in which you have been disadvantaged in this task.

_____

_____

_____

_____

_____

_____

_____

_____

Student Signature _____ Date _____ /_____ /_____

Parent/Guardian _____ Date _____ /_____ /_____
Signature

You must attach supporting documentation. Illness must be accompanied by appropriate documentation.

Please proceed overleaf

Classroom Teacher and Head Teacher (To complete any relevant sections)

The task has since been submitted or completed on _____ (date)

The task has been arranged to be completed or submitted on _____ (date)

Teacher Comment (Optional)

Head Teacher Comment (optional)

Teacher Signature _____ (required)

Head Teacher Signature_____ (required)

The completed form is now to be returned to the appropriate Deputy Principal.

Section B

Principal's Decision/Comment

Principal's Signature _____ Date _____ /_____ /_____

My Assessment Calendar – Year 12

Term 4	**Date**	**Course**	**Assessment Task/Event**
Week 1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Term 1			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

Term 2	**Date**	**Course**	**Assessment Task/Event**
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Term 3	**Date**	**Course**	**Assessment Task/Event**
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

What do I do if?

Issue	Process to follow:
Sick and can't do an exam	• Ring your Deputy Principal and let them know you will be absent. • Go to the doctor and obtain a medical certificate • Before school on the first school day after the medical certificate expires, report to your Deputy Principal for an appeal form – bring your medical certificate. • On the same day, see the head teacher of the subject to arrange a time to complete the exam – fill in the appeals form. • Get your parents/carer to sign the appeals form. • Return the appeals form to your Deputy Principal within 3 days.
Sick and can't get to school to hand in an assessment task	• Ring your Deputy Principal and let them know you will be absent • If possible, arrange to get the task to school (email, sibling or another person to drop it off at school). This is the preferred option. • Go to the doctor and obtain a medical certificate. • Before school on the first school day after the medical certificate expires, report to your Deputy Principal for an appeal form – bring your medical certificate. • If the task has not been submitted, see the head teacher of the subject to submit the task – fill in the appeals form. • Get your parent/carer to sign the appeals form. • Return the appeals form to your Deputy Principal within 3 days.
Late for an exam – missed bus, traffic etc.	• Contact your Deputy Principal and let them know that you are late and why. You must speak to a Deputy Principal to get instructions as to what you are to do. • On arrival at school, report to your Deputy Principal for an appeal form and further instructions.
Late on the day of an exam – appointment (you should have prior knowledge if you have an appointment)	• As soon as you are aware of the situation see your Deputy Principal and let them know you will be late to school and why. • Get a certificate/letter/proof of your appointment to confirm where you were. • Complete the appeals form that your Deputy Principal gives you before the day of the exam. • See the head teacher of the subject to inform them of the situation – they need to sign the appeals form. • Get your parents/carer to sign the appeals form. • Return the appeals form to your Deputy Principal within 3 days

Won't be at school on the day of an exam • School sporting commitment • Outside school commitment • Pathways student and clash with another subject commitment	• As soon as you are aware of the situation see your Deputy Principal and let them know where you will be. Get documentation about your absences – your Deputy will give you guidance as to what this may be. • See the Head Teacher of the subject to arrange a time to complete the exam. • Complete the appeal form. • Get your parents/carer to sign the appeals form. • Return the appeals for to your Deputy Principal within 3 days.
Going on a family holiday – normally not a valid reason for missing an assessment task	• See your Deputy Principal and let them know you will be absent and why. • Your Deputy Principal will tell you what documentation is needed and give you an appeal form. • See the head teacher of the subject to arrange a time to complete the exam – fill in the appeals form. • Get your parents/carer to sign the appeals form. • Return the appeals form to your Deputy Principal.
Technological issues with assignment • Can't print • Assignment deleted Technological issues are NOT a valid reason for NOT submitting a task	• See your Deputy Principal and inform them of the issue, they will give you further instructions of what to do. This must be done as soon as the issue arises – not days later. • To prevent most issues from occurring always have a back copy of your assignment on a USB or emailed to yourself. This must be done regularly, that is every time you finish working on the assignment.
Speech – issues with presenting a speech	• See your Deputy Principal as soon as the situation arises • Obtain appropriate documentation, appeals will not be considered without documentation. • Complete the appeals form that your Deputy Principal gives you. • See the head teacher of the subject to inform them of the situation – they need to sign the appeals form. • Get your parents/carer to sign the appeals form. • Return the appeals form to your Deputy Principal within 3 days.

Further Advice

Information on the school's HSC Assessment policy may be sought from the Deputy Principal – Senior Assessment Coordinator, a KLA/Faculty Head Teacher, Year Advisor, the Careers Advisor or your class teacher.

Outside the school you can contact the Office of NESA:
Phone: (02) 9367 8111 Fax: (02) 9367 8484
Or the NESA Liaison Officer Metropolitan North West
Phone: (02) 9367 8387 Fax: (02) 9367 8080
Or the NESA website at:

http://educationstandards.nsw.edu.au/wps/portal/nesa/home