

CHRIST OUR LIGHT



**MACKILLOP**  
Catholic College  
WARNERVALE

# PRELIMINARY HSC

## Policy & Procedures Handbook 2026

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Author	Curriculum Lead K-12
Approved By	Deputy Head Student Achievement

*Providing a quality K-12 Catholic education for all students of our community, following Christ as our light, in the spirit of Mary MacKillop.*

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## 1. General Information

This booklet contains essential information for students commencing their Higher School Certificate Courses in 2026 with regards to assessment requirements, assessment policies and procedures. This handbook should be read in conjunction with the Mackillop Catholic College Preliminary Assessment Schedule 2026.

The NSW Education Standards Authority (NESA) assessment requirements for the Higher School Certificate are implemented by Mackillop Catholic College. A full copy of NESA's Rules and Procedures for 2027 Higher School Certificate Candidates can be downloaded from <https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/rules-and-processes>.

It is important to note that the Head of School has the discretion to make rulings/decisions in special cases or exceptional circumstances, and not all of these situations are outlined in this booklet.

During your Preliminary & Higher School Certificate years, the NESA Students Online service will be available for you to logon and view your HSC enrolment details. By using your student number and PIN provided by NESA, you will be able to check important details relating to your enrolment and view important information such as your personalised HSC written examination timetable, personalised Advice Line schedule, your Assessment Rank Order (after the final HSC examination) and information regarding your HSC results.

NSW Education Standards Authority (NESA)  
GPO Box 530  
SYDNEY NSW 2001  
Telephone: 1300 13 83 23  
Website: <https://studentsonline.nesa.nsw.edu.au/>

## 2. College Contact Information

Phone 7256 2116  
Email [smccw@dbb.catholic.edu.au](mailto:smccw@dbb.catholic.edu.au)  
[Shayne.winkler@dbb.catholic.edu.au](mailto:Shayne.winkler@dbb.catholic.edu.au)  
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Website [www.mccwdbb.catholic.edu.au/](http://www.mccwdbb.catholic.edu.au/)

### 3. College Curriculum Team

Principal	Mrs T Appleby
Head of Senior School	Mr P Lynch
Deputy Head: Student Achievement	Mrs A Walters
Deputy Head: Evangelisation and Catechesis	Mrs C Price
Curriculum Lead K-12	Mrs S Winkler
Director of Diverse Learning	Mrs S Mayall

#### **Leaders of Learning and Teaching**

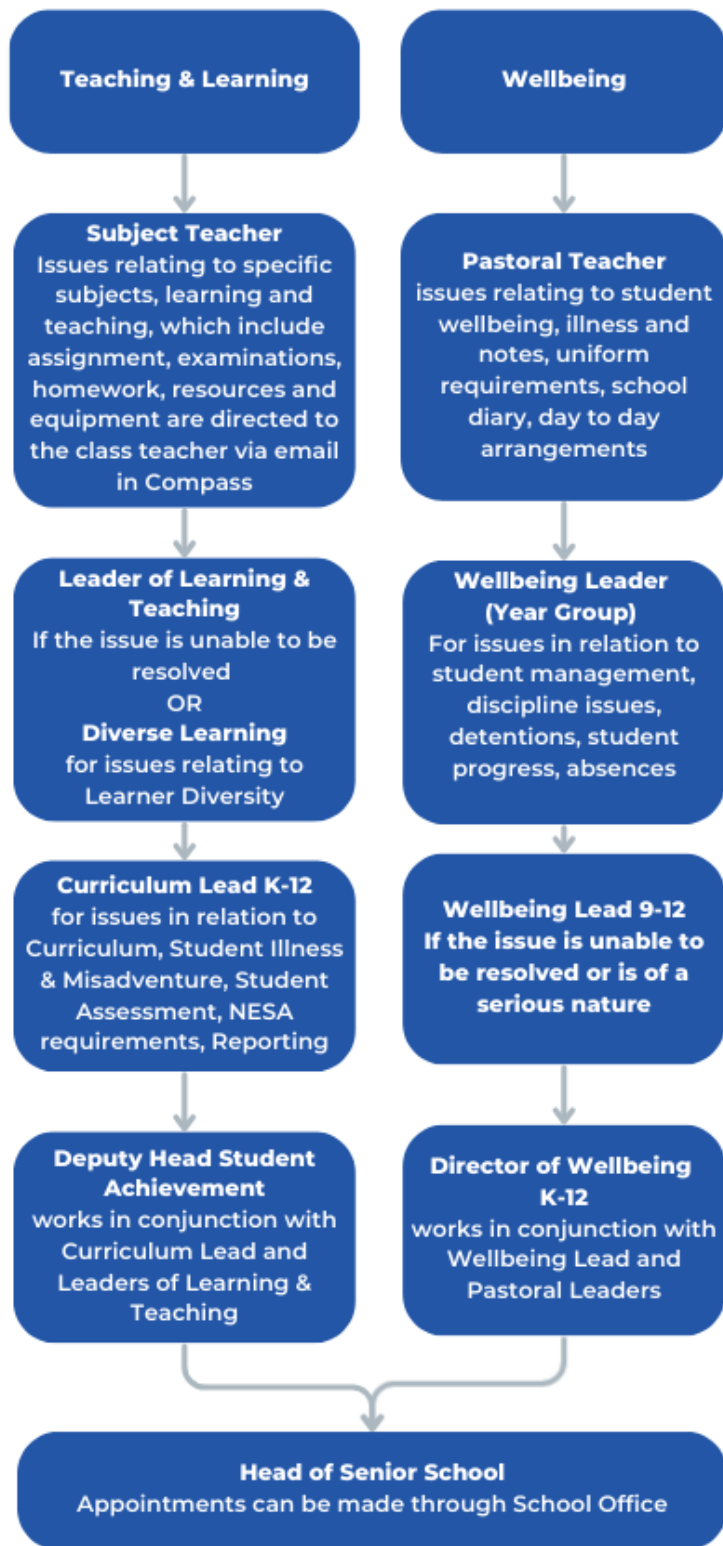
English	Mrs A Goodwin
Human Society & Its Environment	Ms E Sullivan
STEM (Science & Mathematics)	Mrs S Martin
Creative & Performing Arts	Mrs S Baird
Personal Development/Health/Physical Education	Mrs N Abel
Religious Education	Mrs M Baxter
Technological and Applied Studies	Mr D Clair
Vocational Education Training (VET)	Mrs R McArdle
Careers Advisor	Mr D Gasparotto

#### **Leaders of Pastoral Care**

Wellbeing Lead 9-12	Mr J Legge
Wellbeing Leader Year 11	Mr C Morely

## 4. Lines of Communication

Most issues at MacKillop Catholic College can be resolved very quickly if directed to the correct staff member. To assist you and your student, the flow chart below details the lines for effective communication within the College.



## 5. Overview of Assessment

Assessment is a broad name for the collection and evaluation of evidence of a student's learning. It is integral to teaching and learning and has multiple purposes. Assessment can enhance student engagement and motivation.

In HSC courses those purposes include:

- assisting student learning
- evaluating and improving teaching and learning programs
- providing evidence of satisfactory achievement and completion in the Preliminary course
- providing the Higher School Certificate results.

Years 10-12 teachers are required by NESA (NSW Education Standards Authority) to formalise the assessment of students' progress. To do this, teachers administer 'Assessment tasks'. Performance on these assessment tasks is one of the factors that determine whether a student satisfactorily completes the requirements for the ROSA or HSC courses. The results of the assessment tasks administered during the HSC course are reported on the Higher School Certificate with the HSC exam mark.

Assessment tasks assist teachers in measuring student achievement in a course. Many tasks assess aspects of the course that cannot be measured in a formal examination, for example, practical skills oral skills, and performance on fieldwork. The use of both internal assessment and external examinations allows measurements and observations of student achievement to be made at several points and in different ways throughout the HSC course. Taken together, the external examination and internal assessment provide a valid and reliable assessment of the achievement of the knowledge, understanding and skills described for each course.

Student performance in an HSC course is reported against standards on a course report. The course report contains a performance scale for the course describing levels (bands) of achievement, a HSC mark located on the performance scale, an assessment mark and an examination mark. The course report also shows, graphically, the state-wide distribution of HSC marks of all students in the course. The distribution of marks is determined by students' performances against the standards and not scaled to a predetermined pattern of marks.

The Mackillop Catholic College Preliminary HSC Assessment Policy and Procedures have been developed from NESA - *A Guide to HSC Assessment: HSC Assessment in a Standards Reference Framework*.

## 6. Achieving the RoSA / HSC

(ACE Rule 1)

### 6.1 Record of School Achievement (RoSA)

Students who leave school before they complete the HSC may be eligible for a RoSA; this credential will:

- be a record of achievement for students who leave school prior to receiving their HSC.
- report results of moderated, school-based assessment, not external tests.
- be available when a student leaves school any time after they complete Year 10.
- be cumulative and recognise a student's achievements until the point they leave school.
- show a result for all courses completed in Year 10 and Year 11.
- be able to reliably compare students across NSW.
- give students the option to take online literacy and numeracy tests.
- be comprehensive and offer the ability to record a student's extracurricular activities.

To qualify for the award of a Record of School Achievement, a student must have:

- undertaken and completed courses of study that satisfy NESA's curriculum and assessment requirements for the Record of School Achievement.
- complied with any other regulations or requirements (such as attendance) imposed by the Minister or NESA and
- completed Year 10.

The College derives the Preliminary *Assessment Mark* for each student by adding the weighted marks from all formal assessment tasks for the Preliminary component of that course (to a maximum mark of 50 for a 1 Unit course, 100 for a 2 Unit course), these results will then be used for grading the students A to E. These grades are submitted to NESA as part of the student's Record of School Achievement.

### Common Grade Scale for Preliminary Courses

	Grade Description
<b>A</b>	The student demonstrates extensive knowledge of content and understanding of course concepts, and applies highly developed skills and processes in a wide variety of contexts. In addition the student demonstrates creative and critical thinking skills using perceptive analysis and evaluation. The student effectively communicates complex ideas and information.
<b>B</b>	The student demonstrates thorough knowledge of content and understanding of course concepts, and applies well-developed skills and processes in a variety of contexts. In addition the student demonstrates creative and critical thinking skills using analysis and evaluation. The student clearly communicates complex ideas and information.

<b>C</b>	The student demonstrates sound knowledge of content and understanding of course concepts, and applies skills and processes in a range of familiar contexts. In addition the student demonstrates skills in selecting and integrating information and communicates relevant ideas in an appropriate manner.
<b>D</b>	The student demonstrates a basic knowledge of content and understanding of course concepts, and applies skills and processes in some familiar contexts. In addition the student demonstrates skills in selecting and using information and communicates ideas in a descriptive manner.
<b>E</b>	The student demonstrates an elementary knowledge of content and understanding of course concepts, and applies some skills and processes with guidance. In addition the student demonstrates elementary skills in recounting information and communicating ideas.

## 6.2 Eligibility for HSC

The structure of post compulsory education in NSW is offered by NESA as Stage 6.

Stage 6 is comprised of TWO distinct courses.

- Preliminary HSC Course (Yr 11 – Term 1 to Term 3 Week 10)
- HSC Course (Yr 11 – Term 4 Week 1 to Yr 12 Term 3 Week 10)

To qualify for the Higher School Certificate students must satisfactorily complete a Preliminary pattern of study comprising at least 12 units and an HSC pattern of study comprising at least 10 units. Mackillop Catholic College requires all students undertaking the Preliminary course to enrol in at least 11 units of Preliminary courses plus at least 1 unit of Religion.

NESA will grant the award of the HSC credential to students who meet the eligibility requirements for the award of the HSC.

To be eligible for the award of the HSC, students must:

- have completed Year 10, and
- have attended a government school, an accredited non-government school, a school outside NSW recognised by NESA or a TAFE NSW institute, and
- have completed All My Own Work (AMOW) or its equivalent, and
- have demonstrated the minimum standard of literacy and numeracy, and
- have satisfactorily completed courses that comprise the pattern of study required by NESA for the award of the HSC, and
- undertake and make a serious attempt at the requisite HSC exams.

## 7. Assessment Results & Appeals

(ACE Rule 2)

### 7.1 School Based Assessment

Course Type	Marks & Records
Board Developed Courses	Students complete school-based assessments, which contribute 50% of their final HSC mark for a course (except VET and Life Skills courses). Assessment is based on mandatory weightings and components as set out in the syllabuses for each HSC course being studied.
Board Developed Courses (with optional HSC Examination)	Students receive a grade (A to E) for school-based assessment. Students who complete the optional HSC examination for the course will receive an examination mark For VET courses students will receive an examination mark for any VET examination completed. The HSC mark and performance band are based on the examination mark only. Students will also receive an AQF VET Certificate or a Statement of Attainment.
VET Board Endorsed Course	Assessment in VET courses is competency based. This means that the student needs to demonstrate that they have gained, and can apply, the specific knowledge and skills for the unit of competency to be deemed competent in that unit.
Life Skills Course	Evidence of achievement of outcomes is gathered through ongoing assessment. There is no requirement for formal assessment of Life Skills outcomes.
Course Studied with an Outside Tutor / External Provider	Student results will be reported as an examination mark and an HSC mark. The assessment mark will only be listed if an Illness/Misadventure Application was lodged and it was upheld.

Year 11 Assessment begins in Term 1. HSC course Assessment begins during Term Four of Year 11 and ends towards the end of Term 3 of Year 12. HSC course assessment will only commence if the Preliminary course has been completed.

Assessment tasks undertaken during the Preliminary component of a course do not contribute directly to the Higher School Certificate. The main purpose of the *Preliminary Assessment Mark* is to determine whether students are eligible to progress to the HSC component. A student whose achievement does not meet progression criteria is not able to continue in that course and faces the risk of having to repeat.

## 7.2 Course Assessment Schedules

Course Assessment Schedules provide students with the general nature, weighting and timing of formal tasks. The schedules for all courses are in the Assessment Schedule Booklet. Students must receive a copy of the Assessment Schedule for each Stage 6 HSC Course. These schedules indicate:

- The date (Term/Week) for the task
- The weighting for the task
- The nature of the task
- Outcomes to be assessed for the task

There will be an assessment free period of one week prior to formal exam weeks.

A student will not perform more than two test-type assessment tasks per day [with the exception of the examination period].

## 7.3 Changes to Course Assessment Schedules

Under certain circumstances, Leaders of Learning & Teaching (LoLT) may find it necessary to vary assessment schedules. Wherever feasible the LoLT will endeavour to consult with the classes affected. Every consideration will be given to ensure that students do not suffer disadvantage.

Students and parent/carers will be informed in writing with at least two weeks' notice of the variation for any task being brought forward or any change to the type of task. The notice may be less than two weeks if the task is being moved to a later date. The weighting of the task in the overall Assessment program will not be varied.

Other variations from the published student assessment schedule, including assessable outcomes for a specific task, may be altered at the discretion of the LoLT and will be included on a revised Assessment Notification.

## 7.4 Assessment Notification

Course teachers will advise in writing the precise timing and nature of the task, at least two weeks before the task commences.

The task notification must include the:

- Date of Issue
- Components and weightings, and
- Syllabus outcomes assessed, and
- Nature of the assessment task, and
- Scheduled date and time for attempting or submitting the task, and
- Marking criteria that will be applied (where appropriate)

All Stage 6 Preliminary HSC course Assessment Notifications will be posted in an electronic format onto the course learning platform. Upon receiving the notification of an assessment

task, all students in the class must digitally acknowledge that they have received a copy of the assessment notification and are aware of requirements of the task using the Assessment Acknowledgement form. If uncertain about a task, students should communicate directly with the course teacher or LoLT.

An examination notification will be given out at least 2 weeks prior to the commencement of the exam period.

It is the student's responsibility to ensure that students know what work has been missed and to catch up on that work. The same conditions apply if students are absent when an Assessment Task is notified. Students are not entitled to any automatic extension of time for the task.

### 7.5 Submission of Assessment Tasks

The expectation by the College is that all students will submit assessment tasks for all enrolled courses on the due date.

Electronic-based assessments are to be finalised and submitted via the platform indicated on the notification, no later than **9:00 am** on the due date. Other forms of assessment such as (but not limited to) class tests/oral presentations/folios/3D models must be submitted by the student on the nominated due date and time as per the submission instructions set out in the Assessment Notification.

Any tasks submitted after 9.00am, or the arranged time, will be deemed **LATE**. If a student has not applied for, and been granted, an extension of time for the submission of an assessment task from the Curriculum Lead 7-12, **a zero mark** will be awarded.

No responsibility will be taken if a student gives their assessment to another student, teacher or office staff member. No responsibility is taken for a misplaced assessment task.

Where a student completes an assessment task, either at home or in school, but feels they have been disadvantaged by illness or misadventure the student must complete an [Illness/Misadventure Application](#) with the appropriate documentation.

Students must have their oral assessments prepared for the first day of the designated assessment period, even if their names are not called for until later in that period.

### 7.6 Attendance

Students are required to attend all timetabled lessons and College events prior to the submission/ completion of an assessment task. It is not acceptable for a student to be absent from lessons to prepare for an assessment task. This will be considered malpractice as such actions provide students with an unfair advantage. It is considered a form of cheating and students may receive a **zero mark** for the task.

If a student is absent the day before an assessment task is due, they are to submit an [Illness/Misadventure Application](#) with external evidence for the absence. If the absence is due to illness, an independent medical certificate must be supplied. Without an upheld appeal the students will receive **zero**.

### Work Placement

All students studying VET courses are to ensure that they meet with the class teacher to make arrangements for the submission of a task that is due while the student is on work placement. It is also the responsibility of VET students to ensure that they find out any information about an assessment task that may have been set while they are on work placement.

### Sport

Students who will miss a task due to representative sport organised by Broken Bay are expected to submit the task on the day it is due as per the Assessment Notification. Any in class tasks that require completion will require a [Illness/Misadventure Application](#) and students will sit the task prior to the due date.

For those students that are a part of the Elite Sport Program will be required to complete an Elite Sport Assessment Form and hand into the Curriculum office at least 5 days prior to absence.

### Suspension

Students who are on in school, or at home, suspension are expected to attend any in class assessment tasks on the date and lesson advised on the notification. It is the responsibility of the student to be present for the task. Non-attendance will result in a **zero mark** for the task. Suspended students are also expected to submit any hand-in tasks on the due date and time as per the assessment notification.

## 7.7 Absence on the Date of an In-Class Test or Examination

Students with a planned absence on an assessment day must complete the [Illness/Misadventure Application](#) and include relevant documentation. If upheld the LoLT will organise a new submission date.

If a student has an unplanned or unforeseen absence (suddenly ill or is subject to misadventure), they should telephone the College (72562116) by 8.30am on the morning that the task is due and ask that the Curriculum Lead be notified.

The Curriculum Lead will notify the relevant teacher and LoLT that the student will be absent from the task. The student must complete an [Illness/Misadventure Application](#) and present evidence for the absence e.g. independent medical certificate.

Students who arrive late for an **in-class assessment task**, must report directly to the class and attempt the assessment task. No extra time will be provided for students that arrive late for any assessment task. At the conclusion of the assessment, if a student believes that circumstances beyond their control have occasioned the lateness, they should complete an

[Illness/Misadventure Application](#). Being late without an acceptable reason may result in a **zero mark** being recorded.

Students who arrive late for an examination must report directly to the exam centre and wait at the doorway to the exam room. Entry will be allowed at a time when it does not interrupt instructions and other students. No extra time is given. At the conclusion of the examination, if a student believes that circumstances beyond their control have occasioned the lateness, they should report to the Curriculum Lead and complete an [Illness/Misadventure Application](#).

### 7.8 Absence on the Due Date of Submission of an Assessment Task

Students are still responsible for ensuring that the work is submitted on time. Electronic submission of assessment tasks will be made using the platform stated on the notification.

- It is the student's responsibility to finish the assessment task by the due date and time;
- It is recommended that students submit whatever progress work has been completed at that time e.g. drafts, plans, rough work etc. This will be assessed by the teacher and marks may be awarded.
- If a student requires an extension of time, they must complete an Illness/Misadventure application, with the relevant evidence. This must be submitted at least 4 days prior to the due date. The decision for extension of time will be determined by the Curriculum Lead in consultation with LoLT and class teacher.

### 7.9 Non-Submission

It is a requirement of NESA that all assessment tasks are completed. Failure to complete any assessment task may result in a student receiving an N-determination (Not Achieved or Not Demonstrated).

Even if a student will receive zero for an assessment task, they should be made aware that failure to submit the task may cause them to receive an "N-determination" for the subject.

Parent/Carers will be notified by email about a non-submission of a task within 24 hours of the assessment task's due date.

If the student does not submit a task within **4 days** parents/carers and students will be notified formally with an "N" Warning letter.

The student will receive a zero mark for that task. As part of redeeming themselves from the warning, the students will be required to satisfactorily complete the outstanding task as determined by the LoLT.

### 7.10 Invalid or Unreliable Tasks

If, on the rare occasion, an assessment task and its results, are deemed to be invalid, unreliable, incurred an administrative problem, failure to discriminate between students or assess the desired outcomes the teacher and/or student must approach the LoLT. If the issue

cannot be resolved at the faculty level, it may be referred to the Deputy Head of Student Achievement and Curriculum Lead for further review.

In the case that an assessment task fails to discriminate between students, the Deputy Head of Student Achievement reserves the right to either reduce the weight of the assessment task or initiate a substitute task with weightings adjusted accordingly.

Both students and parent/carers will be notified in writing of this decision. An alternate task may be set, marked and the results recorded on COMPASS. The original tasks and results will be held by the Curriculum Lead in case of appeal. A minimum of two weeks' notice will be given for the substitute task.

### 7.11 Reporting Student Achievement

Assessment tasks and examinations will generally be returned to students within two weeks of the due date. Students will receive meaningful feedback on each task to assist them in improving their level of achievement.

Results of assessment tasks are to be given to students as a mark (Year 11 and 12) or grade (Year 11). The rank in the class for that task is also to be given to the student in Years 11 and 12. At formal report times Year 11 and 12 parent/carers and students will be given their current cumulative rank based on performance in assessment tasks in each course.

In VET courses, students will be informed of their progress in achieving units of competency by the system, 'competent' or 'not yet competent'. The student's logbook will be completed when competencies are achieved. An estimated mark will be submitted to NESA at the completion of the VET course. This mark will be obtained from students' performance in the Trial HSC examination.

All Stage 6 student assessments will be recorded, stored, and archived on Compass.

### 7.12 Request for School Review: Assessment Task Result

If a student is dissatisfied with a mark/grade and/or assessment task, they must discuss this with their class teacher within **two (2) days** of the mark/grade and/or assessment task, being released to the whole class.

If they are still not satisfied, they should submit a '[Student Appeal of School Assessment Task Result](#)' form, through Compass, to the LoLT within **two (2) days** of speaking with their class teacher.

The appeal must be based on evidence of a breakdown in process or procedure in the administration of the task or the marking processes. Teacher judgement in the awarding of marks cannot be appealed.

Students are not entitled to seek a review of teachers' judgements of the worth of individual performance in assessment tasks. The marks or grades awarded for individual tasks will not be subject to review as part of this process.

Appeals will be reviewed by the Curriculum Lead and Deputy Head Student Achievement. They may resolve the appeal OR refer the appeal to the Assessment Review panel for determination. The panel will include members of the LoLT team and College executive. The panel will consider the grounds for the appeal and will inform the students and parent/carers of the decision **within 2 weeks** of receipt of the appeal.

## **8. Course Commencement, Entries & Eligibility (ACE Rule 3)**

### 8.1 Transferring Courses

There will be a two-week period at the commencement of Year 11 where students can request to change courses. Students wishing to change subjects must complete the [Change of Subject Form Yr11-12](#) found on Compass. This digital form requires a note signed by a parent/carer and is approved by the relevant LoLT/s and the Curriculum Lead.

After this time students studying a Preliminary course may not change subjects or courses unless the Head of School is satisfied that they will be able to complete all Preliminary course requirements, including assessment requirements.

Students changing from Extension 1 Mathematics to Mathematics Advanced or Extension 1 English to Advanced English must be able to select a 1 Unit course and satisfy the Head of School that all the requirements for this course can be met.

Students who transfer into the College after the commencement of the Preliminary HSC Assessment program will:

- have their position in the group determined by comparison with the school group on these common tasks,
- be given a mark in the assessment task(s) that they missed consistent with their ranking for the completed common tasks.

## **9. Course Completion, Non-Completion & Appeals (ACE Rule 4)**

### 9.1 Satisfactory Completion of Higher School Certificate Courses

NESA requires that a student must complete satisfactorily a Preliminary and an HSC Course before a result in that course can be obtained at the HSC. Students are required to meet course completion criteria as well as assessment completion criteria.

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:

- 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.
- achieved some or all of the course outcomes.

Students are expected to complete all tasks which are part of the assessment program in each course of study.

Students must make a genuine attempt at assessment tasks that contribute in excess of 50 percent of the available marks. It is emphasised that completion of assessment tasks worth exactly 50 percent is not sufficient; tasks worth in excess of 50 percent must be attempted.

Furthermore, the student must fulfil the **course completion criteria**.

Students studying VET framework courses must complete the mandatory work placement hours in order to be deemed satisfactory.

In the case of Extension courses, students who fail to meet assessment requirements for the common part of the course will not receive a result in the course at all.

## 9.2 Official Warning Letters

Where a student fails to comply with NESA or College requirements for the satisfactory completion of a course, the student will receive an official warning letter from the College outlining the nature of any outstanding **classwork, learning responses or assessment tasks**. The warning letter is designed to give the student the opportunity to redeem themselves. It will contain details of work to be completed and the timeframe for completion and return. To redeem an official warning letter, the student must comply with the letter's requirements in full. Once the N Warning is redeemed by completing the outstanding work there is no further action or impact on the students HSC. Redeemed N Warnings remain on the students Compass profile but do get passed onto NESA.

If a warning letter is issued for an assessment task, and the student has an appeal related to that task upheld, then the appeal decision overrides the warning letter for that task. Failure by the student to respond to the requests made in official warning letters may lead to the issue of an 'N' Determination in that course, indicating non-completion of course requirements. An 'N' Determination will mean that the student may not be eligible for the award of the Higher School Certificate.

- First Warning - In the event of the need to issue a warning letter informing the student and parent/carers that the student is in danger of receiving an N (Non-Completion) award, the following will occur:
  - An interview will be conducted by the LoLT, class teacher and the student to communicate the importance of the notice.
  - A copy of the warning letter will be provided for the student through Compass.
  - The parent/carers will be contacted by the LoLT and receive the letter through Compass.

- Second Warning - In the event that a second warning letter needs to be issued:
  - The parent/carers and student will be asked to attend an interview at the College, with the Curriculum Lead.
  - A copy of the warning letter will be provided for the student and parent/carers via Compass.
  - A written record of this interview will be kept, and the details of this interview will be recorded on Compass.
- N Award- at risk Interview - In the event of the student failing to improve their performance as indicated in the first two warning letters the following will occur:
  - An interview will be conducted with the student and parents/carers by the Deputy Head Student Achievement and Curriculum Lead.
  - The Head of School will be informed and may also be involved in the interview.
  - A written record of this interview will be kept.
  - NESAs 'N' Award paperwork will be issued to the student and the appeals process explained.

The Head of School, or their delegate, must:

- advise the student in writing of the tasks or actions to be undertaken in time for the problem to be corrected.
- advise the parent/carers in writing (if the student is under 18 years of age).
- request from the student or parent/carer a written acknowledgement of the warning.
- issue at least one follow-up warning letter if the issue has not been corrected; and
- retain copies of the warning notice(s) and other relevant documentation.

### 9.3 Non- Completion Determination (N Determination)

NESA has delegated to Principals the authority to determine if students seeking the award of the Higher School Certificate at their school have satisfactorily completed each Board Developed and/or Board Endorsed Course in which they are enrolled in accordance with the requirements issued by NESA.

Principals therefore will determine if there is sufficient evidence that each student has applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school.

Principals may determine an appropriate attendance pattern(s) that will allow each student to achieve the outcomes of each course being studied. **Students may put themselves at risk if they do not regularly attend school.** In special circumstances, the Principal can allow sick students to proceed, but they must attain the outcomes and satisfy the assessment requirements.

While NESA does not stipulate attendance requirements, Principals may determine that, as a result of absence, the course completion criteria may not be met. Clearly, absences will be regarded seriously by the Principal who must give students early warning of the consequences of such absences. Warning letters must relate the student's absence to the non-completion of course requirements.

In cases of non-completion of course requirements, an 'N' determination will be submitted via Schools Online. Courses that were not satisfactorily completed will not contribute to the HSC or RoSA after the official warning process detailed above.

If a student fails to undertake any mandatory work placement component of a VET course it may be determined that the student has not made a genuine attempt to complete course requirements. In this case the Principal can indicate that the course has not been satisfactorily completed, and the student may be issued with an 'N' determination.

Extension course 1 may not be completed without completion of the Preliminary Extension course. HSC Extension course 2 may not be completed without completion of the Preliminary Extension course and HSC Extension course 1. For all Extension courses except HSC Mathematics Extension 2, an HSC Extension course may only be studied concurrently with, or after completing, the HSC 2-unit course in the subject.

#### 9.4 Non-Completion Determination (N Determination) Appeals

Where the Principal has determined that a student is to be issued with an 'N' Determination in any course, the Principal's Determination form should be completed and a copy given, together with the N Determination Student Appeal form, to the student, or sent to the student's home address. Principals must also advise the student's parent/carers in writing of their right to appeal against the Principal's determination.

NESA will review appeals only on the information submitted with the Principal's Determination form, the N Determination Student Appeal form and the School Review – Principal's Report form. Copies of all the warning letters that were sent must be included.

If a student appeals to the College and the student's appeal is successful, both the Principal's Determination form and the N Determination Student Appeal form should be retained at the College. NESA must be advised so that the 'N' determination may be removed and the alternative grade/assessment mark recorded.

If the student's appeal is unsuccessful at the College level, the Principal's Determination form, the N Determination Student Appeal form, the School Review – Principal's Report form and any other relevant documentation should be retained at the school unless the student wishes to appeal to NESA in which case all forms and copies of warning letters must be sent to NESA for review of the appeal.

## **10. Disability Provisions & Appeals**

### **(ACE Rule 6)**

The teacher may apply disability provisions for the completion of assessment tasks if the student has been granted such provisions by NESA or by the College Diversity Team, or in accordance with the adjustments and accommodations agreed upon in the student's current Personalised Learning and Support Plan.

## 11. HSC Exam operations

**(ACE Rule 7)**

### 11.1 School Examination Rules & Procedures

Mackillop Stage 6 examinations are held under conditions that model the HSC examination conditions.

Students must assemble at least 20 minutes before the advertised starting time of the exam (outside the venue for the exam) and be ready to enter the Examination room.

If a student is absent for an examination, they must follow the Illness/Misadventure process.

#### Behaviour during the exam

- Students will enter the exam room in silence and sit in the allocated place. Any form of communication between students will be considered as malpractice.
- Students will not be allowed to leave the exam room and go to the toilet during the first and last 30 minutes of any scheduled examination.
- Students will not be allowed to leave any examination early.
- Students making reference to notes whilst in the exam room will be considered as having an unfair advantage and will be awarded a zero.
- Students turning around or communicating with others will be considered as engaging in inappropriate behaviour & gaining an unfair advantage; this will be considered as malpractice.
- Students deliberately disturbing or distracting other students during any part of the exam will jeopardize their paper being marked.
- Graffiti of any description on exam papers will not be tolerated. Exam papers defaced, or containing any form of graffiti will not be marked.
- Students may not leave the exam room until the exam is finished, and students are dismissed by the exam convenor. For a range of reasons, exams may run late, and students must not commit to leave for work or other activities.

#### Equipment for school examinations

Students should write in black pen and make sure they have spare pens in each exam. Students may also bring a ruler, highlighters, pencils (should be at least 2B) and a sharpener, and a bottle of water in a clear bottle. All equipment should be kept in a clear case or zip lock bag. Students can wear a watch to exams, but once they sit down they will have to take it off and place it in clear view on the desk. Programmable watches, including smart watches, are not allowed in the exam room.

All equipment brought into an exam room is subject to inspection on entry. Students must make sure equipment, such as a calculator, is in good working order because an appeal under misadventure provisions for equipment failure will not be upheld. Students are not allowed to borrow equipment during exams.

### Equipment for specific examinations

This list details specific equipment that students are expected to bring for particular exams. Only those exams that require specific equipment are listed.

<p><i>Industrial Technology</i> NESA-approved calculators, pair of compasses, protractor, set squares, pencil</p>
<p><i>Languages</i> Unannotated monolingual and/or bilingual print dictionaries may be used in Continuers. Digital dictionaries are not permitted.</p>
<p><i>Science Extension</i> NESA-approved calculators Headphones (wired) to listen to audio stimulus for questions</p>
<p><i>NESA Approved Calculator also permitted for the following courses:</i> Biology, Business Services (VET), Business Studies, Chemistry, Construction (VET), Economics, Entertainment Industry (VET), Hospitality (VET), Investigating Science, Languages, Physics</p>

### What CANNOT be in the exam room

- Mobile phones are not permitted in exam room under any circumstances.
- A programmable watch, eg a smart watch.
- Any electronic device (except a calculator where permitted). This includes mobile phones or other communication devices, organisers, tablets (eg iPads), music players or electronic dictionaries.
- Paper or any printed or written material.
- Print dictionaries, except where permitted in language exams.
- Correction fluid.
- Chewing gum and food is not allowed in the exam room
- Personal items such as lip balm/gloss, keys

## **12. HSC Minimum Standard**

### **(ACE Rule 8)**

Students must meet the HSC Minimum Standard prior to completing Year 12, to be eligible for the award of the HSC. To meet the HSC minimum standard, students must demonstrate Level 3 or above in the NESA minimum standard online reading, writing and numeracy tests.

## 13. Illness/Misadventure and Appeals

(ACE Rule 9)

### 13.1 Illness/Misadventure Application

For all foreseen, or unforeseen absence due to illness or misadventure students must submit the [Illness/Misadventure Application](#) form on Compass and report to the Curriculum office as soon as possible. This process can commence before the student returns to the College.

If a student has prior knowledge of being absent for an assessment task, the matter must be discussed with the Curriculum Lead and if appropriate submit an [Illness/Misadventure Application](#). Any absence that does not meet these criteria must be approved by the Head of School or the student will receive **zero** for late or missed assessments.

NESA states it is not possible for the school to compensate for the effect of an existing illness or misadventure on performance during a task. For example, if a student is ill and attempts an assessment task then the mark for that task cannot be adjusted to compensate for the illness.

Students who are so ill that they believe their performance will be adversely affected are advised to remain at home, obtain an independent medical certificate and follow the Illness/Misadventure process.

Students who become ill during an assessment task should advise the supervisor. If they are unable to continue, they will be sent to sick bay, parent/carers contacted, and the student will need to obtain an independent medical certificate and complete an [Illness/Misadventure Application](#).

Students who experience some misadventure (eg car accident) on the way to an assessment task are to immediately inform the College Office by phone or upon arrival. The Curriculum Lead will decide what steps are to be taken.

Technical failures related to computing equipment will not constitute sufficient grounds for the granting of an extension or misadventure. Students are expected to follow responsible practices in relation to the use of technologies, including the maintenance of reliable and up to date backup copies, allowing sufficient time to deal with potential technical failures and the retention of printed draft copies.

If a student encounters difficulties of this nature, they are to report this to the Curriculum Lead and make alternative arrangements to submit the task. Students will **not** be granted an extension due to technical problems.

During an exam period the Illness/Misadventure Application should be submitted the first day the student is fit, or well enough, to continue with exams. In the case of illness, an independent medical certificate that states the absence and that the student was in no condition to do the task on the day. Students must obtain the medical certificate from an independent doctor or pharmacy on the day of the illness.

In the case of misadventure, students must include documentation related to the misadventure. This may require approval from the Head of School.

The Curriculum Lead will advise what course of action will be taken and notify the student and parent/carers of the decision by email.

If a student does not complete a task by the due date or attend a scheduled assessment task, and has their [Illness/Misadventure Application](#) declined, the College will record a **zero** mark for the assessment task.

### 13.2 Substituting Assessment Tasks

Students are expected to attempt all assessment tasks.

If a student has an upheld [Illness/Misadventure Application](#), schools must provide the student with an opportunity to attempt the assessment task by either:

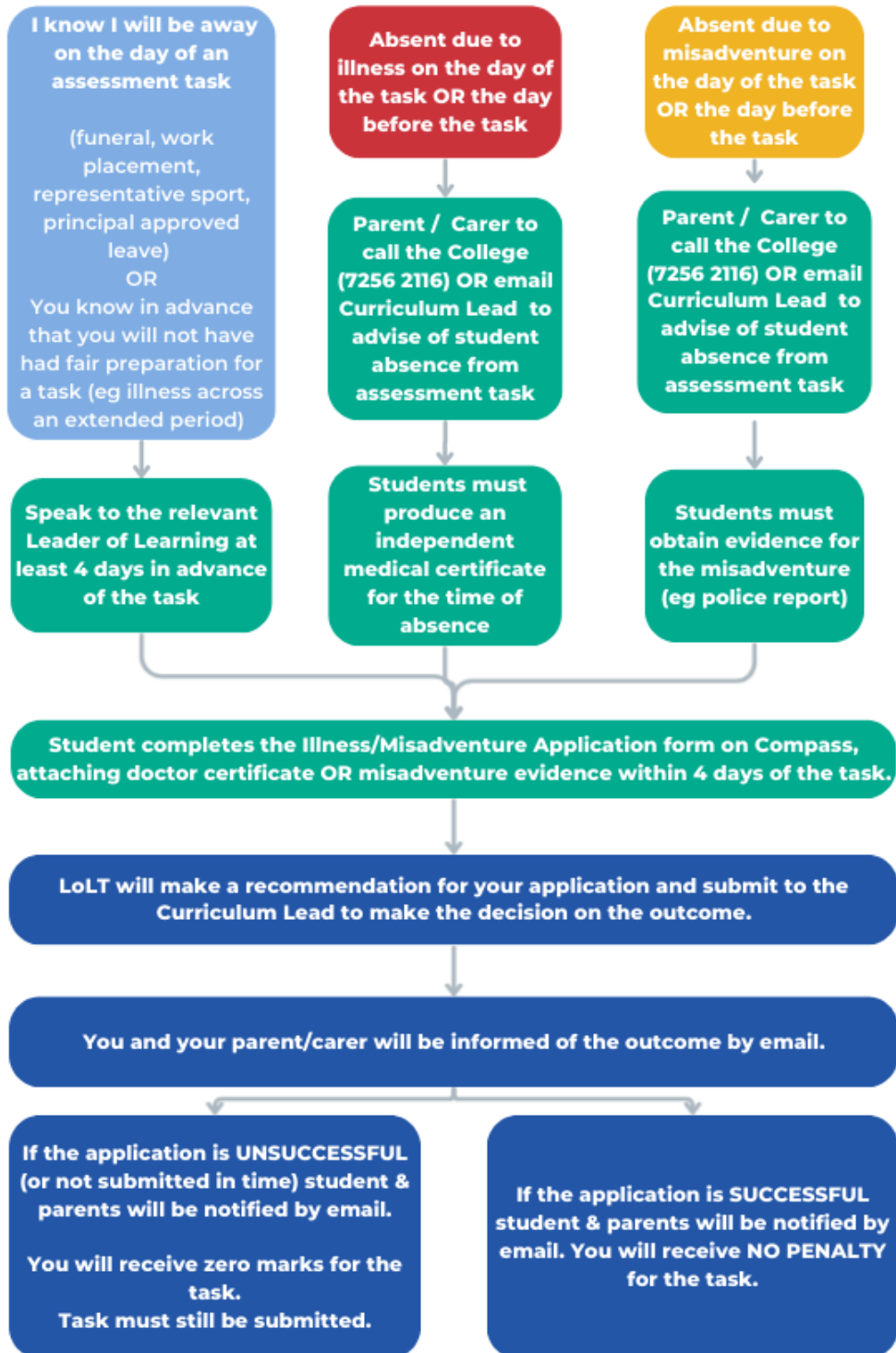
- providing an extension of time to complete the original assessment task, or
- providing the student with a substitute assessment task.

Substitute tasks will be used where students sit an 'unseen' assessment task at a different time to the main cohort to ensure the assessment process is fair and equitable to all students.

In exceptional circumstances where a student cannot complete the assessment task, schools may provide an estimate based on completed comparable assessment tasks which contain comparable outcomes, approved by the Head of School and in line with the school's policies and procedures for school-based assessment.

### 13.3 Student Illness/Misadventure process

Students and parents are responsible for the steps highlighted green on the following flow chart.



### 13.4 Extensions

Extensions will only be granted by the Curriculum Lead in exceptional circumstances. Students must apply **four (4) days in advance** in writing (supplying documented evidence to validate the claim for the extension). Students making a request for an extension to an assessment task must complete the [Illness/Misadventure Application](#) form on Compass. The Curriculum Lead will consult with the relevant LoLT before making any decision.

In general, students will not receive extensions for foreseeable circumstances, e.g. students could not complete work because they had sports training. It is expected that students will manage their time effectively and adequately plan the completion of assessment tasks. Classroom teachers are not permitted to grant extensions; the LoLT and Curriculum Lead will have oversight of this.

Students will be notified by email of the outcome.

Requests at shorter notice will only be accepted in exceptional circumstances only.

Suspended students will not receive extensions for assessment tasks during their suspension period.

### 13.5 Granting Approved Leave

Granting of leave is a matter for the Head of School to determine. The Head of School has discretion in granting leave provided that they are satisfied that the impact of the absence is not substantial and that the progress of the student towards course outcomes will not be unduly affected.

Except in extraordinary circumstances, leave will not be granted from any Stage 6 assessment tasks.

Students intending on taking leave must apply in writing to the Head of School at least two weeks prior to departure providing clear evidence as to why leave should be given by submitting the [Leave Application Form](#) (found on Compass). This form requires parent/carers to list all assessment tasks that will be missed during the absence. Students must wait until the Head of School has given permission, before taking leave. Students should not automatically assume leave has been granted. Vacations taken outside normal College holidays will not be accepted as a valid reason for absence from an assessment task.

If the request for Leave is not approved by the Head of School any non-submitted or missed assessment tasks will receive **zero** marks.

### 13.6 Approved Leave Process

Students must collect the [Pre-Leave Assessment Task Rescheduling Form](#) as soon as the [Leave Application Form](#) has been submitted and completed **at least 5 school days** before the commencement of the leave. The form must be completed and signed by LoLT for each assessment task. Students are also expected to liaise with their teachers for advice on any work missed during the absence. Rescheduled assessments will generally be done prior to the commencement of the students leave. The completed and signed form must be returned to the Curriculum Office **at least 5 school days** before the commencement of the leave.



Where the period of leave requested is extensive, the student must demonstrate to the Head of School that outcomes in each course will be achieved. Educational progress can be ensured by a variety of means, including assignments set by the College, tuition or private study, attendance at another school, distance education lessons and catching up.

## 14. Integrity of HSC School-based Assessment & Exams (ACE Rule 10)

### 14.1 All My Own Work

NESA requires that students complete the HSC: All My Own Work (**AMOW**) program before undertaking their first assessment in the Preliminary HSC course. AMOW is designed to help students to follow the principles and practices of good scholarship. This includes understanding, valuing and using ethical practices when locating and using information as part of their HSC studies. Students who have completed the program will also know about penalties for cheating and how to avoid malpractice.

The program is designed to be delivered flexibly as self-paced learning modules and is divided into four modules:

1. What is All My Own Work
2. What is plagiarism
3. How do I acknowledge other people's work
4. How can I work honestly

Students must complete the mandatory NESA AMOW modules and acknowledge the completion using the form provided by the College.

### 14.2 Malpractice

Malpractice in any form is unacceptable. All work must be a student's own or must be acknowledged appropriately. Malpractice is any attempt to gain an unfair advantage over other students. Malpractice is addressed directly by NESA in HSC: All My Own Work, completed by all students.

The honesty of students in completing assessment tasks, examinations, and tests underpins the integrity of the HSC. Dishonest behavior carried out for the purpose of gaining unfair advantage in the assessment process undermines the standard of scholarship represented by the award of the HSC and constitutes malpractice. The purpose of this policy is to establish clear guidelines for managing cases of academic malpractice in Year 10, Year 11 and Year 12, in accordance with the NESA guidelines and the Assessment and Reporting Examination Manual. This policy aims to ensure academic integrity, fairness, and transparency in the assessment process.

Candidates for the HSC, as well as their teachers and others who guide them, must comply with NESA's requirements for upholding the integrity of HSC school-based assessment and examinations.

Breaches of examination/test rules and malpractice in any form, including plagiarism, collusion, misrepresentation, and breach of assessment conditions, are unacceptable. NESA treats allegations of malpractice very seriously and detected malpractice may jeopardise a student's award and achievement of the RoSA or the HSC. All suspected breaches of examination/test rules and/or malpractice will be investigated and may be penalised.

### 14.2.1 Definitions

- **Malpractice:** Any dishonest behaviour and/or attempt to gain an unfair advantage over other students, and/or knowingly assisting other students to engage in malpractice. This includes, but is not limited to, plagiarism, collusion, misrepresentation, cheating, and other forms of dishonesty. NESA applies this definition of malpractice in determining cases of suspected malpractice in HSC minimum standard test and HSC Examinations including practical components and submitted works.
- **Misrepresentation:** This is when a student misleads or deceives others by presenting untrue information through the fabrication, alteration, or omission of information. Misrepresentation can include but is not limited to making up journal entries for a project, submitting falsified or altered documents, impersonating another student, referencing non-existent source, and/or contriving false explanations to explain work not handed in by the due date.
- **Plagiarism:** This is when a student pretends to have written, created or developed work that has originated from another source. When using work that has originated from another source, students must acknowledge the source material in accordance with course specific requirements. Plagiarism includes but is not limited to: copying someone else's work in part or in whole, and presenting it as their own, using material directly from books, journals, the internet, generative artificial intelligence, and/or any other offline/online resources, without appropriate acknowledgement of the authors and/or source.
- **Collusion:** This is when a student inappropriately collaborates with another student, group of students, person, organisation, or entity to produce work that was meant for individual assessment. Collusion includes but is not limited to: sharing answers to an assessment with other students through any medium, submitting work that has been substantially contributed to by another person, such as a student, parent, coach or subject expert, contract cheating by outsourcing work to a third party, and/or unauthorised use of artificial intelligence technologies.
- **Cheating:** The use or attempted use of unauthorised materials, information, or devices in an assessment task or examination. This also includes the use of AI.
- **Breach of Assessment Conditions:** Students must comply with the assessment conditions set by NESA and the school. A breach of assessment conditions includes any violation of the HSC Examination rules and procedures, and HSC minimum standard test rules and procedures.

### 14.2.2 Examples of Malpractice

Examples of malpractice include, but are not limited to:

- Copying another student's work during an examination or assessment.
- Using unauthorised notes, electronic devices, or other aids during an assessment.
- Submitting work that has been plagiarised from books, journals, websites, or other sources.
- Providing another student with answers or assistance during an examination or assessment.

- Falsifying data or results in any assessment task.
- Submitting work completed by someone else as if it were the student's own work.

#### 14.2.3 Responsibilities

**Students:** Must ensure that all work submitted is their own and adhere to the principles of academic integrity.

Students are responsible for knowing and complying with NESA's ACE Rules and policies regarding malpractice, including:

- a. [All My Own Work](#)
- b. [HSC Rules and Procedures Guide](#)
- c. [HSC minimum standard: Malpractice and breaches of test rules](#)
- d. [HSC practical examinations](#)

NESA's rules regarding malpractice must be read in conjunction with any course specific requirements outlined in [NESA syllabus](#) packages including Assessment and Reporting information.

A student who knowingly assists another student to engage in malpractice, is also engaging in that malpractice.

Once malpractice is suspected the onus is on the student to prove that the submitted work is all their own.

**Teachers:** Must provide clear instructions regarding assessments, monitor assessments to detect possible malpractice, and report any suspected malpractice according to the procedures outlined in this policy.

#### 14.2.4 Process for Handling Malpractice Allegations

When a malpractice incident is suspected, the school will follow a strict and transparent process to ensure fairness to all students.

##### *Step 1: Detection and Reporting*

- i. **Teacher's Observation:** A teacher or marker identifies irregularities in a student's work (e.g., suspected copying, cheating during an examination).
- ii. **Referral to Leader of Learning:** The teacher reports the suspected malpractice to the Leader of Learning of the course using the Compass Malpractice form.

##### *Step 2: Initial Review by Leader of Learning*

- i. **Gathering Evidence:** The Leader of Learning will review all available evidence, which may include:
  - Plagiarism detection software results.
  - Examination room incident reports from supervisors.
  - Comparisons of student work against other sources or past work are made to determine if they believe malpractice may have occurred.

- ii. **Student Notification:** The Leader of Learning will inform the student and parent/carer about the malpractice allegation. The notification will include:
  - A description of the suspected malpractice.
  - A request for the student to respond to the allegation.
  - The consequences of a confirmed malpractice incident.

#### *Step 3: Student Response*

The student has the right and responsibility to respond to the allegation of malpractice. This response must occur within 48 hours of receiving the notification. The response should include:

- i. **Written Explanation:** The student must provide a written explanation of their actions. This response should:
  - Provide evidence that all unacknowledged work is their own.
  - Provide a clear account of how the work was produced.
  - Offer any relevant supporting evidence (e.g., drafts, process diaries, reference lists).
- ii. **Submission of Supporting Materials:** The student may be required to submit:
  - Process Evidence: Such as drafts, research notes, or working logs to show how their work was developed.
  - Clarification: If any part of their work is in question, they should explain how they approached and completed that section.
- iii. **Demonstration of Knowledge:** The student may be asked to demonstrate their understanding of the task by:
  - Answering specific questions about the task in question.
  - Providing a verbal or written explanation to prove they have knowledge of the content they submitted.
  - Engaging in a brief oral or practical examination with the subject teacher to show understanding of the task's core content.

#### *Step 4: Investigation and Decision*

- i. **Investigation by Leader of Learning and Curriculum Lead:** The Leader of Learning and Curriculum Lead will review the student's response and any additional evidence.
- ii. **Outcome Determination:** Based on the investigation, the Leader of Learning, in consultation with the Curriculum Lead, will determine whether the allegation is upheld or dismissed.

#### *Step 5: Communication of the Decision*

- i. **Notification of Outcome:** The student and their parents/carers will be informed of the outcome in writing. This communication will include:
  - The decision (whether the malpractice was upheld or not).
  - The evidence supporting the decision.
  - The consequences or penalties if the malpractice is upheld.

### 14.2.5 Consequences of Malpractice

Consequences for cases of malpractice may include:

- A mark of zero, or reduced mark, for the affected assessment task or examination, or portion of.

- Completion of an alternate assessment to verify knowledge
- Cancellation of submitted work or examination results.
- A formal warning to the student and a notation of the incident in their school record.
- As required by NESA, Mackillop Catholic College maintains a register of HSC (Year 12) malpractice incidents which is reported to NESA annually.

#### 14.2.6 Appeals Process

- Students have the right to appeal decisions related to allegations of malpractice.
- Appeals must be submitted in writing to the Deputy Head Student Achievement within four school days of the student being informed of the decision using the Compass Assessment Appeal Form.
- The appeal process is set out in this handbook.

### 14.3 Non-Attempt or Non-Serious Attempt

NESA defines a non-serious attempt as including frivolous or objectionable material in an answer.

NESA defines a non-attempt in an HSC exam as including only completing multiple-choice questions. A 'non-attempt' for a task includes non-submissions, late submissions, plagiarism, non-genuine attempt at the task and failure to follow the above procedures.

Students who make non-serious or non-attempts will receive **zero** for all, or part of the task and be required to redo the task in an **Academic Restoration Detention**. Non-attempt and non-serious attempts at assessment tasks will result in a N Award Warning Letter being issued. Parents/carers will be advised in writing.

Students will be deemed unsatisfactory in a given course if they fail to make a valid attempt at more than 50% of the Assessment Tasks and this may make the student ineligible for an HSC.

## **15. Pattern of Study**

**(ACE Rule 12)**

### 15.1 Pattern of Study

To qualify for the Higher School Certificate students must satisfactorily complete a Preliminary pattern of study comprising at least 12 units and an HSC pattern of study comprising at least 10 units. Both patterns must include at least:

- At least 4 units from Board Developed Courses
- 2 units of a Board Developed Course in English
- 3 courses of 2 units value or greater (either Board Developed or Board Endorsed Courses);

- At least 4 subjects.

To satisfy pattern of study requirements for the Higher School Certificate a student may count a maximum of six units from courses in Science in Year 11 and seven units of Science in Year 12.

At the end of the Year 11 Preliminary Course students will be allowed to adjust their pattern of study as long as they have sufficient units to satisfy the eligibility requirements for the Higher School Certificate. Students will not be allowed to discontinue their Religion course from their pattern of study.

All 2 Unit Board Developed Courses must be studied for a minimum of 120 hours. On the current Mackillop College timetable, this equates to 8 lessons per fortnight. Any 1 Unit Board Developed Courses must be studied for a minimum of 60 hours. On the current Mackillop College timetable, this equates to 4 lessons per fortnight.

Students wanting to undertake the study of Extension courses in either English or Mathematics will need to seek advice from the respective LoLT.

### 15.2 Accumulating Courses

Accumulation is when a student satisfactorily completes and accrues one or more courses. Students may be entered into Stage 5, Preliminary and/or HSC courses within the same calendar year. NESA allows students to accumulate courses towards the RoSA. There is no time restriction for students accumulating Stage 5 and Preliminary courses.

Students who are accumulating courses may access a student eRecord showing each calendar year of study. The student eRecord will record all the Stage 5, Preliminary and HSC courses (including Life Skills and VET courses) satisfactorily completed.

A student may accumulate an Extension course by presenting the 2 unit HSC course in one year and the related Extension course in a subsequent year within the five-year accumulation period.

### 15.3 Repeating Courses

A student may repeat one or more HSC courses but must do so within the five-year accumulation period. All satisfactorily completed attempts at HSC courses will be reported on the cumulative Record of Achievement. Students should note that UAC only recognises the most recent attempt as being eligible for inclusion in the calculation of the ATAR.

For students who have completed a 2 unit course and a related Extension course and who wish to change to another course in the same subject area (eg HSC English (Advanced) and HSC English Extension 1 to HSC English (Standard) the latest attempt will void all previous results in that subject for ATAR calculation purposes.

### **Repeating and/or accumulating in Mathematics and English Extension courses**

Whether or not a student has accumulated or repeated Extension course 1 and/or Extension course 2, no more than four units each of Mathematics and English may be counted for Higher School Certificate eligibility. The Record of Achievement reports every unit of Mathematics and English presented for examination by year. The student's latest completed course(s) will be considered for the ATAR.

### **Repeating a submitted work**

Students who repeat a course where a submitted work or project is required may not resubmit a work or project that was entered and marked in a previous year without the special permission of NESA.

## **16. Students with Atypical Circumstances (ACE Rule 13)**

### 16.1 External Providers

The Head of School may give approval for a student to study ONE or more courses with an external provider. External courses should make up the minority of the student's overall pattern of study

An external provider is a separate entity to the school and delivers an entire course to student(s). These courses may be delivered on school premises or elsewhere.

External providers include:

- a) NSW government schools, for example NSW Schools of Languages and Distance Education centres
- b) NSW registered and accredited non-government schools
- c) TAFE NSW, including TAFE Digital
- d) Registered training organisations (RTOs)
- e) Universities, and
- f) Other external providers with appropriate qualifications

A student who undertakes study from an external provider(s) is expected to be:

- a) familiar with and follow the assessment requirements of the external provider(s)
- b) maintain a satisfactory attendance record.
- c) keep up to date with all classwork and formal assessment tasks.
- d) maintain contact with the external provider(s).

In support of the student who undertakes study from an external provider(s), the Curriculum Lead will:

- a) act as the school supervisor and contact person for all students undertaking courses
- b) provide on-site support for the external provider and respond to any follow-up matters regarding student progress

- c) provide onsite support for the external provider to ensure that any formal, particularly test/ examinations, assessment task is properly conducted according to the College's examination procedures.

All coursework, assessment tasks, reporting and the final HSC assessment mark will be provided by the External Provider.

### 16.2 Study with an Outside Tutor

An outside tutor is any person, other than a teaching staff member of the school, whom the Head of School has approved to deliver a specified course of study that is part of the curriculum to a student, or students enrolled in the school.

The delivery of such a course may take place on school premises or elsewhere. The outside tutor may deliver the course to students during school hours or outside them.

NESA allows Principals to approve the delivery of specified courses of study by outside tutors to students enrolled at the school. Principals have delegated responsibility for determining the suitability of tutors.

## **17. Summary of Student Responsibilities**

A student must work with diligence and sustained effort in order to pass the course; this is a NESA rule.

- Disruptive behaviour does not demonstrate diligence and sustained effort in the classroom environment.
- Repeated failure to complete homework does not demonstrate diligence and sustained effort.
- Non-serious attempts at assessment do not demonstrate diligence and sustained effort.
- Unexplained and constant absence from class does not demonstrate diligence and sustained effort.

Students have the right to:

- be informed of the assessment policies of the College and NESA
- receive clear guidelines relating to the requirements of each assessment task
- receive meaningful feedback that assists them to review their work
- query the mark for an individual task at the time of its return.

A student is expected to:

- acknowledge acceptance of all policy and procedures contained within the Stage 6 Policy & Procedure Handbook using the link provided.
- become familiar with and follow the assessment requirements set by the College.

- acknowledge the receipt of all mandatory assessment tasks
- complete all set tasks on time or talk to teachers about what is required.
- follow all instructions given for a task, in the notification and on the task itself
- follow the principles set out in HSC: All My Own Work and make a genuine and serious attempt in all tasks. Avoiding behaviour which could be considered cheating, including plagiarism.
- keep records of the progress of your work, for example version history of Word documents.
- keep a final copy of all submitted assessment tasks. This copy can be in the form of printed hard copy, a saved file, photocopy, scanned digital images (jpg files), or digital photographs taken on a camera or mobile phone. It is recommended that this copy be stored on an external drive, or cloud storage such as OneDrive. This copy will:
  - provide the student with the opportunity to submit a replacement task if the correct processes for submission have not been followed; and
  - provide proof to the teacher that they have attempted/completed the task according to instructions.
- follow up any concerns with tasks at the time they are marked and returned.

It is the responsibility of any student who is/has been absent:

- to find out if any assessment tasks have been announced.
- to report to the Curriculum Lead on the first day back to the College, to commence an Illness/Misadventure Application.
- to produce an independent medical certificate, where illness is involved
- to produce evidence that is satisfactory to the Principal explaining the absence.

## 18. Links to digital forms

<a href="#">18.1 Change of Subject Form Yr11-12</a>	<p>Please note you must:</p> <ul style="list-style-type: none"> <li>• Talk to the LoLT for your discontinued course</li> <li>• Talk to the LoLT for your commencing course</li> <li>• Obtain a note signed by a parent/carer to upload to this for.</li> </ul>
<a href="#">18.2 Illness/Misadventure Application Form</a>	<p>Please note you <u>must</u>:</p> <ul style="list-style-type: none"> <li>• Attach an independent medical certificate or official documentation explaining your absence.</li> </ul>
<a href="#">18.3 Leave Application Form</a>	<p>Please note you must:</p> <ul style="list-style-type: none"> <li>• Submit this form at least 2 weeks prior to the commencement of leave</li> </ul>
18.4 Pre-Leave Assessment Task Rescheduling Form (hard copy only)	To be collected from Curriculum Office and completed at least 5 days before commencement of leave
<a href="#">18.5 All My Own Work Completion Form</a>	<p>Please note you must:</p> <ul style="list-style-type: none"> <li>• Upload screenshots of your quiz results for all four AMOW modules</li> </ul>
18.6 N Determination Student Appeal Form	NESAs form available on Schools Online (not digital)
<a href="#">18.7 Student Appeal of School Assessment Task Result</a>	<p>Please note you must:</p> <p>Provide evidence and submit within 2 days of receiving your mark</p>
18.8 Application for School Review of Assessment Rank of Grade	NESAs form available on Schools Online one day after HSC examinations are completed. (not digital)
<a href="#">18.9 Acceptance of Mackillop Catholic College Stage 6 Policy &amp; Procedures</a>	To be completed after reading this booklet.

## PRE-LEAVE ASSESSMENT TASK RESCHEDULING FORM

This form is to be completed once a [Leave Application Form](#) has been submitted in Compass. The Compass form will be submitted to the Head of School to decide of whether or not to grant leave. Regardless of whether student leave is approved or not, ALL assessment tasks must be submitted/completed on the due date.

<b>Student Name:</b>		<b>Year Level:</b>	
<b>Dates of proposed leave</b>	<b>From:</b>		<b>To:</b>
<b>Term / Week</b>			
<b>Total number of College days absent:</b>			

### INSTRUCTIONS:

1. Students must collect this form as soon as the [Leave Application Form](#) has been submitted and completed at least 5 school days before the commencement of the leave.
2. The second page of this form must be completed, sighted by all teachers and signed by Leaders of Learning & Teaching for each task. Students are also expected to liaise with their teachers for advice on any work missed during the absence. Rescheduled assessments will generally be done prior to the commencement of the students leave.
3. The student and parent/carer must read and sign the form after their child completes the assessment and subject requirements section.
4. The completed and signed form must be returned to the Curriculum Office at least 5 school days before the commencement of the leave.

### Parent/Carer and Student

I understand that my son/daughter will be on leave from school for \_\_\_\_\_ days and this may adversely impact their academic studies during this time. It is a requirement for my son/daughter to complete set learning and assessment tasks that has been requested by the due dates.

I understand that students who do not submit or complete tasks before the rescheduled date will receive late submission penalties as per the Assessment Policy. If the Leave Application is not approved by the Head of School and submission/completion dates are not adhered non-submission penalties as per the Assessment Policy will apply.

I understand that it is the responsibility of my child to ensure they see their teachers upon return to collect any additional learning.

<b>Signed by Student:</b>		<b>Date:</b>
<b>Signed by Parent/Carer:</b>		<b>Date:</b>

Principal Approved Leave	Yes	No
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**Assessment & Subject Requirements: TO BE COMPLETED AT LEAST 5 DAYS BEFORE THE COMMENCEMENT OF LEAVE**

<i>Student to complete (use Assessment Calendar and/or Assessment Notifications)</i>				<i>Leader of Learning &amp; Teaching to complete</i>	
<b>Faculty / Subject</b>	<b>Class/Assessment Item</b> (indicate if in class or take-home task)	<b>Class Teacher</b>	<b>Scheduled Date of Task</b>	<b>Revised Date of Assessment</b>	<b>LoLT Signature</b>

Parent/Carer Signature: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Curriculum Lead K-12: \_\_\_\_\_ Date : \_\_\_\_\_