

## **Repeating an HSC VET course and/or VET HSC Examination**

**ACE 8042**

*Last Updated: 14 December 2011*

Students may repeat VET courses.

Students who have completed a 240-hour Industry Curriculum Framework course with or without the examination may enter for the examination in a subsequent year.

## **HSC assessment of VET Industry Curriculum Frameworks**

**ACE 8095**

*Last Updated: 16 December 2011*

It should be noted that:

- all performance criteria need to be met to demonstrate the achievement of an element of competency
- all elements of competency must be achieved in order to demonstrate the achievement of a unit of competency.

Schools are required to submit to the Board, via Schools Online, both the units of competency each student in each course intends to study in a year (referred to as competencies entered) and the outcome achieved, unless the student is studying the course through TAFE NSW. This information will form the basis of the AQF VET Certificate or Statement of Attainment to be issued to the student.

### **HSC examination and estimated HSC examination marks**

The VET Industry Curriculum Frameworks have a Higher School Certificate written examination.

It is the responsibility of the school/RTO delivering the HSC VET Industry Curriculum Framework courses to determine an appropriate estimated examination mark for all students entered for the corresponding HSC VET examination.

### **Eligibility for the HSC examination**

Only students who have completed the corresponding 240 indicative hour course are eligible to enter for the HSC examination. This includes students who have been granted RPL or credit transfer for some or all units of competency, provided they have met the requirements of the respective 240-hour course.

Eligible students must be entered separately for the examination.

## HSC assessment: VET Industry Curriculum Frameworks HSC examination

ACE 8096

*Last Updated: 29 May 2015*

The HSC examination is independent of the competency-based assessment undertaken during the course and has no impact on student eligibility for AQF VET qualifications.

Students must **enter separately** for the examination.

The **examinable outcomes and content**, including a list of the examinable units of competency that the examination is based on, are contained in the syllabus for the VET Industry Curriculum Frameworks Course Information.

The **HSC examination specifications**, which describe the format of the external HSC examination, are contained in the assessment and reporting document for the Industry Curriculum Framework.

The VET Industry Curriculum Framework HSC examination is **reported** as a separate entry on the HSC Record of Achievement. The mark achieved by the student in the examination is reported on the HSC Record of Achievement. The mark may be used by the Universities Admissions Centre (UAC) to contribute to the student's **ATAR**.

Students who complete a VET Industry Curriculum Framework HSC examination and are leaving school without completing the Higher School Certificate will have their VET Industry Curriculum Framework examination reported on the Record of School Achievement (RoSA) or the Transcript of Study (for students ineligible for the RoSA).

## Higher School Certificate examinations: accommodation

### ACE 9008

*Last Updated: 20 October 2011*

Schools must provide suitable accommodation for the Higher School Certificate examinations. Accommodation must be adequately lit and ventilated and as free as possible from external noise. Accommodation for students requiring disability provisions needs particular attention.

All schools are expected to make assembly halls, multipurpose centres and gymnasiums available for examinations. Classrooms may be used instead of the hall only if this does not increase the number of supervisors required.

A student's home school provides the examination centre for all of his/her examinations, even if the course is studied through TAFE, another school or a private provider.

Itinerantly marked practical examinations (Dance, Drama, Music) require a quiet, dedicated space in the school. External disturbances such as bells need to be kept to a minimum for the duration of the examinations.

## **Higher School Certificate examinations: establishment of examination centres**

**ACE 9009**

*Last Updated: 20 October 2011*

Examination centres are established by the Board at schools on the basis of the number of students, the accommodation available, and the proximity of other schools.

Students from other schools and self-tuition candidates may be placed at an examination centre if there is enough space.

Before the start of the Higher School Certificate examination, the Board of Studies provides the principal with the details of any extra student(s) allocated.

## **Higher School Certificate examinations: timetables and equipment lists**

**ACE 9010**

*Last Updated: 3 June 2013*

Timetables and equipment lists for the written examinations are sent to schools for distribution to each student. This information is also available on the Board's website (HSC Exams Equipment Checklist, HSC Examinations Timetable ).

Students can access a personalised HSC timetable via Students Online.

## Higher School Certificate examinations: presiding officers and supervisors

ACE 9011

*Last Updated: 20 October 2011*

Principals are responsible for nominating presiding officers and selecting and appointing supervisors on behalf of the Board of Studies for the Higher School Certificate examinations.

The presiding officer is responsible for the receipt of question papers, the administration of the examinations, the organisation of the work of supervisors and the dispatch of worked scripts.

The principal, or a staff member acting as coordinator, should liaise with the presiding officer to ensure that all arrangements are made for the administration of the examination as set down in the **Presiding Officer Handbook**.

## **Higher School Certificate examinations: eligibility for employment**

**ACE 9012**

*Last Updated: 26 September 2011*

Teachers and school clerical staff (including casual, relief and part-time staff) must not be appointed as presiding officers or supervisors at an examination centre that will be used by students from that school.

No person who has a child or near relative (including siblings, grandchildren, nieces, nephews or first cousins) sitting the Higher School Certificate examinations may accept appointment as a presiding officer at any examination centre.

No person who has a child or near relative sitting the Higher School Certificate examinations at a centre may accept appointment as a supervisor at the same centre.



## **Higher School Certificate examinations: setting up the examination centre**

### **ACE 9013**

*Last Updated: 20 October 2011*

Each presiding officer consults with the principal on the physical set up of the centre. The principal may nominate a staff member as coordinator.

Before the first examination, attention needs to be paid to:

- a. accommodation, furniture and examination equipment
- b. students with disability provisions approval, including visiting students (see also information on the Higher School Certificate Disability Provisions Program)
- c. receipt and secure storage of examination answer booklets and other material.

## Higher School Certificate examinations: assistance from teaching staff

ACE 9014

*Last Updated: 20 October 2011*

Principals need to arrange for a Music teacher to assist the presiding officer in the administration of the aural component of the examination in Music. This is the **only case** where a member of the school staff may be involved in the conduct of the examination.

Only Board-approved calculators (or, for General Mathematics, calculators that satisfy Board criteria) may be taken into the examination room. A list of Board-approved calculators and the Board criteria for calculator use in General Mathematics are published on the Board's website.

**Principals** need to make arrangements for appropriate teaching staff to assist in checking calculators before the students are allowed into the examination room.

## Higher School Certificate examinations: requirements

ACE 9015

*Last Updated: 28 June 2017*

In the following courses students are required to complete a practical component as part of the Higher School Certificate examination:

- Dance
- Design and Technology
- Drama
- English Extension 2
- Industrial Technology
- all modern languages (except Languages and Literature courses)
- Music
- Society and Culture
- Textiles and Design
- Visual Arts

No projects or parts of projects developed for any of these courses may be submitted for assessment or examination in any other HSC course.

See **Related Topics** for current exclusions.