

Submitted works and practical examinations: health and safety issues

ACE 9016

Last Updated: 20 October 2011

The development and selection of student projects, major works, exhibitions and performances **must satisfy health and safety requirements**. They must:

- be undertaken within the operating guidelines and directives of education authorities and/or schools
- recognise and reflect relevant state and national legislation, regulations and standards including those relating to occupational health and safety (OHS), animal welfare, dangerous goods, hazardous substances and weapons
- take account of the needs of students, teachers, markers and others, including the general public.

Any HSC project that might be considered dangerous to health or safety may not be marked.

Prohibited weapons, replicas and related articles

Student projects, major works, bodies of work, exhibitions and performances should not produce, display or use prohibited weapons, replicas, or related articles. Plastic toys and other objects that would not be mistaken for real weapons are permissible. Students using such toys to represent a weapon in a performance must advise the markers before they begin their performance.

Examples of prohibited weapons, replicas and related articles include, but are not limited to, firearms, knives, cross-bows, archery bows and arrows, catapults, kung fu sticks or nunchaku, batons, spear guns, handcuffs and self-defence sprays.

OHS certification

Where student projects, major works, exhibitions and performances involve the production or modification of items or processes that would normally require OHS certification for sale or use in the community or workplace, they must carry appropriate certification by an accredited person in accordance with Australian Standards. Examples of situations where OHS certification should be provided include, but are not limited to, works involving electrical voltages in excess of 32 volts and/or high currents, welded structures and components under load, vehicles and trailers, pressure vessels and flammable gases.

Advice to schools regarding content of HSC performances and submitted works

ACE 9017

Last Updated: 27 October 2016

Schools should refer to HSC Performances and Submitted Works – Advice to Schools Regarding Content on the Board's website for guidance on the content of works taking into account broad community standards.

Completion dates :HSC submitted works

ACE 9018

Last Updated: 20 October 2011

Dates for completion, hand-in to school and submission to the Board of Studies are specified in the Important dates for practical submissions/marking on the Board's website.

Where works are itinerantly marked, the dates of marking by visiting markers are advised through Schools Online .

Repeating an HSC course requiring a submitted work

ACE 9019

Last Updated: 3 May 2018

Students who repeat a course where a submitted work or project is required cannot re-submit a work or project entered and marked in a previous year, without the **special permission of the NSW Education Standards Authority (NESA)**.

Certification of HSC submitted works and practical performances

ACE 9020

Last Updated: 20 October 2011

For submitted works and practical performances in all courses, forms on which the students must certify that the submitted item or performance is their own work are provided through Schools Online .

All submitted works and performances must be developed in accordance with the principles of HSC: All My Own Work and Honesty in HSC Assessment – the Standard.

Return of and responsibility for HSC submitted works

ACE 9021

Last Updated: 20 October 2011

Submission of works to the Board of Studies and mail or transport costs are the responsibility of the school, **except** in the case of **Visual Arts**, where pickup of works is organised by the Board of Studies. (This provision does not apply to overseas schools recognised to offer the Higher School Certificate. Overseas schools are responsible for the cost of the transport of their Visual Arts works.)

The Board of Studies will return all submitted works to schools after marking unless otherwise advised. While every care is taken with them, the Board accepts no responsibility for loss or damage to them.

Students may make special arrangements for the delivery and return of their works at their own expense if they receive approval for the arrangements from the Board.

The school should inform students that no compensation will be provided for accidental loss or damage to a work while it is in the possession of the Board or in transit to and from marking. It is the student's responsibility to arrange any insurance, and students are strongly advised to retain a copy of their work if this is practicable.