

Satisfactory completion of a Stage 6 Life Skills course

ACE 7007

Last Updated: 13 October 2011

It is not necessary for students to address or achieve all the Life Skills outcomes in order to satisfactorily complete the course. The number of outcomes addressed and/or achieved will vary for individual students.

The course completion criteria for the Stage 6 Life Skills courses are the same as those for all Board Developed and Board Endorsed Courses.

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

Satisfactory completion of a Preliminary or Higher School Certificate course: course completion criteria

ACE 8019

Last Updated: 12 December 2011

The following **course completion criteria** refer to both Preliminary and HSC courses.

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:

1. followed the course developed or endorsed by the Board; and
2. applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
3. achieved some or all of the course outcomes.

Satisfactory completion of an HSC course: HSC assessment

ACE 8020

Last Updated: 12 December 2011

In addition to any other set tasks and experiences in any HSC course, students must complete HSC assessment tasks that contribute in excess of 50 percent of available marks in courses where internal assessment marks are submitted.

Satisfactory completion of an HSC course: non-completion ('N') determinations

ACE 8021

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The Board 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 the Board.

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

For **post-compulsory students**, principals may determine an appropriate attendance pattern(s) that will allow each student to achieve the outcomes of each course being studied.

While the Board of Studies 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 principals 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.

'N' determinations **may not** be made for reasons related to school management or codes of conduct, such as non-payment of fees, participation in prohibited activities, non-wearing of school uniform or misuse of school equipment.

Satisfactory completion of an HSC course: warnings of non-completion

ACE 8022

Last Updated: 12 December 2011

If at any time it appears that a student is at risk of being given an 'N' (non-completion of course requirements) determination in any course, including VET courses, **the principal** must warn the student as soon as possible and advise the parent or guardian (if the student is under 18 years of age) in writing.

This warning should be given in time for the problem to be corrected and should provide advice about the possible consequences on Higher School Certificate eligibility of an 'N' determination in a course.

The principal must:

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

It is strongly recommended that where necessary written warnings are issued regularly. Sample warning letters are available via Schools Online in accordance with the HSC Events Timetable .

Students who have not complied with the requirements for satisfactory completion of a course at the time of finalising assessments cannot be regarded as having satisfactorily completed the course. **The principal** will then issue a non-completion determination and advise the Board via Schools Online.

Satisfactory completion of a Preliminary course

ACE 8023

Last Updated: 7 February 2013

A student will be considered to have satisfactorily completed a Preliminary course if, in **the principal's view**, there is sufficient evidence that the student has met the **course completion criteria**.

Satisfactory completion of the Preliminary course or its equivalent is a prerequisite for entry into an HSC course.

Satisfactory completion of a course: Preliminary course non-completion determinations

ACE 8024

Last Updated: 7 February 2013

In cases of non-completion of course requirements of a Preliminary course, a non-completion determination must be submitted via Schools Online. Courses that were not satisfactorily completed will not be printed on the Record of School Achievement or the HSC Record of Achievement.

Principals may allow a student who has received a non-completion determination in a Preliminary course to proceed to the HSC course provisionally while concurrently satisfying any outstanding Preliminary course requirement.

Satisfactory completion of a course: Extension Preliminary and HSC courses

ACE 8025

Last Updated: 12 December 2011

Course	Hours	Requirement
Preliminary English Extension	60	Concurrent with or after completing Preliminary English (Advanced)
HSC English Extension 1	60	Completion of Preliminary English (Advanced) and Preliminary English Extension Concurrent with or after completing HSC English (Advanced)
HSC English Extension 2	60	Completion of Preliminary English (Advanced) and Preliminary English Extension Concurrent with or after completing HSC English (Advanced) and HSC English Extension 1
Preliminary Mathematics Extension	60	Concurrent with or after completing Preliminary Mathematics
HSC Mathematics Extension 1	60	Concurrent with or after completing Preliminary Mathematics, Preliminary Mathematics Extension and HSC Mathematics Completion of Preliminary Mathematics and Preliminary Mathematics Extension
HSC Mathematics Extension 2	60	Concurrent with or after completing HSC Mathematics Extension 1 Course Note: schools can be flexible when programming the Mathematics Extension 1 course in order to meet the needs of their students. Topics from the Mathematics Extension 1 HSC course may be taught before all the topics of the Mathematics Extension 1 Preliminary course have been taught.
All other HSC Extension courses	60	Completion of Preliminary course Concurrent with or after completing the HSC course
VET Curriculum Framework Extension Courses	60	Concurrent with or after completing the corresponding 240-hour course Refer to syllabus documents on the Board's website

Satisfactory completion of an HSC course

ACE 8026

Last Updated: 18 November 2011

Students studying an HSC course must make a genuine attempt to complete the course requirements. It is a matter for the teacher's professional judgement to determine whether a student has made a genuine attempt to complete the requirements.

For **courses where internal assessment marks are submitted**, 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**.

A course will not be listed on the Record of Achievement unless both of these conditions are met.

In the case of **competency-based courses**, where a student has not successfully completed any units of competency, it is a matter for the teacher's professional judgement to determine whether the attempts made by the student to complete the course are genuine.

Where students are studying **an HSC course that includes a requisite examination**, students must sit for and make a genuine attempt at the examination.

If it is determined that a student has not made a genuine attempt to complete the course requirements, the principal must indicate on the appropriate documentation that the course has not been satisfactorily completed.

Students studying **VET Industry Curriculum Framework courses** must complete the mandatory work placement hours in order to be deemed satisfactory.

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

Satisfactory completion of an HSC course: non-completion determinations

ACE 8027

Last Updated: 12 December 2011

When a **principal** issues a non-completion ('N') determination in a course, this must be indicated via Schools Online. The school must also **submit an assessment mark** via Schools Online – this mark will be reported if the student appeals successfully to the school or to the Board.

Assessment marks do **not** need to be submitted for **competency-based courses**.

Where mandatory work placement hours are not completed in a **VET Industry Curriculum Framework course**, or where required in a **VET Board Endorsed course**, an 'N' determination should be issued.

It should be noted that if a student fails to undertake any mandatory work placement component 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.

It is possible for **the principal** to certify, at a later time, that the student has subsequently completed the mandatory requirements and request that the 'N' determination be withdrawn.

Satisfactory completion of an HSC Vocational Educational Training (VET) course

ACE 8028

Last Updated: 12 December 2011

As with all HSC courses, students undertaking VET courses may be deemed to have either completed or not completed course requirements based on the course completion criteria.

The HSC course requirements in a VET course are defined by:

- the HSC indicative hour requirements of the course
- the HSC course structure
- mandatory work placement requirements (where applicable)
- the HSC Requirements and Advice for examinable units of competency in Industry Curriculum Frameworks
- competency-based assessment requirements.

Schools in partnership with an RTO delivering an HSC VET course must ensure that the scope and sequence and program for delivery of the course address all of the HSC course requirements.

The course requirements for HSC VET courses can be found in the syllabus for Industry Curriculum Framework courses or in the course description for VET Board Endorsed Courses.

VET mandatory work placement

The requirement to complete work placement in a VET framework course is also stated in **the student declaration** on the **Confirmation of Entry**. This is to be signed by the student and retained by the school.

If a student fails to undertake any mandatory work placement component 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 a **non-completion ('N') determination**.

It is possible for the principal to certify, at a later time, that the student has subsequently completed the mandatory requirements and request that the 'N' determination be withdrawn.

Granting leave to HSC candidates

ACE 8035

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Granting leave is a matter for the individual school principal to determine. **The principal** has discretion in granting leave provided that he or she is satisfied that the reason for the absence is substantial and that the progress of the student towards course outcomes will not be unduly affected.

Where the period of leave requested is extensive, the student must demonstrate to the principal that outcomes in each course will be achieved.

Educational progress can be ensured by a variety of means, including assignments set by the school, tuition or private study, attendance at another school, distance education lessons and catching up.

Non-completion of HSC internal assessment: failure to submit tasks

ACE 8078

Last Updated: 16 December 2011

If a student fails to complete a task specified in the assessment program and the teacher considers the student has a valid reason (eg illness or endorsed leave), the principal may decide that, in accordance with the school's assessment policy, an extension of time may be granted or a mark may be awarded based on a substitute task.

In exceptional circumstances (eg where undertaking a substitute task is not feasible or reasonable, or where the missed task is difficult to duplicate), the principal should authorise the use of an estimate based on other appropriate evidence.

If there is no valid reason for failing to complete an assessment task, a zero mark must be recorded for that task.

If a student's attempt at a particular task scores zero, the question of whether the attempt was a genuine one is a matter for the teacher's professional judgement.

Non-completion of HSC internal assessment: principals must warn students

ACE 8079

Last Updated: 16 December 2011

If it appears that a student is at risk of not meeting the internal assessment requirements in a course, a warning must be given.

The principal must:

- a. advise the student in writing, in time for the problem to be corrected, specifying details of action required by the student and alerting the student to the possible consequences of a non-completion ('N') determination
- b. advise the parent or guardian in writing if the student is under 18
- c. request from the student and/or parent/guardian a written acknowledgement of the warning
- d. issue at least one follow-up warning letter (if the student is still at risk of not meeting requirements)
- e. retain a copy of the warning notice and other relevant documentation.

Non-completion of HSC internal assessment: non-completion determinations

ACE 8080

Last Updated: 16 December 2011

If a student is to be given a non-completion ('N') determination because of failure to complete tasks which contribute in excess of 50 percent of the final assessment marks in that course, the principal must:

- a. submit the non-completion determination via Schools Online advise the student of the determination, its consequences and the student's right to a school review and subsequent appeal to the Board using the form supplied by the Board at Schools Online .

The school must calculate an assessment mark incorporating the marks for those tasks submitted and a zero for each task not submitted. This information will be required if the student makes an appeal to the Board which is upheld.

Non-completion of HSC internal assessment: review of non-completion determinations

ACE 8081

Last Updated: 16 December 2011

The procedures for a school review of an 'N' determination will follow those laid down for other school reviews of assessments as follows:

- A student seeking a review of an 'N' determination must apply to the principal by the date listed in the Higher School Certificate Events Timetable.
- If the school upholds the appeal, the school advises the Office of the Board of Studies NSW by the date stipulated in the Higher School Certificate Events Timetable.
- If the appeal is declined, the student may appeal to the Board. The Board's review will focus on whether the school review properly and correctly considered the matters before it.
- Appeals must reach the Office of the Board by the date stipulated in the Higher School Certificate Events Timetable. The Board will advise students and principals of the outcome of any appeal as soon as possible after the Higher School Certificate examinations.

HSC assessment of VET Board Endorsed Courses

ACE 8099

Last Updated: 16 December 2011

Schools enrolling students in TAFE - delivered BECs will need to liaise closely with the TAFE colleges concerned regarding assessment requirements, and ensure that students are made aware of the specific requirements for these courses.

In particular, schools should liaise with the TAFE colleges regarding the provisions for non-completion determinations and the issuing of warnings to students. TAFE reports directly to the Office of the Board on student achievement in these courses.

Schools enrolling students in VET BECs delivered by RTOs other than schools or TAFE colleges should:

- refer to the guidelines in ACE 6015 Requirements for provision of VET courses (see Related Topics below)
- see VET Board Endorsed Courses
- All locally designed VET course proposals, including proposals for courses to be delivered by TAFE or other providers outside the school must be submitted for Board endorsement annually using the forms and procedures in that document.