

## Higher School Certificate entry procedures for Stage 6 Life Skills courses

### ACE 7003

*Last Updated: 12 December 2011*

When entering students for Stage 6 Life Skills course(s), the **principal** is certifying that the student is eligible and the decision is the result of a ***collaborative planning process***.

Schools should not enrol students in Preliminary or HSC Life Skills courses after the school year has commenced unless special circumstances apply and these circumstances have been taken into account in the context of a collaborative planning process.

Where a school has a student undertaking one or more Life Skills courses in Stage 6, the school must inform the Board of Studies via the submission of Preliminary and HSC entries through Schools Online .

Students with special education needs undertaking one or more Stage 6 Life Skills courses will enter for the award of the Higher School Certificate according to the procedures detailed in ACE 9001 Student entry procedures: Preliminary and HSC course entries, ACE 9002 Student entry procedures: confirmations of entry and ACE 9003 Student entry procedures: amendments to entry.

## Higher School Certificate students: self-tuition entry requirements and HSC examinations

ACE 8058

*Last Updated: 14 December 2011*

### Entry requirements

Candidates contemplating self-tuition study *should obtain entry forms from the Office of the Board of Studies*. It is a requirement that these candidates complete the HSC: All My Own Work program. It is the responsibility of these candidates to complete entry forms correctly and ensure their return to the Office of the Board of Studies on or before the closing date. Candidates studying by self-tuition are personally responsible for obtaining copies of syllabuses, support materials, texts and other references relevant to their chosen studies.

### HSC examinations

It is the responsibility of candidates studying by self-tuition to ensure that they access an HSC Examination Timetable. These may be downloaded from the Board of Studies website. No allowance will be made for candidates who do not attend an examination session because they have misread the timetable. In addition, as there is no assessment mark available, candidates studying by self-tuition cannot submit an illness/misadventure appeal. During their HSC examination, candidates studying by self-tuition are subject to the rules of the school or college where the examination centre has been established.

A candidate studying by self-tuition who is not resident in New South Wales for a period of 12 months immediately prior to presentation for the Higher School Certificate examination(s) may be required to pay examination fees.

## **Student entry procedures: Preliminary and HSC course entries**

### **ACE 9001**

*Last Updated: 7 November 2011*

Schools are required to submit student entries to the Board of Studies via Schools Online by the due date published in the Events Timetables. Students must be entered for all courses they are currently studying including those studied outside the school or college.

Principals are required to certify students' completion of HSC: All My Own Work or its equivalent through Schools Online before the submission of entries for Preliminary and HSC courses.

Students undertaking only Stage 6 Life Skills courses are not required to complete HSC:All My Own Work.

## Student entry procedures: confirmations of entry

ACE 9002

*Last Updated: 20 October 2011*

Confirmations of Entry must be produced from Schools Online and checked by the relevant teacher(s) before being given to the students for **checking and signing**. The school must retain the correct, signed Confirmations of Entry **until March** of the following year.

## **Student entry procedures: amendments to entry**

**ACE 9003**

*Last Updated: 20 October 2011*

Amendments to a student's entry, including updates to personal details, must be made via Schools Online immediately. **A new Confirmation of Entry** must be produced, signed by the student and retained by the school.

**Students who leave the school** must be withdrawn via Schools Online immediately.

**Students who transfer in** from another school must be entered via Schools Online immediately.

## Entry of HSC internal assessment marks for transferring students

ACE 9004

*Last Updated: 20 October 2011*

Students transferring **before or on 30 June** in the HSC examination year are considered as students of the new school. The assessment marks awarded to those students are the responsibility of the new school.

Students transferring **after 30 June** are considered students of their previous school for the purposes of internal assessment. The previous school is required to submit their assessment marks.

## Entry of HSC internal assessment marks for courses studied outside the home school

**ACE 9005**

*Last Updated: 20 October 2011*

Where a course is studied outside the home school (eg Open High School, OTEN, Saturday School) the assessments are submitted by the teaching school.

In the case of a course studied with **an outside tutor**, the tutor must provide the assessment mark to the student's home school. The home school will then submit it to the Board of Studies via Schools Online .

## **Stage 6 VET courses: entry for VET Industry Curriculum Framework (ICF) HSC examinations**

**ACE 9007**

*Last Updated: 25 November 2011*

Students undertaking a 240-hour Vocational Education and Training (VET) Industry Curriculum Framework (ICF) course and wishing to sit for the corresponding HSC examination must enter separately for the examination in addition to the Framework course(s). The student's home school is responsible for submitting the entry for the examination at the same time as the student's other course entries.