

Students re-entering the NSW school system without a Record of School Achievement

ACE 8053

Last Updated: 27 February 2013

Students re-entering the NSW school system who do not hold a Record of School Achievement may still be eligible to enter for the Higher School Certificate. If the principal deems that the student has achieved other qualifications that the Board considers satisfactory, the principal may allow the student to begin the Preliminary course. The student's prior learning and experience, including study in other systems, participation in Board Endorsed Alternative Education Programs and life/work experience, may be included in the principal's considerations.

Students re-entering the NSW school system with TAFE Certificate II in General and Vocational Education or Certificate II Foundations for Vocational and Further Study

ACE 8054

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Students who have these credentials issued by TAFE NSW are eligible to proceed to study for the award of the Higher School Certificate.

Higher School Certificate students not eligible for a Record of School Achievement

ACE 8055

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The principal may allow provisional entry to Preliminary courses to students who had their Record of School Achievement withheld by the Board or who did not satisfactorily complete all requirements for the award of the Record of School Achievement. In such cases, at the time of Higher School Certificate entry, the principal must be satisfied that the student has achieved the equivalent of the Record of School Achievement. This judgement may be based on the student's satisfactory study of Preliminary courses.

Higher School Certificate students entering the NSW system from interstate or overseas

ACE 8056

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A student who enters the NSW system from interstate or overseas for the first time and wishes to enter for HSC courses in that year must demonstrate to **the principal's satisfaction** that they:

- have the equivalent of a Record of School Achievement
- have achieved the outcomes of the requisite Preliminary courses
- are able to enter in sufficient time:

- for the student to meet all the requirements of the HSC courses
- for the school to provide assessment mark(s).

They will normally enter by 30 June.

Alternatively, students may enter (by 30 June) to study HSC courses by self-tuition.

Students entered to study by self-tuition are eligible to receive a Result Notice only.

Note: students arriving after 30 September of the HSC course year may not sit for the examination.

Higher School Certificate students: self-tuition

ACE 8057

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Eligibility, courses available for study, courses with eligibility requirements, and credentials

Eligibility

Candidates not attending a NSW government school, a school accredited by the Board, an institute of TAFE NSW or a school outside NSW recognised by the Board, may study Higher School Certificate courses by self-tuition. Students who are attending any of the above schools or institutes are not permitted to study any courses by self-tuition.

HSC courses available for study

Only the following HSC courses are available for study by self-tuition: English (Standard); English (Advanced); English (ESL); English Extension 1; General Mathematics; Mathematics; Mathematics Extension 1; Mathematics Extension 2; Languages (all courses); Ancient History; Business Studies; Economics; Engineering Studies; Geography; Information Processes and Technology; Legal Studies; Modern History; Personal Development, Health and Physical Education (PDHPE); Software Design and Development; Studies of Religion I; Studies of Religion II.

HSC courses with eligibility requirements

Since English (ESL) and some Languages courses have eligibility requirements, students undertaking these courses by self-tuition must provide a signed statutory declaration, witnessed by a Justice of the Peace, stating that the student meets the eligibility requirements for these courses. (See ACE 8008 Entry requirements for Stage 6 Languages courses where eligibility criteria apply.)

Credentials

Candidates studying by self-tuition may study an unlimited number of units. They are not eligible for the award of the Higher School Certificate or Record of Achievement but are eligible for a Higher School Certificate Result Notice. Their results may be used for the calculation of the ATAR.

Candidates studying by self-tuition do not have to complete HSC assessment tasks, and their Result Notice will record only their examination mark(s).

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.

Higher School Certificate students: returning students

ACE 8059

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A student who leaves the NSW system before the completion of eligibility requirements for the Record of School Achievement and returns after the start of the Preliminary course (eg an exchange student) may enter the Preliminary course if **the principal** is satisfied that the student has studied subjects broadly comparable to requirements for the Record of School Achievement while outside the NSW system. The details of the content of courses studied should be made available to the principal, along with certification that the student has satisfactorily studied such courses while absent from the NSW system.

A student who leaves the NSW system after the start of a Preliminary course and returns in a subsequent year, normally before 30 June, may be eligible to enter for the Higher School Certificate that year if:

- a. the principal is satisfied that the student has achieved the Preliminary course outcomes while outside the NSW system;
and
- b. the school can provide an assessment mark.

With regard to **(a)**, the principal may make a judgement about whether a student's schooling experience has been broadly comparable to that attainable through the NSW system. The principal could request documentation about courses or subjects studied and/or results obtained by the student while outside the NSW system. Useful documents could include course or subject guidelines, school reports or work samples.

With regard to **(b)**, the student's ranking in the course based on assessment tasks should be obtained by 'meshing' a returning student's available assessment task marks with the set of marks for others in the same course. In general, students should not have to do tasks they missed as a result of schooling experience outside the NSW system.

If it is not possible for the school to provide an assessment mark, the student is not eligible to enter for the Higher School Certificate examination for that course in that year.

Where an HSC course requires work to be submitted as part of the Higher School Certificate external examination requirements (eg Visual Arts and Music), students will have to comply or may be ineligible for a result in that course. Schools should check the complete list of requirements for each course in the relevant syllabus package.

For **VET courses**, all requirements, including indicative hours, must be met for students to be awarded a course.

Higher School Certificate students: study with an outside tutor

ACE 8060

Last Updated: 14 December 2011

Definition

An outside tutor is any person, other than a teaching staff member of the school, whom the principal 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.

VET courses cannot be studied with an outside tutor. VET courses must be delivered by Registered Training Organisations (RTOs).

Pattern of study

Students who wish to study with an outside tutor must ensure that their pattern of study includes at least eight units in both the Preliminary and HSC courses taken at an accredited school in NSW.

Criteria and conditions for principal approval

The principal may give approval for the student to study additional course(s) with an outside tutor provided that the principal has determined that the proposed tutor is, by qualifications and/or experience and/or expertise, a suitable person to teach the Board's syllabus. **The principal** has responsibility to ensure that in approving an outside tutor, the school continues to comply with the mandatory requirements under relevant child protection legislation.

In addition **the principal** must be satisfied that:

- a. the student's study of the course cannot be accommodated within the school
- b. the student will be able to study the HSC course with the outside tutor after completing the Preliminary course
- c. the student and tutor have a copy of, or easy access to, the appropriate syllabus package
- d. the **tutor** has indicated in writing that the course will be taught in accordance with the Board's syllabus
- e. the **tutor** will provide to the principal and the student an assessment program for the course detailing:
 - i. what will be assessed (ie components)
 - ii. when tasks have been scheduled
 - iii. how each task will be assessed
 - iv. how much weight will be given to each task
 - v. what administrative arrangements have been made
- f. the **tutor** will provide assessment marks determined in accordance with syllabus guidelines but these marks will not be used except in the case of illness/misadventure

Language courses

The study of languages through a community languages school (not one of the centres of the Department of Education and Communities' Saturday School of Community Languages) may be approved by the principal of the home school, provided that the above conditions are met.

Higher School Certificate students: study with an external provider

ACE 8061

Last Updated: 4 November 2011

The principal may give approval for a student to study additional course(s) with an external provider.

Definition

An external provider is any organisation that the school has entered into an arrangement with to deliver a specified course of study that is part of the curriculum to a student or students enrolled at the school.

The delivery of such a course may take place on school premises or elsewhere.

External providers include:

- government and registered schools
- the Open High School
- Distance Education Centres
- OTEN
- Department of Education and Communities' Saturday School of Community Languages
- Institute of TAFE Colleges
- Registered Training Organisations (RTOs)
- universities

Higher School Certificate students: student transfers within the NSW system

ACE 8062

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If a student transfers to a school where a course that the student has been studying is not available, the student may continue the course with an external provider or an outside tutor.

If these alternatives are not available to the student, the principal may permit the student to change subjects/courses/units within the regulations outlined in ACE 8068 Changes of HSC courses.

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.