

## **Stage 5 credentials – Record of School Achievement, Profile of Student Achievement, VET credentials**

### **ACE 4023**

*Last Updated: 20 July 2015*

The following documents (where applicable) are issued by the Board of Studies, Teaching and Educational Standards NSW (BOSTES) to students when they leave school:

- the Record of School Achievement
- the Profile of Student Achievement
- VET credentials.

The Record of School Achievement provides information on the student's performance throughout Stage 5. See ACE 4024 Record of School Achievement – procedures for further information.

The Profile of Student Achievement provides the details of the specific Life Skills syllabus outcomes achieved by students undertaking courses based on Life Skills outcomes and content at the time of the collection of grades for the Record of School Achievement. See ACE 4025 Profile of Student Achievement – procedures for Stage 5 for further information.

AQF VET qualifications are awarded to students who undertake VET courses as part of their Record of School Achievement program and achieve at least one unit of competency. See ACE 4026 VET credentials – procedures for further information.

Students leaving school who do not meet the Record of School Achievement requirements are issued by BOSTES with a printed Transcript of Study detailing completed courses and results.

An electronic transcript is available for download from the end of Year 10 detailing student results and current enrolments in courses not yet completed.

## **Literacy and numeracy tests**

**ACE 4035**

*Last Updated: 20 July 2015*

Students intending to leave school are able to take optional online literacy and numeracy tests. These tests will be scheduled at times advertised on BOSTES website.

Students who advise their schools that they intend to leave before completing the Higher School Certificate and who wish to sit for the tests are eligible to participate.

## **Illness/misadventure: literacy and numeracy tests**

**ACE 4036**

*Last Updated: 20 July 2015*

Where a student is prevented from a reasonable attempt at the literacy and/or numeracy test due to illness or misadventure, he/she may resit the test(s) at another time suitable to both the student and school.

BOSTES makes no provision for school-based assessment or estimated marks to be substituted for literacy and numeracy test results.

## **Literacy and numeracy tests: conduct and equipment**

**ACE 4037**

*Last Updated: 24 September 2015*

BOSTES information about conduct and equipment for literacy and numeracy tests is available on the Board's website at:  
<https://literacynumeracy.bostes.nsw.edu.au/#>

## **Malpractice and breaches of examination rules in relation to the literacy and numeracy tests**

**ACE 4038**

*Last Updated: 21 July 2015*

Schools will inform the Board of Studies, Teaching and Educational Standards NSW (BOSTES) immediately following the test period of any instances of suspected malpractice or breaches of examination rules.

Test reports from the testing period involved will not be awarded to a student who has been found by the Board to have been guilty of malpractice or a serious breach of examination rules in relation to the optional online literacy and numeracy tests.

## **Disability provisions for students undertaking literacy and numeracy tests**

**ACE 4039**

*Last Updated: 15 July 2015*

The *Disability Discrimination Act 1992* (Cth) and the *Disability Standards for Education* (2005) require the Board of Studies, Teaching and Educational Standards NSW (BOSTES) to ensure that students with a disability are able to access and respond to an examination.

School principals may approve, and should advise BOSTES, of any disability provisions for the optional online literacy and numeracy tests if a student has a permanent or temporary disability that would, in a normal test situation, prevent him or her from:

- reading the test questions; and/or
- communicating his or her responses.

## **Supervision – literacy and numeracy tests**

**ACE 4040**

*Last Updated: 9 May 2013*

The principal will select and appoint teaching staff as supervisors for the tests.

The test coordinator should refer to documentation published on Schools Online regarding the preparation and conduct of the test.