

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

ACE 4023

Last Updated: 16 April 2018

The following documents (where applicable) are issued by the NSW Education Standards Authority (NESA) 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 NESA 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: 1 May 2018

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

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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.

NESA 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

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NESA 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

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Schools will inform the NSW Education Standards Authority (NESA) 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 NESA 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: 1 May 2018

The *Disability Discrimination Act 1992* (Cth) and the *Disability Standards for Education* (2005) require the NSW Education Standards Authority (NESA) to ensure that students with a disability are able to access and respond to an examination.

School principals may approve, and should advise NESA, 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.