

## Higher School Certificate students: self-tuition

ACE 8057

*Last Updated: 1 April 2019*

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

#### Eligibility

Candidates not attending a NSW government school, a school accredited by NESA, an institute of TAFE NSW or a school outside NSW recognised by NESA, 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 EAL/D; English Extension 1; Mathematics Standard; 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.

Since English EAL/D 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: 1 April 2019*

### Entry requirements

Candidates contemplating self-tuition must contact [records@nesa.nsw.edu.au](mailto:records@nesa.nsw.edu.au) to obtain entry forms.

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 NESA on or before 30 June. 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 Key Dates and Exam Timetables*. These may be downloaded from the NESA 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: study with an outside tutor

ACE 8060

Last Updated: 1 April 2019

### 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 NESA'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 NESA'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's 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: 1 April 2019*

**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's Saturday School of Community Languages
- Institute of TAFE Colleges
- Registered Training Organisations (RTOs)
- universities

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

**ACE 9005**

*Last Updated: 1 April 2019*

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

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