

## Submitted works and practical examinations: health and safety issues

ACE 9016

*Last Updated: 1 April 2019*

The development and selection of student projects, major works, exhibitions and performances **must satisfy health and safety requirements**. They must:

- be undertaken within the operating guidelines and directives of education authorities and/or schools
- recognise and reflect relevant state and national legislation, regulations and standards including those relating to workplace health and safety (WHS), animal welfare, dangerous goods, hazardous substances and weapons
- take account of the needs of students, teachers, markers and others, including the general public.

Any HSC project that might be considered dangerous to health or safety may not be marked.

### **Prohibited weapons, replicas and related articles**

Student projects, major works, bodies of work, exhibitions and performances should not produce, display or use prohibited weapons, replicas, or related articles. Plastic toys and other objects that would not be mistaken for real weapons are permissible. Students using such toys to represent a weapon in a performance must advise the markers before they begin their performance.

Examples of prohibited weapons, replicas and related articles include, but are not limited to, firearms, knives, cross-bows, archery bows and arrows, catapults, kung fu sticks or nunchaku, batons, spear guns, handcuffs and self-defence sprays.

### **WHS certification**

Where student projects, major works, exhibitions and performances involve the production or modification of items or processes that would normally require WHS certification for sale or use in the community or workplace, they must carry appropriate certification by an accredited person in accordance with Australian Standards. Examples of situations where WHS certification should be provided include, but are not limited to, works involving electrical voltages in excess of 32 volts and/or high currents, welded structures and components under load, vehicles and trailers, pressure vessels and flammable gases.

## **Advice to schools regarding content of HSC performances and submitted works**

**ACE 9017**

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Schools should refer to Practical and performance exams on the NESA website for guidance on the content of works taking into account broad community standards.

## **Completion dates: HSC submitted works**

**ACE 9018**

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Dates for completion, hand-in to school and submission to NESA are specified in the HSC important dates for practical and performance exams.

Where works are itinerantly marked, the dates of marking by visiting markers are advised through *Schools Online* .

## Repeating an HSC course requiring a submitted work

ACE 9019

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Students who repeat a course where a submitted work or project is required cannot re-submit a work or project entered and marked in a previous year, without the **special permission of NESA**.

## **Certification of HSC submitted works and practical performances**

**ACE 9020**

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For submitted works and practical performances in all courses, forms on which the students must certify that the submitted item or performance is their own work are provided through *Schools Online* .

All submitted works and performances must be developed in accordance with the principles of HSC: All My Own Work and Honesty in HSC Assessment - the Standard (ACE 9022).

## Return of and responsibility for HSC submitted works

### ACE 9021

*Last Updated: 1 April 2019*

Submission of works to NESA and mail or transport costs are the responsibility of the school, **except** in the case of **Visual Arts**, where pickup of works is organised by NESA. (This provision does not apply to overseas schools recognised to offer the Higher School Certificate. Overseas schools are responsible for the cost of the transport of their Visual Arts works.)

NESA will return all submitted works to schools after marking unless otherwise advised. While every care is taken with them, NESA accepts no responsibility for loss or damage to them.

Students may make special arrangements for the delivery and return of their works at their own expense if they receive approval for the arrangements from NESA.

The school should inform students that no compensation will be provided for accidental loss or damage to a work while it is in the possession of NESA or in transit to and from marking. It is the student's responsibility to arrange any insurance, and students are strongly advised to retain a copy of their work if this is practicable.