

Higher School Certificate entry procedures for Stage 6 Life Skills courses

ACE 7003

Last Updated: 4 December 2017

Entry procedures

Where a school has a student undertaking one or more Life Skills courses in Stage 6, the school must inform the NESA via the submission of Preliminary and HSC entries through Schools Online.

When entering students for Stage 6 Life Skills course(s), principals are certifying that the student is eligible and the decision is the result of a collaborative curriculum planning process.

Schools should not enrol students in Preliminary or HSC Life Skills courses after the school year has commenced unless special circumstances apply and these circumstances have been taken into account in the context of a collaborative planning process.

Exclusions apply to the study of Life Skills courses such that students may not study more than one 240-hour course in the same subject. For example, a student cannot include both English Standard and English Life Skills in the pattern of study for the award of the Higher School Certificate.

Students undertaking one or more Stage 6 Life Skills courses will enter for the award of the Higher School Certificate according to the procedures detailed in ACE 9001 Student entry procedures: Preliminary and HSC course entries, ACE 9002 Student entry procedures: confirmations of entry and ACE 9003 Student entry procedures: amendments to entry.

Supplementing courses from additional syllabuses

For students with particular needs, schools may need to draw on some of the Life Skills outcomes and content from additional syllabus(es) to supplement or replace those from the syllabus on which the course is predominantly based. In this situation, the student should be entered for the course from which the outcomes and content are predominantly drawn. The Life Skills outcomes achieved from additional syllabus(es) are reported through the Profile of Student Achievement.

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 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.

Student entry procedures: Preliminary and HSC course entries

ACE 9001

Last Updated: 1 April 2019

Schools are required to submit student entries to NESA via *Schools Online* by the due date published in the HSC Key Dates and Exam Timetables. Students must be entered for all courses they are currently studying including those studied outside the school or college.

Principals are required to certify students' completion of HSC: All My Own Work or its equivalent through *Schools Online* before the submission of entries for Preliminary and HSC courses.

Students undertaking only Stage 6 Life Skills courses are not required to complete HSC:All My Own Work.

Student entry procedures: confirmations of entry

ACE 9002

Last Updated: 1 April 2019

Confirmations of Entry must be produced from *Schools Online* and checked by the relevant teacher(s) before being given to the students for **checking and signing**. The school must retain the correct, signed Confirmations of Entry **until March** of the following year.

Student entry procedures: amendments to entry

ACE 9003

Last Updated: 1 April 2019

Amendments to a student's entry, including updates to personal details, must be made via *Schools Online* immediately. **A new Confirmation of Entry** must be produced, signed by the student and retained by the school.

Students who leave the school must be withdrawn via *Schools Online* immediately.

Students who transfer in from another school must be entered via *Schools Online* immediately.

Entry of HSC school-based assessment marks for transferring students

ACE 9004

Last Updated: 1 April 2019

Students transferring **before or on 30 June** in the HSC examination year are considered as students of the new school. The school-based 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 school-based assessment. The previous school is required to submit their assessment marks.

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* .

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.