

Satisfactory completion of a course based on Life Skills outcomes and content

ACE 3008

Last Updated: 29 March 2019

The course completion criteria for courses of study that include Life Skills outcomes and content are the same as those for all Board Developed and Board Endorsed Courses.

A student is considered to have satisfactorily completed a course if, in the principal's view, there is sufficient evidence that the student has:

1. followed the course developed or endorsed by NESAs;
2. applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
3. achieved some or all of the course outcomes.

NESA does not set a minimum attendance for the satisfactory completion of a course. The principal may determine that, as a result of absence, the above course completion criteria might not be met. Clearly, such absences are serious and principals must give students early written warning of the consequences of non-completion of course requirements. The warning must relate the student's absence to the non-completion of the course requirements.

It is not necessary for students to address or achieve all the Life Skills outcomes in a course in order to satisfactorily complete the course. The number of outcomes addressed and/or achieved will vary for individual students.

Requirements for the award of the Record of School Achievement

ACE 4001

Last Updated: 29 March 2019

Eligibility requirements for the Record of School Achievement (RoSA) are set out in section 94 of the *Education Act 1990* (NSW).

School attendance, curriculum requirements

In summary, to qualify for the award of a RoSA, a student must have:

- attended a government school, an accredited non-government school or a recognised school outside New South Wales;
- undertaken and completed courses of study that satisfy NESA's curriculum and assessment requirements for the RoSA;
- complied with any other regulations or requirements (such as attendance) imposed by the Minister or NESA; and
- completed Year 10.

Warnings

Students must be warned if they are in danger of not satisfactorily completing mandatory requirements. This warning must be given by principals in enough time for students to meet the requirements. If a student does not meet all mandatory requirements by the end of Year 10, then the student will not be eligible for the award of a RoSA in that year. The student may receive a Transcript of Study showing all grades awarded, including 'N' determinations for mandatory courses studied in Stage 5.

Record of School Achievement curriculum – mandatory curriculum and Stage 5 additional (elective) studies

ACE 4009

Last Updated: 29 March 2019

Record of School Achievement curriculum – mandatory curriculum and additional (elective) studies

Schools are not required to offer additional studies. However, additional Board Developed Courses, Content Endorsed Courses or School Developed Board Endorsed Courses can be credentialled on the RoSA if they are taught during Stage 5 and in accordance with syllabus and indicative time requirements.

History and Geography – mandatory and elective courses

History and Geography are mandatory courses in Stage 5. Students may also undertake additional elective courses in History and Geography which are credentialled with separate grades on the RoSA.

Visual Arts and Music – mandatory and elective courses

In Visual Arts and Music, which contain mandatory and additional courses, students must complete the mandatory course before commencing any additional courses.

Criteria for satisfactory completion of a course

ACE 4016

Last Updated: 29 March 2019

Criteria for satisfactory completion of a course

A student is considered to have satisfactorily completed a course if, in the principal's view, there is sufficient evidence that the student has:

1. followed the course developed or endorsed by NESAs;
2. applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
3. achieved some or all of the course outcomes.

NESA does not set a minimum attendance for the satisfactory completion of a course. The principal may determine that, as a result of absence, the above course completion criteria might not be met. Clearly, such absences are serious and principals must give students early written warning of the consequences of non-completion of course requirements. The warning must relate the student's absence to the non-completion of the course requirements.

Record of School Achievement – attendance in relation to satisfactory completion of a Stage 5 course

ACE 4017

Last Updated: 16 August 2012

Where a student's attendance pattern may jeopardise the satisfactory completion of a mandatory and/or Stage 5 course, the reason for absence and its likely effect on the student's course progress should be established.

Principals should consider:

- the nature and duration of the absence;
- the standing of the student within the course at the time of the absence;
- the student's prior pattern of attendance, application and achievement; and
- the ability and commitment of the student to compensate for the classroom experiences missed.

Leave may be granted to cover absence from the school's educational program for short periods, provided that the reason for the absence is substantial and that the progress of the student towards course outcomes will not be unduly affected.

When leave is granted by the principal, such leave should not, of itself, jeopardise the student's eligibility for the Record of School Achievement.

In cases of prolonged absence and/or where the principal is not satisfied that course completion criteria can be met or that progress can be maintained, the principal may judge that catching up is not feasible. As far as possible, early warning of the consequences for a student of such an absence should be given. The warning must relate the absence to the non-completion of course requirements.

Record of School Achievement – procedures for dealing with absences in Years 7–10

ACE 4018

Last Updated: 29 March 2019

Absence through illness and/or physical injury

In the case of prolonged or recurring illness or injury, a medical certificate will be accepted as satisfactory evidence of legitimate absence.

In many instances, school work may be undertaken while at home or in hospital. In this way, the principal may be satisfied that there is sufficient evidence for deeming that a student has met course requirements and achieved the outcomes of the course.

A student affected by long-term illness may elect to accumulate the Record of School Achievement. The student will then be graded with the cohort of students with whom he or she completes each course.

Absence on holidays

It may be possible for compensatory assignments to be negotiated, completed and posted back to school by students who are absent on holidays. In this way, the principal may be satisfied that there is sufficient evidence for deeming that a student has met course requirements and achieved the outcomes of the course.

Some students may be judged able to catch up missed work upon return, in order to meet course requirements and achieve the outcomes of the course.

Absences without satisfactory explanation

Any unsatisfactorily explained absence, or series of unexplained absences, if the length or pattern is extensive, may result in a course(s) not being satisfactorily completed. Warning letters to the student/parent must indicate how the absence may result in non-completion of course requirements and must set out the steps necessary for the student to satisfactorily complete the course(s).

Absence prior to the final date for Year 10

It is a requirement for the award of the Record of School Achievement that students attend until the final day of Year 10 as determined by the school system concerned or by the principal of non-systemic schools. In all cases, schools are to ensure that syllabus outcomes and course study requirements, including indicative hours of study as specified by NESAs are met.

‘N’ determinations – principal’s determination of non-completion of course requirements

ACE 4019

Last Updated: 29 March 2019

This is the decision made by the principal at the end of the course, under delegated authority from NESAs, that a student has not satisfactorily completed a course.

Students who have not complied with the course completion criteria and who have received at least two written warnings can be regarded as not having satisfactorily completed the course at the time of finalising grades. The principal may then apply the ‘N’ determination.

For Stage 5 and Stage 6 Preliminary courses, the school must also submit a grade that reflects the student’s actual achievement in the course so that, if the student appeals successfully to NESAs, the grade can be reinstated.

Where the ‘N’ determination is applied in a Stage 5 mandatory curriculum requirement and/or a mandatory course, it will be reported on the Transcript of Study and the Student eRecord as ‘Not Completed’.

The following courses will not be listed on a student’s Record of School Achievement or Transcript of Study if an ‘N’ determination has been made:

- additional studies (electives) in Stage 5
- Stage 6 courses.

‘N’ determinations – warnings of non-completion of course requirements

ACE 4020

Last Updated: 27 February 2013

If at any time it appears that a student is at risk of receiving an ‘N’ determination (non-completion of course requirements) in any course, **the principal must:**

1. advise the student of the tasks or actions to be undertaken in time for the problem to be corrected and alert the student to the possible consequences of an ‘N’ determination;
2. advise the parent or guardian in writing (if the student is under the age of 18);
3. request from the student/parent/guardian a written acknowledgement of the warning;
4. issue at least one follow-up warning letter if the first letter is not effective; and
5. retain copies of all relevant documents.

It is strongly recommended that written warnings are issued as soon as possible and regularly where required.

Schools are able to download sample warning letters through Schools Online.

‘N’ determinations – eligibility for Record of School Achievement

ACE 4029

Last Updated: 20 July 2015

A student who is given an ‘N’ determination in a Stage 5 mandatory course will not be eligible for a Record of School Achievement. Transcripts of Study will list the mandatory course(s) in which an ‘N’ determination has been awarded in Stage 5. The document will carry the statement 'Not Eligible for the Record of School Achievement'.

A student who is given an ‘N’ determination in an additional course in Stage 5 and/or in a Stage 6 Preliminary course retains eligibility for the Record of School Achievement provided that all other requirements are met.

Eligibility for the Record of School Achievement for students who were ineligible at the end of Year 10

ACE 5001

Last Updated: 29 March 2019

A principal with appropriate delegation by NESA may determine that a student undertaking Stage 6 courses who was ineligible for the Record of School Achievement (RoSA) at the end of Year 10 because of failure to meet the requirements has subsequently met the requirements and is therefore eligible for the RoSA. The principal is required to notify NESA of any such redemption and eligibility for the RoSA.

Eligibility requirements for entry into Preliminary courses

ACE 8003

Last Updated: 24 August 2011

A student who is eligible for a Record of School Achievement may enter Preliminary courses.

A student who is not eligible for a Record of School Achievement may enter Preliminary courses:

- a. if the principal deems that the student has another credential equivalent to the Record of School Achievement; or
- b. provisionally, if the principal believes that the student has a reasonable chance of satisfactorily completing Higher School Certificate studies.

If a student is ineligible for the award of a Record of School Achievement at the end of Stage 5 and the principal will not allow provisional entry to Preliminary course(s), the student may:

- repeat some or all Stage 5 courses
- accumulate new Stage 5 courses.

Satisfactory completion of a course: Preliminary course non-completion determinations

ACE 8024

Last Updated: 1 April 2019

In cases of non-completion of course requirements of a Preliminary course, a non-completion determination must be submitted via *Schools Online*. Courses that were not satisfactorily completed will not be printed on the Record of School Achievement or the HSC Record of Achievement.

Principals may allow a student who has received a non-completion determination in a Preliminary course to proceed to the HSC course provisionally while concurrently satisfying any outstanding Preliminary course requirement.