ASSESSMENT 2016
PRELIMINARY COURSES
INFORMATION, POLICY AND PROCEDURES
FOR YEAR 11 STUDENTS AND PARENTS

THIS INFORMATION ALSO APPLIES TO ACCELERATED STUDENTS UNDERTAKING PRELIMINARY COURSES.
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1 Board of Studies Requirements

To be eligible for the award of the Higher School Certificate students must have satisfactorily completed a Preliminary pattern of study in Year 11 that comprises at least 12 units and, into Year 12, an HSC pattern of study comprising at least 10 units.

Both patterns must include:

- at least six units from Board Developed courses,
- at least two units of a Board Developed course in English,
- at least three courses of two unit value or greater, and
- at least four subjects.

In addition, the Board provides us with Course Completion Criteria for Preliminary and HSC students:

“A student will be considered to have satisfactorily completed a course if there is sufficient evidence that the student has:

(a) followed the course developed or endorsed by the Board; and
(b) applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school, and
(c) achieved some or all of the outcomes.”

Students wanting to change courses at a late stage (or are a late enrolment) must also complete the Course Completion Criteria. This is at the discretion of the Principal. As a guide, it will be too late to change a course after one third of the course has been delivered (but no student may change a course after 30 June in accordance with section 8067 of the ACE manual).

The school follows the assessment guidelines as recorded in the Assessment Certification and Examination (ACE) manual, issued by the Board of Studies (ace.bos.nsw.edu.au).

2 Unit selection for Years 11 and 12

In Year 11, students are typically enrolled in 12 units of study (this is also the minimum requirement). In Year 12 students are allowed to reduce to 11 or 10 units of study. Students in the top two thirds of the cohort are advised to study 11 or 12 units. If you decide to only study 10 units it is strongly advised that you make an appointment with the Careers Advisor/Year 12 Coordinator and/or the Director of Studies to discuss your intentions. Additionally, a student may pick up extra Extension units in Year 12. These courses are not ‘more of the same’; they have philosophic underpinnings and require conceptual higher-order thinking. At KWS the following Extension courses are offered:

- Extension 1 English
- Extension 2 English (in Year 12 only with Extension 1 English as a pre-requisite)
- Extension 1 Mathematics
- Extension 2 Mathematics (in Year 12 only with Extension 1 Mathematics as a pre-requisite)
- Extension History (in Year 12 only with Ancient or Modern History as a pre-requisite)
- Extension French (in Year 12 only with French Continuers as a pre-requisite)
- Extension Music (in Year 12 only with Music 2 as a pre-requisite)
- Extension Latin (in Year 12 only with Latin Continuers as a pre-requisite)
Notes:

- English is compulsory for the HSC and also compulsorily counts for 2 units in the calculation of the ATAR if a student studies more than 10 units.
- In addition to the subjects offered at the school, Kinross Wolaroi School uses external agencies to provide some courses of study for the HSC. These courses comprise a minority of any given student’s pattern of study. A minority is defined as no more than four units for the HSC.

3 Assessment

Assessment is the process of identifying, gathering and interpreting information about student achievement. Assessment can be used for a number of key purposes, including to:

- assist student learning
- evaluate and improve teaching and learning programs
- provide information on student learning and progress in a course in relation to syllabus outcomes
- provide evidence of satisfactory completion of a course
- report on the achievement by each student at the end of the course.

In the context of the HSC a major requirement of the internal assessment program is to provide a summative measure of a student’s achievement in each course based on:

- a wider range of syllabus outcomes than may be measured by the HSC examination alone.
- multiple measures and observations made throughout the HSC course rather than a single assessment event.

Assessment tasks take a variety of forms, including, for example, the measurement of practical skills, research ability, oral presentation, group work and fieldwork, as well as knowledge tests and essay work. The skills to be assessed vary from subject to subject and are specified by the Board. (Information about assessment regulations for every subject can be found on the Board of Studies web site: http://www.boardofstudies.nsw.edu.au/)

3.1 School use of Assessment results

For Preliminary courses, the assessment process measures student progress against a range of syllabus outcomes, provides valuable feedback to students and assists students to be prepared for HSC courses and the associated assessment processes.

Assessment marks for Preliminary courses do not count towards any students’ HSC result in any course. They are used to calculate Academic Excellence awards for speech day and may be used as a guide for placing students into classes in the following year.

Finally, assessment results for Preliminary courses will be used as a guide to award a grade for each student in each course for their Record of School Achievement (RoSA). These grades are submitted to the Board of Studies in October (see the KWS policy on Assigning RoSA Grades). A Common Grade Scale is used to report student achievement in the Preliminary Stage 6 year in all NSW schools. It describes performance at each of five grade levels. The Common Grade Scale for Preliminary Courses is:
A. The student demonstrates extensive knowledge of content and understanding of course concepts, and applies highly developed skills and processes in a wide variety of contexts. In addition the student demonstrates creative and critical thinking skills using perceptive analysis and evaluation. The student effectively communicates complex ideas and information.

B. The student demonstrates thorough knowledge of content and understanding of course concepts, and applies well-developed skills and processes in a variety of contexts. In addition the student demonstrates creative and critical thinking skills using analysis and evaluation. The student clearly communicates complex ideas and information.

C. The student demonstrates sound knowledge of content and understanding of course concepts, and applies skills and processes in a range of familiar contexts. In addition the student demonstrates skills in selecting and integrating information and communicates relevant ideas in an appropriate manner.

D. The student demonstrates a basic knowledge of content and understanding of course concepts, and applies skills and processes in some familiar contexts. In addition the student demonstrates skills in selecting and using information and communicates ideas in a descriptive manner.

E. The student demonstrates an elementary knowledge of content and understanding of course concepts, and applies some skills and processes with guidance. In addition the student demonstrates elementary skills in recounting information and communicating ideas.

4 Assessment Policy & Procedures

The following procedures have been designed to ensure that each and every student at Kinross Wolaroi School is dealt with in a fair and reasonable way:

4.1 Assessment Timetables

At the beginning of Term 1 in Year 11, students will be issued with an Assessment Timetable for the Preliminary courses. This timetable will give students an overview of the formal assessment tasks they need to complete for the year and enable them to plan their work. It will provide students with the assessment weightings of each task and the approximate timing of tasks (precise dates will be given wherever possible). It will include an Assessment Planner for the year. Students will be required to sign to indicate their receipt of this information. Generally, at least 14 calendar days’ notice of the details of a task and the criteria being used to assess that task will be provided. Students will be required to sign to indicate their receipt of each task notification.

4.2 Submission of tasks

The time of day and place for submission of each task should be specified on the ‘assessment notification’. Generally, tasks are due at the beginning of the period on the date due. Should the class period not occur for some reason (eg: evacuation drill, timetable change, etc), it is the student’s responsibility to submit the task before the end of the school day by 3:30pm. Furthermore, students who are off-site for some reason (eg: TAFE, representative sport, etc), must make arrangements to submit the task on time.

The class teacher will collect the task and issue a receipt to the student (alternatively, the student will sign the teacher’s notification class list).
Additionally:

- The majority of Preliminary Practical Projects are to be assembled, constructed and examined on site at Kinross Wolara School.
- All written research work is to be submitted in hard copy (unless otherwise specified on the task notification), not email, USB drive or CD (although these may be additional to the hard copy). In cases of illness, misadventure or extenuating circumstances, the Director of Studies may grant permission for submission by email.

4.2.1 Failure to complete/submit a hand-in task on time

Students who fail to submit a task by the required time and date will score a zero mark. In this circumstance, the class teacher must notify the Head of Department immediately and the Parent/Head of House will be contacted by the teacher or HOD ASAP (within one school day if possible). If a student is unable to complete the work on time for good reason (owing to illness, misadventure, or other circumstances outside their control eg: family tragedy, representative sport involving extended leave) then application should be made in writing to the Director of Studies prior to the submission date if at all possible. Computer malfunction does not generally fit into this category. Students are expected to take steps to safeguard against this situation (eg: regularly email work to own school email account, print and keep drafts, save work regularly, back up work to an external hard drive, etc).

In the case of illness, a medical certificate will be required. This certificate should be submitted to the DOS (along with details of the task affected). An alternative submission date will be set unless the circumstances are exceptional. This submission date will be no greater than 7 days after the initial date. The zero mark penalty will then apply after this alternative date. Please note that a member of the concerned student’s family is ineligible to submit a doctor’s certificate on their behalf. Furthermore, it is expected that the doctor’s certificate should specifically state that the student is unable to work on the particular task See also section 4.3.5 (affected tasks and estimates).

If a genuine attempt has not been made, then an N-Award warning letter should be issued by the HOD. This is the case whether or not a zero mark has been recorded.

4.3 Absences, Illness and Misadventure

4.3.1 Absence prior to an Assessment task

If a student is absent the school day before an Assessment task, or for any class period preceding an Assessment task (on the day of the task or on the school day prior to the task), and without the express prior permission of the Head of Senior School or the Director of Studies, a 50% penalty will apply to the mark awarded for that task. In the case of illness prior to an Assessment task a doctor’s certificate will be required. This certificate should be submitted to the DOS (along with details of the task affected) the first day the student is back at school, or sooner, if possible.

4.3.2 Absence on the day of an Assessment task

Absence from an Assessment task will result in a zero mark being recorded. In this circumstance, the class teacher must notify the Head of Department immediately and the Parent/Head of House will be contacted by the teacher or HOD ASAP (within one school day if possible). If an absence is owing to illness or misadventure, however, the student should obtain a doctor’s certificate, immediately submit this doctor’s certificate to the Director of Studies upon return to school and make alternative
arrangements to sit the task as soon as possible. Please note that a member of the concerned student's family is ineligible to submit a doctor's certificate on their behalf. Furthermore, it is expected that the doctor's certificate will specifically state that the student is unable to attend and complete the task.

If the absence is owing to reasons other than illness or misadventure, leave must be applied for in writing to the Head of Senior School prior to the day the task is due. (the leave application must include any details of assessment tasks affected by the intended leave). Taking of school holidays in school terms is not accepted by Kinross Wolaroi School as valid grounds for an extension or special consideration of a formal assessment task. Finally, students who know in advance that they will be absent for any reason including a school-related reason, (eg: TAFE, representative sport etc), must alert the DOS so that other arrangements can be made. See also section 4.3.5 (affected tasks and estimates).

4.3.3 Absence during the ‘Half-Yearly’ or the ‘Final Preliminary’ Examinations

If a student is absent during one of the examination periods owing to illness, a doctor's certificate must be presented to the Director of Studies or the Examination Presiding Officer, and if feasible an alternative time for the missed examination will be organised. All half-yearly examinations, and/ or Final Preliminary examinations should be completed. It is expected that the doctor’s certificate will specifically state that the student is unable to attend and complete the examination. See also section 4.3.5 (affected tasks and estimates).

4.3.4 Illness or Misadventure (when a task is attended and attempted)

The BOSTES information guide for students relating to HSC examination applications due to illness or misadventure is included in Appendix B. The following policy statements reflect the BOSTES rules and limitations for illness or misadventure and will apply for KWS assessment tasks:

- Illness or misadventure applications only apply to the student’s ability to perform in a task or examination due to illness or misadventure occurring immediately before or during a task.
- An illness or misadventure application will not be accepted or upheld on the basis of:
  - difficulties in preparation or loss of preparation time; for example as a result of an earlier illness
  - other commitments, such as participation in entertainment, work or sporting events.
  - long-term illness such as glandular fever, unless you suffer a flare-up of the condition during the task or examination.
  - the same grounds for which you received disability provisions, unless you experience additional difficulties during the task or examination.
- There is no such thing as ‘special consideration’ whereby extra marks can be given to compensate for illness or misadventure. If an illness or misadventure application is upheld then the task will be deemed invalid for the student. In such cases, see section 4.3.5 (affected tasks and estimates).
- If illness or misadventure occurs immediately prior to a task or examination, you must notify the supervising teacher or presiding officer when you enter the room. If the illness or misadventure occurs during a task or examination, you must notify the supervising teacher or presiding officer at once. The supervising teacher or presiding officer will note the details and monitor you throughout the task or examination. A report will be forwarded to the Director of Studies (DOS). It is the student's responsibility to follow up the illness or misadventure situation by contacting the DOS as soon as possible after the task or examination has concluded. Failure to do this may result in the application being dismissed.
4.3.5 Tasks affected by (or missed completely due to) situations outlined in this policy.

If the Director of Studies deems that there is an acceptable reason, in accordance with this policy, why a task is invalid or could not be completed and the relevant documentation has been received (doctor’s certificate(s), police report, etc) the following points should be considered in determining an estimate for the assessment task:

- An estimate must be based on appropriate evidence by the teacher in consultation with their Head of Department and (if necessary) the DOS.
- Appropriate evidence may be:
  - Other formal assessment tasks.
  - Tasks other than formal assessment tasks.
  - Based on one or many tasks depending on the type of task that was missed.
- The estimate will not necessarily maintain the rank of the student who misses the task. This will depend on the type of task missed and the other appropriate evidence available. In cases of extended absence where there has been little or no evidence of learning or progress, the student’s rank will be adversely affected. However, the estimate should not allow the student’s overall rank to drop more than 20% of the candidature size for any task (for example, in a candidature of 20, a student’s overall rank should not drop more than 4 places due to the estimate of a particular task).
- If there is insufficient appropriate evidence (as deemed by the HOD in consultation with the DOS) the student may be required to do a substitute task to allow an estimate to be given. All students should complete over 50% of the assessment task weighting in each course, along with their cohort.
- Sometimes the estimate cannot be finalised until later in the course when further appropriate evidence has been collected (an interim estimate may be given).

These considerations highlight the importance for all students to complete all tasks (formal and informal) to the best of their ability, so that, in the case of an estimate being required, the evidence held by the teacher is a true reflection of the student’s ability and potential.

When the estimate has been finalised (in consultation with the HOD) the student should be notified of the outcome (students are entitled to know their rank for each task). See also section 4.5 (Appeals).

4.3.6 Absence during an examination period and co-curricular activities

If a student is too ill to sit for an examination, that student is to be considered too ill to attend co-curricular training. If a student misses an exam on a Friday, that student is to be considered too ill to play Sport on the following Saturday as this may exacerbate the illness and cause other exams to be missed in the following week. Any appeal to this must be taken to the Head of Senior School prior to the fixed game.

4.4 Malpractice

Malpractice is any activity undertaken by a student that allows them to gain an unfair advantage over others. Engaging in malpractice will result in loss of marks and heavy penalties (normally a zero mark and disciplinary action). Malpractice includes, but is not limited to:

- taking time off school prior to a task’s due date
- copying someone else’s work in part or in whole, and presenting it as their own (that is, plagiarism)
- using material (printed or otherwise) without reference to the source (also plagiarism)
Building on the ideas of another person without acknowledgement
Buying, stealing or borrowing any portion of another's work and presenting it as their own
Submitting work to which another person such as a parent, coach or subject expert has contributed substantially
Using words, ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement
Paying someone to write or prepare material
Breaching school examination rules (that is, cheating in exams)
Using non-approved aids during an assessment task
Contriving false explanations to explain work not handed in by the due date
Assisting another student to engage in malpractice, for example lending your work to another

Additionally:

- Graphics calculators are not permitted to be used in any task
- Mobile Phones are not permitted in examination rooms or assessment task venues
- Translators are not permitted to be used by overseas students in an exam for an HSC task but may be used during a Preliminary course task if permission has been granted by the DOS
- Mono-lingual and bi-lingual print dictionaries are allowed to be used in languages examinations

4.5 Appeals

If a student wishes to lodge an appeal about the nature of a task, the marking of a task, or his or her ranking he or she must do so within three days of receiving the task or ranking in question with the relevant Head of Department. The HOD will consider the appeal and review the marking process with the marker(s). Any decision to alter a mark must maintain fairness to all students (not just the student lodging the appeal). If the student is still dissatisfied, he or she has the right to lodge an appeal with the Director of Studies; this must be done in writing within a week of having gone to the HOD. The appeal will be considered by the Assessment Review Panel, consisting of the Head of Senior School, the DOS and the HOD for the relevant subject, who will make a recommendation to the Principal. The decision made will then be communicated to the student. For a Preliminary course task, this decision will be final. (For an HSC task, if a student is not satisfied with this process, he or she can appeal to the Board of Studies).

4.6 Invalid tasks

A task may be deemed invalid if it does not function as required. For example, it may not adequately discriminate between the students or there may have been problems with the administration of the task that affected the candidature (as a whole or in part) or the task (completely or in part). In all cases, issues of administration must be managed to ensure that fairness is maintained for all students.

If for some reason a task or part of a task proves to be invalid, the following options may be considered:
- The task could be rescheduled (with sufficient notice) if the security of the task is not compromised
- The task may need to be discarded, either partially or in its entirety
- A new task may need to be considered with weightings adjusted as appropriate
the weighting of the task may be reduced and an additional task may be added (with sufficient notice). The additional task would be weighted accordingly.

- if a task is partially discarded (and an additional task is not added as mentioned above), consideration must be given to the weighting of the remaining section compared with the other assessment tasks. The remaining section may have its weighting reduced, with the additional weighting being included in a future task, or distributed onto a previous task or previous tasks. This decision will depend on the nature of the affected task and the other scheduled tasks.

In order to decide which option to use, a panel should be convened similar to that of the Assessment Review Panel, and a recommendation made to the Principal as to how to proceed. Advice from the Board of Studies may also be taken. Students will be notified as to the outcome. See also Section 4.5 (Appeals).

4.7 Feedback on Assessments

4.7.1 Marking
The majority of Assessment tasks will generally be returned to students within a week of submission. Sometimes, however, the size of the candidature and the type of task may mean that longer than this is necessary. Nevertheless, it is policy at KWS that ALL tasks be returned to students within a fortnight.

Should a student be uncertain of the reasons for a mark being awarded despite the marking criteria which was given before the task, he or she should speak to the teacher involved with the marking on the day the task is returned. Should the student still be unsure of the reasons for the mark awarded he or she should make an appointment with the Head of Department within three days of the task being returned. See also section 4.5 (Appeals).

Assessment marks are recorded centrally (on the school database), as well as in individual faculties. This should be done within a week of returning the task to students.

4.7.2 Student Ranks
After each task is completed, marks are recorded within each faculty and also entered into the school database. These marks are then processed, weighted accordingly and students are given an update on their ranking. Students will be kept abreast of their course ranking and their current rank will be included in each school report.

4.8 Requirements not being met
Students must make a genuine effort to satisfy Course requirements. Students who do not make a genuine attempt will receive a warning letter (see Appendix A) from the relevant Head of Department and given the opportunity to rectify the situation. If the situation is not rectified, the student will receive a second warning letter from the Director of Studies. If the situation persists and no effort is made by the student to address the situation, the student may be granted an 'N' award. This means the course in question cannot contribute to the Preliminary course requirements. This may prevent the student from progressing to the HSC course in that subject. This may also affect their eligibility to complete the HSC in the following calendar year.
5 Disability Provisions

Students with a disability (evidenced-based) may be allowed certain provisions (range of adjustments) in the sitting of tasks and examinations, including the actual HSC examination. To be granted Disability Provisions for the external HSC examinations, a submission to BOSTES is required by the end of Term I in the HSC year. The school recommends that submissions requiring medical/allied-health documentation/s be submitted in Term 4 of the previous year, as soon as students commence their HSC curriculum. Once an application is made, BOSTES assesses the documentation and makes a decision, a process that may take several months. However, the School may grant provisions in the meantime. Disability Provisions are granted to students who are impaired by their disability and require adjustments to perform on the same basis as other students. The BOSTES categories are learning, sensory (hearing/vision), physical and medical (including socio-emotional) disabilities. The range of adjustments are dependent on the disability, the degree of impairment, functional evidence and current levels of performance. For consideration for Disability Provisions, students/parents are directed to make an appointment with the Student Academic Services department. For more information, please read the BOSTES guidelines at http://www.boardofstudies.nsw.edu.au/disability-provisions/.

Conclusion

The above procedures have been designed to create a 'level playing field' for all students and to allow all students to achieve to the best of their ability. Should a student have genuine concerns regarding a course being studied and an Assessment task, he or she is urged to see their classroom teacher immediately. If a student or parent has any query about assessment policy and procedures at Kinross Wolaroi School then please feel free to contact me on 6392 0306 or pmirrington@kws.nsw.edu.au

Paul Mirrington
Director of Studies
Preliminary and HSC Subject Co-ordinators for 2016
Subject co-ordinators are available on the following numbers should you wish to discuss your son’s or daughter’s progress, or seek clarification on an assessment issue.

<table>
<thead>
<tr>
<th>Department</th>
<th>Subjects</th>
<th>Head of Department</th>
<th>Contact #</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>ESL, Standard English, Advanced English, English Extension 1 &amp; 2</td>
<td>Miss Amanda Sheahan</td>
<td>6392 0388</td>
</tr>
<tr>
<td>Mathematics</td>
<td>General Mathematics, Mathematics, Mathematics Extension 1 &amp; 2</td>
<td>Mrs Michelle Hill</td>
<td>6392 0331</td>
</tr>
<tr>
<td>Science</td>
<td>Biology, Chemistry, Physics, Senior Science</td>
<td>Mr Matthew Healey</td>
<td>6392 0368</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Business Studies, Economics, Geography</td>
<td>Mrs Sue-Ann Gavin</td>
<td>6392 0333</td>
</tr>
<tr>
<td>History and Religious Education</td>
<td>Ancient History, Modern History, History Extension, Studies of Religion (1 &amp; 2 units)</td>
<td>Ms Dianne Chappel</td>
<td>6392 0418</td>
</tr>
<tr>
<td>Creative Arts</td>
<td>Visual Arts, Hospitality, Textiles &amp; Design</td>
<td>Mrs Toni Bilton</td>
<td>6392 0409</td>
</tr>
<tr>
<td>Languages</td>
<td>French, French Extension, German Beginners, Latin, Latin Extension</td>
<td>Mr Chris Oldham</td>
<td>6392 0345</td>
</tr>
<tr>
<td>Personal Development Health and Physical Education</td>
<td>Community and Family Studies, PDHPE, Sports, Lifestyle and Recreation</td>
<td>Mr Huon Barrett</td>
<td>6392 0344</td>
</tr>
<tr>
<td>Performing Arts</td>
<td>Drama, Music 1 &amp; 2, Music Extension</td>
<td>Ms Heidi Anthony</td>
<td>6392 0341</td>
</tr>
<tr>
<td>External Providers</td>
<td>Orange TAFE, Distance Education</td>
<td>Mr Paul Mirrington</td>
<td>6392 0306</td>
</tr>
</tbody>
</table>
### Other contacts

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Contact number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 12 Co-ordinator/Careers Advisor</td>
<td>Mrs Emma Bylsma</td>
<td>6392 0346</td>
</tr>
<tr>
<td>Director of Studies</td>
<td>Mr Paul Mirrington</td>
<td>6392 0306</td>
</tr>
<tr>
<td>Head of Student Academic Services</td>
<td>Mr Yooie Choi</td>
<td>6392 0436</td>
</tr>
<tr>
<td>Head of Senior School</td>
<td>Mrs Bev West</td>
<td>6392 0302</td>
</tr>
</tbody>
</table>
Dear <Parent/Guardian>,

Re: OFFICIAL WARNING - Non-completion of a Preliminary Course

I am writing to advise that your son/daughter <Student Name> is in danger of not meeting the Course Completion Criteria for the Preliminary course <Course Name>.

The Board of Studies requires schools to issue students with official warnings in order to give them the opportunity to redeem themselves. Please regard this letter as the <warning number eg 1st> official warning we have issued concerning <Course Name>. A minimum of two course-specific warnings must be issued prior to a final non-completion of course determination being made for a course.

Course Completion Criteria
The satisfactory completion of a course requires principals to have sufficient evidence that the student has:
(a) followed the course developed or endorsed by the Board; and
(b) applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
(c) achieved some or all of the course outcomes.

Where it is determined that a student has not met the Course Completion Criteria, they place themselves at risk of receiving a determination of non-completion of course requirements. This will mean that the course will not be listed on the student’s Record of Achievement and may affect the student’s eligibility for the Higher School Certificate. It may also mean that the student is unable to proceed to the Higher School Certificate course if he/she has not satisfactorily completed the Preliminary Course.

To date, <Student Name> has not satisfactorily met part <section a,b or c> of the Course Completion Criteria. The table below lists those tasks, requirements or outcomes not yet completed or achieved, and/or for which a genuine attempt has not been made. In order for <Student Name> to satisfy the Course Completion Criteria, the tasks, requirements or outcomes listed below need to be satisfactorily completed and/or achieved.

<table>
<thead>
<tr>
<th>Task Name or Course Requirement(s) or Course Outcome(s)</th>
<th>Percentage weighting</th>
<th>Original Due date</th>
<th>Action required by student</th>
<th>Revised date to be completed by</th>
</tr>
</thead>
</table>

Please discuss this matter with <Name> and contact the school if further information or clarification is needed.

Yours sincerely,

<HOD Name> <Principal Name>
Head Teacher - <Department> Principal – Kinross Wolaroi School

Please detach this section and return to the school.

Requirements for the Satisfactory Completion of a Preliminary Course

- I have received the letter dated <date of this letter> indicating that <Student Name> is in danger of not having satisfactorily completed the requirements for the course: <Course Name>.
- I am aware that this course may not appear on his/her Record of Achievement.
- I am aware that the determination of non-completion of course requirements may make him/her ineligible to proceed to the Higher School Certificate.
- I am also aware that the determination of non-completion of course requirements may make him/her ineligible for the award of the Higher School Certificate.

Parent/Guardian’s signature: ________________________________ Date: ____________
Student’s signature: ________________________________ Date: ____________
HIGHER SCHOOL CERTIFICATE EXAMINATION APPLICATIONS DUE TO ILLNESS OR MISADVENTURE

Information Guide for Students

The Board of Studies, Teaching and Educational Standards NSW (BOSTES) Illness/Misadventure program assists students who:

• are prevented from attending an examination (including a practical examination) due to illness or unforeseen misadventure, or
• consider that their performance in an examination has been affected by illness or misadventure immediately before or during the examination.

If either of the above categories applies to you at the time of the HSC examinations, you will need to complete an Illness/Misadventure form. Before you complete the form you should read the following information carefully. You should refer also to Rules and Procedures for Higher School Certificate Candidates.

Limitations on Applications

The authority of BOSTES is limited to the conduct and presentation of the examinations. This means students may only apply to BOSTES in relation to circumstances that occur immediately before or during an examination, and that affect their performance in the examination.

You cannot submit an application on the basis of:

• difficulties in preparation or loss of preparation time; for example as a result of an earlier illness
• alleged deficiencies in teaching; for example extended teacher absences
• loss of study time or facilities during Year 12
• long-term illnesses such as glandular fever, unless you suffer a flare-up of the condition during the examination
• the same grounds for which you received disability provisions, unless you experience additional difficulties during an examination
• misreading the examination timetable. If you miss an examination, or arrive late to an examination because you misread the timetable, contact your principal immediately. He or she may make a submission to BOSTES on your behalf
• misreading examination instructions
• failure to enter for the examination in the correct course
• illness and/or misadventure in a course that is undertaken as a self-tuition student
• other commitments, such as participation in entertainment, work or sporting events, or attendance at examinations conducted by other education organisations.

If you are unsure whether you are eligible you should ask your principal.
**Attendance at Examinations**

You should attend every examination if at all possible. Do not miss an examination just because you do not feel able to do your best. The Illness/Misadventure program is designed to support students who perform below their expectations because of illness or misadventure.

If you do not attend an examination and your Illness/Misadventure application is unsuccessful, you will not receive a result in that course. This could mean that you are ineligible for the award of the Higher School Certificate.

BOSTES does not expect you to attend an examination against specific medical advice. If you cannot attend an examination (including a practical examination) because of illness or misadventure, you must notify your principal immediately.

**Evidence of Your Illness or Misadventure**

It is very important to provide independent evidence with your application. You should seek independent evidence on the same day, either immediately before or after each examination for which you are applying. The documentation you provide must be current, specific to the date and time of the examination, and submitted with the application form. A medical certificate that merely states you were unfit for work/study is unacceptable.

**Practical Submissions**

(For example, a Visual Arts body of work or Society and Culture Personal Interest Project.)

If, as a result of illness or misadventure, you experience difficulties in completing your practical submission, you must advise your class teacher. He/she will complete Section B of the form.

**Performance Examinations**

(For example, a Drama performance examination or Language speaking examination.)

If illness or misadventure occurs before the examination begins, and you are still able to attend the examination, notify your principal or Year 12 Advisor before you begin the examination. If you are presenting for the examination at a venue other than your home school, notify an officer of BOSTES.

Before starting your examination, advise the Examiner of your situation. Do not hesitate to approach the Examiner as his/her comments and observations will be important in assessing your Illness/Misadventure application.

In the case of performance examinations, it is not necessary to have Section B of the form completed. The Examiner will complete a report form, and send it separately to BOSTES.

**Written Examinations**

If you are suffering from illness or misadventure, but are still able to attend the examination, notify the Presiding Officer (the person supervising the examination) when you enter the examination room. If the illness or misadventure occurs during the examination, notify the Presiding Officer at once. Do this at every examination session in which you consider your performance may be affected.

Do not hesitate to approach the Presiding Officer. He/she is there to help you. If you submit an Illness/Misadventure form, the Presiding Officer will need to complete Section B.
YOUR RIGHTS AND RESPONSIBILITIES

It is your right and responsibility to submit an Illness/Misadventure application whenever necessary. If you are incapacitated, an application may be submitted by your parent/guardian or principal on your behalf.

All applications must be submitted on an HSC Illness/Misadventure form.

When completing an Illness/Misadventure form, you should pay close attention to the instructions and complete all relevant sections. Submitting an incomplete form could jeopardise the success of your application.

No section of the form should be completed before the relevant examination has been conducted, or before the due date for practical submissions.

Before signing page 1, read the statements above the signature box very carefully. It is strongly recommended that you sign the form only after you have completed Section A, and after Section C has been completed by an appropriate person.

If Section C is incomplete and you did not attend an examination, you might not receive a result in that course. This could mean that you are ineligible for the award of the Higher School Certificate.

Submitting Your Form

- If your application relates to a written examination, hand the form to the Presiding Officer.
- If your application relates to a performance examination, return the form to the principal of your home school or college.
- If your application relates to a practical submission, hand your form to your class teacher.
- If your application relates to your inability to attend an examination, hand your form to your principal.

In each case you will receive the student acknowledgement slip. Please keep this acknowledgement slip until you have been advised of the result of your application.

The BOSTES Application Process

The BOSTES Illness/Misadventure Panel considers and makes a recommendation on each application on the basis of:

- the Board’s authority in relation to the Education Act 1990, and
- the evidence presented in your Illness/Misadventure application.

The Illness/Misadventure Panel consists of senior education professionals who operate as a team and follow strict procedures. Each application is considered by up to five panel members to ensure that every case is determined fairly and consistently. Complex matters may be referred to an independent medical expert for advice.

You will be notified of the outcome of your application on the same day as you receive your Higher School Certificate results.

If you have any questions about the Illness/Misadventure program that your principal cannot answer, please call (02) 9367 8381 or (02) 9367 8325.

PLEASE RETAIN THIS INFORMATION GUIDE