



Notification for Parents / Carers

Re: YEAR 12 HSC Trial Examination 2020

Dear Parents/Carers,

Year 12 students will sit a series of formal examinations in the hall in Weeks 1 and 2 of Term 3, beginning:

Tuesday 21st July to Friday 31st July, 2020

Students are required to:

- ✓ be in **full school uniform**
- ✓ present **punctually** at the hall (be at the venue **at least 10 minutes prior** to starting time)
- ✓ follow all **examination procedures** as outlined in the EXAMINATION INSTRUCTIONS FOR CANDIDATES document.

As this is an examination period, students should only remain at school if they have an appointment with a teacher or are studying for an afternoon examination.

Students have been issued with the following documents to ensure they are aware of the schedule, policies and procedures:

1. Letter to Parents/ Carers
2. **Year 12 Trial HSC Examination** Timetable
3. Examination Instructions for Candidates
4. BHS Policy & Honesty in Assessment guide (links to NESA policies)
5. NESA approved examination equipment list

We appreciate your support of your child / ward throughout this period and wish them all the best for the upcoming **Year 12 Trial HSC Examination**.

Please do not hesitate to contact us if you require further information.

Kind regards,

Ms Sumana Viravong
HT Teaching and Learning

EXAMINATION INSTRUCTIONS FOR CANDIDATES

BEFORE THE EXAM:

1. Check and note your **examination timetable** carefully.
2. Prepare your **equipment** required for examinations the evening before the examination, if unsure as to individual subject requirements, check with your teacher. The NESA approved equipment list is on page 3.
3. You must have your '**student number**' ready for the examination. Check your student NESA account.
4. **Full school uniform must be worn to all examinations.**
5. **NO MOBILE PHONES ARE TO BE TAKEN INTO THE EXAMINATION CENTRE.**
*If it is essential to have your phone before and after your exam, you must hand in your phone before entering the hall and will be able to collect it at the end of the exam. This is a **requirement of the NESA exam policy**. No interruptions due to devices will be tolerated during an exam.
6. Make sure you **allow enough travel time** to avoid any hold ups to get to the examination centre by the '**report time**'. Remember that most examinations are a part of your assessment schedule and therefore failure to attend results in a **zero mark**, subject to possible appeal. Personal travel arrangements are considered within the student's own control and will not qualify for an appeal (as stated in the Assessment Policy Guide).
7. **Do not bring bags etc. to exam centre**, small personal hand bags, purses etc. must be placed at the rear of centre. This will be removed to the office in the case of an emergency.
8. Candidates may only take stationary items and approved equipment in clear plastic bag or container, into the examination centre. **No paper is to be taken into examination centre.** Approved calculators (non programmable) may be taken into specified examinations only, check with your teacher.
9. Candidates can only enter the examination centre under the direct supervision of the supervisors.

DURING THE EXAM:

10. Candidates **must not touch the examination paper** until instructed and **must not communicate or talk** to other students in the exam room.
11. The **attendance slip** must be filled in as and when instructed, and placed in the top right hand corner of the desk.
12. You must write your **student number and/or full name** on all examination papers as and when instructed.
13. Candidates are allowed a **reading time** prior to being instructed to commence writing. **No candidate is to write anything during this time.**
14. When finished your examination check your paper if time allows, **check your candidate number/name is written on the required pages**, make sure your paper is in the **correct question order** or as instructed before leaving **when instructed**.
15. **Do not remove** any written material or examination papers from the examination room.
16. Any student displaying disruptive, unco-operative or any other inappropriate behaviour will be warned with a '**yellow card**'. Further issues will result in a '**red card**' where you will be removed under the direction of the supervising teacher, to complete ALL further examinations in isolation and your examination may be treated as a non-serious attempt resulting in a **ZERO** mark.

END OF THE EXAM:

17. **CANDIDATES CANNOT LEAVE ANY EXAMINATION UNTIL THE END OF THE FULL ALLOCATED TIME FOR THAT EXAMINATION** and then only under instruction from the supervising invigilator.
18. **Any evidence of malpractice throughout the examination period will incur severe penalties and will be registered on NESA.**

Be organized. Be on time. Good Luck.

BHS Assessment Policy - Appendix D: Honesty in Assessment

The NSW Education Standards Authority (NESA) have issued a statement in relation to Honesty in the HSC which includes the All My Own Work program and special rules relating to submitted works such as major works.

The statement is reproduced below but you should also go to the website and read the attached documents.

NESA and the School treat honesty very seriously – don't ignore their warnings!

The honesty of students in completing assessment tasks, examinations and submitted works, and of teachers and others in guiding students, underpins the integrity of the Higher School Certificate. Throughout the assessment process, the highest level of honesty is required.

Each student's mark will be determined by the quality of the work produced by the student only. To demonstrate honesty, any component of a student's work that has been written, created or developed by others must be acknowledged in accordance with the Board's subject specific documentation. Use or inclusion of material from other sources such as books, journals and electronic sources, including the internet, must be acknowledged. General teaching and learning do not require formal acknowledgement.

Dishonest behaviour carried out for the purpose of gaining unfair advantage in the assessment process constitutes malpractice, or cheating. Malpractice in any form, including plagiarism, is unacceptable. The Board of Studies NSW treats allegations of malpractice very seriously and detected malpractice will limit a student's marks and jeopardise their HSC. Should malpractice be suspected, students will be required to demonstrate that all unacknowledged work is entirely their own. Serious and deliberate acts of malpractice amount to corrupt conduct and, where appropriate, the Board of Studies NSW will report matters to the Independent Commission Against Corruption.

These requirements should be read in conjunction with Board syllabuses and policies in related areas such as malpractice and satisfactory completion of a course. They include:

- [Rules and Procedures for Higher School Certificate Candidates](#)
- [Assessment Certification and Examination Manual](#)
- [HSC Assessments and Submitted Works-Advice to Students](#)
- [HSC Assessments and Submitted Works-Advice to Parents](#)
- [HSC Assessments and Submitted Works-Advice to Teachers](#)
- [HSC: All My Own Work](#)
- [HSC assessment in a standards-referenced framework - A Guide to Best Practice](#)

NESA & Bulli HS Approved HSC Exam equipment list

- ☐ **You should write in black pen.**
- ☐ Make sure you bring spare pens to each examination. You may also bring a ruler, highlighters, pencils (should be at least 2B) and a sharpener, and a bottle of water in a clear bottle.
- ☐ You can wear your watch to your examinations, but once you sit down you will have to take it off and place it in clear view on your desk. **Programmable watches, including smart watches, will not be allowed in the examination room.**
- ☐ The following list shows the examinations for which you are to bring specific equipment, as there may be some examination questions that require the use of this equipment. If an item is listed as optional, it means that there will be no examination questions for which the item is essential. But you may bring and use it if you wish.
- ☐ All equipment you bring is subject to inspection on entry. Make sure any equipment you are allowed to bring, such as a calculator, is in good working order because an appeal under misadventure provisions for equipment failure will not be upheld.

What you cannot bring into your examination room

- × A mobile phone. Mobile phones are not permitted in an examination room under any circumstances.
- × A programmable watch, eg a smart watch.
- × Any electronic device (except a calculator where permitted). This includes mobile phones or other communication devices, organisers, tablets (eg iPads, etc), music players or electronic dictionaries.
- × Paper or any printed or written material (including your examination timetable).
- × Dictionaries, except where permitted in language examinations.
- × Correction fluid.
- × **You are not allowed to borrow equipment during examinations.**

Equipment for specific HSC exams

This list details specific equipment that students are expected to bring for particular examinations. Only those examinations that require specific equipment are listed. View a list of [NSW Education Standards Authority \(NESA\)-approved calculators](https://studentonline.NESA.nsw.edu.au/go/exams/Exam_equipment/).

Biology <ul style="list-style-type: none"> NESA-approved calculators 	Entertainment Industry (VET) <ul style="list-style-type: none"> NESA-approved calculators (optional) a hand-held magnifying glass (optional) a piece of string or thread for measuring
Business Studies <ul style="list-style-type: none"> NESA-approved calculators 	Hospitality (VET) <ul style="list-style-type: none"> NESA-approved calculators
Chemistry <ul style="list-style-type: none"> NESA-approved calculators 	Industrial Technology <ul style="list-style-type: none"> NESA-approved calculators pair of compasses protractor set squares
Construction (VET) <ul style="list-style-type: none"> NESA-approved calculators 	Mathematics Standard, Mathematics, Mathematics Ext 1 <ul style="list-style-type: none"> NESA-approved calculators pair of compasses protractor set squares (optional) a curve-drawing template¹
Earth and Environmental Science <ul style="list-style-type: none"> NESA-approved calculators pair of compasses protractor set squares 	Physics <ul style="list-style-type: none"> NESA-approved calculators pair of compasses protractor set squares
Engineering Studies <ul style="list-style-type: none"> NESA-approved calculators pair of compasses protractor set squares (optional) circle templates including isometric/ellipse 	

To access full details for more subjects on the NESA Website go to:
https://studentonline.NESA.nsw.edu.au/go/exams/Exam_equipment/