



## HSC Trials Organisation & Checklist

Re: Assessment policies & procedures – Ms Viravong, HT Teaching & Learning

Re: HSC Trial Timetable – Mr Newman, HT Administration

Re: Disabilities Provisions – Ms Rasborsek, HT Teaching & Learning Support

Dear Students & Caregivers,

The HSC Trial examination will commence in Term 3, Weeks 1 and 2. Please read the details below and contact the school if you require further information.

The dates for the examination period are set out below.

**Tuesday 19<sup>th</sup> July to Friday 29<sup>th</sup> July, 2022.**

Students have been issued the HSC Trials Timetable, and this can also be accessed on our school website.

Students are required to:

- ✓ Comply with Covid-19 safety protocols for attending school
- ✓ Wear full school uniform
- ✓ Arrive at least 15 minutes before start of examination.
- ✓ Attend a roll call before the start of each scheduled examination.
- ✓ Attend school and remain on school grounds if the student has a scheduled examination on the day.
- ✓ Bring **OWN EQUIPMENT** – see checklist of HSC NESA Approved equipment on the following pages.

Key points to remember from the Bulli High School Examination & Assessment Policy (see attached outlines for more information)

- ZERO TOLERANCE regarding any smart or digital device during the examination
- Malpractice refers to misconduct during the examination, attempted or suspected plagiarism, attempted or collusion. Any malpractice and action taken by the school is recorded on NESA.
- Illness/Misadventure appeals can be submitted for non-attendance – see the guide book for details regarding a PLANNED ABSENCE and UNPLANNED ABSENCE. Link to the Online application is available in the HSC Assessment Guide on our school website.

We wish you well on your preparation for the examinations.

Please see Ms Viravong or Ms Manks, Relieving Deputy, prior to the examination period should you require further information or support.

## Appendix A: BHS Academic Integrity Policy

### School Responsibilities

- Provide students with assessment guidelines
- Provide advice for students on avoiding plagiarism, collusion and collaboration
- Provide guidance on referencing required
- Ensure that students are instructed on the academic skills required in all courses
- Ensure that all HSC students have an understanding of the Academic Integrity Policy
- Ensure that pertinent school publications (printed and electronic) have statements that:
  - State clearly that plagiarism and collusion are not acceptable;
  - Provide comprehensive rules on what constitutes collaboration;
  - Provide rules and guidelines on group work and assessment
- Implement suitable procedures on penalties
- Provide an appeals process
- Maintain records of academic misconduct
- Malpractice, Invalid or Unreliable Tasks are referred to The Senior Review Panel. The Panel will determine the procedure to be implemented that may include an alternative task. Malpractice is recorded on the NESAs Administration site.

### Student Responsibilities

- Must read, understand and respect the Academic Integrity Policy and rules concerning academic integrity
- Ensure understanding of the referencing requirements for courses
- Ensure that original work is submitted, without plagiarising or cheating
- Understand all aspects of Assessment guidelines
- Avoid all undertakings that could be considered instances of academic dishonesty

### Procedures and Penalties for Suspected Plagiarism and/or Collusion

'Plagiarism is when you pretend that you have written or created a piece of work that someone else originated. It is cheating, it is dishonest, and it could jeopardize your HSC exam results.

*(NESAs, HSC Assessments and Submitted Works, Advice to Students, 2006)*

*'Collusion occurs when two or more people work secretly for the purpose of deliberately misleading others'*  
*(NESAs, All My Own Work, 2006)*

- When a staff member detects alleged plagiarism by a student, it must be reported to the Head Teacher
- The Head Teacher and member of staff must make an assessment of whether the alleged plagiarism is either;  
*Intended or Unintended plagiarism*

## Actions to be followed when:

### 1 Intended Plagiarism is detected:

- Review whether the student has received a previous written warning
- Compare the extent of the plagiarism with the student's original work
- Review how it will adversely affect other students
- Counsel the student by explaining the appropriate referencing guidelines and going through this policy with them.

### 2 Where the nature of the plagiarism is *not* considered very serious:

- Issue a written warning which refers to the consequences of any further actions of this nature
- The Head Teacher may also take the following action:
  - ✓ Student must re-submit the work
  - ✓ Student must re-submit another form of assessment
  - ✓ Give the student a fail mark

### 3 Where the nature of the Plagiarism *is* considered very serious:

- Refer the matter to the Principal, who may:
  - ✓ Issue a written warning which refers to the consequences of any further actions of this nature
  - ✓ Ask the student to re-submit the work
  - ✓ Ask the student to re-submit another form of assessment
  - ✓ Give the student zero marks for the work
  - ✓ The student may lose that course from their HSC award (see NESAs, HSC Assessments and Submitted Works, Advice to Students, 2006)

## Appeals Process

- A student may appeal against the Assessment and/or actions taken in cases of Plagiarism or Collusion
- The Appeals Committee will consist of: at least two of the Principal, Deputy Principal, Head Teacher (Teaching & Learning) and Year 12 Adviser
- The student must apply in writing to the Principal
- The Appeals Committee will confirm or vary any recommendations that were originally made
- The student will be notified in writing of the Committee's decision and their reasons for their decision

## References

- Rules and Procedures Guide: <http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/rules-and-processes/rules-procedures-guide-students>
- Disabilities Provisions Policy: <http://ace.nesa.nsw.edu.au/ace-10001>
- Breaking HSC Rules: <http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/rules-and-processes/breaking-hsc-rules>
- HSC All My Own Work Modules and Guides: <http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/hsc-all-my-own-work>
- Academic Honesty & Plagiarism: <http://www.anu.edu.au/students/program-administration/assessments-exams/academic-honesty-plagiarism>
- UWS Code of Conduct: <https://policies.westernsydney.edu.au/view.current.php?id=00072>

## Appendix B: BHS Examination Procedures

Formal examinations held in the school hall or other locations are an important part of the school's assessment policy.

Students are expected to conduct themselves in an appropriate manner. It is assumed that students will not cheat or disrupt others during the progress of an examination.

Students who breach the code of conduct by displaying disruptive, unco-operative or inappropriate behaviour will be warned. If the behaviour continues, they will be issued with a red card and will be isolated from the examination. The student may receive zero for the examination.

Students found to be cheating will receive zero for their examination.

### Before the Examination:

- Check your timetable carefully. Misreading the timetable is not a reason for a misadventure appeal.
- Ensure that you allow sufficient time for travelling to the examination centre. Late arrival due to travel difficulties is not a reason for a misadventure appeal except under extreme circumstances.
- Ensure you have the appropriate equipment before your examination. You will not be permitted to borrow equipment during the examination.
- Carry your equipment in a clear plastic bag. You will not be permitted to use a pencil case.
- Do not bring mobile phones into the examination room. Using mobile phones during an examination (even if you have finished and even if you are just playing games) will result in a zero mark being awarded for the examination.
- Do not take paper or other written material into the examination.
- Bags for personal items must be left at the back of the room.

### During the Examination:

- Enter the examination hall only after instructions from the supervisor.
- Sit in your allocated seat quickly.
- Do not touch/open the examination paper until instructed.
- Complete the attendance slip and place in the top right hand corner of your desk.
- Reading time is provided for all examinations. You must not write in this time.
- Write your student number on all examination papers. Do not write your name.
- Once the examination has commenced, you will not talk or communicate with other students in the room/hall.
- If you need to go to the toilet, raise your hand and wait for the permission of the supervisor.
- You will not be allowed to leave any examination before the end of the allocated time for that examination. If you finish early, sit quietly, check your paper and wait.
- At the end of the examination, check you have written your student number at the top of each page used; bundle your papers together neatly.
- Wait quietly until you are instructed to leave.
- Do not remove any papers from the examination room.

## Appendix C: Honesty in Assessment

NESA have issued a statement in relation to Honesty in the HSC that 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, examination 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 NESA'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 NESA 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 NESA NSW will report matters to the Independent Commission Against Corruption.*

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

### IMPORTANT LINKS TO NESA WEBSITE for more information on the following:

- **Student Checklist:** [NESA HSC Student Checklist Term 4 2021 to Term 4 2022](#)
- **Students Online:** <https://studentsonline.nesa.nsw.edu.au>
- **HSC Exam Rules & Processes, including Exam Equipment List:**
  - [Rules and Procedures for Higher School Certificate Candidates](#)
  - [HSC Assessment and Submitted Works – Advice to Students](#)
  - [HSC assessment in a standards-referenced framework – A Guide to Best Practice](#)
  - [ACE 9023 Honesty in HSC assessment: what constitutes malpractice](#)
- **HSC All My Own Work – guide to best practice & working with integrity:** <http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/hsc-all-my-own-work>
- **NESA's Exam Resources for Students:** <http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsd/exam-advice-resources>
- **NESA's Guide to Preparing for Exams:** <http://educationstandards.nsw.edu.au/wps/portal/nesa/students/student-guides>

## Flowchart & Checklist for Appeals

### Appeal Process for **PLANNED ABSENCE**

If you plan to be absent on the due date of the assessment or examination, you must complete each of the following steps:

1. Notify your teacher of the dates for your planned absence ASAP – or at least one week prior to the assessment or examination date.
2. Collect and complete all the details for the Appeal for Illness/Misadventure form and follow the guidelines regarding timeframe for lodging an appeal, and providing detailed and independent supporting evidence (this may include a medical certificate, statutory declaration signed by an independent observer, e.g. Police or Justice of Peace).
3. Give the completed form and supporting evidence to your class teacher/Head Teacher to complete. The teachers will finalise their recommendations then submit it to the Senior Review Panel.
4. Resolve the task by attempting it on the new due date or an alternative task as directed by your Teacher or Head Teacher of the course. Expect to be given a task to complete on your earliest return to school.
5. Once the task is attempted and submitted for marking by the new due date, you will be deemed satisfactory in this assessment task.
6. In order for you to have your mark awarded, the appeal form needs to be endorsed by the Senior Review Panel. You and your Parents/Carers will be notified of this in the written form.

[Click here to access the ONLINE APPEAL APPLICATION FORM](#)

#### Types of Planned Absences that may qualify for an Appeal

- ✓ **Involvement in extra-curricular activities:** If you are involved in a school competition, rehearsal for a school performance or any other extra-curricular activity **as a school representative**, to qualify for an appeal you must notify your teacher well ahead of the due date.
- ✓ **Extended Leave from school:** If you require time off school for an extended period of time you **MUST SEEK THE PRINCIPAL'S LEAVE**. You may not qualify for an appeal if you do not receive the Principal's permission for leave.

#### Types of planned absences that may not qualify for an Appeal

- ✗ **Work Placement** – Students undertaking Work Placement are responsible for checking the due dates of their tasks prior to booking in the dates for Work Placement.
- ✗ **School Excursion & Incursion** – Students who opt to attend a non-compulsory excursion or incursion (event at school) will be disqualified from seeking an appeal. Students are required to prioritise assessments and examinations above all other school commitments, **unless they are required as a representative of the school** for the event.

## Appeal Process for **UNPLANNED** ABSENCE

**If you are unexpectedly absent on the due date of the assessment or examination, you must complete each of the following steps:**

1. Notify your teacher of your absence ON THE DAY OF or ONE DAY AFTER the assessment or examination date.
2. Notify your teacher of your anticipated return date to school.
3. Collect and complete all the details for the Appeal for Illness/Misadventure form and follow the guidelines regarding timeframe for lodging an appeal, and providing detailed and independent supporting evidence (this may include a medical certificate, statutory declaration signed by an independent observer, e.g. Police or Justice of Peace).
4. Give the completed form and supporting evidence to your class teacher/Head Teacher to complete. The teachers will finalise their recommendations then submit it to the Senior Review Panel.
5. Resolve the task by attempting it on the new due date or an alternative task as directed by your Teacher or Head Teacher of the course. Expect to be given a task to complete on your earliest return to school.
6. Once the task is attempted and submitted for marking by the new due date, you will be deemed satisfactory in this assessment task.
7. In order for you to have your mark awarded, the appeal form needs to be endorsed by the Senior Review Panel. You and your Parents/Carers will be notified of this in the written form.

[Click here to access the ONLINE APPEAL APPLICATION FORM](#)

### Types of Unplanned Absences that may qualify for an appeal

- ✓ **Severe Illness on the day of the task:**  
If you are severely ill on the due date of the task, you must take the following steps:  
Contact the school and notify your teacher of your absence and your return date to school.
1. Get a support document, such as a medical certificate, to verify your illness.
  2. Collect an Illness/Misadventure Appeal form to appeal your mark of zero. Complete all the mandatory sections then hand it into your teacher.

Please note: Students who are absent on the day of the task are required to 'resolve'/attempt their missed assessment task on the earliest return date to school.

### Types of Unplanned Absences that may not qualify for an Appeal

- ✗ **Illness without independent verification** – If you are ill and do not have an independent document, such as a doctor's certificate or a STATUTORY DECLARATION SIGNED BY A JUSTICE OF THE PEACE (JP).
- ✗ **Travel, car or misreading of timetable, assessment notification issues.**
- ✗ **Extra-Curricular activity without class teacher's permission** – if you did not notify *your class teacher for which you have an assessment due*, of an involvement in extracurricular activities, such as excursions, incursions, rehearsals, etc., you will not qualify to seek an appeal to your mark of zero.

# Exam equipment list

You should write in black pen. Make sure you bring spare pens to each exam. 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 exams, 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 exam room.

The following list shows the exams for which you are to bring specific equipment, as there may be some exam questions that require the use of this equipment. If an item is listed as optional, it means that there will be no exam 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 exam room

- A mobile phone. Mobile phones are not permitted in an exam 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), music players or electronic dictionaries.
- Paper or any printed or written material. You can ask your presiding officer for working paper.
- Print dictionaries, except where permitted in language exams.
- Correction fluid.

You are not allowed to borrow equipment during exams.

## Equipment for specific HSC exams

This list details specific equipment that students are expected to bring for particular exams. Only those exams that require specific equipment are listed. View a list of [NSW Education Standards Authority \(NESA\)-approved calculators](#).

Automotive (VET)

- [NESA-approved calculators](#)

Biology

- [NESA-approved calculators](#)
- Business Studies
- [NESA-approved calculators](#)

Chemistry

- [NESA-approved calculators](#)

Construction (VET)

- [NESA-approved calculators](#)

Earth and Environmental Science

- [NESA-approved calculators](#)
- pair of compasses
- protractor
- set squares
- Engineering Studies
- [NESA-approved calculators](#)
- pair of compasses
- protractor
- set squares
- circle templates
- isometric/ellipse templates

Entertainment Industry (VET)

- [NESA-approved calculators](#)

Geography

- [NESA-approved calculators](#)
- pair of dividers
- pair of compasses
- protractor
- coloured pencils and/or coloured felt pens
- (optional) a hand-held magnifying glass
- (optional) a piece of string or thread for measuring

Hospitality (VET)

- [NESA-approved calculators](#)

Industrial Technology

- [NESA-approved calculators](#)
- pair of compasses
- protractor
- set squares

Information and Digital Technology (VET)

- [NESA-approved calculators](#)

Information Processes and Technology

Please note that calculators are NOT permitted.

- **Languages**

Unannotated monolingual and/or bilingual print dictionaries may be used in Latin exams, as well as all Beginners, Continuers, [Language] in Context, [Language] and Literature and Extension courses in modern languages. No dictionaries may be used in classical Greek or classical Hebrew exams. Digital dictionaries are not permitted.

Mathematics Standard 1, Mathematics Standard 2

- [NESA-approved calculators](#)
- ruler

Mathematics Advanced, Mathematics Extension 1, Mathematics Extension 2

- [NESA-approved calculators](#)
- ruler

Physics

- [NESA-approved calculators](#)
- pair of compasses
- protractor
- set squares