



## 2024 Year 11 Yearly Examination notification

Re: Assessment policies & procedures – Mrs Gillroy, HT Secondary Studies

Re: Year 11 Yearly Exam Timetable – Mr Newman, HT Administration

Re: Disabilities Provisions – Mrs Beath, Learning and Support Teachers

Dear Students & Caregivers,

The Year 11 Yearly Examination will commence in Term 3, Weeks 9 and 10. Please read the details below and contact the school if you require further information.

The dates for the examination period are set out below.

**Monday 16<sup>th</sup> September to Friday 27<sup>th</sup> September, 2024.**

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

Students are required to:

- ✓ Comply with health and safety protocols for attending school
- ✓ Wear full school uniform
- ✓ Arrive at least 30 minutes before the start of the examination and at the specified time at the venue.
- ✓ 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 guidebook for details regarding a PLANNED ABSENCE and UNPLANNED ABSENCE.

We wish you well in your preparation for the examinations.

Please see Mrs Gillroy 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 understand 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
- 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>

## 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:

- **Students Online:** <https://studentsonline.nesa.nsw.edu.au>
- **HSC Exam Rules & Processes, including Exam Equipment List:**
  - [Rules and Procedures for Higher School Certificate Candidates](#)
  - [Assessment in Stage 6](#)
  - [Exam equipment list](#)
  - [2024 HSC Study Guide](#)
  - [ACE 9023 Honesty in HSC assessment: what constitutes malpractice](#)
- **[HSC All My Own Work](#) – guide to best practice & working with integrity:**
- **[NESA guide: preparing-for-exams](#)**



## Exam equipment list

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[nsw.gov.au/education-and-training/nesa/hsc/rules-and-procedures/exam-equipment-list](https://www.nsw.gov.au/education-and-training/nesa/hsc/rules-and-procedures/exam-equipment-list)

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Students are expected to bring only approved equipment into the Higher School Certificate (HSC) exam room. Find out what equipment is permitted for your exam.

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### HSC Study Guide

Find practical information and advice from past students, teachers and professionals, to help you achieve your best in the HSC.

Read the [2024 HSC Study Guide](https://www.smh.com.au/hscstudyguide2024) (<https://www.smh.com.au/hscstudyguide2024>)

### On this page

- [Equipment in exams](#)
- [What you cannot bring into the exam room](#) • [Equipment for specific HSC exams](#)

## Equipment in exams

When you enter the HSC exam room, you are expected to bring approved equipment with you, such as:

- black pens to write with (recommended) – make sure you bring spare pens to each exam
- ruler
- highlighters
- pencils (at least 2B)
- sharpener
- water in a clear, unlabelled bottle.

You can wear a watch, but it should be taken off and placed in clear view on your desk once you sit down for your exam. Programmable watches (for example smart watches) are **not permitted** in the exam room.

All equipment you bring to your exam may be inspected. Make sure any equipment you are allowed to bring, such as a [calculator \(https://www.nsw.gov.au/education-and-training/nesa/hsc/rules-and-procedures/approved-calculators\)](https://www.nsw.gov.au/education-and-training/nesa/hsc/rules-and-procedures/approved-calculators), is in good working order. Appeals under misadventure for equipment failure will not be upheld.

# What you cannot bring into the exam room

Students are not allowed to bring the following into the exam room:

- **mobile phones** (not permitted in an exam room under any circumstance)
- **programmable watches** (for example, smart watches)
- **other electronic devices** (excluding a calculator or wired headphones where permitted), any other communication devices, including:
  - organisers
  - tablets
  - wireless earphones and headphones
  - electronic dictionaries
  - music players.
- **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.

Students are not allowed to borrow equipment during exams.

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## Equipment for specific HSC exams

The following list shows the exams and the specific equipment you should bring.

- There may be questions in these exams that require the use of the equipment.
- 'Optional' in this list means that there won't be exam questions for which the item is essential, but you may bring the item with you if you want.
- Only those exams that require specific equipment are listed.

See the list of approved calculators for the HSC examinations (<https://www.nsw.gov.au/education-and-training/nesa/hsc/rules-and-procedures/approved-calculators>).

Exam	Equipment
Exam	Equipment
Biology	<ul style="list-style-type: none"><li>• <u>NESA approved calculator</u> (<a href="https://www.nsw.gov.au/education-and-training/nesa/hsc/rules-and-procedures/approved-calculators">https://www.nsw.gov.au/education-and-training/nesa/hsc/rules-and-procedures/approved-calculators</a>)</li><li>• pencil</li></ul>
Business Studies	<b><u>NESA approved calculator</u></b> ( <a href="https://www.nsw.gov.au/education-and-training/nesa/hsc/rules-and-procedures/approved-calculators">https://www.nsw.gov.au/education-and-training/nesa/hsc/rules-and-procedures/approved-calculators</a> )

Exam	Equipment
Chemistry	<ul style="list-style-type: none"> <li>• <u>NESA approved calculator (<a href="https://www.nsw.gov.au/education-and-training/nesa/hsc/rules-and-procedures/approved-calculators">https://www.nsw.gov.au/education-and-training/nesa/hsc/rules-and-procedures/approved-calculators</a>)</u></li> <li>• pencil</li> </ul>
Construction (VET)	<p><b><u>NESA approved calculator (<a href="https://www.nsw.gov.au/education-and-training/nesa/hsc/rules-and-procedures/approved-calculators">https://www.nsw.gov.au/education-and-training/nesa/hsc/rules-and-procedures/approved-calculators</a>)</u></b></p>
Earth and Environmental Science	<ul style="list-style-type: none"> <li>• <u>NESA approved calculator (<a href="https://www.nsw.gov.au/education-and-training/nesa/hsc/rules-and-procedures/approved-calculators">https://www.nsw.gov.au/education-and-training/nesa/hsc/rules-and-procedures/approved-calculators</a>)</u></li> <li>• pair of compasses</li> <li>• pencil</li> <li>• protractor</li> <li>• set squares</li> </ul>
Geography	<ul style="list-style-type: none"> <li>• <u>NESA approved calculator (<a href="https://www.nsw.gov.au/education-and-training/nesa/hsc/rules-and-procedures/approved-calculators">https://www.nsw.gov.au/education-and-training/nesa/hsc/rules-and-procedures/approved-calculators</a>)</u></li> <li>• pair of dividers</li> <li>• pair of compasses</li> <li>• protractor</li> <li>• coloured pencils and/or coloured felt pens</li> <li>• ruler</li> <li>• (optional) a hand-held magnifying glass</li> <li>• (optional) a piece of string or thread for measuring</li> </ul>
Hospitality (VET)	<p><b><u>NESA approved calculator (<a href="https://www.nsw.gov.au/education-and-training/nesa/hsc/rules-and-procedures/approved-calculators">https://www.nsw.gov.au/education-and-training/nesa/hsc/rules-and-procedures/approved-calculators</a>)</u></b></p>
Industrial Technology	<ul style="list-style-type: none"> <li>• <b><u>NESA approved calculator (<a href="https://www.nsw.gov.au/education-and-training/nesa/hsc/rules-and-procedures/approved-calculators">https://www.nsw.gov.au/education-and-training/nesa/hsc/rules-and-procedures/approved-calculators</a>)</u></b></li> <li>• pair of compasses</li> <li>• pencil</li> <li>• protractor</li> <li>• set squares</li> </ul>



## Languages

- Unannotated monolingual and/or bilingual print dictionaries are permitted in the HSC external examination for all Modern languages courses and Latin. This includes Beginners, Continuers, Extension, [Language] in Context and [Language] and Literature courses. Bilingual print dictionaries of any language combination are permitted.
- Dictionaries are **not** permitted in Classical Greek or Classical Hebrew exams.
- Specialist dictionaries such as grammar dictionaries, dictionaries of idioms or syllabary dictionaries are **not** permitted.
- Digital dictionaries are **not** permitted.

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Mathematics Standard 1,  
Mathematics Standard 2

- NESA approved calculator (<https://www.nsw.gov.au/education-and-training/nesa/hsc/rules-and-procedures/approved-calculators>)
- ruler
- NESA approved calculator (<https://www.nsw.gov.au/education-and-training/nesa/hsc/rules-and-procedures/approved-calculators>)

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Mathematics Advanced,  
Mathematics Extension  
1, Mathematics  
Extension 2

- NESA approved calculator (<https://www.nsw.gov.au/education-and-training/nesa/hsc/rules-and-procedures/approved-calculators>)
- ruler

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Physics

- NESA approved calculator (<https://www.nsw.gov.au/education-and-training/nesa/hsc/rules-and-procedures/approved-calculators>)
- pencil



# Bulli High School – Year 11 Yearly Examination Timetable

Date Issued: Tuesday 27<sup>th</sup> August 2024

WEEK A	Monday 16 <sup>th</sup> September	Tuesday 17 <sup>th</sup> September	Wednesday 18 <sup>th</sup> September	Thursday 19 <sup>th</sup> September	Friday 20 <sup>th</sup> September
<b>Session 1 Exams</b>	<p><b>Arrive at venue 9:30</b> Venue: Hall / DP-D1 Reading Time: 10 minutes</p>	<p><b>Arrive at 9:30 am</b> Venue: Hall / DP: D1 Reading Time: 5 minutes</p>	<p><b>Arrive at venue 8:40 am</b> Venue: Hall / DP: D1 Reading Time: 5 minutes</p>	<p><b>Arrive at venue 8:40 am</b> Venue: Hall / DP: D1 Reading Time: 5 minutes</p>	<p><b>Arrive at venue 8:40 am</b> Venue: Hall / DP: D1 Reading Time: 5 minutes</p>
	<p><b>English Advanced &amp; English Standard</b></p> <p><b>Paper 1 (1 ½ hrs)</b> Start Time: 10:00 am Finish Time: 11:40 am *DP Finish Time: 11:55 am</p>	<p><b>English Advanced &amp; English Standard</b></p> <p><b>Paper 2 (1 ½ hrs)</b> Start Time: 10:00 am Finish Time: 11:35 am *DP Finish Time: 11:50 am</p>	<p><b>Chemistry (2 hrs)</b> Start Time: 9:00 am Finish Time: 11:05 am *DP Finish Time: 11:25 am</p> <p><b>Legal Studies(2 hrs)</b> Start Time: 9:00 am Finish Time: 11:05 am *DP Finish Time: 11:25 am</p>	<p><b>Biology (2 hrs)</b> Start Time: 9:00 am Finish Time: 11:05 am *DP Finish Time: 11:25am</p>	<p><b>Business Studies (2 hrs)</b> Start Time: 9:00 am Finish Time: 11:05 am *DP Finish Time: 11:25 am</p>
<b>Session 2 Exams</b>			<p><b>Arrive at Hall: 12:10 pm</b> Venue: Hall / DP: D1 Reading Time: 5 minutes</p>	<p><b>Arrive at Hall: 12:10 pm</b> Venue: R17/ DP – (small room off R17) Reading Time: 10 minutes</p>	<p><b>Arrive at Hall: 12:10 pm</b> Venue: Hall Venue: Hall / DP: D1 Music (Music room 2) Reading Time: 5 minutes</p>
			<p><b>Industrial Technology (1 ½ hrs)</b></p> <ul style="list-style-type: none"> <li>▪ <b>Multimedia</b></li> <li>▪ <b>Timber</b></li> </ul> <p>Start Time: 12:30pm Finish Time: 2:05 pm *DP Finish Time: 2:20 pm</p>	<p><b>French beginners (2.hrs 20 min)</b> Start Time: 12:30 pm Finish Time: 3:00 pm *DP Finish Time: 3:25 pm</p>	<p><b>English Ext (2 hrs)</b> Start Time: 12:30 pm Finish Time: 2:35 pm *DP Finish Time: 2:55 pm</p> <p><b>Earth and Environmental (2 hrs)</b> Start Time: 12:30 pm Finish Time: 2:35 pm *DP Finish Time: 2:55 pm</p> <p><b>Music (1 hr)</b> Set up: 12:15pm Start Time: 12:30 Finish Time: 1:35pm</p>

WEEK B	Monday 23 <sup>rd</sup> September	Tuesday 24 <sup>th</sup> September	Wednesday 25 <sup>th</sup> September	Thursday 26 <sup>th</sup> September	Friday 27 <sup>th</sup> September
<b>Session 1 Exams</b>	<b>Arrive at venue 8:40 am</b> Venue: Hall / DP: D1 Reading Time: 10 minutes (5 AS)	<b>Arrive at venue 8:40 am</b> Venue: Hall / DP: D1 Reading Time: 5 minutes	<b>Arrive at venue 8:40 am</b> Venue: Hall/ DP: D1 Reading Time: 5 minutes	<b>Arrive at venue 8:40 am</b> Venue: Hall / DP: Reading Time: 5 minutes, 10 min (French)	<b>Arrive at venue 8:40 am</b> Venue: Hall / DP: D1 Reading Time: 5 minutes
	<b>Mathematics Advanced &amp; Standard (2 hrs)</b> Start Time: 9:00 am Finish Time: 11:10 am *DP Finish Time: 11:30 am	<b>Modern History (2 hrs)</b> Start Time: 9:00 am Finish Time: 11:05 am *DP Finish Time: 11:25 am  <b>Geography (2 hrs)</b> Start Time: 9:00 am Finish Time: 11:05 am *DP Finish Time: 11:25 am	<b>Design &amp; Technology (1 ½ hrs)</b> Start Time: 9:00 am Finish Time: 10:35 am *DP Finish Time: 10:50 am  <b>Mathematics Ext 1 (1 ½ hrs)</b> Start Time: 9:00 am Finish Time: 10:35 am *DP Finish Time: 10:50 am	<b>PDHPE (2 hrs)</b> Start Time: 9:00 am Finish Time: 11:05 am *DP Finish Time: 11:25 am	<b>Community and Family Studies (2 hrs)</b> Start Time: 9:00 am Finish Time: 11:05 am *DP Finish Time: 11:25 am  <b>Physics (2 hrs)</b> Start Time: 9:00 am Finish Time: 11:05 am *DP Finish Time: 11:25 am
<b>Session 2 Exams</b>		<b>Arrive at venue: 12:10 pm</b> Venue: Hall / DP: D1 Reading Time: 5 minutes	<b>Arrive at venue: 12:10 pm</b> Venue: Hall / DP: D1 Reading Time: 5 minutes	<b>Arrive at venue: 12:10 pm</b> Venue: Hall / DP: D1 Reading Time: 5 minutes	<b>Arrive at Hall: 12:10 pm</b> Venue: Hall / DP: D1 Reading Time: 5 minutes
	\	<b>Visual Arts (1 ½ hrs)</b> Start Time: 12:30 pm Finish Time: 2:35 pm *DP Finish Time: 2:55 pm	<b>Construction (1 ½ hrs)</b> Start Time: 12:30 pm Finish Time: 2:05 pm *DP Finish Time: 2:20pm  <b>Aboriginal Studies (2 hrs)</b> Start Time: 12:30 pm Finish Time: 2:35 pm *DP Finish Time: 2:55 pm	<b>Ancient History (2 hrs)</b> Start Time: 12:30 pm Finish Time: 2:35 pm *DP Finish Time: 2:55 pm  <b>Hospitality (1 ½ hrs)</b> Start Time: 12:30 pm Finish Time: 2:05 pm *DP Finish Time: 2:20 pm	