

BRISBANE WATER SECONDARY COLLEGE

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CAMPUS

YEAR 12 ASSESSMENT BOOKLET

STRENGTH THROUGH UNITY

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1. REQUIREMENTS FOR THE AWARD OF THE HSC

1.1 THE HIGHER SCHOOL CERTIFICATE

Performance in Higher School Certificate Assessment is as important as your performance in the HSC Examination. NSW Education Standards Authority (NESA) has set requirements for both schools and students. (Syllabus and assessment information is available on the following website: <https://educationstandards.nsw.edu.au/wps/portal/nesa/home>). Students must ensure they are aware of these requirements. Further information or any other matter relating to senior assessment can be obtained from the Head Teacher Teaching and Learning or Deputy Principal.

1.2 ELIGIBILITY FOR THE HIGHER SCHOOL CERTIFICATE

The rules and requirements for eligibility are set out in the New South Wales Education Standards Authority (NESA) publication, the Assessment, Certification and Examination (ACE) Manual, which is kept in every secondary school. It is also on the NESA website: <https://ace.nesa.nsw.edu.au/>

To be eligible for the Higher School Certificate you need to have:

- Gained a Record of School Achievement or other such qualifications as NESA considers satisfactory
- Attend a government school, an accredited non-government school, a school outside New South Wales recognised by NESA or a college of TAFE
- Completed HSC: *All My Own Work*
- Satisfactorily completed courses that comprise a pattern of study required by NESA for an award of the Higher School Certificate (see Below)
 - Completing the requirements for each course
 - Completing tasks designed for the internal assessment program in each HSC course at your School
- Sit for and made a serious attempt at the Higher School Certificate
- Completed Minimum Standards in Reading, Writing and Numeracy

1.3 PATTERN OF STUDY

Students must satisfactorily complete a Year 11 pattern of study comprising at least 12 units and a Year 12 pattern of study comprising of at least 10 units.

Both the Preliminary and HSC patterns must include at least:

- 6 units from the Board Developed Courses
- 2 units of a Board Developed Course in English
- Three courses of 2 unit value or greater (either Board Developed or Board Endorsed)
- Four subjects

NOTE: To satisfy pattern of study requirements for the Higher School Certificate, a maximum of 6 Preliminary units and seven HSC units can be counted from Science Courses

1.4 SATISFACTORY COMPLETION OF A COURSE

Students will be considered to have satisfactorily completed a course if, in the Principal's view, there is sufficient evidence that they have:

- a) followed the course developed or endorsed by the NSW Education Standards Authority (NESA) and
- b) applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school
- c) achieved some or all of the course outcomes

Satisfactory completion of a course involves participation in experiences, which are integral requirements of the syllabus including such things as assignments, class participation and practical work. Note also: students must complete HSC assessment tasks that contribute in excess of 50% of available marks in courses where internal assessment marks are submitted, for the Principal to deem them as satisfactorily completing the course.

If the Principal determines that a student has not fulfilled the above criteria, the student will be given a written warning in sufficient time to correct any problems regarding their application or completion of courses. If the problem is not corrected, then the student will be deemed **UNSATISFACTORY** in that course and an '**N**' determination will be made (see section 3.19 See appendix for details). In particular, student absence will be regarded seriously, since non-attendance will make it very difficult for students to fulfil course requirements. Homework and class based experiences are considered essential elements in meeting these requirements. There is a formal appeals process available to all students and this can be explained by the Year Advisor, Deputy Principal or Principal.

2. HIGHER SCHOOL CERTIFICATE CREDENTIALS

2.1 THE HIGHER SCHOOL CERTIFICATE

School-based assessment tasks will contribute to 50% of your marks at the HSC. Your school assessment mark will be based on your performance in assessment tasks undertaken during each course. This booklet explains the procedures and requirements of the school assessment program.

Note: assignments and projects developed for assessment in one subject may not be used either partially or in full for assessment in any other subject.

The other 50% of the marks will be based on your performance in the HSC examination for each subject. The Higher School Certificate is a **testamur** document, issued by NESA, which states that a student has met all of the requirements and has been awarded an HSC. On the satisfactory completion of your Higher School Certificate, you will receive a portfolio containing:

- The HSC Testamur – This shows that you are eligible for the Higher School Certificate. It includes your name, school and date of the award.
- Higher School Certificate Record of Achievement – The Higher School Certificate (HSC), Record of Achievement (RoSA) including your Year 11 (Preliminary Stage 6) grades and, if applicable, Year 10 (Stage 5) grades.



ADDITIONAL INFORMATION:

The NESA publication, Rules and Procedures for Higher School Certificate Candidates, contains all the HSC rules and requirements you will need to know. This document is available from the following website

<http://educationstandards.nsw.edu.au/wps/portal/nesa/home>

If you wish to receive an Australian Tertiary Admission Rank (ATAR), you must study a minimum of 10 Board Developed units in the HSC Course.

If you do not wish to receive an ATAR, the rest of your courses may be made up from Board Endorsed Courses once you have studied six units from Board Developed Courses.

2.2 THE HIGHER SCHOOL CERTIFICATE RECORD OF ACHIEVEMENT

This provides formal recognition of a student's senior secondary school achievements.

The Higher School Certificate (HSC) Record of School Achievement (RoSA) includes students' Year 12 HSC (Stage 6) results, Year 11 (Stage 6) Grades and, if applicable, Stage 5 results will appear on separate pages.

This provides formal recognition of students' senior secondary school achievements.



Assessment mark: School-based assessment tasks measure performance in a wider range of course outcomes than can be tested in an external examination. Students are required to complete a number of assessment tasks for most courses, which may include tests, written or oral assignments, practical activities, fieldwork and projects. Schools submit an HSC assessment mark based on performance in these tasks for every student in every course. NESA puts the marks through a process of [moderation](#) to allow a fair comparison of marks in each course across different schools.

Examination mark: The examination mark for each course shows the student's performance in the HSC examination for that course. The examination consists of a written paper and, for some courses, may include speaking and listening examinations, practical examinations, or major works that are submitted for external marking. Each student's achievement is assessed and reported against set [standards of performance](#).

HSC mark: The HSC mark is a 50:50 combination of a student's external examination mark and school-based assessment mark for each course.

Performance band: A student's HSC mark for each course will fall within one of six performance bands, where the highest achievement is Band 6 (90–100 marks) and where the minimum standard expected is 50 marks. A [performance band](#) of E1–E4 is shown for Extension courses. Each performance band is aligned to what a student at that level of performance typically knows, understands and can do.

Stage 6 Year 11 grades: Schools using the [Common Grade Scale for Preliminary courses](#) award A–E grades for Stage 6 Preliminary courses (other than Life Skills and Vocational Educational and Training (VET) courses).

Stage 5 grades: Schools using the Common Grade Scale and course performance descriptors award A–E grades for Stage 5 courses (other than Life Skills and Vocational Education and Training (VET) courses).

The HSC does not report a single, overall score.

2.3 MODERATED ASSESSMENT MARKS

Each school conducts an assessment program for its students in each course, and reports students' assessment marks to NESA. Every school, therefore, assesses its own students individually on work done for each HSC course provided at the school.

Schools use different assessment tasks, have different marking standards, and have students of varying abilities. Due to these differences, the process of **moderation** is needed to allow students' assessment marks to be compared.

Moderation adjusts the assessment marks of a school group by using their examination marks in that course. The moderated assessment marks on the Record of Achievement can be used to compare the performances of students at different schools who have completed the same course.

2.4 SCALING FOR THE AUSTRALIAN TERTIARY ADMISSION RANK [ATAR]

Using the scaled examination marks and moderated assessment marks, the University Admissions Centre (UAC) carries out a further scaling process which leads to the calculation of each student's Australian Tertiary Admission Rank (ATAR).

The ATAR is a number between 0.00 and 99.95 (with increments of 0.05). It provides a measure of overall academic achievement in the HSC, which assists universities in ranking applicants for university selection.

The marks awarded to each student in each course are re-adjusted taking into account the general ability level of the group of students doing each course. This general ability level of each group is calculated by considering their performance in all the courses taken by the group.

Only after this scaling process is it valid to add up the marks awarded to a student and use this total to calculate the ATAR. It is not possible to obtain the ATAR by a combination of the marks or percentile bands which appear on the Record of Achievement.

A candidate's ATAR is based upon the scaled aggregate of the marks in the best ten units of Board Developed courses, subject to the following conditions:

- a) the best two units of English must be included in the ATAR
- b) the best eight units from the remaining Board Developed courses are included

The ATAR is a rank, not a mark. The only purpose of the ATAR is to assist universities in ranking school leaver applicants for tertiary selection in a fair and equitable way. The ATAR should not be used for any other purpose.

(Further information is available on the UAC website: www.uac.edu.au).

3. SCHOOL ASSESSMENT PROCEDURES

NESA requires that schools provide an assessment of each student's performance in each Higher School Certificate course

3.1 RIGHTS AND RESPONSIBILITIES

THE SCHOOL IS RESPONSIBLE FOR:

- a) setting assessment tasks which will be used to measure student performance in each component of a course
- b) specifying a mark/weighting for each assessment task
- c) informing students of the requirements of each assessment task (see section 3.3)
- d) keeping records of each student's performance in each assessment task
- e) providing students with information on their progress
- f) providing meaningful feedback to each student for all assessment tasks
- g) providing information to students, during the course that will show their order of merit and the relative differences between them

Different courses will have different numbers and types of assessment tasks. Further details about each assessment task can be obtained from the course teacher or the Head Teacher for the subject.

STUDENTS ARE RESPONSIBLE FOR:

- a) meeting all course requirements, including attendance at classes
- b) applying themselves with diligence and sustained effort to the set work and experiences provided in each course
- c) being aware of assessment requirements and procedures
- d) making a serious attempt at all assessment tasks. Students who do not make a serious attempt at assessment tasks in excess of 50% of the available marks will receive an 'N determination' for that course (see section 3.18)
- e) their personal honesty – work submitted must be the student's own work, and sources which have been consulted or quoted must be acknowledged
- f) submitting all tasks on or before 3:00pm on the due date (unless otherwise specified)
- g) being present for all 'in-class' tasks and examinations

3.2 ASSESSMENT SCHEDULE BOOKLET AND TIME-FRAME

This assessment booklet provides you with an assessment schedule for each of your subjects. Each assessment schedule lists for each task: the approximate date (Term and Week), type of task, anticipated syllabus components, weightings and outcomes to be assessed, as well as the school assessment weighting. At the conclusion of the subject assessment schedules in this assessment policy booklet is a summary of assessment tasks– this will allow you to draw up your own diary of assessment tasks to assist you in managing and completing these tasks.

Students must be informed in writing of any assessment task, at least two weeks before the task (see section 3.3).

No assessment tasks or Variation of Routine are to be schedule 1 week immediately preceding Trial HSC Examinations.

3.3 NOTIFICATION OF ASSESSMENT TASKS

The **due date** and **details** of an assessment task will be notified to students in writing at least two weeks before the task.

The written notification details of each task must include:

- the date and time of when the task will take place or when the task is due
- components/topics and their weighting as specified in the course assessment schedule
- the general nature (mode) of the assessment task
- the weight value of the task in relation to the total weighted mark for the course as specified in this policy.
- where appropriate, marking criteria/rubric/information about how the task will be assessed. After the written notification has been issued, if a change of date for the completion of the task is required there is no need for two weeks' notice provided the task is not being brought forward. ***Any changes of date will be notified in writing.***

Note that written notification has precedence over any information listed in the assessment schedules contained in this assessment booklet – that is, details of assessment tasks listed in this assessment booklet (such as type of task, syllabus components, weightings and outcomes to be assessed) may change from the date of issue of the booklet, so the written notification will be used to list the correct details for each assessment task. In some circumstances, it may be necessary to alter the date of the task (that is, Term and Week) from that listed in the assessment schedule in this assessment booklet. When this occurs, students must be informed of any changes to the date – in writing, and two weeks in advance. The Principal is to be consulted if it is not possible to give two weeks notice for changed tasks.

3.4 ABSENCE WHEN A TASK IS NOTIFIED

Whenever students are absent from school, it is **the students' responsibility** to ensure that they know what work has been missed and to catch up with that work. The same conditions apply if students are absent when written notification of an assessment task is issued. No automatic extension is granted to students who are absent on the day the notice of the task is given. However, if a student has had a prolonged absence, on the day of their return to school they may submit an **HSC Assessment Task Review Application** firstly to the HSC Deputy Principal (or if absent to another Deputy Principal) (see section 3.7 and appendix 1)

3.5 EXTENSIONS TO DUE DATES OR SPECIAL CONSIDERATION

An extension of time for completion of tasks may only be granted by the HSC Deputy Principal after consultation with the appropriate Head Teacher. Students must apply to the HSC Deputy Principal using the school's **HSC Assessment Task Review Application** (see Appendices) **as soon as you are aware** of the task. Extensions will only be granted in cases of severe illness or other exceptional circumstances. A medical certificate will be required in cases of illness.

If your extension is not granted, you must submit the task on the due date. Unless prior application for an extension has been approved by the HSC Deputy Principal, the late submission of a task will result in **ZERO** marks being awarded for that task (see section 3.9 and 3.14 below).

3.6 PRIOR KNOWLEDGE OF ABSENCE

Where a student has a clash between an assessment task and another school activity, the student **MUST** notify the HSC Deputy Principal and follow 3.5 above **before the end of the next school day**.

Where a student knows in advance that they will be absent on the day of an assessment task, the student must notify the HSC Deputy Principal, submit their **HSC Assessment Task Review Application** and complete the work at a time specified by the HSC Deputy Principal. Students who fail to complete the task before the due date and do not make arrangements for its completion on the specified date **MUST** complete an **HSC Assessment Task Review Application** as in section 3.7 below.

The school will always endeavour to minimise clashes with assessment tasks and school organised activities. Students must also make every effort to avoid clashes with assessment tasks.

3.7 ABSENCE DUE TO ILLNESS OR MISADVENTURE

Please note the following:

Illness or injury – refers to illness or physical injuries suffered directly by the student which allegedly affected their performance in the assessment task (e.g. influenza, an asthma attack, a cut hand);

Misadventure – refers to any other event beyond the student's control which allegedly affected their performance in the assessment task (e.g. death of a friend or family member, involvement in a traffic accident, isolation caused by a flood). You cannot submit an application on the basis of – misreading the exam timetables, misreading exam instructions, loss of study time, difficulties in preparation or loss of preparation time unless there are **exceptional circumstances**.

It is the student's responsibility to perform/submit all tasks which are part of the assessment program. Assessment tasks must be submitted by the due date or performed at the specified time. Should a task be submitted or performed late, without first gaining an extension from the HSC Deputy Principal, then a mark of **ZERO** will be awarded (see section 3.14 below). If an extension has been granted there is no mark penalty.

Absence from school on the due date for the submission of an assessment task, or on the day of an assessment task, will not be regarded as satisfactory grounds for the granting of an extension of time. This will not be varied unless there are **exceptional circumstances** (and only after consultation with the HSC Deputy Principal).

Students are advised to complete all assessment tasks to the best of their ability if it is at all possible and to advise the HSC Deputy **IMMEDIATELY** if circumstances will prevent them from doing so. Students who are absent on the due date for the submission of an assessment task, or who are absent on the day of an assessment task, must submit an **HSC Assessment Task Review Application** (see Appendices) to the HSC Deputy Principal. A student may also submit an **HSC Assessment Task Review Application** to the HSC Deputy Principal if they believe that **exceptional circumstances** leading up to the task, or on the day of the task, adversely affected their performance in that task.

3.7.1 ABSENCE ON THE DAY AN ASSESSMENT TASK IS TO BE SUBMITTED

A student who is absent from school for a valid reason on the day an assessment task is due to be handed in, has the responsibility to ensure that the entire work is submitted to the relevant class teacher **by 9.00 am** on the due date – **even if it is due by 3.00pm, or** to carry out the following procedures:

- (i) **notify the HSC Deputy by telephone before 9:00 am** on the day the assessment task is due. Speak to the HSC Deputy Principal to make arrangements for the task to be submitted **AND**
- (ii) **before period 1 on the day of their return to school** (the first school day the student is not covered by the medical certificate), see the HSC Deputy Principal to collect an **HSC Assessment Task Review Application**. The student must provide independent evidence of the facts, detailing why the circumstances prevented them from submitting the task on time. Details can be supplied on a confidential basis where necessary. Students who ask for a review on the grounds of illness must provide a medical certificate **for the relevant time period. Medical certificates obtained after the event will not be accepted. Back dated medical certificates will not be accepted.** This is to be attached to the Application and given to the HSC Deputy Principal on the day they return to school.

Note: in the case of a student being absent from school on the day an assessment task is due and the student did not make arrangements for the task to be submitted on that day, a **ZERO** will be recorded for that task if an **HSC Assessment Task Review Application**:

- (a) has not been submitted to explain their absence (see section 3.14)
- (b) submitted by the student is not approved (see section 3.14).

3.7.2 ABSENCE ON THE DAY OF AN ASSESSMENT TASK IS TO BE CONDUCTED (EXAM, PRACTICAL TASK, ORAL PERFORMANCE)

Students who are absent from school for a valid reason on the day of an assessment task

MUST:

- a) **notify the HSC Deputy Principal by telephone before 9:00 am** on the day of the assessment task and give an anticipated date for their return to school
- b) **before period 1 on the day of their return to school** (the first school day the student is not covered by the medical certificate), see the HSC Deputy Principal to collect an **HSC Assessment Task Review Application**. The student must provide independent evidence of the facts, detailing why the circumstances prevented them from attempting the task. Details can be supplied on a confidential basis where necessary. Students who request a review on the grounds of illness must provide a medical certificate certifying the illness **occurred on the day of the assessment task. Medical certificates obtained after the event will not be accepted. Back dated medical certificates will not be accepted.**
- d) be prepared to sit for the task, or if deemed appropriate, a substitute task, **on the day of their return to school** (the first school day the student is not covered by the medical certificate and in consultation with the Classroom Teacher, Head Teacher or Deputy Principal).

Where appropriate, the HSC Deputy Principal may authorise for the task, or a substitute task, to be given as soon as practicable after the student's return. Where appropriate, the HSC Deputy Principal may authorise for an estimate to be given.

Note: in the case of a student being absent from school on the day of an assessment task, a **ZERO** will be recorded for that task if an **HSC Assessment Task Review Application**:

- (a) has not been submitted to explain their absence on the day of their return (the first school day the student is not covered by the medical certificate) (see section 3.14) or
- (b) submitted by the student is not approved (see section 3.14).

3.7.3 MISADVENTURE

The school recognises that students may have to prepare for assessment tasks in difficult circumstances, but it is not feasible to compensate students for difficulties in preparation. Since students frequently perform better in stressful circumstances than they expect, it is important to complete assessment tasks if possible rather than rely on estimations or predictions. However, if a student completes an assessment task but believes that short term **exceptional circumstances** leading up to the task, or **exceptional circumstances** on the day of the task, adversely affected their performance, the student **MUST**:

- (a) **on the day of the task**, see the HSC Deputy Principal to collect an **HSC Assessment Task Review Application** and to provide an explanation as to why they feel their performance in the assessment task has been adversely affected. The student must outline to the HSC Deputy Principal an appropriate time-frame to complete the **HSC Assessment Task Review Application**, with the necessary independent evidence of the facts, detailing why the circumstances adversely affected their performance. Details can be supplied on a confidential basis where necessary. Students who request a review on the grounds of illness **MUST** obtain a medical certificate **for the relevant time period**.
- (b) return the completed **HSC Assessment Task Review Application** to the HSC Deputy Principal, with the independent evidence, as per the time-frame agreed upon in (a)

Note: If you are receiving disability provisions see section 5

In the case of a student who has completed an assessment task and has submitted an **HSC Assessment Task Review Application** since they believe short term exceptional circumstances leading up to the task, or exceptional circumstances on the day of the task, adversely affected their performance:

- (a) if the assessment task review is not approved, then the student will receive the mark they actually gained on the task
- (b) if the assessment task review is approved, then the student will receive either the mark actually gained on the task or an estimated mark (based on appropriate previous assessment tasks), whichever is the higher. Before the final HSC assessment marks are calculated (that is, before the final school report and before the assessment marks are submitted to NESA), the estimated mark for this task will again be calculated (based on all the appropriate assessment tasks) and the student will receive either the estimated mark or the mark actually gained on the task, whichever is the higher.

NOTE: REVIEWS INITIATED AFTER ASSESSMENT TASK RESULTS HAVE BEEN ISSUED WILL NOT BE CONSIDERED IN ANY CIRCUMSTANCES.

3.8 ATTENDANCE SCHOOL DAY BEFORE A TASK, PARTICIPATION IN CLASS AND ATTENDANCE ON THE DAY OF A TASK

Students will attend all timetabled lessons on time (including period 0) or scheduled school activities during the **day prior** to an assessment task. Where a task is due later in the day, then students must attend all lessons **prior to the task on that day (unless approval has been given by the HSC Deputy Principal)**.

The student must provide independent evidence of the facts, detailing why the circumstances prevented them from being at school or on time the school day prior to the assessment task, or why they could not attend all lessons on time prior to the task on the day of the assessment task. **Reviews for non-school related activities including participation in entertainment, driving tests, family holidays, work or sporting events, attendance at exams conducted by other education organisers or independent camps will not be upheld.** Details can be supplied on a confidential basis where necessary. Students who request a review on the grounds of illness must provide a medical certificate certifying the illness ***occurred during the day prior to the assessment task, or on the day of the assessment task (whichever is applicable).*** **Medical certificates obtained after the event will not be accepted. Back dated medical certificates will not be accepted.**

If proof of illness or leave is not approved, then the student's assessment mark for that task will be awarded a **ZERO** mark. A student who becomes ill or suffers an illness or misadventure at school on the day of an assessment task **MUST** report firstly to the HSC Deputy Principal (or the Principal). If the student is ill but decides to do the assessment task, the student should notify the class before the assessment task commences.

A student who suffers an illness or misadventure at school on the day of an assessment task may submit an ***HSC Assessment Task Review Application*** (see section 3.7 above).

Students must participate fully in all classes during the day prior to an assessment task. **Students found to be studying for the task during the class time of other courses will be awarded a ZERO mark.**

3.9 LATE SUBMISSIONS OF TASKS

All tasks are to be submitted by the designated time on the due date. All tasks submitted after this time will be deemed to be **LATE** unless there are exceptional circumstances. Tasks must be submitted in accordance with the instructions from the faculty. All faculties must maintain a record of tasks submitted.

If the task is a hand in and you are allotted a time to hand it in you must hand it in yourself. If the task is to be handed in electronically then you must upload it in plenty of time.

Unless the HSC Deputy Principal receives a completed ***HSC Assessment Task Review Application*** that provides an acceptable explanation for the late submission of a task (see section 3.7 above), the student will receive a **ZERO** mark for that task (see section 3.14 below).

3.10 GRANTING OF AN ASSESSMENT TASK REVIEW

If an ***HSC Assessment Task Review Application*** has been approved, then the HSC Deputy Principal may:

- authorise for the student to complete the assessment task, or where appropriate, a substitute task, upon the student's return to school or as soon as practicable after the student's return
- authorise for an estimate to be given
- grant an extension of time
- determine an alternative procedure (in consultation with the Principal and the relevant Head Teacher).

NOTE: YOUR APPLICATION FOR AN ASSESSMENT TASK REVIEW IS NO GUARANTEE THAT IT WILL BE APPROVED.

3.11 EXCURSIONS AND FIELD TRIPS

Students must attend those excursions and field trips, which are part of the HSC course assessment and complete the set work.

The school will always endeavour to minimise clashes with assessment tasks and school organised activities. Students must also make every effort to avoid clashes with assessment tasks.

Students involved in a school organised excursion, or school organised commitment, that is on the week before or the day of an Assessment Task in another subject, do NOT have to complete an **HSC Assessment Task Review Application**. In this case, the teacher organising the excursion/school commitment must give a copy of student names in attendance to the relevant Head Teacher and the HSC Deputy Principal.

3.12 TECHNOLOGY AND ASSESSMENT TASKS

Most students now use some form of electronic technology to produce their hand in assessment tasks. Some assessment tasks will require that students submit the task in electronic form, and this will be specified when the task is set. All other tasks must be submitted in hard copy format.

It is the responsibility of the student to back up all their work and to ensure that all reasonable steps are taken to prevent technology failure from hampering their ability to submit a task by the due date. Technology failure is NOT, in itself, a valid reason for failure to submit an assessment task on time. Technology breakdown as grounds for extension will only be considered in **exceptional circumstances**.

To minimise problems in relation to technology, students should adhere to the following protocols:

- when working at home, continually back up all work on the hard drive of your computer and on an external portable storage media (such as a USB drive) or some form of cloud storage.
- when working at school, save the latest version of your work to your personal files on the school server
- tasks which are to be submitted electronically should be checked well before the due date to ensure that the data can be accessed at school:
 - check the compatibility of your home software with the school's technology
 - save a copy of the final version of your task to an email address that can be accessed at school (such as your @education email account), as well as bringing it to school on external portable storage media.

To submit a hard copy of your task, print the task at home to avoid any software incompatibility problems and to ensure that you do not encounter problems accessing the school computers (during busy times, you may have trouble accessing the school computers/printers). If you are unable to print your work at home, download the task onto external portable storage media (such as a USB drive) and bring it to school for printing. Inform your classroom teacher of this. (Note: printing can be done in the library during break times and Wednesday Afternoon Homework Hub.)

3.13 ORAL/ PERFORMANCE TASKS

Students must be ready to present oral/performance assessment tasks on the specified due date and the allocated time. If required, students must show their teacher concrete evidence that the task has been completed on time. (This may take the form of a written submission of what will be presented orally during the allocated time). In many cases, the actual oral/performance presentations by students may take several periods over a number of days. If you are absent during these days you must submit an HSC Assessment Task Review Application along with independent evidence (as per Section 3.7.2). Once a student has completed this task they do not need to appeal for any subsequent absences during the time period related to this task. On the specified day that the task is due, classroom teachers will normally indicate to students the order in which they will make their presentations. Students must complete the task during the allocated time.

3.14 ZERO MARKS

A **ZERO** will be awarded when a student:

- submits a task late (without a valid reason) (see section 3.9 above)
- does not attempt the assessment task (non-attempt)
- does not make a serious attempt at a task (non-serious attempt). A non-serious attempt is when a student submits an assessment task which shows little or no thought/effort, which is generally incomplete or which contains frivolous or objectionable material.

- is found to be involved in substantial malpractice (see section 3.16 below)
- is absent a day before an assessment task (without a valid reason) (see section 3.8 above)
- is absent from or late a day before an assessment task. In such cases:
 - parents/guardians will be informed in writing
 - copies of the parental notification will be notified to the Head Teacher, Year Advisor, Deputy Principal and Principal.
- Students who do not make a serious attempt at assessment tasks in excess of 50% of the available marks will receive an 'N' determination for that course (see section 3.15, 3.18 and 3.19)

3.15 COMPLETION OF 50% OF AVAILABLE MARKS

In addition to any other set tasks and experiences in any HSC course, students must complete HSC assessment tasks that contribute in **excess of 50% of available marks** in the course for the Principal to deem them as satisfactorily completing the course.

If the Principal does not certify that the course has been satisfactorily completed, then the Principal will warn students (and their parents/guardians) in advance if they are in danger of not meeting the assessment requirements of the course.

If the assessment requirements for the course have not been satisfactorily completed, then NESA will be notified that an 'N' determination has been made for the course and the student will not receive an Assessment Mark or an Examination Mark for that course (section 3.18 and 3.19).

3.16 MALPRACTICE IN ASSESSMENT TASKS

Malpractice is an attempt to gain an unfair advantage over other students. Malpractice in any form, including plagiarism (3.17), collusion, misrepresentation and breach of assessment conditions, is unacceptable (NESA). Any student found involved in malpractice in completing an assessment task may be awarded a mark of **ZERO** for that task. They will be recorded on the NESA Register of Malpractice for HSC assessment tasks. Malpractice includes, but is not limited to:

- cheating
- attempting to cheat
- assisting others to cheat
- copying someone else's work in part or in whole, and presenting it as their own
- using material directly from books, journals, CDs or the internet without reference to the source
- submitting work to which another person such as a parent, coach or subject expert has contributed substantially
- submitting work generated by artificial intelligence (3.17)
- paying someone to write or prepare material
- distracting other students from their work during an assessment task
- disrupting the assessment task in any way
- breaching school examination rules
- using non-approved aides during an assessment task
- contriving false explanations to explain work not submitted by the due date
- altering of an assessment task that has already been marked
- attempting to alter an assessment task that has already been marked

The decision with regard to malpractice having occurred will be taken by the class teacher or the marker of the assessment task, in consultation with the Head Teacher of the course involved. In all situations the decision regarding malpractice must be communicated to the Deputy Principal immediately.

The Deputy Principal will establish a committee to review any cases of suspected malpractice and determine the appropriate action should malpractice be proven.

The student, in writing, must make any appeal against such a decision to the Principal, within 24 hours of the decision being taken.

If malpractice is proven, a mark of **ZERO** may be awarded (see section 3.14 above).

3.17 UNDERSTANDING ARTIFICIAL INTELLIGENCE (AI) AND PLAGIARISM

AI and Plagiarism are forms of malpractice as NESA states that “Unapproved use of AI in the completion of assignments is a breach of academic integrity”.

- Artificial intelligence refers to any software or tool that can generate text, rephrase or manipulate text, solve problems or provide assistance. Examples may include, chat bots, writing assistance or any other automated tools.
- Plagiarism involves using someone else’s work, ideas, or intellectual property without proper attribution. This includes copying texts, images, or data from any source without acknowledgment.
- Plagiarism and AI detection programs are used by the school to assess the originality of students’ work and ensure academic integrity.

3.17 QUERYING THE RESULT OF AN ASSESSMENT TASK

If on the return of an assessment task, a student considers that there is an irregularity in the marking of the assessment task, it is their responsibility to immediately discuss their concern with the subject teacher. If the issue is not resolved, the task will be retained by the Classroom Teacher of the subject and the Head Teacher should be approached by the student requesting a review. The Head Teacher’s (or their delegate’s) decision in relation to the determination of a grade or mark that is based upon the marking guidelines used in the marking of the task is **FINAL**. The review may result in the final mark remaining the same or higher or being lower than the original mark.

Disputes over an individual task must be raised with the Head Teacher on the day the task is returned and the task will be retained by the Head Teacher. The Head Teacher’s decision is final. If the matter cannot be resolved the review process can be used to refer the matter to the assessment review panel.

IT SHOULD BE NOTED HOWEVER THAT A TEACHER’S PROFESSIONAL JUDGEMENT CANNOT BE THE BASIS OF A REVIEW.

Note: The Principal is the final arbiter in all procedural matters.

3.18 WARNING OF ‘N’ DETERMINATION

Students undertaking the HSC Course must make a genuine/serious attempt to complete course and assessment requirements. These requirements include students applying themselves with diligence and sustained effort to set tasks and experiences provided for the course by the school, ***regardless of whether or not these tasks contribute to the final assessment mark.*** It is a matter for the class teacher’s professional judgment to determine whether or not a student has made a genuine attempt to complete these requirements. Students must make a serious attempt at assessment tasks that contribute **in excess of 50% of the available marks.**

Students who are **NOT** meeting course and/or assessment requirements at any stage of the course will be informed, in writing, of the potential of an 'N' determination in the course. Students and parents/guardians will be informed of the problem, in writing, allowing sufficient time for the problem to be corrected, thus enabling the student to meet the course and/or assessment requirements satisfactorily. The school will retain copies of all relevant documentation. (See Appendices for sample copy of Official Warning Letter.)

Further information

A copy of the ***Assessment, Certification and Examination (ACE) Manual*** is available on the NESA website (in the Manuals section). The URL is: <https://ace.nesa.nsw.edu.au>

3.19 N DETERMINATION AND APPEALS

Any student who is at risk of **NOT** meeting course and/or assessment requirements will be notified via official school documentation. The purpose of the warning is to give the student sufficient time and opportunity to correct the identified problem(s).

If a student fails to meet course and assessment requirements in an HSC course, an 'N' determination will be given. This means that the course will not be listed on the student's Record of Achievement, and it may also mean the possible withholding of the whole Higher School Certificate. Until a student has satisfactorily completed 12 units of Preliminary courses and 10 units of HSC Courses which fulfil the NESA pattern of study requirements, they will not be eligible for the award of the HSC.

For post-compulsory students (17 years of age), Principals may consider expelling a student for unsatisfactory participation in learning where a student is at risk of receiving an 'N Determination' in a minimum of 2 courses and has received a minimum of 2 written 'N Warnings' in each course.

In the case of extension courses, students who fail to meet the assessment requirements of the co-requisite 2 unit course will not receive a result in either course.

The final decision regarding any 'N' determination recommendation will be made by the Principal. Any student given an 'N' determination has the right to appeal against the decision. The appeal review will be conducted by the Principal and Deputy Principals. The outcome of the appeal will be notified to the student, the parents, and NESA.

3.20 CONFIDENTIALITY OF FINAL MARK

The final HSC assessment mark for each subject is confidential and cannot be given to students.

3.21 ORDER OF MERIT AND FINAL RANKING

Students will be given feedback from time to time as to their ongoing rank in any course. Students can access their rank at Students Online by using their PIN and following instructions from the NESA (date to be advised by NESA).

3.22 REVIEW OF ASSESSMENT RANK

Should any ranking differ from that expected, based upon previous information, a review of the ranking may be requested by the student before the due date indicated by NESA. Marks awarded by teachers for individual assessment tasks are **not** subject to this appeal mechanism.

The School's Review Panel (comprising of the Principal and the Deputy Principals) will carry out a review to establish whether:

- the weightings specified by the school assessment schedules conform with Board requirements

- the procedures used by the school for determining the final assessment mark conform with its stated assessment schedule (in particular the weightings used for the various tasks are consistent with those specified in the assessment schedule)
- there are no computational or other clerical errors in the determination of the assessment mark
- If the school's review panel is satisfied that these conditions have been met, there will be no change to the assessment and the final rank will remain the same.

A further appeal may be lodged through the Principal to NESA if the student is dissatisfied with the school review procedures.

3.23 ASSESSMENT TASK REVIEW APPLICATIONS BASED ON SPECIAL CONSIDERATION

The **HSC Assessment Task Review Application** must be submitted to the HSC Deputy Principal no later than **2 days AFTER** the assessment task is submitted or completed. Only information provided with the application will be considered as part of the review process. If a student has applied for special consideration using the **HSC Assessment Task Review Application**, this process will be determined by the Assessment Review Panel after completion of all assessment tasks.

If the school's review panel upholds the application adjustments may be made. The **"Upheld"** determination is made by the panel after it deems that the student has followed the appropriate process to apply for consideration and sufficient evidence has been provided to justify no penalty being applied to the student's mark for the task. In instances where a review relates to student lateness or absence, in the day prior to or on the date of an assessment, the **"upheld"** determination notifies the student that no penalty will be applied to the task mark for the associated lateness or absence. The panel has deemed that the student has followed the appropriate process and/or that there has been no unfair advantage gained by the student in relation to the task in question.

If the school's review panel makes a **"To be reviewed"** determination, then adjustments will be made. The **"To be reviewed"** determination is made by the panel after it deems that the student has followed the appropriate process to apply for consideration and sufficient evidence has been provided to justify the provision of special consideration in the mark allocation process. The final mark for this task will be adjusted to reflect the student's performance in other tasks that test the same/similar outcomes, skills or competencies. At the end of the course the student will receive either the estimated mark or the mark actually gained on the task, whichever is the higher. It must be noted that the adjustment can only be made to reflect observed student achievement levels.

If the school's review panel declines the application no adjustments will be made or the penalty of **ZERO** will remain. The **"Declined"** determination is made by the panel after it deems that the student has either not followed the appropriate process to apply for consideration and/or insufficient evidence has been provided to justify the provision of special consideration in the mark allocation process. In this case, the mark will remain as the mark actually gained on the task. The committee makes its decision based on the advice in the Assessment Certification Examination (ACE 11004) Manual. In instances where a review relates to student lateness or absence, in the two days prior to or on the date of an assessment, the **"declined"** determination notifies the student that a penalty will be applied to the task mark for the associated lateness or absence. The panel has deemed that the student has not followed the appropriate process and/or that there has potentially been an unfair advantage gained by the student in relation to the task in question.

A STUDENT'S RANK OR MARK CANNOT BE PROVIDED ON THEIR SCHOOL SEMESTER 1 REPORT UNTIL THE REVIEW PANEL DECISION HAS BEEN FINALISED. STUDENTS WILL NOT BE ALLOWED TO WITHDRAW A REVIEW ONCE IT HAS BEEN SUBMITTED.

A further appeal may be lodged through the Principal to NESA if the student is dissatisfied with the school review procedures.

3.24 ASSESSMENT CONCERNS

Where circumstances arise in the administration of the assessment of HSC courses not covered by the procedures described in this document, they should be referred to, and discussed with, the HSC Deputy Principal for resolution.

Note: The Principal is the final arbiter in all procedural matters contained in this policy.

4. STUDENTS ACCELERATED IN A COURSE

Students who have been accelerated in a course should complete all assessment tasks, or the equivalent, that are undertaken by students completing the standard course program. The school will endeavour to minimise the conflicting demands of Preliminary and HSC assessment, but this cannot be guaranteed.

During the examination period students accelerated in a course will be given study leave (Stuvac) the day before their examination unless the task is scheduled the day after a weekend or a public holiday. On all other occasions during the examination period when Year 12 lessons have been suspended, students accelerated in a course must attend all lessons in accordance with section 3.8; however, they are offered Stuvac the day before examination. If the task is scheduled in the afternoon students will still be given Stuvac on the day before and are NOT expected to attend lessons before the task – including period 0. If the task is in the morning then students are expected to attend all lessons after their assessment task has been completed.

Stuvac will NOT be provided to students accelerated in a course outside the examinations. Stuvac is for preparation for exams in an examination block not for Oral/ Performances or presentations or hand-in tasks.

5. DISABILITY PROVISIONS

If a student is entitled to disability provisions for examination periods, it is the responsibility of the student to request these provisions for any assessment tasks. This can be negotiated with the Head Teacher Learning Support and HSC Deputy Principal.

Note the following is unacceptable grounds for appeal: The provisions of the appeals process do not cover disabilities for which NESA/the School has already granted disability provisions, unless an unforeseen episode occurs during the assessment task (e.g. a hypoglycaemic event suffered by a diabetic student or a student who has been isolated but is still ill) or further difficulties occur, the authenticity of which is supported by the supervising staff member.

6. ASSESSMENT SCHEDULES

Task number	Task 1	Task 2	Task 3	Task 4	Totals
Timing of task	Term 1 Week 3	Term 1 Week 10	Term 2 Week 7	Term 3 Weeks 4-5	
Type of task	In-Class Test	Major Project	Research & In-Class Task	Trial HSC Examination	
Related Outcomes	1.2, 1.3, 3.1, 3.2, 3.3	4.1, 4.2	1.1, 1.2, 3.1, 3.3, 4.1, 4.3	1.1, 1.2, 1.3, 2.1, 2.2, 3.1, 3.2, 3.3, 4.1, 4.2, 4.3	
Syllabus Content Area & Weighting					
Part III: Research & Inquiry Methods: Major Project		40		4	44
Part I: Social Justice & Human Rights Issues: Part A	10			10	20
Part I: Social Justice & Human Rights Issues: Part B			20	7	27
Part II: Aboriginality and the Land: Part A				9	9
Task Weighting %	10%	40%	20%	30%	100%
Component					
Knowledge and understanding of course content	7.5	5	7.5	20	40
Investigation, analysis, synthesis and evaluation of information from a variety of sources and perspectives		15	5	5	25
Research and inquiry methods, including aspects of the Major Project		15	5		20
Communication of information, ideas and issues in appropriate forms	2.5	5	2.5	5	15
Component Weighting %	10%	40%	20%	30%	100%

Task number	Task 1	Task 2	Task 3	Task 4	Totals
Timing of task	Term 4 Week 8	Term 1 Week 9	Term 2 Week 7	Term 3 Weeks 4-5	
Type of task	Historical Analysis + Essay	Source analysis + Topic Test Xerxes	In-Class Test Sparta	HSC Trial Examination	
Related Outcomes	AH12-1, AH12-2, AH12-5, AH12-6, AH12-8, AH12-9	AH12-3, AH12-4, AH12-6, AH12-7, AH12-9	AH12-3, AH12-4, AH12-6, AH12-7, AH12-9	AH12-1, AH12-2, AH12-3, AH12-4, AH12-5, AH12-6, AH12-7, AH12-9, AH12-10	
Syllabus Content Area & Weighting Core: Cities of Vesuvius – Pompeii and Herculaneum				7.5	7.5
Historical Periods	30			7.5	37.5
Personalities in their Times		20		7.5	27.5
Ancient Societies			20	7.5	27.5
Task Weighting %	30%	20%	20%	30%	100%
Component					
Knowledge and understanding of course content	5	5	10	20	40
Historical skills in the analysis and evaluation of sources and interpretations	5	5	5	5	20
Historical inquiry and research	15	5			20
Communication of historical understanding in appropriate forms	5	5	5	5	20
Component Weighting %	30%	20%	20%	30%	100%

	Task 1	Task 2	Task 3	Task 4	Totals
Timing of task	Term 4 Week 8	Term 1 Week 9	Term 2 Week 9	Term 3 Weeks 4-5	
Type of task	Scientific Model	Research Report	Scientific Investigation	Trial HSC Examination	
Related Outcomes	BIO12 - 4 BIO12 - 12 BIO12 - 5 BIO12 - 6 BIO12 - 7	BIO12 - 1 BIO12 - 13 BIO12 - 3 BIO12 - 15 BIO12 - 4 BIO12 - 5 BIO12 - 6 BIO12 - 7	BIO12 - 1 BIO12 - 14 BIO12 - 4 BIO12 - 5 BIO12 - 6 BIO12 - 7	BIO12 - 3 BIO12 - 12 BIO12 - 4 BIO12 - 13 BIO12 - 5 BIO12 - 14 BIO12 - 6 BIO12 - 15 BIO12 - 7	
Syllabus Content Area & Weighting					
Module 5: Heredity	20			7.5	27.5
Module 6: Genetic Change		15		7.5	22.5
Module 7: Infectious Disease			20	7.5	27.5
Module 8: Non-infectious Disease & Disorders		15		7.5	22.5
Task weighting %	20%	30%	20%	30%	100%
Component					
Skills in Working Scientifically	15	20	10	15	60
Knowledge & Understanding	5	10	10	15	40
Component weighting %	20%	30%	20%	30%	100%

Task number	Task 1	Task 2	Task 3	Task 4	Totals
Timing of task	Term 4, Week 9	Term 1, Week 7	Term 2, Week 8	Term 3, Weeks 4-5	
Type of task	Topic Test	Business Report	Research and Extended Response	HSC Trial Examination	
Related Outcomes	H3, H4, H6, H8, H9	H2, H6, H8, H9	H1, H2, H4, H5, H7, H8, H9	H1, H2, H3, H4, H5, H6, H7, H8, H9, H10	
Syllabus Content Area & Weighting					
Operations	20			7.5	27.5
Human Resources		25		7.5	32.5
Marketing			25	7.5	32.5
Finance				7.5	7.5
Task Weighting %	20%	25%	25%	30%	100%
Component					
Knowledge and understanding of course content	10	10	5	15	40
Stimulus-based skills	5	7.5		7.5	20
Inquiry and research		2.5	15	2.5	20
Communication of business information, ideas and issues in appropriate forms	5	5	5	5	20
Component Weighting %	20%	25%	25%	30%	100%

Task number	Task 1	Task 2	Task 3	Task 4	Totals
Timing of task	Term 1 Week 3	Term 1 Week 9	Term 2 Week 9	Term 3 Weeks 4-5	
Type of task	Secondary Research & Data Analysis Task	Volumetric Analysis	Quantitative Analysis of Separation Techniques	Trial HSC Examination	
Related Outcomes	CH12-3 CH12-4 CH12-5 CH12-6 CH12-7 CH12-12	CH12-1 CH12-2 CH12-3 CH12-4 CH12-5 CH12-6 CH12-7 CH12-13	CH12-1 CH12-2 CH12-3 CH12-4 CH12-5 CH12-6 CH12-7 CH12-14 CH12-15	CH12-3 CH12-4 CH12-5 CH12-6 CH12-7 CH12-12 CH12-13 CH12-14 CH12-15	
Syllabus Content Area & Weighting					
Module 5 – Equilibrium & Acid Reactions	20			7.5	27.5
Module 6 – Acid/Base Reactions		20		7.5	27.5
Module 7 – Organic Chemistry			15	7.5	22.5
Module 8 – Applying Chemical Ideas			15	7.5	22.5
Task weighting %	20%	20%	30%	30%	100%
Component					
Skills in Working Scientifically	10	15	20	15	60
Knowledge and Understanding of course content	10	5	10	15	40
Component weighting %	20%	20%	30%	30%	100%

Task number	Task 1	Task 2	Task 3	Task 4	Totals
Timing of task	Term 4 Week 10	Term 1 Week 7	Term 2 Week 10	Term 3 Weeks 4-5	
Type of task	Individual Research Project	Parents and Carers Report	Groups in Context & Individuals and Work – Research and Written Report	Trial HSC Examination	
Related Outcomes	H4.1, H4.2	H2.1, H3.2, H3.4, H5.1, H5.2	H3.1, H3.3, H4.2, H6.1, H6.2	H1.1, H2.1, H2.2, H2.3, H3.1, H3.2, H3.3, H3.4, H4.1, H5.2	
Syllabus Content Area & Weighting					
Research Methodology	20			5	25
Parenting and Caring		20		5	25
Groups in Context			15	10	25
Option: Individuals and Work			15	10	25
Task weighting %	20%	20%	30%	30%	100%
Component					
Knowledge and understanding of course content	5	10	10	15	40
Skills in critical thinking, research methodology and analysing and communicating	15	10	20	15	60
Component weighting %	20%	20%	30%	30%	100%

Task number	Task 1	Task 2	Task 3	Task 4	Totals
Timing of task	Term 4 Week 10	Term 1 Week 7	Term 2 Week 7	Term 3 Week 1	
Type of task	Presentation of Core Performance under development Process diary, interview and performance Core Appreciation Research & Essay	Presentation of Draft Core Composition Process diary, rationale, elaboration and performance. Core Appreciation Research & Essay	Performance of Draft Major Study Work in progress Process diary, interview and performance	Trial Examination Core Performance, Core Composition, Major Study Performance.	
Related Outcomes	H1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 4.1, 4.2, 4.3, 4.4, 4.5	H1.1, 1.2, 1.3, 3.1, 3.2, 3.3, 4.1, 4.2, 4.3, 4.4, 4.5	H1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 3.1, 3.2, 3.3	H1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 3.1, 3.2, 3.3	
Syllabus Content Area & Weighting	Core Performance & Core Appreciation	Core Composition & Core Appreciation	Major Study	Core Performance, Core Composition, Major Study Performance	
Core Performance	10			10	20
Core Composition		10		10	20
Core Appreciation	10	10			20
Major Study Performance			30	10	40
Task weighting %	20%	20%	30%	30%	100%
Component					
Core Performance	10			10	20
Core Composition		10		10	20
Core Appreciation	10	10			20
Major Study Performance			30	10	40
Component weighting %	20%	20%	30%	30%	100%

Task number	Task 1	Task 2	Task 3	Task 4	Totals
Timing of task	Term 4 Week 7	Term 1 Week 11	Term 3 Week 1	Term 3 Week 4-5	
Type of task	Project Proposal Presentation	Innovation and Emerging Technologies	Project Development and Realisation Report	Trial HSC Examination	
Related Outcomes	H1.1, H3.2, H4.1, H5.2	H2.1, H3.1, H6.2	H1.2, H4.2, H4.3, H5.1, H6.1	H1.1, H2.1, H2.2, H3.1, H4.3, H6.2	
Syllabus Content Area & Weighting					
Innovation and Emerging Technologies		20		10	30
Designing and Producing	25		25	20	70
Task weighting %	25%	20%	25%	30%	100%
Component Knowledge and understanding of course content		20		20	40
Knowledge and skills in designing, managing, producing and evaluating a major design project	25		25	10	60
Component weighting %	25%	20%	25%	30%	100%

Task number	Task 1	Task 2	Task 3	Task 4	Totals
Timing of task	Term 4 Week 10	Term 1 Week 5	Term 2 Week 9	Term 3 Weeks 4 & 5	
Type of task	Essay	Extended Response and IP submission	IP submission and Group Performance	Trial HSC Examination	
Related Outcomes	H1.1, H1.2, H1.3, H1.5, H1.7, H2.3, H3.2, H3.3	H1.3, H1.5, H1.7, H2.1, H3.1, H3.2, H3.3	H1.1, H1.2, H1.3, H1.4, H1.5, H1.6, H1.7, H2.1, H2.2, H2.3	H1.5, H3.1, H3.2, H3.3	
Syllabus Content Area & Weighting					
CORE: Australian Drama and Theatre	20			10	30
ELECTIVE: Studies in Drama and Theatre		10		10	20
Individual Project		10	20		30
Group Performance			20		20
Task weighting %	20%	20%	40%	20%	100%
Component					
Making	10	5	20	5	40
Performing	5	5	20	-	30
Critically Studying	5	10	-	15	30
Component weighting %	20%	20%	40%	20%	100%

Task number	Task 1	Task 2	Task 3	Task 4	Totals
Timing of task	Term 4 Week 10	Term 1 Week 10	Term 2 Week 8	Term 3 Weeks 4-5	
Type of task	Truss Report	Research Task and In Class Test	Engineering Report and In Class Test	Trial HSC Examination	
Related Outcomes	H1.2, H3.1, H3.2, H5.1, H6.1, H6.2	H2.1, H3.1, H4.1, H4.2, H4.3	H2.1, H2.2, H3.1, H3.2, H5.2, H6.1	H1.1, H1.2, H2.1, H3.1, H3.3, H4.2, H5.2	
Syllabus Content Area & Weighting					
Civil Structures	20			1	30
Personal and Public Transport		25		4	29
Aeronautical Engineering			25	4	29
Telecommunications				12	12
Task weighting %	20%	25%	25%	30%	100%
Component					
Knowledge and understanding of course content	10	16	13	21	60
Knowledge and skills in research, problem solving and communication related to engineering practice	10	9	12	9	40
Component weighting %	20%	25%	25%	30%	100%

Task number	Task 1	Task 2	Task 3	Task 4	Totals
Timing of task	Term 4 Week 10	Term 1 Week 9	Term 2 Week 10	Term 3 Weeks 4-5	
Type of task	Short Answer and Extended Response	Critical Response	Multimodal Task	Trial HSC Examination	
Related Outcomes	EA12-1, EA12-3, EA12-5 EA12-6, EA12-7, EA12-8	EA12-1, EA12-3, EA12-5, EA12-7, EA12-8	EA12-2, EA12-4, EA12-6, EA12-7, EA12-8, EA12-9	EA12-1, EA12-3, EA12-5, EA12-7, EA12-8, EA12-9	
Syllabus Content Area & Weighting Common Module: Texts and Human Experiences	20			5	25
Module A: Textual Conversations			20	5	25
Module B: Critical Study of Literature		20		5	25
Module C: Craft of Writing			20	5	25
Task weighting %	20%	20%	40%	20%	100%
Component					
Knowledge and understanding of course content	10	10	20	10	50
Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes	10	10	20	10	50
Component weighting %	20%	20%	40%	20%	100%

Task number	Task 1	Task 2	Task 3	Totals
Timing of task	Term 4 Week 10	Term 2 Week 4	Term 3 Weeks 4-5	
Type of task	Imaginative Response and Reflection	Critical Response with Related Material	Trial HSC Examination	
Related Outcomes	EE12-2, EE12-4, EE12-5	EE12-1, EE12-2, EE12-3, EE12-4	EE12-2, EE12-3, EE12-4, EE12-5	
Syllabus Content Area & Weighting				
Common Module: Literary Worlds	30		15	100
Elective 3: Reimagined Worlds		40	15	
Task weighting %	30%	40%	30%	100%
Component				
Knowledge and understanding of complex texts and why they are valued	20	20	10	50
Skills in complex analysis, sustained composition	10	20	20	50
Component weighting %	30%	40%	30%	100%

Task number	Task 1	Task 2	Task 3	Totals
Timing of task	Term 4 Week 8	Term 2 Week 3	Term 3 Week 1	
Type of task	Viva Voce (including written proposal)	Literature Review	Critique of the creative process	
Related Outcomes	EEX12-1, EEX12-4, EEX12-5	EEX12-1, EEX12-2, EEX12-3, EEX12-4	EEX12-2, EEX12-3, EEX12-5	
Syllabus Content Area & Weighting				
Major Work and Journal	30	40	30	100
Task weighting %	30%	40	30	100%
Component				
Skills in extensive independent research	15	20	15	50
Skills in sustained composition	15	20	25	50
Component weighting %	30%	40%	30%	100%

Task number	Task 1	Task 2	Task 3	Task 4	Totals
Timing of task	Term 4 Week 8	Term 2 Week 1	Term 2 Week 10	Term 3 Weeks 4-5	
Type of task	Extended Response and Visual Representation	Multimodal Task	Analytic Response	Trial HSC Examination	
Related Outcomes	EN12-1, EN12-3, EN12-5, EN12-6, EN12-7	EN12-1, EN12-2, EN12-4, EN12-5, EN12-6, EN12-9	EN12-1, EN12-3, EN12-4, EN12-7, EN12-8	EN12-2, EN12-3, EN12-5, EA12-6, EN12-7, EA12-8. EN12-9	
Syllabus Content Area & Weighting					
Common Module: Texts and Human Experiences	20			5	25
Module A: Language, Identity and Culture			20	5	25
Module B: Close Study of Literature		20		5	25
Module C: Craft of Writing		20		5	25
Task weighting %	20%	40%	20%	20%	100%
Component					
Knowledge and understanding of course content	10	20	10	10	50
Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modules	10	20	10	10	50
Component weighting %	20%	40%	20%	20%	100%

Task number	Task 1	Task 2	Task 3	Task 4	Totals
Timing of task	Term 4 Week 7	Term 1 Week 7	Term 2 Week 9	Term 3 Week 4-5	
Type of task	Extended Response including Related Material	Multimodal Task and Reflection	Collection of Classwork	Trial HSC Examination	
Related Outcomes	ES12-1, ES12-2, ES12-5, ES12-7, ES12-8	ES12-2, ES12-3, ES12-5, ES12-6, ES12-8, ES12-10	ES12-3, ES12-4, ES12-6, ES12-7, ES12-9, ES12-10	ES12-1, ES12-2, ES12-3, ES12-4, ES12-7, ES12-9	
Syllabus Content Area & Weighting					
Common Module: Texts and Human Experiences	20		5	5	30
Module A: We are Australian		20	5	5	30
Module C: On The Road			25	5	30
Writing Skills			5	5	10
Task weighting %	20%	20%	40%	20%	100%
Component					
Knowledge and understanding of course content	10	10	20	10	50
Skills in:					
- Comprehending texts - Communicating ideas - Using language accurately, appropriately and effectively	10	10	20	10	50
Component weighting %	20%	20%	40%	20%	100%

Task number	Task 1	Task 2	Task 3	Totals
Timing of task	Term 4 Week 8	Term 1 Week 10	Term 3 Week 1	
Type of task	Research Task and Practical	Industry Study	Design Task	
Related Outcomes	1.3, 1.5, 5.1, 6.1	2.1, 2.4, 2.5	1.2, 1.3, 4.1	
Syllabus Content Area & Weighting				
Food & Nutrition	35			35
The Children's Services Industry		30		30
Children's Literature			35	35
Task weighting %	35%	30%	35%	100%
Component				
Knowledge and Understanding	15	20	15	50
Skills	20	10	20	50
Component weighting %	35%	30%	35%	100%

Task number	Task 1	Task 2	Task 3	Task 4	Totals
Timing of task	Term 4 Week 9	Term 1 Week 9	Term 3 Week 1	Term 3 Weeks 4-5	
Type of task	Australian Food Industry- Case Study	Food Manufacture- Experiment and Preparation	Food Product Development - Design Task	Trial HSC Examination	
Related Outcomes	H1.2, H1.4, H3.1, H5.1	H1.1, H1.3, H4.2	H1.3, H3.2, H4.1, H5.1	H1.1, H1.2, H1.3, H2.1, H4.2	
Syllabus Content Area & Weighting					
Australian Food Industry 25%	20			5	25
Food Manufacture 25%		20		5	25
Food Product Development 25%			20	5	25
Contemporary Nutrition Issues 25%			10	15	25
Task weighting %	20%	20%	30%	30%	100%
Component					
Knowledge and understanding of course content	5	5	10	20	40
Knowledge and skills in designing, researching, analysing and evaluating	10	5	10	5	30
Skills in experimenting with and preparing food by applying theoretical concepts	5	10	15		30
Component weighting %	20%	20%	35%	25%	100%

Task number	Task 1	Task 2	Task 3	Task 4	Totals
Timing of task	Term 4 Week 8	Term 1 Week 9	Term 2 Week 7	Term 3 Week 4-5	
Type of task	Research and Report	Depth Study: FA2	Research Task and In-Class Task	Trial HSC	
Related Outcomes	HM12-04; HM12-10	HM12-04; HM12-05; HM12-07; HM12-08	HM12-01; HM;12-06; HM12-10	HM12-01; HM12-02; HM12-03; HM12-04; HM12-05; 12-06; 12:09	
Syllabus Content Area & Weighting					
Focus Area 1: Health in an Australian and Global Context			30	13	43
Depth Study: FA2		25			25
Focus Area 2: Training for Improved Performance	20			12	32
Task weighting %	20%	25%	30%	25%	100%
Component					
Knowledge and understanding of course content	5	5	15	15	40
Skills in critical thinking, research and analysis and communication	15	20	15	10	60
Component weighting %	20%	25%	30%	25%	100%

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Task number	Task 1	Task 2	Task 3	Task 4	Totals
Timing of task	Term 4 Week 8	Term 1 Week 8	Term 3 Week 1	Term 3 Weeks 4-5	
Type of task	Presentation Project Proposal	Written Report Industry Study	Portfolio Progress Task	Examination Trial HSC	
Related Outcomes	H3.1, H3.2, H4.2, H4.3 H5.1	H1.1, H1.2, H1.3, H6.2, H7.2	H2.1, H3.3, H4.1, H5.1, H5.2, H6.1	H1.2, H4.3, H7.1, H7.2	
Syllabus Content Area & Weighting					
Industry Study		10		5	15
Design & Management & Communication	20		10		30
Production			20	10	30
Industry Related Manufacturing Technology		10		15	25
Task weighting %	20%	20%	30%	30%	100%
Component					
Knowledge & Understanding of course content		15	5	20	40
Knowledge & Skills in the design, management, communication & production of a Major Project.	20	5	25	10	60
Component weighting %	20%	20%	30%	30%	100%

Task number	Task 1	Task 2	Task 3	Task 4	Totals
Timing of task	Term 4 Week 7	Term 1 Week 7	Term 2 Week 7	Term 3 Weeks 4-5	
Type of task	Scientific Report and Communication Skills Task	Depth Study	Secondary Sourced Research Task	Trial HSC Examination	
Related Outcomes	INS12-4 INS12-5 INS12-6 INS12-7 INS12-15	INS12-1 INS12-2 INS12-3 INS12-4 INS12-5 INS12-6 INS12-7 INS12-12 INS12-14	INS12-4 INS12-5 INS12-6 INS12-7 INS12-13	INS12-4 INS12-5 INS12-6 INS12-7 INS12-12 INS12-13 INS12-14 INS12-15	
Syllabus Content Area & Weighting					
Module 5 Scientific Investigations		20		7.5	27.5
Module 6 Technologies			20	7.5	27.5
Module 7 Fact or Fallacy		10		7.5	17.5
Module 8 Science and Society	20			7.5	27.5
Task weighting %	20%	30%	20%	30%	100%
Objective Area and Weighting (%)					
Skills in Working Scientifically	15	20	10	15	60
Knowledge & Understanding of course content	5	10	10	15	40
Component weighting %	20%	30%	20%	30%	100%

Task number	Task 1	Task 2	Task 3	Task 4	Totals
Timing of task	Term 4, Week 9	Term 1, Week 10	Term 2, Week 9	Term 3, Weeks 4-5	
Type of task	In-Class Topic Test	Multiple Choice and Extended Response Test	Research and Extended Response	HSC Trial Examination	
Related Outcomes	H1, H2, H3, H4, H5, H6, H7, H8, H9, H10	H1, H3, H4, H5, H6, H7, H8, H9, H10	H1, H2, H3, H4, H5, H7, H8, H9, H10	H1, H2, H3, H4, H5, H6, H7, H8, H9, H10	
Syllabus Content Area & Weighting					
Core Part 2: Human Rights	20			7.5	27.5
Core Part 1: Crime		25		7.5	32.5
Option 7: World Order			25	7.5	32.5
Option 3: Family				7.5	7.5
Task Weighting %	20%	25%	25%	30%	100%
Component					
Knowledge and understanding of course content	10	5	5	20	40
Analysis and evaluation	5	5	5	5	20
Inquiry and research	2.5	7.5	10	0	20
Communication of legal information, ideas and issues in appropriate forms	2.5	7.5	5	5	20
Component Weighting %	20%	25%	25%	30%	100%

Task number	Task 1	Task 2	Task 3	Task 4	Totals
Timing of task	Term 4 Week 10	Term 1 Week 10	Term 2 Week 10	Term 3 Weeks 4-5	
Type of task	Summary Sheet Test	In-Class Test	Research Task and Short Response Test	Trial HSC Examination	
Related Outcomes	MA11-1, MA11-5, MA11-6, MA11-7, MA11-8, MA11-9, MA12-3, MA12-7, MA12-9, MA12-10	MA12-3, MA12-6, MA12-7, MA12-9, MA12-10	MA12-1, MA12-2, MA12-4, MA12-5, MA12-9, MA12-10	MA12-1, MA12-2, MA12-3, MA12-4, MA12-5, MA12-6, MA12-7, MA12-8, MA12-9, MA12-10	
Syllabus Content Area & Weighting					
Exponentials and Logarithms	4			2	6
Functions			1	5	6
Trigonometric Functions			8	6	14
Calculus	13	25		10	48
Statistical Analysis	3			4	7
Financial Mathematics			16	3	19
Task weighting %	20%	25%	25%	30%	100%
Component					
Understanding, Fluency and Communication	10	12.5	12.5	15	50
Problem Solving, Reasoning and Justification	10	12.5	12.5	15	50
Component weighting %	20%	25%	25%	30%	100%

Task number	Task 1	Task 2	Task 3	Task 4	Totals
Timing of task	Term 1 Week 4	Term 2 Week 1	Term 2 Week 11	Term 3 Weeks 4-5	
Type of task	Summary Sheet Test	Research Task and Short Response Test	In-Class Test	Trial HSC Examination	
Related Outcomes	ME11-1, ME11-2, ME11-4, ME11-6, ME11-7, ME12-1, ME12-3, ME12-6, ME12-7	ME12-1, ME12-2, ME12-6, ME12-7	ME12-1, ME12-2, ME12-4, ME12-6, ME12-7	ME12-1, ME12-2, ME12-3, ME12-4, ME12-5, ME12-6, ME12-7	
Syllabus Content Area & Weighting					
Combinatorics				4	4
Functions	4			5	9
Calculus	8		19	7	34
Proof	4	12		3	19
Statistical Analysis				2	2
Trigonometric Functions	4			5	9
Vectors		13	6	4	23
Task weighting %	20%	25%	25%	30%	100%
Component					
Understanding, Fluency and Communication	10	12.5	12.5	15	50
Problem Solving, Reasoning and Justification	10	12.5	12.5	15	50
Component weighting %	20%	25%	25%	30%	100%

Task number	Task 1	Task 2	Task 3	Task 4	Totals
Timing of task	Term 4 Week 10	Term 1 Week 10	Term 3 Week 1	Term 3 Week 4-5	
Type of task	In-Class Test	Summary Sheet Test	Research Task and Short Response Test	Trial HSC Examination	
Related Outcomes	MEX12-1, MEX12-4, MEX12-7, MEX12-8	MEX12-1, MEX12-2, MEX12-4, MEX12-7, MEX12-8	MEX12-1, MEX12-3, MEX12-5, MEX12-7, MEX12-8	MEX12-1, MEX12-2, MEX12-3, MEX12-4, MEX12-5, MEX12-6, MEX12-7, MEX12-8	
Syllabus Content Area & Weighting					
Proof		19		4	23
Vectors			10	6	16
Complex Numbers	20	6		8	34
Calculus			15	7	22
Mechanics				5	5
Task weighting %	20%	25%	25%	30%	100%
Component					
Understanding Fluency and Communication	10	12.5	12.5	15	50
Problem Solving, Reasoning and Justification	10	12.5	12.5	15	50
Component weighting %	20%	25%	25%	30%	100%

Task number	Task 1	Task 2	Task 3	Task 4	Totals
Timing of task	Term 4 Week 8	Term 1 Week 7	Term 2 Week 5	Term 3 Weeks 4-5	
Type of task	Summary Sheet Test	Research Task and Short Response Test	Research Task and Short Response Test	Final Project	
Related Outcomes	MS11-1, MS11-2, MS11-6, MS11-9, MS11-10, MS1-12-2, MS1-12-7, MS1-12-9, MS1-12-10	MS1-12-1, MS1-12-3, MS1-12-4, MS1-12-6, MS1-12-9, MS1-12-10	MS1-12-1, MS1-12-3, MS1-12-4, MS1-12-5, MS1-12-6, MS1-12-9, MS1-12-10	MS1-12-3, MS1-12-4, MS1-12-8, MS1-12-9, MS1-12-10	
Syllabus Content Area & Weighting					
Algebra	8	9	5		22
Measurement		16	5	18	39
Financial Mathematics			15		15
Statistical Analysis	12				12
Networks				12	12
Task weighting %	20%	25%	25%	30%	100%
Component					
Understanding, Fluency and Communication	10	12.5	12.5	15	50
Problem Solving, Reasoning and Justification	10	12.5	12.5	15	50
Component weighting %	20%	25%	25%	30%	100%

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Task number	Task 1	Task 2	Task 3	Task 4	Totals
Timing of task	Term 4 Week 10	Term 1 Week 10	Term 2 Week 7	Term 3 Weeks 4-5	
Type of task	Summary Sheet Test	Research Task and Short Response Test	In-Class Test	Trial HSC Examination	
Related Outcomes	MS11-1, MS11-2, MS11-3, MS11-4, MS11-6, MS11-9, MS11-10, MS1-12-1, MS1-12-6, MS1-12-9, MS1-12-10	MS1-12-2, MS1-12-5, MS1-12-7, MS1-12-9, MS1-12-10	MS1-12-3, MS1-12-4, MS1-12-8, MS1-12-9, MS1-12-10	MS1-12-1, MS1-12-2, MS1-12-3, MS1-12-4, MS1-12-5, MS1-12-6, MS1-12-7, MS1-12-8, MS1-12-9, MS1-12-10	
Syllabus Content Area & Weighting					
Algebra	12			5	17
Measurement	8		11	9	28
Financial Mathematics		12	6	5	23
Statistical Analysis		13		7	20
Networks			8	4	12
Task weighting %	20%	25%	25%	30%	100%
Component					
Understanding, Fluency and Communication	10	12.5	12.5	15	50
Problem Solving, Reasoning and Justification	10	12.5	12.5	15	50
Component weighting %	20%	25%	25%	30%	100%

Task number	Task 1	Task 2	Task 3	Task 4	Totals
Timing of task	Term 4 Week 10	Term 1 Week 10	Term 2 Week 7	Term 3 Weeks 4-5	
Type of task	Summary Sheet Test	Research Task and Short Response Test	In-Class Test	Trial HSC Examination	
Related Outcomes	MS11-1, MS11-2, MS11-3, MS11-4, MS11-6, MS11-9, MS11-10, MS2-12-1, MS2-12-6, MS2-12-9, MS2-12-10	MS2-12-2, MS2-12-5, MS2-12-7, MS2-12-9, MS2-12-10	MS2-12-2, MS2-12-3, MS2-12-4, MS2-12-7, MS2-12-8, MS2-12-9, MS2-12-10	MS2-12-1, MS2-12-2, MS2-12-3, MS2-12-4, MS2-12-5, MS2-12-6, MS2-12-7, MS2-12-8, MS2-12-9, MS2-12-10	
Syllabus Content Area & Weighting					
Algebra	12			4	16
Measurement	8		10	9	27
Financial Mathematics		12		5	17
Statistical Analysis		13	7	7	27
Networks			8	5	13
Task weighting %	20%	25%	25%	30%	100%
Component					
Understanding, Fluency and Communication	10	12.5	12.5	15	50
Problem Solving, Reasoning and Justification	10	12.5	12.5	15	50
Component weighting %	20%	25%	25%	30%	100%

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Task number	Task 1	Task 2	Task 3	Task 4	Totals
Timing of task	Term 4 Week 7	Term 1 Week 7	Term 2 Week 9	Term 3 Weeks 4-5	
Type of task	Extended Response	Topic Test	Historical Analysis	Trial Examination	
Related Outcomes	MH12-2, MH12-3, MH12-5, MH12-6, MH12-7, MH12-9	MH12-1, MH12-3, MH12-6, MH12-8, MH12-9	MH12-2, MH12-3, MH12-4 MH12-6, MH12-7, MH12-8, MH12-9	MH12-1, MH12-2, MH12-3, MH12-4, MH12-5, MH12-6, MH12-7, MH12-9	
Syllabus Content Area & Weighting					
Power & Authority in the Modern World		20		7.5	27.5
National Study	25			7.5	32.5
Peace & Conflict			25	7.5	32.5
Change in the Modern World				7.5	7.5
Task Weighting %	25%	20%	25%	30%	100%
Component					
Knowledge and understanding of course content	15	10		15	40
Historical skills in the analysis and evaluation of sources and interpretations		10		10	20
Historical inquiry and research			20		20
Communication of historical understanding in appropriate forms	10		5	5	20
Component Weighting %	25%	20%	25%	30%	100%

Task number	Task 1	Task 2	Task 3	Task 4	Totals
Timing of task	Term 4 (2025) Week 9	Term 1 Week 10	Term 2 Week 10	Term 3 Weeks 4-5	
Type of task	20 th & 21 st Century Score Analysis & Elective 1	An Instrument and its Repertoire Composition & Elective 2	Popular Music Aural analysis assignment, Core Performance & Elective 3	Trial HSC Examination Aural Skills Exam & Core Performance & Electives 1, 2 & 3.	
Related Outcomes	H2, H4, H5, H6, H10, H11	H3, H5, H7, H8, H10, H11	H1, H4, H6, H9, H10, H11	H1, H4, H6, H9, H10, H11	
Syllabus Content Area & Weighting					
Core Aural			15	10	25
Core Composition		10			10
Core Musicology	10				10
Core Performance			5	5	10
Elective 1	10			5	15
Elective 2		10		5	15
Elective 3			10	5	15
Task weighting %	20%	20%	30%	30%	100%
Component					
Core Aural			15	10	25
Core Composition		10			10
Core Musicology	10				10
Core Performance			5	5	10
Elective 1	10			5	15
Elective 2		10		5	15
Elective 2			10	5	15
Component weighting %	20%	20%	30%	30%	100%

Task number	Task 1	Task 2	Task 3	Task 4	Totals
Timing of task	Term 4 (2025) Week 8	Term 1 Week 8	Term 2 Week 6	Term 3 Week 6	
Type of task	Portfolio 1	Portfolio 2	Examination	Individual / Collaborative Project	
Related Outcomes	M1, M4, M5, M6, CH2	M2, M3, M6, CH4, CH5	CH1, CH3	M1, M2, M3, M4, M5, M6, CH1, CH5	
Syllabus Content Area & Weighting					
Module D1 5: The Arranged Image	25		5		30
Module D1 3: Traditions, Conventions, Styles & Genres		25			25
Module D1 4: Manipulated Forms			5		5
General G1: Individual/collaborative project				40	40
Task weighting %	25%	25%	10%	40%	100%
Component					
Artmaking	20	15		35	70
Critical/Historical Studies	5	10	10	5	30
Component weighting %	25%	25%	10%	40%	100%

Task number	Task 1	Task 2	Task 3	Task 4	Totals
Timing of task	Term 4 Week 9	Term 1 Week 9	Term 2 Week 10	Term 3 Weeks 4-5	
Type of task	Experimental Design & First-hand Investigation	Depth Study	Data Analysis & Skills Task	Trial HSC Examination	
Related Outcomes	PH12-1 PH12-2 PH12-3 PH12-4 PH12-5 PH12-6 PH12-7 PH12-12	PH12-1 PH12-2 PH12-3 PH12-4 PH12-5 PH12-6 PH12-7 PH12-13	PH12-4 PH12-5 PH12-6 PH12-7 PH12-14 PH12-15	PH12-4 PH12-5 PH12-6 PH12-7 PH12-12 PH12-13 PH12-14 PH12-15	
Syllabus Content Area & Weighting					
Module 5 Advanced Mechanics	25			7.5	32.5
Module 6 Electromagnetism		25		7.5	32.5
Module 7 The Nature of Light			10	7.5	17.5
Module 8 Universe to the Atom			10	7.5	17.5
Task weighting %	25%	25%	20%	30%	100%
Component					
Skills in Working Scientifically	15	15	15	15	60
Knowledge & Understanding	10	10	5	15	40
Component weighting %	25%	25%	20%	30%	100%

Task number	Task 1	Task 2	Task 3	Totals
Timing of task	Term 1 Week 3	Term 3 Week 2	Term 3 Weeks 4-5	
Type of task	Research Report Proposal	Research Report	Trial HSC Examination	
Related Outcomes	SE-1	SE-1		
	SE-3	SE-2	SE-3	
	SE-5	SE-3	SE-4	
	SE-6	SE-4	SE-5	
	SE-7	SE-5	SE-6	
	SE-7	SE-6	SE-7	
Syllabus Content Area & Weighting				
Module 1 - The Foundations of Scientific Thinking	15	5	5	25
Module 2 – The Scientific Research Proposal	15	10	5	30
Module 3 – Data, Evidence and Decisions		5	15	20
Module 4 – The Scientific Research Report		20	5	25
Task weighting %	30%	40%	30%	100%
Component				
Communicating scientifically	10	10	10	30
Gathering, recording, analysing, and evaluating data	10	10	10	30
Application of scientific research skills	10	20	10	40
Component weighting %	30%	40%	30%	100%

* Please note this course contains a NESA, externally assessed Major Work. The Personal Interest Project (PIP) worth 40% of HSC Course Mark (outcomes H1, H4, H5, H6, H7, H8, H9, H10) is due in week 3 of term 3.

Task number	Task 1	Task 2	Task 3	Major Work (NESA)	Task 4	Totals
Timing of task	Term 1 Week 4	Term 2 Week 6	Term 2 Week 11	Term 3, Week 3	Term 3 Weeks 4-5	
Type of task	Depth Study Task #1 + PIP Progress Report 1	Depth Study Task #2 + PIP Progress Report 2	Topic Test + PIP Progress Report 3	Personal Interest Project (PIP)	Trial HSC Examination	
Related Outcomes	H1, H2, H3, H5, H9, H10	H1, H2, H3, H5, H9, H10	H1, H2, H3, H5, H9, H10	H1, H4, H5, H6, H7, H8, H9, H10	H1, H2, H3, H4, H5, H6, H7, H9, H10	
Syllabus Content Area & Weighting	0	0	0	40% of HSC Course Mark – externally assessed by NESA		<i>Externally Assessed (H8)</i>
Social & Cultural Continuity & Change			20		10	30
Popular Culture	25				10	35
Social Inclusion & Exclusion		25			10	35
Task Weighting %	25%	25%	20%		30%	100%
Component						
Knowledge and understanding of course content	15	15	5		15	50
Application and evaluation of social and cultural research methods	5	5	10		10	30
Communication of information, ideas and issues in appropriate forms	5	5	5		5	20
Component Weighting %	25%	25%	20%		30%	100%

Task number	Task 1	Task 2	Task 3	Task 4	Totals
Timing of task	Term 4 Week 8	Term 1 Week 10	Term 2 Week 5	Term 2 Week 10	
Type of task	Case Study	Event Management and Research Assessment Task	Practical Assessment	Practical Assessment and Research Task	
Related Outcomes	1.5, 3.5, 4.3	1.6, 2.4, 4.5		1.2, 2.2, 2.5, 3.2	
Formative Outcomes	2.3	4.2	1.1, 2.1, 3.1, 4.1, 4.4	1.3, 3.3	
Syllabus Content Area & Weighting	Healthy Lifestyle	Sports Administration	Games and Sports Application 2	Resistance Training	
Healthy Lifestyle	20				20
Sports Administration		20			20
Games and Sports Application 2			30		30
Resistance Training				30	30
Task weighting %	20%	20%	30%	30%	100%
Component					
Skills	10	10	20	10	50
Knowledge	10	10	10	20	50
Component weighting %	20%	20%	30%	30%	100%

Task number	Task 1	Task 2	Task 3	Task 4	Totals
Timing of task	Term 4 Week 8	Term 1 Week 8	Term 2 Week 10	Term 3 Weeks 4-5	
Type of task	Conceptual Development and VAPD Planning	Visual Analysis	Body of Work Resolution – Submission of artworks under development	Trial HSC Examination	
Related Outcomes	H1, H2, H3, H4, H5	H7, H8, H9	H1, H2, H3, H4, H5, H6	H7, H8, H9, H10	
Syllabus Content Area & Weighting					
Artmaking	20		30		50
Art Criticism and Art History		20		30	50
Task weighting %	20%	20%	30%	30%	100%
Component					
Artmaking	20		30		50
Art Criticism and Art History		20		30	50
Component weighting %	20%	20%	30%	30%	100%

Year 12 | Work Studies | 2025-2026

Task number	Task 1	Task 2	Task 2	Task 4	Totals
Timing of task	Term 4 Week 9	Term 1 Week 9	Term 2 Week 8	Term 3 Weeks 4-5	
Type of task	Work Readiness Portfolio	Case Study	Business Plan	Examination	
Related Outcomes	2, 3, 4, 5, 6, 7	4, 5, 7, 8, 9	1, 2, 3, 5, 7, 8	1, 2, 3, 4, 5, 6, 7, 8, 9	
Syllabus Content Area & Weighting					
School Developed Module: Building Work Readiness	20			6	26
Module 5: Managing Work and Life Commitments				7	7
Module 6: Personal Finance		30		6	36
Module 8: Self Employment			25	6	31
Task weighting %	20%	30%	25%	25%	100%
Component					
Knowledge and Understanding of Course Content		15	5	10	30
Skills	20	15	20	15	70
Component weighting %	20%	30%	25%	25%	100%

School Name: Brisbane Water Secondary College Woy Woy Assessment Schedule Year 12 - 2026

Assessment Task for SIT20421 Certificate II in Cookery Ongoing assessment of skills and knowledge is collected throughout the course and forms part of the evidence of competence of students			Task 3	Task 4	Task 5	TRIAL EXAM
Code	Unit Name	HSC Examinable	Week 9 Term 1 [2026] Date 27 th March 2026	Week 10 Term 2 [2026] Date 26 th June 2026	Week 8 Term 3 [2026] Date 11 th Sept 2026	Week 4 and 5 Term 3 Date TBC As per Trial Exam Timetable
SITHKOP009	Clean kitchen premises and equipment	X	X			
SITXINV006	Receive, store and maintain stock		X			
SITHCCC026	Packaged prepared foodstuffs			X		
SITHCCC023	Use food preparation equipment	X			X	
SITHCCC024	Prepare and present simple dishes				X	
SITHCCC027	Prepare dishes using basic methods of cookery	X			X	
SITHCCC034	Work effectively in a commercial kitchen				X	

Depending on the achievement of units of competency, the possible qualification outcome is a SIT20421 Certificate II in Cookery.

For students sitting the optional HSC exam, an estimated mark is required. This mark is to be an estimate of likely performance in the HSC examination and will reflect each student's achievement of tasks similar to the HSC examination, such as a trial HSC examination.

The assessment components in this course are competency based. Students must demonstrate they have gained the knowledge and skills of each unit of competency, to industry standards. Competency assessment is graded as "not yet competent" or "competent". In some cases, other descriptive words may be used leading up to "competent".

School Name: Brisbane Water Secondary College Woy Woy Assessment Schedule Year 12 – 2026

Assessment Task for			Task 3 The hospitality industry	Task 4 Working in the industry	TRIAL EXAM
Ongoing assessment of skills and knowledge is collected throughout the course and forms part of the evidence of competence of students			Week 10	Week 10	Week 4 and 5
			Term 2 Date 26 th June	Term 3 Date 25 th Sept	Term 3 Date TBC
Code	Unit Name	HSC Examinable			
SITHIND006	Source and use information on the hospitality industry		X		
SITHFAB024	Prepare and serve non-alcoholic beverages	X		X	
SITHFAB025	Prepare and serve espresso coffee	X		X	
SITHFAB027	Serve food and beverages	X		X	
BSBTWK201	Work effectively with others			X	
SITHIND007	Use hospitality skills others			X	

Depending on the achievement of units of competency, the possible qualification outcome is a SIT20322 Certificate II in Hospitality.

For students sitting the optional HSC exam, an estimated mark is required. This mark is to be an estimate of likely performance in the HSC examination and will reflect each student's achievement of tasks similar to the HSC examination, such as a trial HSC examination.

The assessment components in this course are competency based. Students must demonstrate they have gained the knowledge and skills of each unit of competency, to industry standards. Competency assessment is graded as “not yet competent” or “competent”. In some cases, other descriptive words may be used leading up to “competent”.

School Name: Brisbane Water Secondary College Woy Woy Brick and Block Laying Assessment Schedule Year 12 – 2026

Assessment Task for CPC20220 Certificate II in Construction Pathways (Release 6) & Statement of Attainment towards CPC20120 Certificate II in Construction (Release 3) Ongoing assessment of skills and knowledge is collected throughout the course and forms part of the evidence of competence of students			Task 5 Brick and Blocklaying	Task 6 Project planning	Task 7 Group project	TRIAL EXAM
Code	Unit Name	HSC Examinable	Week 10 Term 4 2025 Date: 18 th Dec	Week 8 Term 1 2026 Date: 20 th Mar	Week 10 Term 3 2026 Date 23 rd Sept	Week 4 and 5 Term 3 Date TBC As per Trial Exam Timetable
CPCCBL2001	Handle and prepare bricklaying and blocklaying materials		X			
CPCCBL2002	Use bricklaying and blocklaying tools and equipment		X			
CPCCOM2001	Read and interpret plans and specifications	P		X		
CPCCOM1013	Plan and organise work	P		X		
CPCCVE1011	Undertake a basic construction project				X	
CPCCOM1012	Work effectively and sustainably in the Construction Industry	P			X	

Depending on the achievement of units of competency, the possible qualification outcome is a CPC20220 Certificate II in Construction Pathways (Release 6) & Statement of Attainment towards CPC20120 Certificate II in Construction (Release 3).

For students sitting the optional HSC exam, an estimated mark is required. This mark is to be an estimate of likely performance in the HSC examination and will reflect each student's achievement of tasks similar to the HSC examination, such as a trial HSC examination.

The assessment components in this course are competency based. Students must demonstrate they have gained the knowledge and skills of each unit of competency, to industry standards. Competency assessment is graded as “not yet competent” or “competent”. In some cases, other descriptive words may be used leading up to “competent”.

School Name: Brisbane Water Secondary College: Woy Woy Campus Assessment Schedule Year 12 – 2026

Assessment Tasks for SIS30321 Certificate III in Fitness		Task 3 Health and client assessments	Task 4 Group exercise	Task 5 Instructing fitness clients	Task 6 First aid
Ongoing assessment of skills and knowledge is collected throughout the course and forms part of the evidence of competence of students		Week 3 Term 4 2025 Date 31th Oct 2025	Week 5 Term 1 2026 Date 13 th Feb 2026	Week 10 Term 1 2026 Date 3 rd Apr 2026	Week 5 Term 2 2026 Date 22 nd May 2026
Code	Unit Name				
SISFFIT032	Complete pre-exercise screening and service orientation	X			
SISFFIT052	Provide healthy eating information	X			
SISFFIT033	Complete client fitness assessments	X			
SISFFIT035	Plan group exercise sessions		X		
SISFFIT036	Instruct group exercise sessions		X		
SISXCAI009	Instruct strength and conditioning techniques			X	
HLTAID011	Provide first aid (Online Delivery through IVET				X

Depending on the achievement of units of competency, the possible qualification outcome is a SIS30321 Certificate III in Fitness.

The assessment components in this course are competency based. Students must demonstrate they have gained the knowledge and skills of each unit of competency, to industry standards. Competency assessment is graded as “not yet competent” or “competent”. In some cases, other descriptive words may be used leading up to “competent”.

Assessment Task for MEM10119 Certificate I in Engineering (Release 2) & Statement of Attainment towards MEM20422 Certificate II in Engineering Pathways (Release 1) Ongoing assessment of skills and knowledge is collected throughout the course and forms part of the evidence of competence of students		Task 4 Can we build it	Task 5 GMAW or MMAW	Task 6 Career planning
Code	Unit Name	Week 8 Term 3 Date: 11 th Sept 2026	Week 9 Term 3 Date: 18 th Sept 2026	Week 9 Term 2 Date: 19 th June 2026
MEMPE006	Undertake a basic engineering project	X		
MEMPE001	Use engineering workshop machines	X		
MEMPE002	Use Electric welding machines		X	
MEMPE004	Use fabrication equipment		X	
MEMPE005	Develop a career plan for the engineering and manufacturing industry			X

Depending on the achievement of units of competency, the possible qualification outcome is a MEM10119 Certificate I in Engineering & Statement of Attainment towards MEM20422 Certificate II in Engineering Pathways.

The assessment components in this course are competency based. Students must demonstrate they have gained the knowledge and skills of each unit of competency, to industry standards. Competency assessment is graded as “not yet competent” or “competent”. In some cases, other descriptive words may be used leading up to “competent”.

School Name: Brisbane Water Secondary College: Woy Woy Campus

Assessment Schedule Year 12 – 2026

Assessment Task for ICT30120 Certificate III in Information Technology Ongoing assessment of skills and knowledge is collected throughout the course and forms part of the evidence of competence of students			Task 3 Security	Task 4 Run tests provide advice	Task 5 Programming	Task 6 Social media	TRIAL EXAM
			Week 4 Term 4 2025 Date 7 th Nov 2025	Week 5 Term 1 2026 Date 27 th Feb 2026	Week 6 Term 3 2026 Date 7 th Aug 2026	Week 8 Term 3 2026 Date 4 th Nov 2026	Week 4 - 5 Term 3 Date 2026 – TBC As per Trial Exam Timetable
Code	Unit Name	HSC Examinable					
BSBXCS303	Securely manage personally identifiable information and workplace information	✓	X				✓
ICTICT313	Identify IP, ethics and privacy policies in ICT environments	✓	X				✓
ICTSAS305	Provide ICT advice to clients	✓		X			✓
ICTSAS308	Run standard diagnostic tests			X			
ICTPRG302	Apply introductory programming techniques	✓			X		✓
ICTICT214	Operate application software packages				X		
BSBCRT301	Develop and extend critical and creative thinking skills	✓			X		✓
ICTWEB306	Develop web presence using social media	*Optional unit to achieve full qualification				X	

Depending on the achievement of units of competency, the possible qualification outcome is a ICT30120 Certificate III in Information Technology.

For students sitting the optional HSC exam, an estimated mark is required. This mark is to be an estimate of likely performance in the HSC examination and will reflect each student's achievement of tasks similar to the HSC examination, such as a trial HSC examination.

The assessment components in this course are competency based. Students must demonstrate they have gained the knowledge and skills of each unit of competency, to industry standards. Competency assessment is graded as “not yet competent” or “competent”. In some cases, other descriptive words may be used leading up to “competent”.

APPENDICES



ABSENCE DUE TO ILLNESS OR MISADVENTURE

Brisbane Water Secondary College has a process in place to support all students who experience illness or misadventure in relation to assessment tasks. It is important that all students and families familiarise themselves with the illness/misadventure process. See the flow chart below. For more information refer to the Brisbane Water Secondary College Assessment Policy.

1

• **Phone call:** Notify the Deputy Principal by telephone (02) 4341 1600 on the day of the assessment task prior to 9.00am and give an anticipated date of return to school.

2

• **HSC Assessment Task Review Application:** By 9.00am on the day of return to school (the first school day the student is not covered by the medical certificate) see the Deputy Principal to collect an **HSC Assessment Task Review Application**. The student must provide independent evidence of the facts, detailing why the circumstances prevented them from attempting the task.

3

• **Liaise with the Classroom Teacher and Head Teacher of the Faculty:** Students must see their classroom teacher with the **HSC Assessment Task Review Application**. The Classroom Teacher and Head Teacher will provide a comment/ recommendation. Recommendations may include: an extension, a new task or completion of the task in your next class period.

4

• **Attach Evidence:** The student must attach evidence that covers the day of the assessment task and all other absences until the task is completed. Pay close attention to all instructions on the **HSC Assessment Task Review Application**. Submitting incomplete forms will jeopardise the application's success.

5

• **Assessment Task:** Be prepared to sit for the task, or if deemed appropriate, a substitute task, **on the day of their return to school as per recommendation by Head Teacher of that faculty.**



HSC Assessment Task Review Application

Name: _____ Roll Class: _____ Course: _____ Assessment Task: _____
Date of Task: _____

Reason for application (please tick):

- ☐ Absent the day before an Assessment Task
- ☐ Late to class the day before an Assessment Task
- ☐ Extension (due to illness or exceptional circumstances)
- ☐ Absent from Assessment Task, or absent when an Assessment Task is due (due to illness or exceptional circumstances)
- ☐ Special Consideration (due to Illness/Misadventure/Exceptional Circumstances leading up to an Assessment Task, or on the day of an Assessment Task)

Were you provided with Disability Provisions for this assessment task?

- ☐ No
- ☐ Yes If yes please provide details _____

Reasons supporting your application (to be completed by the student):

I understand that this review cannot be withdrawn. I have attached (please tick and complete relevant information)

- ☐ Medical Certificate from Doctor: _____ Date: _____
- ☐ Statutory Declaration: _____ Date: _____
- ☐ Other (please describe): Supporting letter from my parent/caregiver _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Head Teacher in discussion with Classroom Teacher the recommendation: [this may include extension time, completion of task on day of return or estimated mark]

Head Teacher Signature _____ Date: _____

HSC Deputy Principal / Panel's recommendation:

- ☐ Upheld
- ☐ To be reviewed
- ☐ Declined

Signature of HSC Deputy Principal: _____ Date: _____

Copies to:

Deputy Principal:
Head Teacher:
Class Teacher:
Office File:



Brisbane Water Secondary College

STUDENT ASSESSMENT TASK REVIEW REQUEST

This form should be completed only if the student feels that they have met the assessment criteria requirements as detailed in the assessment task and marking criteria, and is requesting a review of the assessment process.

This form is to be completed and signed by the student and a parent/caregiver within 5 school days of the marks being returned.

Student Name: _____ **Class:** _____

In lodging a review request, the Deputy Principal, in consultation with your Classroom Teacher or the Head Teacher of the course, will review your performance in the course and give consideration to your statement in your review request. The review may result in the final mark remaining the same or becoming higher or lower than the original mark.

The Deputy Principal will decide whether there is sufficient evidence to change the original assessment mark.

I wish to have the Deputy Principal consider my review request in the following course:

Course Name	Assessment Task/ Number

Student Statement in Support of Review:

You need to detail how you have completed all and/or assessment task My
review request is based on the following grounds:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

(Additional pages may be stapled if more space is needed.)

The Deputy Principal will advise you of the outcome of the School Review of your request within one week. If the Deputy Principal declines your review you may ask to have the matter reviewed by the Principal. The Principal will notify you of the outcome of your review. The Principal's decision is final.

Student's Signature: _____ **Date:** _____

Parent/Caregiver's Signature: _____ Date: _____

SAMPLE COPY OF OFFICIAL WARNING LETTER



Brisbane Water Secondary College

Edward St

Woy Woy

NSW 2250

Ph: 02 43411600

Email: woywoy-h.school@det.nsw.edu.au

Dear Ms Jones

I am writing to advise that your child AB Jones is in danger of not meeting the Course Completion Criteria for the English Standard HSC 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 NSW Education Standards Authority; 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.

The NSW Education Standards Authority requires schools and colleges to issue students with official warnings in order to give them the opportunity to redeem themselves. Please regard this as **Warning 1** that we have issued concerning **English Standard**. A minimum of two course specific warnings must be issued prior to a final "N" Determination being made for a course. Where it is determined that a student has not met the Course Completion Criteria, they place themselves at risk of receiving an "N" (non-completion of course) determination. An "N" determination will mean that the course will not be listed on the student's Record of Achievement.

N Award Description: **Non completion of Task 1- Poetry**

Task Name/Course Requirement/Course Outcome	Percentage Weighting	Date Task Initially Due	Action Required by Student	Date to be Completed by
Assessment Task 1- Poetry	30%	1st Jan 2023	Completion and submission of task	14th Jan 2025

In order for **AB Jones** to satisfy the Course Completion Criteria, the aforementioned task requirements or outcomes need to be satisfactorily completed/achieved. Please discuss this matter with **AB** and contact the School (Classroom teacher: **Mrs Smith**) if further information or clarification is needed.

Yours faithfully,

Principal/Deputy Principal

Head Teacher

REPLY SLIP - N AWARD: Requirements for the satisfactory completion of a HSC Course:

I have received the letter dated 2nd January 2025 indicating that **AB Jones** is in danger of not having satisfactorily completing **English Assessment Task 1- Poetry**

I am aware that the "N" determination may make my child ineligible to receive
a Higher School Certificate. I am also aware that this course may not appear
on their Course Record of Achievement.

Parent/Guardian's Signature_____

Date_____

Student's Signature_____

AB Jones

Date_____

PLEASE RETURN SLIP TO YOUR CLASS TEACHER: **Mrs Smith**



	Week	Monday	Tuesday	Wednesday	Thursday	Friday	Sat / Sun
October	1	Staff Development Day 13	Students return 14	15	16	17	18/19
October	2	20	21	22	23	24	25/26
October November	3	27	28	29	30	31	1/2
November	4	3	4	5	6	7	8/9
November	5	10	11	12	13	14	15/16
November	6	17	18	19	20	21	22/23
November	7	24	25	26	27	28	29/30
December	8	1	2	3	4	5	6/7
December	9	8	9	10	11	12	13/14
December	10	15	16	17	18	Students and Staff Last Day 2025 19	20/21



	Week	Monday	Tuesday	Wednesday	Thursday	Friday	Sat / Sun
January February	1	Australia Day 26	Staff Development Day 27	Staff Development Day 28	Staff Development Day 29	Staff Development Day 30	31/1
February	2	Students return 2	3	4	5	6	7/8
February	3	9	10	11	12	13	14/15
February	4	16	17	18	19	20	21/22
February March	5	23	24	25	26	27	28/1
March	6	2	3	4	5	6	7/8
March	7	9	10	11	12	13	14/15
March	8	16	17	18	19	20	21/22
March	9	23	24	25	26	27	28/29
March April	10	30	31	1	Last Day of Term 2	Good Friday 3	Easter Saturday / Sunday 4/5



	Week	Monday	Tuesday	Wednesday	Thursday	Friday	Sat / Sun
April	1	Staff Development Day 20	Students return 21	22	23	24	25/26
April May	2	27	28	29	30	1	2/3
May	3	4	5	6	7	8	9/10
May	4	11	12	13	14	15	16/17
May	5	18	19	20	21	22	23/24
May	6	25	26	27	28	29	30/31
June	7	1	2	3	4	5	6/7
June	8	King's Birthday 8	9	10	11	12	13/14
June	9	15	16	17	18	19	20/21
June	10	22	23	24	25	26	27/28
June July	11	29	30	1	2	Last Day of Term 3	4/5



	Week	Monday	Tuesday	Wednesday	Thursday	Friday	Sat / Sun
July	1	Staff Development Day 20	Students return 21	22	23	24	25
July August	2	27	28	29	30	31	1/2
August	3	3	4	5	6	7	8/9
August	4	10	11	12	13	14	15/16
August	5	17	18	19	20	21	22/23
August	6	24	25	26	27	28	29/30
August September	7	31	1	2	3	4	5/6
September	8	7	8	9	10	11	12/13
September	9	14	15	16	17	18	19/20
September	10	21	22	23	24	Last Day of Term 25	26/27



Brisbane Water Secondary College

HSC ASSESSMENT BOOKLET ACKNOWLEDGEMENT

I _____, (*name printed*) have received the Brisbane Water Secondary College assessment document for 2025-2026.

I am aware of the requirements for each course, and I have noted in particular the sections relating to “**Late Work**”, and the “**NESA’s Policy on Non-Attempts**”, as outlined below.

Any assessment handed in **late** will be **checked diagnostically** but will receive **no marks** – it will be classified as a **NON-ATTEMPT OR NON-SERIOUS ATTEMPT**.

NESA’S POLICY ON NON-ATTEMPTS/NON-SERIOUS ATTEMPS

NESA’S POLICY ON NON-ATTEMPTS/NON-SERIOUS ATTEMPTS

A candidate receives zero marks for an assessment task:

- For non-completion of a task by the due date, or
- Because of the standard of work that task will be considered to be a NON-ATTEMPT.

“When a candidate has been give zero marks (i.e. NON-ATTEMPT) because of failure to complete assessment tasks totalling 50% or more of the final assessment marks, the Principal must certify that the course has not been studied satisfactorily.”

In these circumstances the candidate may be ineligible for a Higher School Certificate.

NB: Candidates and parents will be notified in writing when tasks are NON-ATTEMPTS and when the “50% rule” is in danger of being breached.

Student Signature

Parent/Caregiver’s Name

Parent/Caregiver’s Signature

Date: _____

This page is to be left in the booklet.

A separate COLOUR sheet enclosed is to be completed and returned to the Front Office.