

WEST WYALONG HIGH SCHOOL



HSC ASSESSMENT MANUAL

2023-2024

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HIGHER SCHOOL CERTIFICATE STUDIES

THE CERTIFICATE

NESA is the NSW Education Standards Authority that awards students completing Year 12 the Higher School Certificate (HSC). To be eligible, students must comply with the entry requirements, course restrictions and the rules and regulations set down by NESA. These rules and regulations also cover Year 11, which must be successfully completed.

SOME SCHOOL AND NESA REQUIREMENTS

It is expected that:

- a) *the student's attendance, conduct and progress will be satisfactory;*
- b) *the student will study appropriate courses as approved by NESA;*
- c) *the student will apply themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school;*
- d) *the student will complete the requirements of each course including any necessary oral, aural, practical or field work;*
- e) *the student will have performed all tasks required as part of the assessments program; and*
- f) *the student will sit for any examination set as part of the course and will sit for the Higher School Certificate examination in Year 12.*

ASSESSMENTS

The School is required to provide to NESA an assessment of student achievements for each course presented both in Year 11 and HSC year. It is emphasised that the HSC assessment is a measure of actual achievement during the year of preparation for the Higher School Certificate examination, not a prediction or estimate of performance.

THE PURPOSE OF ASSESSMENT

Assessments are intended to provide an indication of a student's attainment which is based on:

- *a wider coverage of the syllabus than can be measured by the external examination, and*
- *measures and observations obtained through the course rather than at a single examination.*

RESPONSIBILITIES OF THE SCHOOL

In accordance with NESAs requirements, this school has developed an Assessment Programme for each course in both Year 11 and HSC year. We have -

- *Identified the student tasks which best measure the components*
- *Specified weightings to be applied to each of the tasks to maintain the relative importance of each component*
- *Scheduled the various tasks throughout the course*
- *Prepared information for students, setting out the requirements of each course, and*
- *Undertaken to keep records of the student's performance on each task and provide information to the students on their progress.*

REPORTING RESULTS

During the course, the school will provide information to students which will show their achievements relative to each other. **This will occur in the form of school reports.**

In the HSC year, the final assessment mark will be moderated by NESAs to ensure that students are not advantaged or disadvantaged by the pattern of marks used by the school. The school's judgement of the order of merit of its students and the relative differences between them will be retained by this process.

RESPONSIBILITY FOR SCHOOL ASSESSMENT

The school executive is responsible for collating subject assessment programs, drawing up assessment task timetables, considering illness and misadventure appeals and dealing with any problems related to assessment tasks.

THE PRINCIPAL IS THE FINAL ARBITER IN ALL ASSESSMENT MATTERS.

SENIOR ASSESSMENT POLICY

1. Rationale

This policy aims to provide a **fair system for all students**.

It is designed to:

- assist students who would otherwise be disadvantaged by illness or misadventure.
- ensure that students cannot gain special consideration where this is not warranted.
- ensure that all appeals are dealt with fairly and consistently.
- promote and protect the best interest of all students.

It should be noted that, while students with genuine health problems will be given due consideration, the decision of the School Executive is final. The upholding of an Appeal must not be assumed.

2. Student responsibilities

A comprehensive assessment program with details of compulsory tasks and examinations is provided for each student at the beginning of both Year 11 and the HSC course. Some tasks will be performed at school. Others will be submitted as hand-in tasks **NB: The HSC Assessment Program provides students with 50% of their final HSC mark.**

Students are required to:

- sit for tasks **at the time** specified on the assessment program.
- hand in tasks to the front office **by 12.35pm** on the designated date.
- follow the correct procedures if a due date is missed or an extension or special consideration is requested.
- follow the course.
- apply yourself with diligence and sustained effort to the set tasks and experiences that the school provided in the course.
- achieve some or all of the course outcomes.

For further information please visit:

<https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/rules-and-processes/rules-and-procedures-guide>

3. Teacher responsibilities

- Notify students, in writing, 2 weeks in advance of Assessment Tasks due date.
- Assessment task to be handed back 2 weeks after the date of submission.

4. General rules when applying for misadventure

- An Appeal Form must be collected from the Head Teacher on the day of return from absence when a task or due date has been missed (If the Head Teacher is absent, see the Deputy Principal).
- The Appeal Form must be fully completed and be accompanied by a medical certificate (in cases of illness) or other supporting documentation (in cases of misadventure).
- An Appeal Form must be lodged, with the appropriate Head Teacher, **within 2 days** of return to school after a task or the due date for a hand-in task has been missed, or where special consideration is sought.
- Any appeal lodged after this time will **NOT** be accepted.
- **No** appeal application will normally be accepted after a task has been marked and returned.

5. Absence due to illness on the day of a task

If you are absent on the day of a task due to illness, you are required to:

- **telephone the school** to let the Deputy or Head Teacher know of your absence.
- **obtain a medical certificate** for the time you are away (Section 5).
- on the day of your return to school collect an **Illness and Misadventure Form** from the office.
- complete the form and take it immediately to the Head Teacher for his/her comments.
- submit the completed form with the medical certificate **within 2 days** to the Appropriate Head Teacher.

Important: Appeals lodged **after 2 days** of return to school will normally not be considered and **0%** mark will be awarded for the task.

If there is any reason preventing you from completing the form within this time, you must contact the appropriate Head Teacher as soon as possible, but within the 2 days.

Under normal circumstances, you will be expected to sit the missed task (or a substitute task) as soon as possible after your return to school. In the case of serious illness or extended absence, especially where several tasks have been missed, the new dates may be negotiated.

6. Medical Certificates

A Medical Certificate must be submitted for any claim of illness as cause for absence from a task. Medical Certificates should cover the **entire period** of the student's absence, not just the day of a task.

7. Illness at school on the day of a task

If you become ill while at school before the commencement of a task, you should:

- inform the appropriate Head Teacher.
- collect an Appeal Form from the office.
- obtain permission to go home if you are too sick to do the task. **You must also obtain a medical certificate from your doctor to present with your Appeal Form.**
- on the day of your return, take the Appeal Form immediately to the Head Teacher for his/her comments.
- submit the completed Appeal Form with the medical certificate **within 2 days** of your return to the appropriate Head Teacher.

Note: If you decide to do the task, no allowance can usually be made and you must accept the mark you receive.

Appeals lodged **after 2 days** of return to school will not be considered and **0%** mark will be awarded for the task. If there is any reason preventing you from completing the Appeal Form within this time, you must contact the appropriate Head Teacher as soon as possible, but within the 2 days.

8. Illness during a task

- In the unlikely event that you are taken ill during a task, you must notify the supervising teacher **immediately**.
- Students who are sick during a task may apply for consideration using an Appeal Form.
- An appeal of this nature will only be upheld in the most exceptional circumstances.

9. Absence from a task with prior Approved Leave

If you know you will miss a task or the deadline for a hand-in task because you will be absent from school on Approved Leave, you are required to:

- have your absence approved by the Principal or Deputy Principal **in advance**.
- consult with the Head Teacher of the subject involved **in advance**.
- negotiate a new date for the task. This will usually be **before** the date scheduled for the task.
- submit an Assessment Appeal Form to the Head Teacher in advance of the absence. You should supply all the necessary details, including a letter from your parent or guardian and a medical certificate where appropriate.

Note: Approved Leave is not automatic and will only be granted for substantial reasons.

10. Absence on the day of a task for reasons other than illness

If you are absent from a task because of misadventure or a personal matter you must follow the same procedure as for absence due to illness:

- telephone the school to let the Deputy or Head Teacher know of your absence.
- on the day of your return to school collect an Appeal Form.
- attach a letter of explanation from your parent or guardian. However, if the matter is confidential, you should refer this to the Deputy Principal or Principal, who can verify your appeal. In this instance, no other details are necessary on the Appeal Form itself.
- submit the completed Appeal Form with any supporting documentation within 2 days to the Head Teacher.

Important: Appeals lodged **after 2 days** of return to school will not be considered and **0%** mark will be awarded for the task.

If there is any reason preventing you from completing the form within this time, you must contact the appropriate Head Teacher, as soon as possible but within the 2 days.

11. Submission of hand-in tasks

All assessment tasks done outside of class time are to be handed in, **with completed cover sheet**, to the clerical assistants at the school office before **12.35pm** on the day it is due. Each task will be receipted by the clerical assistants by being recorded with a submission time and date. A copy of the required cover sheet can be found on page 15 of this booklet. (Copies of this sheet are not kept at the Front Office.)

Note: Students who know in advance that they will be absent on the day a hand-in task is due, **MUST** submit their work before the due date. Therefore, holidays, dental appointments, tests for driver's licence etc. are not valid reasons for the late submission of a task.

12. Application for illness or misadventure – What happens when the form is submitted?

When you lodge your appeal, you are **requesting** consideration of your special circumstances.

Your application will be considered by the faculty Head Teacher and Deputy Principal. If necessary, it will be referred to the School Executive. It is **NOT** automatic that your appeal will be accepted. You should contact the appropriate Head Teacher if you have any queries regarding your appeal.

13. Alternative tasks or procedures

Students should be aware that when they miss a task they **cannot be guaranteed** the mark they might have obtained by doing the task on the specified date.

If an appeal is upheld for a missed task, the **Head Teacher** may:

- authorise the task to be given as soon after the student's return to school as is reasonable and practicable.
- authorise an alternative task to be given as soon after the student's return to school as is reasonable and practicable.
- grant an extension of time (in the case of a hand-in task).
- determine an alternative procedure, in consultation with the School Executive. Often an estimated mark will be calculated statistically at the end of the assessment period.

14. When an alternative task cannot be given

If an alternative task cannot be given after the appeal for a missed assessment task has been upheld, a mark will be allocated. This is usually calculated statistically at the end of the course.

15. Missing a re-negotiated date for a missed task or extension of time

A re-negotiated date is a firm undertaking to complete the missed task or submit the hand in task at that time. Students who do not comply with this must submit another Appeal Form, which will be considered on its merits as a new appeal.

16. Problems with Information Technology

- It is every student's responsibility to ensure that work prepared on a computer is regularly backed up and saved either electronically or hard copy so work is not lost.
- If your computer or printer malfunctions and you cannot print the final version of your work, you are required to submit the file(s) or working drafts printed during the preparation of the task. This should be submitted to the front office before 12:35pm on the day the task is due.
- Students are advised to keep:
 - at least one backup copy of work required for an HSC Task.
 - copies of all printed drafts made during the progress of the assignment.
- The printing of assignments should not be left to the last minute. **"Computer problems" will NOT be accepted as grounds for an appeal for an extension of time.**

17. Assessment Tasks and Excursions

It is the student's responsibility to inform the Head Teacher, in advance, of a clash between tasks and school endorsed activities such as excursions and representation. Students will need to:

- consult with the Head Teacher of the subject involved **in advance**.
- negotiate a new date for the task. This will usually be **before** the date scheduled for the task.
- submit an Assessment Appeal Form to the Head Teacher in advance of the absence. You should supply all the necessary details, including a letter from your parent or guardian and a medical certificate where appropriate.

NOTE: Students will not be disadvantaged by representing the school and the Head Teacher will endeavour to reschedule the task for the entire class or individual student, as required.

18. Tasks or due dates missed without an acceptable reason

If a student misses a task or does not submit work by the due date and an appeal is not upheld (or the school is not notified or an appeal is not submitted) a mark of 0% will be recorded for the task.

Note: Students who know in advance that they will be absent on the day a hand-in task is due, **MUST** submit their work before the due date. Therefore, holidays, dental appointments, tests for drivers' licences, sporting trips etc are not valid reasons for the late submission of a task.

19. Award of zero for more than 50% of the assessment mark in a subject

If a student is awarded **0%** mark for more than the equivalent of 50% of the total assessment mark for a subject, because these tasks have been missed, the Principal cannot certify that the course has been satisfactorily studied.

Should this be a Year 11 course it will mean the student cannot follow on with the study of this course and also may mean there have not been sufficient units studied to qualify for a HSC. In the case of a HSC course, the course will not be included in HSC results. This may mean that the student will not be eligible for the award of a Higher School Certificate, as a minimum of 10 units must be satisfactorily presented.

20. Trial Examinations

The Trial Examinations are part of the HSC Assessment Task Program and the same rules and regulations apply as for the other HSC Assessment Tasks. An Appeal Form must be submitted to the appropriate Head Teacher by any student missing a task or requiring special consideration.

21. Late arrival at a task

Students must arrive punctually for tasks. Additional time will not be given or alternative arrangements made if a student is late unless there are substantive reasons. Students should report to the appropriate Head Teacher on arrival who may be able to arrange for the student to be isolated to complete the task if circumstances warrant this. An Appeal Form must be lodged before any consideration can be given.

22. Applying for an extension

If it is necessary to apply for an extension of time for the completion of the task you must:

- discuss the matter with the Faculty Head Teacher.
- submit an Appeal Form to the Head Teacher, with any appropriate supporting documentation, for their decision to be recorded.
- submit the form to the appropriate Head Teacher.

23. Long term problems

Students are advised of the following provisions for situations involving a long term problem.

NESA Disability Provisions

NESA may grant special provision to students who have medical conditions that require, for example, rest breaks, food, special furniture. Where provisions are likely to be granted by NESA, they will also be available to students during the Trial HSC Examinations. (The school cannot, however, guarantee NESA's favourable response to a special provisions application). Students who have special needs should discuss them with the school Counsellor as early as possible so that appropriate documentation can be completed.

Universities' Access Scheme

Universities sometimes grant students who have long term medical or other problems that cause significant disadvantage, special consideration through a program called the ACCESS scheme. Students who believe they have such circumstances should discuss them with the school Counsellor as early as possible so that appropriate documentation can be completed.

24. Minimum level of application

NESA requires students to apply themselves with diligence and sustained effort to the set tasks and experiences provided in the course. This applies to all tasks, homework, assignments and not only to the assessment tasks listed in this schedule. Students who fail to complete these put their satisfactory completion of the course in jeopardy. This can then prevent them continuing with the course for the HSC.

Malpractice Policy

Malpractice in the Assessment Program refers to any attempt by a student to improve their assessment by any means which does not give a true reflection of their own work or their own learning.

Examples of malpractice would include:

- students having relevant information in their possession or visible or accessible during a test.
- using a programmable calculator during a task.
- deliberately disturbing other students during a task.
- communicating with other students during a task.
- writing before or after instructed to during a task.
- submitting work prepared by another person for an assignment.
- using sources of information or quotations which are not acknowledged.
- submitting downloaded text from the internet without appropriate acknowledgement and quotations.
- making misleading statements about the word length of an assignment
- consulting notes or communicating in any way with anyone during a test
- submitting assignments prepared by or assisted by an outside tutor.
- arriving late to school on the day of a task to gain extra preparation time over fellow students.

Consequences

Cases of alleged malpractice will be considered by a committee convened by the Principal. The Principal's decision in these matters will be final. The likely outcome of a case of malpractice would be that the student would be awarded zero for all or part of the task. It is possible that this could make the student ineligible for an award in that subject at the Higher School Certificate.

2023 – 2024 HSC ASSESSMENT TASK CALENDAR

TERM	DATE	WEEK	SUBJECT
Term 4 2023	9 Oct – 13 Oct	1	
	16 Oct – 20 Oct	2	
	23 Oct – 27 Oct	3	Year 12 VET Workplacement
	30 Oct – 3 Nov	4	Year 12 VET Workplacement
	6 Nov – 10 Nov	5	
	13 Nov – 17 Nov	6	
	20 Nov – 24 Nov	7	
	27 Nov – 1 Dec	8	Ancient History, Biology, Business Studies
	4 Dec – 8 Dec	9	English Standard, English Studies, Investigating Science, Numeracy
	11 Dec – 15 Dec	10	Investigating Science, PDHPE
	19 Dec	11	
Term 1 2024	29 Jan – 2 Feb	1	
	5 Feb – 9 Feb	2	English Advanced, Visual Arts
	12 Feb – 16 Feb	3	Mathematics Standard 2
	19 Feb – 23 Feb	4	
	26 Feb – 1 Mar	5	
	4 Mar – 8 Mar	6	Sport, Lifestyle & Recreation
	11 Mar – 15 Mar	7	English Studies, Investigating Science, Mathematics Advanced
	18 Mar – 22 Mar	8	Ancient History, English Standard
	25 Mar – 29 Mar	9	Numeracy, PDHPE
	1 Apr – 5 Apr	10	Business Studies
	8 Apr – 12 Apr	11	
Term 2 2024	29 Apr – 3 May	1	
	6 May – 10 May	2	Biology, English Advanced
	13 May – 17 May	3	Mathematics Advanced, Mathematics Standard 2, Visual Arts
	20 May – 24 May	4	Sport, Lifestyle & Recreation
	27 May – 31 May	5	
	3 June – 7 June	6	
	10 Jun – 14 Jun	7	Numeracy, PDHPE
	17 Jun – 21 Jun	8	Ancient History, English Studies, Investigating Science
	24 Jun – 28 Jun	9	Business Studies, Mathematics Standard 2
	1 Jul – 5 Jul	10	English Advanced, English Standard
Term 3 2024	22 Jul – 26 Jul	1	
	29 Jul – 2 Aug	2	Biology, Mathematics Advanced
	5 Aug – 9 Aug	3	English Studies, Visual Arts
	12 Aug - 16 Aug	4	
	19 Aug – 23 Aug	5	HSC Trial Exams - All Subjects
	26 Aug – 30 Aug	6	HSC Trial Exams - All Subjects
	2 Sept – 6 Sept	7	Numeracy
	9 Sept – 13 Sept	8	
	16 Sept – 20 Sept	9	
	23 Sept – 27 Sept	10	

Please check these assessment task dates with your teachers

ASSESSMENT SCHEDULES

2023-2024

(updated October 2023)

Ancient History

HSC Assessment Schedule

Ancient History		Task 1	Task 2	Task 3	Task 4
Due Date		Term 4 Week 8 2023	Term 1 Week 8 2024	Term 2 Week 8 2024	Term 3 Week 3 2024
Task description		Historical analysis – In Class Cities of Vesuvius: Pompeii and Herculaneum	Oral Presentation Ancient Societies	Source analysis Personalities in their Times	Trial Examination All Topics
Outcomes assessed		AH12-2, AH12-6, AH12-7, AH12-8, AH12-10	AH12-1, AH12-4, AH12-5, AH12-6, AH12-7, AH12-9	AH12-5, AH12-6, AH12-7, AH12-9	AH12-1, AH12-3, AH12-5, AH12-6, AH12-9
Components		Weighting %			
Knowledge and understanding of course content	40	5	15	5	15
Historical skills in the analysis and evaluation of sources and interpretations	20	5	5	5	5
Historical inquiry and research	20	5	5	5	5
Communication of historical understanding in appropriate forms	20	5	5	5	5
Total %	100	20	30	20	30

Biology

HSC Assessment Schedule

Biology		Task 1	Task 2	Task 3	Task 4
Due Date		Term 4 Week 8 2023	Term 2 Week 2 2024	Term 3 Week 2 2024	Term 3 Weeks 5/6 2024
Task description		Model & Presentation Module 5	Depth Study Module 6	Practical Investigation Module 7	Trial HSC Examination Modules 5, 6, 7 & 8
Outcomes assessed		BIO11/12-3, BIO11/12-4, BIO11/12-7, BIO12-12	BIO11/12-1, BIO11/12-3, BIO11/12-4, BIO11/12-5, BIO11/12-6, BIO11/12-7, BIO12-13	BIO11/12-1, BIO11/12-2, BIO11/12-3, BIO11/12-4, BIO11/12-5, BIO11/12-6, BIO11/12-7, BIO12-14	BIO11/12-1, BIO11/12-2, BIO11/12-3, BIO11/12-4, BIO11/12-5, BIO11/12-6, BIO11/12-7, BIO12-12, BIO12- 13, BIO12-14, BIO12-15
Components		Weighting %			
Skills in working scientifically	60	15	15	20	10
Knowledge and understanding	40	10	10	10	10
Total %	100	25	25	30	20

Business Studies

HSC Assessment Schedule

Business Studies		Task 1	Task 2	Task 3	Task 4
Due Date		Term 4 Week 8 2023	Term 1 Week 10 2024	Term 2 Week 9 2024	Term 3 Weeks 5/6 2024
Task description		Operations Task	Finance Stimulus Task	Marketing Plan	Trial HSC Examination
Outcomes assessed		H1, H2, H3, H4, H5, H9	H2, H4, H5, H6, H8, H9 H10	H5, H7, H8, H9	H1, H2, H3 H4, H5, H6, H7, H8, H9 H10
Components		Weighting %			
Knowledge and understanding of course content	40	10	10	10	10
Stimulus-based skills	20	-	10	-	10
Inquiry and research	20	5	-	15	-
Communication of business information, ideas and issues in appropriate forms	20	5	5	-	10
Total %	100	20	25	25	30

English Advanced

HSC Assessment Schedule

English Advanced		Task 1	Task 2	Task 3	Task 4
Due Date		Term 1 Week 2 2024	Term 2 Week 2 2024	Term 2 Week 10 2024	Term 3 Weeks 5/6 2024
Task description		Common Module Essay – In class response Module: Texts and Human Experience	Module A Comparative essay – in class response Module: Textual Conversations	Module C Multi-Modal Presentation Module: The Craft of Writing	All Modules Trial HSC Examination
Outcomes assessed		EA12-1, EA12-3, EA12-4, EA12-5, EA12-6, EA12-7	EA12-1, EA12-3, EA12-4, EA12-5, EA12-6, EA12-8	EA12-1, EA12-2, EA12-3, EA12-5, EA12-6, EA12-9	EA12-1, EA12-3, EA12-4, EA12-5, EA12-6, EA12-8,
Components		Weighting %			
Knowledge and understanding of course content	50	15	10	10	15
Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes	50	10	10	15	15
Total %	100	25	20	25	30

NESA REQUIREMENTS:

The Year 12 formal school-based assessment program is to reflect the following requirements:

- a maximum of four assessment tasks
- the minimum weighting for an individual formal task is 10%
- the maximum weighting for an individual formal task is 40%
- only one task may be a formal written examination with a maximum weighting of 30%
- *Module C – The Craft of Writing* must be assessed with a total weighting of 25%.
- one task must be a multimodal presentation enabling students to demonstrate their knowledge, understanding and skills across a range of modes
- assessment of the Common Module must integrate student selected related material.

English Standard

HSC Assessment Schedule

English Standard		Task 1	Task 2	Task 3	Task 4
Due Date		Term 4 Week 9 2023	Term 1 Week 8 2024	Term 2 Week 10 2024	Term 3 Weeks 5/6 2024
Task description		Analytical Response using prescribed text and related material Common Module: Texts & Human Experiences	Multi-Modal Presentation Module B: Close Study	Portfolio of Work Module C: Craft of Writing	Trial HSC Examination
Outcomes assessed		EN12-1, EN12-3, EN12-5, EN12-6, EN12-7	EN12-1, EN12-2, EN12-3, EN12-5, EN12-7	EN12-1, EN12-3, EN12-4, EN12-5, EN12-9	EN12-1, EN12-3, EN12-5, EN12-6, EN12-7, EN12-8
Components		Weighting %			
Knowledge and understanding of course content	50	10	15	10	15
Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes	50	10	10	15	15
Total %	100	20	25	25	30

NESA REQUIREMENTS:

The Year 12 formal school-based assessment program is to reflect the following requirements:

- a maximum of four assessment tasks
- the minimum weighting for an individual task is 10%
- the maximum weighting for an individual task is 40%
- one task may be a formal written examination with a maximum weighting of 30%
- *Module C – The Craft of Writing* must be assessed with a total weighting of 25%
- one task must be a multimodal presentation enabling students to demonstrate their knowledge, understanding and skills across a range of modes
- assessment of the Common Module must integrate student selected related material.

English Studies

HSC Assessment Schedule

English Studies		Task 1	Task 2	Task 3	Task 4
Due Date		Term 4 Week 9 2023	Term 1 Week 7 2024	Term 2 Week 8 2024	Term 3 Week 3 2024
Task description		Critical Response incorporating related material Mandatory Module: Texts and Human Experiences	Multi-Modal Presentation Elective Module	Reading and writing in class tasks using set text and unseen material Elective Module	Collection of classwork All modules
Outcomes assessed		ES12-1, ES12-4, ES12-7, ES12-8	ES12-1, ES12-2, ES12-3 ES12-4, ES12-6, ES12-7, ES12-10	ES12-1, ES12-2, ES12-4, ES12-5, ES12-7, ES12-8, ES12-9, ES12-10	ES12-2, ES12-3, ES12-4, ES12-5, ES12-7, ES12-10
Components		Weighting %			
Knowledge and understanding of course content	50	15	10	10	15
Skills in: <ul style="list-style-type: none"> • comprehending texts • communicating ideas • using language accurately, appropriately and effectively 	50	10	10	15	15
Total %	100	25	20	25	30

NESA REQUIREMENTS:

The Year 12 formal school-based assessment program is to reflect the following requirements:

- a maximum of four assessment tasks
- the minimum weighting for an individual task is 10%
- the maximum weighting for an individual task is 40%
- only one task may be a formal written examination with a maximum weighting of 20%
- one task must be a collection of classwork demonstrating student learning across the modules studied with a minimum weighting of 30%
- assessment of the Common Module must integrate teacher or student selected related material.

Investigating Science HSC Assessment Schedule

Investigating Science		Task 1	Task 2	Task 3	Task 4
Due Date		Term 4 Week 9/10 2023	Term 1 Week 7 2024	Term 2 Week 8 2024	Term 3 Weeks 5/6 2024
Task description		Practical Investigation & Report Module 5	Secondary Sourced Research Task Modules 5 & 6	Depth Study Modules 7 & 8	Trial HSC Examination Module 5,6,7,8
Outcomes assessed		INS11/12-1 INS11/12-2 INS11/12-3 INS11/12-4 INS11/12-5 INS11/12-7 INS12-12	INS11/12-1 INS11/12-2 INS11/12-3 INS11/12-4 INS11/12-7 INS12-13	INS11/12-1 INS11/12-5 INS11/12-6 INS11/12-7 INS12-14 INS12-15	INS11/12-1 INS11/12-2 INS11/12-3 INS11/12-4 INS11/12-5 INS11/12-6 INS11/12-7 INS12-12, INS12-13, INS12-14, INS12-15
Components		Weighting %			
Skills in working scientifically	60	15	15	20	10
Knowledge and understanding	40	5	5	10	20
Total %	100	20	20	30	30

Mathematics Advanced HSC Assessment Schedule

Mathematics Advanced		Task 1	Task 2	Task 3	Task 4
Due Date		Term 1 Week 7 2024	Term 2 Week 3 2024	Term 3 Week 2 2024	Term 3 Weeks 5/6 2024
Task description		In-class supervised test Topics F2, T3, C3.1, C4	In-class supervised test Topics C2, C3.2	Assignment/ Investigation Topics M1	Trial HSC Examination Topics All
Outcomes assessed		MA12-1, MA12-3 MA12-5, MA12-6, MA12-7, MA12-10	MA12-3 MA12-6, MA12-10	MA12-2, MA12-4, MA12-9, MA12-10	All
Components		Weighting %			
Understanding, fluency and communicating	50	10	10	15	15
Problem solving, reasoning and justification	50	10	10	15	15
Total %	100	20	20	30	30

Mathematics Standard 2

HSC Assessment Schedule

Mathematics Standard 2		Task 1	Task 2	Task 3	Task 4
Due Date		Term 1 Week 3 2024	Term 2 Week 3 2024	Term 2 Week 9 2024	Term 3 Weeks 5/6 2024
Task description		In-class supervised test Topics M6, M7	Assignment/ Investigation Topics S4, S5	In-class supervised test Topics N2, N3	Trial HSC Examination Topics A4, M6, M7, F4, F5, S4, S5, N2, N3, S2
Outcomes assessed		MS2-12-3, MS2-12-4, MS2-12-9, MS2-12-10	MS2-12-2, MS2-12-7, MS2-12-9, MS2-12-10	MS2-12-8, MS2-12-9, MS2-12-10	MS11-1 to MS11-10 MS2-12-1 to MS2-12-10
Components		Weighting %			
Understanding, fluency and communicating	50	10	15	10	15
Problem solving, reasoning and justification	50	10	15	10	15
Total %	100	20	30	20	30

Numeracy

HSC Assessment Schedule

Numeracy		Task 1	Task 2	Task 3	Task 4
Due Date		Term 4 Week 9 2023	Term 1 Week 9 2024	Term 2 Week 7 2024	Term 3 Week 7 2024
Task description		Assignment New Job, New Adventure	Assignment Festival	Assignment Rule of Thirds	Assignment Explorations in Numeracy
Outcomes assessed		N6-2.3 N6-2.4 N6-2.5 N6-3.1	N6-2.2 N6-2.3 N6-2.5 N6-3.2	N6-1.1 N6-2.3 N6-2.5 N6-3.1	N6-1.1 N6-2.6 N6-3.1 N6-3.2
Components		Weighting %			
Knowledge and understanding	50	12.5	12.5	12.5	12.5
Skills	50	12.5	12.5	12.5	12.5
Total %	100	25	25	25	25

Personal Development, Health & Physical Education

HSC Assessment Schedule

PDHPE		Task 1	Task 2	Task 3	Task 4
Due Date		Term 4 Week 10 2023	Term 1 Week 9 2024	Term 2 Week 7 2024	Term 3 Weeks 5/6 2024
Task description					Trial HSC Examination
Outcomes assessed		H1, H2, H3, H4, H5, H14, H15, H16	H7, H8, H9, H10, H11, H16, H17	H8, H13, H16, H17	H1, H2, H3, H4, H5, H6, H7, H8, H9, H10, H11, H12, H13, H14, H15, H16
Components		Weighting %			
Knowledge and understanding of factors that affect health and the way the body moves.	40	5	10	10	15
Skills in influencing personal and community health and also taking action to improve participation and performance in physical activity.	30	10	5	5	10
Skills in critical thinking, research and analysis.	30	10	5	10	5
Total %	100	25	20	25	30

Sport, Lifestyle & Recreation HSC Assessment Schedule

Sport, Lifestyle & Recreation		Task 1	Task 2	Task 3
Due Date		Term 1 Week 6 2024	Term 2 Week 4 2024	Term 3 Weeks 5/6 2024
Task description				Trial HSC Examination
Outcomes assessed		1.1, 1.3, 1.4, 2.3, 3.6, 4.1, 4.2, 4.4	1.1, 1.3, 1.6, 2.4, 3.2, 4.2, 4.5	1.1, 1.2, 1.3, 1.6, 2.1, 2.2, 2.3, 2.5, 3.1, 3.2, 3.3, 4.1, 4.2, 4.4, 4.5
Components		Weighting %		
Knowledge & understanding of:				
<ul style="list-style-type: none"> • sports coaching and training methodology • first aid principles 	50	10	20	20
Skills in:				
<ul style="list-style-type: none"> • designing programs that respond to performance needs • assess and respond appropriately to emergency care situations 	50	25	15	10
Total %	100	35	35	30

Visual Arts

HSC Assessment Schedule

Visual Arts		Task 1	Task 2	Task 3	Task 4
Due Date		Term 1 Week 2 2024	Term 2 Week 3 2024	Term 3 Week 3 2024	Term 3 Weeks 5/6 2024
Task description		Development of B.O.W & V.A.P.D	In Class Written Task	Final Presentation of B.O.W & V.A.P.D	Trial HSC Examination
Outcomes assessed		H1, H4	H7, H8, H9	H1, H2, H3, H4, H5, H6	H7, H8, H9, H10
Components		Weighting %			
Artmaking	50	15	-	35	-
Art Criticism and Art History	50	-	20	-	30
Total %	100	15	20	35	30

VOCATIONAL EDUCATION AND TRAINING (VET) COURSES



School Delivered Vocational Education and Training (VET) Courses

Vocational Education and Training (VET) courses are offered as part of the Higher School Certificate (HSC) or Record of School Achievement (RoSA). VET courses are designed to deliver workplace specific skills and knowledge and cover a wide range of careers and industries. VET courses for secondary students are developed by NSW Educational Standards Authority (NESA) and are based on national training packages.

VET courses allow students to gain an HSC or RoSA and a national qualification or statement of attainment as part of the Australian Qualification Framework (AQF). These qualifications are widely recognised by industry, employers, tertiary training providers and universities and will assist students to progress to various education and training sectors and employment.

Public Schools NSW RTOs are accredited to deliver and assess VET qualifications to secondary students. It is mandatory for all students studying a VET course to create a Unique Student Identifier (USI) upon enrolment. Students will require a form of identification for the creation of the USI. Examples include a Medicare Card, Australian Birth Certificate, Driver's License or a valid Passport.

Assessment in all VET courses is competency based. The student is assessed on what they can do (skills) and what they know (knowledge) to equip them in the workplace. Students are either deemed "competent" or "not yet competent" by the teacher. Students who have successfully achieved competency will have the skills and knowledge to complete workplace activities in a range of different situations and environments, to an industry standard expected in the workplace.

Assessment materials are designed to ensure each learner has the opportunity to achieve outcomes to the level of the qualification. Students will receive documentation showing all competencies achieved for the VET course undertaken.

Board Developed Industry Curriculum Framework (ICF) courses usually count for 4 units of HSC credit, include 70 hours of mandatory work placement, and have an optional HSC examination. For a VET course to be included in the calculation for the ATAR, students must sit the HSC Examination.

Board Endorsed Courses (BECs) are courses based on national industry Training Packages endorsed by NESA. They do not count towards the ATAR and there is no HSC examination.

Work Placement

Many VET courses have a mandatory work placement requirement set by NESA. Students will:

- gain insights into the kind of career they would like to have.
- make informed decisions about further training and study.
- become more employable.
- be better equipped for business and employment opportunities.

There are other VET opportunities including:

Externally delivered Vocational Education and Training (EVET)

Information and courses available are listed here: <https://education.nsw.gov.au/public-schools/career-and-study-pathways/skills-at-school/external-vet-courses> Talk to your school Careers Adviser about how to access EVET.

School Based Apprenticeships and Traineeships (SBAT)

Information about SBATs is available here: <https://education.nsw.gov.au/public-schools/career-and-study-pathways/school-based-apprenticeships-and-traineeships> For further information about how to access an SBAT opportunity please speak with your Careers Adviser.

Assessment Summary AHC20116 Certificate II in Agriculture- Livestock Option

Requirements for HSC purposes	Dates
Work Placement (compulsory for the HSC) 70 hours in total	Weeks 3 & 4. Term 4 2023
Trial HSC exam - Students whose HSC pattern of study makes them eligible to receive an ATAR must sit the trial HSC exam.	Weeks 5 & 6. Term 3 2024

Assessment Plan			Evidence Collection			HSC
Cluster	Competency codes		Direct observation – real time, simulated environment	Product based method – structured activities e.g., role plays, work samples, presentation, reports	Questioning – written or oral related to knowledge e.g., quizzes, interviews	NESA Status Mandatory/Stream
Cluster 1	AHCWHS201	Participate in WHS processes	X	X	X	Mandatory
Cluster 2	AHCWRK204	Work effectively in the industry	X		X	Mandatory
Cluster 2	AHCWRK209	Participate in environmentally sustainable work practices	X	X	X	Mandatory
Cluster 2	AHCWRK205	Participate in workplace communications	X	X	X	
Cluster 3	AHCWRK201	Observe and report on weather	X	X	X	Mandatory
Cluster 4	AHCPMG201	Treat weeds	X	X	X	
Cluster 4	AHCCHM201	Apply chemicals under supervision	X	X	X	Mandatory

- Trainers must deliver and assess Cluster 1, 2, 3, 4, Cluster 5 (Livestock stream), 7,8 and 9. Select Cluster 11 or 12; **to a total of 18 units**
- **Any TAS changes must be notified and approved by the RTO before the delivery of the qualification. Schools cannot credential beyond the packaging rules of 18 units of competency.**
- Clusters DO NOT NEED TO BE ASSESSED IN ORDER. Preliminary units MUST be clearly stated in TAS scope and sequence and on the NESA entry page.
- Note: When more than 1 unit is in a 'Cluster', trainers must not assess individual units. Units in a Cluster must be assessed and recorded together in their respective cluster unless clearly assessed as separate units in the assessment package.
- Cluster 11 [AHCLSK316](#) Prepare livestock for competition **will not be automatically opened on Schools Online, RTO contact required when selecting this unit of competency. Trainers must hold this unit.**
- Trainers must hold all the units of competency to deliver and assess this Livestock Option.

Cluster 5 (includes Livestock stream)

Assessment Plan			Evidence Collection			HSC
Cluster	Competency codes	Title of competency	Direct observation – real time, simulated environment	Product based method – structured activities e.g., role plays, work samples, presentation, reports	Questioning – written or oral related to knowledge e.g., quizzes, interviews	NESA Status Mandatory/Stream
Cluster 5	AHCLSK202	Care for health and welfare of livestock	X	X	X	Stream
Cluster 5	AHCLSK205	Handle livestock using basic techniques	X	X	X	
Cluster 5	AHCLSK206	Identify and mark livestock	X		X	
Cluster 5	AHCLSK204	Carry out regular livestock observations	X		X	

Cluster 7 Tractors and machinery

Assessment Plan			Evidence Collection		
Cluster	Competency codes	Title of competency	Direct observation – real time, simulated environment	Product based method – structured activities e.g., role plays, work samples, presentation, reports	Questioning – written or oral related to knowledge e.g., quizzes, interviews
Cluster 7	AHCMOM202	Operate tractors	X	X	X
Cluster 7	AHCMOM304	Operate machinery and equipment	X	X	X

Cluster 8 Feed and Water Livestock

Cluster 8	AHCLSK211	Provide feed for livestock	X	X	X
Cluster 8	AHCLSK209	Monitor water supplies	X	X	X

Cluster 9 Fencing

Cluster 9	AHCINF202	Install, maintain, and repair farm fencing	X	X	X
Cluster 9	AHCINF201	Carry out basic electric fencing operations	X	X	X

Cluster 12 Clean machinery

Cluster 12	AHC BIO201	Inspect and clean machinery for plant, animal, and soil material	X	X	X
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You must satisfactorily meet all the requirements of the VET qualification as stated in the TAS to achieve the AHC20116 Certificate II in Agriculture. The Statement of Attainment towards AHC20116 Certificate II in Agriculture will only be the possible AQF outcome if at least one UoC has been achieved.

School Name: West Wyalong High School

Assessment Schedule Yr: 11 - 2023

Assessment Events		Task 1	Task 2	Task 3	Task 4	Preliminary Yearly Exam**
		Week TBA depending on school delivery Term Date	Week 1-10 Term 1 Date 2023	Week 1-10 Term 2 Date 2023	Week 1-10 Term 3 Date: 2023	Week 8 Term 3 Date 2023
Code	Unit of Competency					
CPCWHS1001	Prepare to work safely in the construction industry	X				
CPCWHS2001	Apply WHS requirements, policies, and procedures in the construction industry		X			
CPCCCM1011 CPCCOM1015	Undertake basic estimation and costing Carry out measurements and calculations			X		
CPCCOM2001 CPCCOM1013	Read and interpret plans and specifications Plan and organise work				X	

Depending on the achievement of units of competency, the possible qualification outcome is a CPC20220 - Certificate II in Construction Pathways & Statement of Attainment towards CPC20120 Certificate in Construction

The exam events will be confirmed by your teacher as they may be used for the assessment of competencies and /or NESA reporting requirements.

*** Selected units only to be confirmed by your teacher.**

The assessment components in this course are competency based. This means that students need to demonstrate that they have gained and can apply the specific knowledge and skills of each unit of competency. Competency assessment is graded as "not yet competent" or "competent". In some cases, other descriptive words may be used leading up to "competent". This means a course mark is not allocated.

School Name: West Wyalong High School

Assessment Schedule Yr: 12 - 2024

Assessment Events		Task 5	Task 6	Task 7	Trial Exam**
		Week 1-10, 1-5	Week 6-10,1-10,1-10,1-5	Week 6-10,1-10,1,10	Weeks 5 & 6
Term 4, Term 1	Term 4,1-3	Term 1-3	Term 3		
Date:2023/2024	Date:2023/2024	Date:2024	2024		
Code	Unit of Competency				
CPCCJN2001 CPCCJN3004	Assemble components Manufacture and assemble joinery components	X			
CPCCCA2002 CPCCCM2005 CPCCCA2011	Use carpentry tools and equipment Use construction tools and equipment Handle carpentry materials		X		
CPCCVE1011 CPCCOM1012	Undertake a basic construction project Work effectively and sustainably in the construction industry			X	

Depending on the achievement of units of competency, the possible qualification outcome is a CPC20220 - Certificate II in Construction Pathways & Statement of Attainment towards CPC20120 Certificate in Construction

The exam events will be confirmed by your teacher as they may be used for the assessment of competencies and /or NESA reporting requirements.

* Selected units only to be confirmed by your teacher.

The assessment components in this course are competency based. This means that students need to demonstrate that they have gained and can apply the specific knowledge and skills of each unit of competency. Competency assessment is graded as "not yet competent" or "competent". In some cases, other descriptive words may be used leading up to "competent". This means a course mark is not allocated.

School Name: West Wyalong High School

Assessment Schedule Year 11 - 2023

Assessment Tasks for SIT20322 Certificate II in Hospitality Ongoing assessment of skills and knowledge is collected throughout the course and forms part of the evidence of competence of students.		Task 1	Preliminary Yearly Exam** (Optional)
Code	Unit of Competency	Week 10 Term 2 Date 30 th July 2023	Week 8 Term 3 2023
SITXFSA005	Use hygienic practices for food safety	X	
SITXWHS005	Participate in safe work practices	X	
SITXFSA006	Participate in safe food handling practices	X	
SITHCCC025	Prepare and present sandwiches	X	
SITXCOM007	Show social and cultural sensitivity	X	
SITXCCS011	Interact with customers	X	

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

The exam Tasks will be confirmed by your teacher as they may be used for the assessment of competencies and /or NESA reporting requirements.

*** Selected units only to be confirmed by your teacher.**

The assessment components in this course are competency based. This means that students need to demonstrate that they have gained and can apply the specific knowledge and skills of each unit of competency. Competency assessment is graded as “not yet competent” or “competent”. In some cases, other descriptive words may be used leading up to “competent”. This means a course mark is not allocated.

School Name: West Wyalong High School

Assessment Schedule Year 12 – 2024

Assessment Tasks for SIT20322 Certificate II in Hospitality		Task 2	Task 3	Task 4	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 3	Weeks 5 & 6
		Term 4	Term 1	Term 3	Term 3
		Date: 15 th December 2023	Date: 6 th April 2024	Date: 4 th August 2024	2024
Code	Unit of Competency				
SITHIND006	Source and use information on the hospitality industry	x			
SITHFAB024	Prepare and serve non-alcoholic beverages		x		
SITHFAB025	Prepare and serve espresso coffee		x		
SITHFAB027	Serve food and beverages		x		
BSBTWK201	Work effectively with others			x	
SITHIND007	Use hospitality skills effectively			x	

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

The exam Tasks will be confirmed by your teacher as they may be used for the assessment of competencies and /or NESA reporting requirements.

*** Selected units only to be confirmed by your teacher.**

The assessment components in this course are competency based. This means that students need to demonstrate that they have gained and can apply the specific knowledge and skills of each unit of competency. Competency assessment is graded as “not yet competent” or “competent”. In some cases, other descriptive words may be used leading up to “competent”. This means a course mark is not allocated.

School Name: West Wyalong High School

Assessment Schedule Yr: 11 - 2023

Assessment events		Task 1	Task 2	Task 3
		Week 10 Term 1	Week 2 Term 3	Week 10 Term 3
Code	Unit of competency			
MEM13015	Work safely and effectively in manufacturing and engineering			
MEM16006	Organise and communicate information	X		
MEM11011	Undertake manual handling			
MEM18001	Use hand tools		X	
MEM18002	Use power tools/hand held operations			
MEM12024	Perform computations			
MEM16008	Interact with computing technology			X
MEM07032	Use workshop machines for basic operations			

* Students must complete 35 hours of work placement during the course in 2023.

Depending on the achievement of units of competency, the possible qualification outcome is a **MEM10119 Certificate I in Engineering & Statement of Attainment towards MEM20413 Certificate II in Engineering Pathways**. The assessment components in this course are competency based. This means that students need to demonstrate that they have gained and can apply the specific knowledge and skills of each unit of competency. Competency assessment is graded as “not yet competent” or “competent”. In some cases, other descriptive words may be used leading up to “competent”.

**Indicates no mark is collected for external assessment and any examination is carried out according to the school’s internal assessment policy. *Public Schools NSW, Tamworth* (RTO 90162) have engaged NESAs to issue credentials within 30 days of course completion for the student. No physical transcripts are issued to students.

Students must download an electronic copy of their qualification and transcript from their Students Online account via <https://studentsonline.nsw.edu.au/go/login/>

Students have access to their Students Online portal and their qualifications and transcripts up until June of the following year after graduation, after which students can contact NESAs directly for additional copies of their transcript.

School Name: West Wyalong High School

Assessment Schedule Yr: 12 - 2024

Assessment events		Task 4	Task 5	Task 6
		Week 5 Term 1	Week 5 Term 2	Week 10 Term 3
Code	Unit of competency			
MEMPE006A	Undertake a basic engineering project	X		
MEMPE001A	Use engineering workshop machines			
MEMPE002A	Use electric welding machines		X	
MEMPE004A	Use fabrication equipment			
MEMPE005A	Develop a career plan for the engineering and manufacturing industry			X

* Students must have completed 35 hours of work placement during the course 2023.

Depending on the achievement of units of competency, the possible qualification outcome is a **MEM10119 Certificate I in Engineering & Statement of Attainment towards MEM20413 Certificate II in Engineering Pathways**. The assessment components in this course are competency based. This means that students need to demonstrate that they have gained and can apply the specific knowledge and skills of each unit of competency. Competency assessment is graded as "not yet competent" or "competent". In some cases, other descriptive words may be used leading up to "competent".

**Indicates no mark is collected for external assessment and any examination is carried out according to the school's internal assessment policy. *Public Schools NSW, Tamworth* (RTO 90162) have engaged NESA to issue credentials within 30 days of course completion for the student. No physical transcripts are issued to students.

Students must download an electronic copy of their qualification and transcript from their Students Online account via <https://studentsonline.nsw.edu.au/go/login/>

Students have access to their Students Online portal and their qualifications and transcripts up until June of the following year after graduation, after which students can contact NESA directly for additional copies of their transcript.

TAFE EXTERNAL COURSES

For all courses delivered by external providers such as TAFE NSW, please consult with the RTO (Registered Training Organisation) for the assessment criteria.

- Certificate III in Agriculture
- Certificate III in School Based Education Support