



UPDATED

# HSC Assessment Policy and Procedures Assessment Program and Dates

Student Guide | Year 12 2017



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# HSC ASSESSMENT POLICY AND PROCEDURES

## What Is HSC Course Assessment?

A student's **final HSC mark** for each of the courses studied in Year 12, excluding VET courses and Content Endorsed Courses, is determined by two things:

- The student's performance on school based formal assessment tasks; and
- The student's performance on the external HSC examination.

Each of these marks contributes equally to the final HSC mark. Thus, performance on internal assessment tasks is very important in calculating the final HSC mark for each course, as the HSC mark for a course is the average of the moderated assessment mark and the HSC examination mark. Students will therefore have gained 50% of their HSC mark for a course before they sit for the HSC examination.

The HSC Course Assessment mark is a mark gained by a student in each HSC course being studied. It is based on the student's performance on each of the formal internal assessment tasks scheduled for completion during the course. Each course has internal assessment tasks with varied weightings according to the Board of Studies Teaching & Educational Standards NSW (BOSTES) requirements for the particular subject. So, each assessment task will contribute towards the final Course Assessment and, ultimately, the HSC mark.

## The Purpose of HSC Assessment

The assessment mark submitted for each course is intended to indicate the student's achievement at the end of the HSC course. The assessment marks are based on:

- A wider range of syllabus outcomes than can be measured by the external examination;
- Multiple measures and observations made throughout the HSC course rather than a single assessment event.

Measuring achievement at several points during the course can provide a better indication of student achievement than a single, final assessment event. Multiple measures also cater for any knowledge and skills outcomes that are better assessed in specific settings or at specific times (eg research, fieldwork or practical skills).

The assessment marks submitted by the school reflect the knowledge and skills objectives of the course and the related outcomes.

A student's HSC Course Assessment Mark is the combination of the weighted assessment tasks as outlined in this book.

## Student Responsibilities

The procedures set out in this booklet are to ensure a fair and equitable assessment outcome for all students. Thus, all students are required to adhere to the procedures as outlined.

A student's work must be consistent and of as high a standard as possible throughout the entire HSC course in both assessment and non-assessment tasks. Non-assessment tasks must be completed for the following reasons:

- They prepare students for assessment tasks and exams;
- They supplement work done in class.

It is vital that all assessment tasks (or replacement tasks) be completed so that students can be shown to have met the outcomes of the course. If students do not complete assessment or non-assessment work related to the course, they risk losing the Head of School's certification at their final HSC entry that they have shown acceptable participation and application in the course. This may lead to them not being awarded the subject concerned at the HSC. This in turn could mean that they are not eligible for the award of the HSC because they do not have a minimum of ten units. Assessment tasks are also very valuable as a learning tool and as practice for the HSC

Students who do not complete all assessment tasks (or replacement assessment tasks) at school will not be eligible to receive a prize for coming top of the course for which tasks are missing.

Students who do not complete all assessment tasks (or replacement assessment tasks) will not be eligible to be Dux of the School.

## Assessment Components

All students in New South Wales are assessed on the same basis for each course they study. BOSTES has a set of prescribed Components with prescribed Weightings for use when calculating the final raw assessment mark which is sent by the school to BOSTES. They have also very clear Band descriptions that outline what students in any Band will be able to do. In addition to this assessment booklet, each department will give students an information sheet outlining their Assessment Program and will indicate the Components and Weightings of each course. Course Syllabus documents and Band descriptions can be accessed on the BOSTES website ([www.boardofstudies.nsw.edu.au](http://www.boardofstudies.nsw.edu.au))

## Timing of the HSC Assessment Program

The St Andrew's Cathedral School assessment program for HSC courses:

- Will begin any time after the commencement of the HSC year in Term 4, Year 11;
- Will usually include a Semester 1 examination (late March) and a Trial HSC examination (early August);
- Will have assessment tasks spread from November 2016 to August 2017;
- Will not usually have assessment tasks set/due during the week immediately prior to examination periods unless it is a task that is to be submitted on the first day of that time period. Music and Drama performances are regarded as examinations and may be exempt from this;
- Will not usually have assessment tasks set/due in the week immediately after examination periods unless they are tasks which involve the completion of major works. If holidays fall in that time, this does not apply. Drama and Music performance tasks will be regarded as examinations and may be exempt from this.

## Notice of Assessment

Each department will issue an Assessment Program at the beginning of each course. The Assessment Program for each course will show:

- The assessment Components and their Weightings as specified in the HSC syllabus for the course;
- An indication of when each assessment task will take place (usually indicating the week in which the task will take place);
- The nature of each assessment task (e.g. assignment, research project, class essay).

As well, a minimum of two weeks before the task is to be submitted/sat, each Department will provide an Assessment Notification outlining:

- The date and time the task is to be submitted/sat;
- The time allowed for the task if it is an in-class task;
- The weighting of the task;
- The outcomes assessed by the task written out in full;
- The nature of the task eg. assignment, research project, class essay etc;
- The marking criteria used for the task;
- The content, knowledge and skills covered by the task;
- An indication of the length of the task (word limits/time limits) if applicable;
- Details of any administrative arrangements associated with the task.

Year 12 Assessment Tasks will also be available on the parent portal. If it is necessary to change the date of an assessment task, students will be given:

- Formal written notification of the change of date that includes:
  - o The new date of the assessment task;
  - o An acknowledgment of receipt/acceptance of the change for each student to sign and return to the class teacher;
- Sufficient notice to check for clashes and prepare;
- The usual minimum of two weeks written notice if the task is to be brought forward;
- Notice of extensions to assessment tasks.

## Assessment Procedures

Students will:

- Ensure they have a copy of, and have read, the current *HSC Assessment Policy and Procedures Student Guide*, and understand all aspects of the policy and procedures;
- Ensure they have a copy of the *HSC Assessment Calendar* and are aware of all relevant dates;
- Ensure that they have a copy of, and have read, the *Assessment Program* for each course;
- Ensure they have an Assessment Notification for each assessment task. If a student is absent on the day the Assessment Notification is handed out, they are responsible for obtaining a copy of it from their teacher. The Notification will usually be available on the portal. No extra time will be given to students for a task because they did not receive the Assessment Notification when it was handed out in class, unless there are exceptional circumstances;
- Make every effort to prepare thoroughly for all assessment tasks and to present work of quality;
- Agree to abide by expected standards of academic integrity and ethical scholarship. As a symbol of this recognition, students will have completed all of the BOSTES Modules in All my Own Work;
- Submit work which is the original work of the student. Where the ideas or work of others is used, full and appropriate acknowledgement is to be made;
- Submit tasks prepared at home directly to the department/teacher involved as per the guidelines outlined on the Assessment Notification. Tasks must not be given to the Senior College receptionist. If tasks prepared at home are submitted after the time stipulated on the due date without an acceptable reason, they will be regarded as late and subject to penalties as outlined later in this document;
- Ensure they receive a *Receipt of Assessment Task* for all tasks submitted after completion at home. If students do not have a *Receipt of Assessment Task*, they will be regarded as not having submitted the task if a dispute arises over whether the task has been received;
- Keep a copy of each and every assessment task submitted. If the work is an artefact the student must keep a photographic record of the making of the artefact. Students may be called upon to re-submit a task or to provide photographic evidence that they have completed a task. If a student cannot meet this condition they may be penalised.

## Collection of Assessment Tasks

Where a *Receipt of Assessment Task* is issued for the submission of assessment tasks, students must:

- Ensure that the details on the form are correct;
- Ensure that it is signed by a staff member at the time an assessment task is submitted;
- Retain their *Receipt of Assessment Task* as evidence of submitting the task.

The *Receipt of Assessment Task* will contain:

- Department name
- Task name/number
- Due date
- Student name
- Signature of staff member who receives the task
- Time of receipt

Assessment tasks must be submitted according to the details provided on the Assessment Notification sheet. Students should note that some tasks may be due by 8.30am on the day a task is due for handing in.

When assessment tasks are completed in class, students:

- Must remain in the room until all work is collected from each student;
- Are responsible for ensuring all work is handed in. Any work that is not handed in at the end of the assessment task, and then submitted by the student after leaving the room where the task was held, will not be marked.

## Illness and Misadventure

The illness/misadventure appeals process is designed for cases where, because of illness or misadventure, a student's performance in an Assessment Task is not a good measure of their achievement. It does not cover:

- Difficulties in preparation or loss of preparation time;
- Misreading of a schedule or timetable;
- Misreading of examination or task instructions;
- Long-term illness unless there is evidence of a sudden recurrence during a task; or
- Conditions for which you have been granted disability provisions, unless you experience further difficulties.

The BOSTES ACE website states that schools "must assess the student's actual performance, not potential performance. Assessment marks must not be modified to take into account possible effects of illness or domestic situations."

Refer to the Illness/Misadventure section of this Handbook for information regarding the Illness and Misadventure Appeals procedure for HSC Examinations, Projects, Submitted Works and Performances.

## Acceptable Reasons For Non Attendance At/Late Submission of Assessment Tasks

The only satisfactory reasons for non-attendance at, or late submission of, assessment tasks are:

- Illness on the day the task is sat/submitted as evidenced by a medical certificate;
- Special Leave granted by the Director of Learning (BOSTES Year 11 & 12) before the date of the assessment task;
- Misadventure (accidents or extreme non-medical problems that can be documented, major transport delays that can be verified);

## Unacceptable Reasons For Non Attendance At/Late Submission of Assessment Tasks

The following are not acceptable reasons for non-attendance at, or late submission of, assessment tasks:

- Any type of computer/printer malfunction (be sure all work is backed up or emailed to school every time before leaving the computer, regardless of whether the work is finished or not);
- Illness without a medical certificate presented on the first day of return to School;
- Illness with a medical certificate provided by a relative of the student;
- Lateness due to minor transport problems (students are to allow for variations in time of travel);
- Lateness due to sleeping in;
- Early/late holidays;
- Loss of task;
- An extension/permission to be absent granted by anyone other than the Director of Learning (BOSTES Year 11 & 12).

Compensation should not be expected during the marking of assessment tasks or upon completion of all tasks for factors including:

- Prolonged illness;
- Long-term domestic problems;
- Holiday trips which affect preparation or performance on a task;
- Computer/printer malfunction.

NB – Students must attend school for the full day on the day that an assessment task is due. If a student is absent for a part of the school day and arrives late at school to either hand in an assessment task or complete an in-class assessment, they must submit a valid medical certificate.

## What To Do If You Are Not At School On the Day A Task Is To Be Sat/Submitted

Students absent from an assessment task due to illness must:

1. Obtain a medical certificate on the day of the task and submit to Director of Learning (BOSTES Year 11 & 12)
2. Advise the School of absence on the day of the task by contacting:
  - The Director of Learning (BOSTES Year 11 & 12) for missed Semester 1 Examinations or Trial Examinations;
  - The Leader of Learning for all other missed assessment tasks by Recess on the day of their return to school and sit for the replacement task provided by the relevant Department, as directed as soon as possible after their return to school. Teachers do not need to issue a Notification of assessment task in this event.
3. Submit the assessment task by Recess on the first day of return to School.

In the case of a student being absent on the day of a Group Assessment Task, the group will be required to perform their task on the first day after that on which all group members are present at school, as directed by the Leader of Learning.

In most cases, there will be a limit of five school days after the scheduled date of a task or the completion of the Examination Period in which a student can obtain marks from a replacement task. Once this limit has been reached a student, with an appropriate medical certificate, may be awarded an estimate, based on the results of similar assessment tasks. Only in exceptional circumstances will an estimated mark be awarded. This will be at the discretion of the Director of Learning (BOSTES Year 11 & 12).

Tasks will not usually be due on the last day of a school term. However, if a task is due on the last day of term, it must be submitted to the School at the earliest possible time during the holidays, together with a medical certificate covering the entire time up to the day of submission. In these circumstances only may an assessment task be given to the Senior College Receptionist. Students must still ensure that they receive a Receipt of Assessment Task.

### Illness and Misadventure Before or During an Assessment Task

If a student is ill before they sit an Assessment Task, they must:

1. Obtain an Illness and Misadventure Form before they sit the task
2. Hand the Illness and Misadventure Form to the task supervisor before the task
3. Obtain a Medical Certificate on the day of the task
4. Submit an Illness and Misadventure Form along with the original copy of the medical certificate on the first day of return to school to the Director of Learning (BOSTES Year 11 & 12).

If a student becomes ill during an examination or in-class assessment task, or is unable to complete an examination (for whatever reason), the student must:

1. Bring the matter to the attention of the teacher / examination supervisor at the time of the examination or task. The teacher / examination supervisor will fully document the circumstances and inform the Director of Learning (BOSTES Year 11 & 12).
2. Obtain a medical certificate on that same day which explains the illness.
3. Submit an Illness and Misadventure Form along with the original copy of the medical certificate on the first day of return to school to the Director of Learning (BOSTES Year 11 & 12).

If a student feels that they have been disadvantaged in any way during an in-class assessment task, they must:

1. Bring the matter to the attention of the teacher / examination supervisor at the time of, or immediately after, the examination or task. The teacher / examination supervisor will fully document the circumstances and inform the Director of Learning (BOSTES Year 11 & 12).
2. Submit an Illness and Misadventure Form by the next school day to the Director of Learning (BOSTES Year 11 & 12).

A student who does not alert the supervisor of illness/misadventure before or during an Assessment Task cannot submit an Illness and Misadventure Appeal retrospectively. Illness and Misadventure Forms may not be submitted after results are returned to students. Students with a prolonged illness should not expect special consideration for a task unless they alert the teacher / examination supervisor of an acute attack during the task and follow the above procedure.



## Extensions for Submission of Assessment Tasks

Extensions for assessment tasks will not normally be granted. Extensions will only be granted for extraordinary circumstances. Illness or other issues in the days immediately prior to the submission of an Assessment Task would not normally be considered. However, if a student has a genuine Illness/Misadventure claim, they should submit a completed Variation to Assessment Task Form accompanied by supporting evidence such as a Medical Certificate to the Director of Learning (BOSTES Year 11 & 12) at least 2 school days before the task is due to be submitted. If the appeal is accepted, the Director of Learning (BOSTES Year 11 & 12) will negotiate a new submission date with the Leader of Learning. Even if an extension is granted, a student may be required to submit the work that they have completed on the due date.

### Medical Certificates

- Independent evidence must be written by a Medical Practitioner (must be a doctor)
- Medical certificates cannot be provided by someone who is a relative of the student
- Medical certificates must be written on the day of (or the day/s prior to) the missed task
- Medical certificates must not be dated retrospectively
- Medical certificates must cover the entire period of the student's absence
- Medical certificates should indicate the nature of the illness – 'a medical condition' or 'unfit for school' will not suffice
- Medical certificates must clearly indicate that the doctor's recommendation is that the student is too ill to complete the Higher School Certificate Assessment Task, or, that the student's illness will have impacted their performance during the task
- Original medical certificate must be submitted on the first day that a student returns to school

If for any reason you cannot obtain a Medical Certificate on or before the day of an Assessment Task, you must contact the Director of Learning (BOSTES Year 11 & 12) on or before the day of the task to explain the reason and make appropriate arrangements.

## Assessment Review Panel

The Assessment Review Panel will usually consist of the Director of Learning (BOSTES Year 11 & 12), the Head of Senior College and one Leader of Learning. The Panel will consider each appeal on its merits.

The Panel will consider whether the procedure has been followed and review the evidence provided. Based on this, the Panel will either uphold or decline the appeal.

If the appeal is upheld, the relevant point below will apply:

- The mark obtained on the task sat at a later date will be accepted; or
- The mark obtained after late submission of a task will apply; or
- The Panel will request the Leader of Learning to review the student's performance across the full assessment program and determine whether the performance on the claim task has impacted adversely on the ranking of the student in relation to like tasks.

Any estimates given for tasks will be for BOSTES purposes only.

If the appeal is not upheld, the relevant point below will apply:

- The mark obtained in a task done on the scheduled day will apply; or
- A zero mark will be awarded for a task not sat on the scheduled day; or
- A 20% penalty or zero mark will be awarded for a task submitted after the due date.

The decision of the Review Panel is final.

***Failure to follow the above procedures for Illness and Misadventure could result in the appeal not being upheld and zero being awarded for the task.***

## Special Leave

Students should only apply for Special Leave in the most extraordinary circumstances. A family holiday or travel plans would not be deemed as appropriate reason for Special Leave. Except in the case where a student is attending an approved school activity, students need to submit a *Variation to Assessment Task Form* to the Director of Learning (BOSTES Year 11 & 12) for any reason for which a student knows ahead of time that they will miss an Assessment Task. Application should be made at least 2 weeks prior to the leave being taken or failing that, as soon as it is known that a student will miss an Assessment Task.

Should Special Leave be granted, in-class Assessment Tasks will be rescheduled in consultation with the Leader of Learning. Other Assessment Tasks will need to be submitted before the student goes on leave.

The possible effect of such leave on any assessment task will not constitute reason for a misadventure claim.

Failure to submit a *Variation to Assessment Task Form* may result in a zero award for any missed Assessment Tasks.

## Penalties for Non Attendance At/Late Submission of Assessment Tasks

- Students submitting an assessment task one day late (with no acceptable reason) will receive a penalty of 20% of the maximum marks allocated for the task.
- Students submitting an assessment task more than one day late (with no acceptable reason) will be awarded zero for the task.
- Students absent on the day that an assessment task is sat (with no acceptable reason) will be awarded zero for the task.
- Assessment tasks awarded a zero score must still be completed to ensure the student satisfies the minimum outcomes and so completes the course. If a course is incomplete the student may not qualify for the award of the Higher School Certificate.

## Disability Provisions

It is St Andrew's Cathedral School policy that disability provisions may be granted for internal assessment tasks according to the guidelines detailed.

- To be granted disability provisions for internal assessment tasks a student must have lodged an application for HSC disability provisions through the Enrichment and Learning Department. That application must be accompanied by supporting documentation. While awaiting final BOSTES approval the need for disability provisions will be assessed on a case by case basis. After the application is formally approved, disability provisions will be provided according to BOSTES guidelines.
- The student is responsible for ensuring that disability provisions are provided for individual assessment tasks. The student must see the Head of Enrichment and Learning Department a **minimum of one week before task**. If this does not happen, disability provisions cannot be guaranteed for that task.
- The Head of Enrichment and Learning Department will organise disability provisions for all examinations.

## **Students Joining a Course Late**

Marks for missed assessment tasks for students who arrive at St Andrew's Cathedral School after the HSC assessment program has commenced and before the end of Term 2 will be estimated at the completion of the course based on the performance of the student in all tasks since their date of commencement.

## **Students Dropping a Course**

No student is allowed to drop a course a week before an assessment task or examination is due.

## **Accelerated Students**

Accelerated students:

- Will be required to complete all assessment tasks in the normal time frame;
- May require flexibility in the order and timing of assessment tasks;
- Will be eligible to receive a prize for first in course for any course, in the year that the course is undertaken;
- Will be eligible to be Dux of School.

## **Invalid Tasks/Parts of Tasks or Non-Discriminating Tasks**

If for some reason a task or part of a task proves to be invalid, the task may need to be discarded, either partially or in its entirety, or a new task may be needed with sufficient notice being given to students in writing.

## Malpractice in Assessment Tasks and Examinations

Malpractice is any activity undertaken by a student that allows them to gain an unfair advantage over others. It includes, but is not limited to:

- 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;
- Building on the ideas of another person without reference to the source;
- Buying, stealing or borrowing another person's work and presenting it as their own;
- Submitting work to which another person such as a parent, coach or subject expert has contributed substantially;
- Using words, ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement;
- Paying someone to write or prepare material;
- Breaching school examination rules;
- Cheating in an examination or assessment task;
- Behaviour that adversely affects the performance of other students during the sitting of an assessment task or examination;
- Using non-approved aides during an assessment task;
- Contriving false explanations to explain work not handed in by the due date or non-attendance at an in-class task;
- Assisting another student to engage in malpractice;
- Submitting work for an assessment task that has already been submitted for a task in the same or another course;
- Fabricating data for an assessment task;
- Submitting an altered medical certificate.

Assessment Tasks may be scanned by “anti-plagiarism” software as a part of the marking process.

Students will be expected to conform to the highest standards of academic integrity and ethical scholarship as indicated in their completion of All My Own Work.

If a student or students are suspected of malpractice, they may be interviewed by the Teacher of the Course and the Leader of Learning. In such cases, students will be required to provide evidence that all unacknowledged work is entirely their own. Such evidence might include, but is not limited to, the student:

- Providing evidence of and explaining the process of their work, which might include diaries, journals or notes, working plans or sketches, and progressive drafts to show the development of their ideas;
- Answering questions regarding the assessment task, examination or submitted work under investigation, to demonstrate their knowledge, understanding and skills.

If a student is not satisfied with the outcome of the interview, they may appeal to have the outcome reviewed by a Panel usually consisting of the Director of Learning (BOSTES Year 11 & 12), the Head of Senior College, a Leader of Learning other than the one concerned and a senior member of the teaching staff from another department. A review of this nature will be at the discretion of the Director of Learning (BOSTES Year 11 & 12).

Where malpractice is established to have occurred, the student will be awarded zero for the applicable section/s of the task. If students refuse to cooperate in this process, malpractice will, by default, be deemed to have occurred.

If the results of an assessment task are found to be invalid or unreliable for the entire cohort due to malpractice, then an alternative assessment task may be given, at the discretion of the Director of Learning (BOSTES Year 11 & 12).

## Zero Awards

Zero awards may be given in the following circumstances:

- A student is absent from an assessment task, and has not provided acceptable evidence to justify that absence on the first day of return to School;
- A student submits an assessment task more than one day late;
- A student has behaved in a manner that is deemed to have adversely affected the performance of others during the sitting of an assessment task or examination;
- A student has provided a false explanation for the late submission of an assessment task;
- A student submits an altered medical certificate;
- A student is deemed to have breached principles of academic integrity and ethical scholarship as outlined in *All My Own Work*;
- A student has engaged in any form of malpractice;
- A student has made a non-serious attempt at a task. Such attempts include answers containing frivolous or objectionable material or answers in a language other than English (unless specifically instructed to do so).

## Warning Letters and N-determination

If a penalty is incurred or a zero mark is awarded for an assessment task, a Warning Letter will be sent to the student's parent/guardian by the Leader of Learning. If a student fails to complete the tasks outlined on the Warning Letter by the due date, a further Warning Letter will be issued.

BOSTES requires schools to issue students with official warnings in order to give them the opportunity to redeem themselves. A minimum of two course-specific warnings must be issued prior to a final 'N' (non-completion of course) determination being made for a course.

### **Course Completion Criteria**

The satisfactory completion of a course requires principals to have sufficient evidence that the student has:

- Followed the course developed or endorsed by the Board; and
- Applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
- Achieved some or all of the course outcomes.

Where it is determined that a student has not met the Course Completion Criteria, they place themselves at risk of receiving an 'N' determination. An 'N' determination will mean that the course will not be listed on the student's Record of Achievement and may affect the student's eligibility for the HSC.

In Year 12, students must make a genuine attempt at assessment tasks that contribute in excess of 50% of available marks. Completion of tasks worth exactly 50% is not sufficient; tasks worth in excess of 50% must be completed.

## Feedback

Students will receive clear feedback on their performance in assessment tasks. Such feedback should indicate:

- The outcomes that students have and have not attained;
- The relative position of students in the cohort for that subject;
- Suggestions as to how performance could be improved.

The Semester 1 and Semester 2 Reports will indicate the student's performance in assessment tasks up until that point and will show the rank for each of those tasks.

## Assessment Task Appeals

- A student may only query the result of an assessment task at the time it is returned. Once an assessment task has left the classroom no query is possible.
- If the result of an assessment task is queried with the teacher as soon as it is returned and the student is not satisfied with the response, it may then be raised outside the classroom:
  - With the relevant Leader of Learning within one week of being returned;
  - With the Director of Learning (BOSTES Year 11 & 12) within one week of seeing the Leader of Learning, if the Leader of Learning has not been able to resolve the problem. If this occurs, the Director of Learning (BOSTES Year 11 & 12) will work with the relevant Leader of Learning to review the process by which the mark was determined;
  - If a student is not satisfied with the result of the review, he/she may appeal to have the process by which the mark was determined, further reviewed by a Panel. This Panel usually consists of the Director of Learning (BOSTES Year 11 & 12), a Leader of Learning other than the one concerned and a senior member of the teaching staff from another department. A review of this nature will be at the discretion of the Director of Learning (BOSTES Year 11 & 12).

## Final Assessment Ranks

The final School HSC assessment mark will be moderated by BOSTES according to the School's performance in that course at the HSC examination. Following a BOSTES directive, the final school assessment mark, as submitted to BOSTES, is confidential.

Students may obtain their final Assessment Rank for each course from Students Online after their last HSC examination.

A student may query the final rank for a course if it seems inaccurate, based on their rank order placement and feedback on their performance during the course. This query should be submitted in writing with evidence to the Director of Learning (BOSTES Year 11 & 12) before the date specified by BOSTES. A school review will examine the administrative procedures used by the school only, and will not revise the marks awarded for individual assessment tasks. The student will be notified of the outcome of their appeal by the Principal. If the student is dissatisfied with the school review, an appeal may be lodged with BOSTES concerning the conduct of the school review only.

## Dux

In order to be eligible for Dux, students must have completed all of their subjects at St Andrew's Cathedral School. Dux calculations will be based on Z score calculations for each subject. No estimates can be used. Subjects will be weighted in accordance with the BOSTES scaling report and students' 10 best units (including the best 2 units of English) will be added for the final calculation on the school database (Edumate). Students who do not complete all assessment tasks (or replacement assessment tasks) at school will not be eligible to be Dux of the School.

# HIGHER SCHOOL CERTIFICATE EXAMINATIONS AND PROJECT/PERFORMANCES

Students will be provided with a Login PIN for the Students Online website. They should regularly check the site for BOSTES Updates.

<http://studentsonline.bos.nsw.edu.au/>

From this site, students can access the HSC Rules and Procedures.

[http://studentsonline.bos.nsw.edu.au/go/seniorstudy/hsc\\_rules\\_and\\_procedures/](http://studentsonline.bos.nsw.edu.au/go/seniorstudy/hsc_rules_and_procedures/)

It is important that students are familiar with the information pertaining to the Higher School Certificate available at this site including:

- Honesty in Assessment and Malpractice
- Examination Attendance and Rules
- Examination Equipment
- Oral Examinations, Performances and Practical Submissions

Projects and submitted works must be handed in to the supervising teacher by the time and date specified by BOSTES. No work may be undertaken on submitted works after this time.

- Disability Provisions
- Assessment Ranking
- HSC Results
- Illness and Misadventure Appeals

If you become ill or suffer an accident that affects your HSC Examination performance, you should submit a BOSTES Illness/Misadventure Appeal Form available from the Director of Learning (BOSTES Year 11 & 12) and notify the Presiding Officer when entering the examination or as soon as possible.

It is important that you attend the HSC Examinations where possible even if you believe your performance in the examination will be affected. If you cannot attend an examination because of illness or misadventure, notify the Director of Learning (BOSTES Year 11 & 12) immediately. You should never risk harm in order to attend an examination, or attend an examination against medical advice.

You must obtain documentary evidence generally on the day of the examination to support your Illness/Misadventure Appeal. If you did not sit the examination this evidence must indicate why you were unable to attend.

# GLOSSARY OF KEY WORDS

Syllabus outcomes, objectives, performance bands and examination questions use key words that state what students are expected to be able to do. A glossary of key words has been developed to help provide a common language and consistent meaning in Higher School Certificate documents.

Using the glossary will help teachers and students understand what is expected in responses and examination questions.

<b>Account</b>	Account for - state reasons for, report on. Give an account of - narrate a series of events or transactions
<b>Analyse</b>	Identify components and the relationship between them; draw out and relate implication
<b>Apply</b>	Use, utilise, employ in a particular situation
<b>Appreciate</b>	Make a judgment about the quality of
<b>Assess</b>	Make a judgment of value, quality, outcomes, results or size
<b>Calculate</b>	Ascertain/determine from given facts, figures or information
<b>Clarify</b>	Make clear or plain
<b>Classify</b>	Arrange or include in classes or categories
<b>Compare</b>	Show how things are similar or different
<b>Construct</b>	Make; build; put together items or arguments
<b>Contrast</b>	Show how things are different or opposite
<b>Critically (analyse/evaluate)</b>	Add a degree or level of accuracy, depth, knowledge and understanding, logic, questioning, reflection and quality to (analyse/evaluate)
<b>Deduce</b>	Draw conclusions
<b>Define</b>	State meaning and identify essential qualities
<b>Demonstrate</b>	Show by example
<b>Describe</b>	Provide characteristics and features
<b>Discuss</b>	Identify issues and provide points for and/or against
<b>Distinguish</b>	Recognise or note/indicate as being distinct or different from; to note differences between
<b>Evaluate</b>	Make a judgment based on criteria; find the value of
<b>Examine</b>	Inquire into



<b>Explain</b>	Relate cause and effect; make the relationship between things evident; provide why and/or how
<b>Extract</b>	Choose relevant and/or appropriate details
<b>Extrapolate</b>	Infer from what is known
<b>Identify</b>	Recognise and name
<b>Interpret</b>	Draw meaning from
<b>Investigate</b>	Plan inquire into and draw conclusions about
<b>Justify</b>	Support and argument of conclusions
<b>Outline</b>	Sketch in general terms; indicate the main features of
<b>Predict</b>	Suggest what may happen based on available information
<b>Propose</b>	Put forward (for example: a point of view, idea, argument, suggestion) for consideration or action
<b>Recall</b>	Present remembered ideas, facts or experiences
<b>Recommend</b>	Provide reasons in favour of
<b>Recount</b>	Retell a series of events
<b>Summarise</b>	Express, concisely, the relevant details
<b>Synthesise</b>	Put forward various elements to make a whole

# HSC ASSESSMENT PROGRAM BY COURSE

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## Ancient History

24 November 2016	Research and Oral Task – Core: Cities of Vesuvius (Hand In)	25%
WB 27 February 2017	Semester 1 Examination - Core and Julio-Claudians (In Class)	20%
WB 29 May 2017	Source Analysis and Research Task – Agrippina (Hand In)	25%
WB 31 July 2017	Trial HSC Examination (In Class)	30%

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## Biology

28 November 2016	Research and Application (Hand In)	30%
WB 27 February 2017	Semester 1 Examination	20%
WB 15 May 2017	1 <sup>st</sup> Hand Practical (In Class)	30%
WB 31 July 2017	Trial HSC Examination	30%

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## Business Studies

30 November 2016	Business Research and In-class Report (In Class)	25%
WB 27 February 2017	Semester 1 Examination	20%
WB 12 June 2017	Business Research and In-class Report (In Class)	25%
WB 31 July 2017	Trial HSC Examination	30%

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## Chemistry

21 November 2016	Research and Application (Hand In)	20%
WB 27 February 2017	Semester 1 Examination	20%
WB 5 June 2017	1 <sup>st</sup> Hand Practical (In Class)	30%
WB 31 July 2017	Trial HSC Examination	30%

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## Design and Technology

28 November 2016	Project Proposal/Submission (Hand In)	25%
WB 1 May 2017	Case Study of Innovation (Hand In)	15%
WB 5 June 2017	Project Development & Realisation (Hand In)	35%
WB 31 July 2017	Trial HSC Examination	25%

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## Drama

5 December 2016	Performance Essay (Hand In/In Class Performance)	15%
WB 27 February 2017	Approaches to Acting – LeCoq Group Devised Performance (Hand In/In Class)	15%
WB 12 June 2017	Individual Project Trial Assessment (Hand In/In Class Performance)	20%
WB 24 July 2017	Group Devised Performance Trial Assessment (Hand In/Performance exam)	20%
WB 31 July 2017	Trial HSC Examination – Drama Theory	30%

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## Earth and Environmental Science

30 November 2016	Research and Application (Hand In)	20%
WB 27 February 2017	Semester 1 Examination	20%
WB 22 May 2017	1 <sup>st</sup> Hand Practical (In Class)	30%
WB 31 July 2017	Trial HSC Examination	30%

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## Economics

23 November 2016	In-class Response (based on hand-in Research)	25%
WB 27 February 2017	Semester 1 Examination	20%
WB 5 June 2017	In-class Response (based on hand-in Research)	25%
WB 31 July 2017	Trial HSC Examination	30%

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## English Advanced

25 November 2016	Area of Study – Extended Response (In Class)	20%
WB 27 February 2017	Semester 1 Examination: Area of Study & Module B	30%
WB 22 May 2017	Module C – Orals (In Class)	20%
WB 31 July 2017	Trial HSC Examination	30%

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## English Standard

25 November 2016	Area of Study – Extended Response (In Class)	20%
WB 27 February 2017	Semester 1 Examination: Area of Study & Module A	30%
WB 22 May 2017	Module B – Orals (In Class)	20%
WB 31 July 2017	Trial HSC Examination	30%

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## English As A Second Language (ESL)

25 November 2016	Module B - Academic Writing: Reading, Speaking (In Class)	15%
WB 27 February 2017	Discovery: R & V Listening (In Class)	25%
WB 8 May 2017	LWAOs Discovery: Table and Paragraphs (In Class)	25%
WB 19 June 2017	Module A – Tom Brennan – Oral (In Class)	15%
WB 31 July 2017	Trial HSC Examination	20%

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## English Extension 1

5/6 December 2016	Seminar Presentation (In Class)	30%
WB 5 June 2017	Portfolio (Hand In)	40%
WB 31 July 2017	Trial HSC Examination	30%

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## English Extension 2

WB 30 January 2017	Viva Voce (In Class)	20%
WB 8 May 2017	Report - Major Work Development Independent Investigation (Hand In)	30%
WB 5 June 2017	Major Work Draft and Progress Reflection (Hand In)	50%

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## French Continuers

14 November 2016	Reading and Responding Parts A & B (In-class)	15%
WB 27 February 2017	Semester 1 Examination	35%
WB 15 May 2017	Listening and Responding (In Class)	10%
WB 31 July 2017	Trial HSC Examination	40%

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## Geography

24 November 2016	In-Class Short Response: Urban Places (In Class)	20%
WB 27 February 2017	Semester 1 Examination	25%
WB 12 June 2017	In-Class Extended Response: People & Economic Activity (In Class)	20%
WB 31 July 2017	Trial HSC Examination	35%

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## German Continuers

14 November 2016	Reading and Responding Parts A & B (In Class)	15%
WB 27 February 2017	Semester 1 Examination	35%
WB 15 May 2017	Listening and Responding (In Class)	10%
WB 31 July 2017	Trial HSC Examination	40%

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## History Extension

WB 30 January 2017	History Project (Hand In)	80%
WB 27 February 2017	Semester 1 Examination	10%
WB 31 July 2017	Trial HSC Examination	10%

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## Japanese Continuers

14 November 2016	Reading and Responding Parts A & B (In Class)	15%
WB 27 February 2017	Semester 1 Examination	35%
WB 15 May 2017	Listening and Responding (In Class)	10%
WB 31 July 2017	Trial HSC Examination	40%

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## Legal Studies

28 November 2016	Crime: Media Portfolio (Hand In)	20%
WB 27 February 2017	Semester 1 Examination	20%
WB 15 May 2017	Family – In-Class Research Essay (In Class)	20%
WB 31 July 2017	Trial HSC Examination	40%

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## Mathematics

WB 6 February 2017	Common In-Class Test 1 (In Class)	15%
WB 27 February 2017	Semester 1 Examination	25%
WB 5 June 2017	Common In-Class Test 2 (In Class)	20%
WB 31 July 2017	Trial HSC Examination	40%

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## Mathematics General

WB 6 February 2017	Common Test 1 (In Class)	15%
WB 27 February 2017	Semester 1 Examination	25%
WB 5 June 2017	Common Test 2 (In Class)	20%
WB 31 July 2017	Trial HSC Examination	40%

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## Mathematics Extension 1

WB 13 February 2017	Task 1 (In Class)	15%
WB 27 February 2017	Semester 1 Examination	25%
WB 29 May 2017	Test 2 (In Class)	20%
WB 31 July 2017	Trial HSC Examination	40%

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## Mathematics Extension 2

WB 13 February 2017	Test 1 (In Class)	15%
WB 27 February 2017	Semester 1 Examination	25%
WB 5 June 2017	Test 2 (In Class)	20%
WB 31 July 2017	Trial HSC Examination	40%

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## Modern History

5 December 2016	World War One Research and Oral Task (Hand In)	20%
WB 13 February 2017	National Study Research – Oral Presentation (Hand In)	25%
WB 12 June 2017	International Studies: Peace & Conflict Research Task (Hand In/In Class)	25%
WB 31 July 2017	Trial HSC Examination	30%

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## Music 1

WB 20 February 2017	Creative Task (Hand In)	30%
WB 29 May 2017	Journal Submission (Hand In)	20%
WB 31 July 2017	Practical & Submitted Works (Hand In/Examination)	35%
WB 31 July 2017	Trial HSC Examination	15%

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## Music 2

WB 20 February 2017	Journal Submission (Hand In)	20%
WB 5 June 2017	Journal Submission (Hand In)	20%
WB 31 July 2017	Practical & Submitted Works (Hand In/Examination)	40%
WB 31 July 2017	Trial HSC Examination (Hand In/Examination)	20%

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## Music Extension

WB 27 February 2017	Practical & Submitted Work 1 (Hand In/Examination)	50%
WB 31 July 2017	Practical & Submitted Work 2 (Hand In/Examination)	50%

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## Personal Development, Health and Physical Education

WB 30 January 2017	Research Task on Health Priority Issue (In Class)	20%
WB 27 February 2017	Semester 1 Examination	20%
WB 17 July 2017	Analysis of Training Approaches and Interventions (Hand In)	30%
WB 31 July 2017	Trial HSC Examination	30%

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## Physics

25 November 2016	Research & Application (Hand In)	20%
WB 27 February 2017	Semester 1 Examination	20%
WB 8 May 2017	1 <sup>st</sup> Hand Practical (In Class)	30%
WB 31 July 2017	Trial HSC Examination	30%

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## Senior Science

WB 13 February 2017	1 <sup>st</sup> Hand Practical (In Class)	20%
WB 27 February 2017	Semester 1 Examination	20%
WB 22 May 2017	Research and Application (Hand In)	30%
WB 31 July 2017	Trial HSC Examination	30%

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## Society and Culture

21 November 2016	Oral Presentation (Hand In)	15%
WB 27 February 2017	Semester 1 Examination	25%
WB 12 June 2017	Research and Short Answer Response (In Class)	25%
WB 31 July 2017	Trial HSC Examination	35%

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## Software Design and Development

WB 6 February 2017	Individual Project Part 1 (Hand In)	20%
WB 27 February 2017	Semester 1 Examination	20%
WB 19 June 2017	Individual Project Part 2 (Hand In)	30%
WB 31 July 2017	HSC Trial Examination	30%

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## Spanish Beginners

14 November 2016	Reading (In Class)	10%
WB 27 February 2017	Semester 1 Examination	40%
WB 15 May 2017	Listening (In Class)	10%
WB 31 July 2017	HSC Trial Examination	40%

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## Studies of Religion I

WB 6 February 2017	Research & Report – Ethics in Christianity (Hand In)	30%
WB 29 May 2017	Research & Oral Presentation – Islam (In Class)	30%
WB 31 July 2017	Trial HSC Examination	40%

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## Studies of Religion II

WB 30 January 2017	Religious Tradition Depth Studies: Ethics Research Report (Hand In)	30%
WB 27 February 2017	Semester 1 Examination - Religion and Peace	20%
WB 22 May 2017	Religion and Non-religion: Research and Oral Presentation (Hand In/In Class)	25%
WB 31 July 2017	Trial HSC Examination	25%

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## Textiles & Design

4 November 2016	Design Research (Hand In)	20%
25 November 2016	Design Inspiration Presentation (In Class)	20%
WB 20 February 2017	Extreme Experimentation Research (Hand In)	40%
WB 31 July 2017	Trial HSC Examination	20%

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## Visual Arts

WB 20 February 2017	Development of Body of Work (Hand In)	20%
WB 27 February 2017	Semester 1 Examination	20%
WB 22 May 2017	Developed Body of Work (Hand In)	30%
WB 31 July 2017	Trial HSC Examination	30%

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# HSC ASSESSMENT CALENDAR

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## TERM 4 ~ 2016

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### Week 4 Beginning 31 October 2016

Textiles & Design	Design Research	20%
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### Week 5 Beginning 7 November 2016

No Assessments

### Week 6 Beginning 14 November 2016

French Continuers	Reading and Responding Skills Parts A and B	15%
German Continuers	Reading and Responding Skills Parts A and B	15%
Japanese Continuers	Reading and Responding Skills Parts A and B	15%
Spanish Beginners	Reading	10%

### Week 7 Beginning 21 November 2016

Ancient History	Research and Oral Task – Core: Cities of Vesuvius	25%
Chemistry	Research and Application	20%
Economics	In-Class Research Response	25%
English Advanced	Area of Study – Extended Response	20%
English Standard	Area of Study – Extended Response	20%
English as a Second Language	Module B – Academic Writing: Reading, Speaking	15%
Geography	In-Class Short Response: Urban Places	20%
Physics	Research & Application	20%
Society and Culture	Oral Presentation	15%
Textiles & Design	Design Inspiration Presentation	20%

### Week 8 Beginning 28 November 2016

Biology	Research & Application	20%
Business Studies	Business Research and In-class Report	25%
Design and Technology	Project Proposal/Submission	25%
Earth and Environmental Science	Research and Application	20%
Legal Studies	Crime: Media Portfolio	20%

### Week 9 Beginning 5 December 2016

Drama	Performance Essay	15%
English Extension 1	Seminar Presentation	30%
Modern History	World War One Research Source Task	20%

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## TERM 1 ~ 2017

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### Week 1 Beginning 30 January 2017

English Extension 2	Viva Voce	20%
History Extension	History Project	80%
PDHPE	Research Task: Health Priority Issue	20%
Studies of Religion II	Religious Tradition Depth Studies: Ethics Research Report	30%

### Week 2 Beginning 6 February 2017

Mathematics	Common In-Class Test 1	15%
Mathematics General	Common In-Class Test 1	15%
Software Design and Development	Individual Project Part 1	20%
Studies of Religion I	Research & Report – Ethics in Christianity	30%

### Week 3 Beginning 13 February 2017

Mathematics Extension 1	In-Class Test 1	15%
Mathematics Extension 2	In-Class Test 1	15%
Modern History	National Study Research – Oral Presentation	25%
Senior Science	1st Hand Practical	20%

### Week 4 Beginning 20 February 2017

Music 1	Creative Task	30%
Music 2	Journal Submission	20%
Textiles & Design	Extreme Experimentation Research	40%
Visual Arts	Development of Body of Work	20%

### Week 5 Beginning 27 February 2017

Ancient History	Semester 1 Examination – Core and Julio-Claudians	20%
Biology	Semester 1 Examination	20%
Business Studies	Semester 1 Examination	20%
Chemistry	Semester 1 Examination	20%
Drama	Approaches to Acting – Lecoq Group Devised Performance	15%
Earth and Environmental Science	Semester 1 Examination	20%

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## Week 5 Beginning 27 February 2017 - continued

Economics	Semester 1 Examination	20%
English Advanced	Semester 1 Examination: Area of Study & Module B	30%
English Standard	Semester 1 Examination: Area of Study & Module A	30%
English As A Second Language	Discovery: R & V Listening	25%
French Continuers	Semester 1 Examination	35%
Geography	Semester 1 Examination	25%
German Continuers	Semester 1 Examination	35%
History Extension	Semester 1 Examination	10%
Japanese Continuers	Semester 1 Examination	35%
Legal Studies	Semester 1 Examination	20%
Mathematics	Semester 1 Examination	25%
Mathematics General	Semester 1 Examination	25%
Mathematics Extension 1	Semester 1 Examination	25%
Mathematics Extension 2	Semester 1 Examination	25%
Music Extension	Practical & Submitted Work 1	50%
PDHPE	Semester 1 Examination	20%
Physics	Semester 1 Examination	20%
Senior Science	Semester 1 Examination	20%
Society and Culture	Semester 1 Examination	25%
Software Design and Development	Semester 1 Examination	20%
Spanish Beginners	Semester 1 Examination	40%
Studies of Religion II	Semester 1 Examination – Religion and Peace	20%
Visual Arts	Semester 1 Examination	20%

## Week 6 Beginning 6 March 2017

Semester 1 Examinations continue

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## TERM 2 ~ 2017

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### Week 1 Beginning 24 April 2017

No Assessments

### Week 2 Beginning 1 May 2017

Design and Technology	Case Study of Innovation	15%
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### Week 3 Beginning 8 May 2017

English As A Second Language	LW AoS Discovery: Table and Paragraphs	25%
English Extension 2	Report - Major Work Development Independent Investigation	30%
Physics	1 <sup>st</sup> Hand Practical	30%

### Week 4 Beginning 15 May 2017

Biology	1 <sup>st</sup> Hand Practical	30%
French Continuers	Listening and Responding	10%
German Continuers	Listening and Responding	10%
Japanese Continuers	Listening and Responding	10%
Legal Studies	Family - In-Class Research Essay	20%
Spanish Beginners	Listening	10%

### Week 5 Beginning 22 May 2017

Earth and Environmental Science	1 <sup>st</sup> Hand Practical	30%
English Advanced	Module C – Orals	20%
English Standard	Module B – Orals	20%
Senior Science	Research and Application	30%
Studies of Religion II	Religion and Non-religion: Research and Oral Presentation	25%
Visual Arts	Developed Body of Work	30%

### Week 6 Beginning 29 May 2017

Ancient History	Source Analysis and Research Task - Agrippina	25%
Mathematics Extension 1	In-Class Test 2	20%
Music 1	Journal Submission	20%
Studies of Religion I	Research & Oral Presentation - Islam	30%

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### **Week 7 Beginning 5 June 2017**

Chemistry	1 <sup>st</sup> Hand Practical	30%
Design and Technology	Project Development & Realisation	35%
Economics	In-class Response	25%
English Extension 1	Portfolio	40%
English Extension 2	Major Work Draft and Progress Reflection	50%
Mathematics	Common In-Class Test 2	20%
Mathematics General	Common In-Class Test 2	20%
Mathematics Extension 2	In-Class Test 2	20%
Music 2	Journal Submission	20%

### **Week 8 Beginning 12 June 2017**

Business Studies	Business Research & In-class Report	25%
Drama	Individual Project Trial Assessment	20%
Geography	In-Class Extended Response: People & Economic Activity	20%
Modern History	Research Task – International Studies Peace & Conflict	25%
Society and Culture	Research & Short Answer Response	25%

### **Week 9 Beginning 19 June 2017**

English as a Second Language	Module A – Tom Brennan – Oral	15%
Software Design and Development	Individual Project Part 2	30%

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## TERM 3 ~ 2017

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### Week 1 Beginning 17 July 2017

PDHPE	Analysis of Training Approaches and Interventions	30%
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### Week 2 Beginning 24 July 2017

Drama	Group Devised Performance Trial Assessment	20%
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### Week 3 Beginning 31 July 2017

Ancient History	Trial HSC Examination	30%
Biology	Trial HSC Examination	30%
Business Studies	Trial HSC Examination	30%
Chemistry	Trial HSC Examination	30%
Design and Technology	Trial HSC Examination	25%
Drama	Trial HSC Examination – Drama Theory	30%
Earth and Environmental Science	Trial HSC Examination	30%
Economics	Trial HSC Examination	30%
English Advanced	Trial HSC Examination	30%
English Standard	Trial HSC Examination	30%
English as a Second Language	Trial HSC Examination	20%
English Extension 1	Trial HSC Examination	30%
French Continuers	Trial HSC Examination	40%
Geography	Trial HSC Examination	35%
German Continuers	Trial HSC Examination	40%
History Extension	Trial HSC Examination	10%
Japanese Continuers	Trial HSC Examination	40%
Legal Studies	Trial HSC Examination	40%
Mathematics	Trial HSC Examination	40%
Mathematics General	Trial HSC Examination	40%
Mathematics Extension 1	Trial HSC Examination	40%
Mathematics Extension 2	Trial HSC Examination	40%
Modern History	Trial HSC Examination	30%
Music 1	Practical & Submitted Works	35%
Music 1	Trial HSC Examination	15%
Music 2	Practical & Submitted Works	40%
Music 2	Trial HSC Examination	20%
Music Extension	Practical & Submitted Work 2	50%
PDHPE	Trial HSC Examination	30%
Physics	Trial HSC Examination	30%

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### **Week 3 Beginning 31 July 2017 – continued**

Senior Science	Trial HSC Examination	30%
Society and Culture	Trial HSC Examination	35%
Software Design and Development	Trial HSC Examination	30%
Spanish Beginners	Trial HSC Examination	40%
Studies of Religion I	Trial HSC Examination	40%
Studies of Religion II	Trial HSC Examination	25%
Textiles & Design	Trial HSC Examination	20%
Visual Arts	Trial HSC Examination	30%

### **Week 4 Beginning 7 August 2017**

Trial Examinations Continue

### **Week 5 Beginning 14 August 2017**

Trial Examinations Continue

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# St Andrew's:

Located in the heart of Sydney's CBD, St Andrew's is an independent, Anglican and coeducational school for students in Kindergarten to Year 12.

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mind  
life



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