

Section 2 HSC checklist and reminders

Pattern of study checklist

Students who will complete the HSC in 2020 should meet the following pattern of study requirements:

- ☐ at least 12 units of Year 11 courses and
- ☐ at least 10 units of Year 12 courses.

Check that both patterns include:

- ☐ at least 6 units of Board Developed Courses
- ☐ at least 2 units of a Board Developed Course in English
- ☐ at least 3 courses of 2 units value or greater
(either Board Developed or Board Endorsed courses)
- ☐ at least 4 subjects
- ☐ a maximum of 6 Year 11 units and 7 Year 12 units from courses in science, where science is included.

Refer to:

ACE 8005: [Pattern of study for the Higher School Certificate](#)

ACE 8006: [Pattern of study for Higher School Certificate Science](#)

Also check the pattern of study to ensure:

- ☐ students meet eligibility requirements for English EAL/D and languages
- ☐ students have completed 'HSC: All My Own Work' (or its equivalent)
- ☐ there are no exclusions in the course combinations
- ☐ students seeking an ATAR meet eligibility requirements
- ☐ Board Endorsed Courses (BEC) have current endorsement.

Please note information on:

- ☐ school-based assessment and reporting requirements
- ☐ students with disability.

Refer to:

School BEC decision letters or check BEC decisions via [Schools Online Syllabuses A-Z \(Stage 6\)](#) for course descriptions of relevant syllabuses

HSC: All My Own Work

To be eligible for the HSC, students must complete the program 'HSC: All My Own Work' (or its equivalent) before they submit any work for Year 11 or Year 12 courses, unless they are only entered for Year 11 and Year 12 Life Skills courses. This includes students entered for Stage 6 Board Endorsed Courses or Board Developed VET courses. If a student with disability has difficulty accessing the program 'HSC: All My Own Work', the school should devise an appropriate equivalent program if the student is undertaking a Year 11 or Year 12 course that is not a Life Skills course.

Refer to:

ACE 8006: [Eligibility requirements for the Higher School Certificate](#)

NESA: [HSC All My Own Work program](#)

Eligibility for English EAL/D and languages

Check that students meet eligibility requirements and have completed the NESA eligibility form, and that all documentation is retained by the school for:

- ☐ English EAL/D
- ☐ Continuers courses in those languages which also offer [Language] in Context courses and [Language] and Literature courses
- ☐ Beginners courses
- ☐ [Language] in Context courses.

Refer to:

ACE 8007: [Entry requirements for the HSC English as an additional language or dialect \(EAL/D\) course](#)

NESA: [Eligibility for Stage 6 Languages courses](#)

ACE 8008: [Entry requirements for Stage 6 Languages courses](#)

Exclusion of course combinations

Some course combinations are excluded by NESA as stated in the course descriptions, under 'exclusions'. Check for NESA exclusions of course combinations for Board Developed Courses (BDCs), Content Endorsed Courses, TAFE delivered VET HSC Courses and Board Endorsed Courses (BECs).

Refer to:

ACE 8011: [Exclusions: Industrial Technology, Languages, Mathematics, Science, Studies of Religion](#)

ACE manual exclusions index: [Exclusions](#)

[Syllabuses A-Z \(Stage 6\)](#) to access the most up to date information on exclusions in the course descriptions.

School-based assessment and reporting

The 'Assessment and Reporting' documents for each syllabus outline the mandatory components and weightings for new school-based assessment requirements for BDCs.

In addition, school-based assessment:

Year 11 (commenced Term 1 2018)	Year 12 (commenced Term 4 2018)
<input type="checkbox"/> must be capped at 3 tasks	<input type="checkbox"/> must be capped at 4 tasks
<input type="checkbox"/> may only include 1 formal written examination Mathematics courses may include 1-2 formal written examinations	<input type="checkbox"/> may only include 1 formal written examination with a maximum weighting of 30%

Refer to:

ACE 8072: [Development of HSC school-based assessment programs](#)

ACE 8069: [Higher School Certificate school-based assessment](#)

NESA: [Stage 6 school-based assessment](#)

[Syllabuses A-Z \(Stage 6\)](#) for syllabus based components and weightings

English Studies and Mathematics Standard 1

Student achievement in school-based assessment for the Year 12 English Studies and Mathematics Standard 1 courses is reported as a grade.

- ☐ To award grades, use the new [English Studies Achievement Level Descriptions](#) and [Mathematics Standard 1 Achievement Level Descriptions](#).
- ☐ Upload Year 12 work samples in [Schools Online](#) (for grade monitoring purposes).
- ☐ For the optional HSC examinations, enter students separately and submit an estimated examination mark. For the 2020 HSC and beyond teachers will not be required to derive the estimated mark from a formal written exam that is part of the school-based assessment program. This change provides schools with greater flexibility in the design of the school-based assessment program.

ATAR eligibility

Students seeking an Australian Tertiary Admission Rank (ATAR) in 2020 must complete at least 10 units of BDCs for which there are formal examinations conducted by NESA, including:

- ☐ at least 2 units of English
- ☐ at least 8 units of Category A courses.

Only 2 units of Category B courses can contribute to an ATAR. Students must sit the optional HSC examination for the Category B course to contribute to the ATAR. Courses completed must include at least 3 BDCs of 2 units or greater and at least 4 subjects. Refer to the list of Category A and Category B courses published on the UAC website.

Students studying English Studies and seeking an ATAR must sit the optional HSC examination. Note that both English Studies and Mathematics Standard 1 are Category B courses. A student can sit the optional HSC examinations in both English Studies and Mathematics Standard 1, but in this case only the English Studies examination will contribute to the ATAR. Life Skills Courses, Board Endorsed Courses and Content Endorsed Courses, including VET Board Endorsed Courses, do not satisfy requirements for the ATAR.

Refer to:

UAC in particular: [HSC courses that can be used in the ATAR calculation](#)

[English Stage 6](#) and [Mathematics Stage 6](#) for English Studies and Mathematics Standard 1 syllabus documents

HSC minimum standard

From 2020, students must demonstrate a minimum standard of literacy (reading and writing) and numeracy to be eligible for the award of the HSC. Students get two chances a year to sit each of the online tests from Year 10 and up to five years after starting their first HSC course. For the 2020 HSC, students do not need to sit the reading, writing or numeracy test(s) if they achieved at Band 8 or above in the respective 2017 Year 9 NAPLAN test(s). Students taking Life Skills courses may be exempt under certain conditions.

Refer to:

ACE 4060: [Demonstration of the HSC minimum standard](#)

NESA: [HSC minimum standard](#)

Department: [Literacy and Numeracy](#) with quick link to HSC minimum standard

Students with disability

Identifying and responding to the personalised learning and support needs of students with disability should be addressed through a collaborative planning process and should not be reliant on requests for support from the student, parents or carers. Planning should include course options, provision of reasonable adjustments and HSC disability provisions where required and be an ongoing process. Adjustments should enable equitable participation by students in the full range of education activities on the same basis as their peers without disability. The NESA website provides information about HSC disability provisions, including the application process and the due date in Term 1.

Students with disability can meet the requirements for the award of the HSC by undertaking a combination of Board Developed Courses, Board Endorsed Courses and/or Stage 6 Life Skills Courses. Principals will be required to certify on the Year 11 and Year 12 entry forms that enrolment of a student in any Life Skills Courses for Stage 6 is the result of a collaborative planning process that addresses the student's transition from school to adult life.

Refer to:

ACE: [Studying HSC Life Skills courses](#)

NESA: [Disability Provisions](#)

Australian Government: [Disability Standards for Education 2005](#)

Reminders

- ☐ Schools are responsible for overseeing the delivery of courses by outside tutors (defined in ACE 8060) and external providers (including VET courses).
- ☐ Ensure that NESA requirements are met:
 - for commencement of Year 11 and Year 12 courses
 - for credit transfer and recognition of prior learning
 - for accumulation, acceleration and repeating
 - for satisfactory completion and non-completion of courses.
- ☐ Additional departmental curriculum requirements in the policy standards (e.g. Life Ready, religious education, physical activity including sport) or conditions of enrolment at individual schools are not requirements for NESA HSC credentialing.
- ☐ Consider the wellbeing of students when formulating assessment schedules including trial examinations, particularly in consideration of the completion of major works and performance examinations.

Refer to:

ACE: [Commencement of Preliminary and HSC courses](#)

ACE 8060: [study with an outside tutor](#)

ACE 8061: [study with an external provider](#)

ACE: [Credit transfer and recognition of prior learning](#)

ACE: [Pathways](#) (Includes accumulation and/or repeating courses and acceleration)

ACE: [Satisfactory completion; non-completion; leave](#)

Appendix 1 Excerpts – Education Act

The following information from the Education Act 1990 No 8 underpins NESA's rules and regulations. In the legislation, 'the Authority' refers to NESA. The numbers '95' and '12' refer to the corresponding sections of the legislation. More specific information is provided in Section 2 HSC checklist and reminders.

12 Curriculum for Higher School Certificate candidates

(1) The curriculum during Year 11 and Year 12 for students who are candidates for the Higher School Certificate must meet the following requirements:

- (a) courses of study of a general description determined by the Minister on the recommendation of the Authority are to be provided for each student in each Year,
- (b) those courses of study are to include a course of study in English,
- (c) those courses of study are to comply with a pattern of study determined by the Minister on the recommendation of the Authority,
- (d) those courses of study are to be taught in accordance with a syllabus developed or endorsed by the Authority and approved by the Minister.

95 Higher School Certificate

(1) Higher School Certificates are to be granted by the Authority to students:

- (a) who have been granted a Record of School Achievement or who have attained such other qualifications as the Authority considers satisfactory, and
- (b) who:
 - (i) have attended a government school, or
 - (ii) have attended a registered non-government school to which a current certificate of accreditation for presentation of candidates for the Higher School Certificate applies, or
 - (iii) have attended a school outside New South Wales recognised by the Authority or a TAFE establishment, and
- (c) who have participated, to the Authority's satisfaction, in courses of study which have been determined under this Act as appropriate to be undertaken by candidates for the Higher School Certificate, and

(d) who have been accepted by the Authority as having satisfactorily completed those courses of study, and

(e) who have, to the Authority's satisfaction, undertaken the requisite examinations or other forms of assessment, and

(f) who have complied with any requirements prescribed by the regulations or any requirements imposed by the Minister or the Authority.

(2) The requisite examination or other assessment must include a public examination conducted on a State-wide basis.

(3) The Authority may refuse to grant a Higher School Certificate to a student whose attendance or application at school has been of such an unsatisfactory character that the grant of the certificate would not, in the opinion of the Authority, be justified.

Appendix 2 HSC monitoring confirmation

To be completed by the principal

I confirm that at this school the following information has been disseminated to all Higher School Certificate (HSC) candidates and their teachers:

- '2020 Higher School Certificate Rules and Procedures', NESA, October 2019
- syllabus details, course outlines and the school-developed HSC assessment program, which complies with NESA school-based assessment requirements, for all Board Developed Courses studied by each candidate for the 2020 HSC
- current course outlines and assessment program requirements for all Board Endorsed Courses studied by each candidate.

I confirm that:

- courses of study offered by this school for HSC candidates are being taught and assessed in accordance with NESA syllabuses and related school-based assessment requirements for the 2020 HSC
- policies and procedures have been developed to comply with NESA HSC assessment requirements
- any additional curriculum requirements as determined by the Minister are being met
- all Board Endorsed Courses offered by this school have current NESA endorsement
- all VET courses delivered by the school have been issued with an "Authority to Deliver" by the relevant Public Schools NSW RTO
- all VET courses delivered by the school are being delivered in accordance with the relevant Course Information Guide and follow an RTO approved training and assessment strategy
- systems are in place to track and support student achievement of the HSC minimum standard
- procedures are in place to ensure that all HSC candidates at this school are eligible for the HSC and entered in their correct courses of study for the HSC
- all students seeking an ATAR satisfy the eligibility requirements
- all English Studies, Mathematics Standard 1 and VET students seeking an ATAR are entered into the corresponding optional HSC examinations
- all students have had the opportunity to read and sign their Confirmation of Entry form, and forms have been retained by the school
- all students with disability, in accordance with the Disability Standards for Education 2005, are supported to participate in the HSC on the same basis as their peers. This includes providing reasonable adjustments where needed, including HSC disability provisions, in consultation and collaboration with the student, parents and carers
- students entered for one or more Year 11 or Year 12 courses have satisfactorily completed the 'HSC: All My Own Work' program (or its equivalent). Note: students entered **only** for Stage 6 Life Skills courses are exempt from this requirement
- school policies and procedures are in place to ensure
 - ongoing monitoring of student eligibility for the HSC and ATAR
 - appropriate monitoring of all work presented by students in assessment tasks and submitted works
 - ongoing monitoring of school and teacher compliance with NESA requirements for teaching, curriculum and assessment.