

# Sydney Distance Education High School

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Dear Students and Supervisors

## Re: HSC Monitoring Advice for Year 12 students

This advice refers to several important documents. As a Year 11 or Year 12 student in 2023, every student enrolled at our school is required to complete and return the enclosed *Student Statement*.

Please take the time to read the Statement and the documents listed below.

- *Student Statement*, which you are required to read, sign and return to the school.
- A digital copy of the *HSC Rules and Procedures Booklet* for 2023.
- *Requirements of the Education Act 1990 in relation to the NSW Higher School Certificate*.
- *HSC Checklist and Reminders for the 2023 Higher School Certificate*.
- *School-based Monitoring Processes for Higher School Certificate Requirements for 2023*.

Please refer to the *Year 12 Assessment Booklet* outlining your assessment program for the year. This document can also be found on our [website](#).

The decision to send these documents is an indication of the important information they contain. Please read the documents to ensure that you are familiar with the contents and understand all sections of the *Student Statement*, before you sign and date it.

Please sign and return the *Student Statement* by email to: [christine.lazaris@det.nsw.edu.au](mailto:christine.lazaris@det.nsw.edu.au)

Should you have any questions about the *Student Statement* please call me on 9383 0245 or email me at the address below.

Christine Lazaris  
Head Teacher Secondary Studies (Year 11-12)  
Email: [christine.lazaris@det.nsw.edu.au](mailto:christine.lazaris@det.nsw.edu.au)





# Sydney Distance Education High School

## NESA Requirements

### Year 11 and Year 12 Courses – 2023

#### Student's Statement

#### 1. Pattern of study

To qualify for the Higher School Certificate students must satisfactorily complete a Year 11 pattern of study comprising at least 12 units and Year 12 pattern of study comprising at least 10 units. Both patterns must include the following.

- At least six units of Board Developed Courses.
- At least two units of a Board Developed Course in English.
- At least three courses of two units value or greater (either Board Developed or Board Endorsed Courses).
- At least four subjects.

To satisfy pattern of study requirements for the Higher School Certificate, you may count a maximum of six Year 11 units and six Year 12 units from courses in Science.

#### 2. Documentation

- NSW Education Standards Authority (NESA), [Rules and Procedures for Higher School Certificate Candidates](#) for current year.
- Attachment 1, *Requirements of the Education Act 1990 in relation to HSC*
- Attachment 2, *HSC Checklist and Reminders* for the current year's *Higher School Certificate*.
- Sydney Distance Education High School, [Year 12 Assessment Booklet](#) or [Year 11 Assessment Booklet](#).

### 3. Student's statement

- I understand the above pattern of study requirements. I have received the above documentation and I understand that there are copies in the school library.
- I understand that I am able to discuss HSC requirements with teachers, Head Teachers, senior executive, the school's Head Teacher Secondary Studies: Years 11-12 and the Careers Adviser.
- I understand that additional HSC information is available from the NESA website.
- I understand that I am able to access information from the NESA Student Online service including the following.
  - personal information held by NSW Education Standards Authority (NESA)
  - HSC entry information
  - personalised examination timetables
  - HSC Results
- I understand that I am able to access syllabus documents for the courses I am studying from NSW Education Standards Authority (NESA) website.
- I understand that I should discuss with my parents/carers/supervisors the information I have received.

### 4. Australian Tertiary Admissions Rank (ATAR) requirements

- I am eligible for an ATAR      Yes       No
- I understand if I am unsure of my eligibility that I can contact my Careers Adviser.

### 5. HSC Minimum Standard

Have you already completed the HSC Minimum Standard Testing?      Yes       No

If no, you need to be aware that you will not be eligible to receive an official Higher School Certificate credential.

Student's name \_\_\_\_\_

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's name \_\_\_\_\_

Supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_

Please complete the *Student Statement* and return by email to:  
Head Teacher Secondary Studies (Years 11-12)  
Email: [christine.lazaris@det.nsw.edu.au](mailto:christine.lazaris@det.nsw.edu.au)

# 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 '12' and '95' refer to the corresponding sections of the legislation.

## **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.

## Section 2 – HSC checklist and reminders

### Pattern of study checklist

To qualify for the Higher School Certificate students must satisfactorily complete a Year 11 pattern of study comprising at least 12 units and a Year 12 pattern of study comprising at least 10 units.

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 Australian Tertiary Admission Rank (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 8004: [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/or [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 for Higher School Certificate courses: Languages, Mathematics, 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 school-based assessment requirements for BDCs.

### School-based assessment:

Year 11	Year 12
must be capped at 3 tasks	must be capped at 4 tasks
may only include 1 formal written examination; Mathematics courses 1-2 formal written exams	may only include 1 formal written examination with maximum weighting 30%

According to NESA's [HSC assessment in 2023](#), principals have the flexibility to decide on the number, type and weighting of school-based assessments in Year 12 only. NESA's principles of assessment continue to apply so that school-based assessment should continue to be informed by the components identified in the assessment and reporting documents for each syllabus.

Requirements for [end of course reporting](#) to NESA can be found on NESA's website. This includes reporting for [VET](#) courses and Life Skills courses.

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](#) and [COVID changes for 2022](#)

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

## Students with disability

Identifying and responding to the personalised learning and support needs of students with disability should be addressed through a collaborative curriculum 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. This should 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, including Life Skills, VET courses and Board Endorsed Courses. Before deciding that a student should access Life Skills outcomes and content, consider other ways of supporting the student to engage with regular course outcomes. It is important to note the following in relation to Life Skills courses.



- Principals will need to confirm HSC monitoring for Life Skills courses in Appendix 2.
- 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 curriculum planning process that addresses the student’s transition from school to adult life.
- Schools should have evidence that students studying Stage 6 Life Skills courses are eligible. No documentation needs to be sent to NESA.
- Life Skills courses satisfactorily completed in Year 12 are reported on the HSC Record of Achievement with the notation ‘Refer to Profile of Student Achievement’. An assessment mark is not reported for these courses.
- There are no external examinations for Life Skills courses. They cannot be used in the calculation of a student’s Australian Tertiary Admission Rank (ATAR).
- Students studying **only** Stage 6 Life Skills courses are not required to complete the HSC: All My Own Work program or its equivalent.
- Students studying English Life Skills, Mathematics Life Skills, or 4 or more Life Skills courses in Year 12 may be exempt from the HSC minimum standard for literacy and numeracy.

Refer to:

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

ACE 7007: [Satisfactory completion of a Stage 6 Life Skills course](#)

NESA: [Collaborative curriculum planning](#)

NESA: Life Skills [eligibility](#)

NESA: [Disability Provisions](#)

NESA: HSC minimum standard [Disability Provisions and Exemptions](#)

NSW Department of Education: [Disability and Learning Support](#)

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

Australian Skills Quality Authority: [Providing quality training and assessment services to students with disabilities](#)

## 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 [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. Teachers are not required to derive the estimated mark from a formal written exam that is part of the school-based assessment program. This 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 2023 must complete at least 10 units of BDCs with 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. 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, cannot contribute towards 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 credential. Students have up to 4 opportunities per year to sit each minimum standard reading, writing or numeracy test. Students can take the tests from Year 10 until up to 5 years after starting their first HSC course. Students enrolled in Life Skills courses may be exempt under certain conditions.

Refer to:

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

NESA: [HSC minimum standard](#)

NESA: [Minimum standard online tests](#)

Department (staff only): [HSC minimum standard](#)

## 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 (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.
- Consider the English language proficiency of students, parents and carers when communicating HSC policies, procedures and assessment information. Information about [interpreting and translations](#) is available on the department's website.

### 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 accumulating and/or repeating courses and acceleration)

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