



Year 12 2024 HSC Assessment Information

Term 4 2023, Terms 1-3 2024.

**SUPPORTING YOUR TEEN IN
THE SENIOR YEARS OF STUDY**

[/HTTPS://HEADSPACE.ORG.AU/YOUNG-PEOPLE/HOW-TO-REDUCE-STRESS-AND-PREPARE-FOR-EXAMS](https://headspace.org.au/young-people/how-to-reduce-stress-and-prepare-for-exams)

Transition to Year 12

- ▶ All students are required to complete Year 11 into 12 Progress Interviews
- ▶ Most students have made their final decisions on the subject they will discontinue or pick up.
- ▶ The change over into Year 12 classes occur in week 3
- ▶ New timetables will be issued to students who completed the required paperwork.
- ▶ students must attend all classes on their current timetable.
- ▶ The Year 12 2024 Assessment Booklet and Scopes and Sequences were issued and are available digitally.

Discontinuing a Subject

- ▶ Most students only study 10 Units
- ▶ Before dropping students are asked to consider the effect on ATAR eligibility of the pattern of study
- ▶ TAFE subjects continue until the end of the year
- ▶ **The relevant paperwork should have been completed and returned to Ms Venkatesan already.**
- ▶ Continue to attend all classes until new timetables are issued
- ▶ Learning Centre periods commence from week 4, OCT 30, **provided** students have received your updated timetable
- ▶ Students **MUST** have a new timetable with learning centre on it otherwise teacher will send students back to their timetabled class until it is discontinued

Study Periods and Learning Centre Procedures

If a student only has 10 units there will be 6 study periods across the fortnight.

During those study periods students are expected to work in the Library in the Learning Centre

Any missed periods from the Learning Centre will be treated as truancy.

Period 1 and period 4 on most days are not supervised. Students are permitted to work in the library or leave early/arrive late with parent permission

Use this time constructively on projects, assignments or set homework. Seek out your classroom teachers for help when required.

Additional study time through the Learning Centre is a great advantage.

HSC Requirements

- ▶ 90% attendance
- ▶ At least 10 units
 - ▶ At least 2 units of English
 - ▶ At least 6 units of Board Developed Courses
 - ▶ At least 4 subjects
 - ▶ No more than 7 units of Science.
- ▶ Satisfactorily complete course and assessment requirements for each course.
- ▶ Meet subject demands in set tasks & experiences
- ▶ Sit HSC exams and make a serious attempt
- ▶ Apply themselves with diligence and sustained effort
- ▶ Meet the minimum standard in literacy and numeracy



Completion of Assessment Tasks

- ▶ **Minimum** requirement for NESAs-determined courses is that you make a genuine attempt at assessment tasks that contribute **in excess of 50%** of available marks in the course.
- ▶ You must also complete non-assessable tasks worth **more than 50%** of the available marks to be considered to have satisfactorily completed a course.
- ▶ Failure to comply with the assessment requirements in any course will mean students do not get a moderated assessment mark or an examination mark for that course.

Year 12 Assessment Requirements

1. Student Obligations

Students are obliged to:

- Attend all lessons
- Hand in all assessment tasks on the day and time they are due
- Make a serious attempt at all assessment tasks
- Hand work in on time to avoid penalties
- Provide evidence for missed tasks (e.g. Doctor's Certificate) and complete an Illness/Misadventure form using approved templates.

2. School's Obligations

The school is obliged to:

Provide written notice 10 school days before the due date of:

- ▶ assessment components and weighting
- ▶ the nature of each assessment task
- ▶ duration and time of each task
- ▶ the mark value of each task
- ▶ course outcomes being assessed.

Rules and Procedures Guide

- ▶ The **HSC Rules and Procedures guide** *must* be read by all students entered for an HSC course.
- ▶ This guide is for students entered for HSC courses in 2024 and sets out the main rules and requirements .
- ▶ In signing your **Confirmation of Entry**, the students are certifying they have read this guide. Due for completion term, 1 2024.
- ▶ The **Education Act 1990 (NSW)** governs the award of the HSC. The NSW Education Standards Authority (NESA) grants certificates to students who comply with the Act and NESA requirements.
- ▶ More detailed information of rules and requirements are on the NESA website.

Assessment & Reporting

Standards
Referenced
Framework

Half HSC mark comes
from a moderated
school mark

Other half comes
from the HSC exam

School marks are
moderated against
HSC examination
results

Results reported in
Bands 2 to 6

ATAR for eligible
students is calculated
using best 2 units of
English and best 8
remaining units.

Assessment Schedules

- ▶ For each subject there are:
 - ▶ mandatory components and weightings.
 - ▶ A maximum of four formal assessment tasks.
 - ▶ Only one formal written examination task can mimic the HSC examination, with a maximum weighting of 30%.
 - ▶ Use the scope and sequence and assessment schedules to plan your time.
 - ▶ Assessment Calendars – accessible from CGHS Webpage.

ANCIENT HISTORY

| COURSE COMPONENTS | WEIGHTING |
|---|-------------|
| Knowledge and understanding of course content | 40% |
| Historical skills in the analysis and evaluation of sources and interpretations | 20% |
| Historical inquiry and research | 20% |
| Communication of historical understanding in appropriate forms | 20% |
| TOTAL | 100% |

| ASSESSMENT TASKS | | | |
|--------------------------------|--------------------|---|-------------|
| TOPIC | WHEN | NATURE OF TASK | WEIGHTING |
| Core Study: Cities of Vesuvius | Term 4 Week 7 | Source Based Analysis (Hand In) | 20% |
| Minoan Society | Term 1 Week 7 | Extended Response and Source Analysis (In Class) | 25% |
| Akhenaten | Term 2 Week 10 | Historical Inquiry and Oral Presentation (In Class) | 25% |
| Trial HSC | Term 3 Week 2-3 | Section I: Cities of Vesuvius Section II: Ancient Societies Section III: Personalities and their Times Section IV: Historical Periods (Examination) | 30% |
| TOTAL | | | 100% |

Scope and Sequence

Ancient History

Year 12 Scope and Sequence

Full descriptions of course outcomes can be viewed on the relevant Stage 6 Syllabus document through [NESA](#).

| Term 4 | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Week 6 | Week 7 | Week 8 | Week 9 | Week 10 | Week 11 |
|------------|--|-----------------------------------|--|-----------------------------------|------------------------------------|------------------------|---|--|----------|---|---------|
| Content | Core Study: Cities of Vesuvius AH 12-1, AH 12-2, AH 12-3, AH 12-4, AH 12-5, AH 12-6, AH 12-7, AH 12-8, AH12-9, AH 12-10 | | | | | | | | | | |
| | Non-examinable background | Geographical context | | | The nature of sources and evidence | | | | | Investigating, reconstructing and preserving the past | |
| Assessment | | | Year 11 Camp | | | | Task 1: 20% Source Analysis | | | | |
| Term 1 | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Week 6 | Week 7 | Week 8 | Week 9 | Week 10 | Week 11 |
| Content | Ancient Societies: Minoan Society AH-12-1, AH 12-2, AH 12-3, AH 12-4, AH 12-5, AH 12-6, AH 12-7, AH 12-8, AH12-9 | | | | | | | | | | |
| | The geographical environment | | Social structure and political organisation | | The economy | | | Religion, death and burial | | Cultural life | |
| Assessment | | | | | | | Task 2: 25% Extended Response and Source analysis | Semester 1 Reports Due | | | |
| Term 2 | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Week 6 | Week 7 | Week 8 | Week 9 | Week 10 | Week 11 |
| Content | Ancient Societies: Minoan Society | | Historical Period: New Kingdom Egypt AH-12-1, AH 12-2, AH 12-3, AH 12-4, AH 12-5, AH 12-6, AH 12-7, AH 12-8, AH12-9 | | | | | Personalities and their Times: Akhenaten | | | |
| | Everyday Life | | Internal developments | | | Foreign relations | | Historical context | | | |
| Assessment | | | | | | | | | | Task 3: 25% Historical Inquiry & Oral Presentation | |
| Term 3 | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Week 6 | Week 7 | Week 8 | Week 9 | Week 10 | Week 11 |
| Content | Personalities and their Times: Akhenaten AH-12-1, AH 12-2, AH 12-3, AH 12-4, AH 12-5, AH 12-6, AH 12-7, AH 12-8, AH12-9 | | | | | | | | | | |
| | Background and rise to prominence | Task 4: 30% Trial HSC Examination | | Background and rise to prominence | | Career | | Course Evaluation | Revision | | |
| Assessment | | | | | | Semester 2 Reports Due | | | | | |

The Scope & Sequence set out topics, content and assessment to be covered each term in each course



Canterbury Girls High School

Lead the Challenge

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Stage 6 - Years 11 and 12

[← Notes and curriculum guides](#)

[Stage 4 - Years 7 and 8](#)

[Stage 5 - Years 9 and 10](#)

[Stage 6 - Years 11 and 12](#)

For all Stage 6 Syllabuses, visit [NESA \(NSW Education Authority Standards\)](#)

On this page

- ▼ [Senior Student Support Plan](#)
- ▼ [Vaccination Information](#)
- ▼ [Year 11](#)
- ▼ [Year 12](#)
- ▼ [Advice for families of senior students](#)

DUE DATES

Year 12 Assessment Task Planner and Calendar

| | Week | Monday | Tuesday | Wednesday | Thursday | Friday |
|----------------|------|--------|---------|-----------|----------|--------|
| Term 4 2020 | 1 | | | | | |
| | 2 | | | | | |
| | 3 | | | | | |
| | 4 | | | | | |
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| | 6 | | | | | |
| | 7 | | | | | |
| | 8 | | | | | |
| | 9 | | | | | |
| | 10 | | | | | |
| Term 1 2021 | 1 | | | | | |
| | 2 | | | | | |
| | 3 | | | | | |
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| | 6 | | | | | |
| | 7 | | | | | |
| | 8 | | | | | |
| | 9 | | | | | |
| | 10 | | | | | |
| | 11 | | | | | |
| Term 2 2021 | 1 | | | | | |
| | 2 | | | | | |
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| | 9 | | | | | |
| | 10 | | | | | |
| Term 3 2021 | 1 | | | | | |
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| | 10 | | | | | |

| Stage 6 Assessments | | | | | Print | Export | Preferences | | |
|---------------------|--|--|---|---|---|--------|-------------|---|---|
| Term 4, 2020 | | | | | D | W | WL | M | T |
| W6 | Nov 16 12SC IIC 20% | Nov 17 | Nov 18 | Nov 19 | Nov 20 | | | | |
| W7 | Nov 23 12SR IC P1 12 Adv English ☐ 3:20pm | Nov 24 | Nov 25 12SR IC P3 | Nov 26 12SR IC P4 | Nov 27 | | | | |
| W8 | Nov 30 12MH 20% IC P1 & 5 | Dec 1 | Dec 2 | Dec 3 12 pdtpe Task 1 20% ICHI | Dec 4 | | | | |
| W9 | Dec 7 12MS, MA 20% IC (P1) ☐ 12DR 20% IN/HI 12 Drama 20% ICHI | Dec 8 12 Physics Depth Study due 30% (HI) 12BS HIIC P2 | Dec 9 12MAX1 20% IC (P3) ☐ 12BS HIIC P2 | Dec 10 12MAX2 20% IC (P4) ☐ 12 Drama 20% ICHI 12ECON IC P1 12BS HIIC P2 | Dec 11 12 CAFS TASK 1 20% ICHI ☐ 12LS IIC 25% ☐ 12 Eng Ext 2 Viva Voce ☐ 08:40am | | | | |
| W10 | Dec 14 12 Chemistry Depth Study due 30% (HI) | Dec 15 | Dec 16 | Dec 17 | Dec 18 | | | | |

Unable to complete or hand in an Assessment task – illness/misadventure

| | |
|----------|---|
| Call | Call the school and communicate with Head Teacher or DP on the day of absence (earlier if possible) |
| Follow | Follow Illness/Misadventure procedures |
| Complete | Complete relevant official school forms |
| Get | Get supporting documentation e.g. Medical/ Misadventure certificate that covers the period of absence |
| Submit | Submit forms on the first day of return (at the latest) and negotiate with Head Teacher |
| Support | Illness/Misadventure applications will be granted if students follow procedure, have appropriate supporting documentation and have a valid reason |



**Canterbury Girls High School
Illness/Misadventure Appeal**

To be completed by a student who is unable to attend/submit an assessment task on due date or who believes their performance in the task has been adversely affected due to illness or misadventure. **This form must be submitted to the Deputy Principal the first day back at school immediately after the assessment task. If the Deputy Principal is absent this must be submitted to the Head Teacher.**

Name: Year:

Subject/course:

Head Teacher: Teacher:

Assessment Title:

Date of Notification: Due Date:

Date appeal submitted:

Either (tick option): Task missed/not submitted Task sat for

Seeking special consideration because of: Illness Misadventure

Details of appeal:
.....
.....
.....

(Attach all necessary medical and other certificates and letter from parent/caregiver)

Student Name: Signature:

Date:

Parent/Caregiver Name: Signature:

Date:

Head Teacher Recommendation:
.....

Head Teacher Name: Signature:

HT to present appeal to Deputy Principal

School Response:
.....

Deputy Principal Name: Signature:

Principal Name: Signature:

DP consults P; DP gives copy to HT; HT informs teacher and student of school response; DP enters in Sentral: DP gives original to SAM for student file and a copy to be mailed to Parent/caregiver



ATTACHMENT 1

STUDENT MEDICAL/MISADVENTURE CERTIFICATE

Purpose of this certificate

This form is used by students to apply for illness/misadventure in exams or other assessable work in their studies at Canterbury Girls High School. Approval of applications is granted to students who are legitimately disadvantaged in their assessment due to factors beyond their control. To enable the validity of applications to be evaluated, this form should be completed by a doctor, dentist, or other appropriate authority (e.g. police officer, solicitor)

STUDENT NAME

I agree to Canterbury Girls High School requesting verification of the information provided on this certificate, if required.

Student Signature Contact No:

Parent /Guardian Signature Contact No:

PRACTITIONER DETAILS (to be completed by the doctor, dentist or other relevant authority)

NAME

ADDRESS

PHONE

Stamp of practitioner or organisation

I,, certify that I have seen
..... on ____ / ____ / ____

In my opinion, the student has a medical condition or is experiencing matters which did/will affect their studies as follows:

| | Tick as applicable | Provide applicable dates |
|-----------------------------------|--------------------------|---------------------------------------|
| Unable to attend classes | <input type="checkbox"/> | From ____/____/____ to ____/____/____ |
| Unable to undertake private study | <input type="checkbox"/> | From ____/____/____ to ____/____/____ |
| Unable to sit exams | <input type="checkbox"/> | From ____/____/____ to ____/____/____ |

Additional Comments:

Signature of practitioner Date



Church Street
Canterbury NSW 2193
Phone 02 9748 1800
Fax 02 9718 3003

Email Canterbury-h.School@det.nsw.edu.au
Web www.Canterbury-h.Schools.nsw.edu.au

Valid Reasons for Late Submissions, Non Attendance, Lateness

- ▶ Medical reasons i.e. illness verified by a medical certificate from a health professional.
- ▶ Non-Medical Reasons:
 - ▶ special leave e.g. to attend a funeral, an appearance at Court – verified by relevant persons e.g. parents, police.
 - ▶ Work placement
 - ▶ Participation in School Spectacular
 - ▶ leave approved by the Principal

Illness/Misadventure does NOT cover:

difficulties in preparation

technology issues including printers (some exceptions in learning from home may be granted)

alleged deficiencies in tuition

family holiday, celebrations, commitments

loss of study time prior to the formal study vacation

misreading the assessment advice or examination timetable

misreading of examination instructions

long-term illness unless there is evidence of a sudden reoccurrence

Emergency Illness/Misadventure applications

- ▶ The school can and will support students and families through this process where possible.
- ▶ Applications are made to NESAs
- ▶ **During the HSC examination period**, emergency applications may be made by telephoning the Student Support Services branch at NESAs. An application supported by documentary evidence should be submitted immediately afterwards.
- ▶ Applications will be considered on the basis of individual need.
- ▶ *It is possible that provisions made by a school during its own tests will not meet NESAs criteria for the HSC examinations. Details of such provisions are requested on the application form.*

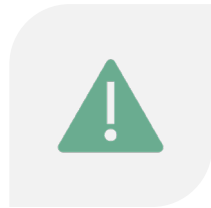
WHAT happens if students don't meet their obligations? *The N warning process*



THE SCHOOL ISSUES **WARNING LETTERS** TO STUDENTS WHO ARE IN DANGER OF NOT MEETING COURSE COMPLETION CRITERIA.



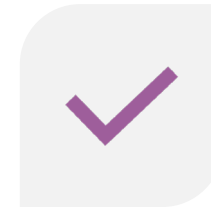
ADVICE AND TIME IS GIVEN SO THE PROBLEM CAN BE CORRECTED AND CONSEQUENCES OF NOT MEETING COURSE COMPLETION CRITERIA IS OUTLINED.



3 WARNING LETTERS WITHOUT ANY ATTEMPT TO "MITIGATE" OR CORRECT THE ISSUES IS AN EXAMPLE OF NOT MEETING THE REQUIREMENTS FOR SATISFACTORY COMPLETION OF A COURSE.



THIS WILL RESULT IN THE PRINCIPAL ISSUING A 'N' DETERMINATION IN THAT SUBJECT.



TO BE ELIGIBLE FOR AN HSC 2 UNITS OF ENGLISH MUST BE SATISFACTORILY COMPLETED



ALL STUDENTS HAVE THE RIGHT TO APPEAL AGAINST THE 'N' DETERMINATION VIA THE NESA SCHOOLS ONLINE WEBSITE.

Malpractice

1

All work presented in assessment tasks must be a student's own or must be acknowledged appropriately. Malpractice, including plagiarism, **use of AI** could lead to students receiving zero marks

2

Malpractice is any activity that allows students to gain an unfair advantage over other students.

Malpractice 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, AI, 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**
- ▶ **using non-approved aids** during an assessment task
- ▶ Giving **false explanations** to explain work not handed in by the due date
- ▶ assisting another student to engage in malpractice.

HSC

| | |
|-------------------------------|---|
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ABOUT THE HSC



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School students in New South Wales generally work towards the Higher School Certificate or HSC in years 11 and 12. It is the highest level of attainment you can reach at school. Learn more about HSC [courses, eligibility requirements and achievement pathways](#), including the [HSC minimum standard](#).

The HSC is a huge operation each year, and the NSW Education Standards Authority (NESA) oversees it. This section offers a snapshot of what it involves as we cater to students with a diverse range of abilities, backgrounds and goals.

Every year, we evaluate the HSC thoroughly to ensure it remains successful, inclusive and flexible. We consider changes and improvements, and consult on any changes that affect the wider education community. NESA [Board members](#) play an important role in supervising the HSC's quality.

Disability provisions

- ▶ The *Disability Discrimination Act 1992* and the *Disability Standards for Education (2005)* require NESA to ensure that students with a disability are able to access and respond to an examination.
- ▶ NESA may approve disability provisions for the HSC examinations if a student has a **permanent (diabetes)** or **temporary (broken arm)** disability that would, in a normal examination situation, prevent them from:
 - ▶ reading the examination questions; and/or
 - ▶ communicating their responses.
- ▶ **Principals** have the authority to decide on, and to implement, disability provisions for school-based assessment tasks including examinations.
- ▶ **NESA** approves provisions which may be used in the HSC examinations

Provisions

| Provision | Disability/condition/symptom |
|--------------------------------|---|
| Extra Time to Write | Impaired written output due to a physical or cognitive disability |
| Individual Supervision | Condition that causes disruption to others, e.g. Tourette's syndrome |
| Reader | Reading disability (YARC Level 2), Irlen syndrome/Scotopic sensitivity |
| Rest Breaks | Anxiety disorder, fatigue, concentration difficulties (ADHD) |
| Small group supervision | Social anxiety disorder, hearing impairment |
| Writer | Pain, impaired written output |

Disability Provisions

Support within school assessments is given to students who have additional needs, including examinations.

Canterbury Girls is committed to ensuring all students with disabilities, including learning difficulties, are able to access and participate in education on the same basis as students without disability.

Any student with a known disability receives a **Personal Learning and Support Plan (PLaSP)** developed in consultation with a member of the school's Learning Support Team, the student and parent. The Plan contains information relating to any disability provisions which should be enacted in relation to the student's assessment program.

Canterbury Girls' assesses and accommodates students' disability provisions needs and, when necessary, submit applications for the HSC examinations on their behalf.

What is needed for the application

- ▶ NESAs medical, vision or hearing form(s) need(s) to be completed by a qualified health professional relevant to the condition(s). This can include a GP with a history of a relationship with the student. The health professional's comments must include the impact on the student's ability to access and respond to questions in an exam situation.
- ▶ NESAs Teacher comments forms, completed by each of the student's teachers
- ▶ Functional evidence i.e. the impact of the disability in an examination situation such as, writing samples or testing results.
- ▶ Completed Student Declaration.
- ▶ Completed Principal Declaration.

Please note: Diagnosis and professional recommendation alone will not mean provisions are approved.

Educational Access Scheme

EAS aims to help students, whose education has been negatively affected during Year 11 and/or Year 12, receive an offer to university.

To apply for EAS you must be able to demonstrate that your Year 11 and/or Year 12 studies have been negatively affected for a **period of at least six months**, as a result of circumstances beyond your control or choosing

Done in conjunction with the UAC process and applications usually open at the beginning of August.

More information can be found at www.uac.edu.au

Examples of EAS categories

- ▶ **Disrupted Schooling** - you have attended 3 or more schools in years 10, 11 and 12 or equivalent
- ▶ **Financial hardship** - disrupted for a period of at least six months due to the death of an immediate family member or close friend during Year 11 and/or 12 or equivalent.
- ▶ **Severe family disruption**
- ▶ **Excessive family responsibilities** - responsibility for care of children and/or other family members for a period of at least six months during Year 11 and/or 12 or equivalent.
- ▶ **English language difficulty**
- ▶ **Personal illness/disability**
- ▶ **Refugee status**
- ▶ **School environment**
- ▶ **Socio-economic indexes for areas (SEIFA)**



Educational Access Scheme

[Future applicants](#) / [Scholarships & schemes](#)

Educational Access Scheme

Educational Access Schemes (EAS) aim to help students who have experienced significant educational disadvantage receive an offer to university.

Who can apply?

To apply for EAS you must be able to demonstrate that, as a result of circumstances beyond your control or choosing, your studies were negatively affected (usually for at least **six months**) during:

- Year 11 and/or Year 12

UAC - EAS

Supporting Teens in the Senior Years of Study

HSC student toolkit

- ▶ <https://education.nsw.gov.au/student-wellbeing/stay-healthy-HSC/Resources>

Parent and carers toolkit

- ▶ <https://education.nsw.gov.au/parents-and-carers/parent-and-carers-toolkit>

HSC help for parents and carers

- ▶ <https://education.nsw.gov.au/parents-and-carers/learning/tests-and-exams/hsc-help/parents>

Useful Links – All found on CGHS Year 12 curriculum page

- ❑ StayHealthyHSC Information
- ❑ HSC Study Guide, Assessment Policy and Schedule
- ❑ Scope and Sequence for All Subjects
- ❑ Full Stage 6 Syllabus documents and Information from NESAs (NSW Education Standards Authority).
- ❑ Student Stress Management Workshop Handout
- ❑ HSC Minimum Standard Factsheet
- ❑ Calendars and Timetables
- ❑ NSW DET Calendars, Term and Holiday Dates
- ❑ Illness and Misadventure Forms
- ❑ Helpful Links for Year 12 Students
- ❑ Advice for Parents and Carers
- ❑ NESAs Students Online
- ❑ University Admissions Centre

▶ <https://web3.canterburg-h.schools.nsw.edu.au/Curriculum%20-%20Year%2012.html>