

# Year 12 HSC Assessment Information



# 2024/2025

respect | responsibility | personal best

*ba yilinj ganji buraaja buran*  
*we carry the fire for tomorrow*

Dear Student and Family,

Reaching the Higher School Certificate is a significant milestone for students and one for all to be proud of. The Higher School Certificate is a rigorous credential for students preparing for post-school pathways and as such, we at Vincentia High School are committed to supporting students to achieve their personal best. We recommend that as students receive this copy of this **HSC Course Assessment Schedule**, they understand how everything HSC related works.

Our assessment program encourages progressive development of skills and knowledge while ensuring:

- consistency across subjects and courses
- fairness in marking and reporting
- Coordination of the assessment program to ease the load on students.

Assessment tasks are designed to measure performance against course outcomes through a range of assessment tasks and in a wider range of objectives than may be tested in an examination. Assessment tasks may include:

- Tests which may take a written, practical and oral form
- Class essays, research tasks, assignments, portfolios, log books
- Practical tasks and major works
- Fieldwork and Projects

In setting tasks, teachers give careful consideration to the syllabus outcomes being assessed. By measuring student achievement of these outcomes, teachers can build up a profile of the achievement of each student in relation to the Course Performance Descriptors.

Assessment tasks issued at Vincentia High School apply the principles of effective and informative assessment:

- Clear and direct links to learning outcomes
- Assessment is integral to teaching and learning
- Assessment is valid
- Assessment is fair
- Assessment engages the learner
- Assessment values teacher judgment
- Assessment is time efficient and manageable
- Assessment recognises individual achievement and progress
- Assessment for learning

Read this booklet carefully, and if you are confused about any aspect, make sure you speak to your class teacher, the appropriate Head Teacher, Year Advisor, the Careers Advisor or the Deputy Principal for your year group.

Kind Regards

Ruth Winfield

Principal

Accredited Lead Teacher

## **THE HSC – AN OVERVIEW**

The Higher School Certificate (HSC) is the highest certification awarded in New South Wales schools. It is achieved by students who satisfactorily complete Years 11 and 12 at secondary school. To be eligible, students must meet HSC Course requirements and sit for the state wide HSC Examinations. The HSC is an internationally recognised credential that provides a strong foundation for students wishing to pursue tertiary qualifications, vocational training or employment.

To gain an HSC, students must have completed a minimum of 12 units of Preliminary courses and 10 units of HSC Courses. All courses in the HSC have a unit value. Most courses are 2 units. Students must satisfactorily complete the Preliminary course (usually studied during Year 11) before they are eligible to commence the corresponding HSC Course (usually studied during Year 12). English is the only compulsory subject for the HSC.

### ***Types of HSC Courses***

#### **Board Developed Courses**

Most courses studied for an HSC are Board Developed Courses. They are set and externally examined by NESA including courses in the areas of English, Mathematics, Science, Technology, Creative Arts, Personal Development, Health and Physical Education, Human Society and its Environment, Languages and Vocational Education and Training (VET) Curriculum Frameworks. These courses may contribute to the calculation of an Australian Tertiary Admission Rank (ATAR).

#### **Board Endorsed Courses**

These include courses that are developed by schools, TAFE or universities rather than NESA. They contribute to the HSC but do not contribute to the calculation of the ATAR. Examples of Board Endorsed Courses are Sport Lifestyle and Recreation Studies and Work Studies.

#### **Vocational Education and Training (VET)**

There are 14 Industry Curriculum Frameworks (Automotive, Business Services, Construction, Electro Technology, Entertainment Industry, Entertainment Industry, Hospitality, Human Services, Information Technology, Information and Digital Technology, Timber and Furniture Technologies, Primary Industries, Retail Services Tourism and Events). These courses have been designed to deliver units of competency that are drawn from Industry Training Packages encompassing a range of Board Developed Courses and which allow students to gain Australian Qualifications Framework (AQF) Certificates, usually at Certificate II or III level.

## SENIOR ASSESSMENT GUIDELINES – PRELIMINARY AND HSC

School assessment is an integral part of a student's Higher School Certificate. This internal school assessment counts for 50% of a student's overall mark in each course and is reported on the Higher School Certificate Record of Achievement. Each subject has developed an Assessment Schedule in strict accordance with the NSW Education Standards Authority (NESA) guidelines. School-based assessment tasks are designed to measure performance against course outcomes through a range of assessment tasks and in a wider range of objectives than may be tested in an examination.

Assessment tasks may include:

- Tests which may take a written, practical and oral form
- Class essays, research tasks, assignments, portfolios, log books
- Practical tasks and major works
- Fieldwork and Projects

During an assessment period, students may be required to do multiple assessment tasks or examinations on any one day. As well, students may be required to hand in more than one prepared HSC assessment task on any one day. Assessment in the HSC courses is the ranking of students across the allotted tasks in components as determined by the NESA for each subject.

The exact date of each assessment task will be notified in writing at least two weeks in advance. In special circumstances the school reserves the right to vary this information, subject to written notification.

The school submits to the NSW Education Standards Authority (NESA) in September the assessment marks awarded at the school in each subject. These assessment marks indicate the rank order and relative performance of all candidates in each course. NESA moderates these marks according to the HSC examination performance of the students in the cohort. The rank order is not altered, but the marks themselves may be higher or lower than the marks submitted depending on the examination performance.

### ***School Responsibilities***

The school is required to provide students with the following information:

- ***An Assessment Schedule*** - this outlines what components are to be assessed, when the assessment tasks are scheduled and the relative weighting attached to each assessment task.
- ***Written Assessment Notification*** - this notification outlines a more detailed explanation of the specific nature of each calendared assessment task. This notification will be issued at least TWO weeks in advance. In exceptional circumstances some tasks may be rescheduled or substituted and in such cases Head Teachers will inform students of the new arrangements in writing at least two weeks in advance. Assessment tasks will be of the same type and have the same weighting for all classes studying that course.
- ***Assessment Task Feedback and Record of Progress*** - at the completion of each task, students will receive a mark, rank and detailed marking criteria and written feedback concerning areas for development. A register will be maintained for all assessment tasks that acknowledges the receipt of the assessment notification (by the student), submission of the assessment task (by the teacher), and the return of the assessment task (by the student).

- **Official NESA non-completion of a course warning letter** - official letters will be posted home and emailed to parents/carers outlining the areas of unsatisfactory completion of the HSC course requirements.

### ***Student Responsibilities***

Students must demonstrate sustained diligence and effort in each subject and participate in all lessons constructively.

- Students must attend classes regularly and ensure their attendance does not fall below 85%.
- Students must complete all set tasks in order to achieve course outcomes.
- Every student has the responsibility to be familiar with the school's assessment and procedures policy handbook. Every student must also be familiar with the course information contained in the handbook.
- If a student is absent on the day an assessment task notification is issued then it is her responsibility to contact the teacher and/or Head Teacher to obtain the task notification.
- It is important that the student speaks with their Class Teacher or Head Teacher of the Faculty if there is any doubt about the requirements of the subject/course assessment policy.
- It is the responsibility of the student to be present for, or to hand in all assessment tasks at the required time as specified in the booklet and the assessment calendar.
- In the lesson time when you are not required in class, you are expected to work in the Senior Study Centre- any missed periods in the SSC will be treated as truancy. It is critical that you make the most of all time spent in the Study Centre. It is staffed, and you should seek support and assistance from staff on duty. Both the assessment schedule and the HSC are academically very demanding - the school believes that availability of additional study time through the Learning Centre is a great advantage. Use this time constructively on projects, assignments or set homework. Seek out your classroom teachers for help when required.

## **GENERAL INFORMATION**

### ***Disability Provisions***

If you have a medical condition which is an ongoing disability that will impact on normal examination situations, or you suffer personal or family situations that prevent you from a normal preparation for assessments, you must obtain a 'Disability Provision's form from the Deputy Principal, or Head Teacher Learning and Support early in Term 1.

All students applying for disability provisions must inform the Deputy Principal.

If this condition occurs later in the year, it must be registered with the Deputy Principal immediately

Students may need provisions for:

- a permanent condition, such as diabetes or reading difficulty
- a temporary condition, such as a broken arm, or
- an intermittent condition, such as back pain when sitting for long periods.

NESA does not consider the lack of familiarity with the English language to be a disability in this context. Therefore, provisions such as the use of an English/foreign language dictionary will not be approved for students disadvantaged solely because of lack of familiarity with the English language.

Where a student has a condition that might manifest itself during an examination session (eg epilepsy or asthma), the occurrence of an episode during the examination will be covered by the illness/misadventure provisions.

Students for whom disability provisions are approved may not be eligible for illness/misadventure consideration for the same condition unless they experience a deterioration or variation in their condition during the actual examinations.

### ***Absence from excursions and fieldwork***

- Some course rules require students to undertake compulsory fieldwork or attend compulsory excursions. In the case of unavoidable absence from such activities then students must negotiate alternate arrangements prior to the event. The granting of any concession is at the discretion of the Principal.

### ***Late to formal exam***

- Students must make sure that they carefully read their examination timetable and are punctual for all formal examinations.
- If a student is up to 15 minutes late after the start of a formal examination they will complete the examination and no extra time will be given.
- If a student is more than 15 minutes late to a formal examination they are to report directly to the Deputy Principal, where a decision regarding the completion of the task will be negotiated.

### ***Submission of hand-in assessment task***

- Failure to submit a task on time will result in a zero mark being awarded.
- If a student is absent on the day the hand-in task is due they should arrange to have the task delivered to the school office or, where appropriate, email their task to:  
**[vincentia-h.school@det.nsw.edu.au](mailto:vincentia-h.school@det.nsw.edu.au)**
- If applying for illness/misadventure students should follow the procedures outlined in this booklet.
- If a student knows in advance that they will be absent on the day a task is due, then the task should be handed in prior to the due date.

### ***Unfair advantage on the day of a task***

NESA outlines that no student is to gain an unfair advantage over other students. Causes of unfair advantage include:

- To absent yourself from any lessons on a day that an assessment task is scheduled or a hand-in task is due.
- To absent yourself from any lessons or normal school routine on the day that a hand-in task is due.
- Arriving late on the day of a scheduled assessment task or hand-in task.
- Misuse of Senior Study Centre or Library – being present in your timetabled classes.

### ***Malpractice***

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:

- breaching published school examination rules
- being in possession of unauthorised notes
- being in possession of electronic devices during a test or examination
- using words, ideas, designs or workmanship of others without acknowledgement
- copying from another student
- submitting another person's work as their own
- paying someone to write or prepare an assessment task
- offering false documentation or explanations in support of an appeal/non-serious attempt in an exam or assessment task
- work presented which contains frivolous and/or objectionable material
- assisting another student to engage in malpractice
- behaving in a way likely to disrupt the work or concentration of other students

Where the teacher responsible for a task has reason to suspect malpractice, this will be brought to the attention of the Head Teacher. Malpractice in an examination or task will result in a zero being awarded for the task. Students may appeal any such decision using the appeals procedures existing within the school.

In cases of proven malpractice in HSC assessment tasks, all schools are required to register this information with the NSW Education Standards Authority (NESA).

## Assessment – Malpractice (10.1)

### Misrepresentation

Misrepresentation is when a student misleads or deceives others by presenting untrue information through the fabrication, alteration or omission of information.

Misrepresentation can include but is not limited to:

making up journal entries for a project, and/or  
submitting falsified or altered documents and/or  
referencing incorrect or non-existent sources, and/or  
contriving false explanations to explain work not handed in by

the due date

### Plagiarism

Plagiarism is when a student pretends to have written, created or de eloped work that has originated from another source.

When using work that has originated from another source, students must acknowledge the source material in accordance with course specific requirement.

Plagiarism includes but is not limited to:

copying someone else's work in part or in whole, and  
presenting it as their own, and/or  
using material directly from books, journals, the internet, or any  
other offline/online resources, without appropriate acknowledgement of the authors  
and or source, and/or  
building on the ideas or works of another person without  
appropriate acknowledgement and/or  
using ideas, designs or the workmanship of others in practical  
and performance tasks without appropriate acknowledgement.

### Collusion

Collusion is when a student inappropriately collaborates with another student, group of students, person, organization, or entity to produce work that was meant for individual assessment.

Collusion includes but is not limited to:

sharing answers to an assessment with other students, and/or  
submitting work that has been substantially contributed to by  
another person, such as a student, parent, coach or subject expert, and/or  
contract cheating by outsourcing work to a third party, and/or  
unauthorized use of artificial intelligence technologies

### Breach of assessment conditions

All students undertaking an HSC exam or HSC minimum standard test must comply with the assessment conditions set by NESA.

When assembling for, undertaking, and leaving the exam or test session, students are subject to the direction and supervision of the invigilator. At all other times, students must adhere to the rules prescribed by their school or alternate venue conducting the assessment.

A breach of assessment conditions includes any breach of:

HSC exam rules and procedures, and  
HSC minimum standard test rules and procedures.

Malpractice occurs when a student breaches the conditions set for assessment in an attempt to gain an unfair advantage.



## ILLNESS/MISADVENTURE

Consideration is given to students who suffer illness or misadventure at the time of a task. It is important to note that set procedures must be followed for this consideration to be applied in order to ensure fairness for all students. Students need to be aware that if they commence or attempt an assessment task the result they achieve will be recorded. In this case, Illness/Misadventure therefore does not apply retrospectively. Students wishing to apply for illness/misadventure should follow the procedures outlined below.

Procedures to follow in the case of:

- Absence due to illness/misadventure on the day of an in-school assessment task.
  - The student or family member is requested to contact the school on the morning the task is scheduled.
  - Students must report to the relevant Deputy Principal on the first day of their return to school and collect an Illness/Misadventure form.
  - Completed forms must be returned to the Deputy Principal within two days.
  
- Absence due to illness/misadventure on the day a hand-in assessment task is due to be submitted.
  - The student or family member is requested to contact the school on the same day a task is due to be submitted.
  - Students should make every attempt to have the task delivered or submitted via email.
  - If a task is not submitted on the due date, the student must submit the task to the relevant Deputy Principal on the first day of the student's return to school and complete an Illness/Misadventure form.
  - Completed forms must be returned to the Deputy Principal within two days.
  
- Illness/misadventure during an in-school assessment.
  - The student must notify the supervisor of the task that they are feeling unwell before they view the task. At this stage the student will need to decide to:
    - sit the task, in which case the mark earned will be awarded. The student cannot apply retrospectively for any special consideration due to illness.
    - leave the task and apply for illness/misadventure. The student must then collect an Illness/Misadventure form from the relevant faculty Deputy Principal and follow the Illness/Misadventure process. A medical certificate dated the day of the task will be required.
  
- Illness/misadventure during an examination period.
  - The student or family member is requested to contact the school on the morning of any scheduled examination if they will miss the examination.
  - Prior to their return to school the student must contact the Deputy Principal in charge of the Year group to negotiate and organise a rescheduling of the affected exam(s).
  - Students must report to the Deputy Principal on the first day of their return to school and collect an Illness/Misadventure form.
  - Completed forms must be returned to the Deputy Principal within two days.

- Illness/misadventure for a Group performance.
  - When a group performance cannot go ahead on a scheduled date, all students affected need to complete an Illness/Misadventure form.
  - This form needs to be collected from and returned to the relevant Deputy Principal within two days.
  - The Deputy Principal will reschedule an alternative date for the performance.

### ***Outcome of illness/misadventure***

The Deputy Principal for that year group will consider all illness/misadventure cases. They will judge the presented evidence and decide whether the application is to be upheld or rejected. If the application is upheld one of three things may occur:

- Original or substitute task completed - A zero will be recorded for the original task and the student will be required to complete the task or a substitute task. The mark gained for this task will replace the zero.
- Awarded mark remains - The performance may be considered to be unaffected, and the student's result in the task will remain as marked.
- Maintain rank applied to task - In exceptional circumstances, where undertaking an alternative task is not possible, the Principal may determine that the student's relative assessment rank be maintained. This will be calculated at the end of the entire assessment period. This calculated mark would then replace the 'zero'.

In all cases, students may lodge and appeal to the Principal in writing to reconsider the decision. Students must follow the appeal process and the appeal must be submitted within two days of receiving the initial decision.

## PROCEDURE FOR ILLNESS/MISADVENTURE

### STEP ONE: Contact School

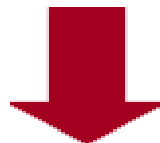
A family member/carer is requested to contact the school and advise relevant Deputy Principal of student's absence.



### STEP TWO: Obtain Relevant Documentation

For illness, a medical certificate must be obtained for the period of absence.

For misadventure, students should obtain a statement or supporting document outlining the nature of the misadventure.



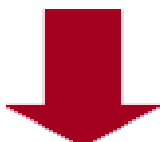
### STEP THREE: On First Day of Return

It is the student's responsibility to:

report to the Deputy Principal concerned for missed in-school assessment tasks and hand-in tasks.

report to the relevant Deputy Principal for missed examinations.

complete an Illness/Misadventure Application form including Deputy Principal comments and Parental Signature.



### STEP FOUR: Submission, Resolution and Feedback

Submit the application form to the relevant Deputy Principal within 2 days of your return.

The Deputy Principal will consider the application.

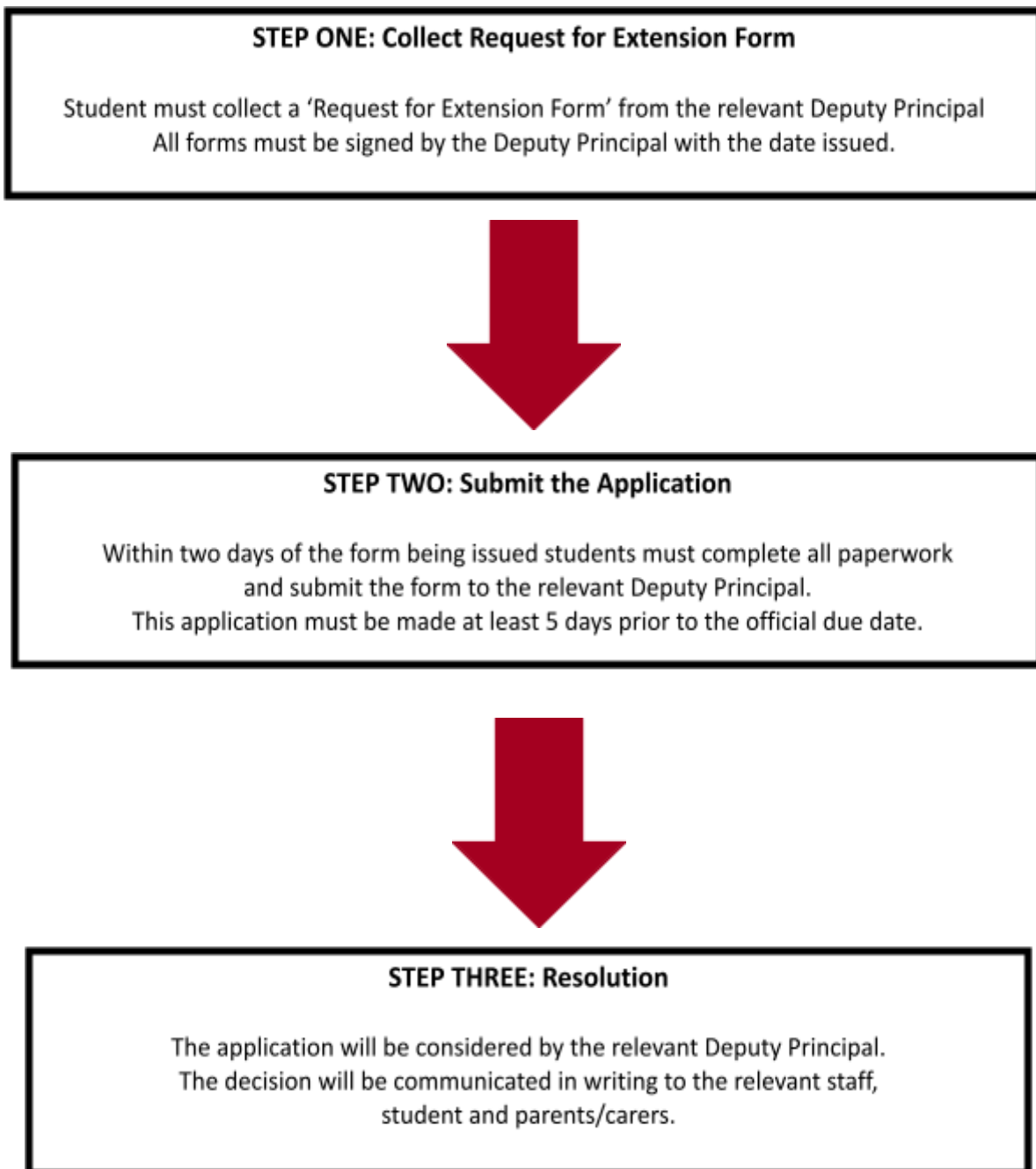
Resolution and feedback will be given to the Head Teacher, Teacher, Student and Parents.

## PROCEDURES FOR REQUESTING AN EXTENSION

All students are provided with the opportunity to request an extension if they feel they have a genuine inability to meet a scheduled due date. These applications are to be expressed in writing using the request for extension form provided by the school.

These forms are to be collected from the Deputy Principal and must be returned to the relevant Deputy Principal within two days of issue.

All applications for an extension must be made at least 5 school days prior to the due date. Students wishing to request an extension must follow the procedure outlined below:



## **HSC: ALL MY OWN WORK**

HSC: All My Own Work is a program designed to help HSC students to follow the principles and practices of good scholarship. This includes understanding, valuing and using ethical practices when locating and using information as part of their HSC studies. Students who have completed the program will also know about penalties for cheating and how to avoid malpractice when preparing their work for assessment.

The HSC: All My Own Work consists of five modules:

1. Scholarship Principles and Practices
2. Acknowledging Sources
3. Plagiarism
4. Copyright
5. Working with others

The program builds on existing programs in schools and provides flexibility in delivery. It also recognises the rapid growth in information available to students through the internet.

### **How is HSC: All My Own Work related to HSC eligibility?**

All students entered for one or more HSC courses with an external examination are required to have satisfactorily completed HSC: All My Own Work or its equivalent before the completion of Year 10. This requirement excludes students who are only entered for Life Skills courses or Board Endorsed courses although the program would still be available as an option for these students if this was seen as appropriate by their school.

### **What are the objectives and outcomes for HSC: All My Own Work?**

The values and attitudes students will develop through completing the HSC: All My Own Work program are:

- a commitment to principles of good scholarship, academic honesty and ethical practices
- respect for the fundamental rights, rules and procedures that promote honesty, equity and respect for the integrity of their own work and the work of others.

### **What is included in the HSC: All My Own Work program?**

The HSC: All My Own Work program is divided into five modules, each of which is organised around five or six focus questions. Each module includes:

- information, scenarios and quiz items
- a summary of key information, issues and strategies
- frequently Asked Questions (FAQs)
- a list of resources for further information, including links to relevant websites
- a quiz (that includes all quiz items incorporated in the module).

## REPORTING

You will receive regular feed-back on your progress through the teacher's evaluation of the assessment task. Advice on ranking will be provided after each task and on the half and yearly report. Your final order of Merit advice can be collected from the school when you complete your final school leaver procedure at the end of the HSC examination.

### ***HSC Common grading scale***

Assessing student achievement is the process of collecting information of student performance on certain tasks in relation to the outcomes of a course. In setting tasks, teachers give careful consideration to the syllabus outcomes being assessed. By measuring student achievement of these outcomes, teachers can build up a profile of the achievement of each student in relation to the Course Performance Descriptors.

Course Performance Descriptors are a series of statements that summarise observable and measurable features of student achievement and teachers must award grades to students based on descriptors of typical achievement from elementary to excellent. Generic descriptors can be found below. Grading student achievement is the process of assigning a letter (A,B,C,D,E or N) to summarise the level of a student's achievement in a course. T

The NSW Record of School Achievement Grading System is concerned with describing the student's achievement at the end of Year 11. Teachers make the final judgement of the grade deserved on the basis of available assessment information and with reference to the Course Performance Descriptors.

### **The scale describes performance at each of the five grade levels.**

**A** - The student demonstrates extensive knowledge of content and understanding of course concepts and applies highly developed skills and processes in a wide variety of contexts. In addition, the student demonstrates creative and critical thinking skills using perceptive analysis and evaluation. The student effectively communicates complex ideas and information.

**B** - The student demonstrates thorough knowledge of content and understanding of course concepts and applies well-developed skills and processes in a variety of contexts. In addition, the student demonstrates creative and critical thinking skills using analysis and evaluation. The student clearly communicates complex ideas and information.

**C** - The student demonstrates sound knowledge of content and understanding of course concepts and applies skills and processes in a range of familiar contexts. In addition, the student demonstrates skills in selecting and integrating information and communicates relevant ideas in an appropriate manner.

**D** - The student demonstrates a basic knowledge of content and understanding of course concepts and applies skills and processes in some familiar contexts. In addition, the student demonstrates skills in selecting and using information and communicates ideas in a descriptive manner.

**E** - The student demonstrates an elementary knowledge of content and understanding of course concepts and applies some skills and processes with guidance. In addition, the student demonstrates elementary skills in recounting information and communicating ideas.

**N** - Non- completion of course

## **NON-COMPLETION OF HSC COURSE REQUIREMENTS**

### ***Procedures for non-completion of preliminary and HSC course requirements***

The Non-completion of a course procedure commences when a student has not:

- a) followed the course developed by the board; and
- b) applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
- c) achieved some or all of the course outcomes.

The first official warning letter is issued indicating the area(s) of concern. The Head Teacher of the faculty and the course teacher interview the student in danger of not satisfactorily completing a course. The Class Teacher documents the interview on SENTRAL and outlines the Agreed Plan for Improvement and support offered to resolve the outstanding work described in the letter. The letter is signed by the Classroom teacher, Head Teacher and Principal.

Upon issuing of the first official warning, the student forfeits their right to their Wednesday study day until the warning is resolved and the student work completed.

The second official warning letter will be issued for completely different reasons as outlined in the first official warning i.e. a student cannot receive two letters for the same task. A pattern of indiscretions which illustrate that the course completion criteria (a), (b) and/or (c) have not been met needs to be established. The second letter should not immediately follow the first letter and needs to relate to a different set of course work missed.

Attendance cannot in itself, be a cause for issuing the N award letter. The specific work missed as a result of irregular attendance needs to be recorded in the letter. Once a second official warning letter is issued (either the same or a different subject) an interview with the Parent/Carer, Student, relevant Deputy Principal, Principal and Year Advisor will be organised to discuss all outstanding and current concerns. At this interview an agreed plan for improvement will be negotiated and be implemented over an agreed timeframe. This interview and outcome will be recorded on SENTRAL.

At this meeting the Principal will make a determination, which may include the implementation of a negotiated program of improvement and the issue of a warning of expulsion for post compulsory aged students. This interview and outcome will be recorded on SENTRAL. NB: Students who have received a minimum of two official warning letters in a single course and have not completed the requirements detailed on these letters are at risk of receiving an 'N' determination for that course.

# REQUIREMENTS OF THE 'EDUCATION ACT 1990' - IN RELATION TO THE NSW HIGHER SCHOOL CERTIFICATE – ATTACHMENT 1

## Higher School Certificate – section 95

- (1) Higher School Certificates are to be granted by NESA (previously the Board of Studies) to students who:
  - (a) have been granted a Record of School Achievement or who have attained such other qualifications as NESA considers satisfactory, and
  - (b) have attended a government school, or a registered non-government school to which a current certificate of accreditation for presentation of candidates for the Higher School Certificate applies, or a school outside New South Wales recognised by NESA or a TAFE establishment, and
  - (c) have participated, to NESA'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) have been accepted by NESA as having satisfactorily completed those courses of study, and
  - (e) have, to NESA's satisfaction, undertaken the requisite examinations or other forms of assessment, and
  - (f) have complied with any requirements prescribed by the regulations or any requirements imposed by the Minister or NESA.
- (2) The requisite examination or other assessment must include a public examination conducted on a state- wide basis.
- (3) NESA 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 NESA, be justified.

## Curriculum for Higher School Certificate candidates – section 12

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 NESA are to be provided for each student in each year.
- (b) Courses of study are to include a course of study in English.
- (c) Courses of study are to comply with a pattern of study determined by the Minister on the recommendation of NESA
- (d) Courses of study are to be taught in accordance with a syllabus developed or endorsed by NESA and approved by the Minister.

**These requirements are articulated in Attachment 2.**



# REQUIREMENTS OF THE 'EDUCATION ACT 1990' - IN RELATION TO THE NSW HIGHER SCHOOL CERTIFICATE – ATTACHMENT 2

Check	Do students who will complete the Higher School Certificate in 2020 meet the following pattern of study requirements?
<input type="checkbox"/>	At least 12 units of Preliminary courses and 10% units of HSC courses. [Ref: Assessment Certification Examination (ACE), ACE 8005]
<input type="checkbox"/>	At least 2 units of a Board Developed Course in English (or 2 units of the Content Endorsed Course English Studies) at both Preliminary and HSC level.
<input type="checkbox"/>	At least 4 subjects – at both Preliminary and HSC level.
<input type="checkbox"/>	At least 6 units of Board Developed Courses – at both Preliminary and HSC level.
<input type="checkbox"/>	At least 3 courses of 2 unit value or greater (Board Developed and/or Board Endorsed Courses) – at both Preliminary and HSC level.
<input type="checkbox"/>	Met eligibility requirements and completed the NESA eligibility form for Continuers courses in those languages which also offer [Language] in Context and [Language] and Literature courses. Met eligibility requirements and completed the NESA eligibility form for Beginners courses and [Language] in Context courses. Relevant documentation has been completed and retained at the school. [Ref: ACE 8002]
<input type="checkbox"/>	All students undertaking Preliminary or HSC courses in 20%18 are required to complete the 'HSC: All My Own Work' program (or equivalent) prior to the school's submission of students' 20%17 Preliminary and HSC course entries. This includes students who are entered for Stage 6 Board Endorsed Courses or Board Developed VET courses. Exception: Completion of the 'HSC: All My Own Work' program (or equivalent) is optional for students undertaking only Stage 6 Life Skills courses. Schools are encouraged to devise an appropriate equivalent of the 'HSC: All My Own Work' program for students with disability, as necessary.
<input type="checkbox"/>	Board Endorsed Courses have current endorsement
<input type="checkbox"/>	Students are not enrolled in any Board Developed Course, Content Endorsed Course, TAFE delivered VET HSC Course or Board Endorsed Course combinations which are subject to Board exclusions [For exclusions please see ACE 7001, 8010%, 8011, 8012 8018 PLUS also check your school BEC decision letters or check for BEC decisions via 'Schools Online'.] VET course exclusions are available on the NESA website under Vocational Education.
Check	Reminders
<input type="checkbox"/>	Students seeking an Australian Tertiary Admission Rank (ATAR) must complete at least 10 units of Board Developed Courses for which there are formal examinations conducted by NESA, including (a) at least 2 units of English, and (b) at least 8 units of Category A courses (only two units of Category B Courses can contribute to an ATAR). Courses completed must include at least three Board Developed Courses of 2 units or greater and at least four subjects. The list of Category A courses is published on the UAC website. NB: Board Endorsed Courses and Content Endorsed Courses, including VET Board Endorsed Courses, the Content Endorsed Course, English Studies, and the new non-examinable Mathematics General 1 course do not satisfy requirements for the ATAR.
<input type="checkbox"/>	Schools will need to ensure that NESA requirements are met in cases of accumulation, acceleration, repeating, recognition of prior learning and in any cases of non-completion of course requirements [please refer to the ACE website: Satisfactory completion, Pathways and Credit transfer and Recognition of Prior Learning for details].
<input type="checkbox"/>	Consideration must be given to the need for reasonable adjustments for students with disability to enable equitable participation in the full range of education activities. The collaborative planning process allows for the personalised learning and support needs of students with disability to be identified. This includes course options, provision of adjustments and HSC disability provisions. Actively identifying and responding to the learning and support needs of students is an ongoing school process and should not be reliant on parents or students requesting support. Information about HSC disability provisions including the application process is available on the NESA website
<input type="checkbox"/>	Students with disability can meet the requirements for the award of the Higher School Certificate 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 Preliminary and HSC entry forms that enrolment of a student in any Life Skills Courses for Stage 6 is the result of a planning process that addresses the student's transition from school to adult life [please refer to the ACE website: Studying HSC Life Skills courses].

## **VHS Stage 6**



# SPECIAL CIRCUMSTANCES APPEAL

## (ILLNESS/MISADVENTURE/SCHOOL BUSINESS)

Name \_\_\_\_\_ Year: \_\_\_\_\_ Date: \_\_\_\_\_

Please describe the Assessment Task(s) missed below:

Course	Teacher	Type of Assessment Task	Original Due Date	New Due Date
1				
2				
3				
4				
5				
6				

Reasons for missing assessment task(s):

---

Reasons for requesting extension:

---

Reason for appeal:

---

I have/have not attached a Medical Certificate from Doctor: \_\_\_\_\_

I have/have not attached a supporting statement from: \_\_\_\_\_

Deputy Principal was notified of this appeal on \_\_\_/\_\_\_/\_\_\_ by

**Student Signature:** \_\_\_\_\_

**Approved / Denied - Date:** \_\_\_\_\_

**Deputy Principal YEAR 11 / 12:**

**NB: *Students on official school business must complete task BEFORE the due date.***

<p><u>Notes</u></p>
---------------------

## Assessment Policy Addendum

### Use and Detection of Artificial Intelligence (AI)

It is important that our school and students take every measure to maintain the integrity of assessment tasks and to ensure that assessment task results are both valid and reliable.

These measures include taking all available measures to ensure students abide by the principles underlying “All My Own Work”.

In January 2023, the NSW Department of Education publicly announced that the use of generative AI programs (one example is ChatGPT) are banned in NSW public schools.

The emergence of generative AI programs has proven a challenge to ensuring the integrity of all assessment tasks. Therefore, **the use of artificial intelligence (AI) programs to either generate, write, modify, edit or review student submissions is prohibited.**

Students should not use AI in ANY capacity when creating and reviewing their work. This includes using AI to:

- Generate all or part of an assessment task
- Improve the standard of their work
- Review or edit work for spelling, punctuation, sentence structure or general language use

Any plagiarised work will be awarded a mark of zero. In Stage 5 and Stage 6 an N warning letter will be sent. In Year 12, plagiarism must also be reported to the Malpractice Register on NESAs.

# ENGLISH

**Subject: ENGLISH STUDIES**

**HSC Assessment Schedule 2024/2025**

Course Component	Task 1	Task 2	Task 3	Task 4	
<b>Timing</b>	Term 4 Week 8	Term 2 Week 2	Term 3 Week 1	Term 3 Week 4 & 5	
<b>Nature of Tasks</b>	<i>Essay: Common Module: Texts &amp; Human Experiences</i>	<i>Multimodal Presentation Travel Itinerary</i> <b>Module C: On the Road. English and the Language of Travel</b>	<i>Collection of Classwork</i> <b>Module C: On the Road, &amp; Module K: The Big Screen</b>	<i>Trial Examination</i>	
<b>Outcomes Assessed</b>	ES12-1, ES12-4 ES12-8, ES12-9	ES12-2, ES12-3 ES12-5, ES12-6	ES12-1, ES12-4 ES12-7, ES12-9 ES12-10	ES12-2 ES12-7 ES12-8	
<b>Components</b>					<b>Weighting %</b>
Knowledge and understanding of course content	10%	15%	15%	10%	50%
Skills in: <ul style="list-style-type: none"> <li>• Comprehending texts</li> <li>• Communicating ideas</li> <li>• using language accurately, appropriately and effectively</li> </ul>	15%	10%	15%	10%	50%
<b>Total</b>	<b>25%</b>	<b>25%</b>	<b>30%</b>	<b>20%</b>	<b>100%</b>

**Subject: ENGLISH STANDARD**

**HSC Assessment Schedule 2024/2025**

Course Component	Task 1	Task 2	Task 3	Task 4	
<b>Timing</b>	Term 4 Week 8	Term 1 Week 8	Term 2 Week 6	Term 3 Weeks 4 & 5	
<b>Nature of Tasks</b>	<i>Essay</i> <b>Common Module: Texts and Human Experiences</b>	<i>Multimodal Presentation</i> <b>Module B: Close Study of Literature</b>	<i>Writing Portfolio</i> <b>Module C: The Craft of Writing</b>	<i>Trial Examination</i> <b>Paper 1 (10%) Paper 2 (20%)</b>	
<b>Outcomes Assessed</b>	EN12-1, EN12-3 EN12-5	EN12-2, EN12-7	EN 12-4, EN12-6 EN 12-9	EN12-1, EN12-5 EN12-8	
<b>Components</b>					<b>Weighting %</b>
Knowledge and understanding of course content	10%	10%	15%	15%	50%
Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes	10%	15%	10%	15%	50%
<b>Total</b>	<b>20%</b>	<b>25%</b>	<b>25%</b>	<b>30%</b>	<b>100%</b>

**Subject: ENGLISH ADVANCED**

**HSC Assessment Schedule 2024/2025**

Task Number	Task 1	Task 2	Task 3	Task 4	
<b>Timing</b>	Term 4 Week 8	Term 1 Week 8	Term 2 Week 6	Term 3 Weeks 4 & 5	
<b>Nature of Tasks</b>	<i>Essay</i> <b>Common Module: Texts and Human Experiences</b>	<i>Multimodal Presentation</i> <b>Module B: Critical Study of Literature</b>	<i>Writing Portfolio</i> <b>Module C: The Craft of Writing</b>	<i>Trial Examination</i> <b>Paper 1 (10%) Paper 2 (20%)</b>	
<b>Outcomes Assessed</b>	EA12-3 EA12-5 EA12-7	EA12-2 EA12-8	EA12-4 EA12-6 EA12-9	EA12-1 EA12-5 EA12-6	
<b>Components</b>					<b>Weighting %</b>
Knowledge and understanding of course content	10%	10%	15%	15%	50%
Skills in responding to texts and communication of ideas appropriate to audience, purpose and context across all modes	10%	15%	10%	15%	50%
<b>Total</b>	<b>20%</b>	<b>25%</b>	<b>25%</b>	<b>30%</b>	<b>100%</b>



**Subject: ENGLISH EXTENSION 1**

**HSC Assessment Schedule 2024/2025**

Task Number	Task 1	Task 2	Task 3	
<b>Timing</b>	Term 1 Week 10	Term 2 Week 10	Term 3 Weeks 4 & 5	
<b>Nature of Tasks</b>	<i>Portfolio</i> <b>Common Module: Literary Worlds</b>	<i>Critical response with related text</i> <b>Elective: Literary Homelands</b>	<i>Trial Examination</i>	
<b>Outcomes Assessed</b>	EE12-2, EE12-4, EE12-5	EE12-1, EE12-4	EE12-2, EE12-3 EE12-4	
<b>Component</b>				<b>Weighting %</b>
Knowledge and understanding of texts and why they are valued	15%	20%	15%	50%
Skills in complex analysis composition and investigation	15%	20%	15%	50%
<b>Total</b>	<b>30%</b>	<b>40%</b>	<b>30%</b>	<b>100%</b>

**Subject: ENGLISH EXTENSION 2**

**HSC Assessment Schedule 2024/2025**

<b>Task Number</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>	
<b>Timing</b>	Term 1 Week 1	Term 1 Week 10	Term 2 Week 8	
<b>Nature of Tasks</b>	<b>Viva Voce + Major Work Journal</b>	<b>Literature Review + Major Work Journal</b>	<b>Critique of the creative process + Major Work Journal</b>	
<b>Outcomes Assessed</b>	EEX12-1, EEX12-2, EEX12-4	EEX12-1, EEX12-3 EEX12-4	EEX12-2, EEX12-5	
<b>Component</b>				<b>Weighting %</b>
Skill in extensive independent research	15%	20%	15%	50%
Skills in sustained composition	15%	20%	15%	50%
<b>Total</b>	30%	40%	30%	100%

**Subject: DRAMA**

**HSC Assessment Schedule 2024/2025**

Course Component	Task 1	Task 2	Task 3	Task 4	
<b>Timing</b>	Term 4 Week 9	Term 1 Week 9	Term 2 Week 9	Term 3	
<b>Nature of Tasks</b>	<i>Individualised Project or Presentation of Individual Project: Performance Task</i>	<i>Extended Response Essay: Contemporary Australian Theatre</i>	<i>Presentation Group Performance</i>	Trial Examination	
<b>Outcomes Assessed</b>	H1.3, H2.4 H3.4, H3.5	H2.2, H2.3, H3.1 H3.2, H3.3	H1.1, H1.2, H1.4, H1.6, H2.1	H1.5, H1.7, H1.8 H1.9, H2.5	
Components					Weighting %
Making	10%	10%	10%	10%	40%
Performing			20%	10%	30%
Critically Studying	10%	10%		10%	30%
<b>Total</b>	<b>20%</b>	<b>20%</b>	<b>30%</b>	<b>30%</b>	<b>100%</b>

# MATHEMATICS

**Subject: MATHEMATICS NUMERACY CEC**

**Assessment Schedule 2024/2025**

Outcomes	Components (Syllabus)	Weighting (Syllabus)	Task 1	Task 2	Task 3	Task 4
			Term 4 Week 8	Term 1 Week 8	Term 2 Week 8	Term 3 Week 5
			Open Book Exam	Investigation Task	Investigation Task	Investigation Task
N6-1.1 N6-2.1 N6-2.2 N6-2.3 N6-2.4 N6-2.5	<b>Component A:</b> Knowledge, Understanding and Skills	50%	10%	15%	10%	15%
N6-1.2 N6-1.3 N6-3.1 N6-3.2	<b>Component B:</b> Reasoning and Communicating	50%	15%	10%	15%	10%
<b>Total</b>		100%	25%	25%	25%	25%

VINCENTIA HIGH SCHOOL – HSC ASSESSMENT SCHEDULE

**Subject: MATHEMATICS STANDARD 1**

**Assessment Schedule 2024/2025**

Outcomes	Components (Syllabus)	Weighting (Syllabus)	Task 1	Task 2	Task 3	Task 4
			Term 4 Week 8	Term 1 Week 7	Term 2 Week 6	Term 3 Week 5
			Open Book Exam	Exam (2 pages of notes)	Investigation Task	Exam
MS2-12.3 MS2-12.4 MS2-12.5 MS2-12.6 MS2-12.7 MS2-12.8	<b>Component A:</b> Concept, Skill and Understanding	50%	10%	15%	10%	15%
MS2-12.1 MS2-12.2 MS2-12.9 MS2-12.10	<b>Component B:</b> Reasoning, Interpretation, Explanatory & Communicative Skills	50%	10%	10%	15%	15%
<b>Total</b>		100%	20%	25%	25%	30%

VINCENTIA HIGH SCHOOL – HSC ASSESSMENT SCHEDULE

**Subject: MATHEMATICS STANDARD 2**

**Assessment Schedule 2024/2025**

Outcomes	Components (Syllabus)	Weighting (Syllabus)	Task 1	Task 2	Task 3	Task 4
			Term 4 Week 8	Term 1 Week 7	Term 2 Week 6	Term 3 Week 5
			Open Book Exam	Investigation Task	Exam (2 pages of notes)	Exam
MS2-12.3 MS2-12.4 MS2-12.5 MS2-12.6 MS2-12.7 MS2-12.8	<b>Component A:</b> Concept, Skill and Understanding	50%	10%	15%	10%	15%
MS2-12.1 MS2-12.2 MS2-12.9 MS2-12.10	<b>Component B:</b> Reasoning, Interpretation, Explanatory & Communicative Skills	50%	10%	10%	15%	15%
<b>Total</b>		100%	20%	25%	25%	30%

VINCENTIA HIGH SCHOOL – HSC ASSESSMENT SCHEDULE

**Subject: MATHEMATICS ADVANCED**

**Assessment Schedule 2024/2025**

Outcomes	Components (Syllabus)	Weighting (Syllabus)	Task 1	Task 2	Task 3	Task 4
			Term 4 Week 8	Term 1 Week 7	Term 2 Week 7	Term 3 Week 5
			Open Book Exam	Investigation Task	Exam (2 pages of notes)	Exam
MA2-12.1 MA2-12.2 MA2-12.3 MA2-12.4 MA2-12.5 MA2-12.6 MA2-12.7 MA2-12.8	<b>Component A:</b> Concept, Skill and Understanding	50%	10%	15%	10%	15%
MA2-12.9 MA2-12.10	<b>Component B:</b> Reasoning, Interpretation, Explanatory & Communicative Skills	50%	10%	10%	15%	15%
Total		100%	20%	25%	25%	30%



VINCENTIA HIGH SCHOOL – HSC ASSESSMENT SCHEDULE

**Subject: MATHEMATICS Extension 1**

**Assessment Schedule 2024/2025**

Outcomes	Components (Syllabus)	Weighting (Syllabus)	Task 1	Task 2	Task 3	Task 4
			Term 4 Week 9	Term 1 Week 8	Term 2 Week 8	Term 3 Week 6
			Open Book Exam	Investigation Task	Exam (2 pages of notes)	Exam
ME12.1 ME12.2 ME12.3 ME12.4 ME12.5	<b>Component A:</b> Concept, Skill and Understanding	50%	10%	15%	10%	15%
ME12.6 ME12.7	<b>Component B:</b> Reasoning, Interpretation, Explanatory & Communicative Skills	50%	10%	10%	15%	15%
<b>Total</b>		100%	20%	25%	25%	30%

VINCENTIA HIGH SCHOOL – HSC ASSESSMENT SCHEDULE

**Subject: MATHEMATICS Extension 2**

**Assessment Schedule 2024/2025**

Outcomes	Components (Syllabus)	Weighting (Syllabus)	Task 1	Task 2	Task 3	Task 4
			Term 4 Week 8	Term 1 Week 7	Term 2 Week 7	Term 3 Week 5
			Investigation Task	Exam (2 pages of notes)	Open Book Exam	Exam
MEX12.1 MEX12.2 MEX12.3 MEX12.4 MEX12.5 MEX12.6	<b>Component A:</b> Concept, Skill and Understanding	50%	10%	15%	10%	15%
MEX12.7 MEX12.8	<b>Component B:</b> Reasoning, Interpretation, Explanatory & Communicative Skills	50%	10%	10%	15%	15%
<b>Total</b>		100%	20%	25%	25%	30%

# SCIENCE

VINCENTIA HIGH SCHOOL – HSC ASSESSMENT SCHEDULE

**Subject: BIOLOGY**

**HSC Assessment Schedule 2024/2025**

Task Number	Task 1	Task 2	Task 3	Task 4	
<b>Timing</b>	Term 4 Weeks 7	Term 1 Week 5	Term 2 Week 4	Term 3 Weeks 4&5	
<b>Nature of Tasks</b>	<b>Scientific Model</b>	<b>Practical Task</b>	<b>Depth Study</b>	<b>HSC Trial</b>	
<b>Outcomes Assessed</b>	BIO11/12-1-7 BIO12-14/15	BIO11/12-1-7 BIO12-14	BIO11/12-3,4,5,7 BIO12-12,13	BIO11/12-1-7 BIO12	
<b>Components</b>					<b>Weighting %</b>
Knowledge and understanding	10%	10%	10%	10%	40%
Skills in Working Scientifically	15%	15%	15%	15%	60%
<b>Total</b>	<b>25%</b>	<b>25%</b>	<b>25%</b>	<b>25%</b>	<b>100%</b>

***NB: 15 hours for the Depth Study has been allocated within the 120 indicative course hours***

VINCENTIA HIGH SCHOOL – HSC ASSESSMENT SCHEDULE

**Subject: INVESTIGATING SCIENCE      HSC Assessment Schedule 2024/2025**

Task Number	Task 1	Task 2	Task 3	
<b>Timing</b>	Term 4 Weeks 9	Term 2 Week 9	Term 3 Week 4/5	
<b>Nature of Tasks</b>	<b>Analysis</b>	<b>Depth Study Fact or Fallacy</b>	<b>Trial Exam</b>	
<b>Outcomes Assessed</b>	INS11/12-1,2,3,7,12	INS11/12-1,3,5,7,14	INS11/12-1,2,3,4,5,6,7,8,9,10 INS11-11,12,13,14,15	
<b>Components</b>				<b>Weighting %</b>
Knowledge and understanding	10%	20%	20%	50%
Skills in Working Scientifically	10%	20%	25%	50%
<b>Total</b>	20%	40%	40%	100%

VINCENTIA HIGH SCHOOL – HSC ASSESSMENT SCHEDULE

**Subject: EARTH AND ENVIRONMENTAL SCIENCE HSC Assessment Schedule  
2024/2025**

Task Number	Task 1	Task 2	Task 3	Task 4	
<b>Timing</b>	Term 4 Week 9	Term 1 Week 9	Term 2 Week 9	Term 3 Weeks 4/5	
<b>Nature of Tasks</b>	<b>Depth Study</b>	<b>Research Task</b>	<b>Research Task</b>	<b>Trial HSC</b>	
<b>Outcomes Assessed</b>	EES12- 1,7,2,3,12,5	EES12- 1,4,6,7,13	EES12- 1,6,7,14,15	EES12- 1,4,6,7,13	
<b>Components</b>					<b>Weighting %</b>
Skills in Working Scientifically	15%	15%	15%	15%	60%
Knowledge and understanding	10%	10%	10%	10%	40%
<b>Total</b>	<b>25%</b>	<b>25%</b>	<b>25%</b>	<b>25%</b>	<b>100%</b>

***NB: 15 hours for the Depth Study has been allocated within the 120 indicative course hours***

VINCENTIA HIGH SCHOOL – HSC ASSESSMENT SCHEDULE

**Subject: PHYSICS**

**HSC Assessment Schedule 2024/2025**

Task Number	Task 1	Task 2	Task 3	Task 4	
<b>Timing</b>	Term 4 Week 10	Term 1 Week 10	Term 2 Week 9/10	Term 3 Exam Period	
<b>Nature of Tasks</b>	<b>Depth Study Task</b>	<b>Research prototype + presentation</b>	<b>Unseen Practical</b>	<b>Trial HSC Examination</b>	
<b>Outcomes Assessed</b>	PH12-1, PH12-2, PH12-4, PH12-5, PH12-7,PH12-12	PH12-3, PH12-6, PH12-7,PH12-13	PH12-1, PH12-3, PH12-6, PH12-14	ALL MAY BE ASSESSED	
<b>Components</b>					<b>Weighting %</b>
Skills in Working Scientifically	20%	15%	15%	10%	60%
Knowledge and understanding	10%	5%	5%	20%	40%
<b>Total</b>	<b>30%</b>	<b>20%</b>	<b>20%</b>	<b>30%</b>	<b>100%</b>

***NB: 15 hours for the Depth Study has been allocated within the 120 indicative course hours***

**Subject: AGRICULTURE**

**HSC Assessment Schedule 2024/2025**

Task Number	Task 1	Task 2	Task 3	
<b>Nature of Task</b>	Soil Degradation Research	Farm product study	Trial Exam	
<b>Timing</b>	<b>Term 4 Week 9</b>	<b>Term 2 Week 9</b>	<b>Term 3 Week 4/5</b>	
<b>Outcomes Assessed</b>	H1.1 H2.1 H3.4	H1.1 H2.2 H3.1 H3.2 H4.1	H1 H2 H3 H4 H5	
<b>Components</b>				<b>Weighting %</b>
Skills in effective research, experimentation and communication	<b>10%</b>	<b>5%</b>	<b>5%</b>	<b>20%</b>
Knowledge, Understanding and skills required to manage agricultural production systems	<b>10%</b>	<b>15%</b>	<b>15%</b>	<b>40%</b>
Knowledge and understanding	<b>10%</b>	<b>10%</b>	<b>20%</b>	<b>40%</b>
<b>Total</b>	<b>30%</b>	<b>30%</b>	<b>40%</b>	<b>100%</b>



# **Creative and Performing Arts**

**(CAPA)**

VINCENTIA HIGH SCHOOL – HSC ASSESSMENT SCHEDULE

**Subject: MUSIC**

**HSC Assessment Schedule 2024/2025**

Task Number	Task 1	Task 2	Task 3	Task 4	
Timing	Term 4 Week 8	Term 1 Week 8	Term 2 Week 9	Term 3 Week 5	
Nature of Tasks	Composition and Musicology Presentation	Performance: Core and Elective 1	Aural Exam	Trial HSC Examination	
Outcomes Assessed	H1, H2, H4, H5, H6	H2, H4, H5 H6 H7, H8	H1-8*	H1-8*	
Components					Weighting %
Performance Core		10%			10%
Composition Core	10%				10%
Musicology Core	10%				10%
Aural Core			15%	10%	25%
Electives		15%		30%	45%
Total	20%	25%	15%	40%	100%

VINCENTIA HIGH SCHOOL – HSC ASSESSMENT SCHEDULE

**Subject: PHOTOGRAPHY**

**HSC Assessment Schedule 2024/2025**

Outcomes	Components (Syllabus)	Weighting (Syllabus)	Task 1	Task 2	Task 3	Task 4
			Term 4 Week 10	Term 1 Week 8	Term 2 Week 8	Term 3 Weeks 4/5
M1 M2 M3 M4 M5 M6	<b>Making</b>	<b>70%</b>	<b>Submission of practical works and Process Diary 15%</b>	<b>Submission of practical works and Process Diary 20%</b>	<b>Submission of practical works and Process Diary 20%</b>	<b>Submission of practical works and Process Diary 15%</b>
CH1 CH2 CH3 CH4 CH5	<b>Art Criticism Art History</b>	<b>30%</b>	Written Task 10%	Written Task 10%	Written Task 10%	
	<b>Total</b>	<b>100%</b>	<b>25%</b>	<b>30%</b>	<b>30%</b>	<b>15%</b>

VINCENTIA HIGH SCHOOL – HSC ASSESSMENT SCHEDULE

**Subject: VISUAL ARTS**

**HSC Assessment Schedule 2024/25**

Task Number	Task 1	Task 2	Task 3	Task 4	
<b>Timing</b>	Term 4 Week 9	Term 1 Week 8	Term 3 Week 3	Term 3 Weeks 4/5	
<b>Nature of Tasks</b>	<b>Submission of works in progress, VAPD</b>	<b>Submission of works in progress, VAPD</b>	<b>Submission of BOW and VAPD Exhibition</b>	<b>Trial Examination</b>	
<b>Outcomes Assessed</b>	H1,2,3,4,5,6,7,8,9,10	H1,2,3,4,5,6,7,8,9,10	H1,2,3,4,5,6,7,8,9,10	H1,2,3,4,5,6,7,8,9,10	
<b>Components</b>					<b>Weighting %</b>
<b>Art Marking</b>	10%	10%	30%		50%
<b>Art Criticism Art History</b>	15%	10%		25%	50%
<b>Total</b>	25%	20%	30%	25%	100%

VINCENTIA HIGH SCHOOL – HSC ASSESSMENT SCHEDULE

**Subject: VISUAL DESIGN**

**HSC Assessment Schedule 2024/25**

Task Number	Task 1	Task 2	Task 3	Task 4	
<b>Timing</b>	Term 1 Week 9	Term 1 Week 9	Term 2 Week 9	Term 3 Weeks 3	
<b>Nature of Tasks</b>	<b>Portfolio Design Works &amp; Theory</b>	<b>Portfolio Design Works &amp; Theory</b>	<b>Portfolio Design Works &amp; Theory</b>	<b>Portfolio Design Works &amp; Theory</b>	
<b>Outcomes Assessed</b>	CH1, CH2, CH3,CH4 DM1, DM2, DM3, DM4, DM5, DM6	CH1, CH2, CH3,CH4 DM1, DM2, DM3, DM4, DM5, DM6	CH1, CH2, CH3,CH4 DM1, DM2, DM3, DM4, DM5, DM6	CH1, CH2, CH3,CH4 DM1, DM2, DM3, DM4, DM5, DM6	
<b>Components</b>					<b>Weighting %</b>
<b>Art Marking</b>	<b>10%</b>	<b>10%</b>	<b>25%</b>	<b>25%</b>	<b>70%</b>
<b>Art Criticism Art History</b>		<b>10%</b>	<b>10%</b>	<b>10%</b>	<b>30%</b>
<b>Total</b>	<b>10%</b>	<b>20%</b>	<b>35%</b>	<b>35%</b>	<b>100%</b>

# **Human Society in its Environment**

**(HSIE)**

VINCENTIA HIGH SCHOOL – HSC ASSESSMENT SCHEDULE

**Subject: ABORIGINAL STUDIES**

**HSC Assessment Schedule 2024/25**

Task Number	Task 1	Task 2	Task 3	Task 4	
Topic	Global Perspectives	Research and Inquiry Methods	Social Justice Issues	Course Content	
Timing	Term 4 Week 9	Term 1 Week 10	Term 2 Week 8	Term 3 Week 5	
Nature of Tasks	Comparison Report	Major Project	Annotated Bibliography	Trial HSC Exam	
Outcomes Assessed	H1.1, H1.2 H2.2 H3.3,H4.1, H4.3	H4.1 H4.2	H2.1, H2.3, H3.2, H4.1, H4.3	H1.1, H1.2, H1.3, H2.1, H2.2, H3.1, H3.2, H3.3, H4.1, H4.2, H4.3	
Components					Weighting %
Knowledge and Understanding of content	5%	10%	5%	20%	40%
Investigation, analysis, synthesis & evaluation of information from a variety of sources and perspectives	5%	20%	5%		25%
Research & Inquiry	5%	10%	5%		20%
Communications of information, ideas & issues in appropriate forms	5%		5%	5%	15%
<b>Total</b>	<b>20%</b>	<b>40%</b>	<b>15%</b>	<b>25%</b>	<b>100%</b>

**Subject: ANCIENT HISTORY****HSC Assessment Schedule 2024/25**

<b>Task Number</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>	<b>Task 4</b>	
<b>Timing</b>	Term 4 Week 10	Term 1 Week 9	Term 2 Weeks 8	Term 3 Week 4/5	
<b>Nature of Tasks</b>	<b>Historical Analysis Task (Hatshepsut)</b>	<b>Research and Test (The Greek World/Sparta)</b>	<b>Historical Research Task/Presentation (Pompeii and Herculaneum)</b>	<b>Trial Examination</b>	
<b>Outcomes Assessed</b>	AH12.2, AH12.7, AH12.8	AH12.1, AH12.5, AH12.10	AH12.3, AH12.4, AH12.6	AH12.1-10	
<b>Components</b>					<b>Weighting %</b>
<b>Knowledge and Understanding of course content</b>	<b>10%</b>	<b>10%</b>	<b>10%</b>	<b>10%</b>	<b>40%</b>
<b>Historical skills in the analysis and evaluation of sources and interpretations</b>	<b>5%</b>	<b>5%</b>	<b>5%</b>	<b>5%</b>	<b>20%</b>
<b>Historical inquiry and research</b>	<b>5%</b>	<b>5%</b>	<b>5%</b>	<b>5%</b>	<b>20%</b>
<b>Communication of historical understanding in appropriate forms</b>	<b>5%</b>	<b>5%</b>	<b>5%</b>	<b>5%</b>	<b>20%</b>
<b>Total</b>	<b>25%</b>	<b>25%</b>	<b>25%</b>	<b>25%</b>	<b>100%</b>



VINCENTIA HIGH SCHOOL – HSC ASSESSMENT SCHEDULE

**Subject: MODERN HISTORY**

**HSC Assessment Schedule 2024/25**

Task Number	Task 1	Task 2	Task 3	Task 4	
Timing	Term 4 Week 6	Term 1 Week 8	Term 2 Week 7	Term 3 Weeks 4/5	
Nature of Tasks	<b>Power and Authority: Source Analysis</b>	<b>Russia and the Soviet Union: Historical Analysis</b>	<b>Conflict in the Pacific: Research/ Communication</b>	<b>Trial Examination</b>	
Outcomes Assessed	MH12.4, MH12.5, MH12.6	MH12.5, MH12.6, MH12.7 MH12.8, MH12.9	MH12.1, MH12.2 MH12.6, MH12.9	MH12.1, MH12.2 MH12.3, MH12.5 MH12-6	
Components					Weighting %
Knowledge and Understanding of course content	10%	10%		20%	40%
Historical skills in the analysis and evaluation of sources and interpretations	10%		5%	5%	20%
Historical inquiry and research		10%	10%		20%
Communication of historical understanding in appropriate forms		10%	10%		20%
<b>Total</b>	<b>20%</b>	<b>30%</b>	<b>25%</b>	<b>25%</b>	<b>100%</b>

VINCENTIA HIGH SCHOOL – HSC ASSESSMENT SCHEDULE

**Subject: LEGAL STUDIES**

**HSC Assessment Schedule 2024/25**

Task Number	Task 1	Task 2	Task 3	Task 4	
<b>Timing</b>	Term 4 Week 9	Term 1 Week 6	Term 2 Week 9	Term 3 Week 5	
<b>Nature of Tasks</b>	<b>Case Study Crime</b>	<b>Media File &amp; Report Human Rights</b>	<b>Essay Option Topic</b>	<b>Trial HSC Examination</b>	
<b>Outcomes Assessed</b>	H1, H2, H3, H4	H5, H6, H7	H6, H7, H8, H9, H10	H2, H3, H9, H10	
<b>Components</b>					<b>Weighting %</b>
<b>Knowledge and Understanding of course content</b>	10%	10%	10%	10%	40%
<b>Analysis and Evaluation</b>	10%			10%	20%
<b>Inquiry and Research</b>	5%	5%	10%		20%
<b>Communication of legal information, ideas and issues in appropriate forms</b>		10%		10%	20%
<b>Total</b>	25%	25%	20%	30%	100%

VINCENTIA HIGH SCHOOL – HSC ASSESSMENT SCHEDULE

**Subject: SOCIETY AND CULTURE**

**HSC Assessment Schedule 2024/25**

Task Number	Task 1	Task 2	Task 3	Task 4	
<b>Timing</b>	Term 4 Week 8	Term 1 Week 6	Term 2 Week 7	Term 3 Week 5	
<b>Nature of Tasks</b>	PIP Proposal	Social and Cultural Continuity and Change	Popular Culture	Trial HSC Examination	
<b>Outcomes Assessed</b>	H1, H5, H6, H7, H8, H9	H1, H2, H3, H5, H7, H9, H10	H1, H3, H5, H6, H7, H8, H9, H10	H1, H2, H3, H4, H5, H9, H10	
Components					Weighting %
Knowledge and Understanding of course content	10%	10%	10%	20%	50%
Application and evaluation of social and cultural research methodologies	5%	10%	10%	5%	30%
Communication of information, ideas and issues in appropriate forms	5%	5%	5%	5%	20%
<b>Total</b>	<b>20%</b>	<b>25%</b>	<b>25%</b>	<b>30%</b>	<b>100%</b>

VINCENTIA HIGH SCHOOL – HSC ASSESSMENT SCHEDULE

**Subject: FRENCH BEGINNERS**

**HSC Assessment Schedule 2024/25**

Task Number	Task 1	Task 2	Task 3	Task 4	
<b>Timing</b>	Term 4 Week 7	Term 1 Week 7	Term 2 Week 5	Term 3 Week 4/5	
<b>Nature of Tasks</b>	<b>Response in English to written/spoken texts</b> People, places & communities	<b>Response in English and French to written/spoken texts</b> Future Plan and Aspirations	<b>Multimodal Presentation</b> Holidays, travel & tourism	<b>Trial Examination</b>	
<b>Outcomes Assessed</b>	2.1, 2.2, 2.5, 2.6	2.1, 2.3, 2.4 3.1 3.2, 3.3, 3.4	1.1, 1.2, 1.3, 3.1	1.2, 1.2, 1.3, 1.4 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 3.1, 3.2, 3.3, 3.4	
<b>Components</b>					<b>Weighting %</b>
<b>Listening</b>	10%		10%	10%	30%
<b>Reading</b>	10%		10%	10%	30%
<b>Speaking</b>		15%		5%	20%
<b>Writing</b>		10%	5%	5%	20%
<b>Total</b>	20%	25%	25%	30%	100%

# **Personal Development/ Health/Physical Education (PD/H/PE)**

VINCENTIA HIGH SCHOOL – HSC ASSESSMENT SCHEDULE

**Subject: COMMUNITY & FAMILY STUDIES HSC Assessment Schedule 2024/25**

Task Number	Task 1	Task 2	Task 3	Task 4	
<b>Timing</b>	Term 4 Week 8	Term 1 Week 7	Term 2 Week 6	Term 3 Weeks 5	
<b>Nature of Tasks</b>	<b>Core 3: Parenting &amp; Caring Investigation Research Task</b>	<b>Core 1: Resource Methodology Independent Research Project</b>	<b>Core 2: Groups in Context Presentation + Extended Response (CAT: B Homeless &amp; Aged)</b>	<b>Trial HSC Examination</b>	
<b>Outcomes Assessed</b>	H1.1, H2.1, H2.2 H3.2, H5.1, H5.2, H7.1, H7.4	H4.1, H4.2	H2.2, H2.3, H3.3 H4.1, H4.2, H5.1, H6.2, H7.1	H1.1, H2.3, H4.1 H4.2, H6.2	
<b>Components</b>					<b>Weighting %</b>
<b>Knowledge and understanding of course content</b>	<b>10%</b>	<b>5%</b>	<b>10%</b>	<b>15%</b>	<b>40%</b>
<b>Skills in critical thinking, research Methodology, analysing and communicating</b>	<b>15%</b>	<b>15%</b>	<b>15%</b>	<b>15%</b>	<b>60%</b>
<b>Total</b>	<b>25%</b>	<b>20%</b>	<b>25%</b>	<b>30%</b>	<b>100%</b>

VINCENTIA HIGH SCHOOL – HSC ASSESSMENT SCHEDULE

**Subject: EXPLORING EARLY CHILDHOOD HSC Assessment Schedule 2024/25**

<b>Task Number</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>	
<b>Timing</b>	Term 4 Week 7	Term 1 Week 4	Term 2 Week 4	
<b>Nature of Tasks</b>	<b>Children’s Literature Design, Construct and Evaluate a Children’s Book</b>	<b>Starting School Health &amp; Safety Practical Observation/ Assessment</b>	<b>Children with Special Needs Research Task</b>	
<b>Outcomes Assessed</b>	1.2, 1.3, 1.4, 4.1	1.2, 1.3, 1.4, 2.2, 2.4, 2.5 4.1	1.5, 2.1, 2.2, 2.3	
<b>Components</b>				<b>Weighting %</b>
<b>Total</b>	<b>40%</b>	<b>30%</b>	<b>30%</b>	<b>100%</b>

VINCENTIA HIGH SCHOOL – HSC ASSESSMENT SCHEDULE

**Subject: PERSONAL DEVELOPMENT, HEALTH & PHYSICAL EDUCATION**  
**HSC Assessment Schedule 2024/25**

Task Number	Task 1	Task 2	Task 3	Task 4	
<b>Timing</b>	Term 4 Week 7	Term 1 Week 7	Term 2 Week 7	Term 3 Weeks 4/5	
<b>Nature of Tasks</b>	<b>Sports Medicine Skills Application</b>	<b>Core 2: Topic Test</b>	<b>Core 1: Extended Response</b>	<b>Trial HSC Examination</b>	
<b>Outcomes Assessed</b>	H8, H13, H17	H7, H16, H11	H1, H3, H5, H15	H2, H9, H10, H14	
<b>Components</b>					<b>Weighting %</b>
Knowledge and understanding of course content	5%	10%	10%	15%	40%
Skills in critical thinking, research analysing and communicating	15%	10%	20%	15%	60%
<b>Total</b>	<b>20%</b>	<b>20%</b>	<b>30%</b>	<b>30%</b>	<b>100%</b>



VINCENTIA HIGH SCHOOL – HSC ASSESSMENT SCHEDULE

**Subject: SPORT, LIFESTYLE & RECREATION HSC Assessment Schedule 2024/25**

Task Number	Task 1	Task 2	Task 3	Task 4	
<b>Timing</b>	Term 4 Week 5	Term 1 Week 7	Term 2 Week 5	Term 3 Ongoing	
<b>Nature of Tasks</b>	<b>Outdoor Recreation Hike Planning</b>	<b>Individual Skills Performance</b>	<b>Resistance Training Program</b>	<b>Games and Sports Applications Strategies and Tactics Evaluation</b>	
<b>Outcomes Assessed</b>	1.3, 2.3, 4.1	2.1, 5.4, 5.5	2.2, 3.2, 5.2	1.1, 3.1, 4.4	
<b>Components</b>					<b>Weighting %</b>
Knowledge and understanding of course content	<b>10%</b>	<b>5%</b>	<b>15%</b>	<b>20%</b>	<b>50%</b>
Skills in critical thinking, research analysis and communicating	<b>10%</b>	<b>15%</b>	<b>15%</b>	<b>10%</b>	<b>50%</b>
<b>Total</b>	<b>20%</b>	<b>20%</b>	<b>30%</b>	<b>30%</b>	<b>100%</b>

# **Technological and Applied Studies**

**(TAS)**

VINCENTIA HIGH SCHOOL – HSC ASSESSMENT SCHEDULE

**Subject: DESIGN and TECHNOLOGY HSC Assessment Schedule 2024/2025**

Task Number	Task 1	Task 2	Task 3	Task 4	
<b>Timing</b>	Term 4 Week 7	Term 1 Week 5	Term 2 Week 9	Term 3 Weeks 4/ 5	
<b>Nature of tasks</b>	<b>Innovation Case Study</b>	<b>Logo/Slogan Design</b>	<b>Promotional Materials</b>	<b>Trial HSC Examination</b>	
<b>Outcomes assessed</b>	H1.1, H1.2, H2.1 H2.2, H3.1, H3.2 H4.1, H4.2, H4.3 H5.1, H5.2 H5.2, H6.1, H6.2	H1.1, H1.2, H2.1 H2.2, H3.1, H3.2 H4.1, H4.2, H4.3 H5.1, H5.2 H5.2, H6.1, H6.2	H1.1, H1.2, H2.1 H2.2, H3.1, H3.2 H4.1, H4.2, H4.3 H5.1, H5.2 H5.2, H6.1, H6.2	H1.1, H1.2, H2.1 H2.2, H3.1, H3.2 H4.1, H4.2, H4.3 H5.1, H5.2 H5.2, H6.1, H6.2	
<b>Component</b>					<b>Weighting %</b>
Knowledge and understanding of course content	<b>20%</b>		<b>10%</b>	<b>10%</b>	<b>40%</b>
Skills and knowledge in designing, managing, producing and evaluating a major textiles project		<b>20%</b>	<b>20%</b>	<b>20%</b>	<b>60%</b>
<b>Total</b>	<b>20%</b>	<b>20%</b>	<b>30%</b>	<b>30%</b>	<b>100%</b>

VINCENTIA HIGH SCHOOL – HSC ASSESSMENT SCHEDULE

**Subject: ENGINEERING STUDIES**

**HSC Assessment Schedule 2024/2025**

Task Number	Task 1	Task 2	Task 3	Task 4	
<b>Timing</b>	Term 4 Week 8	Term 1 Week 6	Term 2 Week 8	Term 3   Weeks 4/5	
<b>Nature of tasks</b>	<b>Civil Engineering Report/Questions</b>	<b>Topic Test</b>	<b>Aeronautical Engineering Assignment</b>	<b>Trial HSC Examination</b>	
<b>Outcomes assessed</b>	H2.2, H3.6, H5.1 H6.1, H6.2	H1.2, H2.1, H3.1 H3.3, H4.3	H1.1, H3.2, H4.1 H4.3 H5.1, H5.2	H1.2, H2.1, H3.1 H3.3, H4.2, H6.2	
<b>Component</b>					<b>Weighting %</b>
Knowledge and understanding of course content	10%	15%	15%	20%	60%
Knowledge and skills in research, problem solving & communication related to engineering practice	10%	10%	10%	10%	40%
<b>Total</b>	<b>20%</b>	<b>25%</b>	<b>25%</b>	<b>30%</b>	<b>100%</b>

VINCENTIA HIGH SCHOOL – HSC ASSESSMENT SCHEDULE

**Subject: FOOD TECHNOLOGY**

**HSC Assessment Schedule 2024/2025**

Task Number		Task 1	Task 2	Task 3	Task 4	
<b>Timing</b>		Term 4 Week 8	Term 1 Week 5	Term 2 Week 7	Term 3 Weeks 4/5	
<b>Nature of tasks</b>		Food Industry Report	Food manufacture , experiment and preparation	Food Product Development	Trial HSC Examination	
<b>Outcomes assessed</b>		H1.2, H1.4, H3.1	H1.1, H4.2	H2.1, H3.2 H4.1, H5.2	H1.1, H1.3 H1.4, H5.1	
<b>Component</b>						<b>Weighting %</b>
Knowledge and understanding of course content		10%		5 %	20%	35%
Knowledge and skills in designing, researching, analysing and evaluating			15%	10%	10%	35%
Skills in experimenting with and preparing food by applying theoretical concepts		10%	10%	10%		30%
<b>Total</b>		15%	20%	35%	30%	100%

VINCENTIA HIGH SCHOOL – HSC ASSESSMENT SCHEDULE

**Subject: INDUSTRIAL TECHNOLOGY – ELECTRONICS HSC Assessment  
Schedule 2024/2025**

Task Number	Task 1	Task 2	Task 3	Task 4	
<b>Timing</b>	Term 4 Week 9	Term 1 Week 5	Term 3 Week 3	Term 3 Weeks 4/5	
<b>Nature of tasks</b>	<b>Design Management Communication and Production Presentation</b>	<b>Industry and Production Comparison Case Study</b>	<b>Design Management Communication and Production Report</b>	<b>Trial HSC Examination</b>	
<b>Outcomes assessed</b>	H2.1, H3.1, H3.2 H3.3, H4.1, H4.2 H4.3, H5.1, H5.3 H6.1, H6.2	H1.1, H1.2, H1.3 H7.1, H7.2	H2.1, H3.1, H3.2 H3.3 H4.1, H4.2 H4.3, H5.1, H5.2 H6.1, H6.2	H1.1, H1.2, H1.3 H3.2, H5.1, H6.1 H7.1, H7.2	
<b>Component</b>					<b>Weighting %</b>
A Industry Study		10%		5%	15%
B Practical Skills	30%		30%		60%
C Industry Related Manufacturing Technology	5%		5%	15%	25%
<b>Total</b>	<b>35%</b>	<b>10%</b>	<b>35%</b>	<b>20%</b>	<b>100%</b>

VINCENTIA HIGH SCHOOL – HSC ASSESSMENT SCHEDULE

**Subject: TIMBER PRODUCTS AND FURNITURE TECHNOLOGIES HSC Assessment Schedule 2024/2025**

Task Number	Task 1	Task 2	Task 3	Task 3	
<b>Timing</b>	Term 4 Week 9	Term 1 Week 5	Term 3 Week 3	Term 3 Weeks 4/5	
<b>Nature of tasks</b>	<b>Major Project Design Management Communication and Production</b>	<b>Industry and Production Comparison Case Study</b>	<b>Major Project Design Management Communication and Production</b>	<b>Trial HSC</b>	
<b>Outcomes assessed</b>	H2.1, H3.1, H3.2, H3.3, H4.1, H4.2, H4.3, H5.1, H5.2, H6.1, H6.2	H1.1, H1.2, H1.3 H7.1, H7.2	H2.1, H3.1, H3.2, H3.3, H4.1, H4.2, H4.3, H5.1, H5.2, H6.1, H6.2	H1.1, H1.2, 1.3 H3.2, H5.1, H6.1 H7.1, H7.2	
<b>Component</b>					<b>Weighting %</b>
A Industry Study		10%		5%	15%
B Major Project	30%		30%		60%
C Industry Related Manufacturing Technology	5%		5%	15%	25%
<b>Total</b>	<b>35%</b>	<b>10%</b>	<b>35%</b>	<b>20%</b>	<b>100%</b>

**VET**



## HSC Assessment Advice for VET Courses

Assessment in VET courses is competency based. This means that you need to demonstrate that you have gained and can apply the specific knowledge and skills for the unit of competency to be deemed competent in that unit. Evidence of competence will be collected in a variety of ways including written tasks, practical demonstration, portfolio or assignments.

You will be deemed 'Competent' if performance in all required assessment activities for the unit of competency is satisfactory or 'Not Competent' if you are still developing skills and/or your performance is at an unsatisfactory level. There is no pass or fail. This means that a course mark is not allocated. For this reason, the assessment schedule for HSC VET courses is in a different format to other NESA Courses.

Formal assessment will be scheduled only when you have developed the necessary skills and underpinning knowledge to demonstrate competency.

Your trainer will keep an outcome record of units of competency. You may request to see this record at any time to determine your progress alternately you will be supplied with a competency log for maintaining a record of units achieved. You are entitled to seek advice about options for further training and assessment for competencies 'not achieved'. Refer to the Student Guide for additional advice. You will also receive a report from the school each semester indicating competency achievement. Competencies cannot be recorded without the sufficient assessment evidence.

**The achievement of competency in the units as stated in the Training and Assessment Strategy (TAS),** will lead to a Certificate at AQF level I, II or III or a Statement of Attainment (SOA) towards the AQF qualification. A digital transcript will be issued by the NSW Education Standards Authority (NESA) on behalf of Public Schools NSW Wagga Wagga, Registered Training Organisation (RTO) 90333 for successful completion. Refer to your NESA Student Online profile for more information.

**Recognition of Prior Learning (RPL)** on the Wagga Wagga RTO RPL form with the portfolio of evidence relevant to each unit of competency for which RPL is requested. The RPL form and evidence portfolio must be submitted to your trainer prior to course commencement who will forward it to the RTO manager for review.

**Credit Transfer (CT)** may be given for units of competency (UoC) previously achieved with another RTO after verification of the UoC. Seek CT advice from your trainer, who will contact the TRO, prior to the commencement of the delivery of this UoC.

**N Determination** letter will be issued to students who do not demonstrate due diligence and sustained effort in the course, participate in mandatory work placement and or apply themselves to course outcomes. This process may then lead to an 'N' determination for this subject which may prevent the achievement of the HSC. Warning letters will not be issued for failure to achieve competency but are about fulfilling the requirements of learning for the HSC.

**Work placement** is a mandatory HSC component in some courses and must be completed during the course. (Refer to the specific course assessment summary for more detailed information).

- You will not be permitted to participate in a work placement if you are not deemed 'work ready' by your trainer.
- An 'N' determination will be issued if work placement is not satisfactorily completed. This means that the course will not count towards your HSC pattern of study. However, you will still receive a statement of Attainment which indicates the units of competency achieved towards the qualification.
- The scheduled date for work placement is shown in the course assessment summary.
- You will complete a workplace journal of your placement.

### Work placement advice from NESA in response to COVID

<https://educationstandards.nsw.edu.au/wps/portal/nesa/about/news/novel-coronavirus/vet-work-placement>

**HSC Examination is only available in some VET courses. (Refer to the specific course assessment summary for more detailed information).**

- Optional for students completing the 240 hour course and is intended for Australian Tertiary Admissions Rank (ATAR) purposes only. (Refer to the specific course assessment summary for more detailed information).
- Independent of the competency based assessment requirements for the Australian Qualifications Framework (AQF) VET qualification. The satisfactory completion of the course will still appear on your HSC if the optional exam is not undertaken.

If you intend to use your VET course towards the calculation of the AFTAR, the school must submit an estimated mark of your likely performance in the HSC examination. The calculation of the mark is a school decision and will include the Trial HSC examination. This mark is not used in the event of misadventure.

## Business Services

Qualification: BSB30120 Certificate III in Business  
 Cohort 2024 – 2025  
 Training Package BSB Business Services Training Package

RTO – Department of Education – 90333, 90222, 90072, 90162

School Name: **Vincentia High School**

**Assessment Schedule: Year 12 - 2025**

Assessment Tasks for <b>BSB30120 Certificate III in Business</b> Ongoing assessment of skills and knowledge is collected throughout the course and forms part of the evidence of competence of students.		Task 4 Wellbeing	Task 5 Mastering document design	Task 6 Sharing is caring	Task 7 Thinking critically	HSC Trial Exam
		Week 4	Week 7	Week 10	Week 10	Weeks 4 & 5
		Term 4	Term 1	Term 2	Term 3	Term 3
<b>Code</b>	<b>Unit of Competency</b>	Date 1/11/24	Date 14/03/25	Date 04/07/25	Date 25/09/25	Date 22/08/25
BSBPEF201	Support personal wellbeing in the workplace	x				
BSBPEF301	Organise personal work priorities		x			
BSBTEC301	Design and produce business documents		x			
BSBSUS211	Participate in sustainable work practices			x		
BSBTWK301	Use inclusive work practices			x		
BSBTEC303	Create electronic presentations			x		
BSBCRT311	Apply critical thinking skills in a team environment				x	
BSBOPS301	Maintain business resources				x	

Depending on the achievement of units of competency, the possible qualification outcome is a BSB30120 Certificate III in Business.

**For students sitting the optional HSC exam, an estimated mark is required. This mark is to be an estimate of likely performance in the HSC examination and will reflect each student’s achievement of tasks similar to the HSC examination, such as a trial HSC examination.**

The assessment components in this course are competency based. Students must demonstrate they have gained the knowledge and skills of each unit of competency, to industry standards. Competency assessment is graded as “not yet competent” or “competent”. In some cases, other descriptive works may be used leading up to “competent”.

## Construction

Qualification: CPC20220 Certificate II in Construction Pathways (Release 6) & Statement of Attainment towards CPC20120 Certificate II in Construction (Release 3)  
 Cohort 2024 – 2025  
 Training Package CPC Construction, Plumbing and Services Training Package Release 8.0

RTO – Department of Education – 90333, 90222, 90072, 90162

School Name: Vincentia High School

### Assessment Schedule: Year 12 - 2025

Assessment Tasks for <b>CPC20220 Certificate II in Construction Pathways (Release 6) &amp; Statement of Attainment towards CPC20120 Certificate II in Construction (Release 3)</b> Ongoing assessment of skills and knowledge is collected throughout the course and forms part of the evidence of competence of students.			Task 5 Option 5.3	Task 6 Tools and equipment	Task 7 Group project	HSC Trial Exam
			Week 10	Week 10	Week 10	Weeks 4 & 5
			Term 4	Term 1	Term 3	Term 3
<b>Code</b>	<b>Unit of Competency</b>	<b>HSC Examinable Unit</b>	Date 20/12/24	Date 04/04/25	Date 25/09/25	Date 22/08/25
CPCCIN2001	Assemble components		x			
CPCCIN3004	Manufacture and assemble joinery components		x			
CPCCCA2002	Use carpentry tools and equipment			x		
CPCCCM2005	Use construction tools and equipment	√		x		
CPCCCA2011	Handle carpentry materials			x		
CPCCVE1011	Undertake a basic construction project				x	
CPCCOM1012	Work effectively and sustainability in the construction industry	√			x	

Depending on the achievement of units of competency, the possible qualification outcome is a CPC20220 Certificate II in Construction Pathways (Release 6) & Statement of Attainment towards CPC20120 Certificate II in Construction (Release 3).

**For students sitting the optional HSC exam, an estimated mark is required. This mark is to be an estimate of likely performance in the HSC examination and will reflect each student's achievement of tasks similar to the HSC examination, such as a trial HSC examination.**

The assessment components in this course are competency based. Students must demonstrate they have gained the knowledge and skills of each unit of competency, to industry standards. Competency assessment is graded as "not yet competent" or "competent". In some cases, other descriptive works may be used leading up to "competent".

## Cookery

Qualification: SIT20421 Certificate II in Cookery  
Cohort 2024 – 2025  
Training Package SIT Tourism, Travel and Hospitality

RTO – Department of Education – 90333, 90222, 90072, 90162

**School Name: Vincentia High School**

**Assessment Schedule: Year 12 - 2025**

Assessment Tasks for <b>SIT20421 Certificate II in Cookery</b> Ongoing assessment of skills and knowledge is collected throughout the course and forms part of the evidence of competence of students.		<b>Task 3</b> <b>Let's start cooking and cleaning</b>	<b>Task 4</b> <b>Pack it up</b>	<b>Task 5</b> <b>There's no I in team</b>	<b>HSC Trial Exam</b>
		Week 10	Week 10	Week 10	Weeks 4 & 5
		Term 4	Term 1	Term 3	Term 3
<b>Code</b>	<b>Unit of Competency</b>	Date 20/12/24	Date 4/4/25	Date 26/9/25	Date 22/8/25
SITHKOP009	Clean kitchen premises and equipment	x			
SITXINV006	Receive, store and maintain stock	x			
SITHCCC026	Package prepared foodstuffs		x		
SITHCCC023	Use food preparation equipment			x	
SITHCCC024	Prepare and present simple dishes			x	
SITHCCC027	Prepare and present simple dishes			x	
SITHCCC034	Work effectively in a commercial kitchen			x	

Depending on the achievement of units of competency, the possible qualification outcome is a SIT20421 Certificate II in Cookery.

**For students sitting the optional HSC exam, an estimated mark is required. This mark is to be an estimate of likely performance in the HSC examination and will reflect each student's achievement of tasks similar to the HSC examination, such as a trial HSC examination.**

**\* HSC Examinable units to be confirmed by teacher.**

The assessment components in this course are competency based. Students must demonstrate they have gained the knowledge and skills of each unit of competency, to industry standards. Competency assessment is graded as "not yet competent" or "competent". In some cases, other descriptive works may be used leading up to "competent".

## Manufacturing and Engineering Introduction

Qualification: MEM10119 Certificate I in Engineering (Release 2) & Statement of Attainment towards MEM20422 Certificate II in Engineering Pathways (Release 1)  
 Cohort 2024 – 2025  
 Training Package MEM – Manufacturing and Engineering

RTO – Department of Education – 90333, 90222, 90072,90162

**School Name: Vincenia High School**

**Assessment Schedule: Year 12 - 2025**

Assessment Tasks for <b>MEM10119 Certificate I in Engineering (Release 2) &amp; Statement of Attainment towards MEM20422 Certificate II in Engineering Pathways (Release 1)</b>		<b>Task 4</b> Can we build it	<b>Task 5</b> Welding	<b>Task 6</b> Career planning	HSC Trial Exam
Ongoing assessment of skills and knowledge is collected throughout the course and forms part of the evidence of competence of students.		Week 10	Week 10	Week 10	
		Term 2	Term 3	Term 3	
<b>Code</b>	<b>Unit of Competency</b>	Date 04/07/24	Date 25/09/25	Date 25/09/25	
MEMPE006	Undertake a basic engineering project	x			
MEMPE001	Use engineering workshop machines	x			
MEMPE002	Use electric welding machines		x		
MEMPE00	Use fabrication equipment		x		
MEMPE005	Develop a career plan for the engineering and manufacturing industry			x	

Depending on the achievement of units of competency, the possible qualification outcome is a MEM10119 Certificate I in Engineering (Release 2) & Statement of Attainment towards MEM20422 Certificate II in Engineering Pathways (Release 1).

The assessment components in this course are competency based. Students must demonstrate they have gained the knowledge and skills of each unit of competency, to industry standards. Competency assessment is graded as “not yet competent” or “competent”. In some cases, other descriptive works may be used leading up to “competent”.

**Vincentia High School  
HSC Assessment Planner**

<b>TERM 4</b>	<b><u>W1</u></b>	<b><u>W2</u></b>	<b><u>W3</u></b>	<b><u>W4</u></b>	<b><u>W5</u></b>	<b><u>W6</u></b>	<b><u>W7</u></b>	<b><u>W8</u></b>	<b><u>W9</u></b>	<b><u>W10</u></b>	<b><u>W11</u></b>
<b>TERM 1</b>	<b><u>W1</u></b>	<b><u>W2</u></b>	<b><u>W3</u></b>	<b><u>W4</u></b>	<b><u>W5</u></b>	<b><u>W6</u></b>	<b><u>W7</u></b>	<b><u>W8</u></b>	<b><u>W9</u></b>	<b><u>W10</u></b>	<b><u>W11</u></b>

**Vincentia High School  
HSC Assessment Planner**

<b>TERM 2</b>	<b><u>W1</u></b>	<b><u>W2</u></b>	<b><u>W3</u></b>	<b><u>W4</u></b>	<b><u>W5</u></b>	<b><u>W6</u></b>	<b><u>W7</u></b>	<b><u>W8</u></b>	<b><u>W9</u></b>	<b><u>W10</u></b>	<b><u>W11</u></b>
<b>TERM 3</b>	<b><u>W1</u></b>	<b><u>W2</u></b>	<b><u>W3</u></b>	<b><u>W4</u></b>	<b><u>W5</u></b>	<b><u>W6</u></b>	<b><u>W7</u></b>	<b><u>W8</u></b>	<b><u>W9</u></b>	<b><u>W10</u></b>	<b><u>W11</u></b>