



ST GREGORY'S COLLEGE CAMPBELLTOWN

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Dear Parent and Carers,

I write to you in relation to upcoming events for Year 12 students and to provide information on a range of topics as we come to the end of 13 years of schooling. I spoke to the gentlemen at the end of last term, and I explained to them that they only had 17 weeks of classes left. One of my messages to them was there was time to improve in every aspect of their learning, and that they had control of their destiny. They now have 10 weeks of classes left and the message is the same. There is time for them to improve in every aspect of their learning. At last week's assembly, Mr MacMaster spoke to the community about finishing strong and that it takes perseverance to achieve success. We must support and challenge them to finish strongly. I thank you in advance for your support as we challenge the Year 12 class of 2019 to finish strongly. Please take time to review the information below and contact me if you have questions or concerns about your son's progress.

1. TRIAL HIGHER SCHOOL CERTIFICATE (HSC) EXAMINATIONS

- Commence on Monday 5 August and conclude on Monday 19 August.
- Leave will not be approved during this period.
- The Trial Examination Timetable will be released before Week 9, Term 2.
- Students only attend the days on which they have scheduled examinations.

2. HIGHER SCHOOL CERTIFICATE EXAMINATIONS (HSC)

- Commence on Thursday 17 October
- The personalised 2019 HSC written examination timetable was released via Students Online on the morning of 1 May. Students have been encouraged to log on to the NSW Education Standards Authority (NESA) Students Online site to access this portal. Students need to refer to an email sent last term which had log-in details and their NESA account number, if they have not completed this exercise. Students will not be able to access their personalised timetable unless they have logged into the NESA Student Online site.
- The public 2019 HSC written examination timetable was released on the afternoon of 1 May and students were emailed a copy.

3. STUDENT ATTENDANCE DURING HSC AND TRIAL HSC EXAMINATIONS

Students will NOT be permitted to leave any HSC Examination or Trial HSC Examination before the scheduled finish time. The expectation will be that students make the necessary arrangements to arrive 30 minutes before the scheduled commencement time and that students also make the necessary travel arrangements after the scheduled finish time.

4. STUDENT CONDUCT DURING HSC AND TRIAL HSC EXAMINATIONS

College staff and the NESAs HSC Presiding Officer will monitor the behaviour of students during the HSC and Trial HSC Examinations. Any behaviour that disrupts the examination conditions or is otherwise disrespectful of the examination conditions will be dealt with. Any conduct that breaches examination rules during HSC examinations will be reported to NESAs.

5. EXAM ADVICE AND EQUIPMENT

- Exam advice and the equipment required for each exam can be found at: <http://www.educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/exam-advice-resources>.
- It is vital for each course students are studying, that they know the rules and requirements, and what to expect in each exam. Staff will work with students in class to inform them of these requirements.

6. IMPORTANT DATES FOR PRACTICAL AND PERFORMANCE EXAMINATIONS

- 2019 NESAs HSC Major Project Completion and hand-in-date – (works must be handed-in to the supervising teacher no later than 3pm on the hand-in-date)
 - Industrial Technology 15 August
 - English Extension 2 23 August
 - Design and Technology 29 August
 - Music 9 September
- Major Project advice for students and parents for all courses can be found at: <http://www.educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/key-dates-exam-timetables/hsc-important-dates-practical-and-performance-exam>.

7. UNIVERSITIES ADMISSION CENTRE (UAC) – ADMISSIONS

- The Australian Tertiary Admission Rank (ATAR) is a number between 0.00 and 99.95 that indicates a student's position relative to all the students in their age group. Further information on the ATAR can be found at <https://www.uac.edu.au/future-applicants/atar>.
- Applications for study in 2020 have opened. Some courses will not be listed on the UAC site at this stage, but from early August all Semester 1, 2020 courses will be available to be reviewed. Early bird and school recommendation schemes will close at the end of September. All dates will be available on the UAC website. Please see Mrs Wall (Careers Advisor) or visit the UAC website for further advice.
- Year 12 students should have received their PIN numbers from the Universities Admission Centre (UAC). Emails have been sent to the email address NSW Education Standards Authority (NESAs) has listed for each student. Students have been reminded several times to log on and update their NESAs Student Online Account. Students need to use the PIN to apply for University and to obtain their ATAR later in the year. Please check with your son to see if he has logged onto the NESAs Student Online site and if he has received an email from the University Admissions Centre (UAC) if this is relevant to him.

8. UAC SCHOLARSHIP PROGRAMS AND ACCESS SCHEMES

- Applications for UAC Access and Scholarship programs have opened, and information is now available for the following access and scholarship programs:

- Educational Access Schemes

Educational Access Schemes are for applicants whose studies were negatively affected as a result of circumstances beyond their control or choosing.

- Schools Recommendation Schemes

Schools Recommendation Schemes are early offer programs that provide Year 12 applicants with the opportunity to be assessed on criteria other than, or in addition to, the ATAR.

- Equity Scholarships

Equity scholarships are awarded to applicants who are most in need of financial support while studying. Details can be found at:

<https://www.uac.edu.au/future-applicants/scholarships-and-schemes>

9. GAP YEAR

- If students are intending to take a gap year, UAC recommends that they apply sooner rather than later. Students are encouraged to see Mrs Wall (Careers Advisor) for more details about the processes involved.

10. UNIVERSITY, TAFE AND PRIVATE COLLEGE OPEN DAYS

- Most Universities, TAFE and other Colleges have open days of some description. They provide information about the academic, social and cultural aspects and they also have tours, enrolment information and important information to help students gain access.
- Details can be found at: <https://www.uac.edu.au/media-centre/publications/uni-open-days>

11. STUDY SKILLS AND WAYS TO PREPARE FOR THE HSC EXAMS

- One of the best ways to prepare for the HSC Exams, is to make the most of class time. Students are encouraged to ask questions, be respectful, be prepared, contribute and stay on task. Students who are not respectful of learning in the class room will be challenged and if needed, consequences will be issued to address the behaviour.
- The College subscribes to the Enhanced Learning Educational Services (ELES) site and the study skills handbook. All students have access to the handbook at:
 - www.studyskillshandbook.com.au
 - User name: forstgregsonly
 - Password: 60results.
- The handbook has hundreds of tips and suggestions, and students can work through various topics at their own pace. There are tips for parents and all sorts of templates including study planners. Other topics covered include:
 - Working Better at Home
 - Working Better at School
 - Improving How to Study.
- Seeking feedback from staff.
- Standards materials illustrate the standards established in Higher School Certificate courses. They include descriptions of the performance bands and how they are set, certain key statistical reports, and samples of responses typically produced by students whose achievements place them on the borderline between two bands. Where possible, there are 'exemplar' student responses, which are examples of responses that were awarded full marks. These resources can be found at <https://arc.nesa.nsw.edu.au/go/hsc/std-packs/>.

12. 2019 HIGHER SCHOOL CERTIFICATE RULES AND PROCEDURES

- NESAs has produced a guide titled 2019 Higher School Certificate Rules and Procedures which all students should review and have on hand for easy access. The *Education Act 1990 (NSW)* governs the award of the HSC. The NSW Education Standards Authority (NESA), under this Act, grants certificates to students who comply with the requirements. This Handbook and the NESA guide are designed to help students comply. The NSW Students Online website (www.studentsonline.nesa.edu.au) is also an important source of communication and students should become familiar with this site. It features information and advice to assist students on the HSC journey and has a personal account area for each student. Students have received the Handbook and should be able to locate it. There are extra copies available if they have misplaced it. Please see Mr Newell for extra copies.

13. ILLNESS/MISADVENTURE

- If illness or misadventure stops a student from attending a College formal exam or affects their performance in the exam or in preparation for a formal assessment task, it is their right and responsibility to make an illness/misadventure application. To do this, students need to contact the Director of Studies and Year Coordinator. Students will need to complete the Student Assessment Form as soon as possible or supply documentation that covers the same information.
- Applying for Illness/Misadventure during a formal HSC examination also involves notifying the Presiding Officer supervising the exam on behalf of NESA. Students will still need to contact the Year Coordinator and Director of Studies.
- Illness/misadventure applications are for cases where an illness or mishap affected performance so that the result does not properly measure student achievement. These applications don't cover:
 - difficulty preparing or lost preparation time
 - alleged deficiencies in teaching
 - lost time or facilities for study before the formal study vacation
 - misreading exam timetables
 - misreading exam instructions
 - entering or sitting for the wrong exam
 - long-term illness (for example, glandular fever, asthma or epilepsy) unless you can show it recurred suddenly and unexpectedly during the exam period
 - conditions for which you have been granted disability provisions, unless you have further difficulties
 - conditions for which you should have applied for disability provisions
 - courses where you are a self-tuition student
 - attending sporting or cultural events or unapproved leave or other school-based events.
- Students are advised to always attend exams if they can, even if they have had an illness or misadventure. Students or parents should contact the College and speak to the Year Coordinator, Director of Studies or another member of the Leadership Team before deciding that they will not be able to attend an exam. Students are advised to NOT attend if a doctor advises them not to. Relevant documentation will be required.

14. MALPRACTICE IN ASSESSMENT TASKS

- The honesty of students in completing assessment tasks, and of teachers and others in guiding students, underpins the integrity of the Higher School Certificate and school-based assessment processes. St Gregory's College is constantly reviewing processes for monitoring students' work, including measures to prevent malpractice.
- Malpractice is dishonest behaviour by a student that gives them an unfair advantage over others. It includes, but is not limited to:
 - copying someone else's work in part or in whole, and presenting it as your own
 - using material directly from print or digital mediums without reference to the source
 - building on the ideas of another person without reference to the source
 - plagiarism such as buying, stealing or borrowing another person's work and presenting it as your own
 - submitting work that another person, such as a parent, tutor or subject expert, has contributed to substantially
 - using words, ideas, designs or the work of others in practical and performance tasks without appropriate acknowledgement
 - paying someone to write or prepare material
 - breaching school examination rules
 - cheating in an in-class assessment/examination, including having access to mobile devices
 - using non-approved aids during an assessment task
 - providing false explanations to explain work not handed in by the due date
 - assisting another student to engage in malpractice.
- Deliberate acts of malpractice may occur if a student feels that their own efforts may be inadequate, or if they feel unable to cope with the consequences of poor performance. Unintentional acts of malpractice may occur if students are poorly prepared or do not know how to acknowledge the contribution made by others to their work. Malpractice in school-based assessment is a serious offence. It distorts legitimate measures of a student's achievements by advantaging the individual and disadvantaging other students.
- Penalties for malpractice of a substantial nature will result in a zero mark being awarded for that task. Work that is plagiarised will not be included in the marks that are awarded. The student may be required to resubmit the entire task. Whenever a penalty is issued for malpractice, the KLA Coordinator will issue an 'Official Warning'. The KLA Coordinator will communicate to the parents in writing that a penalty has been applied. The 'N' Award Official Warning Letter will be used to communicate the details.

15. STRATEGIES TO PREVENT MALPRACTICE

Strategies for students to avoid malpractice include:

- familiarising themselves with their obligations and responsibilities of authorship to comply with the HSC Rules and Procedures and the HSC: All My Own Work program
- being aware of due dates, keeping an up-to-date diary of all their assessments, activities and commitments, and allocating their time effectively
- starting tasks early so that they can seek clarification if needed
- saving all drafts and support materials
- recording sources/references along the way so the reference list does not become a major task at the end
- frequently saving and backing up all computer work; technology failure is generally not an acceptable excuse for submitting work late.

Finally, thank you for your ongoing support. The HSC journey is not one I have personally faced as a parent, but I have done so as a teacher for many years. I know it is an amazing one for so many different reasons. I encourage you to contact staff at the College if you have questions or concerns about your son's journey. All the very best as we head into the last stage of 13 years of schooling for your son. Please contact me if you have any questions or concerns. I look forward to challenging our students to find the best in themselves, so they can be the best version of themselves.

Yours sincerely,

A handwritten signature in black ink that reads "Barry Graham". The signature is written in a cursive style with a long, sweeping underline.

Barry Graham

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