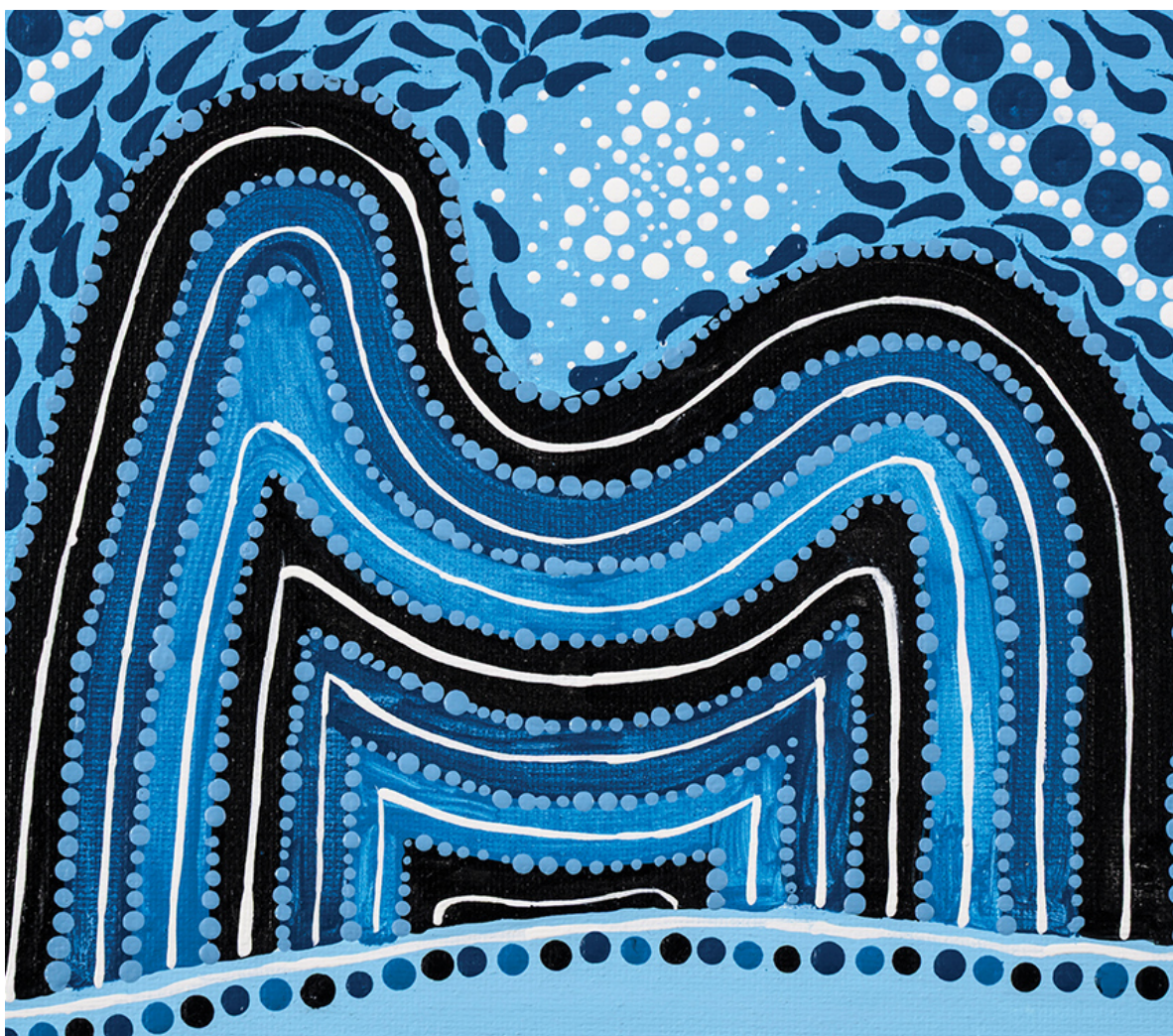


2027 Higher School Certificate

RULES AND PROCEDURES Student guide



2027 Higher School Certificate

RULES AND PROCEDURES **Student guide**

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Title: Ngurramba and ngurambang (Idea of journey and connection to land and culture)

Medium: Painting. Material: Paint on canvas.

HSC 2025 ARTEXPRESS student

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About the HSC Rules and Procedures:

Student guide

The NSW Education Standards Authority (NESA) welcomes you to the Higher School Certificate (HSC).

The HSC is the highest level of attainment that school students can achieve in NSW.

NESA's Rules and Procedures maintain the integrity of the HSC. They set out what you must do to be eligible for the award of the HSC.

This document is a student guide to the HSC Rules and Procedures.

It explains your responsibilities as an HSC student, what you can expect from your school and from NESA, and the support available for your HSC exams.

You can use this guide to:

- understand what is required of you for the HSC
- recognise situations where you may need to take action
- understand where to go for further information or support.

This guide should be used together with information provided by your school and NESA, and details published on NESA's website.

Why this document is important



When you sign off your **Confirmation of Entry**, you are confirming that you have read and understood all the content in this guide.

You are responsible for following the rules and meeting the requirements contained in this guide.

If you do not meet these requirements, you may not receive your HSC.

Useful links



- nsw.gov.au/education-and-training/nesa/hsc/about-hsc
- curriculum.nsw.edu.au/ace-rules/about

My HSC Checklist

At the beginning of your HSC

- ☐ Confirm your personal and course details are correct in *Students Online*.
- ☐ Take note of your **NESA student number** to access *Students Online*.
- ☐ Review and sign your **Confirmation of Entry**.
- ☐ Speak to your school early about HSC exam provisions for a disability or medical condition.

Throughout your HSC

- ☐ Familiarise yourself with your course and assessment requirements.
- ☐ Complete any practical exam work under appropriate supervision so it can be certified.
- ☐ Complete your work with academic honesty.

Before your exams

- ☐ Check your HSC exam timetable in *Students Online* includes all your exams.
- ☐ Check the approved exam equipment you can bring to each exam.
- ☐ For practical exams, check your exam dates, locations and submission requirements.
- ☐ For online exams, complete a NESA sample exam using the latest lockdown browser.
- ☐ Familiarise yourself with the illness/misadventure process in case your exams are affected.

During the exam period

- ☐ Attend and make a serious attempt at every exam.
- ☐ Arrive on time with the correct exam equipment.
- ☐ Follow all HSC exam rules and procedures.
- ☐ For practical exams, submit your work and student declaration on time.

After your exams

- ☐ Check your final assessment ranks and/or grades in *Students Online* and speak to your school if you would like a review.
- ☐ Access your HSC results in *Students Online*.
- ☐ Access your ATAR through the Universities Admissions Centre (UAC), if eligible.

Getting started

This section explains what you need to do at the beginning of your HSC year.

Confirm your personal details and course entries in *Students Online*

Students Online is where you can view and manage key information about your HSC. It is an important channel of communication between you and NESA and is the main way NESA communicates with you about your HSC.

What you need to do

Access your *Students Online* account

You will use your **NESA student number** to log in to *Students Online*.

Consider using a personal email address instead of your school email address so that you can continue to access *Students Online* in the 6 months after you leave school. Your account remains active until **30 June** of the year after you complete your final HSC course.

Check your information carefully

You are responsible for confirming the information recorded about you in *Students Online* is accurate and complete.

This includes:

- your contact details (postal address, email address, mobile phone number)
- your HSC course entries (including any courses you may complete outside your school that your principal has approved, e.g. Vocational Education and Training (VET) courses or distance education courses and study with an outside tutor)
- your eligibility status for the HSC and ATAR. If you are not eligible but would like an ATAR so you can apply to universities, talk to your school about your HSC course entries.
- other information your school has provided about you, such as whether you are an Aboriginal and/or Torres Strait Islander person.

Use *Students Online* throughout your HSC

You can use *Students Online* to:

- keep your contact details up to date
- view and sign your **Confirmation of Entry**
- access your personal HSC exam timetable (available in Term 2)

- access your HSC results, including assessment rank order and VET qualifications
- check the status of applications made to NESA
- view all your previous Years 10, 11 and 12 course entries and results.

The role of your school and NESA

Your school manages your student enrolment. *Students Online* is automatically updated when your school enters or updates your information. Speak to your school if you need information updated or help accessing your account.

Tell your school immediately if any information is incorrect

If you identify an error early, your school can help you resolve it.
If you identify an error after key deadlines have passed, you may not be able to correct it.

Why this is important

If your information is not accurate or up to date, you may:

- not receive important information about your exam details or updates on the status of applications (e.g. exam provision and illness/misadventure applications)
- miss important information (e.g. nominations for any showcase events, your HSC results)
- not realise if your selection of HSC courses makes you ineligible for the HSC and/or ATAR.

Useful links



- studentsonline.nesa.nsw.edu.au

Complete your Confirmation of Entry

At the beginning of your HSC year, your school will ask you to review and sign your **Confirmation of Entry**.

Your **Confirmation of Entry** is an important HSC record. It confirms key information about your HSC and includes a declaration acknowledging your responsibilities as an HSC student.

What you need to do

Before completing your **Confirmation of Entry**, make sure the information recorded in *Students Online* is correct and that you have raised any errors with your school.

Once you have confirmed the information is correct, you must complete the declaration on the **Confirmation of Entry** either physically at your school or digitally in *Students Online*.

By signing your Confirmation of Entry you are declaring:

I have read and discussed with my parent/guardian/carer the Higher School Certificate Rules and Procedures, including those on plagiarism and malpractice, and agree to comply with them.

The role of your school and NESAs

Your school manages your HSC course entries and can correct any information before you sign your **Confirmation of Entry**. If you are considering changing courses, speak to your school as soon as possible.

NESA uses the information confirmed through your **Confirmation of Entry** to administer your HSC, including your HSC exam entries and arrangements.

Why this is important

By signing your **Confirmation of Entry**, you are declaring you understand the requirements for the award of the HSC and for the courses you have entered. As an HSC student, you are responsible for meeting these requirements. If you do not meet these requirements, you may not be eligible to receive your HSC.

How NESAs use your information

NESA collects and uses student information to deliver the HSC. This section explains how your work may be used, how your details may be shared and your choices about privacy.

How student work may be used

NESA publishes a range of educational materials to help teachers and students understand the standards for the HSC.

Your original HSC exam responses may be used in these publications, in print or online, to help explain HSC standards and show examples of how student performance is judged against those standards. This may include your performances, language oral exams or submitted works and projects. These materials are used for educational purposes only and do not include any personal student information.

Recognition of student achievement

NESA recognises and celebrates the outstanding achievement of students in the HSC.

NESA publishes merit lists online. The lists include the name, school and course of all students who, for example, achieve an HSC mark in the top band in any course. We provide this information to some media outlets for news reporting purposes only. We do not give any other students' names or results to the media.

NESA also provides student details to several organisations to award prizes, scholarships or other recognition programs for high-achieving students.

If you choose not to have your name published in a merit list, you will not be eligible to receive awards associated with that recognition.

What if I don't want my details published?

You can request a privacy flag to keep your details confidential.

To request a privacy flag email Student Records at records@nesa.nsw.edu.au and provide your full name and NESA student number, and attach your photo identification to verify your identity.

If you do this, your name will not be published in our merit lists or provided by NESA to the media or other organisations.

Privacy flag requests should be submitted before HSC results are released. Contact Student Records if you have questions about requesting a privacy flag.

When and why NESA gives your details to other organisations

In some circumstances, NESA shares student information with other organisations to support HSC administration, tertiary admissions, research and student recognition programs. Examples include:

Universities Admissions Centre (UAC):

Student details and HSC results are used by the UAC to calculate ATARs. NESA also provides your Year 10 and 11 grades to the UAC to help with early offers under the Schools Recommendation Scheme.

School (or TAFE) and/or school sector:

Your HSC results are available to your school (or TAFE) and school sector.

NSW Department of Education: NESA provides your contact details and school results to allow the NSW Department of Education to conduct research and surveys related to its functions. You will not be identified in any resulting publications. Participation in surveys is voluntary.

Why this is important

Understanding how NESA may use, publish or share your information as part of your participation in the HSC helps you make informed choices about privacy.

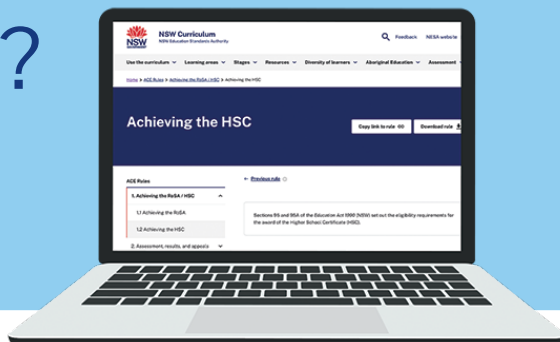
Useful links



- nsw.gov.au/education-and-training/nesa/about/privacy
- nsw.gov.au/education-and-training/nesa/awards-and-events/hsc-merit-lists
- Privacy enquiries:
privacy@nesa.nsw.edu.au

What do I need to do to get my HSC?

To be awarded the HSC, you must meet requirements set by NESA throughout your HSC studies.



Meet HSC eligibility requirements

What you need to do

Meet the HSC eligibility requirements

To be eligible for the award of the HSC, students must:

- have completed Year 10, and
- have attended a government school, an accredited non-government school, a school outside NSW recognised by NESA or a TAFE NSW institute, and
- have completed All My Own Work (AMOW) or its equivalent, and
- have demonstrated the minimum standard of literacy and numeracy, and
- have satisfactorily completed courses that comprise the pattern of study required by NESA for the award of the HSC, and
- undertake and make a serious attempt at the requisite HSC exams (ACE Rule 1.2.2 Eligibility for the HSC).

There are no external HSC exams for Life Skills courses or Board Endorsed courses.

Meet course completion requirements

To be awarded the HSC, you must have satisfactorily completed each of your courses. Your principal will certify that you have completed a course if, in your principal's view, there is enough evidence that you have met the following criteria:

- followed the course
- applied yourself with diligence and sustained effort to the set tasks and experiences that the school provided in the course
- achieved some or all the course outcomes.

For courses where school-based assessment marks are submitted, you must make a genuine attempt at assessment tasks that contribute to more than 50% of the available marks.

Complete any required VET work placement

For most VET Industry Curriculum Framework courses and some VET Board Endorsed courses, you must undertake set work placement hours to develop industry competencies and practise learned skills.

You must complete any required work placement to complete these courses.

Understand your HSC pathway

Your HSC pathway refers to how you complete your HSC courses and meet these requirements.

Most students complete their HSC over 2 years during Years 11 and 12. NESA offers pathway programs for students to complete their HSC that may better suit individual circumstances, including completing the HSC over a longer period or accelerating their studies.

Students may also choose different study options as part of their HSC, such as a school-based apprenticeship or traineeship, studying courses through TAFE or another provider, or completing university subjects while at school (if eligible).

The role of your school and NESA

You will receive a warning if you are not meeting course requirements

If you are at risk of not completing a course, your school will give you a written warning and provide you with time to meet the requirements.

If your school determines that you have not met the course requirements above, you will receive an 'N' determination (non-completion of course requirements). An 'N' determination is the decision made by the principal at the end of the course that a student has not satisfactorily completed a course.

You will then have the right to appeal to your school against this determination. If your appeal is unsuccessful, you can appeal to NESA. Your principal will explain this to you and tell you how to lodge an appeal.

VET work placement and 'N' determinations

If mandatory work placements are not completed, your school will issue you with an 'N' determination.

Why this is important

If you do not satisfactorily complete a course:

- you will not receive a result in that course
- the course will not appear on your NESA record
- the course will not count towards your HSC pattern of study.

This may affect your eligibility for the HSC.

If you leave school before completing your HSC

If you decide to leave school before completing the requirements for the HSC, you may be eligible to receive other records such as a Record of School Achievement (RoSA) or Transcript of Study.

These provide information about the courses you have studied and any results you have achieved and can be useful to show to potential employers or places of further learning.

Speak to your school about the records available to you and how to access them.

Useful links



- curriculum.nsw.edu.au/ace-rules/ace11/life-skills-s6
- nsw.gov.au/education-and-training/nesa/hsc/subject-selection
- nsw.gov.au/education-and-training/nesa/curriculum/vet
- nsw.gov.au/education-and-training/nesa/leaving-school/rosa

Meet school-based assessment requirements

Your results in school-based assessment tasks for a course make up 50% of your final result for that course. Throughout your HSC, your school will provide information about your assessment requirements, including assessment tasks, due dates, and weightings.

Assessment program

Schools prepare and run an assessment program for each course, in line with NESA requirements, including course components and component weightings in the syllabus.

Every school must share a formal assessment program with students at the start of their HSC course. This must include school-based assessment policies and procedures and course-specific assessment schedules.

Schools set individual assessment tasks and decide their due dates and weightings. These tasks assess your learning against the syllabus outcomes and may include tests, practical activities, fieldwork, or projects.

Assessment schedule and task notifications

Your school must provide you with an assessment schedule at the start of the course listing all the formal assessment tasks.

Your school will also provide you a more detailed task notification closer to the due date (usually with at least two weeks' notice).

What you need to do

You are expected to do every task in the formal assessment program set by your school.

You should follow your school's policies and procedures if you are unable to complete a task due to illness/misadventure.

The role of your school and NESA

It is a requirement under the *Disability Standards for Education 2005* for schools to ensure that assessment tasks are accessible to students with disability. Some students with disability may require adjustments to demonstrate their learning.

At the end of the course, your school (or other institution delivering the course) sends your assessment marks to NESA. NESA moderates your assessment marks before reporting them. Moderation makes sure every school is on the same scale, based on how the school group performs in the HSC exam. Your school assessment rank for a course stays the same after moderation.

Schools also submit grades, competencies, Life Skills outcomes and optional exam estimated marks to NESA for HSC courses requiring these performance measures.

Why this is important

Your school-based assessment tasks have an important role in your HSC.

Your school-based assessment, after moderation, contributes 50% of your final HSC mark for that course. If you do not complete assessment tasks, this may affect your course completion and eligibility for the HSC.

Useful links



- nsw.gov.au/education-and-training/nesa/hsc/exams-and-marking/assessment-moderation

Complete your work with academic honesty

Academic honesty means that the work you submit is your own work, that it accurately represents what you have learned and done, and it properly acknowledges any assistance or sources used.

The academic honesty of students completing assessment tasks, exams and tests is critical to the integrity of the HSC.

What is malpractice?

Malpractice is any dishonest behaviour and/or attempt to gain an unfair advantage over other students, and/or knowingly assisting other students to engage in malpractice.

Malpractice can affect your HSC results

If you are found to have engaged in malpractice in your HSC exam, it may result in penalties including a reduction in marks or the cancellation of the course, which could make you ineligible for the HSC.

Malpractice can occur in school based assessment tasks and HSC written and practical exams. It includes, but is not limited to:

- copying part or all of someone else's work and presenting it as your own
- using material directly from books, journals, the internet, generative artificial intelligence or any other offline/online resources, without appropriate acknowledgement of the authors and/or source

- buying, stealing or borrowing someone else's work and presenting it as your own
- submitting work that has been substantially contributed to or completed by another person (e.g. a parent, tutor or subject expert)
- misleading or deceiving others by presenting untrue information through the fabrication, alteration or omission of information (e.g. submitting falsified or altered documents such as medical certificates, referencing non-existent sources, contriving false explanations, such as explanations for work not handed in by the due date or providing false information to exam supervisors)
- using unauthorised materials in your HSC exam (e.g. mobile phone, study notes).

Artificial Intelligence (AI) also has implications for academic honesty. The unauthorised use of generative AI in the completion of your work is a breach of academic integrity and constitutes malpractice. You should be aware of, and comply with, your school's policy for using AI.

What you need to do

As an HSC student, you are responsible for knowing and complying with your school's malpractice policy for all school-based assessments and NESA's rules on academic honesty and malpractice.

You must ensure that all your work is your own and reflects honest academic practice.

You are required to complete the All My Own Work (AMOW) program (or equivalent). This supports you to understand and apply ethical practices when completing your studies.

Keep evidence of your work

You may need to prove your work is your own. You are responsible for keeping drafts and evidence of how your work developed. If you are suspected of plagiarism, you will need to show that all work is entirely your own (e.g. you may need to explain your work process with evidence, or answer questions about the work you completed).

You should retain evidence of how your completed HSC practical exam components have been developed, as practical works must be certified as your own work.



The role of your school and NESA

Schools are responsible for identifying and managing cases of malpractice in school-based assessment tasks. Your school will provide you with written advice about their malpractice policy.

If your school determines that you have engaged in malpractice in a school-based assessment task, it will be recorded in the Malpractice Register and your school may apply penalties.

NESA is responsible for investigating suspected breaches of exam rules and suspected malpractice in HSC exams and HSC minimum standard tests. If NESA suspects a breach of exam rules or malpractice, you will be notified and given an opportunity to respond before a decision is made.

Why this is important

When you signed your **Confirmation of Entry**, you agreed to comply with the HSC Rules and Procedures, including those relating to plagiarism and malpractice.

Malpractice in any form including plagiarism, collusion, misrepresentation and breach of assessment conditions is unacceptable.

NESA treats allegations of malpractice very seriously and there are significant penalties for detected malpractice in HSC exams.

Useful links



- nsw.gov.au/education-and-training/nesa/hsc/all-my-own-work
- nsw.gov.au/education-and-training/nesa/hsc/rules-and-procedures/artificial-intelligence

What must I know and do before my HSC exams?

This section helps you prepare for your HSC exams.

Check your HSC exam details and requirements

To be ready for your exams, you need to check your exam details, understand your timetable and be aware of the requirements for optional and online exams.

What you need to do

Review your HSC exam timetable

Your personal HSC exam timetable is available through *Students Online* in Term 2.

Before the exam period, you are expected to:

- check your timetable as soon as it becomes available
- confirm the date, time and location of each exam
- ensure you are correctly entered for all required exams.

Take care with courses that have similar names (e.g. different Mathematics courses), and ensure the correct course appears on your timetable.

If you change any courses during the year, you must be aware of the updates to your exam timetable.

Check your exam timetable carefully

If anything is missing or incorrect, tell your school immediately.

Optional HSC exams

Some courses include optional HSC exams.

You should speak to your school if you want to sit an optional HSC exam as you are not automatically entered. Once entered, the exam must appear on your timetable in *Students Online*.

Prepare for online HSC exams

Online HSC exams are held for English Extension 1 and 2, Enterprise Computing, Science Extension and Software Engineering.

Smartphones, Chromebooks or iPads cannot be used for any online HSC exams.

If you are sitting an online HSC exam, you must use a device with the latest version of the lockdown browser pre-installed to complete the exam. Speak to your teacher to make sure you have the right

computer and lockdown browser version. Some schools may ask you to use a school device. If using a laptop, ensure it is connected to power or has full battery.

Complete a NESA sample online exam

NESA provides sample online exams for you to become familiar with the exam format, practise using the tools available in the online platform and be confident your device is configured to run the exam.

You should complete the NESA sample online exam, even if you have completed other online exams at school, as it can help you feel prepared and resolve any issues before exam day.

The role of your school and NESA

Your school manages your HSC course enrolments and can assist with optional HSC exam entries, enrolment in NESA sample online exams, understanding online exam requirements and resolving any errors on your exam timetable.

NESA will notify you and your principal by email if you have an exam clash in the published HSC timetable. You will be able to see the adjustment in your personal HSC exam timetable on *Students Online*.

Why this is important

You are responsible for reviewing your personal HSC exam timetable and acting promptly if something appears incorrect.

Misreading your timetable or using an outdated timetable is not a valid reason for an illness/misadventure application.

If you miss an exam because you misread the timetable, contact your principal immediately.

Missing an exam can affect your HSC results

If you miss an exam for a course with **only one exam component** (e.g. Modern History), you will not be eligible to receive

a result in that course. You must see your principal, who will need to write to NESA to explain the situation. If NESA accepts the reason, you will receive zero marks for the exam, but you will retain the course and the moderated assessment mark.

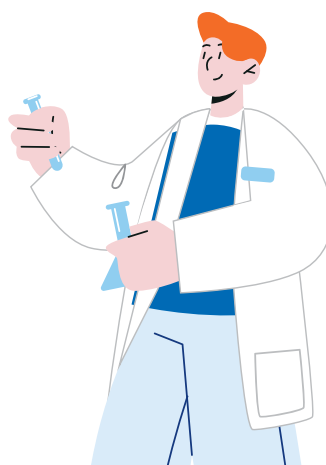
If you miss an exam for a course with **more than one exam component** (e.g. English or Visual Arts), you will retain the course if you have completed at least one other exam component and receive zero marks for the component(s) you missed.

If you miss an exam due to illness/misadventure, you should follow the processes outlined in this guide.

Useful links



- curriculum.nsw.edu.au/assessment-and-reporting/assessment-in-stage-6/online-hsc-exams



What is expected of me in my HSC exams?

This section explains what you must do on the day of your HSC exams.

HSC exam rules and procedures

HSC exams are formal exams conducted under strict rules and procedures to ensure that all students complete their exams under fair and consistent conditions. You are responsible for understanding and following the HSC exam rules and procedures.

You cannot bring your mobile phone or study notes into your exam



Remember to put away unauthorised items before entering the exam room, including programmable watches, smart glasses and wireless earphones.

What you need to do

Make a serious attempt

- Attend and make a serious attempt in all your HSC exams.
- Attempt all exam questions and do not submit blank or token responses (e.g. answering only multiple-choice questions or submitting responses containing objectionable material such as obscene drawings or comments).
- Answer in English (unless instructed otherwise). If you do not do so, you will get zero marks for your answer.
- If you do not make a serious attempt at the exam, you may not receive a result in the course concerned. This may render some students ineligible for the award of the HSC.

Useful links

- nsw.gov.au/education-and-training/nesa/hsc/rules-and-procedures/exam-equipment-list
- curriculum.nsw.edu.au/assessment-and-reporting/assessment-in-stage-6/online-hsc-exams#equipment-needed-for-online-hsc-exams



Bring approved exam equipment

- Check the NESA website for what you can and cannot bring into the exam room, including any course-specific equipment (e.g. NESA approved calculator).
- Make sure your equipment is in good working order. NESA will not uphold misadventure applications for equipment failure.
- Do not bring unauthorised materials, borrow or share equipment during an exam or have any temporary writing on your body, even if it is unrelated to the exam. If visible writing is discovered on you during the exam, supervisors will follow malpractice procedures.
- Exam supervisors may inspect your equipment when you enter the room and will tell you where to place any unauthorised items. They are not responsible for any removed items.

Follow HSC exam rules

- The Presiding Officer and exam supervisors are responsible for enforcing exam rules and room procedures during the exam period. They cannot interpret or give instructions on exam questions.
- Follow the directions of the Presiding Officer and exam supervisors, and the rules of the school where you sit your exam.
- Do not speak to anyone other than a Presiding Officer or exam supervisor, unless approved by NESA (e.g. you may have an approved writer).
- Do not eat during the exam unless you have received permission.
- Behave respectfully and do not disrupt others.
- Academic honesty and malpractice rules continue to apply during your exams.

1 Arrive at your exam



You must arrive at the exam centre:

- **at least 30 minutes early** on the day of the first English exam and for all online HSC exams
- **at least 10 minutes early** for all other exams.

If you arrive more than one hour after the exam has started, you will be allowed to sit the exam, but you will need to explain why NESA should accept your responses for marking. The Presiding Officer will give further instructions on how to submit this explanation to NESA.

2 Before the exam starts



You must:

- sit at your allocated desk
- when prompted, check you have the correct exam paper, no pages are missing, and check the details printed on any personalised exam materials are correct (if applicable)
- raise your hand to inform the exam supervisor if something is wrong with your exam materials (e.g. you have been provided another student's exam papers)
- not write your name, school name, or any other identifying name, symbol or mark on writing booklets, answer booklets or sheets at any time.

3 Reading time



- You must not write on or mark your exam in any way or use any equipment (including highlighters). For online exams, you can use the highlight and flag function.
- If allowed a dictionary, you can read it but cannot write on or mark it.

4 Writing your exam



You must:

- not write on any material until you are instructed to
- write clearly with black pen (use pencil only if instructed to)
- only write on exam booklets or other writing material provided by the Presiding Officer (i.e. not write on any other equipment including your body, clothing or tissues)
- read all instructions and questions carefully
- write your exam centre number and student number on all writing booklets, question and answer booklets, and answer sheets (unless this is printed on them). This is to be done during writing time, not in reading time
- write your answers in the correct answer booklets. Tell the supervisor if you use the wrong booklet. Write a note on the front of the booklet(s) stating that you wrote an answer in the wrong place. Do not rewrite your answers, but make sure you label and hand in all parts of your answers
- stop writing immediately when instructed.

5 Completing the exam



You must:

- follow instructions for arranging completed answers, and wait for them to be collected
- return all parts of the exam, even if it is uncompleted (write 'non-attempt' against unanswered questions)
- complete the Student Completion Record listing the number of booklets you used and wait for it to be checked and countersigned before leaving your desk.

6 Leaving the exam



You must not:

- leave your seat without permission
- leave the exam in the first hour or in the last 15 minutes
- leave the room, except in an emergency (if you leave temporarily, you will be supervised)
- take any exam materials out of the room.

Why this is important



- Breaches of exam rules are unacceptable and may result in penalties.
- Being unaware of exam rules is not a defence for breaches.

What is expected of me in my practical exams?

This section explains what you must do throughout the year for your practical exams.

HSC practical exam requirements

Some HSC courses include a practical exam component, such as performances, projects or submitted works.

Practical exam components form part of your HSC exam and assess your application of skills and knowledge developed throughout the course.

What you need to do

Check your practical exam requirements and timetable

The time and location of practical exams vary and are different to written HSC exams.

For example, language oral exams are held earlier in Term 3, performance exams (e.g. Dance, Drama, Music) may be held at different exam centres, and submitted works must be provided in a specified format (e.g. digital files or physical submission).

Talk to your teacher about the requirements for your course or view them on NESA's website.

Complete your practical work under appropriate supervision

Practical exam components are developed over time under the supervision of your school.

If you are planning a work that you will need to work on at home, you must get your teacher's permission. If your teacher cannot verify how your work was developed, it may not be certified.

Throughout the development of your practical work, your teacher will monitor your progress and may ask you to provide evidence demonstrating how the work was created.

Submit and certify your practical work

You must comply with health and safety and course specific requirements, submit your work by the due date and time and sign the student declaration that declares the work you submit is your own.

You cannot submit the same work, or part of the same work, for more than one HSC course.

Penalties for not complying with requirements could include loss of marks or parts of the project not marked. Submitting work that is not your own may be treated as malpractice.



The role of your school and NESA

Throughout the year, your supervising teacher will monitor and record the progress of your work.

Your supervising teacher and principal must certify that you did the work under the teacher's supervision and that it:

- is your own work
- is consistent with earlier drafts and other examples of your work
- was completed and/or submitted by the due time/date
- adheres to course requirements.

In some circumstances, your school may send your work to another location to be marked by NESA. We will take every care with your submitted work but are not responsible for any loss or damage sustained in transit or during marking. You should keep copies of your work where possible and consider insuring it if loss or damage is a concern.

Why this is important

Practical works must be your own and completed under appropriate supervision

If a practical exam component is not completed under appropriate supervision and cannot be certified by your teacher and principal, your marks may be reduced, or you may get a mark of zero.

NESA requires you to consider general community standards in developing your HSC practical exams. This means considering the values and culture of your school and its community as you develop these works.

Works may not be selected for HSC showcase events if the content and presentation of the work are considered inappropriate for a general audience.

Useful links



- nsw.gov.au/education-and-training/nesa/key-dates/hsc-practical-exams
- nsw.gov.au/education-and-training/nesa/hsc/rules-and-procedures/practical-exams
- nsw.gov.au/education-and-training/nesa/hsc/practical-exams

What support is available to me?

This section explains when you can apply for help earlier in the year for HSC exam provisions and what you need to do if things do not go as planned immediately before or during your exams.

HSC exam provisions (arranged before your exams)

HSC exam provisions are practical changes approved before your exams by NESA or your school principal to support you if a condition affects your ability to access exam questions or communicate responses.

They are usually for students with a medical condition or disability that affects their function in the exam room. You do not always need a formal diagnosis to be approved.

You can apply for exam provisions that are relevant to your needs (e.g. rest breaks, small group supervision, large-print exam paper).

Examples of when HSC exam provisions do not apply:

- lack of student preparation
- difficulty with reading due to English being an additional language or dialect
- unfamiliarity with exam conditions
- difficulties not supported by evidence of functional impact.

Talk to your school early

Supports provided by your school for school-based assessments do not automatically apply to HSC exams.

What you need to do

Your school submits applications on your behalf. If you think you need exam provisions, speak to your school as early as possible so they can submit your application on time. Most applications are due by the end of Term 1. You can visit the NESA website for information about application requirements and supporting documentation.

The role of your school and NESA

NESA assesses applications and approves provisions based on each student's exam needs and how a provision would support them. Your school principal can also approve some provisions.

You will receive a notification through *Students Online* when NESA has processed your application. Your school will provide

you with your decision letter. Read this carefully to understand what provisions have been approved. If you believe NESA has made the wrong decision, you can ask to appeal. Your school should do this within 14 days of receiving the decision letter.

Why this is important

Applications must be submitted on time and with supporting information. Late applications may not be accepted.

Useful links



- nsw.gov.au/education-and-training/nesa/hsc/exam-provisions/information-for-students

Illness and misadventure (for unexpected events during the exam period)

Illness/misadventure applications are intended to ensure students are not disadvantaged by circumstances beyond their control.

You may lodge an application if an event prevented you from attending an HSC exam or you consider your HSC exam performance diminished by an illness or misadventure that occurred immediately before or during an HSC exam and was beyond your control.

Examples include sudden illness on the day of an exam, an accident on the way to the exam or a sudden medical episode during the exam. Students with approved exam provisions may also apply if they experience a flare up or further unexpected difficulties.

Examples of situations where illness/misadventure applications do not apply:

- misreading your exam timetable or exam instructions
- late arrival due to poor planning
- bringing incorrect exam equipment, including not fully charging the required devices
- lost preparation time or lost access to formal facilities
- known exam access needs that should have reasonably been addressed through exam provisions
- courses where you are a self-tuition student
- other commitments (e.g. family holiday, work, sporting events or attendance at exams conducted by other education organisations).

What you need to do

Illness/misadventure applications require immediate action on the day of the exam.

Tell your school or Presiding Officer straight away if you think illness or misadventure applies to you. If you delay, your application may be unable to be considered.

To apply, you must:

- ask your school to provide you with the illness/misadventure application form
- obtain independent evidence on the same day (immediately before or after each exam for which you are applying)
- ensure the documentation you provide is current, specific to the date and time of the exam, and submitted with the illness/misadventure application form
- follow the illness/misadventure process published by NESA.

Illness/misadventure applications require immediate action

If you have an illness or misadventure:

- and you cannot attend an exam, tell your principal immediately
- where something happens before the exam, but you can still attend, tell the Presiding Officer when you arrive
- where something happens during an exam and it may have affected your performance, tell the Presiding Officer immediately.

The role of your school and NESA

Your school will provide the application forms and guidance. Follow the application instructions and keep the acknowledgement letter you receive in *Students Online*.

NESA determines outcomes based on the evidence provided and will not uphold an application without sufficient evidence that supports a genuine reason. General medical certificates that state you were unfit for work or study will not be accepted.

You will receive a decision letter via *Students Online* on the same day HSC results are released. If your whole school is affected by an event, your school will contact you directly. You can find out more about how your exam mark is calculated for upheld applications on NESA's website.

Why this is important

If you do not have an upheld illness/misadventure application and attended your exam, you will be awarded the mark you achieved in the exam.

If you do not have an upheld illness/misadventure application and were absent from the exam, and

- **your course only has one exam**, you will not receive any result in that course. This could mean that you become ineligible for the HSC and/or ATAR.
- **your course has more than one exam component**, you will receive no marks for that component (e.g. the speaking component of a Language course or one paper of an English course).

Extension courses

If you are entered for an Extension course (other than Mathematics Extension 2) and do not sit for the related 2-unit course exam, you will receive no result for either course unless you have an upheld illness/misadventure application. If you are an English Extension 2 or Mathematics Extension 2 student and you do not sit for the related Extension 1 exam, you will receive no result for either course, unless you have an upheld illness/misadventure application.

Useful links



- nsw.gov.au/education-and-training/nesa/hsc/illness-misadventure

What happens after my HSC exams?

This section explains the review processes available if you would like to review or check aspects of your results after your HSC exam and how to access your HSC results.

Reviewing your assessment rank or grade

You can ask your school to review your assessment rank or grade in a course if you don't think it correctly reflects your performance. A review considers whether the correct processes were followed in determining your final assessment rank or grade. You cannot appeal your marks for individual assessment tasks.

What you need to do

For most HSC courses, your final assessment rank is your final position in the course based on school-based assessment. For courses such as English Studies and Mathematics Standard 1, you will receive a final grade.

It is your responsibility to check your assessment ranks and/or grades in *Students Online* after the final HSC exam of the year. If you believe your final assessment rank or grade is incorrect, you must speak to your teacher or school immediately.

If you are still not satisfied that your final rank or grade is correct, you can apply to your principal for a review.

The role of your school and NESA

If you request a review with your school, your school will investigate the matter and advise you of the outcome. Your school will inform NESA if your final assessment mark or grade changes.

If your school review is unsuccessful, you can ask your principal to lodge an appeal with NESA. Your school can provide you with a final assessment rank or grade appeal form.

The NESA review will only consider the school's review process. Results in individual assessment tasks are not subject to appeal to NESA.

Why this is important

School reviews and appeals to NESA must be lodged within strict timeframes. If you are considering a review or appeal, speak to your school as soon as possible to understand the process and relevant deadlines. Your school will advise you of the applicable timeframes and any NESA cut-off dates.

Accessing your results

NESA releases HSC results after the completion of the HSC exams and marking processes. Your results reflect your performance in completed HSC courses and whether you are eligible for the award of the HSC.

What you need to know

HSC results are released in December. You can find the release date and access your results on *Students Online*. Your results are also sent to you by email and SMS.

NESA advises students of their ATAR eligibility on behalf of Universities Admissions Centre (UAC). If you are eligible for an ATAR, it is calculated and issued separately by the UAC and will not appear in *Students Online*. ATAR eligibility is determined by UAC.

Your *Students Online* account remains active until 30 June of the year after you complete your final HSC course. Before your account closes, make sure you download any results or records you wish to keep. After this time, replacement results and certificates can be requested by following the information available on the NESA website.

If you have concerns about your results

If an examination mark is not consistent with your expectations, you may wish to request an HSC Results Check from NESA. Requests can be made through the Results Services section of *Students Online*. This service confirms that your marks have been processed correctly. It does not involve a re-mark of examination responses.

A fee applies and this service is only available for a limited period after results are released. Current fees, timelines and information about Results Services are available on the NESA website.

Your school can assist you if you have questions about your results or available review processes.

Useful links



- curriculum.nsw.edu.au/ace-rules/ace2/s6-marks-grades
- nsw.gov.au/education-and-training/nesa/hsc/results-and-certificates/understanding-your-results



More information and support

This guide outlines what you need to know and do, but it does not include every detail. Your school, *Students Online* and the NESA website can provide up-to-date information about your HSC.

If you are ever unsure about anything related to your HSC, ask your school for advice.

NESA wishes you every success in your HSC.

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