**DN/17/00085 *Attachment 4***

**Higher School Certificate Monitoring 2018**

For completion by the Principal

I hereby confirm that at this school the following information has been disseminated to all Higher School Certificate (HSC) candidates and their teachers:

* ‘Rules and Procedures for 2018 Higher School Certificate Candidates’, New South Wales Education Standards Authority(NESA) NSW, October 2017
* syllabus details, course outlines and school-developed HSC assessment program requirements for all Board Developed Courses studied by each candidate
* course outlines and assessment program requirements for all Board Endorsed Courses studied by each candidate.

I confirm that:

* courses of study offered by this school for HSC candidates are being taught in accordance with the requirements of NESA syllabuses and related documents
* any additional curriculum requirements as determined by the Minister are being met
* all Board Endorsed Courses offered by this school have current endorsement by NESA
* All VET courses delivered by the school have been issued with an “Authority to Deliver” by the relevant Public Schools NSW RTO and are being delivered in accordance with the relevant Course Information Guide, following an RTO approved training and assessment strategy.
* procedures are in place to ensure that all HSC candidates at this school are eligible for the HSC and entered in their correct courses of study for the HSC
* all students seeking an ATAR satisfy the eligibility requirements
* all students have had the opportunity to read and sign their Confirmation of Entry form
* all students with disability, in accordance with the [Disability Standards for Education 2005](https://education.gov.au/disability-standards-education), are supported to participate in the HSC on the same basis as their peers. This includes providing reasonable adjustments where needed, including HSC disability provisions, in consultation and collaboration with the student, parents and carers
* students entered for one or more Preliminary or HSC courses have satisfactorily completed the ‘HSC: All My Own Work’ program (or its equivalent). Note: students entered **only** for Stage 6 Life Skills courses are exempt from this requirement
* policies and procedures have been developed to comply with NESA HSC assessment requirements as outlined in Section 3 of [HSC assessment in a standards-referenced framework – A Guide to Best Practice](http://www.boardofstudies.nsw.edu.au/hsc_assessment_policies/hsc_assessment_std_ref_fwk.html)
* systems and procedures are in place to ensure (a) ongoing monitoring of student eligibility for the HSC and ATAR, (b) appropriate monitoring of all work presented by students in assessment tasks and submitted works, and (c) ongoing monitoring of school and teacher compliance with NESA requirements in teaching, curriculum and assessment.

I confirm that I have discussed all of the above with all head teachers and supervising teachers at this school so as to ensure that NESA and Department requirements in relation to students, teaching and assessment at this school are being met. These discussions included:

* compliance with assessment policies, programs and procedures including record keeping
* fulfilling all course objectives and outcomes
* knowledge of and compliance with course content and options including the teaching of current prescribed texts and topics
* application for [HSC disability provisions](http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/disability-provisions) for students who require them to access and participate in HSC examinations, in consultation with the student, parents and carers, as well as the principal’s authority to provide adjustments for school-based assessment tasks
* compliance with requirements in respect to major works, projects and performance components (where applicable)
* student subject choice, patterns of study and eligibility for the HSC and ATAR
* meeting VET work placement requirements as outlined in the department’s Workplace Learning Policy.

I confirm that to the best of my knowledge all HSC requirements are being met by all students and that where relevant VET Quality Assurance checklists have been completed.

**School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Principal’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / / 2018**

**Please ensure that this form is forwarded to your Director, Public Schools NSW by 13 April 2018.**