***DN/17/00085 Attachment 3***

**School based monitoring processes for**

**Higher School Certificate requirements for 2018**

In accordance with New South Wales Education Standards Authority (NESA) requirements all senior students must be issued with the ‘Rules and Procedures Guide for 2018 Higher School Certificate Candidates’ (October 2017)*.*

Other procedures might include:

* providing all head teachers and teachers of Year 11 and Year 12 with a copy of this memorandum and its attachments
* conducting workshops for all relevant staff – deputy principals, head teachers, Preliminary and HSC course classroom teachers, year advisors, careers advisers and VET coordinators to ensure a clear understanding of school and NESA requirements, including HSC disability provisions. ‘Supporting the Higher School Certificate’ has been developed to provide support for schools in the development, monitoring and review of clear, whole school processes and procedures.
* developing school based policies and procedures which are implemented consistently by all staff
* providing all senior students with Attachments 1 and 2 from this memorandum
* reviewing school based procedures and staff responsibilities in relation to the collaborative planning process for students with disability, personalising learning and support and the application process for HSC disability provisions
* checking that all staff are aware of the adjustments required by students with disability to access and participate in help them access and participate in all areas of learning, including informal and formal assessment tasks
* providing timely advice to all students with disability, in relation to HSC [disability provisions](http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/disability-provisions) and associated application processes
* displaying copies of Higher School Certificate requirements in senior students’ classrooms, study areas and the library
* checking individual student compliance with these requirements at least once each term in Preliminary and HSC courses, and whenever NESA confirmation of entry documents are generated
* issuing students with printouts of their courses with variations to the approved pattern of study highlighted
* ensuring students have signed their Confirmation of Entry forms
* overseeing the delivery of VET courses by external providers (i.e. TAFE and other Registered Training Organisations) and entering students into HSC VET courses whether delivered by school or external providers, as well as for optional VET examinations
* displaying copies of the Higher School Certificate Exam Timetable poster and issuing students with individual copies of the timetable
* encouraging students to use the NESA ‘Students Online’ service. This service provides access to:
  + - personal information held by the NESA
    - Higher School Certificate entry information
    - personalised examination timetables
    - past examination papers
    - Higher School Certificate results.