 Supporting the HSC

Monitoring requirements for the HSC

The Higher School Certificate (HSC) is a very important, internationally recognised credential for students, awarded to those who successfully complete a comprehensive program of study, including Preliminary and HSC courses. Schools need to develop programs of study and assessment and reporting processes which comply with the requirements of the NSW Education Standards Authority (NESA). These programs need to be understood by, and supportive of, students and their families. These processes should be time efficient and managed to provide support to teachers, students and families.

Breaches of HSC requirements, inaccurate information and inequitable practices can result in serious consequences for students and their families, teachers, school executives and the Department of Education. Additionally, breaches may attract significant public scrutiny.

This document has been developed to support schools in the monitoring of requirements for Preliminary and HSC courses. It also provides models of processes which schools may choose to use as the basis of negotiated, whole school processes and procedures.

Samples of record keeping documentation are available from the [department’s Stage 6 assessment and reporting website](https://education.nsw.gov.au/assessment-and-reporting/assessment/stage6). Note that school based processes and procedures must reference the department’s [curriculum planning and programming, assessing and reporting to parents K-12 policy](https://education.nsw.gov.au/policy-library/policies/curriculum-planning-and-programming%2C-assessing-and-reporting-to-parents-k-12) and the associated policy standards.

The NESA Stage 6 syllabuses describe the Preliminary and HSC courses to be taught within each subject that may be undertaken as part of the HSC pattern of study. All schools are required to deliver programs of study that comply with the requirements of NESA syllabuses, including coverage of all the essential content of these syllabuses and the course prescriptions

The [Assessment Certification Examination (ACE) website](http://ace.bostes.nsw.edu.au/higher-school-certificate) describes the rules and procedures set by NESA for the HSC in New South Wales. This includes the [mandatory requirements](http://ace.bostes.nsw.edu.au/ace-8072) for the development of internal assessment programs and the reporting of student performance.

Best practice in developing whole school processes and monitoring the delivery of HSC courses

Every school should have negotiated and documented processes and procedures for supporting and monitoring the delivery of HSC courses which meet NESA and department requirements and are implemented consistently by all staff.

The key aspects to be addressed include:

* where a student has an identified disability, communicate with parents and the learning and support team to develop reasonable adjustments to enable the student to participate in the full range of educational activities
* curriculum delivery is differentiated to support the needs of all students
* all teachers extensively analyse the school’s HSC results and use this data to inform decision making
* departmental requirements for professional learning are implemented and a system exists to enable HSC teachers to engage in relevant professional learning
* senior executive support and regularly meet with head teachers, teachers and students to review and monitor students’ work as part of the school’s management of HSC processes and procedures
* teachers, head teachers and senior executive regularly check the implementation of the school’s processes and procedures for supporting and monitoring the delivery of the HSC
* negotiated whole school processes and procedures are in place to track from the syllabus to programs, units of work and program registration
* first-time HSC teachers and teachers developing confidence with delivery of HSC courses are supported in the delivery of the course and in fulfilling the school based processes and procedures. This could include professional learning, mentoring or team teaching.
* Strategies are implemented consistently across the school to identify students’ needs and monitor progress to inform teaching and learning

Maintenance of Preliminary and HSC records

Part of the negotiated processes and procedures is the maintenance of a copy of records which is centrally and securely located, accessible to the school executive and regularly backed up. These records will support the teaching of Preliminary and HSC courses in instances of unexpected or prolonged absences of teachers or other misadventure.

These records should include:

* course based attendance records
* NESA documents and bulletins related to the course
* the implemented teaching program, including registration and evaluation
* records of students receiving notification of tasks, submitting tasks and receiving feedback
* records of student performance and achievement
* records of conferencing with students, parents and head teachers
* records related to students causing concern and documentation of interventions to support these students
* records of adjustments made for students with disability
* NESA HSC calendar deadlines

Responsibilities in supporting and monitoring the delivery of HSC courses

Teacher responsibilities

Every teacher should:

* maintain records consistent with negotiated school processes and procedures that are regularly backed up, stored centrally and readily accessible to the executive and senior executive
* implement, with appropriate support, all NESA requirements for course content, objectives and outcomes
* implement classroom assessment procedures according to school processes and procedures and NESA requirements
* ensure that students have access to all relevant course documents
* ensure teaching and learning is based on relevant materials and meets student needs and syllabus requirements
* identify students causing concern and, in a timely manner, implement strategies to support them and communicate with parents or carers

Head teacher responsibilities

Every head teacher should:

* ensure courses of study comply with the NESA syllabus and related documents
* implement, with appropriate support, the negotiated school processes and procedures, including record keeping
* ensure staff have knowledge of, and teaching programs show compliance with, NESA course content and options including teaching of current prescribed texts and areas of study
* ensure adjustments are in place for students with disability to access and participate in the full range of education activities, including assessment tasks
* ensure teaching programs comply with NESA requirements for submitted works and practical performances
* ensure VET courses are delivered within the scope of registration
* communicate to senior executive any concerns in a timely manner

Senior executive responsibilities

The senior executive should:

* support head teachers in monitoring the delivery of HSC courses
* develop with teachers and head teachers explicit, consistent, systematic and clearly articulated whole school processes that align to the [ACE rules and procedures](http://ace.bostes.nsw.edu.au/higher-school-certificate) and the staff and students’ needs
* support teachers and head teachers in implementing the school’s processes for the delivery and monitoring of HSC courses
* maintain accountability for ensuring that all NESA requirements for the HSC are met by the school
* notify their Director, Public Schools NSW in a timely manner of any concerns relating to meeting HSC requirements

Sample preliminary and HSC timeline

This is a sample timeline that shows key events for the annual HSC cycle and the necessary actions for schools. It is provided to guide the development, monitoring and review of negotiated, whole school processes and procedures.

Term 4

Preliminary

[ ]  Complete Preliminary HSC monitoring processes and procedures.

[ ]  Evaluate Preliminary HSC processes and procedures to inform course development for the following year.

HSC

For new cohort of HSC students

[ ]  HSC commences for new cohort

[ ]  Establish a record keeping system consistent with the negotiated school processes and procedures.

[ ]  Distribute ‘NESA Rules and Procedures for Higher School Certificate’ to all students and HSC course teachers. Student signatures indicating they have received the rules and procedures should be recorded.

[ ]  Distribute ‘Pattern of Study Requirements Checklist for the Higher School Certificate’ to head teachers and HSC teachers.

[ ]  Distribute ‘School-Based Monitoring Processes for Higher School Certificate Requirements’ memorandum and its attachments for head teachers and HSC teachers.

[ ]  HSC students to sign to acknowledge receipt of relevant syllabus information, course scope and sequence, assessment schedule for each course, school assessment policy and guidelines for submitted works and practical performances

[ ]  VET competency entries updated for each student’s achievement against the outcomes and work placement hours entered

[ ]  Meet to monitor progress of submitted works and practical performances.

[ ]  Encourage students to use the NSW Students Online service.

For existing cohort of HSC students

[ ]  HSC examinations

[ ]  HSC assessment ranks available from Schools Online

[ ]  NESA HSC results inquiry centre opens

[ ]  HSC results available to students via internet, SMS and phone

[ ]  View students’ results, including merit lists such as first-in-course and HSC all-rounders

Term 1

Preliminary

[ ]  Establish record keeping mechanism for Preliminary classes.

[ ]  Distribute assessment schedule and assessment policy information to students, consistent with NESA and school processes and procedures.

[ ]  Students to sign to acknowledge receipt of relevant syllabus information, course scope and sequence, assessment schedule for each course, school assessment policy, and guidelines for submitted works and practical performances.

[ ]  Certify student entries and confirm completion of ‘All My Own Work’.

[ ]  Enter and certify that students are in the correct Preliminary course on Schools Online.

[ ]  Provide completion grade for RoSA on Schools Online.

HSC

For previous cohort of HSC students

[ ]  Analyse HSC data for each course and develop learning strategies to move students into higher performance bands.

For current cohort of HSC students

[ ]  Review the implementation of processes and procedures to ensure that students satisfy the requirements for the award of the HSC and meet NESA syllabus objectives including teaching the prescribed areas of study, electives and tests.

[ ]  The principal signs the ‘Higher School Certificate Monitoring’ attachment to the ‘Monitoring of Higher School Certificate Requirements’ memorandum and lodges it with their Director, Public Schools NSW.

[ ]  The principal completes documentation in the ‘Teaching of Higher School Certificate Students’ memorandum to determine subjects taught by inexperienced or unsupervised staff, and identify how those teachers are being supported. This documentation is sent to their Director, Public Schools NSW, along with agreed, documented support plans.

[ ]  Enter students into HSC courses on Schools Online.

[ ]  Issue students with printouts of their Confirmation of Entry with variations highlighted and conform students are entered in the correct HSC courses. Students are to sign their Confirmation of Entry forms.

[ ]  Students are to sign they have read the HSC Rules and Procedures guide.

[ ]  Certify student entries and practical examination options.

[ ]  Check VET competency enrolments and indicate which units of competency VET students will be studying.

[ ]  Submit disability provision applications for all known cases.

[ ]  Finalise HSC marker and exam committee applications.

[ ]  Nominate the HSC Presiding Officer who will administer the HSC written examinations.

[ ]  Document meetings between class teachers and students to monitor progress of submitted works and practical performances, including clear, written feedback being provided.

Term 2

Preliminary

[ ]  Conduct Year 11 student report interviews to focus on students’ academic progress and identify and support students with learning plans.

[ ]  Review records for each class teacher (see Maintenance of Preliminary and HSC Records).

[ ]  Monitor VET delivery and progress with competences including work placement hours and update eBOS.

HSC

[ ]  Read the ‘Higher School Certificate Requirements for Term 3’ memorandum regarding procedures for HSC trials; continuity of teaching and effective student preparation; monitoring student entries and HSC and ATAR eligibility; monitoring assessment tasks and submitted works; and monitoring compliance with the NESA requirements in teaching, curriculum and assessment.

[ ]  Distribute Year 12 student reports and conduct interviews to focus on students’ academic progress, identify and support students with learning plans, and refine strategies to move students up through performance bands.

[ ]  Encourage students to use Students Online.

[ ]  Monitor VET delivery and progress with competencies including work placement hours. Update eBOS.

[ ]  Document progress meetings between class teachers and students to monitor submitted works and practical performances, including clear, written feedback being provided.

[ ]  Access HSC examination timetable published on Students Online and Schools Online.

[ ]  Access scheduling of Language oral exams.

[ ]  Complete elective survey, provide the number of students in each course studying each text, elective option or topic.

[ ]  Update Life Skills outcomes profiles.

Term 3

Preliminary

[ ]  Complete and distribute Year 11 student reports.

[ ]  Submit intention to issue N Determination for non-completion of course requirements.

HSC

For the next cohort of HSC students starting in Term 4

[ ]  Map HSC assessment tasks to balance the load of tasks on students.

For the current cohort of HSC students

[ ]  Review HSC record keeping as per the school’s processes, procedures and assessment schedules as well as NESA and department requirements.

[ ]  Complete and distribute Year 12 student reports.

[ ]  Coordinate submitted works and practical performances for submission and marking.

[ ]  Complete UAC Schools Recommendation Schemes applications.

[ ]  Submit intention to issue N Determination for non-completion of course requirements.

[ ]  Certify and submit HSC assessment marks, VET examination estimates and Life Skills outcomes.