



Erskine Park High School

Pride In Achievement

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Clearance and HSC Exam Information 2019

The following information is designed to clearly set out the events and expectations for Year 12 students prior, during and after the HSC examination period. It should be read in conjunction with the summary of key dates.

STUDY VACATION (STU-VAC): (Starts Monday 14th October)

The first **HSC exam starts on Thursday, 17th October 2019**. There will be no formal lessons for Year 12 during the first week of Term 4. This is Stu-Vac – a time for students to revising work and prepare for the HSC examinations. You can use Stu-Vac to seek last minute advice and support from teachers.

ACCESS TO TEACHERS DURING STU-VAC AND THE HSC EXAM PERIOD

During Stu-Vac, you are welcome to consult with your teachers for advice and encouragement. The time to see your teachers is during your normal Year 12 timetabled lessons for each subject. If possible, you should contact your teacher to arrange a meeting time. All students attending school during Stu-Vac need to be in school uniform and sign in at the front office.

CONDUCT

It is important that you conduct yourself responsibly leading up to and throughout your exams. You are not to be on the school premises at any time other than for scheduled classes, study or consultation with teachers. As is usual at this time of the year, there will be security on the school grounds in the evenings. Between now and the end of the HSC exams, you are expected to conduct yourself to an excellent standard to ensure you remain eligible for your Higher School Certificate. *At some schools, in the recent past, violation of this expectation has seen some students receive NO Higher School Certificate. This is entirely avoidable.*

THE HSC EXAMS

- Re-read the booklet *Higher School Certificate Rules and Processes* issued to you in Term 1 this year and available at: <https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/rules-and-processes>
- Read your examination timetable thoroughly and list or highlight your own exam dates and times. The HSC timetable is available on the NESA website <https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/key-dates-exam-timetables>
- Misreading the timetable cannot be used as grounds for an Illness/misadventure appeal.
- Note: Daylight saving begins on **Sunday 6th October** when clocks are turned **forward** 1 hour – don't be confused!
- You are required to wear your school uniform to each exam.
- For the first English exam, you need to be at the hall entry next to the Administration block no later than 8.45 am so that essential paperwork can be completed. You will need to assemble in alphabetical order by English course.
- Once exams have started, check your exam timetable every night just to be certain you make no mistakes about dates and times. Misreading your timetable is NOT grounds for appeal.

- **If there is any incident at home, outside the school, on the way to an exam or during an exam, which may have an adverse effect on your performance, it is vital to let the Presiding Officer (Main Exam Supervisor) know as soon as possible – or your Year Adviser (Ph 9834 3536) - upon arrival. Don't leave it until the end of the exams.**
- Likewise, if you are ill, or need any help of some kind, don't hesitate to let a supervisor know. The Presiding Officer will advise whether you should complete an Illness/Misadventure Form. The Presiding Officer in Charge of the Examinations in the hall is NOT a teacher of the school. She is appointed by NESAs to conduct the HSC examinations at Erskine Park High School.
- **DO NOT LEAVE THE EXAM ROOM EARLY.** There have been no successful students who have done this. If you have time to spare then double check, re-read for greater clarity and/or expand on your answers.

STUDENT CLEARANCE DAYS

Please note that many of the texts you currently have for your classes are vital for Year 11 who are just starting their HSC Course in Term 4. We need them all back from you.

NOTE: All English texts are to be returned on the morning of the second English HSC examination.

You are expected to clear for each subject on either Monday 11th November or Wednesday 13th November. If you finish your last exam later than these dates you will need to clear after your last examination.

ON CLEARANCE DAYS

- Collect your clearance form from the front office of the school.
- Pay subject materials contributions. Administration charges not paid should be finalised too. There are two types of contributions: subject materials contributions and the administration charge. Subject materials contributions (monies for consumables materials used by you like food, metal, wood, paper, etc) must be paid before clearance can be finalised. The Administration charge must also be finalised. An interview with the Principal may be requested or required over these matters. Payment plans are available to assist parents, if organised early. *Note: The school requires the payment of the Administration charge for each year of attendance at the school and has enjoyed a strong historical support from parents. This is used to strengthen school and student facilities.*
- Visit each teacher/faculty, show them receipts of paid subject materials contributions.
- Hand in books and equipment at the relevant staffroom.
- Have your teacher(s) or Head Teacher(s) sign off on the clearance form against their subject. This indicates you have returned books and equipment.
- Visit the library and return books and resources. Have the librarian sign your form to acknowledge that indicating you have returned all books and resources.
- Bring your clearance form back to the front office for checking and signing.
- Arrange for book bond refund or transfer of this money to formal or fees
- Visit the Principal as your final clearance point.
- You will receive your school reference (if you submitted paperwork before graduation day to your Year Adviser) from the Principal and provided you have followed the above procedures.
- The finished form is given to the Principal and school formal ticket is issued.

THE FINAL HSC ASSESSMENT RANK

Once the final Year 12 Higher School Certificate school reports are published, you will receive your final HSC assessment ranks for the courses in which this is relevant. There are some courses, for example VET courses, that do not require assessment ranks. Students can access this information on the Students online part of the NESAs website (available at the conclusion of all HSC examinations). You should confirm that your NESAs course assessment ranks match the final ranks on their school reports. **If any concerns or inaccuracies exist, the Deputy Principal must be alerted immediately.**