School Curriculum and Standards Authority

Year 12 Information Handbook

Part I: Information for all students

For more information go online: **www.scsa.wa.edu.au**

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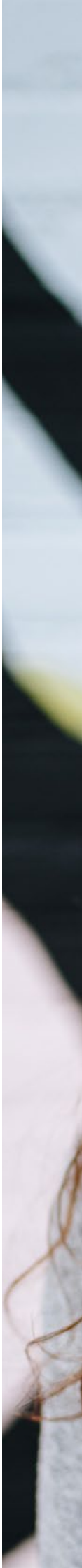

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Student name:

WA student number:

FOREWORD

— by Allan Blagaich
Executive Director
School Curriculum and Standards

There is no doubting that Year 12 is a big year. The last day of formal enrolment at school for Year 12s is in October. That's just seven months away from the publication of this handbook. It really is not long before your schooldays will be behind you.

You already know that there is a lot you need to do between now and October. If you are enrolled in ATAR courses, you are, no doubt, already thinking about the November exam season (and the practicals that begin in September if your courses have a practical component). All Year 12 students taking WACE courses have school-based assessments to complete. Whatever your pathway at school, your hopes for the future and your plans, focusing on your goals for now, the mid-term and the long-term will stand you in good stead. Give your best effort, make the most of opportunities, be as informed as you can be.

You can be sure there are challenges and adventures ahead. Some of these may be stressful and you may find your emotions run high. It is important, however, that you keep the year in perspective. Taking an organised, informed approach is one strategy to meet and overcome challenges. If you know what you need to do, along with when, it is easier to make sure you get things done.

To be successful in Year 12, you need to meet the standards set for your assessments. You also need to meet deadlines and meet requirements. Reading this handbook is one way you can make yourself informed. The information this handbook presents is offered as a support. It is an official source of advice. It is great to ask your friends questions like whether they know when you can change courses, or what you can take into an exam. It makes sense, however, to confirm information from an official source.

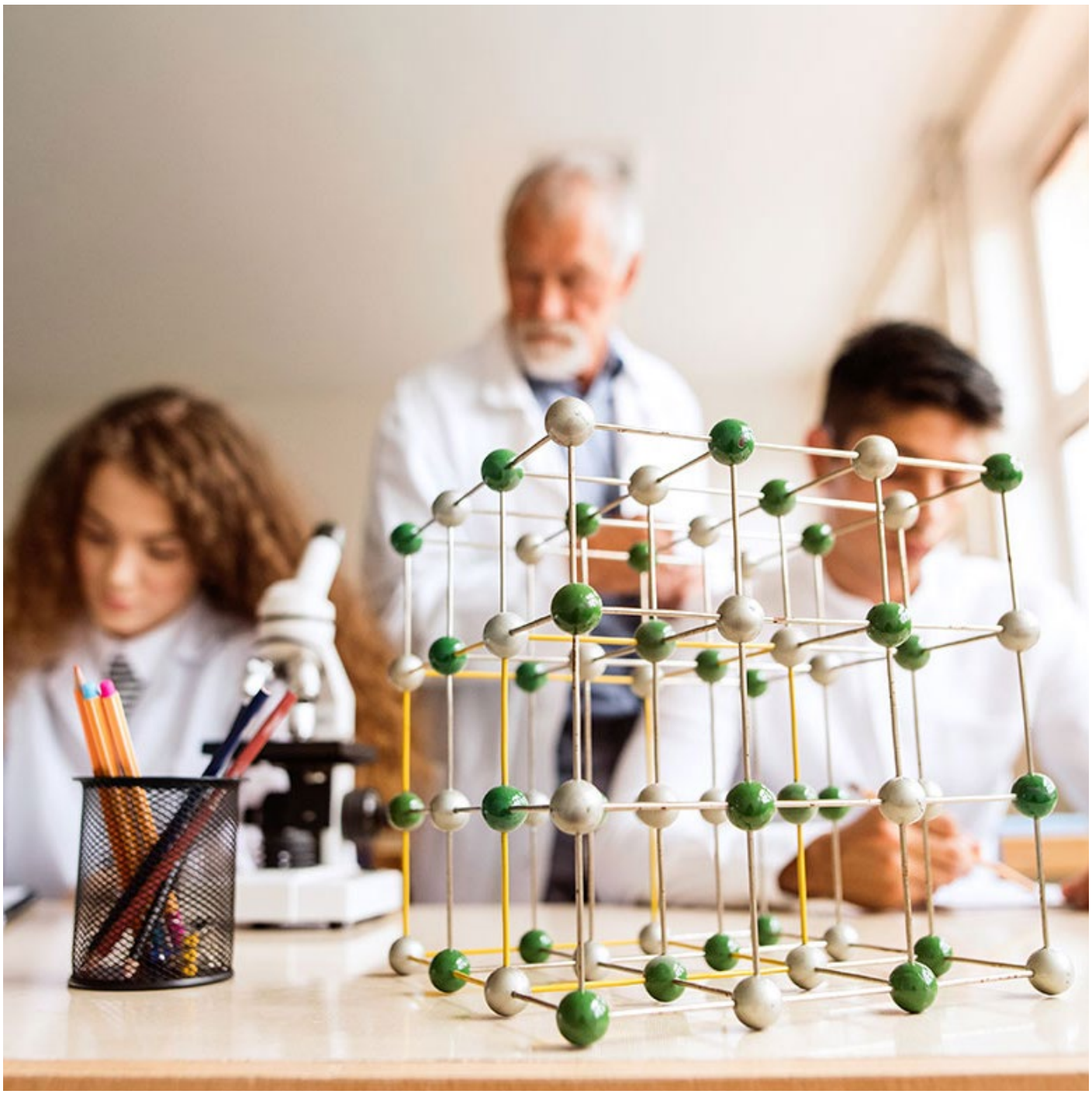
> Taking an organised, informed approach is one strategy to meet and overcome challenges.

As a final year student, you should empower yourself by informing yourself. As a general rule in life, it is always best to avoid confusion and get information directly from a reputable source. You can avoid a lot of stress if you ask a question about what might be worrying you. Your school is a great starting point, especially if you are unsure about your courses and the WACE requirements.

You can also use tools like the WACE Checker to keep an eye on how you are going towards achieving your WACE. The WACE Checker helps you monitor your enrolments. You can use it to check the impact of changing out of a course or if your grades were to change. You can find the WACE Checker on our new student website home page at **https://student.scsa.wa.edu.au**.

The student website is a new source of information for students this year. It collects a lot of the information from this handbook.

To check your enrolments and, if relevant, your examination timetable, log in to the student portal **https://studentportal.scsa.wa.edu.au**



It also takes you to the new student portal. The portal is where you will complete tasks like the online declaration and permissions form, check your enrolment and personal details, get your examination timetables and access your results in December. I recommend you bookmark the student website and check back in on it regularly.

Whether you find Year 12 exciting, daunting or just plain busy, you need to focus on what is important to you. Keep a balance between the work you need to do for your courses and your commitments to your family, friends, school and community. You are not in this journey alone.

I thank Loan Pham, formerly of Girrawheen SHS and now a Pharmacology student at The University of Western Australia, for contributing this year's student preface. Loan's observation that Year 12 is a busy year, but new opportunities will be given to you, and not to be afraid to reach out and take them, is a timely reminder to all of us.

As you draw closer to the end of your schooldays, I wish you all the best for a productive and successful year.

REFLECTIONS ON YEAR 12

– by Loan Pham

Loan is currently doing a Bachelor of Biomedical Science majoring in Pharmacology at The University of Western Australia.

Have you ever felt like there's never enough time to complete your tasks when you're busy? Well, Year 12 is definitely a busy one filled with assessments, exams and new opportunities. So, figuring out how to use your time efficiently will make it a lot easier for you to get through.

Year 12 might seem daunting at first, especially with the increase in workload and having to deal with the major changes the year brings. But that's why the Year 12 handbook exists. It's a great tool in finding answers regarding WACE, VET, exams and the requirements you need to fulfil in order to meet your goals. You should definitely have a look if you have any questions about what you need to do this year.

If you're working towards an ATAR, you want to achieve an ATAR score you're proud of and working with your strengths and weaknesses will play a major part in achieving your goal. For those who are not working towards ATAR, Year 12 will still be a lot to handle. You might have chosen a different path but everyone has goals they want to achieve. All Year 12s need to work hard to achieve their best results and goals.

There were a lot of things I didn't understand throughout Year 12 and having friends and the right support really helped. Make the most out of your connections and reach out for help when you need it. Whether it's your friends, family or teachers, they're all experiencing the journey with you, and chances are they'll have some understanding of what you're going through. I know that if it wasn't for these people guiding me along the way, I probably wouldn't have done as well on my own.

Another thing that really helped me through Year 12 was finding a stress outlet. For me, I released all my anxiety, nerves and stress through dance in order to refresh myself. Having a balance between working hard and having fun helps you stay motivated and be able to persevere through your final year of high school. I chose dance to gain a Cert II and felt reassured that I had it as a backup. But my main reason for choosing dance was because it was something I genuinely enjoyed. It helped me clear my mind and gave me a break from the busyness of high school and helped me stay connected to those around me.

As mentioned before, Year 12 is a busy year. New opportunities will be given to you, so don't be afraid to reach out and take them. Step out of your comfort zone and create memories you'll want to remember. You want to be able to look back on your final year at high school and not regret missing out on anything. Life isn't all about studying.

> New opportunities will be given to you, so don't be afraid to reach out and take them.

IMPORTANT DATES 2019

Here are some key dates for Year 12 students.

For further details about other important dates, go to the *Activities Schedule* on the Authority website at **https://www.scsa.wa.edu.au/publications/activities-schedule**.

Date	Details
5–7 Mar	Round one of the Online Literacy and Numeracy Assessment (OLNA) – Writing component tests.
5–29 Mar	Round one of the Online Literacy and Numeracy Assessment (OLNA) – Numeracy and Reading component tests.
5 Mar	Applications for Appeal against EALD Eligibility Decision for Year 12 students who submitted an application in 2018 need to be received by the Authority.
22 Mar	ATAR course practical examination information published on the Authority website.
4 Apr	Last day to enrol as a non-school candidate for an examination. Last day for Year 12s to change their enrolment in courses (after this date you can only withdraw).
4 Apr	Applications for special examination arrangements for candidates with a disability sitting ATAR course examinations need to be received by the Authority.
6–24 May	Externally set task (EST) for each General and Foundation Year 12 course being delivered.
20 Jun	Enrolments in VET qualifications and VET units of competency for Year 12 students need to be uploaded by the school to the Authority. Final changes to enrolments into VET industry specific course units for Year 12 students need to be uploaded by the school to the Authority. Year 12 student declaration and permission details (relating to the release of personal information, use of school work and examination responses) need to be completed online.
26 Jul	Last day for withdrawal of enrolment from ATAR courses with a practical examination component for Year 12 students need to be uploaded by the school to the Authority. Last day to apply to sit ATAR course examinations outside WA.
31 Jul	Last day for schools to lodge applications for alternative format ATAR course practical examinations.
15 Aug	Last day for withdrawal of enrolment from ATAR courses without a practical examination component for Year 12 students to be uploaded by the school to the Authority. Last day for withdrawal of enrolment from General, Foundation and Preliminary courses for Year 12 students to be uploaded by the school to the Authority. Enrolments in endorsed programs for Year 12 students need to be uploaded by the school to the Authority.

Date	Details
2–4 Sep	Round two of the Online Literacy and Numeracy Assessment (OLNA) – Writing component tests.
2–27 Sep	Round two of the Online Literacy and Numeracy Assessment (OLNA) – Numeracy and Reading component tests.
2 Sep	Last day for student nominations for the 2019 School Curriculum and Standards Authority VET awards to be uploaded by the school to the Authority.
12 Sep	Personalised examination timetables available for the ATAR course practical and written examinations.
25 Sep	Date for receipt by the Authority: • Design practical examination portfolio submissions. • French, German and Italian Background Languages *Personal Investigation Interview Sheet*. • Materials Design and Technology practical examination portfolio submissions. • Media Production and Analysis practical examination production submissions. • Music composition practical examination portfolio submissions. • Visual Arts practical examination production submissions.
28 Sep–6 Oct	ATAR course practical examinations for Aviation, Dance, Drama, Music and Physical Education Studies.
28 Sep–13 Oct	ATAR course practical examinations for English as an Additional Language or Dialect (for students enrolled at an overseas school).
12–20 Oct	ATAR course practical examinations for English as an Additional Language or Dialect (for students enrolled at a Western Australian school) and for Chinese: Second Language, French: Second Language, French: Background Language, German: Second Language, German: Background Language, Indonesian: Second Language, Italian: Second Language, Italian: Background Language, Japanese: Second Language. Note: students doing Interstate Languages need to check their timetables for dates.
30 Oct–19 Nov	ATAR course written examinations.
21 Nov	Last day for completed *Sickness/Misadventure Application* forms to be received by the Authority.
18 Dec	Year 12 students' results available online via the Authority's student portal. **https://studentportal.scsa.wa.edu.au**

In mid-January 2020 login to the Authority's student portal to print your folio of achievement for 2019.

SOCIAL MEDIA

Keep up-to-date with information about the WACE, WASSA, exams and important dates.

The Authority has two Facebook pages and a Twitter account. We recommend our general Facebook page as the most relevant for Year 12 students and as a way to contact us if you have questions.

https://facebook.com/SCSAWA is for students in Years 10, 11 and 12, their parents, teachers and community stakeholders. The focus of the page is on providing information to students working towards the WACE and a WASSA.

https://facebook.com/SCSAWAteachers is for teachers and community stakeholders. The focus of the page is on providing information to teachers delivering the Western Australian curriculum from Kindergarten to Year 12. Reminders about key dates as listed in the *Activities Schedule* are published on this page.

https://twitter.com/scsawa provides general information to the Authority's stakeholders.

Response times

The Authority's office hours are 8.00 am to 4.30 pm from Monday to Friday, excluding public holidays. Our social media accounts are formally monitored during these hours. Due to checking processes and other commitments, a response to a question or comment may not be immediate. Decisions on out-of-hours responses are made on a case-by-case basis and are dependent on staff availability. We always do our best to respond to you within two working days.

Community standards

We welcome your feedback, comments and questions through social media, but be aware that we moderate the pages.

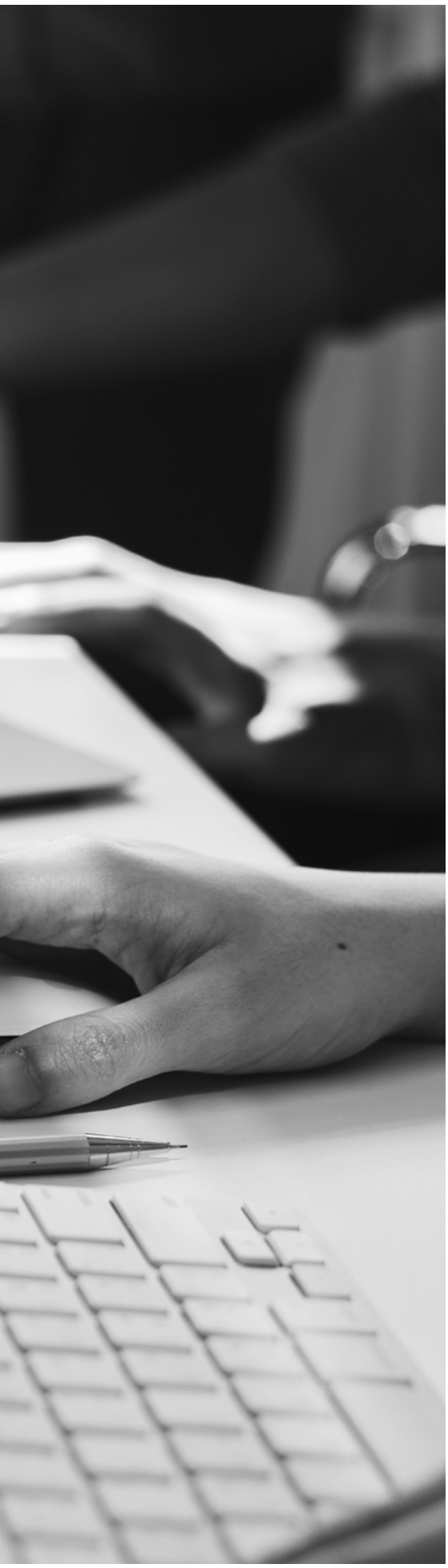
The Authority treats its social media spaces as 'family friendly' and has a zero tolerance approach to rude language and abusive or offensive posts.

Contact us

Teachers, students and stakeholders are encouraged to use the Authority's Facebook and Twitter pages to access information and stay in touch with the Authority.

We also have an email if you prefer not to use social media.

Email us at **info@scsa.wa.edu.au**.



STUDENT PORTAL

Keep track of your information.

The student portal found at **https://studentportal.scsa.wa.edu.au** – is a space for Year 12 students to check and access personal information that relates to their WACE.

Visit the portal to:

- check your personal details
- check your enrolments
- complete the student declaration and permission (Year 12s, and anyone enrolled in a Year 12 course, are expected to do this by **Thursday, 20 June 2019**)
- download a copy of approved special examination arrangements
- download a copy of the *Physical Education Studies practical examination information* – sport to be examined and skill level
- download a copy of the *Personalised practical examination timetable* which states the date, time and venue for each practical examination you need to attend
- download a copy of the *Personalised written examination timetable* which states the date, time and venue for each written examination you need to attend
- check your results
- download a copy of your sickness/misadventure outcome.

You need to have your WA student number – which you can find out through your school – and a password to access the portal. When you visit the portal for the first time you will be prompted to change your password.

Helpdesk

If you have trouble accessing the portal, you can email **wacehelp@scsa.wa.edu.au** (monitored from Monday to Friday between 8.00 am to 4.30 pm).

Note: the helpdesk staff will need you to provide proof of your identity. Due to security restrictions, information such as your WA student number cannot be provided over the phone.

WASSA

A WASSA is issued to all students at the completion of Year 12. It lists all courses, certificates and programs students have completed in Year 11 and Year 12. (Some students on accelerated programs with approval of the Authority may have completed some of these in Year 10).

WACE

Achievement of a WACE signifies that you have successfully met the breadth and depth requirement, the achievement standard requirement and the literacy and numeracy standard requirement in your senior secondary schooling.

Most students complete the requirements in two years, although the Authority will allow you to meet the requirements over your lifetime.

The WACE is recognised nationally in the Australian Qualifications Framework (AQF) and by universities, other tertiary institutions, industry, employers and training providers.

Requirements to achieve a WACE

Achievement of your WACE acknowledges that at the end of your schooling you have achieved or exceeded the required minimum standards in an educational program that has suitable breadth and depth.

To achieve a WACE in 2019, you must meet the following requirements:

Breadth and depth

- Completion of a minimum of 20 units, which may include unit equivalents attained through VET and/or endorsed programs. This requirement must include at least: (Explanatory notes 1, 2, 3, 4, 5)
  - » a minimum of 10 Year 12 units, or the equivalent
  - » four units from an English learning area course, post-Year 10, including at least one pair of Year 12 units from an English learning area course
  - » one pair of Year 12 units from each of List A (arts/languages/social sciences) and List B (mathematics/science/technology).

Achievement standard

- Achievement of at least 14 C grades or higher (or the equivalent) in Year 11 and 12 units, including at least six C grades (or equivalents) in Year 12 units. (Explanatory notes 5 and 6)
- Completion of at least four Year 12 ATAR courses or a Certificate II (or higher) VET qualification.

Note: in the context of VET in the WACE, the term 'complete' requires that a student has been deemed competent in all units that make up a full qualification.

Literacy and numeracy standard

- Demonstration of the minimum standard of literacy and numeracy. (Explanatory notes 7 and 8)

Explanatory notes relating to WACE requirements

1. The breadth requirement can be met through ATAR, General and Foundation courses. The depth requirement can be met through ATAR, General, VET industry specific and Foundation courses, VET credit transfer and endorsed programs. The achievement standard can be met through ATAR, General, VET industry specific and Foundation courses.
2. Of the 20 units required for a WACE, up to a maximum of four Year 11 units and four Year 12 units may be substituted by VET qualifications and/or endorsed programs. A student may choose to study VET qualifications and/or endorsed programs and may substitute using only VET qualifications (up to a total of eight units) or using endorsed programs (up to a total of four units) or using a combination of VET and endorsed programs (up to a total of eight units but with a maximum of four units with endorsed programs – two in Year 11 and two in Year 12).
3. Students are able to substitute the minimum number of course unit requirements with unit equivalents achieved through the completion of AQF VET qualifications at Certificate I, II, III and higher and/or endorsed programs.
4. Students can repeat units. However, those units that have the same unit code, e.g. AEENG, and are repeated, do not contribute to the WACE requirements more than once.
   Note: students who complete ATAR Units 3 and 4 as part of an accelerated program and sit the examination cannot repeat these units until after they leave school at the completion of Year 12.
5. Students enrolled in a Year 12 ATAR course must sit the external examination in that course. If students do not sit an ATAR course examination and do not have an approved *Sickness/Misadventure Application* for not sitting the examination in that course, the pair of units completed in that year will not contribute towards any of the WACE requirements. Students who do not sit the ATAR course examination will not have a course mark or grade recorded on their WASSA, nor will they receive an ATAR course report. For ATAR courses with practical components, students must complete both the written and practical examinations.
6. Both VET qualifications and endorsed programs can indirectly contribute to the WACE standard requirement of a C grade in at least 14 units. A C grade in a maximum of eight units (four in Year 11 and four in Year 12) can be replaced by unit equivalents from VET qualifications and/or endorsed programs. Of these eight unit equivalents, a maximum of four can be from endorsed programs (two in Year 11 and two in Year 12).
7. The literacy and numeracy standard can be demonstrated either through the Online Literacy and Numeracy Assessment (OLNA) or by achieving Band 8 or higher in the associated components of reading, writing or numeracy in the Year 9 NAPLAN tests. Students undertaking the OLNA will be required to satisfy both the reading and writing components in order to demonstrate the minimum WACE literacy standard.
8. If students do not demonstrate the literacy and numeracy standard by the time they exit secondary school, they can apply to the Authority to re-sit the assessment at any age.
   Note: the WACE requirements may change over time and students studying towards the achievement of the WACE after they leave school will be required to meet the WACE requirements current at the time of the completion of their studies.

Maximum credit allowed from study in a single subject

Students can achieve credit towards the WACE for a maximum of four different units in a subject. These four units may be from a combination of ATAR, General or Foundation courses.

Course unit completion requirement

When you have completed a pair of units, or a single Year 11 unit, you will be assigned a grade (A, B, C, D or E) by your teacher. To be assigned a grade, you must have had the opportunity to complete the educational program, or requirements, and the associated assessment program for the course.

The achievement of a WACE

Courses, units, qualifications and programs from the following groups contribute to the achievement of a WACE:

- ATAR courses
- General courses
- Foundation courses

- VET industry specific courses
- VET qualifications
- Endorsed programs.

ATAR, General and Foundation courses are WACE courses. Preliminary course units do not contribute to the achievement of a WACE, but are reported on the WASSA.

WACE courses are grouped into List A (arts/languages/social sciences) and List B (mathematics/science/technology). Students studying for a WACE are required to select at least one Year 12 subject from each of List A and List B. **Table 1: WACE List A and List B subjects for breadth of study** shows the WACE List A and List B subjects.

Schools choose to offer courses that meet the needs and interests of their students in line with the resources they have available.

You are able to select across a range of courses at cognitive levels to suit your skills and post-school aspirations. If you think you will be heading to university once you finish Year 12, you should enrol in at least four Year 12 ATAR courses that can be used to calculate an ATAR. The ATAR score is used by universities as a selection mechanism. More information about the ATAR is available at the Tertiary Institutions Service Centre (TISC) website at **http://www.tisc.edu.au**.

If you do not complete at least four Year 12 ATAR

Table 1: WACE List A and List B subjects for breadth of study

LIST A (ARTS/LANGUAGES/SOCIAL SCIENCES)

Code	Subject	Code	Subject
AIS	Aboriginal and Intercultural Studies	HEB	Hebrew#
ABL	Aboriginal Languages of Western Australia	IND	Indonesian: Second Language
HIA	Ancient History	IBS	Indonesian: Background Language#
ARA	Arabic#	IFL	Indonesian: First Language#
AUS	Auslan#	ISL	Italian: Second Language
BME	Business Management and Enterprise	ITB	Italian: Background Language#
CAE	Career and Enterprise	JSL	Japanese: Second Language
CFC	Children, Family and the Community	JBL	Japanese: Background Language#
CSL	Chinese: Second Language	JFL	Japanese: First Language#
CBL	Chinese: Background Language#	LIT	Literature
CFL	Chinese: First Language#	MBS	Malay: Background Speakers#
DAN	Dance	MPA	Media Production and Analysis
DRA	Drama	GRE	Modern Greek#
ECO	Economics	HIM	Modern History
ENG	English	MUS	Music
ELD	English as an Additional Language or Dialect	PAE	Philosophy and Ethics
FSL	French: Second Language	PAL	Politics and Law
FBL	French: Background Language#	POL	Polish#
GEO	Geography	REL	Religion and Life
GSL	German: Second Language	RUS	Russian#
GBL	German: Background Language#	TUR	Turkish#
HEA	Health Studies	VAR	Visual Arts

courses you will need to achieve a minimum of a Certificate II qualification to achieve the WACE.

ATAR, General and Foundation courses are offered at two year levels – Year 11, comprising Units 1 and 2, and Year 12, comprising Units 3 and 4. The different certificates (I, II and higher) available through VET industry specific courses are allocated credit across the two year levels upon completion.

For ATAR, General and Foundation courses:

- the two Year 11 units are typically studied and reported to the Authority as a pair, but where a single unit is studied it is reported separately
- the two Year 12 units must be studied and reported to the Authority as a pair.

Permission for a student to change courses is a school decision. For you to achieve course unit credits, a change can only be made early in Year 12, before the cut-off date set by the Authority, which is **Thursday April 4, 2019**.

Programs

There are three types of programs which can contribute to the WACE.

VET

VET qualifications are for students wishing to participate in nationally recognised training. VET enables students to acquire workplace skills through nationally recognised training described within an industry-developed training package or an accredited

LIST B (MATHEMATICS/SCIENCE/TECHNOLOGY)

Code	Subject	Code	Subject
ACF	Accounting and Finance	HBY	Human Biology
APS	Animal Production Systems	ISC	Integrated Science
AIT	Applied Information Technology	MMS	Marine and Maritime Studies
AET	Automotive Engineering and Technology	MDT	Materials Design and Technology
AVN	Aviation	MAT	Mathematics
BLY	Biology	MAA	Mathematics Applications
BCN	Building and Construction	MAE	Mathematics Essential
CHE	Chemistry	MAM	Mathematics Methods
CSC	Computer Science	MAS	Mathematics Specialist
DES	Design	OED	Outdoor Education
EES	Earth and Environmental Science	PES	Physical Education Studies
EST	Engineering Studies	PHY	Physics
FST	Food Science and Technology	PPS	Plant Production Systems
HPO	Health, Physical and Outdoor Education	PSY	Psychology

To count as a List A course these languages must be studied at a registered school/provider or at a community organisation through a registered school or provider. Where a student is enrolled in the examination for one of these languages as a non-school candidate the course does not count for the WACE unit completion or breadth of study requirements.

course. A VET qualification is issued by a registered training organisation (RTO). A Certificate II or higher is one of the range of requirements for achieving a WACE. These qualifications can contribute to the WACE as unit equivalents or course units.

Endorsed programs
These programs provide access to areas of learning not covered by WACE courses or VET programs and contribute to the WACE as unit equivalents. Endorsed programs are for students wishing to participate in programs which are delivered in a variety of settings by schools, workplaces, universities and community organisations.

Workplace learning
Workplace Learning (ADWPL) is an Authority-developed endorsed program that is managed by individual schools. To complete this program, a student works in one or more paid or unpaid workplace/s to develop a set of transferable workplace skills.

Literacy and numeracy

You must demonstrate that you have met the minimum standard for literacy and numeracy, which is based on skills regarded as essential for individuals to meet the demands of everyday life and work.

These skills are described in Level 3 of the Australian Core Skills Framework, which you can find at **https://www.education.gov.au/australian-core-skills-framework**.

You can demonstrate the minimum standard:

- through completing the Authority's OLNA, or
- if you demonstrated Band 8 or higher in your Year 9 NAPLAN tests – Reading, Writing and Numeracy.

The OLNA is compulsory in Semester 1 and 2 in Year 10 and Semester 1 in Year 11 for those students who have not yet demonstrated the minimum standard in literacy and/or numeracy and are working towards achieving a WACE. Students have up to six opportunities (two per year) between Year 10 and Year 12 to demonstrate the literacy and numeracy minimum standard.

There are three assessment components:

- one 50-minute, 45-item multiple-choice in Reading
- one 50-minute, 45-item multiple-choice in Numeracy
- one 60-minute, extended response in Writing of up to 600 words.

International and mature-age students are required to sit the test at the first available opportunity. If you have a language background other than English and arrived from overseas in the past year, you may be able to defer sitting the OLNA. You should discuss your options with your careers counsellor or Year coordinator.

Students who are registered as eligible to be enrolled in a Year 12 English as an Additional Language/Dialect (EAL/D) course will be granted an extra ten minutes to complete the reading, writing and numeracy components of the OLNA. Students must complete and submit an eligibility application for EAL/D by the published deadlines in order to be approved in time for the OLNA tests. Students are not required to subsequently enrol in a Year 12 EAL/D course; however, they must have been found eligible in order to be granted the extra time.

Information regarding the EAL/D eligibility process and the applications are available via the Authority website at **https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/english/english-as-an-additional-language-or-dialect**.

Disability adjustments are available for students with conditions which may significantly affect their capacity to participate in the OLNA. These students, after discussions with parents/carers and the school, may choose not to sit the OLNA. Students with special needs who choose not to sit the assessment or have not demonstrated the standard through their performance in Year 9 NAPLAN will not qualify for the WACE. Students should discuss their options with their careers counsellor or Year coordinator.

Support documents to assist teachers in preparing their students for the OLNA and for supporting those who have not demonstrated achievement at the minimum standard are available on the Authority website.

Full details regarding the OLNA can be found at **https://senior-secondary.scsa.wa.edu.au/assessment/olna**.

Accumulating results
You may accumulate results in WACE course units, endorsed programs and VET after you leave school.

For students accumulating results for the WACE over multiple years, the WACE requirements that apply to you are those in place in the final year of your study.

Note: the WACE requirements may change over time and you are required to meet the WACE requirements current at the time of the completion of your studies.

Examinations

Students who are enrolled in a Year 12 ATAR course (Units 3 and 4) are required to sit the ATAR course examination in that course.

If students do not sit an ATAR course examination and do not have an approved *Sickness/Misadventure Application* for that course, the grades for the pair of units completed in that year will not contribute to any of the WACE requirements. As a consequence, a student may not meet the requirements to receive a WACE.

Each student who has completed a pair of units in a Year 12 course and sat the ATAR course examination for that course, receives an ATAR course report that summarises the student's achievement at school and in the ATAR course examinations. It also shows a student's performance in relation to the performance of other students in the course.

Make the most of Year 12

- be positive and clear about your goals from the outset and know that you will need to review your goals from time to time
- get into good habits early on
- develop an effective routine that works for you and remember that you will need to be flexible as well as committed to it
- collect relevant information about university, training and career options post-school
- play to your strengths, build on your talents and skills
- be passionate about what you're doing and work hard
- take part in activities that will reduce stress and add balance to your life
- stay connected with your family and friends
- seek help from those who can provide it – teachers, counsellors, principal, deputy principal, parents, family, friends.

Table 2: Courses and programs

Australian Tertiary Admission Rank (ATAR) courses	These courses are examined by the Authority. Student results in ATAR courses are used by the Tertiary Institutions Service Centre (TISC) to calculate a student's Australian Tertiary Admission Rank (ATAR) score. The ATAR score is used to determine eligibility for university entrance. Students seeking to achieve an ATAR will need to complete a minimum of four Year 12 ATAR courses, excluding unacceptable combinations (see **Undergraduate Admission Requirements for School Leavers** on the TISC website). ATAR courses are for students who are aiming to go to university directly from school.
General courses	These courses are not externally examined. However, they each have an externally set task (EST) which is set by the Authority. General courses are for students who are typically aiming to enter further vocationally based training or the workforce straight from school. General courses may be used for alternative entry to some university courses. Information about alternative entry should be sought directly from universities.
Vocational Education and Training (VET) industry specific courses	These courses include a full VET qualification and mandatory workplace learning. VET industry specific courses contribute towards the WACE as course units. Qualifications undertaken through VET industry specific courses can be used to meet the Certificate II or higher requirement of the WACE. The workplace learning component of the course contributes as unit equivalents towards the WACE. VET industry specific courses are for students aiming to enter further vocationally based training or the workforce straight from school. Some VET qualifications may be used for alternative entry to some university courses. Information about alternative entry should be sought directly from universities.
Foundation courses	These courses provide a focus on functional literacy and numeracy skills, practical work-related experience and the opportunity to build personal skills that are important for life and work. Foundation courses are not designed, nor intended, to be an alternative senior secondary pathway. Foundation courses are for students who have not been able to demonstrate the minimum standard for literacy and/or numeracy before Year 11 and are unlikely to do so before the end of Year 12 without significant levels of support.
Preliminary courses	Preliminary courses are for students who have been identified as having a learning difficulty and/or an intellectual disability. They provide a relevant option for students who: • cannot access the ATAR, General or Foundation course content with adjustment and/or disability provisions • are unable to progress directly to training from school • require modified and/or independent education plans • have been identified as having a recognised disability under the *Disability Discrimination Act 1992* and meet the above criteria. Preliminary courses do not contribute to achievement of the WACE.
Vocational Education and Training (VET) Credit Transfer	VET qualifications undertaken separate to a VET industry specific course may contribute to the WACE through credit transfer. Qualifications undertaken as VET credit transfer contribute to the WACE as unit equivalents and may be used to meet the Certificate II or higher requirement. Some VET qualifications may be used for alternative entry to some university courses. Information about alternative entry should be sought directly from universities.
Endorsed programs (EP)	These programs provide access to areas of learning not covered by WACE courses or VET programs and contribute to the WACE as unit equivalents. Endorsed programs are for students wishing to participate in programs which are delivered in a variety of settings by schools, workplaces, universities and community organisations.

WACE CHECKER

You can use the WACE Checker to check your progress towards meeting the requirements of the WACE. It is designed to determine whether you have met (or are expected to meet) each of the requirements for the WACE.

You will find the WACE Checker on the Authority website at **https://wacechecker.scsa.wa.edu.au**.

Information in

The WACE Checker makes its calculation on the basis of the information you enter.

You will need to add information about your achievements in Year 11 and your expected achievements in Year 12, including:

- literacy and numeracy standard
- course enrolment
- VET achievement
- VET industry specific courses
- endorsed programs
- block credit.

When you add your anticipated grades for Year 12, you should add what you realistically expect to achieve this year.

Information out

The WACE Checker generates a report that shows the information you have entered and the requirements that you have met. If you are missing a requirement, the WACE Checker shows what it is. You can then choose to save and/or download and print the report.

You can save the data entered into the checker for a month. When you select save you get an access code that will to allow you to use the 'Fetch My Data' button in the Checker.

You can also save the summary of your input as a PDF and use this to track your progress and to check the impact of any changes to your enrolments or achievements.

Support

The 'Tell me more' button provides support when using the Checker.

If you have any concerns about your progress towards meeting the requirements of the WACE after entering your information, you should follow up with the support staff at your school. They will be able to help you clarify any issues around your enrolments and achievements.

Guidance

The WACE Checker is provided as a guide only. The report the Checker generates must not be interpreted as a guarantee that you will achieve a WACE; achievement of the WACE is dependent on the calculation of a student's final results and completion of courses.

EQUIVALENCES

This section is relevant to students completing:

- VET qualifications or endorsed programs
- the equivalent of Year 11 studies interstate or overseas, or with a training provider

Unit equivalence

If you complete a VET qualification independent of a VET industry specific course or an endorsed program, you may be able to use these to contribute unit equivalence towards the requirement of 20 units for a WACE.

VET unit equivalents

If you undertake qualifications separately from a VET industry specific WACE course, this is referred to as VET credit transfer.

If you successfully complete your VET qualifications undertaken in this way, you are allocated WACE unit equivalence. A maximum of eight unit equivalents (four Year 11 units and four Year 12 units) can be counted towards meeting the WACE requirements, but there is no limit to the number of qualifications that can be reported on your WASSA.

Unit equivalence is calculated according to completed qualifications. There is provision for the recognition of a partially completed Certificate III or higher (see Table 3).

Unit equivalence is awarded consistently according to the certificate level of a qualification irrespective of delivery strategies or class contact time allocated.

Endorsed programs unit equivalents

Endorsed programs can contribute up to four unit equivalents (two Year 11 and two Year 12) towards the WACE requirements. If you successfully complete an endorsed program, you are allocated WACE unit equivalence.

Unit equivalence for endorsed programs is pre-determined by an endorsed programs panel after consideration of the nature and scope of each program.

The judgement for each endorsed program is made about the equivalence of the program in relation to one unit of a WACE course.

Check the Authority website for information about how many unit equivalents an endorsed program has been allocated.

Unit equivalence and WACE achievement requirements

Endorsed programs and VET credit transfer are not graded. However, each unit equivalent contributes to the WACE achievement requirement for students to achieve 14 C grades or better with a minimum of six C grades in Year 12 units. Each unit equivalent achieved will directly reduce the number of C grades needed to meet the C grade achievement standard, up to a maximum of eight unit equivalents (four Year 11 units and four Year 12 units).

Your program could include up to eight unit equivalents in VET and/or endorsed programs and contribute to WACE requirements.

Recognition of VET not arranged or managed by school

If you have completed a VET qualification outside of a school arranged or managed VET program, you can apply to the Authority to have this achievement recognised for the WACE. These qualifications will contribute to the WACE in the same way as VET credit transfer.

An application for WACE recognition of VET achievement completed outside of a school arrangement is available on the Authority website under Achievements at **https://www.scsa.wa.edu.au/forms/forms**.

Table 3: VET credit transfer and unit equivalence

Completed qualification	Total equivalents	Year 11 Credit allocation (Unit equivalents)	Year 12 Credit allocation (Unit equivalents)	Satisfies the minimum VET qualification requirement for WACE
Certificate I*	2 units	2	0	No
Certificate II**	4 units	2	2	Yes
Certificate III or higher – Partial†	4 units	2	2	Yes
Certificate III or higher – Full	6 units	2	4	Yes

* Equivalence is only awarded for completed Certificate I qualifications where the total achievement in units of competency is equal to, or greater than, 110 nominal hours (the equivalent of two course units).

** Equivalence is only awarded for completed Certificate II qualifications where the total achievement in units of competency is equal to, or greater than, 220 nominal hours (the equivalent of four course units). Certificate II qualifications with units of competency that are less than 220 nominal hours in total will meet the minimum Certificate II qualification requirement; however, the qualification will only contribute towards the WACE as two Year 11 unit equivalents.

† The partial completion of a Certificate III or higher may be awarded unit equivalence if specific criteria are met (see sub-section 4.6.3 of the *WACE Manual 2019*).

An application for WACE recognition of VET achievement completed outside of a school arrangement may be downloaded from the Authority website at **https://www.scsa.wa.edu.au/forms/forms**.

Recognition of prior learning (Year 11 equivalence)
If you have completed the equivalent of Year 11 studies interstate or overseas, or with a training provider, you can apply for recognition of the equivalent of one year or one semester of senior secondary studies (Year 11). This is known as block credit.

Schools may enrol students in Year 12, if they consider that studies completed elsewhere indicate the students have the potential to achieve a WACE. If this is the case, your school will complete the relevant form and send it to the Authority. This form can be downloaded from the Authority website under WACE Equivalence at **https://www.scsa.wa.edu.au/forms/forms**.

If you are one of these students and successfully meet the requirements for the WACE, then recognition will be given for having achieved the equivalent of either one year or one semester of senior secondary studies (Year 11) either interstate, overseas, or through a training provider.

Completion of the equivalent of one year

To be granted block credit for Year 11 towards the achievement of the WACE, you must:

- complete at least four Year 12 ATAR courses or complete a Certificate II (or higher) VET qualification*
- meet the assessment requirements in at least 10 Year 12 units (up to a maximum of four Year 12 units may be substituted by VET qualifications and endorsed programs). You may choose to substitute

units with only VET qualifications (up to a total of four units); or with only endorsed programs (up to a total of two units); or with a combination of VET qualifications and endorsed programs (up to a total of four units, but with a maximum of two units with endorsed programs)
- achieve a minimum of six C grades (or equivalent) in Year 12 units
- demonstrate the literacy and numeracy standard
- complete a pair of Year 12 units from WACE English courses (English, Literature or English as Additional Language or Dialect)
- complete a pair of Year 12 course units from both List A and List B.

* The partial completion of a Certificate III or higher may be awarded unit equivalence, if specific criteria are met (refer to sub-section 4.6.3 of the *WACE Manual 2019*).

Completion of the equivalent of one semester

To be granted block credit for one semester in Year 11 towards the achievement of the WACE, you must:

- complete at least four Year 12 ATAR courses or complete a Certificate II (or higher) VET* qualification
- meet the assessment requirements in at least 15 units, including a minimum of 10 Year 12 units, (up to a maximum of two Year 11 and four Year 12 units may be substituted by VET qualifications and endorsed programs). You may choose to substitute units with only VET qualifications (up to a total of six units); or with only endorsed programs (up to a total of three units); or with a combination of VET qualifications and endorsed programs (up to a total of six units, but with a maximum of three units with endorsed programs)
- achieve a minimum of 12 C grades in units with at least six (or the equivalent) being achieved in Year 12 units
- demonstrate the literacy and numeracy standard
- complete three different units from WACE English courses (English, Literature or English as an Additional Language or Dialect), including a pair of Year 12 units
- complete a pair of Year 12 course units from both List A and List B in Year 12.

* The partial completion of a Certificate III or higher may be awarded unit equivalence, if specific criteria are met (refer to sub-section 4.6.3 of the *WACE Manual 2019*).

ENROLMENTS

Studying at more than one school

If you are studying WACE course units, Preliminary course units, VET or endorsed programs at more than one school, then each school involved will submit your enrolment details for the course units, VET or endorsed programs you have studied at that school.

Overseas full fee-paying students

If you are a full fee-paying Year 12 student from overseas studying in Western Australia, you are required to pay the Authority (through your school) $495 to enrol in one or more WACE course units. Generally this fee must be paid at the time of enrolment with the Authority.

Full-time students

A full-time student is one who is enrolled in at least eight WACE course units or equivalent at a registered school.

Student Declaration and Permission

All Year 12 students, are asked to give permission for the following:

(a) release of your names should you win an award—the Authority award winners are published in the media and on the Authority's website, if permission has been given by the student. Note: if you do not give permission for your name to be published, and you win an award, your name will NOT appear in the media.

(b) use of school work for creating support materials—the Authority is seeking permission for the use of school work produced during 2019, e.g. assignments, projects, portfolios, tests, school-based exam responses.

(c) use of examination responses (written and practical)—the Authority is seeking permission for the use of:

- ATAR course written and practical examination responses (copyright owned by the student)
- images and sound recordings of you in photographs, audio recordings and audio visual recordings that are made during the ATAR course practical examinations (copyright owned by the State of Western Australia).

Resource development

The use of school work material (b) and examination responses (c) as specified above may be used in resources developed by the Authority in carrying out its functions relating to the development and accreditation of courses and the standards, assessment and certification of student achievement.

The material will be used under the following terms:

Student Declaration and Permission

If you do not give permission for your name to be published, and you win an award, your name will NOT appear in the media.

- Anything which identifies you or your school will be removed from the material before use by the Authority.
- The Authority may make the resources containing the material available in whole or in part, in print and electronic formats, and on the Authority's website. The resources containing the material may be copied, or made available on an intranet, for non-commercial purposes in schools offering the WACE.
- This permission continues indefinitely until you revoke it by notifying the Authority in writing that you no longer want the material to be used by the Authority. The Authority will not provide payment for the use of the material.

To complete the student permission and declaration online, go to the student portal at **https://studentportal.scsa.wa.edu.au** and follow the login instructions. This student declaration and permission needs to be completed online by **Thursday, 20 June 2019**.

Confirming enrolments

Students who are registered with the Authority are able to check their enrolment details in WACE course units online at **https://studentportal.scsa.wa.edu.au**.

If your school has uploaded enrolments in VET qualifications and endorsed programs, then these enrolment details will be also available to you. If you identify any errors, speak to your school. Your school will need to update your details with the Authority.

Note: it is important your details are correct in the system. Take care to check all your information and follow up with your school as soon as you can, if any corrections are needed.

Schools are able to download confirmation of student enrolments in WACE course units from the Authority's database. Details relating to enrolments in VET qualifications and endorsed programs also will be listed, if they have been uploaded to the Authority.

If you are enrolled as a non-school candidate for all your courses, a *Verification of student details* form will be sent to your home address. If you have not received a confirmation of your enrolment by **Monday, 29 April 2019**, then you should contact a Data Support Officer at the Authority on either 9273 6303 or 9273 6752.

Changing enrolments

Changes to enrolments are made through your school.

The deadline for changes to Year 12 enrolments is **Thursday, 4 April 2019**. (After this date students may only withdraw from a course.)

The deadline for students to withdraw from Year 12 ATAR courses with a practical examination is **Friday, 26 July 2019**.

The deadline for students to withdraw from Year 12 ATAR courses that do not have a WACE practical examination is **Thursday, 15 August 2019**.

The deadline for changes to withdrawal of enrolment from General, Foundation, Preliminary and VET industry specific courses for Year 12 students is **Thursday, 15 August 2019**.

No changes will be accepted after these dates.

SCHOOL ASSESSMENT

Grades and school marks

To be assigned a grade and a mark out of 100 for a pair of WACE course units, you must have had the opportunity to complete your school's education and assessment programs for the units.

Teachers of Year 12 students submit results to the Authority at the end of the school year based on the assessments you complete. These assessments and the weighting for each are shown in the assessment outline developed for each course by the school and provided to all students at the commencement of the course.

You will receive a grade (A, B, C, D or E) for each pair of units that you complete, except for Preliminary (P) units, which are not graded. Student achievement for P units is recorded as 'completed' or 'not completed'. Course completion is determined by the school according to criteria set by the Authority. A 'U' notation cannot be submitted for a Year 12 ATAR, General or Foundation course (see page 21 of the *WACE Manual 2019*).

You will also receive a school mark in the range 0 to 100 for each unit pair of an ATAR, General or Foundation course you complete in Year 12. For the school mark for an ATAR course with a practical examination (performance, oral, portfolio or production), you receive a practical mark out of 100 as well as a written mark out of 100. Marks are not reported for Preliminary courses.

Note: in Year 11 you may have received a grade and mark for each individual unit you completed.

You will receive a 'completed' status instead of a grade for VET industry specific course unit pairs. The notation 'completed' counts the same as a C grade. If you do not complete the requirements of a VET industry specific course, you will be awarded a 'U' notation (see above), but WACE credit may contribute as VET unit equivalence, depending on how much of the course you have finished.

Endorsed programs are not comprised of units, but a successfully completed endorsed program is allocated one, two, three or four unit equivalents. An endorsed program is allocated unit equivalence on the basis of 'average' learning time.

Adjustment of grades and school marks

During the school year, the Authority uses several procedures to ensure that the grades awarded by different schools are comparable. Teachers meet in groups and/or are visited by Authority officers to discuss assessment procedures and course standards. The Authority provides sample assessment tasks and samples of student work to indicate to teachers the required level of difficulty and standard of marking for each course.

Grades assigned by your school are based on the Authority's grade descriptions for each course. The grades you receive from your school are provisional until confirmed by the Authority. Your school is required to advise you in writing if any changes are made to your provisional grades during the approval process. The Authority only adjusts grades assigned by a school in exceptional circumstances.

Externally set tasks for General and Foundation courses

All students enrolled in a Year 12 General or Foundation course are required to complete the externally set task (EST) developed by the Authority for that course.

The EST is administered in Term 2 in a period prescribed by the Authority. The design brief for the EST is provided in the Year 12 General or Foundation syllabus.

The EST is marked by the teacher/s delivering the course using the marking key provided by the Authority. The school provides the marks for all students to the Authority.

As the EST is included in the assessment table, the mark for this task contributes to the final mark for the pair of units. The mark for the EST has a weighting of 15% of the final mark for a pair of units.

Each year the Authority reviews a sample of EST scripts from each school delivering the course. The school submits the scripts of students nominated by the Authority for independent marking.

Should the data indicate the need for the school to consider adjusting its marking standards, the revised standards should be applied by the teachers when marking all future assessment tasks.

ATAR courses

Information about the achievement of a Year 12 who completes a pair of units in an ATAR course comes from two sources:

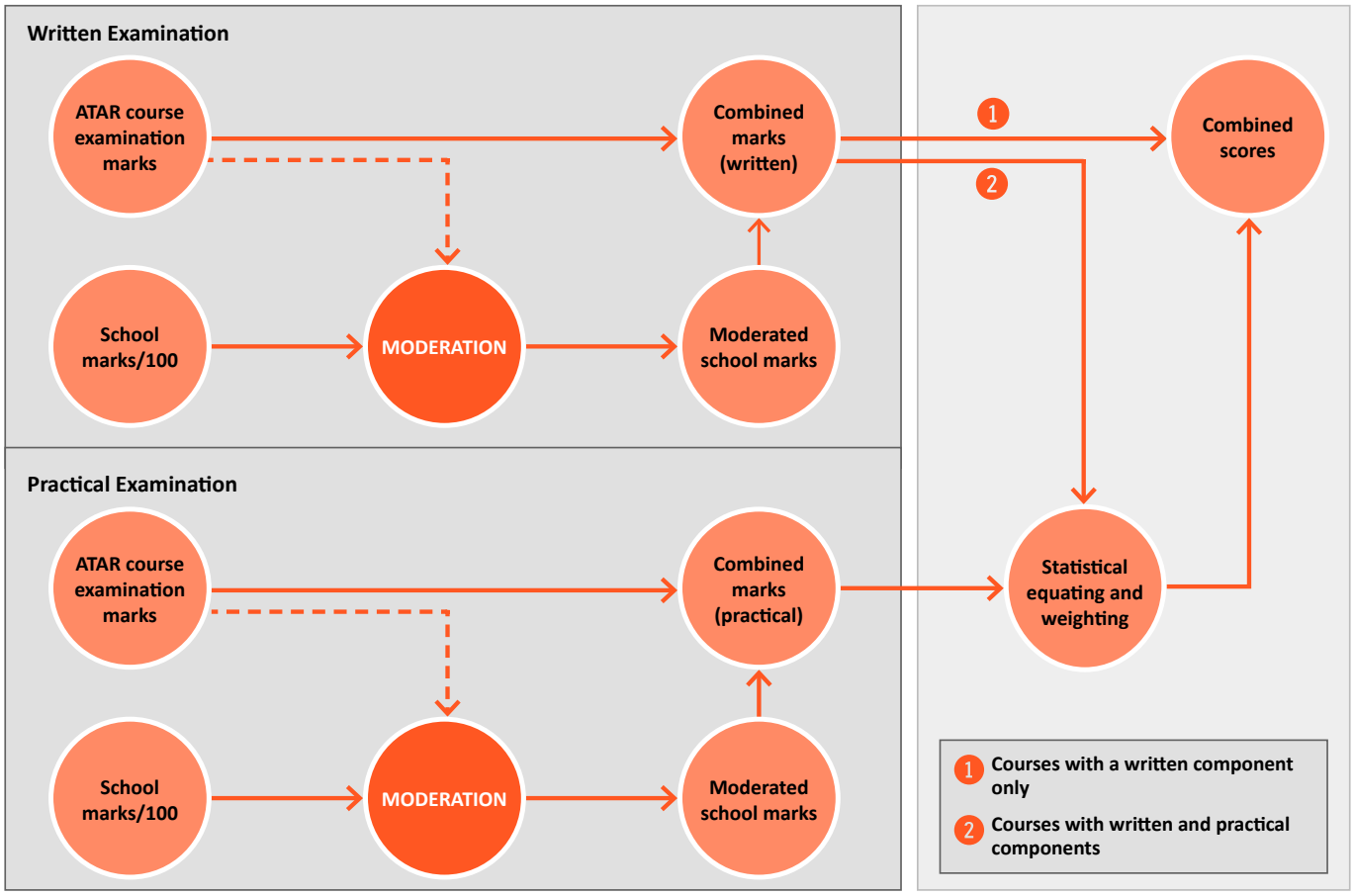
- the student's mark submitted by the school to the Authority (school course mark out of 100)
- the student's mark from the ATAR course examination set by the Authority.

These marks are used to calculate the student's combined score.

TISC calculates scaled scores in all ATAR courses for use in determining a student's Australian Tertiary Admission Rank (ATAR) (see section 3.5.1 of the *WACE Manual 2019*).

For all ATAR courses with a practical examination (oral,

The Authority's post-examination process



performance, portfolio or production), for the pair of units, schools are required to submit to the Authority:

- a course mark out of 100 (weighted for each component, see Table 4)
- a mark out of 100 for the written component
- a mark out of 100 for the practical component.

It is unlikely that school marks for the same course at different schools are comparable. However, the ATAR course examination marks of students at all schools for the same course are on the same scale and are therefore comparable.

Statistical moderation of school marks in a course places the moderated school marks on the same scale as the ATAR course examination marks at the school for that course. Thus, statistically moderated school marks are comparable in all schools.

For Year 12 ATAR courses with both a written and a practical component, statistical moderation is applied separately to the written school marks and to the practical school marks. ATAR course written examination marks are used for the moderation of the written school marks and ATAR course practical examination marks are used for the moderation of the practical school marks.

A combined mark is calculated for both the written and practical components. A student's combined mark for the written component is the average of the ATAR course written examination mark and the moderated school mark for the written component.

Table 4: Combined mark weightings for Year 12 ATAR courses with a practical examination

Course*	Written combined mark weighting	Practical combined mark weighting
Aviation	80%	20%
Chinese: Background Language	75%	25%
Chinese: Second Language	70%	30%
Dance	50%	50%
Design	50%	50%
Drama	50%	50%
English as an Additional Language or Dialect	75%	25%
French: Second Language	70%	30%
French: Background Language	70%	30%
German: Second Language	70%	30%
German: Background Language	70%	30%
Indonesian: Background Language	75%	25%
Indonesian: Second Language	60%	40%
Italian: Second Language	70%	30%
Italian: Background Language	70%	30%
Japanese: Background Language	75%	25%
Japanese: Second Language	70%	30%
Materials Design and Technology	50%	50%
Media Production and Analysis	50%	50%
Music	50%	50%
Physical Education Studies	70%	30%
Visual Arts	50%	50%

For a course with a practical examination, a student's combined mark for the practical component is the average of the ATAR course practical examination mark and the moderated school mark for the practical component.

An equating process is used to ensure the combined marks for the written and for the practical components of a course are on the same scale. The combined scores are then calculated as the sum of the weighted statistically equated written and practical combined marks.

The weightings for each component are provided in Table 4.

For courses with written examinations only, the combined score is the same as the combined mark for the written component.

Review of school assessments

Your school must inform you in writing of your course grade and school mark for each pair of units by **Friday, 18 October 2019**.

If you believe that your grade and/or school mark is incorrect, you should make a request in writing to your school for a review of the result.

An assessment review can determine if:

- the assessment outline implemented conforms/ conformed with the syllabus requirements
- the assessment policy implemented conforms/ conformed with the Authority guidelines
- the school's assessment procedures conform/ conformed with its assessment policy
- there were any procedural or computational errors in the determination of the school mark and/or grade.

A teacher's judgement about a student's achievement (i.e. the mark) on an individual assessment task is not subject to review and as a result the school is not required to re-mark your work.

If, after an assessment review has been completed by the school, you still believe that your grade and/or school mark is incorrect, then you can lodge an appeal with the Authority on a form available from the Authority website at **https://www.scsa.wa.edu.au/forms/forms**.

This form must be received by the Authority by **Friday, 1 November 2019**. A fee of $34 is payable for a pair of Year 11 or Year 12 units ($26 for a single Year 11 unit).

Where a student appeal is upheld, the school is required to re-determine the grades and/or school marks of all students who were affected by the issue.

Authenticity of your work

All work you submit for school assessment must be your own work. Any material that is included in your work that is not your own must be acknowledged appropriately.

Any activity that enables a student to gain an unfair advantage over other students in a school assessment task will be penalised in accordance with the school's assessment policy. Unacceptable activities include, but are not limited to:

- copying someone's work in part or in whole and presenting it as your own
- buying, stealing or borrowing another person's work and presenting it as your own
- paying someone to write or prepare work
- submitting work to which another person such as a parent, tutor or subject expert has contributed substantially
- using material directly from sources such as books, journals or the internet without appropriately acknowledging the source
- building on the ideas of another person without reference to the source
- using the words, ideas, designs or the workmanship of others in practical tasks (oral, performance, production, portfolio submission) without appropriate acknowledgement
- using non-approved materials and/or equipment during an assessment task or examination
- assisting another student to engage in an activity that will enable them to have an unfair advantage over other students.

All the work you submit as part of a Year 12 ATAR course practical examination process also must be your own. Any material included in your work that is not your own must be acknowledged appropriately.

EXAMINATIONS

This section is relevant to students enrolled in Year 12 ATAR courses. The Year 12 Handbook Part II, Examinations provides more detail about examinations. It will be published in July.

All Year 12 ATAR courses have written examinations.

Some courses have a written and a practical examination (performance, oral, portfolio or production). The Authority sets, administers and marks these examinations, with the exception of Interstate Languages courses. The markers are all qualified people who are unaware of your name or which school you attend. The Year 12 courses with ATAR course examinations are listed in Appendix A.

ATAR course examinations provide students and the wider community with confidence about the standards achieved at the end of Year 12. They also make it possible to compare the achievement of students, regardless of the school attended, for the purposes of calculating your ATAR.

The Authority reports on your performance in ATAR course examinations at the end of the year.

Enrolling in examinations

When you enrol in a Year 12 ATAR course you are automatically enrolled to sit the ATAR course examination/s in that course as a school candidate.

If you are applying for university admission, you should check that your course selections meet any entry requirements.

University admission information is available on the TISC website at **www.tisc.edu.au**.

Non-school candidates

Typically, students enrolled at a school cannot sit an ATAR course examination as a non-school candidate.

You may enrol to sit an ATAR course examination as a non-school candidate if you are:

- seeking entry to university as a mature-age applicant, or
- a student who has previously completed Year 12, or
- a Year 12 student undertaking language course examinations through Interstate Language offerings where the course is not offered by the school, or
- a Year 12 student undertaking French, German or Italian Background Language course examinations where the course is not offered by the school.

To enrol as a non-school candidate in an Interstate Languages course or in a French, German or Italian Background Language course, you must be enrolled to sit at least three other ATAR course examinations as a school candidate in that year. See Appendix A for a list of ATAR courses.

Non-school candidature
Non-school candidature in an ATAR course examination means that the candidate will not have

a school assessment to contribute to his/her final scaled mark for the course. That is, the scaled mark for the course is calculated on the examination mark only. Non-school candidates do not receive an ATAR course report.

As a non-school candidate, that examination does not contribute towards meeting the requirements for the WACE. Nor do the sickness/misadventure provisions apply to you for this examination.

Non-school candidates are responsible for downloading their *Personalised examination timetable* from **https://studentportal.scsa.wa.edu.au**.

You may not enrol in an external examination for an Interstate Language at the same time as being enrolled in that course with the State that hosts the language. Also, you may not enrol in more than one Interstate Languages examination.

A fee is payable at the time of enrolling as a non-school candidate. Where there is a practical examination component, a non-school candidate located outside the Perth metropolitan area is responsible for travel costs.

Enrolments as non-school candidates close on **Thursday, 4 April 2019**. No late enrolments will be accepted.

Sitting examinations

To meet WACE requirements, Year 12 students who are enrolled in a Year 12 ATAR course are required to sit the ATAR course examination (written and, in some courses, practical) for that course. If you do not sit an ATAR course examination and do not have an approved *Sickness/Misadventure Application* for the course, the pair of units completed in that year will not contribute towards any of the WACE requirements.

Sitting ATAR course examinations outside Western Australia

If you are a Western Australian student wishing

KEY DATES EXAMINATIONS 2019

APRIL

- Enrolments as a non-school candidate close on Thursday, 4 April 2019
- Applications for special examination arrangements for candidates with a disability sitting ATAR course examinations are due by Thursday, 4 April 2019

MAY

The examination timetable will be published on the Authority website on Monday, 27 May 2019

JULY

- Part II of this handbook released
- Late applications for alternative practical examinations will be accepted until 4.00 pm Friday, 26 July 2019
- Students are able to withdraw from ATAR courses with practical examinations up until Friday, 26 July 2019

AUGUST

- The deadline for changes to withdrawal of enrolment from General, Foundation, Preliminary and VET industry specific courses for Year 12 students is Thursday, 15 August 2019
- The deadline for students to withdraw from Year 12 ATAR courses that do not have a WACE practical examination is Thursday, 15 August 2019

SEPTEMBER

- On Thursday, 12 September 2019 you will be able to download a copy of your *Personalised examination timetable*
- Practical examinations start on Saturday, 28 September 2019

OCTOBER

- ATAR course written examinations start on Wednesday, 30 October 2019
- Practical examinations finish on Sunday, 20 October 2019

NOVEMBER

ATAR course written examinations finish on Tuesday, 19 November 2019

to sit ATAR course examinations outside Western Australia, you can do so, provided that you are:

- a permanent resident of Western Australia
- outside Western Australia for reasons beyond your control
- studying your courses through an approved Western Australian secondary education institution.

Applications are to be made as soon as possible and no later than **Friday, 26 July 2019**.

Application forms are available from the Authority website at **https://www.scsa.wa.edu.au/forms/forms**.

Useful resources for examination preparation

You may find the following resources useful in your examination preparation. Some of these documents can be obtained from the Authority.

- The syllabuses for all Year 11 and 12 courses can be found on the relevant course page at **https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials**. Copies of the syllabuses may also be available from schools.
- Student editions of the examination reports from the examining panel of the Year are published on the past examinations pages at **https://senior-secondary.scsa.wa.edu.au/further-resources** as the Summary examination report for candidates and provide advice and information for candidates.
- Front covers of this year's ATAR course examinations will be published in August on the Authority website at **https://senior-secondary.scsa.wa.edu.au/assessment/examinations/2019-examination-front-covers**. These covers provide information that includes:
  - the time allowed for the paper
  - materials required/recommended for the paper – provided by the supervisor and provided by the candidate
  - an important note to candidates
  - the structure of the examination paper – the number of sections, the number of questions within the sections, if there is any choice, the suggested working time for each section, the marks available and the percentage of the examination.

A comprehensive set of study notes that you have developed and refined as you complete each section of the course should be your main source of information when revising for the examinations.

Examination conduct

Unacceptable behaviour

Any activity that allows one candidate to have an unfair advantage over other candidates is deemed to be unacceptable.

All work submitted for assessment (including practical examinations) must be your own work. If it

incorporates material that is not your own work, this material must be acknowledged appropriately.

Plagiarism could lead to an examination mark being cancelled or being significantly reduced.

Take careful note of information about attribution and appropriation in the requirements for practical examinations documents available on the Authority website.

You must obey instructions regarding dress, conduct, smoking etc. that apply in the school or centre to which you have been allocated for the examination. School authorities have the right to ask you to leave the premises if you do not abide by these rules.

Information about the Breach of Examination Rules will be provided in Part II of this handbook in July.

Special examination arrangements

Special arrangements may be made if you have permanent or temporary disabilities that may disadvantage you in an examination situation.

Special arrangements are available for practical or written examinations. Special arrangements may include, for example, the consumption of food, the use of a scribe, extra working time, rest breaks, specified seating, coloured or enlarged papers, or alternative format practical examinations. Your school must submit an application on your behalf if you are seeking any variation to the standard examination conditions. The application must be supported by documentation as described on the application form available from the Authority website at **https://www.scsa.wa.edu.au/forms/forms**. Further information about permissible adjustments can be found in the Authority's *Guidelines for disability adjustments for timed assessments* at **www.scsa.wa.edu.au**.

If you are suffering from a long-term injury or illness (i.e. injuries or illnesses existing at the start of Term 3) that will affect your participation in a standard practical examination of any course, you must have your school apply for special arrangements for you to be examined in an alternative format. This is most likely to affect candidates studying Physical Education Studies or Dance, but may apply to candidates in any course with a performance or interview component.

Sickness/misadventure provisions (see next sub-section) do not apply in cases where the illness or injury is long term.

Applications for special examination arrangements for candidates with a disability sitting ATAR course examinations are due by **Thursday, 4 April 2019**.

Applications received after this date will be considered only if exceptional circumstances have prevented the submission of the application by the due date. Late applications for alternative practical examinations will be accepted until 4.00 pm **Friday, 26 July 2019**.

In the case of illness or disability occurring at the time of the ATAR course examinations, candidates should phone the Principal Consultant – Special Provisions at the Authority on 9273 6316 to determine if arrangements can be made.

Candidates with approved special examination arrangements may be required to sit their examinations at a designated venue to allow for these special examination arrangements. Candidates with approved special examination arrangements will be able to download a copy of their arrangements from **https://studentportal.scsa.wa.edu.au**.

Provisions for sickness or misadventure

Consideration may be given to candidates (with the exception of non-school candidates) suffering from a temporary sickness or misadventure close to or during the examinations, if they believe it may have affected

their performance in the examination. Long-term illness/injury and language difficulty will not be considered under these provisions.

More details will be provided in Part II of this handbook and are available at **https://senior-secondary.scsa.wa.edu.au/assessment/examinations/special-provisions**. Examination marks cannot be changed for non-school candidates who suffer a sickness or misadventure before or during the examination, whether caused by the candidate, a third party or the Authority.

Students who suffer an illness or disability during the school year should discuss the matter with the appropriate person/s at their school. It is a school decision as to what arrangements will be made with respect to school assessments in this situation.

Practical examinations

Practical examinations submissions
The 2019 ATAR course practical portfolio and production submissions are due to be submitted by **Wednesday, 25 September 2019**.

Practical examination timetables
The 2019 ATAR course practical performance and oral examinations are scheduled as follows:

- Aviation, Dance, Drama, Music and Physical Education Studies – Saturday, 28 September to Sunday, 6 October (Saturday, Sunday and the public holiday included)
- English as an Additional Language/Dialect (overseas schools) – Saturday, 28 September to Sunday, 13 October (Saturday, Sunday and the public holiday included)
- English as an Additional Language/Dialect (Western Australian schools), French: Second Language, French: Background Language, German: Second Language, German: Background Language, Italian: Second Language and Italian: Background Language – Saturday, 12 October to Sunday, 20 October (Saturday and Sunday included).
- Chinese: Second Language and Indonesian: Second Language – Saturday, 12 October
- Japanese: Second Language – Saturday, 12 October and Sunday, 13 October.

No allowance can be made in the timetable for holidays, work or personal arrangements.

If you are enrolled in a practical examination, you will be provided with a *Personalised practical examination timetable*. This timetable will contain the date, venue, time and location of the examination. Your *Personalised practical examination timetable* can be downloaded by your school, or alternatively, you can download a copy from the student portal at **https://studentportal.scsa.wa.edu.au**.

You must sign your *Personalised practical examination timetable/s* and take it to your practical examination/s.

The language practical examinations set by interstate assessment authorities are typically conducted September through to the end of October. These courses are listed on page 14. Dates for Interstate Languages practical examinations will be available in Term 3, 2019.

Students are able to withdraw from ATAR courses with practical examinations up until **Friday, 26 July 2019**. This includes students enrolled as non-school candidates in an Interstate Languages examination.

Examination materials and structure
For detailed information regarding each of the practical examinations you are strongly advised to download the 2019 practical examination requirements document from the relevant course page at **https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials**, available in late Term 1.

This document typically includes information such as:

- the structure and organisation of the practical examination
- forms to be completed
- clothing to be worn
- material or equipment permitted
- Breach of Examination Rules.

Physical Education Studies
For Physical Education Studies each candidate's performance will be assessed in terms of individual skills and application of skills in a game/competitive performance.

In Term 2, schools will receive a *2019 Physical Education Studies ATAR course examination sport elective data sheet* requesting details about the sport and skill level in which you wish to be examined. You will be asked to sign the form to declare that the information is correct. The Senior Teacher of Physical Education Studies will also sign the form and return it to the Authority by **Thursday, 6 June 2019**.

There will be no changes made to either sport selection or skill level after 4.00 pm on **Wednesday, 31 July 2019**.

Candidates will be examined in groups. Group sizes will vary according to the sport. You will be allocated to a group on the basis of gender (if appropriate) and skill level.

Music
In Term 2, schools will receive a form which is used to collect information about the type of examination in which you wish to be examined. Where relevant, you will need to provide information about music context, the instrument you wish to play and details of your accompanist.

You and your teacher will sign the form and will return it to the Authority by **Thursday, 6 June 2019**.

There will be no changes made to your selections and arrangements after 4.00 pm on **Wednesday, 31 July 2019**.

Written examinations

Written examination timetables
The 2019 ATAR course written examinations are scheduled to start on **Wednesday, 30 October 2019** and finish no later than **Tuesday, 19 November 2019**. The examination timetable will be published on the Authority website at **www.scsa.wa.edu.au** on **Monday, 27 May 2019**.

On **Thursday, 12 September 2019** you will be able to download from **https://studentportal.scsa.wa.edu.au** a copy of your *Personalised written examination timetable* showing the course, time, date and location for each written examination in which you are enrolled, including Interstate Languages examinations.

You must check this timetable to see that all of the examinations you are planning to sit are listed. If you believe there is an error on your *Personalised written examination timetable*, consult with your school administration to check enrolment details.

You must sign this timetable and take it to each written examination as proof of enrolment together with a form of ID, preferably photographic, for proof for identity.

The *Personalised written examination timetable* will show your WA student number, which will need to be written on each of your examination Question/Answer booklets.

Most candidates will be able to sit their examinations at their current school. However, schools with course enrolments of fewer than 20 candidates may be combined with other schools into one large centre.

Written examinations with a listening component are held at centres specially set up for this purpose. A candidate needing special examination arrangements may be required to sit the examination at a designated venue to allow for these arrangements.

The last date for receipt by the Authority for withdrawal of enrolment from ATAR courses (without a practical component) for Year 12 students is **Thursday, 15 August 2019**.

CERTIFICATION

Folio of achievement

At the end of senior secondary schooling, all students who have satisfactorily completed any WACE course unit, Preliminary unit, VET unit of competency or endorsed program will receive a folio of achievement. This folio will include one or more of the following:

- WASSA
- WACE
- ATAR course report
- selected award certificates.

WASSA

The WASSA formally records, as relevant:

- achievement of WACE requirements
- achievement of literacy (reading and writing) standard
- achievement of numeracy standard
- achievement of exhibitions and awards
- school grades, school marks and combined scores in ATAR units*
- school grades and school marks in General and Foundation units*
- completed Preliminary units
- completed VET industry specific units
- successfully completed VET qualifications and VET units of competency
- completed endorsed programs
- number of community service hours undertaken (if reported by the school).

WACE

The WACE indicates that you have met the specified requirements.

ATAR course report

A Year 12 ATAR course report, records the:

- school mark**
- moderated school mark**
- examination mark**
- combined score
- standardised combined score
- state-wide distribution of combined scores in that course
- number of candidates who have completed the course
- ATAR course examination mark state mean.

The ATAR course report shows how you performed relative to all other students (excluding non-school candidates) who have completed the course (represented by a location on a graph).

Year 12 results

Year 12 results will be available at **https://studentportal.scsa.wa.edu.au** on **Wednesday, 18 December 2019**.

The folio of achievement will be mailed to you in mid-January 2020.

Information relating to exhibitions and awards will be listed on the WASSA.

Australian Tertiary Admission Rank

Your ATAR is calculated by TISC on the basis of student achievement data provided to them by the Authority.

The ATAR is not included on either the WASSA or the ATAR course report.

You will be able to obtain your ATAR at **www.tisc.edu.au** in December 2019.

* In Year 12, Units 3 and 4 are reported as a year-long course. In Year 11, Units 1 and 2 are typically reported as a year-long course but may be reported separately.

** A course that has a practical examination component will have the written and practical marks reported separately.

To access your ATAR, you will need your WA student number and a password. Initially, the password is preset, with instructions on the TISC login screen. For advice regarding university admission, phone TISC on 9318 8000 or email **info@tisc.edu.au**.

Exhibitions and awards

Exhibitions and awards are granted by the Authority to senior secondary students studying Authority courses and VET. The awards recognise individual excellence in senior secondary schooling. Both general educational excellence and subject-specific excellence are recognised.

The list of exhibition and awards and their selection criteria can be found on the Authority's website at **https://senior-secondary.scsa.wa.edu.au/certification/exhibitions-and-awards**.

Note: the TISC and WACE portals have separate login accounts.

APPENDIX A: YEAR 12 COURSES THAT HAVE AN EXTERNAL EXAMINATION 2019

Subject	Code	ATAR Course
Aboriginal and Intercultural Studies	AIS	ATAIS
Accounting and Finance	ACF	ATACF
Ancient History	HIA	ATHIA
Animal Production Systems	APS	ATAPS
Applied Information Technology	AIT	ATAIT
Aviation*	AVN	ATAVN*
Biology	BLY	ATBLY
Business Management and Enterprise	BME	ATBME
Career and Enterprise	CAE	ATCAE
Chemistry	CHE	ATCHE
Children, Family and the Community	CFC	ATCFC
Chinese: Second Language*	CSL	ATCSL*
Computer Science	CSC	ATCSC
Dance*	DAN	ATDAN*
Design*	DES	ATDES*
Drama*	DRA	ATDRA*
Earth and Environmental Science	EES	ATEES
Economics	ECO	ATECO
Engineering Studies	EST	ATEST
English	ENG	ATENG
English as an Additional Language or Dialect*	ELD	ATELD*
Food Science and Technology	FST	ATFST
French: Background Language*	FBL	ATFBL*
French: Second Language*	FSL	ATFSL*
Geography	GEO	ATGEO
German: Background Language*	GBL	ATGBL*
German: Second Language*	GSL	ATGSL*
Health Studies	HEA	ATHEA
Human Biology	HBY	ATHBY
Indonesian: Second Language*	IND	ATIND*
Integrated Science	ISC	ATISC
Italian: Background Language*	ITB	ATITB*
Italian: Second Language*	ISL	ATISL*
Japanese: Second Language*	JSL	ATJSL*

Subject	Code	ATAR Course
Literature	LIT	ATLIT
Marine and Maritime Studies	MMS	ATMMS
Materials Design and Technology*	MDT	ATMDTM* ATMDTT* ATMDTW*
Mathematics Applications	MAA	ATMAA
Mathematics Methods	MAM	ATMAM
Mathematics Specialist	MAS	ATMAS
Media Production and Analysis*	MPA	ATMPA*
Modern History	HIM	ATHIM
Music*	MUS	ATMUSC* ATMUSJ* ATMUSW*
Outdoor Education	OED	ATOED
Philosophy and Ethics	PAE	ATPAE
Physical Education Studies*	PES	ATPES*
Physics	PHY	ATPHY
Plant Production Systems	PPS	ATPPS
Politics and Law	PAL	ATPAL
Psychology	PSY	ATPSY
Religion and Life	REL	ATREL
Visual Arts*	VAR	ATVAR*

Interstate language examinations

Languages: Interstate	State	Code
Armenian*	NSW	ARM
Chinese: Background Language* (Chinese in Context NSW)	NSW	CBL
Chinese: First Language (Chinese and Literature NSW)	NSW	CFL
Croatian*	NSW	CRO
Filipino*	NSW	FIL
Indonesian: Background Language* (Indonesian in Context NSW)	NSW	IBL
Indonesian: First Language (Indonesian and Literature NSW)	NSW	IFL
Japanese: Background Language* (Japanese in Context NSW)	NSW	JBL
Japanese: First Language (Japanese and Literature NSW)	NSW	JFL
Korean: Background Language* (Korean in Context NSW)	NSW	KBL
Serbian*	NSW	SER
Swedish*	NSW	SWE
Hungarian*	SA	HUN
Modern Greek*	SA	GRE
Khmer*	SA	KHM
Malay: Background Speakers	SA	MBS
Polish*	SA	POL
Spanish*	SA	SPA
Arabic*	VIC	ARA
Auslan*	VIC	AUS
Bosnian*	VIC	BOS
Chin Hakha*	VIC	CHA
Dutch*	VIC	DUT
Hebrew*	VIC	HEB
Hindi*	VIC	HIN
Karen*	VIC	KAR
Macedonian*	VIC	MAC
Maltese*	VIC	MAL
Persian*	VIC	PER
Portuguese*	VIC	POR
Punjabi*	VIC	PUN
Romanian*	VIC	ROM
Russian*	VIC	RUS
Sinhala*	VIC	SIN
Tamil*	VIC	TAM
Turkish*	VIC	TUR
Vietnamese*	VIC	VIE
Yiddish*	VIC	YID

Note: courses marked * have both written and practical examinations

APPENDIX B: MATERIALS REQUIRED/RECOMMENDED FOR WRITTEN ATAR COURSE EXAMINATIONS 2019

Further details regarding ATAR course examination requirements can be found by accessing the course syllabus at **https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials**.

Standard Items: pens, pencils, sharpener, eraser, correction fluid/tape, ruler, highlighters. (Note: coloured pencils are allowed in all examinations).

Note: do not use erasable or gel pens.

Key

- π Non-programmable calculators are permitted in these examinations. Up to three non-programmable calculators permitted. A non-programmable calculator does not have the capacity to create or store programmes or text
- ∞ Programmable calculators such as scientific, graphic, Computer Algebraic System (CAS) and non-programmable are permitted in the Section Two: Calculator-assumed of the mathematics examinations. Candidates can take into the examination up to three calculators. Any brands or models of these calculators are permitted.
- Dictionary: Refer to Appendix C: Dictionaries approved for use in ATAR course examinations 2019.
- Drawing/measuring aids: Details can be found in the examination design brief within the course syllabus.
- Notes: Refer to Year 12 Information Handbook Part II for details regarding the use of notes in the Mathematics Applications, Mathematics Methods and Mathematics Specialist examinations.

Calculators in ATAR course examinations

Calculators may be used in designated 2019 ATAR course examinations under the following conditions:

- Calculators must be silent, hand-held and contain their own power source (battery or solar operated).
- Calculators must not have the functionality to communicate wirelessly.
- Candidates will be entirely responsible for ensuring adequate power supply to their calculators and the proper working order of their calculators.
- Candidates must supply and be able to change their own spare batteries – any battery failure or other fault which limits the usefulness of a calculator during an examination will not be taken into special consideration.
- No candidate may borrow a calculator from another candidate after entering the examination room.
- Calculator instruction booklets and removable covers are classified as unauthorised materials and must not be taken into an examination room.
- Calculator memories do not have to be cleared before entry to an examination.

Written examination	Calculator	Dictionary	Drawing/ measuring aids	Other
Aboriginal and Intercultural Studies		🔍		
Accounting and Finance	π			
Ancient History				
Animal Production Systems	π			
Applied Information Technology				
Arabic		🔍		
Auslan		🔍		
Aviation	π			Flight computer
Biology	π			
Business Management and Enterprise	π			
Career and Enterprise				
Chemistry	π			
Children, Family and the Community				
Chinese: Second Language		🔍		
Chinese: Background Language		🔍		
Chinese: First Language		🔍		
Computer Science	π		✎	
Dance				
Design	π		✎	
Drama				
Earth and Environmental Science	π		✎	
Economics	π			
Engineering Studies	π			
English				
English as an Additional Language or Dialect		🔍		
Food Science and Technology	π			
French: Second Language		🔍		
French: Background Language		🔍		
Geography	π		✎	
German: Second Language		🔍		
German: Background Language		🔍		
Health Studies				
Hebrew		🔍		
Human Biology	π			
Indonesian: Second Language		🔍		

Written examination	Calculator	Dictionary	Drawing/ measuring aids	Other
Indonesian: Background Language		🔍		
Indonesian: First Language		🔍		
Integrated Science	π			
Italian: Second Language		🔍		
Italian: Background Language		🔍		
Japanese: Second Language		🔍		
Japanese: Background Language		🔍		
Japanese: First Language		🔍		
Literature				
Malay: Background Speakers		🔍		
Marine and Maritime Studies	π		✎	
Materials Design and Technology	π			
Mathematics Applications	∞		✎	📄
Mathematics Methods	∞		✎	📄
Mathematics Specialist	∞		✎	📄
Media Production and Analysis				
Modern Greek		🔍		
Modern History				
Music				
Outdoor Education			✎	
Philosophy and Ethics				
Physical Education Studies	π			
Physics	π		✎	
Plant Production Systems	π			
Polish		🔍		
Politics and Law				
Psychology	π			
Religion and Life				
Russian		🔍		
Turkish		🔍		
Visual Arts				

APPENDIX C: DICTIONARIES APPROVED FOR USE IN ATAR COURSE EXAMINATIONS 2019

Course	Practical (oral) examination	Written examination
Chinese: Second Language	During Part A only. One combined print dictionary (Chinese/English and English/Chinese dictionary) or two separate print dictionaries (one English/Chinese dictionary and one Chinese/English dictionary) Note: Dictionaries must not contain any notes or other marks. No electronic dictionaries are allowed.	During reading and working time: One combined print dictionary (Chinese/English and English/Chinese dictionary) or two separate print dictionaries (one English/Chinese dictionary and one Chinese/English dictionary) Note: Dictionaries must not contain any notes or other marks. No electronic dictionaries are allowed.
French: Second Language	During Part A only. One combined print dictionary (French/English and English/French dictionary) or two separate print dictionaries (one English/French dictionary and one French/English dictionary) Note: Dictionaries must not contain any notes or other marks. No electronic dictionaries are allowed.	During reading and working time: One combined print dictionary (French/English and English/French dictionary) or two separate print dictionaries (one English/French dictionary and one French/English dictionary) Note: Dictionaries must not contain any notes or other marks. No electronic dictionaries are allowed.
German: Second Language	During Part A only. One combined print dictionary (German/English and English/German dictionary) or two separate print dictionaries (one English/German dictionary and one German/English dictionary) Note: Dictionaries must not contain any notes or other marks. No electronic dictionaries are allowed.	During reading and working time: One combined print dictionary (German/English and English/German dictionary) or two separate print dictionaries (one English/German dictionary and one German/English dictionary) Note: Dictionaries must not contain any notes or other marks. No electronic dictionaries are allowed.
Indonesian: Second Language	During Part A only One combined print dictionary (Indonesian/English and English/ Indonesian dictionary) or two separate print dictionaries (one English/ Indonesian dictionary and one Indonesian/English dictionary) Note: Dictionaries must not contain any notes or other marks. No electronic dictionaries are allowed.	During reading and working time: One combined print dictionary (Indonesian/English and English/ Indonesian dictionary) or two separate print dictionaries (one English/ Indonesian dictionary and one Indonesian/English dictionary) Note: Dictionaries must not contain any notes or other marks. No electronic dictionaries are allowed.

Course	Practical (oral) examination	Written examination
Italian: Second Language	During Part A only. One combined print dictionary (Italian/English and English/Italian dictionary) or two separate print dictionaries (one English/Italian dictionary and one Italian/English dictionary) Note: Dictionaries must not contain any notes or other marks. No electronic dictionaries are allowed.	During reading and working time: One combined print dictionary (Italian/English and English/Italian dictionary) or two separate print dictionaries (one English/Italian dictionary and one Italian/English dictionary) Note: Dictionaries must not contain any notes or other marks. No electronic dictionaries are allowed.
Japanese: Second Language	During Part A only. One combined print dictionary (Japanese/English and English/Japanese dictionary) or two separate print dictionaries (one English/Japanese dictionary and one Japanese/English dictionary) Note: Dictionaries must not contain any notes or other marks. No electronic dictionaries are allowed.	During reading and working time: One combined print dictionary (Japanese/English and English/Japanese dictionary) or two separate print dictionaries (one English/Japanese dictionary and one Japanese/English dictionary) Note: Dictionaries must not contain any notes or other marks. No electronic dictionaries are allowed.
French: Background Language German: Background Language Italian: Background Language	No dictionaries permitted	Candidates are allowed to use monolingual and/or bilingual printed dictionaries. Note: Dictionaries must not contain any notes or other marks. No electronic dictionaries are allowed.
English as an Additional Language or Dialect	During preparation time only. One print English language dictionary or one print English language learning dictionary. Note: Dictionaries must not contain any notes or other marks. No bilingual or electronic dictionary or thesaurus is allowed.	During reading and working time: One print English language dictionary or one print English language learning dictionary. Note: Dictionaries must not contain any notes or other marks. No bilingual or electronic dictionary or thesaurus is allowed.

Notes

- Dictionaries are not provided by the Authority.
- Dictionaries cannot contain any handwritten or typewritten notes or other marks and may be inspected during the examination.
- Thesauruses are not permitted.
- Electronic dictionaries are not permitted.

Interstate (including CCAFL)		Oral examination	Written examination
Arabic Armenian Auslan Bosnian Chinese: Background Language (Chinese in Context NSW) Chin Hakha Croatian Dutch Filipino Hebrew Hindi Hungarian Indonesian: Background Language (Indonesian in Context NSW) Japanese: Background Language (Japanese in Context NSW) Karen Khmer	Korean: Background Language Macedonian Maltese Modern Greek Persian Polish Portuguese Punjabi Romanian Russian Serbian Sinhala Spanish Swedish Tamil Turkish Vietnamese Yiddish	No dictionaries permitted	Candidates are allowed to use monolingual and/or bilingual printed dictionaries
Chinese: First Language (Chinese and Literature NSW) Indonesian: First Language (Indonesian and Literature NSW) Japanese: First Language (Japanese and Literature NSW) Malay: Background Speakers		Not applicable	Candidates are allowed to use monolingual and/or bilingual printed dictionaries

NOTES

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School Curriculum and Standards Authority

Street address: 303 Sevenoaks Street CANNINGTON WA 6107
Postal address: PO Box 816 CANNINGTON WA 6987
Phone: (08) 9273 6300
General email: **info@scsa.wa.edu.au**
Web: **www.scsa.wa.edu.au**

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