School Curriculum and Standards Authority

INFORMATION HANDBOOK

2016

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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

Trim: 2016/10705

YEAR 12

INFORMATION HANDBOOK

2016

Student name:

School Curriculum and Standards Authority student number:

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CHIEF EXECUTIVE OFFICER FOREWORD

— BY ALLAN BLAGAICH

Who doesn't need this handbook?

This *Handbook* is a recipe book – how to get the best mix of ingredients for your WACE and how you give yourself the best chance of success, at the end of Year 12.

What does it tell you?

The *Handbook* contains a wealth of information:

- how to achieve the WACE
- checking or changing enrolments in course units
- school-based assessment
- externally set tasks (ESTs)
- examinations, including special examination arrangements
- what to do if something happens that stops you sitting an examination or stops you doing your best
- your Western Australian Statement of Student Achievement (WASSA)
- exhibitions and awards.

What should you do with this handbook?

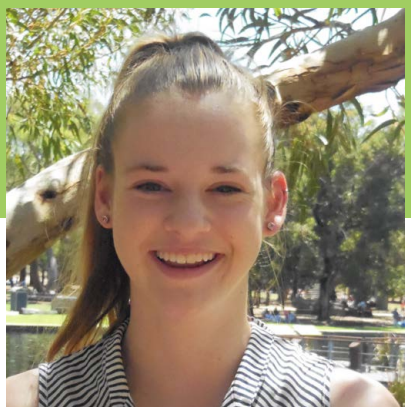
Keep your *Handbook* on electronic devices, or on computers you use often. Or print it. Just don't pile it or file it. Set yourself reminders to review the key sections. Don't worry if you lose it. It will remain on our website until the end of Term 1, 2017. We suggest you keep this *Handbook* until after you have received your WASSA at the end of the year.

Where else can you get information?

1. Check the details about your **WACE enrolments** and your **examination timetable** at https://www.wace.wa.edu.au. If there are changes to your personal details or your enrolments, you must inform your school.
2. If you have **enrolment questions**, ask your teacher or your school careers counsellor – or contact the Authority on 9273 6344 or email us enrolments@scsa.wa.edu.au.
3. For examination queries, email exams@scsa.wa.edu.au.
4. Join our Facebook page at https://facebook.com/SCSAWA.
5. Follow us on Twitter at https://twitter.com/scsawa.

I'm delighted to recommend Genevieve Alderson's advice (on the opposite page) about playing to your strengths, balancing opportunities in Year 12 – and of course, how to approach the final exams. As Genevieve suggests, 'this is much easier if you have all the relevant information.'

I hope this *Handbook* will be useful to you and I wish you all the best for your studies for the rest of the year.



STUDENT PREFACE

— BY GENEVIEVE ALDERSON

To the Year 12's of 2016:

Even though it may seem like your final exams are in the distant future, they will approach faster than you expect. In my experience, it's important to have the right mindset from the very beginning of the year. This means getting into good habits early on and coming up with an effective routine that works for you, which will help to reduce your stress levels, as well as make your life much easier later in the year.

Doing this is much easier if you have all the relevant information, especially about university, training and career options post school, so you have something to aim for! This handbook will address many of the common questions you have about Year 12, including ATAR calculations, university course requirements and enrolment information, and details regarding the VET course options. It also addresses what to do if you cannot complete or attend an exam due to sickness, injury or another issue, as well as general exam etiquette.

I think the most important thing about Year 12 is to play to your strengths. For example, not everyone is academic and the VET courses provide a great opportunity to build on talents and skills that aren't on the generic subject list. If you are passionate about what you're doing and work hard, you will see results. Additionally, Year 12 is about you. Don't do a subject because everyone else is doing it, and don't do a subject because your parents think it's a good option. Choose your subjects based on your own strengths, interests and future goals – you are the one putting in the work and you are in charge of your future.

While you need to be working diligently and consistently to achieve the results you need, you also need to take advantage of all the other opportunities Year 12 has to offer. Get involved in extra-curricular activities such as sport, music, fundraising, photography – anything you can to enrich your experience, because Year 12 is not only about studying and results, it is about creating memories, establishing friendships and learning life skills which you will carry with you into next year and beyond.

So work hard, put in the effort, do things for your own reasons, not anyone else's, and you will get to where you want to be and achieve the things you've always aimed for. Good luck!

*Genevieve is an Undergraduate Biomedical Science student at the University of Western Australia.

SOCIAL MEDIA

Keep up-to-date with tips about the exams and important dates, share information with other students or post messages about completed exams.

Our Facebook page is generally for students working towards their WACE. We welcome your feedback, but please be aware that it is a moderated forum. We remove posts when content contains bad language, is defamatory, is way off-topic or negative.

We also have an email you can use if you want to contact us that way. Email us at info@scsa.wa.edu.au. We will endeavour to respond to you within three working days.

https://facebook.com/SCSAWA

https://twitter.com/scsawa

STUDENT PORTAL

https://wace.wa.edu.au

On the student portal Year 12 students can:

- check their personal details
- check their enrolments
- complete the student declaration and permission
- 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*
- download a copy of the personalised Written Examination Timetable which states the date, time and venue*
- check their results.

* The dates for these activities are available on the Authority's website.

THE WACE

This section is relevant to all students seeking to achieve a WACE in 2016.

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

Most students complete the requirements in two years, although the School Curriculum and Standards Authority (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.

Table 1: Key terms

ATAR courses	ATAR course units are for students who are aiming to enrol in a university course directly from school. These courses will be examined by the Authority and contribute to the achievement of an ATAR.
General courses	General course units are for students who are aiming to enter further training or the workforce directly from school. These courses will not be examined by the Authority.
Foundation courses	Foundation course units are for those students who need additional help in demonstrating the minimum standard of literacy and/or numeracy.
VET Industry specific courses	Vocational Education and Training (VET) industry specific courses are typically for students who are aiming to enter further training or the workforce directly from school. VET industry specific courses have been developed in close consultation with WA Industry Training Councils and include a full, nationally recognised qualification and mandatory industry-related workplace learning.
Preliminary course units	Preliminary course units are for those who may need modification to the curriculum to meet their special needs. Preliminary courses do not contribute to the achievement of a WACE.
Units	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 III) available through VET industry specific courses are packaged as two or four units. 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.
WACE	A WACE is the certificate students in Western Australia receive after successful completion of the breadth and depth requirements, the achievement standard and the literacy and numeracy standard. The WACE is awarded by the School Curriculum and Standards Authority.
WASSA	A Western Australian Statement of Student Achievemenbt (WASSA) is issued to all Year 12 students who have completed any study that contributes towards the WACE. It lists all courses and programs that students have completed in Year 11 and 12. (Some students on accelerated programs with approval from the Authority may complete some of these in Year 10. VET and endorsed programs can be started without permission from Year 10).

REQUIREMENTS TO ACHIEVE A WACE

Achievement of your WACE acknowledges that at the end of your compulsory 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 2016, you must satisfy the following:

LITERACY AND NUMERACY STANDARD

- complete at least four units of an English course post-Year 10 and studied over at least two years
- demonstrate a minimum standard of literacy and a minimum standard of numeracy

BREADTH-AND-DEPTH

- complete a minimum of 20 units or the equivalent. This requirement must include at least:
    - a minimum of ten Year 12 units or the equivalent
    - two Year 11 units from an English course and one pair of Year 12 units from an English course
    - one pair of Year 12 units from each of List A (arts/languages/social sciences) and List B (mathematics/science/technology).

EXPLANATORY NOTES RELATING TO WACE REQUIREMENTS

1. The breadth-and-depth requirement can be met through ATAR, General and Foundation courses. 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 substitute using only VET qualifications (up to a total of four Year 11 units and four Year 12 units) or using endorsed programs (up to a total of two Year 11 units and two year 12 units) or using a combination of VET and endorsed programs (up to a total of four Year 11 and four Year 12 units, but with a maximum of two Year 11 units and two Year 12 units with endorsed programs).
3. Students are able to substitute the course unit requirement with unit equivalents achieved through the completion of AQF VET qualifications at Certificate I, II, III and higher and/or endorsed programs (see Table 2, page 17).
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.
5. Students enrolled in a Year 12 ATAR course (Units 3 and 4) 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 the first course, the grades for the pair of units completed in that year will not contribute

ACHIEVEMENT STANDARD

- achieve at least 14 C grades or higher (or equivalents, see below) in Year 11 and Year 12 units, including at least six C grades in Year 12 units (or equivalents)
- complete at least four Year 12 ATAR courses or complete a Certificate II (or higher) VET qualification over Years 10–12. The partial completion of a Certificate III or higher VET qualification may meet this requirement according to predetermined criteria (see Table 2 on page 17).

*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.

Unit equivalence

Unit equivalence can be obtained through VET qualifications and/or endorsed programs. The maximum unit equivalence available through these programs is eight units – four Year 11 units and four Year 12 units. Students may obtain unit equivalence as follows:

- up to eight unit equivalents through completion of VET qualifications, **or**
- up to four unit equivalents through completion of endorsed programs (two Year 11 units and two Year 12 units), **or**
- up to eight unit equivalents through

to the calculation of the achievement standard, but they will still count in the breadth-and-depth requirement. Students who do not sit the examination will not receive a course report.

6. Both VET qualifications and endorsed programs can indirectly contribute to the WACE achievement standard requirement of a C grade in at least 14 units. A C grade in a maximum of eight units (four Year 11 units and four Year 12 units) 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 Year 11 units and two Year 12 units).
7. The literacy and numeracy standard can be met either through the Online Literacy and Numeracy Assessment (OLNA) or by achieving Band 8 or above 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 completion of their studies.

a combination of VET qualifications and endorsed programs, but with endorsed programs contributing no more than four unit equivalents (two Year 11 units and two Year 12 units).

For VET qualifications:

- a Certificate I is equivalent to two Year 11 units
- a Certificate II is equivalent to two Year 11 and two Year 12 units
- a Certificate III or higher is equivalent to two Year 11 and four Year 12 units
- a partially completed Certificate III or higher is equivalent to two Year 11 and two Year 12 units (credit only allocated if the criteria for partial completion is met).

For endorsed programs, unit equivalence is identified on the Authority's approved list of endorsed programs.

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 and the assessment program for the course.

Repeating a course unit
Students can repeat Year 11 ATAR, and Year 11 and 12 General or Foundation units that have the same code (e.g. AEENG), but the repeated units do not contribute to the WACE requirements more than once.

Only candidates who have completed Year 12 may repeat an ATAR course examination in a Year 12 ATAR course.

THE ACHIEVEMENT OF A WACE

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

- ATAR
- General
- Foundation
- VET industry specific courses
- VET qualifications
- Endorsed programs.

Preliminary course units do not contribute to the achievement of a WACE, but will be 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. Appendix B 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 ATAR courses that can be used to calculate an Australian Tertiary Admissions Rank. The ATAR is used by universities as a selection mechanism. More information about the ATAR is available at the TISC website at http://www.tisc.edu.au.

If you do not complete at least four Year 12 ATAR 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.

Permission for a student to change courses is a school decision; however, for a student to achieve course unit credits, a change can only be made early in Year 12, before the cut-off date set by the Authority; or in Year 11 early in the year after the completion of Unit 1, or at the end of Year 11 after the completion of Unit 2. A student who withdraws from a VET industry specific course does not achieve course unit credits.

LITERACY AND NUMERACY

There are two requirements to demonstrate competence in literacy and numeracy. Firstly, you are required to complete at least four units of an English course post Year 10 and studied over at least two years.

Secondly, 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.

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, Reading, Writing and Numeracy tests.

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 will 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.

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.

Support documents to assist teachers in preparing their students for assessment 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 http://www.scsa.wa.edu.au/internet/Senior_Secondary/OLNA.

ACCUMULATING RESULTS

You may accumulate results in WACE course units, endorsed programs and VET credit transfer 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.

THE WESTERN AUSTRALIAN STATEMENT OF STUDENT ACHIEVEMENT (WASSA)

A WASSA is issued to all Year 12 students who complete any study that contributes towards a WACE. 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).

ATAR EXAMINATION COURSE REPORTS

For 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 examination 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.

PROGRAMS

There are two types of programs which can contribute to the WACE:

VET

VET qualifications are for students wishing to participate in nationally recognised training. All VET qualifications require registered training organisation (RTO) delivery, assessment and quality control under the relevant VET regulatory body. A Certificate II or higher is one of the range of requirements for achieving a WACE. These qualifications contribute to the WACE as unit equivalents.

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.

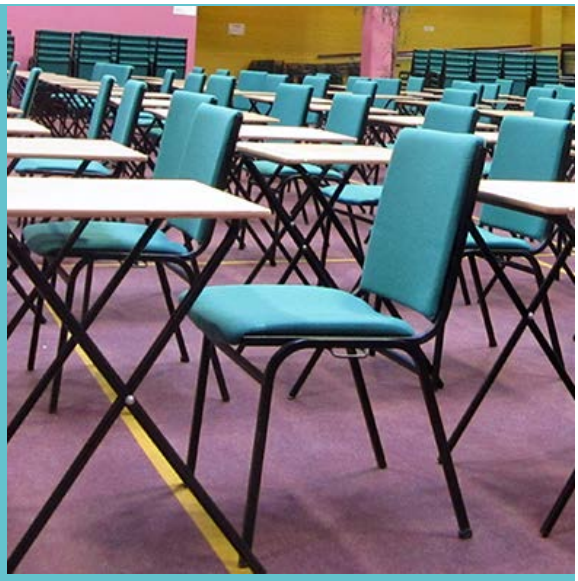
EXAMINATIONS

Students who are enrolled in a Year 12 ATAR course (pair of units) will be 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 the calculation of the WACE achievement standard, but they will still count for the breadth-and-depth requirement.

As a consequence of having a pair of units not contribute to the calculation of the WACE, a student may not meet the requirements to receive a WACE.

EXAM AND STUDY TIPS FOR YEAR 12 ATAR COURSES



- Access previous WACE examination papers through our website and practise all the questions available. Note: the WACE course examinations available on the Authority website may be different from the ATAR course examination.
- If you have limited time for practising extended response questions, write a plan to answer the questions, including definitions and important issues, in dot points.
- Look at how questions are presented in text books to get a good range of the types of questions that can be asked.
- Review the syllabus for your course and develop focus questions for the content points. What types of questions could be asked about different content?
- Write summary notes for each topic or portion of content that is covered in the course.
- Practise examination techniques including the meaning of key instructional verbs.
- When sitting exams, read the questions carefully and answer the question that is asked. This particularly applies to extended response questions, as the questions tend to be quite specific and you need to answer the questions properly.

EQUIVALENCES

This section is relevant to students who have completed:

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

WACE UNIT EQUIVALENCE

If you have completed VET qualifications independent of a VET industry specific course or endorsed programs, 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 partly completed Certificate III or higher (see Table 2).

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 an endorsed program has been 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.

Table 2: 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.

An application for WACE recognition of VET achievement completed outside of a school arrangement may be downloaded from the Authority website at http://www.scsa.wa.edu.au/internet/Events_and_Forms/Application_Order_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 at http://www.scsa.wa.edu.au/internet/Events_and_Forms/Application_Order_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, 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 units (up to a maximum of four Year 12 units may be substituted by VET qualifications and endorsed programs). A student 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
- 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 units from both List A and List B.

COMPLETION OF THE EQUIVALENT OF ONE SEMESTER

To be granted block credit for one semester in Year 11 to contribute to 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 (up to a maximum of two Year 11 and four Year 12 units may be substituted by VET qualifications and endorsed programs). A student 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 being achieved in Year 12
- demonstrate the literacy and numeracy standard
- complete three different units from WACE English courses (English, Literature or English as Additional Language or Dialect), including a pair of units from Year 12
- complete a pair of List A units and a pair of List B units in Year 12.

ENROLMENTS

This section is relevant to all students.

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

Year 12 students and other students enrolled in an ATAR course examination will be asked to give permission for the following:

a. release of their name should they win an award
    - the Authority award winners are published in the media and on the Authority's website if permission to do so has been given by the student.

b. use of school work for creating support materials
    - the Authority uses school work produced during 2016, e.g. assignments, projects, portfolios, tests, school-based exam responses.

c. use of examination responses (written and practical)
    - the Authority uses:
        - ATAR course written and practical examination responses (copyright owned by the student)
        - images and sound recordings of the student 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 previously 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:

- Anything which identifies the student or 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 the student revokes it by notifying the Authority in writing that he/she no longer wants 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 online go to https://www.wace.wa.edu.au and follow the login instructions. This student declaration and permission needs to be completed online by **Friday, 24 June 2016**.

CONFIRMING ENROLMENTS

Students who are registered with the Authority are able to check their enrolment details in WACE course units online at https://www.wace.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, please 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, 2 May 2016**, 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 **Wednesday, 6 April 2016**. (After this date students may only withdraw from a course).

The deadline for changes students to withdraw from Year 12 ATAR courses with a practical examination is **Friday, 29 July 2016**.

The deadline for changes students to withdraw from Year 12 ATAR courses that do not have a WACE practical examination is **Friday, 26 August 2016**.

The deadline for changes to withdrawal of enrolment from General, Foundation, Preliminary and VET industry specific courses for Year 12 students is **Friday, 26 August 2016**.

No changes will be accepted after these dates.

STUDENTS WHO ARE REGISTERED WITH THE AUTHORITY ARE ABLE TO CHECK THEIR ENROLMENT DETAILS IN WACE COURSE UNITS ONLINE AT HTTPS://WWW.WACE.WA.EDU.AU

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SCHOOL ASSESSMENT

This section is relevant to all students.

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. The notation of 'U' can be used for a Year 12 student completing Year 12 over more than one year. A 'U' notation indicates the assessment program is incomplete but the student intends to complete it the following year.

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 (performance, oral, portfolio or production) examination, 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) and 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.

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 (see section 3.7.1 of the WACE Manual).

For all ATAR courses with a practical examination (oral, 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 3), and
- 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.

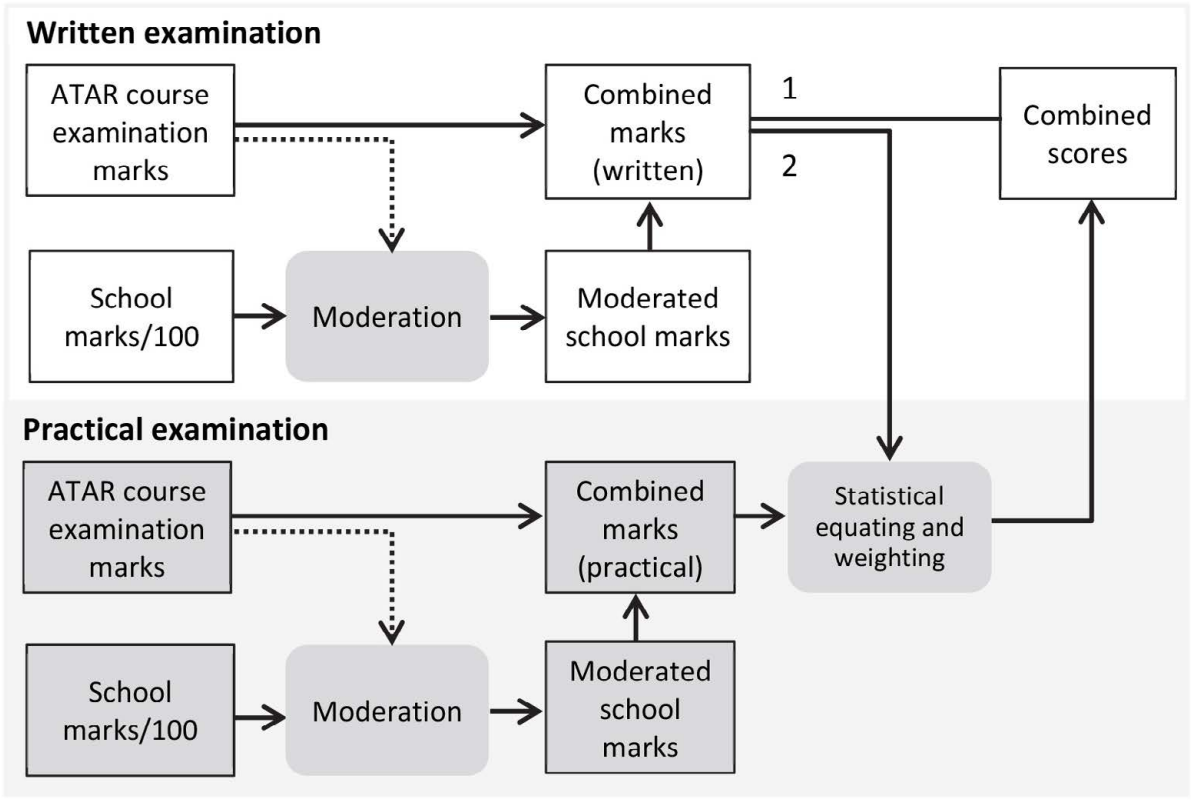
For Year 12 ATAR courses with both a written and a practical component, statistical moderation is applied separately to the written school marks and to the practical school marks. ATAR course written examination marks are used for the moderation of the written school marks and practical ATAR course examination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

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 Authority's post-examination process



1 – courses with written component only
2 – courses with written and practical components

The weightings for each component are provided in Table 3.

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

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 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 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 will review 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 understandings should be applied by the teachers when marking all future assessment tasks.

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.

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, 21 October 2016**.

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 www.scsa.wa.edu. au/ internet/Events_and_Forms/ Application_Order_Forms.

This form must be received by the Authority by **Friday, 4 November 2016**. A fee of $34 is payable for a pair of Year 11 or Year 12 units ($17 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 that 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 practical ATAR course examination process also must be your own. Any material included in your work that is not your own must be acknowledged appropriately.

Table 3: 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%

EXAMINATIONS

This section is relevant to students sitting the ATAR course examinations.

PURPOSE OF EXAMINATIONS

The Authority sets, administers and marks the ATAR course examinations for all Year 12 ATAR courses (Units 3 and 4).

All Year 12 ATAR courses have written examinations. Some examinations have a written and a practical component (performance, oral, portfolio or production). All examinations are marked by 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 C.

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.

The Authority reports 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 in that course.

There are no external examinations for General and Foundation courses.

If you are applying for university admission, you should check that your course selections meet the entry requirements. University admission information is available on the TISC website at www.tisc.edu.au.

School candidates
When a school uploads your enrolment in a Year 12 ATAR course to the Authority, you are automatically enrolled to sit the ATAR course examination.

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 in the event that 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 and 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 French, German or Italian Background language course (see Appendix 3 of the 2015–16 WACE Manual), you must be enrolled to sit at least three other ATAR course examinations in that year.

NON-SCHOOL CANDIDATURE

Non-school candidature in 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.

A student 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.

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 in the country is responsible for travel costs.

Non-school candidate enrolments close on **Wednesday, 6 April 2016.** No late enrolments will be accepted.

If you sit an examination as a non-school candidate, that examination does not contribute towards meeting the requirements for the WACE. The sickness/misadventure provisions also will not apply to you for this examination.

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 for that course.

SITTING ATAR COURSE EXAMINATIONS OUTSIDE WESTERN AUSTRALIA

If you are a Western Australian student wishing 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 August 2016**.

Application forms are available from the Authority website at www.scsa.wa.edu.au/internet/Events_ and_Forms/Application_Order_Forms.

To offset some of the costs associated with setting up an examination centre and the secure despatch of examination papers, students sitting ATAR course examinations outside Western Australia are required to pay the fees outlined in the order form above. The candidate is responsible for all expenses associated with sitting ATAR course examinations outside of Western Australia including supervisor, venue and return of exam scripts.

This fee is non-refundable if examination arrangements are cancelled after **Friday, 26 August 2016**.

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 http://wace1516.scsa.wa.edu.au/syllabus-and-support-materials. Copies of the syllabuses may be available from schools.
- You have access to student editions of the examination reports which provide advice from the examining panel of the previous year.
- All teachers have online access to full examination reports for previous examinations in each course. These reports provide feedback, which includes comments on common mistakes candidates made and sections that were well or poorly done.
- Front covers of this year's ATAR course examinations will be sent to schools in August and will be available through your teacher. These covers provide information on the structure of the examination paper. This includes the number of questions, if there is any choice, and the number of marks allocated to questions or sections.
- 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.

INSURANCE ADVICE

The Authority does not have insurance that covers:

- accident or injury not involving negligence by the Authority
- loss associated with student travel including loss of baggage, cancellation or changes to travel arrangements lost, stolen or damaged property belonging to candidates.

Candidates are encouraged to consider obtaining personal accident and/or travel insurance if appropriate. Consideration should include the physical demands and requirements of some practical 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 having an examination mark significantly reduced.

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.

Refer to Breach of Examination Rules below.

SPECIAL EXAMINATION ARRANGEMENTS

Special arrangements may be made if you have permanent or temporary disabilities that

BREACH OF EXAMINATION RULES

It is your responsibility to ensure that you understand all instructions relating to the examinations. Breaches of examination rules and maximum penalties that might apply include but are not limited to:

1. Impersonation of a candidate: cancellation of all the candidate's practical and/or written raw examination marks, exclusion from remaining examinations in that year, and the matter reported to the police.
2. Collusion between candidates: cancellation of the practical and/or written raw examination marks in the examination of each of the candidates involved, together with an inspection of prior papers/recordings in any common examination for evidence of collusion.
3. Possession or knowledge of examination questions before an examination: cancellation of all the candidate's practical and/or written raw examination marks. The matter will be reported to the police.
4. Possession of unauthorised materials during the examination: cancellation of part or all of the candidate's practical and/or written raw examination marks where unauthorised materials are considered to be relevant to the course being examined (whether or not actual use is established). Possession of mobile technologies (for example smart watch, mobile phone, iPod) and/or calculator in an examination for which it is not approved will result in the cancellation of all or part of the candidate's practical and/or written raw examination mark.
5. Markings on authorised materials in the examination room: cancellation of part or all of the practical and/or written raw examination mark where markings in tables, data books or dictionaries etc. are

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, 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 www.scsa.wa.edu.au/internet/Events_and_Forms/Application_Order_Forms. Further information about permissable adjustments can be found in the Authority's *Guidelines to 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.

considered to be relevant to the course being examined (whether or not actual use is established).

6. Removal of examination materials: unauthorised removal of examination materials from the examination room will result in cancellation of the part(s) of the candidate's practical and/or written raw examination mark relating to the materials, the materials being removed and the matter reported to the police.
7. Examination room behaviour: blatant disregard of examination room regulations will result in the removal of the candidate from the examination room.
8. Failure to follow examination instructions: cancellation of part or all of the candidate's practical and/or written raw examination mark where the candidate's failure to follow the instructions is considered to have given the candidate an advantage over other candidates.
9. False declarations: cancellation of part or all of the practical and/or written examination mark where the candidate falsely declares that the work presented for external assessment is their own and/or that it conforms to the specifications of the course.

Alleged breach of examination rules are reported to the Manager, Examinations Logistics at the Authority by:

- the examination centre chief supervisor for written examinations, **or**
- the chief marker for practical examinations.

Candidates have the right of appeal against a penalty being imposed on the grounds that:

- a breach of examinations rules did not occur, **or**
- Authority procedures used to determine if a breach occurred were inappropriate.

Such an appeal must be lodged at the Authority within eight calendar days of the despatch date of the penalty notification.

Applications for special examination arrangements for candidates with a disability sitting ATAR course examinations are due by **Tuesday, 17 May 2016**. 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, 29 July 2016**. Physical disabilities (caused by accidents) and illness that occur after this date and before or during the examinations will still be accepted and considered.

In the case of illness or disability occurring at the time of the ATAR course examinations, candidates should phone the Senior 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://wace.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.

You should not miss an examination session merely because you do not feel able to do your best. The sickness/misadventure provisions are designed to cover the case of a candidate who performs below expectations because of unexpected sickness or misadventure.

If you do not attend an examination session and your sickness/misadventure application is unsuccessful, you will not receive a mark in that course. This will result in you not completing the course and it could affect your achievement of the WACE.

The Authority does not expect you to attend an examination session against specific medical advice.

If you miss, or are not able to complete an examination session for health reasons, it is important that medical evidence be provided to verify the nature and severity of the illness/injury. In most cases, that will mean producing evidence from a medical professional who was consulted on the day of the examination or the day before. Medical evidence must be entered by the doctor directly onto the *Sickness/Misadventure application form – ATAR course examinations 2016* available from the Authority website at http://www.scsa.wa.edu.au/Events_and_Forms/Application_Order_Forms.

Image designed by Freepik

DID YOU KNOW?

This year there will be 1 500 written exam markers and 500 practical exam markers. They use marking keys to ensure consistency. At least two markers, working independently, will mark each examination script.

Under no circumstances should medical documentation or a completed sickness/misadventure application be given to any person in attendance at a practical or written examination centre.

No supplementary examinations are set. **Practical examinations cannot be rescheduled**.

Applications for sickness/misadventure are considered by a committee which includes a medical practitioner.

If your claim for special consideration is approved, the usual procedure is for the Authority to calculate an examination mark on the basis of your school mark and its relationship with the marks of other students. The calculated mark could be very different from the school assessment. You receive the higher of the two marks – the actual examination mark and the estimated examination mark. Practical marks and written marks are calculated separately. You will be informed of the outcome of your application at the same time as you receive your WASSA. If you will be away at this time, it is your responsibility to make arrangements for the collection of your mail so you can follow up with the decision if necessary. You cannot submit an application on the basis of:

- difficulties in preparation or loss of preparation time, for example, as a result of sickness during the year unless it is within two weeks of your first written examination
- alleged deficiencies in tuition
- long-term illness such as asthma, unless you have suffered an acute episode of the condition just before or during the examination period
- long-term injury or illness where you were required to submit an application for a special format practical examination
- the same grounds for which you have received special examination provisions – unless you have experienced additional difficulties during an examination session
- misreading the examination timetable causing you to miss an examination or arrive late to an examination
- misreading of examination instructions
- events related to your school-based assessment in a course
- attendance at a sporting, cultural or social event during the written examinations.

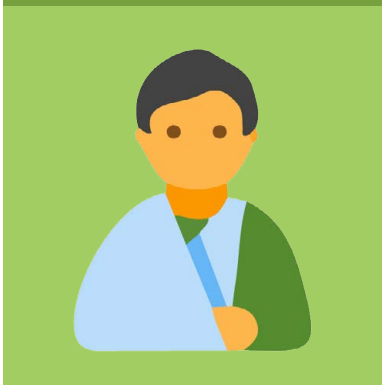
If difficulties are experienced as a result of any of the above, you should seek advice from your principal.

Applications will be considered only if made on the correct form, available from examination centres, schools and the Authority website (from September 2016) at http://www.scsa.wa.edu.au/Events_and_Forms/Application_Order_Forms.

Applications that relate to the practical component must be submitted immediately following the practical examination, unless it is anticipated that the sickness or misadventure will also affect your performance in the written examination/s.

Applications related to the written examinations should be submitted immediately following your last written examination. Only one form should be used to cover all examinations for which the application is being made. The completed form and all supporting evidence must be received at the Authority no later than close of business on **Wednesday, 23 November 2016**.

You should not miss an examination session merely because you do not feel able to do your best.



If you consider there was a breach in the process followed by the Sickness/Misadventure Committee, you can lodge an appeal in writing to the Authority.

To meet processing deadlines for the first round of university offers, you must lodge your appeal by noon on **Thursday, 5 January 2017**. Lodgement of appeals must be in writing.

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 EXAMINATION TIMETABLES

The 2016 practical ATAR course examinations are scheduled as follows:

- Aviation, Dance, Drama, and Physical Education Studies – **Saturday, 24 September to Sunday, 2 October** (Saturday, Sunday and the public holiday included)
- English as an Additional Language/ Dialect (overseas schools) – **Saturday, 24 September to Sunday, 9 October** (Saturday, Sunday and the public holiday included)
- Chinese: Second Language – **Saturday, 15 October**
- Japanese: Second Language and Indonesian: Second Language – **Saturday, 15 October and Sunday, 16 October**
- 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, 15 October to Sunday, 30 October** (Saturday and Sunday included).

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://www.wace.wa.edu.au.

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

For all courses with practical examination components, Year 12 students are able to withdraw from ATAR courses with practical examinations up until **Friday, 29 July 2016**.

EXAMINATION MATERIALS AND STRUCTURE

For detailed information regarding each of the practical examinations you are strongly advised to download the practical examination requirements 2016 document from the relevant course page at http://wace1516.scsa.wa.edu.au/syllabus-and-support-materials.

This document includes the following information:

- the structure and organisation of the practical examination
- forms to be completed
- clothing to be worn
- material or equipment permitted
- breach of examination rules.

Copies of the front covers of all examination papers are distributed to schools in August and will also be available on the Authority website so that you will know which materials are authorised and how the examination will be structured.

ARRIVAL TIME

You must report to a supervisor at the examination centre at the scheduled reporting time. This reporting time is before the scheduled examination time.

You must read your *Personalised practical examination timetable* carefully because if you are late you will not be admitted to the practical examination and you will not be given another time slot. You will not receive a mark for the component.

Unauthorised materials must be left at the registration desk. The supervisor cannot accept responsibility for any items left behind.

UNAUTHORISED MATERIAL

You must not take unauthorised materials including personal belongings such as bags and mobile phones into the practical examination. To do so may result in the matter being referred to the Breach of Examination Rules Committee. Please refer to the practical examination requirements for each course.

DICTIONARIES

A print dictionary can be used in the preparation room only for some Language examinations. Dictionaries used in the preparation room must not contain any notes or other marks. You are not allowed to take an electronic dictionary or thesaurus into the preparation or examination rooms. See Appendix F for further details.

NOTES

Notes made in the preparation time may be taken into the interview room. These must be handed to the marker before you leave the interview room.

MOBILE PHONES

You may take a mobile phone into the Music examination to play your

accompaniment but it cannot be used as a timer or tuner. A mobile phone can be taken in Drama examination as your sound recording. A mobile phone may not be taken into any other ATAR course examination.

ENSURING ANONYMITY

Performance examinations

You must ensure that nothing you carry or wear can identify you, your school, club or achievements. Uniforms or other items of clothing, equipment or stamped/labelled material that may be identified with a school are not permitted in the examination. If you do not meet this requirement, you will be reported to the Breach of Examination Rules Committee.

Portfolio/production submissions

Any submission must be identified only by your SCSA student number. Any other information, such as previous marks from the school, your name or the name of your school must be removed from all individual pieces submitted. If you do not meet this requirement, you will be reported to the Breach of Examination Rules Committee.

DECLARATION OF AUTHENTICITY

For many of the practical examinations candidates are required to complete and submit a *Declaration of authenticity* form. In completing the *Declaration of authenticity*, a candidate is declaring that:

- the work submitted was completed through the duration of the course being examined
- none of the work submitted was worked upon directly by a teacher or any other person
- none of the work was submitted for external assessment in any other ATAR course examination
- the work submitted was developed mainly in school time, and any work developed away from school was regularly monitored by the teacher.

Failure to submit a completed *Declaration of authenticity* could result in a referral to the Breach of Examination Rules Committee. If the chief marker considers that the work submitted is not in accordance with the signed *Declaration of authenticity*, the matter could be referred to the Breach of Examination Rules Committee.

A copy of the *Declaration of authenticity* can be downloaded from the relevant course page at http://wace1516.scsa.wa.edu.au/syllabus-and-support-materials.

ACKNOWLEDGING REFERENCES

All references (i.e. another person's ideas, works or images) used in the investigation and development of the submitted work are to be clearly cited using the course specific form. All images obtained from the internet should contain the URL. Failure to comprehensively reference sources could result in a breach of examination rules.

Screen shots, drawings and images produced using CAD and/or graphics editing software should include the names of the software package as they

appear in the portfolio and must be listed in the acknowledgements.

COMPLETION OF FORMS

Forms that need to be submitted for your practical examination can be downloaded from the relevant course page at http://wace1516.scsa.wa.edu.au/syllabus-and-support-materials.

These forms should be completed in accordance with the instructions provided on the website. They should:

- be presented on A4 paper in 12-point Arial font
- have the pages presented in the correct order and be printed double-sided
- be secured firmly by staples on the left-hand side
- labelled with your eight-digit SCSA student number
- not contain your name, school or other identifying material.

These forms will not be returned to you.

PORTFOLIO/PRODUCTION SUBMISSIONS

Portfolios/productions are submitted to the Authority for marking. Marking occurs at the end of Term 3. Schools will be notified of the days on which they must submit their students' portfolios/productions. Your school will notify you when your work must be submitted to your school.

Candidates are urged to ensure appropriate packaging of production submissions for transport.

RETURN OF THE PORTFOLIOS/PRODUCTIONS

Marking of portfolios/productions will be completed by the end of October. Schools will be notified of the days on which they may collect their students' portfolios/productions. Your school will notify you when your work can be collected (from your school).

Submissions not collected by metropolitan schools will be destroyed in accordance with the Authority's retention and disposal schedule. The Authority will arrange the return of country schools' submissions by post.

SAFE AND APPROPRIATE PRACTICE

Performance examinations

You will not be permitted to use any items made of glass and you must not use unsafe props and practice (for example, no naked flames, breaking/broken glass, guns and knives or other weapons, including replica weapons). Nothing is to be used in the performance that can be spilled on the stage area. This includes liquids such as water and juice, food, sand, glitter and the spraying of substances (e.g. aerosol cans).

Your submitted or performed work must not be offensive or have objectionable content to the audience (i.e. the markers). While it is understood that a practical examination may challenge established views, it is important to consider and take into account the values of the audience and the accepted standards of the wider community and in general within a Year 12 context. Failure to do so may result in a breach of

examination rules.

It is your responsibility to ensure that your performance is safe and that the examination space is left clean and clear for the next candidate.

ELECTRONIC SUBMISSIONS

File formats for the USB must be capable of being played or opened in a web browser, for example Google Chrome and must be checked for viruses before submission. Files which are very large should be compressed. Ensure that scanned images are at a 300 dpi resolution for best quality. The font size of all writing within the portfolio should be legible for markers to read, e.g. 11 point.

PRODUCTIONS

For the purposes of fairness and equity, details regarding the maximum size, weight or time of submitted work must be adhered to. These details can be found in the relevant course practical examinations requirements, 2016 document. Work that does not comply with category size requirements, or is dangerous to handle, will be referred to the Breach of Examination Rules committee.

Work requiring connection to mains power must be certified by a qualified electrician and have a certification tag attached. Work delivered to the marking venue without the required tag will not be plugged into a power source until the work has been certified by a qualified electrician. Compliance will be checked when work is delivered. Schools will be notified immediately of non-compliance. All electrical certification costs incurred will be the responsibility of the school.

Work submitted must be safe to handle. It must:

- not contain sharp or dangerous materials such as needles, broken mirror, broken glass or barbed wire.
- must be stable and of sound construction to avoid damage during handling (ensure careful packaging for transport). Work that includes glass as an intrinsic part of the artwork must use 4mm–6mm safety glass or perspex and be stable to handle (glass must have bevelled edges).

MISSING AN EXAMINATION

The practical examination cannot be re-scheduled if you suffer a temporary illness/ injury or misadventure during the examination period. Please see page 34 for details on the application process for sickness/ misadventure consideration.

CANDIDATES WITH A LONG-TERM INJURY OR ILLNESS IN PERFORMANCE EXAMINATIONS

If you have an injury or illness existing at the start of Term 3, you must ask your school to apply for special arrangements for you to be examined in an alternative format if the injury or illness will affect your participation in the standard practical examination of any course. Candidates studying Physical Education Studies or Dance are most likely to need special arrangements;

however, candidates in any course with a performance or interview component may be affected. See page 32 for details related to making an application.

Sickness/misadventure provisions do not apply in cases where the illness or injury is long term.

Failure to act on this information may jeopardise your completion of the examination requirements for that course and hence the completion of the course. This may impact on your achievement of a WACE.

MARKING THE PRACTICAL EXAMINATIONS

Two markers will be present for the practical (oral) and practical (performance) examinations. One of the markers will act as the interviewer/spokesperson. The other marker will observe the examination and generally will not intervene during the examination. However, the situation could arise where there is a third person sitting in on the examination. The role of the third person is to ensure the comparability of marking procedures between the two markers. This person will observe the markers and will not ask any questions.

For Music, the third marker may have a role as a moderating marker across a number of panels to ensure comparability. The third marker in Music is involved in the marking process and may ask you questions, if necessary.

For portfolio/production submissions, your work will be marked independently by two markers.

Interstate-sourced Language practical examinations will be conducted via electronic communication (telephone or videoconference) with interstate markers.

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 2016 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 will return it to the Authority by **Wednesday, 15 June 2016**. There will be no changes made to sport selection nor skill level after 4.00 pm on **Friday, 29 July 2016**.

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.

TECHNICAL ASSISTANT/ ACCOMPANIST

In Drama and Music you may bring a technical assistant or accompanist. It is your responsibility to ensure that your technical assistant/accompanist arrives punctually at the examination.

The technical assistant/accompanist:

- can only communicate with you when conducting a sound check during set-up time (they cannot prompt, applaud, cheer or comment during the performance)
- can carry and set-up the sound equipment only
- must leave immediately after the completion the examination.

In Music the accompanist must submit a completed *Declaration of accompanist* form.

The technical assistant and accompanist cannot be a practical examination marker.

WHEN YOU HAVE COMPLETED YOUR EXAMINATION

You must leave the examination area once you have completed your examination. You must not have contact with candidates waiting to be examined, or teachers, or other parties who are seeking feedback from the examination. Failure to do so may result in a breach of examination rules.

COSTS INCURRED (PERFORMANCE EXAMINATIONS ONLY)

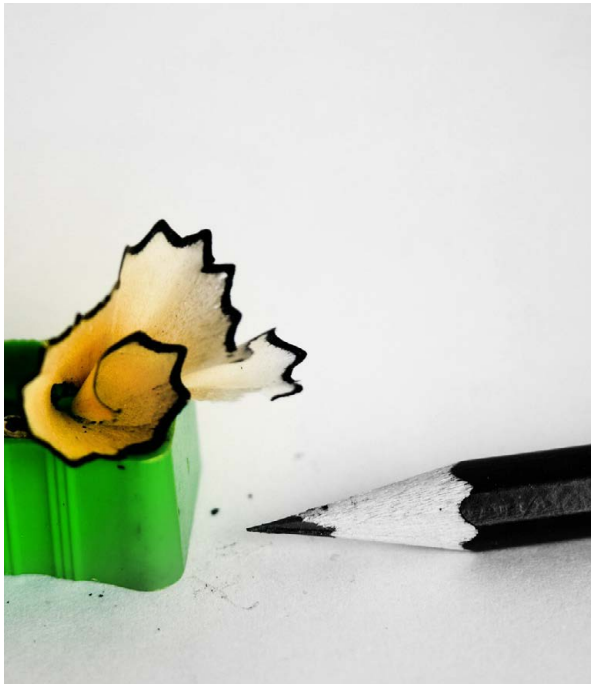
If you attend a school less than 100 km from Perth, you will need to travel to the venue at your own expense.

If you have to travel more than 100 km to Perth for your Physical Education Studies, Music, Dance, Drama or Aviation examination:

- you will be reimbursed for fuel up to $115 (on production of receipts) where the candidate is close enough to drive (i.e. in the area south of Geraldton, west of Kalgoorlie and north of Albany)
- all claims for fuel reimbursement must be sent to the Authority by **Friday, 25 November 2016**
- if you need to fly to Perth, the airfare will be arranged and paid for by the Authority (parents or schools who pay for airfares will not be reimbursed)
- accommodation and meal costs will not be reimbursed
- candidates who are required to stay overnight must be accompanied by a chaperone (discussion between the school and the Authority is required)
- candidates travelling by air will be met at the airport by an Authority employee who will organise transport to/from the venue
- where possible, a candidate sitting two or more practical examinations in a metropolitan venue will be scheduled for the same or adjoining days.

Candidates enrolled in a language examination who live more than 100 km from the examination venue, and who are not willing to travel to a venue at their own expense, will be offered a telephone or internet examination.

Further information is available from Examination Logistics on 08 9273 6377.



WRITTEN EXAMINATIONS

WRITTEN EXAMINATION TIMETABLES

Written examinations start on **Monday, 31 October 2016** and finish no later than **Wednesday, 23 November 2016**. The examination timetable will be published on the Authority website at www.scsa.wa.edu.au on **Monday, 18 July 2016**.

On **Wednesday, 7 September 2016** you will be able to download from https://www.wace.wa.edu.au a copy of your *Personalised examination timetable* showing the course, time, date and location for each written examination in which you are enrolled.

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 examination timetable*, please 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.

The *Personalised examination timetable* will show your SCSA student number, which will need to be written on each of your examination question/answer books.

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 an aural 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 withdrawal of enrolment from ATAR courses (without a practical component) for Year 12 students is **Friday, 26 August 2016**.

ARRIVAL TIME

You must arrive at the examination centre at least 30 minutes before the prescribed start time for an examination (8.50 am for a morning examination and 1.30 pm for an afternoon examination). Supervisors will allow candidates into the examination room before the prescribed start time so that administrative procedures can occur and important examination information can be explained.

In the examination room, you will have

an assigned desk on which your SCSA student number has been placed. You must sit at this desk unless otherwise directed by a supervisor.

LATE ARRIVALS

You will not be admitted to an examination after 30 minutes have passed from the start of the working time of the examination.

WHAT TO TAKE INTO EXAMINATIONS

You must take your signed *Personalised examination timetable* to each examination and make it available for the supervisor to see. Candidate identification check forms will be used to make random checks of candidate identification throughout the examination period.

You must provide your own pens, pencils, coloured pencils, sharpener, highlighters, ruler, eraser, correction fluid/tape and other items specified or recommended for particular courses. These specified or recommended items are listed on the front cover of each examination paper and in the examination design brief in the syllabus. Items should be contained in a pencil case made of clear materials.

Copies of the front covers of all examination papers are distributed to schools in August and will be available through your teacher so that you can be aware of authorised materials and the structure of each examination. Front covers will also be available from August 2016 on the Authority website at www.scsa.wa.edu.au.

Appendix D provides a guide to the materials required/recommended for written examinations. Any equipment brought into the examination room will be subject to inspection. Equipment should bear only the original inscribed information.

All items other than those listed on the front cover of each examination paper are therefore classified as unauthorised and should not be brought into the examination room. These include, amongst other things:

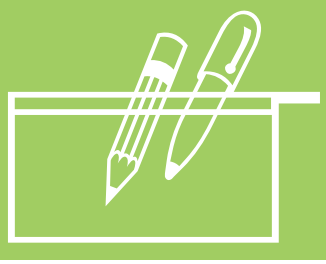
- mobile phones
- smart watches
- MP3/MP4/iPods/iPads/laptop computers/tablets
- bags
- pencil cases not made of a clear material
- calculator cases/covers
- calculator instruction booklets
- map templates of any description
- external storage media.

MOBILE TECHNOLOGY

In recent years, most breaches of examination rules have related to possession of mobile phones and/or MP3/MP4/iPods. In these instances, candidates have lost examination marks.

DID YOU KNOW?

Your stationery items should be contained in a pencil case made of clear materials.



Mobile phones, tablets, smart watches and MP3/MP4/iPods/iPads/laptop computers should not be taken into the examination room. If, due to a security risk, they cannot be left outside the examination room, then they must be turned off and left at the front of the room. No responsibility will be accepted by the supervisor for your personal property.

CALCULATORS

Approved calculators are permitted in some course examinations. A calculator must be silent in use and must not contain a program that transforms it into an unauthorised calculator. If you are found in possession of an unauthorised calculator, you will be in breach of the examination rules. Approved calculators are detailed in Appendix E.

DICTIONARIES

Approved dictionaries are permitted in the written examination of all Language courses (except English). If you bring a non-approved dictionary, or more than one dictionary, into an examination, you will be in breach of examination rules.

Personal copies of dictionaries must not contain any handwritten or typewritten notes, symbols, signs or any other marks (including underlining and highlighting), except the name and address of a candidate, and will be inspected during the examination. Dictionaries may be consulted during the reading time of an examination. Further details regarding dictionary use in the examinations are contained in Appendix F.

NOTES

You may take up to two (2) A4 sheets of notes into the examinations. These notes may only be used in the calculator-assumed section of the Mathematics Applications, Mathematics Methods and Mathematics Specialist examinations.

Your notes in these courses are to be flat and contain no folds. They may be written on both sides, but must not have other notes attached to them (including sticky notes). The notes on the sheets may come from any source: handwritten, typed or photocopied, and contain any information that the candidate wishes to take into the examination. The font on the sheets may be of any size.

You are **not** permitted to bring more than the prescribed number of sheets into these specific examinations.

If you attempt to bring in more sheets than the authorised number, the matter will be referred to the Breach of Examination Rules committee.

ADDITIONAL WORKING PAPER

Blank working paper cannot be brought into any examination. If you want additional working paper, you must ask the supervisor. Work that is not to be marked should have two lines drawn through it and be labelled ‘do not mark’.

PENS OR PENCILS

For multiple-choice sections, you must use blue or black pen when recording your response on the relevant recording sheet. You may use either a pen or pencil in other sections of the examination,

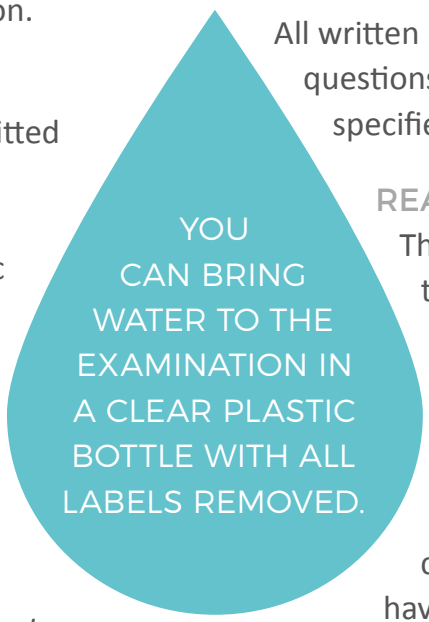
though blue or black pen is preferable. You are advised not to use erasable pens. Coloured pencils may also be used.

WATER BOTTLES

You can bring water to the examination in a clear plastic bottle with all labels removed. The water bottle should have a secure lid and have a capacity of no more than 1500ml. Water bottles may not be refilled during the examination.

FOOD

Generally, eating is not permitted during an examination. However, if there are special circumstances (e.g. a diabetic condition), you may apply to the Authority to eat food during an examination. Further information about permissable adjustments can be found in the Authority's *Guidelines to disability adjustments for timed assessments* at www.scsa.wa.edu.au. You must complete the *Application for special examination arrangements 2016* form available on the Authority website at http://www. scsa.wa.edu.au/internet/Events_and_Forms/ Application_Order_Forms. The form must be submitted by **Tuesday, 17 May 2016**.



CLOTHING

You will be expected to wear clothing acceptable to the school or centre at which the examination is being held. You will not be permitted to wear caps or hats in the examination room. These should be removed and left with your possessions before entering the examination room. If a hood is attached to clothing, the hood must not be placed on your head.

Veils or headwear, worn for cultural, medical or religious reasons as part of your usual attire when attending school, can be worn during an examination.

LANGUAGE OF COMMUNICATION

All written responses to examination questions must be in English unless specified in the examination paper.

READING TIME

The purpose of reading time is for you to read all instructions on the paper, familiarise yourself with the questions and determine which questions you will attempt. All ATAR course written examinations have 10 minutes reading time. Reading time is for reading only. No marking of the paper by pen, pencil, highlighter, fingernail, or other items or the use of calculators, is permitted during this period. Approved dictionaries, however, can be consulted during this time for all Language (except English) examinations. Music candidates are permitted to use their Authority-issued personal listening devices.

LEAVING AN EXAMINATION

You will not be allowed to leave the examination during the first hour of the work period of the examination, or during the final 15 minutes of the examination. You will be advised by the

supervisor when there are 15 minutes remaining in the examination.

You must stop writing immediately when instructed by the supervisor. You should not leave your desk until all papers in the room have been collected.

You should leave the examination room in an orderly fashion when directed by the supervisor.

Talking to other candidates is not permitted in the examination room at any time. When you have been dismissed from the examination, you should move well clear of the examination room so you don't disturb other candidates who may still be engaged in an examination.

You are not permitted to remove examination materials from the examination room unless specific permission is given by the supervisor. All examination scripts remain the property of the Authority.

SCHOOL RULES

If your school denies you access to your nominated examination centre (e.g. if you have been suspended or expelled), it is your responsibility to seek an alternative examination centre by approaching principals of other schools.

MATHEMATICS ATAR COURSE EXAMINATIONS

Separate ATAR mathematics course examinations will be conducted in:

- Mathematics Applications
- Mathematics Methods
- Mathematics Specialist.

Each ATAR Mathematics course examination consists of two sections, Section One: Calculator-free and Section Two: Calculator-assumed. Formula sheets are provided for use in both sections of the examination. Notes may be used only in the calculator-assumed section.

The following procedure will be used for sitting each ATAR Mathematics course examination:

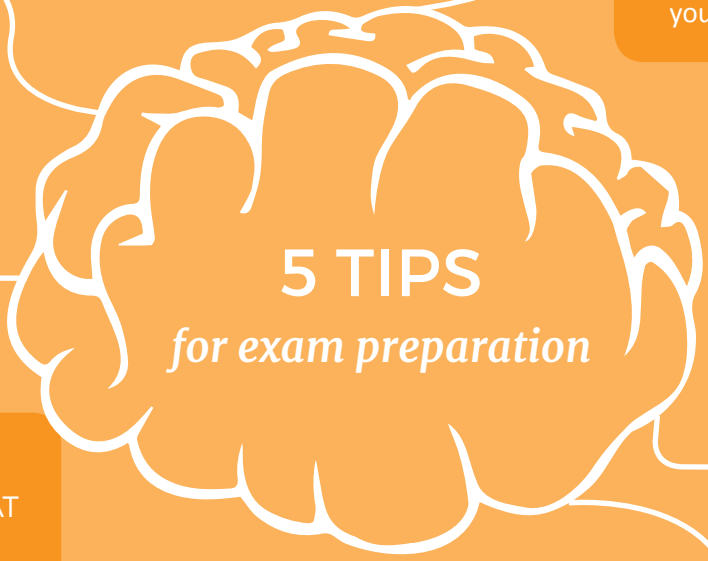
- both sections of the examination paper (Section One and Section Two) will be placed on your desk, along with the corresponding formula sheet
- you will be required to place, in order, your notes, Section Two of the examination paper and your calculator, on the floor under or beside your seat. You may not touch these materials until instructed to do so
- if you complete Section One early, you will not be allowed to start Section Two until instructed to do so
- Section One papers will be collected before you start Section Two.

PREPARING FOR EXAMINATIONS

You know you have exams coming up. You know you want to do well. You know you can do a lot to get yourself ready...

Ask yourself some questions:

1. What do the exams mean to you?
2. How do you feel about the exams?
3. What can you do to get ready for the exams?



READ ACTIVELY

- Highlight, underline or circle words
- Develop a comprehensive set of study notes
- Draw maps and charts of ideas and systems
- Review and summarise your notes
- Check your understanding

SUPPORT AND BE SUPPORTED

- Study with a friend or three
- Test each other on key ideas and terms
- Share your ideas
- Help each other out (without colluding or cheating ... don't take work from study group to use as your own)

RESOURCES

- You don't know what is in the exam
- You do know what is in the syllabus
- Work out study questions based on the syllabus

KNOW WHAT YOU KNOW, LEARN WHAT YOU DON'T

- Make a list of what you know and what you don't
- Anything that falls into a 'middle ground' belongs on the 'don't know side'
- Move ideas and concepts across to the 'know side' as you learn them
- Celebrate each move to the 'know side'
- Do this for each course

NOT A SURPRISE

The exams don't suddenly appear from nowhere. You can see them on the horizon from quite a way back. Make the most of your study time to be as ready as you can be.

PRACTISE

- Memorising essays won't help you in an exam. Knowing how to write answers with limited time will
- So ... practise as much as you can
- Use practice answers as part of your study routine

Be balanced

TAKE REGULAR SHORT BREAKS

- Give your brain a rest every couple of hours ... don't forget to go back to your study when your break time is over
- Take a posture break for 10 minutes or so every hour ... stretch your arms and neck, move around ... laugh if you can
- Be kind to your eyes ... work in a well lit space ... rest your eyes when you take a posture break ... do some eye exercises

EXERCISE

- Take time to get away from your desk
- Stay fit and clear your mind with physical activity

EAT A BALANCED DIET

- Eat as well as you can
- Feed your brain for energy and brain power
- Go easy on caffeinated drinks
- Drink plenty of water
- Eat a nutritious breakfast on the day of your exam

SLEEP WELL

- Get reasonably early nights
- Have a regular sleep routine
- Leave half an hour or so between studying and going to bed

RELAX AND HAVE FUN

- Take part in social activities
- Make time for your family and friends ... they are important!
- Having fun makes it easier to study ... especially if you know your reward for studying well will be more fun
- Hit your books when you feel energised and refreshed.

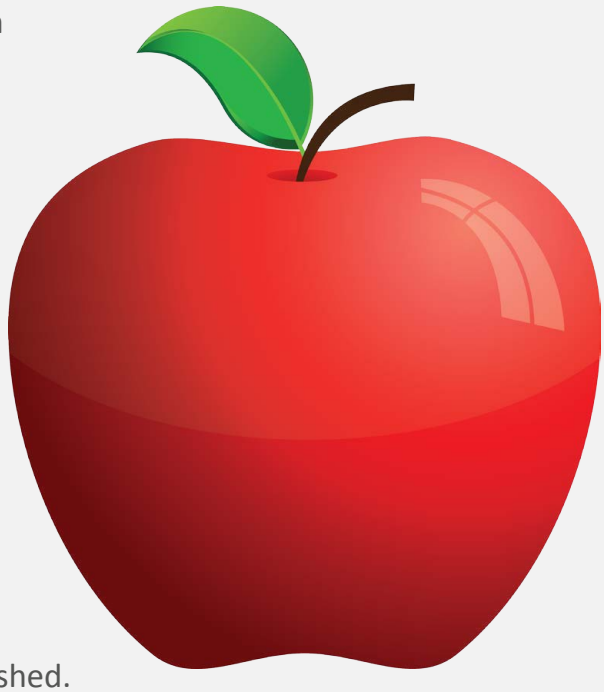


Image designed by Freepik

IN THE EXAMINATION

USE YOUR READING TIME

You can't write anything during reading time but you can think about your answers! What questions do you plan to answer? Where will you begin? Decide how you will approach the paper.

INVEST TIME IN PLANNING

While your ideas are fresh from reading time ... take a couple of minutes to jot them down. Sketch out a plan for your responses. Order your points logically so your arguments will be well developed.

Divide your time intelligently. Consider the suggested working time for each section. Factor some checking time into this working time. Balance your time ... spending a lot of time answering a question worth five marks and then hardly any time on a question worth 20 marks is not likely to add up well!

ANSWER THE QUESTION ASKED

Don't answer the question you wish you had been asked ... exam markers have guidelines they have to use. They cannot guess your potential. You need to demonstrate what you know and are able to do through the questions set in the exam paper.

WRITE LEGIBLY

Markers will not be able to decipher writing that is illegible. Practise writing legibly under pressure.

SAVE TIME FOR EDITING

Budget some time at the end of the exam to read through your answers. Focus on picking up any careless errors with calculations, spelling and grammar. Work out your editing time when planning how to approach the exam. Avoid racing to finish as the writing time draws to a close.

WANT TO WRITE GOOD RESPONSES TO ATAR COURSE EXAMINATION QUESTIONS?

You can check out past WACE examination papers on our website. Use them to practise answers. Note: The WACE course examinations may be different from the ATAR course examination.

For more information and some sample extracts head to **www.scsa.wa.edu.au/internet/User_ groups/Students**.

AFTER THE EXAMINATIONS

RESULTS CHECKS

Provision is made for you to have your examination results checked if you doubt the accuracy of any of the results you receive. A check is made to confirm that each question attempted has been awarded a mark and that the mark has been recorded correctly. This often requires the chief marker to review the marking of the script. Neither the written script nor the practical (oral, performance, portfolio or production) will be re-marked.

For practical ATAR courses examinations, the results check involves checking the marks recorded.

A fee of $32 is payable for each course checked. If an error is detected the fee will be refunded and the higher of the two marks awarded. This application form is available at http://www.scsa.wa.edu.au/Events_and_Forms/Application_Order_Forms. The last date on which applications for results checks will be accepted is **Thursday, 12 January 2017**. If any errors are detected, the Authority notifies TISC.

STATEMENT OF RAW ATAR COURSE EXAMINATION MARKS

To assist you in analysing your examination results, the Authority will issue a statement of raw ATAR course examination marks on application. The statement will provide the marks awarded for each question or section (some questions may need to be combined) of a course. A fee of $11 per course is payable at the time of making the application.

This application form is available on the Authority website at http://www.scsa.wa.edu.au/Events_and_Forms/Application_Order_Forms. The form must be submitted to the Authority by close of business on **Friday, 24 February 2017**.

ACCESSING EXAMINATION SCRIPTS

If you sit the 2016 ATAR course examinations, you may apply for a copy of your scripts for your written examinations. A fee of $21 per course is payable at the time of making the application. Applications for copies of scripts must be made on the appropriate application form before close of business **Friday, 20 January 2017**. This application form is available at http://www.scsa.wa.edu.au/Events_and_Forms/Application_Order_Forms.

Copies of scripts will be provided when all the processes connected with ATAR course examination shave been completed, usually by mid-February.

You should be aware that examination scripts contain only the text you produced during the examination. Applications received after **Friday, 20 January 2017 cannot be considered**.

Examination materials, including scripts and recordings, are destroyed once all processes connected with ATAR course examinations have been completed.

10 POINTS FOR EXAMINATION CANDIDATES

1. **Make sure that you:** Check your *Verification of student details* form (either provided by your school or online at https://www.wace.wa.edu.au). Failure to do so may mean:
   - your results are sent to the incorrect address
   - you may be ineligible to sit an examination
   - you may find results are missing.
2. Know your eight-digit SCSA student number. This number is used to identify you for examination purposes. Your name must not appear on any ATAR course examination papers, portfolios, display materials or other work submitted for external assessment. Your SCSA student number will appear on all correspondence from the Authority.
3. Take your signed *Personalised examination timetable* to each ATAR course examination and, if you are attending a practical examination, take your *Personalised practical examination timetable* to each session you attend.
4. Check your *Personalised examination timetable* for the location of each of your ATAR course examinations.
5. Ensure that you have all the necessary equipment to complete your examination.
6. Know your examination dates and times. There are no supplementary examinations. If you miss an examination due to sickness or misadventure you can apply for special consideration (see page 34).
7. Do not take your mobile phone, smart watch, tablet, iPad, iPod, MP3, MP4 player or laptop computer into an examination. (If you do, it needs to be left at the front of the room.)
8. **You are strongly advised to:** Arrive at the examination centre 30 minutes before the advertised start time. Administrative processes with candidates must be completed prior to the commencement of reading time.
9. **Note that:** Year 12 results will be published at https://www.wace.wa.edu.au late in **December 2016**.
10. Enquiries regarding university admission should be directed to TISC. Telephone: 9318 8000, email: info@tisc.edu.au
    Enquiries regarding admission to a TAFE (formerly State Training Provider, as at **Monday, 11 April 2016**) should be directed to www.trainingwa.wa.gov.au or State Training Admissions on 9229 5400.

EXHIBITIONS AND AWARDS

Exhibitions and awards are granted by the Authority to senior secondary students studying Authority subjects 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 http://www.scsa.wa.edu.au/internet/Senior_Secondary/Exhibitions_and_Awards.

CERTIFICATION

This section is relevant to all students. It provides information regarding the reporting of results for Year 12 students.

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 may include one or more of the following:

- WACE
- WASSA
- ATAR course report
- Certificate of Distinction
- Certificate of Merit.

The WACE indicates that you have met the specified requirements.

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
- successfully completed Preliminary units
- successfully completed VET industry specific units
- successfully completed VET qualifications and VET units of competency
- successfully completed endorsed programs
- number of community service hours undertaken (if reported by the school).

A Year 12 ATAR course report, records the:

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

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

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

The folio of achievement will be mailed to you late in **December 2016**. You will be able to obtain your results at https://www.wace.wa.edu.au at this time.

Complete information about exhibitions and awards is not available at the time of printing the WASSA so students who receive an award (except the Certificate of Distinction or Certificate of Merit) will be issued with an amended WASSA. For exhibition winners, this will be at the Authority awards ceremony in **February 2017**. For Certificate of Excellence winners it will be mailed with the award certificate.

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 late in **December 2016**.

To access this, you will need your SCSA 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.

APPENDIX A: IMPORTANT DATES 2016

Year 12 students may be interested in these key dates.

18 February	**Last date for receipt by the Authority** Applications from schools for disability provisions in the March round of the Online Literacy and Numeracy Assessment.
26 February	**Last date for receipt by the Authority** • Application forms for alternative instruments for the 2016 ATAR Music practical examination. • Applications for Year 12 students (who were unable to apply in 2015) to be eligible to enrol in an English as an Additional Language or Dialect (EALD) course in 2016.
4 March	**Available on the Authority website** • Year 12 Information Handbook 2016 available for viewing or download from the Authority website at http://www.scsa.wa.edu.au/internet/Publications/year12_information_handbook.
8 March	**Start of March round of Online Literacy and Numeracy Assessment (Year 10–12 students)**
11 March	**Finish of March round of writing component of Online Literacy and Numeracy Assessment (Year 10–12 students)**
18 March	**Published on the Authority website** • Practical ATAR course examination information for the following: Aviation, Chinese: Second Language, Chinese: Background Language, Dance, Design, Drama, English as an Additional Language or Dialect, French: Second Language, French: Background Language, German: Second Language, German: Background Language, Indonesian: Second Language, Indonesian: Background Language, Italian: Second Language, Italian: Background Language, Japanese: Second Language, Japanese: Background Language, Materials Design and Technology, Media Production and Analysis, Music, Physical Education Studies and Visual Arts.
23 March	**Last date for receipt by the Authority** Applications for Appeal against EALD Eligibility Decision for Year 12 students who submitted an application in 2016.
24 March	**Finish of March round of numeracy and reading components of Online Literacy and Numeracy Assessment (Year 10–12 students)**

6 April	**Last date for receipt by the Authority**
	• Enrolments as non-school candidates in ATAR course examinations. Note: no further applications will be accepted after this date. An individual may enrol to sit an ATAR course examination as a non-school candidate in the event that the individual is:
	  • 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 and Italian Background language examinations where the course is not offered by the school.
	Last date for upload into SIRS
	• Changes to enrolments in ATAR, General, Foundation, Preliminary and VET industry specific courses for Year 12 students.
	Note:
	  • after this date, this SIRS facility will be locked and no further changes (except withdrawals) will be accepted
	  • Year 12 students are able to withdraw from ATAR courses with practical examination components up until Friday, 29 July and from ATAR courses which do not have practical examination components up until Friday, 26 August
	  • Year 12 students are able to withdraw from General, Foundation, Preliminary and VET industry specific courses up until Friday, 26 August.

16 May–3 June	**Schools/providers to administer** • The externally set task for each General and Foundation Year 12 course being delivered.
17 May	**Last date for receipt by the Authority** • Overseas full fee paying application forms • Application for special examination arrangements for candidates with a disability sitting ATAR course examinations.
15 June	**Last date for receipt by the Authority** • Completed ATAR Music practical information collection forms. • Completed ATAR Physical Education Studies examination elective forms.
22 June	**Due date for upload into SIRS** • Enrolments in VET qualifications and VET units of competency for Year 12 students. Note: inclusion of the VET Unique Student Identifier is optional for enrolments but a requirement for achievement of VET qualifications and VET units of competency intended for contribution towards the WACE requirements.

24 June	**Last date for receipt by the Authority** • Online completion of Year 12 student declaration and permission details (relating to the release of personal information, use of school work and examination responses). Note: each school is able to access in SIRS their students' responses to the release of personal information, the use of school work and examination responses. • Request to change academic year form. Note: no further applications will be accepted after this date.
18 July	**Received by schools/providers** • Publication of ATAR course examinations timetable 2016. • Physical Education Studies ATAR course examination elective forms available for schools and for download by students via the Authority's student portal. The form lists the sport and skill level in which the student is enrolled for the practical examination.
29 July	**Last date for receipt by the Authority** • Visual Arts production submission art categories data form. • Completed application forms for alternative format ATAR course practical examinations. **Last date for upload into SIRS** • Withdrawal of enrolment from ATAR courses with a practical examination component for Year 12 students. **Last date for changes to** • Physical Education Studies sport and skill level in which candidates are to be examined. • Music instruments in which the candidates are to be examined and their accompanists.
11 August	**Last date for receipt by the Authority** • Applications from schools for disability provisions in the September round of the Online Literacy and Numeracy Assessment.
12 August	**Last date for receipt by the Authority** • Completed endorsed programs enrolment declaration forms. **Due date for upload into SIRS** • Enrolments in endorsed programs for Year 10–12 students.
15 August	**Received by schools/providers** • Stimulus materials for the written examinations for Dance and Media Production and Analysis. **Last date for changes to** • Context area for Visual Arts art work categories.

22 August	**Received by schools/providers** • Front covers of the ATAR course examinations.
26 August	**Last date for upload into SIRS** • Withdrawal of enrolment from ATAR courses without a practical examination component for Year 12 students. • Withdrawal of enrolment from General, Foundation, Preliminary and VET industry specific courses for Year 12 students. Note: ○ the last date of changes to enrolments (except withdrawals) in ATAR, General, Foundation, Preliminary and VET industry specific courses for Year 12 students was Wednesday, 6 April. ○ the last date for withdrawal of enrolment from ATAR courses with a practical examination component for Year 12 students was Friday, 29 July.
29 August	**Start of September round of Online Literacy and Numeracy Assessment (Year 10–12 students)**
2 September	**Finish of September round of writing component of Online Literacy and Numeracy Assessment (Year 10–12 students)**
5 September	**Received by schools/providers** • Sickness/misadventure application forms. **Last date for upload into SIRS by schools/providers** • Student nominations for 2016 School Curriculum and Standards Authority VET awards.
7 September	**Available to schools/providers in SIRS** • Personalised examination timetables for the practical and written ATAR course examinations Note: • schools/providers can download from SIRS • students can access their personalised examination timetables via the Authority's student portal.
9 September	Finish of September round of numeracy and reading components of Online Literacy and Numeracy Assessment (Year 10–12 students)
21 September	**Last date for receipt by the Authority** • Design portfolio submissions. • French, German and Italian Background Languages personal investigation interview sheet. • Materials Design and Technology folio submissions. • Media Production and Analysis practical submissions. • Music portfolios. • Visual Arts production examination submissions.

24 September to 2 October (Saturday, Sunday and the public holiday included)	**ATAR practical examinations for Aviation, Dance, Drama, Music and Physical Education Studies.**
24 September to 9 October (Saturday, Sunday and the public holiday included)	**ATAR practical examinations for English as an Additional Language or Dialect (for students enrolled at an overseas school).**
10 and 11 October	**Collection by schools/providers** • Visual Arts production examination submissions.
14 October	**Collection by schools/providers** • Design portfolios, Media Production and Analysis practical submissions, Materials Design and Technology folio submissions.
15 October	**ATAR practical examinations for Chinese: Second Language.**
15 October and 16 October	**ATAR practical examinations for Japanese: Second Language and Indonesian: Second Language.**
15 to 30 October (Saturday and Sunday included)	**ATAR practical examinations for English as an Additional Language or Dialect (for students enrolled at a Western Australian school), French: Second Language, French: Background Language, German: Second Language, German: Background Language, Italian: Second Language, Italian: Background Language.**
17 October	**Start of student interviews for School Curriculum and Standards Authority VET certificates of excellence.**
21 October	**Last date for schools/providers to inform students in writing of their grades and school marks for all course units studied in Year 12.**
30 October	**Finish of ATAR practical examinations**

31 October	**Start of ATAR written examinations**
4 November	**Last date for receipt by the Authority** • Student appeals against school assessment in course units studied in Year 12.
23 November	**Last date for receipt by the Authority** • Completed sickness/misadventure application forms. **Scheduled finish of the ATAR written examinations.** Note: final date subject to examination timetabling. Date may be earlier, not later.
5 December	Start of student interviews for School Curriculum and Standards Authority Beazley Medal: VET.
End of December	Authority issues the Western Australian Certificate of Education (WACE), course reports, Western Australian Statement of Student Achievement (WASSA), Certificates of Distinction and Certificates of Merit for Year 12 students.

APPENDIX B: 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	IND	Indonesian: Second Language
ABL	Aboriginal Languages of Western Australia	IBS	Indonesian: Background Language#
HIA	Ancient History	IFL	Indonesian: First Language#
ARA	Arabic#	ISL	Italian: Second Language
BME	Business Management and Enterprise	ITA	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
HEB	Hebrew#		

To count as a List A subject these languages must be studied at a registered school/provider or at community organisations 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.

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

APPENDIX C: YEAR 12 SUBJECTS THAT HAVE EXTERNAL EXAMINATIONS IN 2016

ATAR COURSES WITH WRITTEN EXAMINATIONS

Code	ATAR Course	Subject	Code	ATAR Course	Subject
AIS	ATAIS	Aboriginal and Intercultural Studies	GSL	ATGSL*	German: Second Language*
ACF	ATACF	Accounting and Finance	HEA	ATHEA	Health Studies
HIA	ATHIA	Ancient History	HBY	ATHBY	Human Biology
APS	ATAPS	Animal Production Systems	IND	ATIND*	Indonesian: Second Language*
AIT	ATAIT	Applied Information Technology	ISC	ATISC	Integrated Science
AVN	ATAVN*	Aviation*	ITB	ATITB*	Italian: Background Language*
BLY	ATBLY	Biology	ISL	ATISL*	Italian: Second Language*
BME	ATBME	Business Management and Enterprise	JSL	ATJSL*	Japanese: Second Language*
CAE	ATCAE	Career and Enterprise	LIT	ATLIT	Literature
CHE	ATCHE	Chemistry	MMS	ATMMS	Marine and Maritime Studies
CFC	ATCFC	Children, Family and the Community	MDT	ATMDTM* ATMDTT* ATMDTW*	Materials Design and Technology*
CSL	ATCSL*	Chinese: Second Language*	MAA	ATMAA	Mathematics Applications
CSC	ATCSC	Computer Science	MAM	ATMAM	Mathematics Methods
DAN	ATDAN*	Dance*	MAS	ATMAS	Mathematics Specialist
DES	ATDES*	Design*	MPA	ATMPA*	Media Production and Analysis*
DRA	ATDRA*	Drama*	HIM	ATHIM	Modern History
EES	ATEES	Earth and Environmental Science	MUS	ATMUSC* ATMUSJ* ATMUSW*	Music*
ECO	ATECO	Economics	OED	ATOED	Outdoor Education
EST	ATEST	Engineering Studies	PAE	ATPAE	Philosophy and Ethics
ENG	ATENG	English	PES	ATPES*	Physical Education Studies*
ELD	ATELD*	English as an Additional Language or Dialect*	PHY	ATPHY	Physics
FST	ATFST	Food Science and Technology	PPS	ATPPS	Plant Production Systems
FBL	ATFBL*	French: Background Language*	PAL	ATPAL	Politics and Law
FSL	ATFSL*	French: Second Language*	PSY	ATPSY	Psychology
GEO	ATGEO	Geography	REL	ATREL	Religion and Life
GBL	ATGBL*	German: Background Language*	VAR	ATVAR*	Visual Arts*

Note: courses marked * have both written and practical examinations.

INTERSTATE LANGUAGE EXAMINATIONS

Languages: Interstate	State	Code
Armenian*	NSW	ARM
Chinese: Background Language* [Heritage Chinese (Mandarin) NSW]	NSW	CBL
Chinese: First Language (Chinese Background Speakers NSW)	NSW	CFL
Croatian*	NSW	CRO
Filipino*	NSW	FIL
Indonesian: Background Language* (Heritage Indonesian NSW)	NSW	IBL
Indonesian: First Language (Indonesian Background Speakers NSW)	NSW	IFL
Japanese: Background Language* (Heritage Japanese NSW)	NSW	JBL
Japanese: First Language (Japanese Background Speakers NSW)	NSW	JFL
Korean: Background Language* (Heritage Korean NSW)	NSW	KBL
Serbian*	NSW	SER
Swedish*	NSW	SWE
Ukrainian*	NSW	UKR
Hungarian*	SA	HUN
Modern Greek*	SA	GRE
Khmer*	SA	KHM
Malay: Background Speakers	SA	MBS
Persian: Background Speakers*	SA	PBS
Polish*	SA	POL
Spanish*	SA	SPA
Arabic*	Vic	ARA
Auslan*	Vic	AUS
Bosnian*	Vic	BOS
Dutch*	Vic	DUT
Hebrew*	Vic	HEB
Hindi*	Vic	HIN
Macedonian*	Vic	MAC
Portuguese*	Vic	POR
Punjabi*	Vic	PUN
Romanian*	Vic	ROM
Russian (continuers)*	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 D: MATERIALS REQUIRED/RECOMMENDED FOR WRITTEN ATAR COURSE EXAMINATIONS 2016

Further details regarding ATAR course examination requirements can be found by accessing the course syllabus at http://wace1516.scsa.wa.edu.au/syllabus-and-support-materials.

Please consult the copies of the front covers of the examination papers that will be sent to schools in August. Each cover details the authorised materials and structure of the examination paper.

Key

- Standard Items: pens, pencils, sharpener, eraser, correction fluid/tape, ruler, highlighters. (Note: coloured pencils are allowed in all examinations)
- Ω Calculator: Refer to Appendix E: Calculators approved for use in the 2016 ATAR course examinations.
- Dictionary: Refer to Appendix F: Dictionaries approved for use in the 2016 ATAR course examinations.
- Drawing/measuring aids: Details can be found in the examination design brief within the course syllabus.
- Notes: Refer to page 46 for details regarding the use of notes in the Mathematics, Mathematics Applications, Mathematics Methods and Mathematics Specialist examinations.

Written examination	Standard items	Calculator	Dictionary	Drawing/ measuring aids	Flight computer	Notes
Aboriginal and Intercultural Studies	•					
Accounting and Finance	•	Ω				
Ancient History	•					
Animal Production Systems	•	Ω				
Applied Information Technology	•					
Arabic	•					
Aviation	•	Ω				
Biology	•	Ω				
Business Management and Enterprise	•	Ω				
Career and Enterprise	•					
Chemistry	•	Ω				
Children, Family and the Community	•					

Written examination	Standard items	Calculator	Dictionary	Drawing/ measuring aids	Flight computer	Notes
Chinese: Second Language	•		🔍			
Chinese: Background Language	•		🔍			
Chinese: First Language	•		🔍			
Computer Science	•	Ω		✎		
Dance	•					
Design	•	Ω				
Drama	•					
Earth and Environmental Science	•	Ω		✎		
Economics	•	Ω				
Engineering Studies	•	Ω		✎		
English	•					
English as an Additional Language or Dialect	•		🔍			
Food Science and Technology	•	Ω				
French: Second Language	•		🔍			
French: Background Language	•		🔍			
Geography	•	Ω		✎		
German: Background Language	•		🔍			
German: Background Language	•		🔍			
Health Studies	•					
Hebrew	•		🔍			
Human Biology	•	Ω				
Indonesian: Second Language	•		🔍			
Indonesian: Background Language	•		🔍			
Indonesian: First Language	•		🔍			
Integrated Science	•	Ω				
Italian: Background Language	•		🔍			
Italian: Second Language	•		🔍			
Japanese: Second Language	•		🔍			
Japanese: Background Language	•		🔍			

Written examination	Standard items	Calculator	Dictionary	Drawing/ measuring aids	Flight computer	Notes
Japanese: First Language	●		🔍			
Literature	●					
Malay: Background Speakers	●		🔍			
Marine and Maritime Studies	●	Ω		✎		
Materials Design and Technology	●	Ω				
Mathematics Applications	●	Ω*		✎		📄
Mathematics Methods	●	Ω*		✎		📄
Mathematics Specialist	●	Ω*		✎		📄
Media Production and Analysis	●					
Modern Greek	●		🔍			
Modern History	●					
Music	●					
Outdoor Education	●					
Philosophy and Ethics	●					
Physical Education Studies	●	Ω				
Physics	●	Ω		✎		
Plant Production Systems	●	Ω				
Polish	●		🔍			
Politics and Law	●					
Psychology	●	Ω				
Religion and Life	●					
Russian	●		🔍			
Turkish	●		🔍			
Visual Arts	●					

* Refer to Appendix E and to page 46 for details regarding the conduct of the Mathematics Applications, Mathematics Methods and Mathematics Specialist examinations

APPENDIX E: CALCULATORS APPROVED FOR USE IN ESTs AND IN ATAR COURSE EXAMINATIONS 2016

Calculators may be used in ESTs and designated 2016 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.

No calculators are permitted in these examinations. Watches, rulers, pens or any other equipment with calculator functions are not permitted in these examinations.	
Aboriginal and Intercultural Studies	Indonesian: Background Language
Ancient History	Indonesian: Second Language
Applied Information Technology	Italian: Second Language
Arabic	Italian: Background Language
Career and Enterprise	Japanese: Second Language
Children, Family and the Community	Japanese: Background Language
Chinese: Second Language	Japanese: First Language
Chinese: Background Language	Literature
Chinese: First Language	Malay: Background Speakers
Dance	Media Production and Analysis
Drama	Modern Greek
English as an Additional Language or Dialect	Modern History
English	Music
French: Second Language	Outdoor Education
French: Background Language	Philosophy and Ethics
German: Second Language	Politics and Law
German: Background Language	Religion and Life
Health Studies	Visual Arts Stage
Hebrew	All interstate set examinations
Indonesian: Second Language	

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	
Accounting and Finance	Food Science and Technology
Animal Production Systems	Geography
Aviation	Human Biology
Biology	Integrated Science
Business Management and Enterprise	Marine and Maritime Studies
Chemistry	Materials Design and Technology
Computer Science	Physical Education Studies
Design	Physics
Earth and Environmental Science	Plant Production Systems
Economics	Psychology
Engineering Studies	

Scientific, graphic, Computer Algebraic System (CAS) and non-programmable calculators are permitted in 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.	
Mathematics Methods Calculator-assumed	Mathematics Specialist Calculator- assumed
Mathematics Applications Calculator-assumed	

APPENDIX F: DICTIONARIES APPROVED FOR USE IN EST'S AND IN ATAR COURSE EXAMINATIONS 2016

Course	Practical (oral) examination	Written examination
Chinese: Second Language	During Part A only	Candidates are allowed to use approved monolingual and/or bilingual printed dictionaries.
French: Second Language	During Part A only	
German: Second Language	During Part A only	
Indonesian: Second Language	During Part A only	
Italian: Second Language	During Part A only	
Japanese: Second Language	During Part A only	
French: Background Language	No dictionaries permitted	Candidates are allowed to use approved monolingual and/or bilingual printed dictionaries.
German: Background Language	No dictionaries permitted	
Italian: Background Language	No dictionaries permitted	
English as an Additional Language or Dialect	During preparation time only. One print English language dictionary or one print English language learning dictionary.	One print English language dictionary or one print English language learning dictionary

Interstate (including CCAFL)	Oral examination	Written examination
Arabic Chinese: Background Language (Heritage Chinese [Mandarin] NSW) Hebrew Indonesian: Background Language (Heritage Indonesian NSW) Japanese: Background Language (Heritage Japanese NSW) Modern Greek Polish Russian Turkish	No dictionaries permitted	Candidates are allowed to use approved monolingual and/or bilingual printed dictionaries.
Chinese: First Language (Chinese: Background Speakers NSW) Indonesian: First Language (Indonesian: Background Speakers NSW) Japanese: First Language (Japanese: Background Speakers NSW) Malay: Background Speakers	Not applicable	

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.

NOTES

You can type notes directly into this PDF and save your changes locally.

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