

St Mary's Catholic College HSC Assessment Information Evening

Monday 3 November 2025

Acknowledgement of Country & Prayer

Prayer for peace, courage, and guidance – John 14:27

Peace I leave with you; my peace I give you. I do not give to you as the world gives. Do not let your hearts be troubled and do not be afraid.

Lord, please give students peace, not just now in this busy season but all the time. May they feel your presence and be encouraged. Help them to bring their concerns and questions in life and in relationships to you and remind them that you are always listening.

Give them the courage to face each challenge with hope rather than feeling defeated by failure. We pray that students also recognise when they may need some extra help or support; give them guidance on when and how to advocate for themselves.

In Jesus' name. Amen.

This presentation will address:

Diocesan HSC School-Based Assessment
Guidelines

Malpractice in the HSC

NESA studentsonline &

St Mary's Assessment Procedures

Principal's Closing

An Overview • • •



71,619

Students on track to complete their HSC

Making the HSC the most popular school credential in Australia in 2024.



8,547

Number of additional students studying 1 or more HSC courses in 2024

Most of these students are not yet in year 12.

The exams



124

Written exams

There were 124 written exams totalling around 350 hours.



200

Students Overseas

Around 200 students will sit HSC exams overseas.



400,000

Exam papers printed

Each exam is reviewed at least six times before 400,000 exam papers are printed.

Table 2-1: Participation by Learning Area (non-VET)

Learning Area	Number of students	% of HSC cohort
English	67,259	100%
Mathematics	57,129	85%
Science	31,765	47%
Human Society and its Environment	50,367	75%
Languages	4,629	7%
Technological and Applied Studies	20,445	30%
Creative Arts	17,315	26%
PDHPE	27,215	40%

Table 2-2: Participation by other course category

Category	Number of students	% of HSC cohort
Vocational Education and Training	20,031	30%
Life Skills	2,146	3%
Board Endorsed Course	11,447	17%
Course with Practical or Performance examinations	27,411	41%

HSC School Based Assessment

A Guide for Students / Parents and Carers.

The HSC

In 2025 over 70,000 students completed their HSC in NSW.

The Higher School Certificate (HSC) is the highest level of attainment that school students can achieve in NSW. NSW Education Standards Authority (NESA) oversees the HSC.

Every year, NESA evaluate the HSC to ensure that it remains inclusive, flexible and caters for the diverse range of student backgrounds, abilities and goals.

Eligibility for the HSC

- To be eligible for the award of the HSC credential, students must satisfactorily complete:
 - a Preliminary pattern of study comprising at least 12 units, and
 - an HSC pattern of study comprising at least 10 units.
- To ensure students satisfy NESA's requirements, the pattern of study in both Preliminary and HSC must include:
 - 2 units of a Board Developed course in English
 - at least 4 more units of Board Developed courses
 - at least 3 courses of 2 or more units (which may be either Board Developed or Board Endorsed), and
 - at least 4 subjects.

Please see the Ace Manual 5.1.4. for more details. <https://curriculum.nsw.edu.au/ace-rules/ace5/curriculum-requirements>

The role of students



Students are required to read, understand and comply with the School's HSC Assessment Guidelines as outlined, as well as the NESA Higher School Certificate Rules and Procedures published each year.



HSC students are to understand their responsibilities in relation to Schools-Based Assessment and adhere to published schedules.



Students also need to ensure they are regularly accessing Students Online for further information.

Students Online

A NSW Government website



Students Online - for NSW students in Years 10 to 12
NSW Education Standards Authority

[Home](#)

[My account](#)

[Help](#)

[Contact us](#)

[About](#)

Welcome to Students Online

Students Online is your source for information about your study from Year 10 to the HSC.

What you need to know

2024 HSC students and student leavers and students who left school before 2024.

- **Your access to Students Online is closed.**
- If you did not download your credentials, or you have misplaced it, you will need to order a replacement certificate. The [information and form you must complete](#) are available.

2025 HSC students

- Assessment ranks will be available from 5pm 7 November 2025 to the 5 December 2025.
- HSC results release ~18 December 2025. For your ATAR, please visit the [University Admissions Centre \(UAC\)](#).
- You can download your HSC PDF Package from 8:30am 19 December 2025.
- Check your name:

Login

Student Number:

PIN:

☐ I'm not a robot



Login

OR

Activate account

The Integrity of the HSC

- The academic honesty of students completing HSC assessment tasks, exams, and tests is critical to the integrity of the credential. Dishonest behaviour and/or any attempt carried out for the purpose of gaining unfair advantage in the assessment process undermines the standard of scholarship represented by the award of the **HSC** and constitutes malpractice. All forms of academic dishonesty are unacceptable.
- Malpractice is:
 - any dishonest behaviour and/or attempt to gain an unfair advantage over other students, and/or
 - knowingly assisting other students to engage in malpractice

Please refer to Ace Manual 10.1 <https://curriculum.nsw.edu.au/ace-rules/ace10/malpractice> for more details regarding Malpractice

2026 Higher School Certificate

RULES AND PROCEDURES



Catholic Schools - HSC Assessment Guideline

Section 1 - Purpose

(1) The Schools HSC Assessment Guideline incorporates requirements from the [Education Act 1990 NSW](#), the [New South Wales Education Standards Authority \(NESA\)](#), as outlined in the [NSW Registration Systems and Member Non-government Schools Manual](#) as well as the [Assessment Certification Examination \(ACE\) Rules](#). Additionally, Diocesan requirements are specified in the [Catholic Schools Curriculum, Programming, Assessment and Reporting K-12 Guideline](#).

(2) The purpose of the Schools HSC Assessment Guideline is to provide information regarding assessment in Year 12.

Section 2 - Scope

(3) This guideline applies to all Catholic Schools of the Diocese.

Section 3 - Responsibilities

ROLE	RESPONSIBILITIES
Students	Students are required to read, understand and comply with the School's HSC Assessment Guidelines as outlined, as well as the NESA Higher School Certificate Rules and Procedures published each year.
Parents/Carers	Parent/Carers are required to read and understand the School's HSC Assessment Guidelines as outlined.
Schools	Schools will update Assessment Guidelines and Schedules on a yearly basis and distribute the guidelines to students and parents/carers. An Assessment Committee must be assembled by each school.
Assessment Committee	The purpose of the Assessment Committee is to review the Assessment process, including appeals, illness/Misadventure applications and reported malpractice. The committee will meet in a timely manner and as required. The Assessment Committee must have a minimum of three members, is chaired by a nominated Assistant Principal and will include membership determined by the School.

Section 4 - Guideline

The Higher School Certificate (HSC)

(4) The Higher School Certificate (HSC) is the highest educational award in New South Wales schools. It is awarded to NSW students who have satisfactorily completed the required pattern of study for both Years 11 and 12. To be eligible for the HSC, students must meet HSC course requirements and undertake the relevant designated state-wide HSC examinations. The HSC is an internationally recognised credential that provides a strong foundation for students wishing to pursue tertiary qualifications, vocational training or employment.

(5) Students undertaking the Higher School Certificate must follow the HSC eligibility requirements, including the

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of staff printing this document to always refer to the Catholic Diocese of Maitland-Newcastle's Policy Portal for the latest version.

Page 1 of 15

+ SMCCG Statement of Practice



SMCCG Assessment Schedules

+

SMCCG Statement of Practice

+

HSC School Based Assessment Variation Form

+

HSC School Based Assessment Appeal

Variation to the HSC School-Based Assessment Program

Illness

- The HSC School-Based Assessment Variation Form is to be submitted as soon as possible via the nominated submission method.
- Evidence (for example, a Medical Certificate, a Pharmacist's Certificate) must be included with the application. The school may request additional information regarding the absence.
- The school will communicate to the student relevant information regarding arrangements for completing the task, which may include an alternate task.

Unforeseen Absence

- The HSC School-Based Assessment Variation Form is to be submitted as soon as possible via the nominated submission method.
- Evidence is to be included with the application. Students / Parents are advised to discuss the relevant evidence with a nominated school representative (for example, the Assistant Principal)
- Relevant information regarding the arrangements for completing the task will be communicated to the student, which may include an alternate task.

HSC School-Based Assessment Variation Guide for Students and Parents

Foreseen Absence

- The HSC School Based Assessment Variation Form is to be submitted at least THREE DAYS prior to the date of the HSC School Based Assessment Task via the nominated submission method.
- The school will communicate to the student relevant information regarding arrangements for completing the task, which may include an alternate task.

Illness / Misadventure during an in class task

- The student is to notify the supervising teacher that they are applying for illness misadventure.
- The student is to complete the HSC School Based Assessment Variation Form at the earliest available opportunity and submit via the nominated submission point.
- The Assessment Committee will review the application and provide written communication regarding the outcome of the application.

Absence due to Illness

- For all absences due to *medical illnesses*, an HSC School-Based Assessment Variation Form with evidence, which includes a Medical Certificate must be submitted.
- The Medical Certificate / Pharmacist Certificate must be an original and be on the registered Medical Practitioner's / Pharmacist's letterhead. In addition to these general points, the following conditions also apply:
 - Students must seek independent evidence on the same day, either immediately before or after each HSC School-Based Assessment Task for which you are applying.
 - The documentation must be current, specific to the date and time of the HSC School-Based Assessment Task and:
 - Submitted with the HSC School-Based Assessment Variation Form.
 - A medical certificate that merely states you were unfit for work or study may be considered unacceptable.

Unforeseen Absence

- In circumstances where a student needs to be absent for an HSC School-Based Assessment Task due to an unforeseen reason, the following actions need to take place:
- The student's Parent/carer needs to advise the school of the circumstances.
- **Student must submit a completed HSC School-Based Assessment Variation Form.** Evidence will be required. Please contact the school for advice regarding the required advice in these circumstances.
- **The missed HSC School-Based Assessment Task must be completed immediately upon return to school or at a time that is suitable to the school.** Students will be required to check individual arrangements for the alternate task.
- In cases where the task is a Submitted HSC School-Based Assessment Task and the Assessment Task Notification has been issued at least 14 calendar days prior to the due date of the task, a student will generally not be granted an extension and may receive "0" for their task.

Foreseen Absence

- Students representing the school in an extra-curricular activity or participating in an internal school-based activity are required to follow the procedure outlined below:
 - The student must complete an HSC School-Based Assessment Variation form and submit prior to the scheduled date of the HSC School-Based Assessment Task.
 - In circumstances where students need to attend a scheduled medical appointment (e.g., Paediatrician's Appointment or Orthodontist's Appointment, etc) and this appointment coincides with an HSC School-Based Assessment Task (in-class task), an HSC School-Based Assessment Variation Form MUST be submitted prior to the scheduled dates of the HSC School-Based Assessment Task with a provision to provide the certificate after the appointment if required.
 - Students attending TAFE/EVET or SBAT must complete an HSC School-Based Assessment Variation Form prior to a scheduled task if an HSC School-Based Assessment Task is a scheduling conflict. Please note that an alternate task may be issued.

Misadventure – on the day of a task.

- Illness and Misadventure procedures for students in Year 12 related to Illness/Misadventure are reflective of both the expectations of the school and of NESA. Therefore:
- Students may lodge an Illness/Misadventure application using the HSC School-Based Assessment Variation Form if they believe that circumstances occurring immediately before or during an HSC School-Based Assessment Task, and which were beyond their control, diminished their performance in the HSC School-Based Assessment Task.
- Student's application for Illness/Misadventure related to submitted HSC School-Based Assessment Tasks will generally NOT be considered, as the student will have had sufficient notice to complete the task.
- Students are responsible for applying for Illness/Misadventure, except in circumstances where this is not possible due to severe illness or exceptional circumstances.
- A student has to submit their Illness/Misadventure application on the day of the task or **immediately upon their return to school** with appropriate supporting evidence/documentation.
- If a student's circumstances prior to a task are such that they believe they will be applying for Illness/Misadventure after the task, the student needs to advise the supervising teacher prior to the commencement of the task. This will allow the student's performance during the task to be monitored.

Student Responsibility to follow the process.

- There are clear procedures for student to follow.
- The college cannot change the processes outlined by NESA.
- If you miss an Assessment Task you MUST follow process.
- If you are outside the time limits or you do not contact or supply evidence through Ill/Miss than ZERO RESULT.

A – E NOT part of Process.

Achieved Mark and Ranking !!!

- Prelim A-E reporting to NESA No ranks
- In Yr 11 we can adjust Grade on what the teacher has observed.
- HSC – Yr 12 - Entirely on Your Achieved Mark and Rank. We CANNOT adjust this.
- So,... if Process not followed then there will be a HUGE impact on your Rank when you receive a ZERO RESULT.

No Estimates.... All Assessment Tasks *MUST* be Completed.

- If any tasks are missed then you will be completing an Alternate Task

No Sliding Scale for late SUBMISSION.

- If you are late to hand in task – Automatic Zero.
- This year it was different
- We CANNOT adjust this ---NESA.

Zero Penalty – HSC School-Based Assessment

“If a student does not complete a task by the due date or attend a scheduled assessment task, and has their illness/misadventure application declined, the school must record a zero mark for the assessment task.”

NESA: Ace Manual 2.1.41

<https://curriculum.nsw.edu.au/ace-rules/ace2/assessment-programs>



Appeal to Declined School-Based Assessment Variation

- If an HSC School-Based Assessment Variation is declined, the following appeal process may be undertaken.
- Appeals may be submitted to the Principal in writing within 48 hours of receiving the outcome of the Assessment Committee.
- The appeal must state why the decision is considered unacceptable, with reference to the evidence supplied in the original application.
- The Principal will review all the documentation and evidence and will advise you in writing of the outcome of the review.

Provisions

- Through collaborative curriculum planning, the school will determine, and implement, reasonable adjustments for a student with disability for HSC school-based Assessment Tasks.
- Learning Support – Dr Chris Stevens (Coordinator)
- LSTs- Ms Michelle Bergin & Mr Tim O'Neill

Malpractice

- In circumstances where a student is suspected of not complying with the expectations outlined above for HSC School-Based Assessment Tasks, such as malpractice, the following course of action will be applied:
- The Subject / Classroom Teacher consults with the Leader of Learning regarding concerns related to HSC School-Based Assessment Tasks, malpractice, plagiarism and cheating (please see the glossary for the definition of these terms)
- Students will be required to demonstrate that all unacknowledged work is entirely their own (this includes cases of suspected sharing of work). This process will be overseen by the Leader of Learning (or delegate) and will require the student to produce evidence. The Leader of Learning (or delegate) will meet with the student to discuss this matter.

Malpractice

The following process will be enacted:

- The Assessment Committee will consider all evidence presented and make a final determination.
- Parents/Carers will be notified of any cases regarding breaches of the HSC School-Based Assessment Task, Malpractice.
- If an established case of a breach of the HSC School-Based Assessment Task is found, the student may be awarded **a mark of ZERO or a penalty if the malpractice applies to a section of the task only;**
- An **N Warning Letter** WILL be issued;
- Students may be required to resubmit the HSC School-Based Assessment Task in accordance with All My Own Work (ie the resubmitted work must be the student's own work);
- Students and families can appeal to the Principal if they disagree with the decision of the Assessment Committee within 48 hours of receiving the outcome.
- All cases of malpractice are recorded on NESA's Malpractice Register. Please refer to the Ace Rule 10.1.29 for further information. <https://curriculum.nsw.edu.au/ace-rules/ace10/malpractice>

TERM	DEFINITION
<u>Malpractice</u>	• <u>Malpractice</u> is any dishonest behaviour and/or attempt to gain an unfair advantage over other students, and/or • knowingly assisting other students to engage in malpractice.
Misrepresentation	• Misrepresentation is when a student misleads or deceives others by presenting untrue information through the fabrication, alteration, or omission of information. • Misrepresentation can include but is limited to: • making up journal entries for a project, and/or • submitting falsified or altered documents, and/or • referencing non-existent sources, and/or • contriving false explanations to explain work not handed in by the due date.

Plagiarism

- Plagiarism is when a student pretends to have written, created or developed work that has originated from another source.
- When using work that has originated from another source, students must acknowledge the source material in accordance with course specific requirements.
- Plagiarism includes but is not limited to:
 - copying someone else's work in part or in whole, and presenting it as their own, and/or
 - using material directly from books, journals, the internet, generative artificial intelligence or or any other offline/online resources, without appropriate acknowledgement of the authors and/or source.

Collusion

- Collusion is when a student inappropriately collaborates with another student, group of students, person, organisation, or entity to produce work that was meant for individual assessment.
- Collusion includes but is not limited to:
 - sharing answers to an assessment with other students, and/or
 - submitting work that has been substantially contributed to by another person, such as a student, parent, coach or subject expert, and/or
 - contract cheating by outsourcing work to a third party, and/or
 - unauthorised use of artificial intelligence technologies.

Breach of Assessment Conditions

- All students undertaking an HSC School-Based Assessment Task, the HSC examination of HSC minimum standard test must comply with the assessment conditions set by the school and by NESA.
- When assembling for, undertaking, and leaving the examination or test session, students are subject to the direction of the supervisor. At all times, students must adhere to the rules prescribed by their school or the alternate venue conducting the assessment.
- A breach of assessment conditions includes any breach of:
 - HSC examination rules and procedures;
 - HSC minimum standard test rules and procedures; and
 - Malpractice occurs when a student breaches the conditions set for assessment in an attempt to gain an unfair advantage.

Types of HSC School-Based Assessment Tasks

There are two types of HSC School-Based Assessment Tasks:

- **In-Class HSC School-Based Assessment Tasks** – examples of these types of tasks include examinations, in-class responses, oral tasks, presentations, practical tasks and performance tasks (e.g., music or drama performances).
- Will be completed on the nominated date (all classes at SAME TIME) and in the specified lesson. This information will be identified on the HSC School-Based Assessment Task Notification.

Submission HSC School-Based Assessment Tasks - examples of these types of tasks include research tasks, written / scientific reports and extended responses. Submission HSC School-Based Assessment Tasks can be presented in a range of ways, depending on the nature of the task. The process for submission will be clearly outlined on each HSC School-Based Assessment Task Notification.

Assessment Task Notification – Student Portal

Schools will ensure that students are provided with an HSC School-Based Assessment Notification for each task and course. Students will SIGN for Hard Copy of the notification. This notification will be issued at least 14 Calendar days prior to the due date of the task and must include:

- weighting of the assessment task, and
- syllabus outcomes assessed, and
- type of the Assessment Task, and
- scheduled date and time for attempting or submitting the task, and
- marking criteria (where appropriate)

St Mary's Assessment Procedures

ALL Submitted Tasks – 9.30am

- Electronic Tasks – Compass, Teams, Email (time stamped)
- Hard Copy Tasks – Student Services Submission Box
- Projects/Works – 9.30am as per instructions on Task Notification eg submitted at Art Room/TAS Room

Late submission of a task = ZERO

St Mary's Assessment Procedures

All Tasks MUST be completed - Estimates will NOT be used

- Catch Up/Alternative Tasks run Period 2 EVERY day – report to Student Services & admin/teacher will direct to room for assessment task completion
- Tasks MUST be completed on FIRST DAY of return to school. Failure to do so will result in ZERO.
- The student is responsible for reporting to Student Services in Period 2 on first day of return.

St Mary's Assessment Procedures

HSC School-Based Assessment Variation Form “The Green Form”

- Forms Available via Student Portal
- Form NO LONGER requires teacher and LoL completion
- Submitted to Student Services WITH evidence attached
- Student completes task on day of return during Period 2
- Assessment Committee will determine if Appeal is upheld
- Student and Parent/Carer notified via Compass of outcome

HSC School-Based Assessment Appeal

Students can seek a review of an HSC School-Based Assessment Task; however, this will only be considered within 48 hours of the cohort receiving their results if any of the following grounds can be proven:

- 1.Procedural or administrative error;
- 2.Insufficient notice of task;
- 3.Weightings of course components not matching syllabus requirements;
- 4.The task was not marked using the published Marking Guidelines as per the HSC School-Based Assessment Notification.

Students cannot seek a review of teachers' judgements of the worth of individual performance in Assessment Tasks.

The Student Appeals Form is available via Student Portal

Principal's Closing

Mr Brett Donohoe

Staying Connected

- Student Services – Jodie, Steph & Zora
- LoWE – Ms Katrina Smith
- APL&T – Mrs Cathy O’Gorman
- Curriculum – Ms Morag Aitchison
- Stage Coordinator – Ms Jacqui Moriarty
- Counsellors – Alex & Jade
- Careers – Ms Paula Finaly
- Teachers, Leaders of Learning & Leadership Team

Talk, email, call, ask, clarify, question, debrief, check in, recheck, wrangle, wonder, cry, laugh and celebrate! 😊

Resources

- <https://www.nsw.gov.au/education-and-training/nesa/hsc/rules-and-procedures>
- <https://www.nsw.gov.au/education-and-training/nesa/hsc/rules-and-procedures/breaking-hsc-rules>
- <https://www.nsw.gov.au/sites/default/files/2024-09/nesa-2025-hsc-rules-and-procedures.pdf>