



## WACE course declaration form 2024

Schools offering ATAR, General and Foundation courses do so on the understanding that they comply with the following:

- (i) The school has the appropriate human and physical resources to offer the course.
- (ii) The following School Curriculum and Standards Authority's (the Authority's) assessment requirements must be satisfied:
  - The school must have a senior secondary assessment policy based on the Authority's assessment guidelines in the *WACE Manual*.
  - The school must have an assessment outline for each course unit or pair of units. Each assessment outline must conform to the assessment requirements specified in the syllabus for the unit and provide students with the opportunity to demonstrate the achievement of these requirements.
  - The school must, if requested, provide the Authority with access to teachers' assessment documentation and the marked assessment tasks for all students.
  - Where more than one teacher is teaching a course unit, the school must implement internal comparability procedures.
  - The school must participate in the Authority's:
    - school moderation program
    - consensus moderation procedures
    - small group moderation procedures, where applicable
    - syllabus delivery audit
    - externally set tasks.
- (iii) Courses are delivered through a structured education and assessment program of 55 nominal hours contact time for each unit.
- (iv) Achievement data will be provided to the Authority in accordance with agreed formats and timelines (as set out in the *Activities Schedule*).
- (v) Course units being studied by students through the School of Isolated and Distance Education (SIDE) must not be included in the course offerings for the school.

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### Declaration by the principal

I certify that the courses listed in the course offerings file are offered under the above conditions and that the information included is correct. I understand that the School Curriculum and Standards Authority reserves the right to adjust or not accept the marks and/or final grades of students in any course where these requirements are not met.

Principal's name (in full): \_\_\_\_\_  
(please print)

Principal: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

School: \_\_\_\_\_ School code: 

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(please print)

Please email this form to [ECT.execadmin@scsa.wa.edu.au](mailto:ECT.execadmin@scsa.wa.edu.au) by Tuesday, 30 January 2024.