



**School Curriculum
and Standards
Authority**

YEAR 12

**INFORMATION
HANDBOOK 2018**

Part I: Information for all students



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



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Disclaimer

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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
HPERM: 2018/xxxx

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Student name:

WA student number:

Foreword



– BY ALLAN BLAGAICH

Executive Director

School Curriculum and Standards

Year 12 is the bringing together of all aspects of your school career. It is the culmination of all that you have worked for and all that you have achieved in your years of schooling. It is an exciting time because the end of Year 12 heralds a different phase of your life full of opportunities, new experiences and choices, whether for further education, work, travel or a combination of these.

But you are not there yet. The hard work that you are accustomed to, and which will serve you well, continues, and it will do so for those enrolled in WACE courses until the end of the year. Year 12 is about making a commitment to work towards your goals and aspirations. My advice is that you get organised early by establishing a study routine. Be realistic from the start; factor in leisure time, your responsibilities and commitments. Organising yourself early and making an undertaking to put in consistent effort will go a long way towards circumventing any end-of-year panic, or trying to cram a year-long course into a few weeks. There is no easy solution, there is no short cut. Responsibility for your learning rests with you.

This year's handbook has been designed to be more

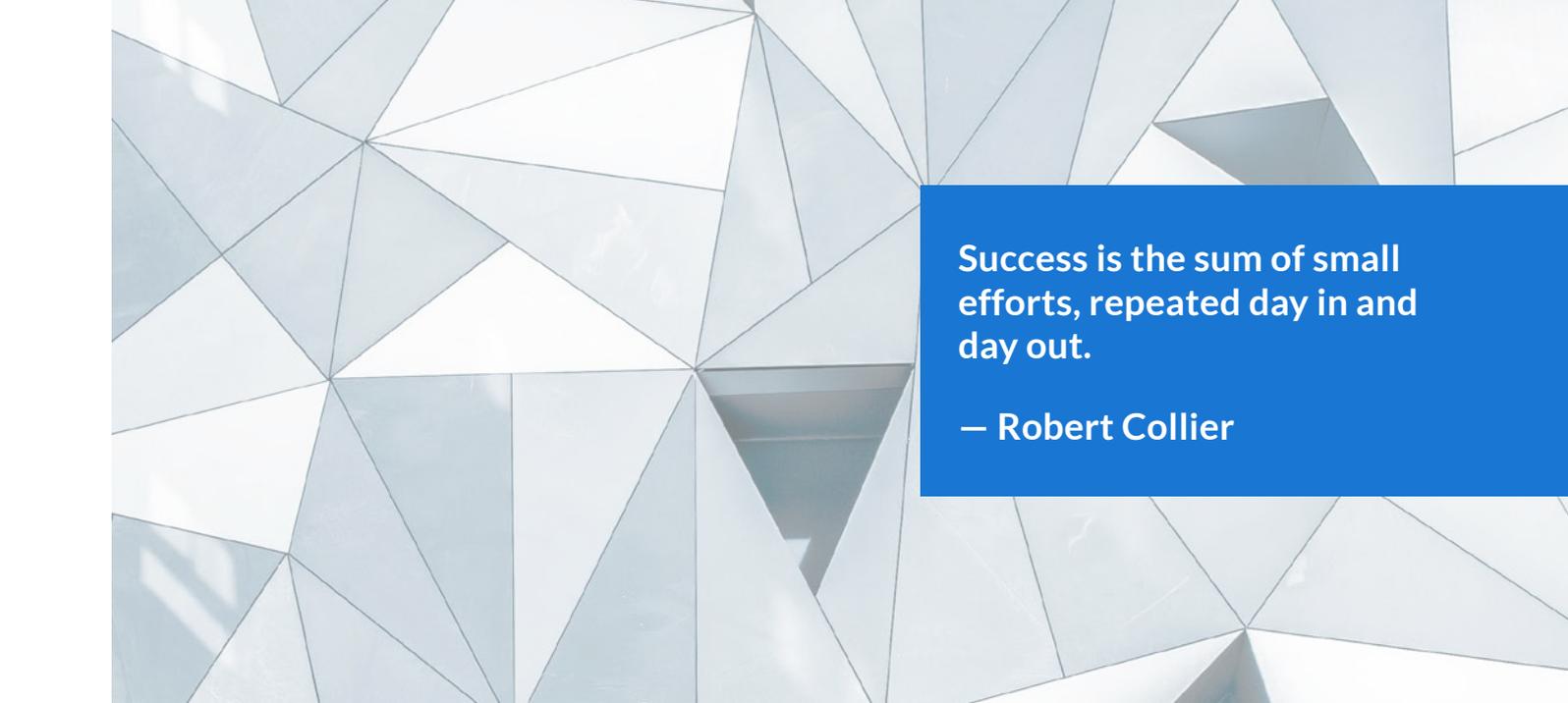
manageable and give you, and all the people who support you; teachers, parents, friends, school staff and the wider community, information that everyone working towards completing the WACE needs at the point in which the information is required.

What's new

The new look handbook is in two parts. Part I will be online in March, and Part II will be available in July. This is because feedback from students indicated that the previous format of the Handbook was too long and didn't relate to all Year 12 students. With that feedback in mind, we have designed this year's Handbook to make the information more accessible, manageable and relevant.

Part I

Part I (March) contains the information that you need at the beginning of the school year, that is, enrolments, school assessments, important dates and requirements for achievement of the WACE and WASSA. The information is easily accessible online with sections clearly marked for you to locate what you need. If



Success is the sum of small efforts, repeated day in and day out.

— Robert Collier

changes to your personal details or enrolments are required, you **must** inform your school. To check your enrolments and, if relevant, your examination timetable, log in to the student portal <https://www.wace.edu.au>.

Part II

The focus of Part II (July) is on Examinations and is relevant to students sitting the ATAR course examinations. There will be a wealth of information here on practical and written examinations, exam preparation, and during and after the examination. Although the exams may seem a long way off, if you are studying an ATAR course, I advise you to familiarise yourself with the content Part II as soon as it becomes available, and return to it throughout the year, to avoid any surprises when preparing for final exams.

For examination queries, email exams@scsa.wa.edu.au. Our Facebook page at <https://facebook.com/scsawa> and Twitter account <https://twitter.com/scsawa> will continue to provide ongoing support and tips for students sitting course examinations.

The WACE checker (Mark 2)

We released the WACE checker in 2017 and have updated it for 2018. With this online tool you can check and monitor your enrolments. If you are

thinking of changing your enrolment in a course, you can enter the change and see immediately the impact of the proposed change. You will then be able to ascertain whether the change will affect your ability to meet the WACE requirement of a List A **and** a List B subject in Year 12. The purpose of this tool is to assist students and teachers in any decision regarding a change of enrolment to prevent any potential risk of not meeting the WACE requirements. You need to remember that the last date for subject changes and enrolments in new courses in Year 12 is **Thursday, 5 April**.

A final word

Throughout the year students and their support networks will find a plethora of information regarding ATAR and VET courses, support and examinations on the Authority website and other means of social media. On that point I wish to stress that all official notices concerning students will be made on the website or by formal communication to the school principal; not via a Blog, Facebook or Twitter. We use those places as a way to share general information. If there is a significant change, we will share the message via your school principal.

All the very best to you for your studies and the year ahead. ■



Reflections on Year 12



– BY LAUREN HAWLEY

Lauren is currently doing a Bachelor of Arts majoring in Creative Advertising and Graphic Design at Curtin University.

At this early stage in the year, the idea of your final assessments at school and the ATAR exams may seem abstract or almost unreal. I'm sure you've all been told how fast they will approach and how quickly this year will come to an end. Admittedly, I didn't fully acknowledge this fact until my final year was over. I can't emphasise enough how important it is to start looking into study habits, time management methods and organisational skills as soon as the year starts. This will make it a lot much easier later on when you're under the pressure of end-of-year assignments, tests and exams.

The Year 12 handbook is here to help you with all of these challenges and provide valuable advice for your final year. It is a good place to start for any questions you might have regarding the WACE, your WASSA, exams, university entry and requirements and your ATAR. It's worth flipping through to get an idea of what to expect and what's expected of you when completing your exams.

Finding your strengths and weaknesses will play a major part in the course of this year. If you're guilty of procrastinating like I was, force yourself to stay on top of deadlines and be proactive with your studying by starting as early as possible. If you struggle with memorising content, try to find a group of friends and quiz each other. It's important to identify these challenges early on and actively find methods to improve.

On the other hand, don't let your schooling absorb every aspect of your life. Year 12 is also about the experiences and opportunities you receive throughout the year. If you have the chance to do something different, or get out of your comfort zone, then go for it. Make the most of your time with the people you've grown up with for the past 5 years. Study hard during the weeks before exams, but take a few hours off regularly to spend with friends or family. It's the little things that will get you through the year, and give you something to remember.

The advice given to me during Year 12 will still apply as I enter University, which will bring a whole new array of challenges. Remember what you are striving for - whether it be University, a full time job or a gap year - and use it to motivate you. Try to enjoy this year as much as you can, and make the most of the ups and the downs. Study hard, but relax in your spare time. Be assured that your hard work will pay off. Good luck! ■

Social media

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

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

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

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

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

Response times

The Authority's office hours are 8.00 am to 4.30 pm from Monday to Friday, excluding public holidays. Our social media accounts are formally monitored during these hours. A response to a question or comment may take some time to be provided due to checking processes and other commitments. Decisions on out-of-hours responses are made on a case-by-case basis and are dependent on staff availability. We always do our best to respond to you within two working days.

Community standards

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

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

Contact us

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

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

Email us at info@scsa.wa.edu.au. ■

Student portal

Keep track of your information.

The student portal – also known as <https://wace.wa.edu.au> – is a space for Year 12 students to check and access personal information that relates to their WACE.

Visit the portal to:

- check your personal details
- check your enrolments
- complete the student declaration and permission (Year 12s, and anyone enrolled in a Year 12 course, are expected to do this by **Thursday, 21 June 2018**)
- download a copy of approved special examination arrangements
- download a copy of the Physical Education Studies practical examination information – sport to be examined and skill level
- download a copy of the Personalised Practical Examination Timetable which states the date, time and venue for each practical examination you need to attend
- download a copy of the Personalised Written Examination Timetable which states the date, time and venue for each written examination you need to attend
- check your results
- download a copy of your sickness/misadventure outcome.

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

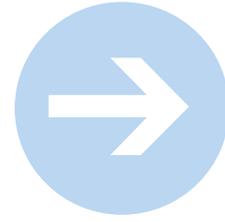
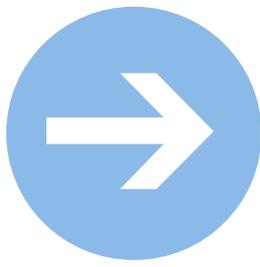
Helpdesk

If you have trouble accessing the portal, you can email wacehelp@scsa.wa.edu.au (monitored from Monday to Friday between 8.00 am to 5.00 pm).

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

<https://www.wace.wa.edu.au> ■





WASSA

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

WACE

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

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

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

Requirements to achieve a WACE

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

To achieve a WACE in 2018, you must meet the following requirements:

Breadth and depth

- Completion of a minimum of 20 units, which may include unit equivalents attained through VET

and/or endorsed programs. This requirement must include at least: (Explanatory notes 1, 2, 3, 4, 5)

- » a minimum of 10 Year 12 units, or the equivalent
- » four units from an English learning area course, post-Year 10, including at least one pair of Year 12 units from an English learning area course
- » one pair of Year 12 units from each of List A (arts/languages/social sciences) and List B (mathematics/science/technology).

Achievement standard

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

Literacy and numeracy standard

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

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.

Explanatory notes relating to WACE requirements

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

Table 1: Courses and programs

<p>Australian Tertiary Admission Rank (ATAR) courses</p>	<p>These courses are examined by the Authority. Student results in ATAR courses are used by the Tertiary Institutions Service Centre (TISC) to calculate a student’s Australian Tertiary Admission Rank (ATAR) score. The ATAR score is used to determine eligibility for university entrance. Students seeking to achieve an ATAR will need to complete a minimum of four Year 12 ATAR courses, excluding unacceptable combinations (see Undergraduate Admission Requirements for School Leavers on the TISC website). ATAR courses are for students who are aiming to go to university.</p>
<p>General courses</p>	<p>These courses are not externally examined. However, they each have an externally set task (EST) which is set by the Authority. General courses are for students who are typically aiming to enter further vocationally based training or the workforce straight from school. General courses may be used for alternative entry to some university courses. Information about alternative entry should be sought directly from universities.</p>
<p>Vocational Education and Training (VET) industry specific courses</p>	<p>These courses include a full VET qualification and mandatory workplace learning. VET industry specific courses contribute towards the WACE as course units. Qualifications undertaken through VET industry specific courses can be used to meet the Certificate II or higher requirement of the WACE. The workplace learning component of the course contributes as unit equivalents towards the WACE.</p> <p>VET industry specific courses are for students aiming to enter further vocationally based training or the workforce straight from school. Some VET qualifications may be used for alternative entry to some university courses. Information about alternative entry should be sought directly from universities.</p>
<p>Foundation courses</p>	<p>These courses provide a focus on functional literacy and numeracy skills, practical work-related experience and the opportunity to build personal skills that are important for life and work. Foundation courses are not designed, nor intended, to be an alternative senior secondary pathway. Foundation courses are for students who have not been able to demonstrate the minimum standard for literacy and/or numeracy before Year 11 and are unlikely to do so before the end of Year 12 without significant levels of support.</p>
<p>Preliminary courses</p>	<p>Preliminary courses are for students who have been identified as having a learning difficulty and/or an intellectual disability. They provide a relevant option for students who:</p> <ul style="list-style-type: none"> • cannot access the ATAR, General or Foundation course content with adjustment and/or disability provisions • are unable to progress directly to training from school • require modified and/or independent education plans • have been identified as having a recognised disability under the <i>Disability Discrimination Act 1992</i> and meet the above criteria. <p>Preliminary courses do not contribute to achievement of the WACE.</p>
<p>Vocational Education and Training (VET) Credit Transfer</p>	<p>VET qualifications undertaken separate to a VET industry specific course may contribute to the WACE through credit transfer. Qualifications undertaken as VET credit transfer contribute to the WACE as unit equivalents and may be used to meet the Certificate II or higher requirement. Some VET qualifications may be used for alternative entry to some university courses. Information about alternative entry should be sought directly from universities.</p>
<p>Endorsed programs (EP)</p>	<p>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.</p>



Maximum credit allowed from study in a single subject

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

Course unit completion requirement

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

The achievement of a WACE

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

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

ATAR, General and Foundation courses are WACE courses. Preliminary course units do not contribute to the achievement of a WACE, but 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. Table 2 (on page 14) shows the WACE List A and List B subjects.

Schools choose to offer courses that meet the needs

and interests of their students in line with the resources they have available.

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

If you do not complete at least four Year 12 ATAR courses you will need to achieve a minimum of a Certificate II qualification to achieve the WACE.

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

For ATAR, General and Foundation courses:

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

Permission for a student to change courses is a school decision. For you to achieve course unit credits, a change can only be made early in Year 12, before the cut-off date set by the Authority, which is **April 5, 2018**.

Table 2: WACE List A and List B subjects for breadth of study

LIST A (ARTS/LANGUAGES/SOCIAL SCIENCES)

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

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



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

Programs

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

VET

VET qualifications are for students wishing to participate in nationally recognised training. VET enables students to acquire workplace skills through nationally recognised training described within an industry-developed training package or an accredited course. A VET qualification is issued by a registered training organisation (RTO). A Certificate II or higher is one of the range of requirements for achieving a WACE. These qualifications can contribute to the WACE as unit equivalents or course units.

Endorsed programs

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

Workplace learning

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

Literacy and numeracy

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

These skills are described in Level 3 of the Australian Core Skills Framework (<https://www.education.gov.au/download-acsf>).

You can demonstrate the minimum standard:

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

The OLNA is compulsory in Semester 1 and 2 in Year 10 and Semester 1 in Year 11 for those students who have

not yet demonstrated the minimum standard in literacy and/or numeracy and are working towards achieving a WACE. Students have up to six opportunities (two per year) between Year 10 and Year 12 to demonstrate the literacy and numeracy minimum standard.

There are three assessment components:

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

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

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

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

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

Accumulating results

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

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

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

Examinations

Students who are enrolled in a Year 12 ATAR course (pair of units) are required to sit the ATAR course examination in that course.

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

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

Make the most of Year 12

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

WACE Checker

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

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

Information in

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

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

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

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

Information out

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

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

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

Support

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

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

Guidance

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



Equivalences

→ This section is relevant to students completing:

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

Unit equivalence

If you complete an endorsed program or 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 3).

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

Endorsed programs unit equivalents

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

Unit equivalence for endorsed programs is pre-determined by an endorsed programs panel after consideration of the nature and scope of each program. The judgement for each endorsed program is made about the equivalence of the program in relation to one unit of a WACE course.

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

Unit equivalence and WACE achievement requirements

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

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

Recognition of VET not arranged or managed by school

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

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 <https://www.scsa.wa.edu.au/forms/forms>.

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

Completion of the equivalent of one year

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

- complete at least four Year 12 ATAR courses or complete a Certificate II (or higher) VET* qualification
- meet the assessment requirements in at least 10 Year 12 units (up to a maximum of four Year 12 units may be substituted by VET qualifications and endorsed programs). You may choose to substitute units with only VET qualifications (up to a total of four units); or with only endorsed programs (up to a total of two units); or with a combination of VET qualifications and endorsed programs (up to a total of four units but with a maximum of two units with endorsed programs)
- achieve a minimum of six C grades (or equivalent) in Year 12 units

- demonstrate the literacy and numeracy standard
- complete a pair of Year 12 units from WACE English courses (English, Literature or English as Additional Language or Dialect)
- complete a pair of Year 12 course units from both List A and List B.

Completion of the equivalent of one semester

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

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

* The partial completion of a Certificate III or higher may be awarded unit equivalence if specific criteria are met (please refer to sub-section 4.6.3 of the *WACE Manual 2018*).

** The partial completion of a Certificate III or higher may be awarded unit equivalence if specific criteria are met (please refer to sub-section 4.6.3 of the *WACE Manual 2018*).

Table 3: VET credit transfer and unit equivalence

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

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

** Equivalence is only awarded for completed Certificate II qualifications where the total achievement in units of competency is equal to, or greater than, 220 nominal hours (the equivalent of four course units).

Certificate II qualifications with units of competency that are less than 220 nominal hours in total will meet the minimum Certificate II qualification requirement; however, the qualification will only contribute towards the WACE as two Year 11 unit equivalents.

† The partial completion of a Certificate III or higher may be awarded unit equivalence if specific criteria are met (see sub-section 4.6.3 of the *WACE Manual 2018*).

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/forms/forms>. ■



Enrolments

Studying at more than one school

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

Overseas full fee paying students

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

Full-time students

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

Student Declaration and Permission

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

- (a) release of your name should you 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. Please note: if you do not give permission for your names to be published, and you win an award, your names will NOT appear in the media.
- (b) use of school work for creating support materials—the Authority is seeking permission for the use of school work produced during 2018, e.g. assignments, projects, portfolios, tests, school-based exam responses.
- (c) use of examination responses (written and practical)—the Authority is seeking permission for the use of:

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

Resource development

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

To complete the student permission and declaration online go to the student portal at <https://www.wace.wa.edu.au> and follow the login instructions. This student declaration and permission needs to be completed online by **Thursday, 21 June 2018**.

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, 30 April 2018**, then you should contact a Data Support Officer at the Authority on either 9273 6303 or 9273 6752.

Changing enrolments

Changes to enrolments are made through your school.

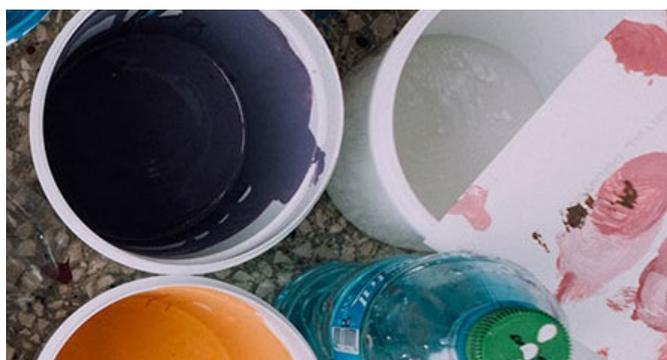
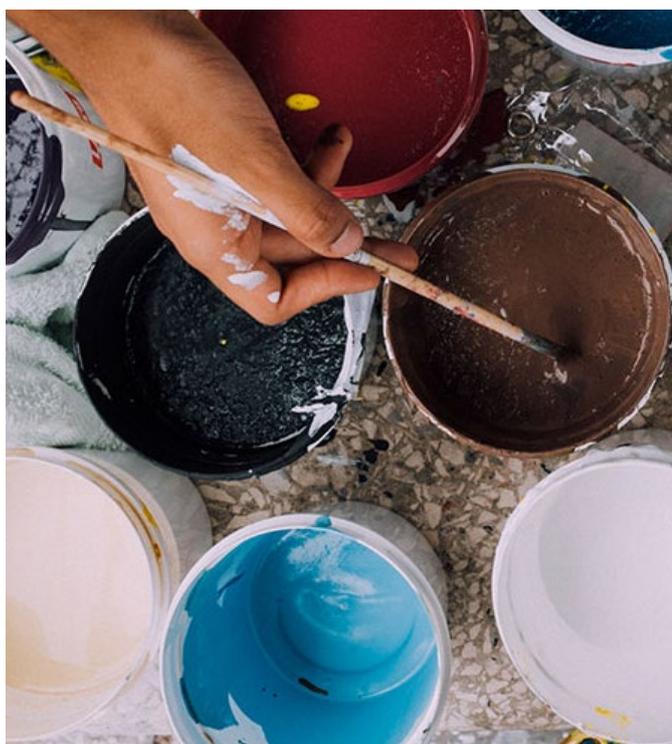
The deadline for changes to Year 12 enrolments is **Thursday, 5 April 2018**. (After this date students may only withdraw from a course.)

The deadline for students to withdraw from Year 12 ATAR courses with a practical examination is **Friday, 27 July 2018**.

The deadline for students to withdraw from Year 12 ATAR courses that do not have a WACE practical examination is **Friday, 17 August 2018**.

The deadline for changes to withdrawal of enrolment from General, Foundation, Preliminary and VET industry specific courses for Year 12 students is **Friday, 17 August 2018**.

No changes will be accepted after these dates. ■



School assessment

Grades and school marks

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

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

You will receive a grade (A, B, C, D or E) for each pair of units that you complete, except for Preliminary (P) units, which are not graded. Student achievement for P units is recorded as 'completed' or 'not completed'. Course completion is determined by the school according to criteria set by the Authority. 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) but WACE credit may contribute as VET unit equivalence, depending on how much of the course you have finished.

Endorsed programs are not comprised of units, but a

successfully completed endorsed program is allocated one, two, three or four unit equivalents. An endorsed program is allocated unit equivalence on the basis of 'average' learning time.

Adjustment of grades and school marks

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

Externally set tasks for General and Foundation courses

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

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

ATAR courses

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

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

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

TISC calculates scaled scores in all ATAR courses for use in determining a student's Australian Tertiary Admission Rank (ATAR) (see section 3.5.1 of the *WACE Manual 2018*).

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 4), 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 weightings for each component are provided in Table 4 (on page 25).

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

Review of school assessments

Your school must inform you in writing of your course grade and school mark for each pair of units by **Friday, 19 October 2018**.

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.

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

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

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

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

This form must be received by the Authority by **Friday, 2 November 2018**. A fee of \$34 is payable for a pair of Year 11 or Year 12 units (\$26 for a single Year 11 unit).

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



Authenticity of your work

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

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

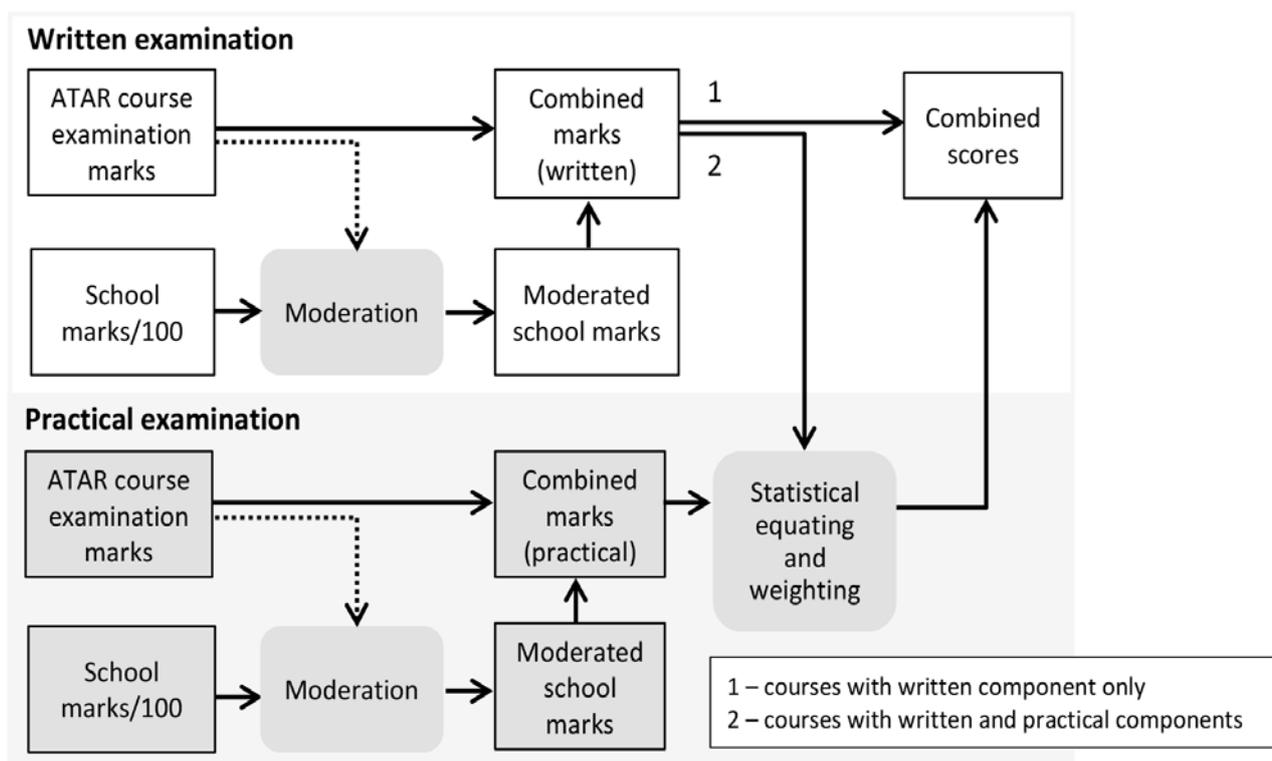
- copying someone's work in part or in whole and presenting it as your own
- buying, stealing or borrowing another person's work and presenting it as your own
- paying someone to write or prepare work
- submitting work to which another person such as a parent, tutor or subject expert has contributed substantially
- using material directly from sources such as books,

journals or the internet without appropriately acknowledging the source

- building on the ideas of another person without reference to the source
- using the words, ideas, designs or the workmanship of others in practical tasks (oral, performance, production, portfolio submission) without appropriate acknowledgement
- using non-approved materials and/or equipment during an assessment task or examination
- assisting another student to engage in an activity that will enable them to have an unfair advantage over other students.

All the work you submit as part of a Year 12 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. ■

The Authority's post-examination process



Examinations



This section is relevant to students enrolled in Year 12 ATAR courses.

Note: following feedback that the handbook contained too much information and was not relevant to all students, the information presented here about the examinations provides a general overview and some key dates. More detail will be provided in *Year 12 Information Handbook 2018 Part II, Examinations* that will be published in July.

All Year 12 ATAR courses have written examinations.

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

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

The Authority reports 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 as a school candidate.

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

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

Non-school candidates

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

You may enrol to sit an ATAR course examination as a

non-school candidate if you are:

- seeking entry to university as a mature-age applicant, or
- a student who has previously completed Year 12, or
- a Year 12 student undertaking language course examinations through interstate language offerings where the course is not offered by the school, or
- a Year 12 student undertaking French, German 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 *WACE Manual 2018*), you must be enrolled to sit at least three other ATAR course examinations in that year.

Non-school candidature

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

As a non-school candidate, that examination does not contribute towards meeting the requirements for the WACE. The sickness/misadventure provisions also will not apply to you for this examination. Non-school candidates are responsible for downloading their *Personalised Examination Timetable* from <https://wace.wa.edu.au>.

You may not enrol in an external examination for an Interstate Language at the same time as being enrolled in that course with the State that hosts the language.

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.

Enrolments as a non-school candidate close on **Thursday, 5 April 2018**. No late enrolments will be accepted.

Sitting examinations

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

Sitting ATAR course examinations outside Western Australia

If you are a Western Australian student wishing 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, 17 August 2018**.

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

Useful resources for examination preparation

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

- The syllabuses for all Year 11 and 12 courses can be found on the relevant course page at [https://senior-secondary.scsa.wa.edu.au/syllabus-and-](https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials)

[support-materials](https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials). Copies of the syllabuses may also be available from schools.

- Student editions of the examination reports which provide advice from the examining panel of the year as Summary examination report for candidates on the past examinations pages at <http://senior-secondary.scsa.wa.edu.au/further-resources>
- Front covers of this year's ATAR course examinations will be published in August on the Authority website at www.scsa.wa.edu.au. 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.

Examination conduct

Unacceptable behaviour

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

All work submitted for assessment (including practical examinations) must be your own work. If it incorporates material that is not your own work, this material must be acknowledged appropriately.

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

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

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

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

Special examination arrangements

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

Special arrangements are available for practical or written examinations. Special arrangements may include, for example, the consumption of food, the use of a scribe, extra working time, rest breaks, specified seating, coloured or enlarged papers, 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 <http://www.scsa.wa.edu.au/forms/forms>. Further information about permissible 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.

Applications for special examination arrangements for candidates with a disability sitting ATAR course examinations are due by **Thursday, 5 April 2018**.

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, 27 July 2018**.

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

arrangements can be made.

Candidates with approved special examination arrangements may be required to sit their examinations at a designated venue to allow for these special examination arrangements. Candidates with approved special examination arrangements will be able to download a copy of their arrangements from <https://www.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.

More details will be provided in Part II and are available at <https://senior-secondary.scsa.wa.edu.au/assessment/examinations/special-provisions>.

Examination marks cannot be changed for non-school candidates who suffer a sickness or misadventure before or during the examination, whether caused by the candidate, a third party or the Authority.

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

Practical examinations

Practical examination timetables

The 2018 practical ATAR course examinations are scheduled as follows:

- Aviation, Dance, Drama, Music and Physical Education Studies – **Saturday, 22 September to Sunday, 30 September** (Saturday, Sunday and the public holiday included)
- English as an Additional Language/Dialect (overseas schools) – **Saturday, 22 September to Sunday, 7 October** (Saturday, Sunday and the public holiday included)
- English as an Additional Language/Dialect (Western

Australian schools), French: Second Language, French: Background Language, German: Second Language, German: Background Language, Italian: Second Language and Italian: Background Language – **Friday, 12 October to Sunday, 21 October** (Saturday and Sunday included).

- Chinese: Second Language – **Saturday, 13 October**
- Japanese: Second Language and Indonesian: Second Language – **Saturday, 13 October and Sunday, 14 October**

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

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

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

Students are able to withdraw from ATAR courses with practical examinations up until **Friday, 27 July 2018**.

Examination materials and structure

For detailed information regarding each of the practical examinations you are strongly advised to download the practical examination requirements 2018 document from the relevant course page at <https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials>, available in late Term 1.

This document 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.

Physical Education Studies

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

In Term 2, schools will receive a 2018 *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, 13 June 2018**.

There will be no changes made to sport selection nor skill level after 4.00 pm on **Friday, 27 July 2018**.

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.

Written examinations

Written examination timetables

Written examinations start on **Monday, 29 October 2018** and finish no later than **Friday, 16 November 2018**. The examination timetable will be published on the Authority website at www.scsa.wa.edu.au on **Monday, 28 May 2018**.

On **Friday, 7 September 2018** 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, including Interstate Language examinations.

You must check this timetable to see that all of the examinations you are planning to sit are listed. If you believe there is an error on your *Personalised 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 together with a form of photo ID for proof of identity.

The *Personalised Examination Timetable* will show your WA 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, 17 August 2018**. ■



Important dates 2018

Here are some key dates for Year 12 students. For further details about other important dates, go to the Activities Schedule on the Authority website at <http://www.scsa.wa.edu.au/publications/activities-schedule>.

6–9 March	March round of the Online Literacy and Numeracy Assessment (Year 10–12 students) – Writing component tests
6–29 March	March round of the Online Literacy and Numeracy Assessment (Year 10–12 students) – Numeracy and Reading component tests
15 March	Applications for Appeal against EALD Eligibility Decision for Year 12 students who submitted an application in 2018 need to be received by the Authority.
23 March	Practical ATAR course examination information published on the Authority website.
5 April	<ul style="list-style-type: none"> • Last day to enrol as a non-school candidate for an examination. • Last day for Year 12s to change their enrolment in courses (after this date you can only withdraw).
5 April	Applications for special examination arrangements for candidates with a disability sitting ATAR course examinations need to be received by the Authority.
7 May–25 May	The externally set task for each General and Foundation Year 12 course being delivered is to be completed during this time.
21 June	<ul style="list-style-type: none"> • Enrolments in VET qualifications and VET units of competency for Year 12 students need to be uploaded into SIRS. • Final changes to enrolments into VET industry specific course units for Year 12 students need to be uploaded into SIRS. • Year 12 student declaration and permission details (relating to the release of personal information, use of school work and examination responses) need to be completed online.
27 July	<ul style="list-style-type: none"> • Withdrawals of enrolment from ATAR courses with a practical examination component for Year 12 students need to be uploaded into SIRS. • Last day for schools to lodge applications for alternative format ATAR course practical examinations.
17 August	<ul style="list-style-type: none"> • Last day for withdrawal of enrolment from ATAR courses without a practical examination component for Year 12 students to be uploaded into SIRS. • Last day for withdrawal of enrolment from General, Foundation and Preliminary courses for Year 12 students to be uploaded into SIRS.
27–30 August	August round of the Online Literacy and Numeracy Assessment (Year 10–12 students) – Writing component tests
27 August–21 September	August round of the Online Literacy and Numeracy Assessment (Year 10–12 students) – Numeracy and Reading component tests
3 September	Last day for student nominations for 2018 School Curriculum and Standards Authority VET awards to be uploaded into SIRS.

6 September	<i>Personalised examination timetables</i> for the practical and written ATAR course examinations available.
19 September	Last day for the Authority to receive: <ul style="list-style-type: none"> • Design portfolio submissions. • French, German and Italian Background Languages personal investigation interview sheet. • Materials Design and Technology portfolio submissions. • Media Production and Analysis production submissions. • Music composition portfolio submissions. • Visual Arts production examination submissions.
22–30 September	ATAR course practical examinations for Aviation, Dance, Drama, Music and Physical Education Studies.
22 September–7 October	ATAR course practical examinations for English as an Additional Language or Dialect (for students enrolled at an overseas school).
12–21 October	ATAR course practical examinations for languages. Check the Examinations Timetables page for dates for different languages at https://senior-secondary.scsa.wa.edu.au/assessment/examinations/examination-timetables
29 October	ATAR course written examinations begin.
20 November	Last day for completed sickness/misadventure application forms to be received by the Authority.
18 December	Year 12 students' results available online via the Authority's student portal.



Certification

Folio of achievement

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

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

WASSA

The WASSA formally records, as relevant:

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

WACE

The WACE indicates that you have met the specified requirements.

ATAR course report

A Year 12 ATAR course report, records the:

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

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

Year 12 results

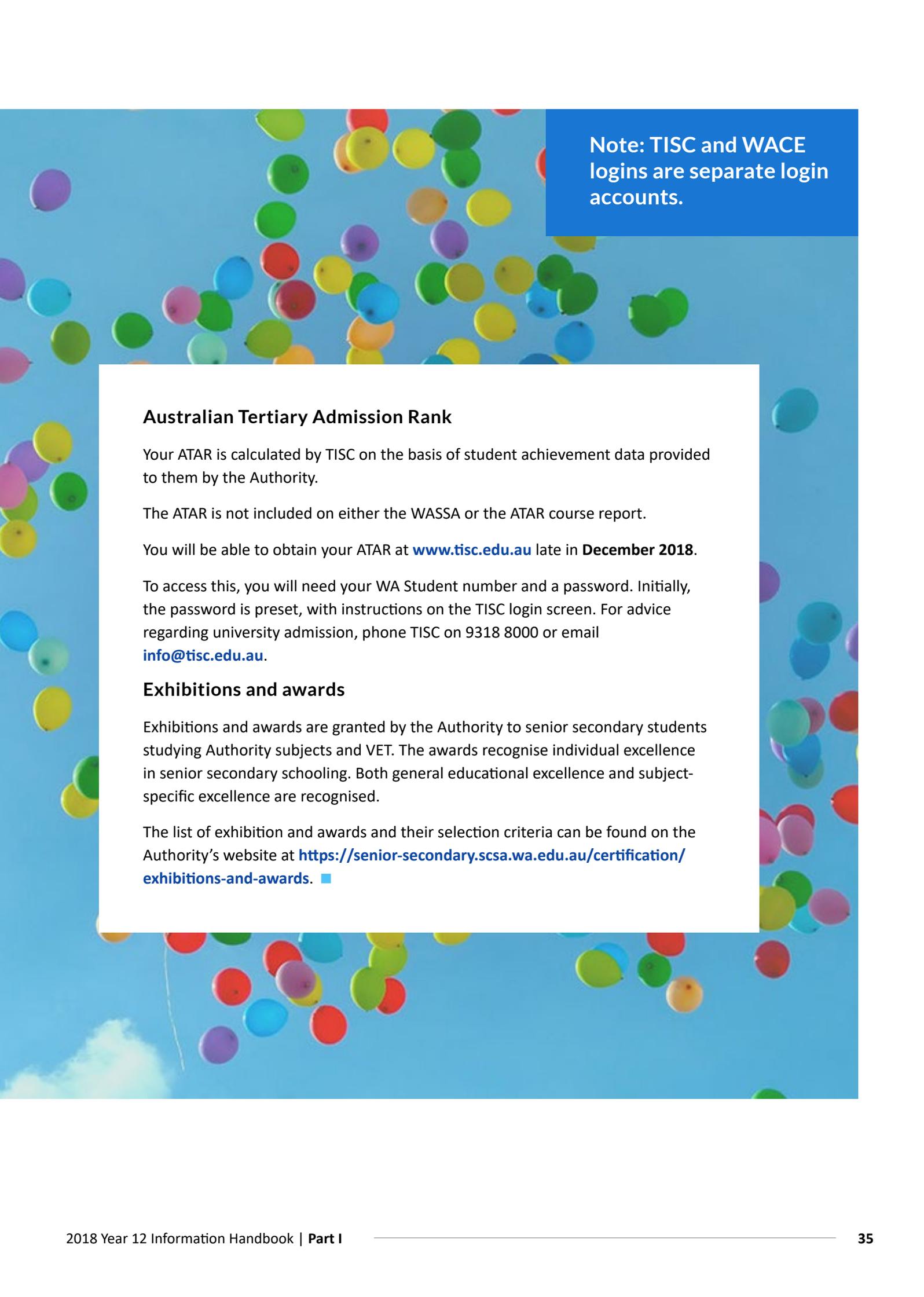
Year 12 results will be available at <https://www.wace.wa.edu.au> on **Tuesday, 18 December 2018**.

The folio of achievement will be mailed to you in **mid-January 2019**.

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

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

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



Note: TISC and WACE logins are separate login accounts.

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 2018**.

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

Exhibitions and awards

Exhibitions and awards are granted by the Authority to senior secondary students studying Authority 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 <https://senior-secondary.scsa.wa.edu.au/certification/exhibitions-and-awards>. ■

Appendix A: Year 12 Subjects that have an external examination 2018

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

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

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



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
Chin Hakha	VIC	CHA
Dutch*	VIC	DUT
Hebrew*	VIC	HEB
Hindi*	VIC	HIN
Karen	VIC	KAR
Macedonian*	VIC	MAC
Maltese*	VIC	MAL
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 B: Materials required/recommended for written ATAR course examinations 2018

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

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

Key

- π Non-programmable calculators are permitted in these examinations. Up to three non-programmable calculators permitted. A non-programmable calculator does not have the capacity to create or store programmes or text
- ∞ Programmable calculators such as scientific, graphic, Computer Algebraic System (CAS) and non-programmable are permitted in the Section Two: Calculator-assumed of the mathematics examinations. Candidates can take into the examination up to three calculators. Any brands or models of these calculators are permitted.
-  Dictionary: Refer to Appendix C: Dictionaries approved for use in ATAR course examinations 2018.
-  Drawing/measuring aids: Details can be found in the examination design brief within the course syllabus.
-  Notes: Refer to Year 12 Information Handbook Part II for details regarding the use of notes in the Mathematics Applications, Mathematics Methods and Mathematics Specialist examinations.

Calculators in ATAR course examinations

- Calculators may be used in designated 2018 ATAR course examinations under the following conditions:
- Calculators must be silent, hand-held and contain their own power source (battery or solar operated).
- Calculators must not have the functionality to communicate wirelessly.
- Candidates will be entirely responsible for ensuring adequate power supply to their calculators and the proper working order of their calculators.
- Candidates must supply and be able to change their own spare batteries – any battery failure or other fault which limits the usefulness of a calculator during an examination will not be taken into special consideration.
- No candidate may borrow a calculator from another candidate after entering the examination room.
- Calculator instruction booklets and removable covers are classified as unauthorised materials and must not be taken into an examination room.
- Calculator memories do not have to be cleared before entry to an examination.

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

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

Appendix C: Dictionaries approved for use in ATAR course examinations 2018

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

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

Interstate (including CCAFL)		Oral examination	Written examination
Arabic Armenian Chinese: Background Language (Heritage Chinese NSW) Dutch Filipino Hebrew Hindi Hungarian Indonesian: Background Language (Heritage Indonesian NSW) Japanese: Background Language (Heritage Japanese NSW)	Korean: Background Language Macedonian Maltese Modern Greek Persian: Background Speakers Polish Portuguese Punjabi Romanian Russian Serbian Sinhala Spanish Tamil 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	Candidates are allowed to use approved monolingual and/or bilingual printed dictionaries

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