

School Curriculum
and Standards
Authority

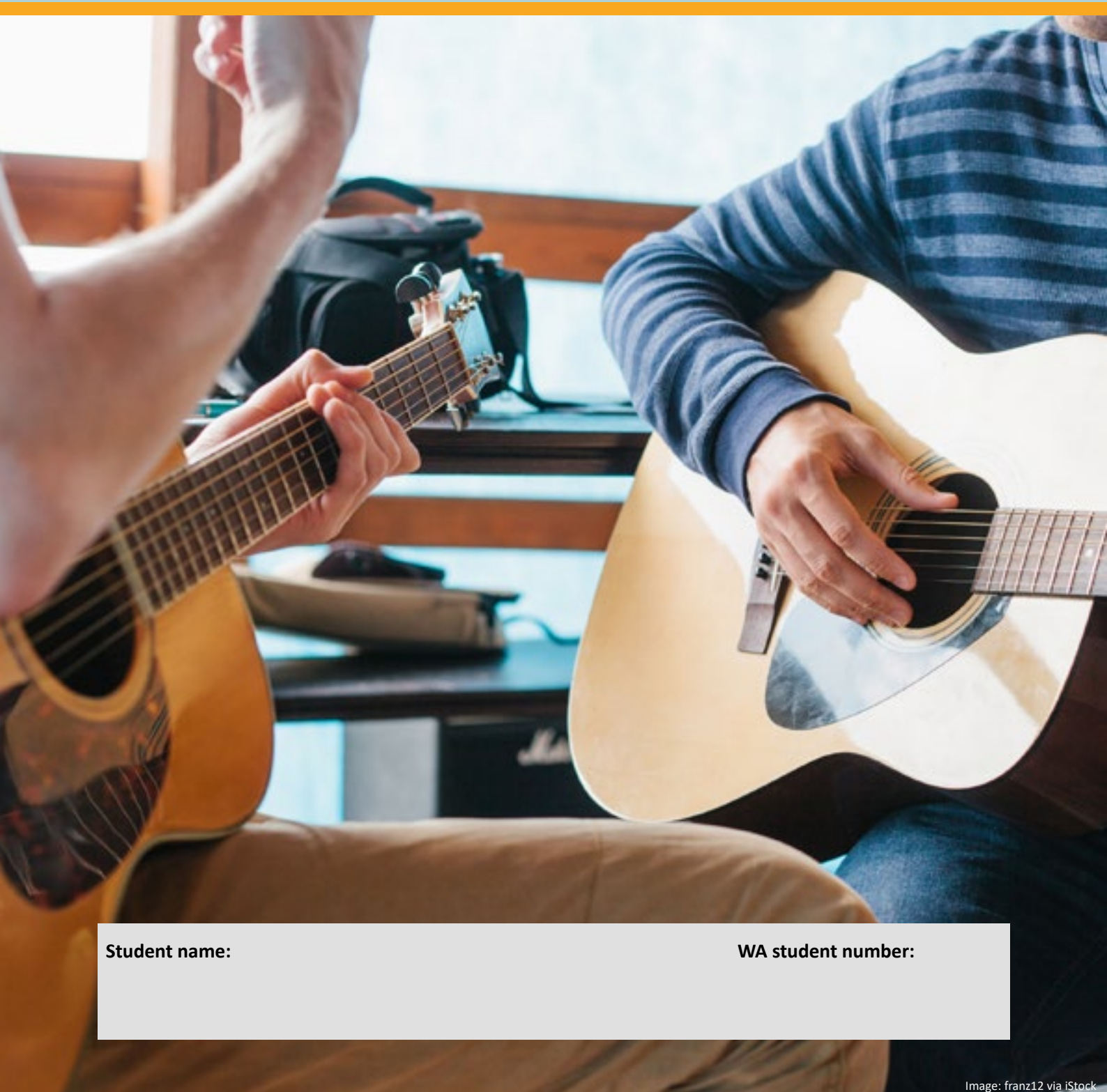


YEAR 12 INFORMATION HANDBOOK 2023

Part II: Examinations

Acknowledgement of Country

Kaya. The School Curriculum and Standards Authority (the Authority) acknowledges that our offices are on Whadjuk Noongar boodjar and that we deliver our services on the country of many traditional custodians and language groups throughout Western Australia. The Authority acknowledges the traditional custodians throughout Western Australia and their continuing connection to land, waters and community. We offer our respect to Elders past and present.



Student name:

WA student number:

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Before reading further, remember the following:

ATAR	Australian Tertiary Admission Rank
EAL/D	English as an Additional Language or Dialect
EST	Externally set task
NAPLAN	National Assessment Program – Literacy and Numeracy
OLNA	Online Literacy and Numeracy Assessment
RTO	Registered training organisation
SCSA	the School Curriculum and Standards Authority
the Authority	the School Curriculum and Standards Authority
TISC	Tertiary Institutions Service Centre
VET	Vocational education and training
WACE	Western Australian Certificate of Education
WASSA	Western Australian Statement of Student Achievement
WASN	Western Australian student number



Foreword

by Ivan Banks
Assistant Executive Director
Examinations, Certification and Testing

Part II of the Year 12 Information Handbook focuses on examinations and is relevant to students sitting the Australian Tertiary Admission Rank (ATAR) course examinations.

As a student enrolled in one or more ATAR courses, you are about to embark on the last months of your secondary schooling, which can undoubtedly seem the most intense. All of your hard work has been leading up to this moment and, while it is important to stay focused and keep doing your best, you also need to look after yourself. Year 12 is a marathon, not a sprint.

Although it has been a calmer start to the year than in the past few years, it is important to maintain healthy habits and stay well, including finding balance between your studies and other commitments. Aim for equilibrium and make sure you are getting the sleep, exercise and nutrition that you need. Be aware of your stress levels, and tap into your inner strength and the strength of those around you. Reach out to the people in your life who support you, especially if you are concerned about coping. These might include your teachers, school counsellors and family.

As the end of your time at school draws near, aim to stay positive, put in the work you need to and use your time wisely. Remember that the ATAR examinations are an important component of your schooling, but they are not the only pathway to reaching your goals.

Key dates

This handbook contains a detailed list of key dates for Year 12 students; however, I would like to highlight a few of them here.

Wednesday, 7 June 2023 – timetables for the ATAR course examinations were published on the Authority website <https://seniorsecondary.scsa.wa.edu.au/assessment/examinations/examination-timetables>. Check the dates of your examinations now and ensure you do not plan any holidays or commitments when you have an examination.

Thursday, 20 July 2023 – last day to withdraw from ATAR courses with a practical examination

component.

Monday, 7 August 2023 – last day to withdraw from ATAR courses without a practical examination component.

Tuesday, 5 September 2023 – Personalised practical and written examinations timetables will be available to download from the student portal at <https://student.scsa.wa.edu.au/student-portal>. Your personalised timetable includes information about the locations of your examinations. You will need to take a signed copy of your personalised timetable/s with you to your examinations.

Saturday, 23 September to Sunday, 22 October 2023 – the ATAR course practical examinations will be conducted.

Monday, 30 October to Friday, 17 November 2023 – the ATAR course written examinations will be conducted.

Some reminders

When you complete a Year 12 ATAR course pair of units, your school provides your student mark (out of 100) to the School Curriculum and Standards Authority (the Authority). This is used along with your ATAR course examination mark (out of 100) to calculate your combined score, which is the average of these two marks. The Tertiary Institutions Service Centre (TISC) then calculates scaled scores in all Year 12 ATAR courses. TISC uses your scaled scores to determine your ATAR. The Authority does not scale your scores or determine your ATAR.

It is important that you sit the examination/s for your ATAR courses in order to complete them. If you do not sit the ATAR course examination, you will not complete the course and that means you will not have a course mark or grade recorded on your Western Australian Statement of Student Achievement (WASSA). The pair of units you enrolled in for that year will not contribute to any of the WACE requirements. To withdraw from an ATAR course without being required to sit the examination at the end of the year, you need to notify the Authority of your withdrawal of enrolment by the dates noted above.

Stay informed

You will receive a lot of information in your final semester. You need to be aware of communications about your examinations and completing Year 12.

Keep an eye out for information that comes from the Authority and official information from your school. I strongly advise you to avoid hearsay and information from unofficial sources. Find the answers to your questions from credible sources such as official websites and direct any questions you have

to the people and organisations that are responsible for answers about: examinations (the Authority), ATAR (TISC) and prerequisites (universities). You can follow our Facebook page at <https://facebook.com/scsawa> where we provide ongoing support and tips for candidates sitting ATAR course examinations. For examination queries, email exams@scsa.wa.edu.au.

I wish you all the best for your examinations and the remainder of the school year. Take care and do the best you can. ■



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Important dates

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 (<https://www.scsa.wa.edu.au/publications/activities-schedule>).

Date	Details
27–28 Feb	OLNA Term 1 Window – Writing component test.
27 Feb–10 Mar	OLNA Term 1 Window – Numeracy and Reading component tests.
24 Mar	Applications for online review requests from students not endorsed by their Principal for eligibility approval to enrol in the Year 12 ATAR EAL/D course in 2023 need to be received by the Authority by Friday, 24 March. ATAR course practical examination requirements documents and relevant information published on the Authority website.
30 Mar	Last day to enrol as a non-school candidate for an examination. Last day for Year 12 students to change their enrolment in courses. (After this date you can only withdraw.) Applications for special examination arrangements for candidates with a disability sitting ATAR course practical and/or written examinations need to be received by the Authority.
1–2 May	OLNA Term 2 Window – Writing component test.
1–12 May	OLNA Term 2 Window – Numeracy and Reading component tests.
1–26 May	Common Oral Assessment Task (COAT) for Year 12 ATAR EAL/D being delivered.
8–26 May	Externally set task (EST) for each General and Foundation Year 12 course being delivered.
16 May	Applications to sit ATAR course examinations outside Western Australia due.
7 Jun	2023 ATAR course examination timetables published on the Authority website.
12–13 Jun	OLNA Term 2 Window B – Writing component test.
12–23 Jun	OLNA Term 2 Window B – Numeracy and Reading component tests.
22 Jun	Enrolments in VET units of competency for Year 12 students need to be uploaded by the school.
30 Jun	Last day for late applications to sit ATAR course examinations outside Western Australia.
20 Jul	Last day for withdrawal of enrolment from ATAR courses with a practical examination component for Year 12 students to be uploaded by the school.
24–25 Jul	OLNA Term 3 Window A – Writing component test.
24 Jul–4 Aug	OLNA Term 3 Window A – Numeracy and Reading component tests.
26 Jul	Last day for schools to lodge applications for alternative format ATAR course practical performance examinations.
7 Aug	Last day for withdrawal of enrolment from ATAR courses without a practical examination component for Year 12 students to be uploaded by the school. Last day for withdrawal of enrolment from General, Foundation, VET industry specific and Preliminary courses for Year 12 students to be uploaded by the school.
10 Aug	Enrolments in endorsed programs for Year 12 students need to be uploaded by the school.

Date	Details
24 Aug	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 in the Authority's student portal.
25 Aug	Front covers of the ATAR course examinations available on the Authority website.
28 Aug	Last day for student nominations for the 2022 Authority VET awards to be uploaded by the school.
4–5 Sep	OLNA Term 3 Window B – Writing component test.
4–15 Sep	OLNA Term 3 Window B – Numeracy and Reading component tests.
5 Sep	<i>Personalised examination timetables</i> for the ATAR course practical and written examinations available in the student portal.
19 Sep	Date for receipt by the Authority: <ul style="list-style-type: none"> • Design practical (portfolio) examination submissions • Materials Design and Technology practical (portfolio) examination submissions • Media Production and Analysis practical (production) examination submissions • Music composition practical (portfolio) examination submissions • Visual Arts practical (production) examination submissions.
20 Sep	Date for receipt by the Authority: <ul style="list-style-type: none"> • French, German and Italian: Background Languages Personal Investigation Interview Sheet.
23 Sep–1 Oct	ATAR course practical examinations for Aviation, Dance, Drama, Music and Physical Education Studies.
14–22 Oct	ATAR course practical examinations for Chinese: Second Language, French: Background Language, French: Second Language, German: Background Language, German: Second Language, Indonesian: Second Language, Italian: Background Language, Italian: Second Language, and Japanese: Second Language. Note: students sitting Interstate Language examinations need to check their <i>Personalised examination timetables</i> for dates.
20 Oct	Last day for schools to inform students in writing of their grades and school marks for all courses studied in Year 12.
30 Oct–17 Nov	ATAR course written examinations.
21 Nov	Last day for completed Sickness/Misadventure Application forms to be received by the Authority.
18 Dec	Year 12 students' results available online via the Authority's student portal (https://studentportal.scsa.wa.edu.au). Certificates and awards will not be available in the portal until mid-February 2024.
Jan (Date to be confirmed)	The WACE, ATAR course reports and WASSA for Year 12 students will be available online via the student portal in mid-January 2024.

Before you complete Year 12, please change your email address in the student portal to a personal email address. This will allow you to receive emails after you have left school and your school email address has expired.

You will be able to print your folio of achievement for 2023 by logging in to the student portal in mid-January 2024. It is important to keep your WA student number and password in a secure place. The School Curriculum and Standards Authority Exhibitions and Awards ceremony will be held in February 2024.

Social media

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

The Authority has two Facebook pages. 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.

Response times

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

Community standards

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

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

Contact us

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

If you prefer not to use Facebook, email info@scsa.wa.edu.au. ■



Student portal

Keep track of your information.

The student portal (<https://studentportal.scsa.wa.edu.au>) is a space for Year 12 students to check and access personal information that relates to their WACE.

You need to visit the portal to:

- check your personal details and enrolments
- complete the Student Declaration and Permission (Year 12 students, and anyone enrolled in a Year 12 Australian Tertiary Admission Rank [ATAR] course, are expected to do this by **Thursday, 24 August 2023**)
- download a copy of your approved special examination arrangements
- download a copy of your *Physical Education Studies practical examination information* – sport to be examined and skill level
- download a copy of your *Personalised practical examination timetable*, which states the date, time, venue and location of each practical examination you need to attend, from **Tuesday, 5 September 2023**
- download a copy of your *Personalised written examination timetable*, which states the date, time and location for each written examination you need to attend, from **Tuesday, 5 September 2023**
- check your results from **Monday, 18 December 2023**
- download a copy of your sickness/misadventure outcome
- download your folio of achievement (WASSA, WACE, ATAR course reports and selected award certificates).

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

You must keep your password safe – you will need it several times this year and again in January.

Helpdesk

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

Note: the helpdesk staff will need you to provide proof of your identity. Due to security restrictions, information such as your WASN cannot be provided over the phone, nor can it be given to other people on your behalf. ■



Image: kaboompics

The first time you visit the student portal you will be prompted to provide a mobile phone number. While this step is not compulsory, we encourage all Year 12 students and ATAR course examination candidates to provide a mobile number so that we can notify you via a group SMS during the ATAR examination period if there are any changes to examination timetable/s and/or venue/s. If you change your mobile number, you can edit this in the student portal.

Examinations

Students who are enrolled in a Year 12 ATAR course (Units 3 and 4) must sit the ATAR course examination. For ATAR courses with practical components, students must sit both the written and practical examinations.

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/s 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 the student's performance in relation to the performance of other students in the course.

Enrolling in examinations

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

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

University admission information is available on the TISC website (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 Chinese: First Language or French, German, Hindi, Italian or Korean: Background Language course examinations where the course is not offered by the school (excluding schools acting as a mentor school for a community language school).

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

Key dates – examinations 2023

- Enrolments as a non-school candidate closed on **Thursday, 30 March 2023**
- Applications for special examination arrangements for candidates with a disability sitting ATAR course examinations were due by **Thursday, 30 March 2023**
- Music ATAR course practical examination information collection forms and Physical Education Studies ATAR course practical examination sport and skill level elective forms were due **Wednesday, 7 June 2023**
- The examination timetable was published on the Authority website on **Thursday, 7 June 2023**
- No changes after **Friday, 30 June 2023** for Music practical examination instruments or Physical Education Studies practical examination sport and skill level
- Applications to sit ATAR course examinations outside WA were due by **Friday, 30 June 2023**
- Part II of this handbook released
- Students able to withdraw from ATAR courses with practical examinations up until **Thursday, 20 July 2023**
- Applications for alternative format ATAR course practical performance examinations accepted until 4.00 pm **Wednesday, 26 July 2023**



Purpose of examinations

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

All Year 12 ATAR courses have written examinations and some courses have a written and a practical examination (performance, oral, portfolio or production). All ATAR course examinations are marked by qualified people who are unaware of your name or which school you attend. The Year 12 courses with ATAR course examinations are listed in Appendix A.

ATAR course examinations provide candidates 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 purpose of calculating your ATAR, which is used for assessing university entrance.

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

Non-school candidature

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

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

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

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

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

Non-school candidate enrolments closed on **Thursday, 30 March 2023**. ■

- The deadline for changes to withdrawal of enrolment from General, Foundation, Preliminary and VET industry specific courses for Year 12 students is **Monday, 7 August 2023**
- The deadline for students to withdraw from Year 12 ATAR courses that do not have a practical examination component is **Monday, 7 August 2023**

- On **Tuesday, 5 September 2023** you will be able to download a copy of your *Personalised examination timetables* for the practical and written examinations
- ATAR course practical portfolio and production submissions due on **Tuesday, 19 September 2023**
- ATAR course practical examinations start on **Saturday, 23 September 2023**

- ATAR course practical examinations finish on **Sunday, 22 October 2023**
- ATAR course written examinations start on **Monday, 30 October 2023**

- ATAR course written examinations finish on **Friday, 17 November 2023**
- Sickness/Misadventure applications due **Tuesday, 21 November 2023**

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER



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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, 30 June 2023**.

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

To offset some of the costs associated with setting up an examination centre and the secure despatch of examination papers, students sitting ATAR course examinations outside Western Australia are required

to pay the fees outlined in the application form. The candidate is responsible for all expenses associated with sitting ATAR course examinations outside of Western Australia, including a supervisor, venue and immediate return of examination scripts by international courier.

This fee is non-refundable if examination arrangements are cancelled after **Friday, 21 July 2023**.

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 practical examinations requirements 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 is available on the Authority website at <https://senior-secondary.scsa.wa.edu.au/assessment/examinations/rules-of-conduct-for-atar-course-examinations> and on page 26 of this handbook.

Equitable access adjustments (Special examination arrangements)

Equitable access adjustments (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. Adjustments may include, for example, the consumption of food, the use of a scribe, extra working time, rest breaks, specified seating, coloured or enlarged papers, or alternative format practical examinations. Your school must submit an application on your behalf if you are seeking any variation to the standard examination conditions. Adjustments requested for the written examinations do not apply to the practical examinations. Any requests for adjustments in the practical examinations must be stated separately in the application, and relate directly to the nature and duration of the practical examination. The application must be supported by documentation as described on the application form available from the Authority website at <https://www.scsa.wa.edu.au/forms/forms>. Further information about permissible adjustments can be found in the Authority's *Guidelines for disability adjustments for timed assessments* at <https://senior-secondary.scsa.wa.edu.au/assessment/disability-adjustment-guidelines>.

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 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 component.

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

Applications for equitable access adjustments (special examination arrangements) for candidates with a disability sitting ATAR course examinations

were due by **Thursday, 30 March 2023**.

Applications received after this date will be considered only if exceptional circumstances have prevented the submission of the application by the due date. Applications for alternative format ATAR course practical performance examinations were accepted until 4.00 pm **Wednesday, 26 July 2023**.

In the case of illness or disability occurring at the time of the ATAR course examinations, candidates should contact the Principal Consultant – Special Provisions at the Authority on (08) 9273 6316 to determine if arrangements can be made.

Candidates with adjustments are to download a copy of their notification from the student portal (<https://studentportal.scsa.wa.edu.au>). This notification must be taken to every examination.

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. The candidate may submit a *Sickness/Misadventure Application*, if they believe their performance in an examination has been affected by the sickness or misadventure. Long-term illness/injury and language difficulty will not be considered under these provisions.

More details are available at <https://senior-secondary.scsa.wa.edu.au/assessment/examinations/special-provisions>.

Non-school candidates are not eligible to submit a *Sickness/Misadventure Application*. 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.

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

Sickness/Misadventure Application

The Authority does not expect you to attend an examination session against specific medical advice issued at the time of the examination.

If you miss or are not able to complete an examination session for health reasons, it is important that medical evidence be provided to verify the

nature and severity of the illness/injury. In most cases, that will mean producing evidence from a medical professional who was consulted on the day of the examination or the day before. Medical evidence must be entered by the doctor directly onto the *Sickness/Misadventure Application form – ATAR course examinations 2023* available from the Authority website at <https://www.scsa.wa.edu.au/forms/forms>. You should take this form with you when you consult your doctor.

Under no circumstances should medical documentation or a completed *Sickness/Misadventure Application* be given to any person in attendance at a practical or written examination centre.

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

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

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

If your claim for special consideration is approved, the procedure is for the Authority to calculate an examination mark on the basis of your school mark and its relationship with the marks of other students.

You receive the higher of the two marks – the actual examination mark and the estimated examination mark. Practical marks and written marks are calculated separately. The calculated mark could be very different from the school assessment.

You will be informed of the outcome of your application through the student portal at the same time as you receive your online results.

You cannot submit an application on the basis of:

- difficulties in preparation or loss of preparation time, for example, as a result of sickness during the year – unless it is within two weeks of your first written examination
- alleged deficiencies in tuition
- long-term physical or psychological illness – unless you have suffered an acute episode of your illness during the examination period (including up to two weeks before your first written examination)

- long-term injury or illness where you were required to submit an application for a special alternative format practical examination
- the same grounds for which you have received special examination arrangements – unless you have experienced additional difficulties during an examination session
- misreading the examination timetable causing you to miss an examination or arrive late to an examination
- misreading the examination instructions
- events related to your school-based assessment in a course
- attendance at a sporting, cultural or social event during the written examinations.

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

Applications will be considered only if made on the correct form, available from examination centres and the Authority website (from September 2023) at <http://www.scsa.wa.edu.au/forms/forms>.

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

Applications related to the written examinations should be submitted immediately following your last written examination. Only one form should be used to cover all examinations for which the application is being made. The completed form and all supporting evidence must be received at the Authority no later than close of business on **Tuesday, 21 November 2023**. Electronic applications are not accepted. Applications can be posted (to arrive by the due date) or delivered by hand. 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. ■



Image: Jordan Whitfield via Unsplash

Practical examinations

Practical examinations submissions

The 2023 ATAR course practical portfolio and production submissions are due to be submitted on **Tuesday, 19 September 2023**.

Practical examination timetables

The 2023 ATAR course practical performance and oral examinations are scheduled as follows:

- Aviation, Dance, Drama, Music and Physical Education Studies – **Saturday, 23 September to Sunday, 1 October** (Saturday, Sunday and the public holiday included)
- Chinese: Second Language, French: Background Language, French: Second Language, German: Background Language, German: Second Language, Indonesian: Second Language, Italian: Background Language, Italian: Second Language and Japanese: Second Language – **Saturday, 14 October to Sunday, 22 October** (Saturday and Sunday included).

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

If you are enrolled in a practical examination, you will be provided with a *Personalised practical examination timetable*. This timetable will contain the date, venue, time and location of the examination. Download your *Personalised practical examination timetable* on **Tuesday, 5 September 2023** from the student portal (<https://studentportal.scsa.wa.edu.au>) or, alternatively, your school can download a copy of your timetable.

You must sign a hard copy of your *Personalised*

practical examination timetable/s and take it to your practical examination/s as proof of enrolment, together with a form of photo ID for proof of identity. An image of your *Personalised practical examination timetable* on your mobile phone will **not** be accepted as proof of enrolment.

The language practical (oral) examinations set by interstate assessment authorities are typically conducted in September through to the end of October. These courses are listed in Appendix B. Dates for Interstate Language practical examinations will be available in Term 3, 2023. Students sitting Interstate Language examinations need to check their *Personalised practical examination timetable* in the student portal for dates.

Students were able to withdraw from ATAR courses with a practical examination component up until **Thursday, 20 July 2023**. This includes students enrolled as non-school candidates in an Interstate Language examination.

Insurance advice

The Authority does not have insurance that covers:

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

Candidates are encouraged to consider obtaining personal accident and/or travel insurance if appropriate. Consideration should include the

physical demands and requirements of some practical examinations.

Examination materials and structure

For detailed information regarding each of the practical examinations, you are strongly advised to download the 2023 practical examination requirements document from the relevant course page at <https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials>.

This document includes the following information:

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

Arrival time

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

You must read your *Personalised practical examination timetable* carefully because, if you arrive after the scheduled examination time, you will not be given another time slot and you will not receive a mark for the practical examination and, therefore, the grades for the course units completed this year will not contribute to your WACE.

Unauthorised material

You must not take unauthorised materials into the practical examination as to do so may result in the matter being referred to the Breach of Examination Rules Committee. If you have unauthorised materials in your possession you will be instructed where to place them by the supervisor. The supervisor cannot accept responsibility for any items left behind. Please refer to the practical examination requirements document for each course located on the course page of the Authority website.

Dictionaries

A print dictionary can be used in the preparation room only, for some Language examinations. The dictionary used must not contain any notes or other marks. You are not allowed to take an electronic dictionary or thesaurus into the preparation or examination rooms. See Appendix D: *Dictionaries approved for use in ATAR course examinations 2023* for further details.

Notes

For all Language ATAR course practical (oral) examinations refer to the relevant Practical requirements documents for specific information regarding authorised notes, unauthorised notes and preparation room notes.

Mobile phones

You may take a mobile phone into the:

- Music practical examination in 'flight mode' to play your accompaniment and to use it as a tuner
- Drama and Dance practical examinations in 'flight mode'
- Language practical examinations, only where the mobile phone is your stimulus item. You are not permitted to operate the mobile phone during preparation time or while waiting for your Language examination interview. The mobile phone must be turned off.

A mobile phone may not be taken into any other ATAR course examination.

ATAR course practical examination declaration

When reporting to a timetabled ATAR course practical (performance or oral) examination, you will be required to read and sign an *ATAR course practical examination declaration*. This declaration is to ensure you have read and understood important information relevant to your practical examination.

Ensuring anonymity

Performance examinations

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

Portfolio/production submissions

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

Declaration of authenticity

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

- the work submitted has been completed throughout the duration of the ATAR course units being examined
- none of the work performed or submitted has been worked upon directly by a teacher or any other person or company except those acknowledged, if appropriate, in the references or acknowledgements section or form
- none of the work has been submitted for external assessment in any other ATAR course examination
- all documentation is accurate
- the work submitted was developed mainly in school time, and any work developed away from school was regularly monitored by the teacher
- the work submitted is in accordance with the instructions in the course practical examination requirements document.

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

A copy of the *Declaration of authenticity* form can be downloaded from the relevant course page at <https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials>.

Acknowledging references

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

Screenshots, drawings and images produced using CAD and/or graphics editing software should include the names of the software package as they appear in the portfolio and must be listed in the acknowledgements.

Completion of forms

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

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

- be presented on A4 paper in 11-point Arial font
- have the pages presented in the correct order and be printed single-sided
- be secured firmly by staples on the left-hand side
- be labelled with your eight-digit WA student number
- not contain your name, any school name or other identifying material.

Failure to submit one of the required forms may result in a referral to the Breach of Examination Rules Committee. These forms will not be returned to you.

Portfolio/production submissions

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

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

Return of the portfolios/productions

Marking of portfolios/productions will be completed by the end of October. Schools will be notified of the day on which they may collect their students' portfolios/productions. Your school will notify you of arrangements to collect your work.

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

Safe and appropriate practice

Performance examinations

You will not be permitted to use any items made of glass or other breakable materials and you must not use unsafe props or practice (for example, no naked flames, guns and knives or other weapons, including replica weapons).

Nothing is to be used in the performance that can be spilled on the stage area. This includes liquids (such as water and juice), food, sand, glitter and the spraying of substances (e.g. aerosol cans).

Your submitted or performed work must not be offensive or have content that may be objectionable to the audience (i.e. the markers). While it is understood that a practical examination may challenge established views, it is important to consider and take into account the values of the audience and the accepted standards of the wider



Image: mihailomilovanovic via iStock

community, and in general within a Year 12 context. Failure to do so may result in a referral to the Breach of Examination Rules Committee.

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

Visual Arts production submissions

For the purposes of fairness and equity, details regarding the maximum size, weight or time of submitted work must be adhered to. These details can be found in the relevant course 2023 practical examinations requirements document.

Work that does not comply with category size requirements, or is dangerous to handle, will be referred to the Breach of Examination Rules committee.

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

Work submitted must be safe to handle. It must:

- not contain sharp or dangerous materials, such

as needles, broken mirror, broken glass or barbed wire

- be stable and of sound construction to avoid damage during handling (ensure careful packaging for transport). Work that includes glass as an intrinsic part of the artwork must use 4 mm–6 mm safety glass or perspex and be stable to handle (glass must have bevelled edges).

Work submitted must not contain material deemed inappropriate (such as explicit violence or drug use, images of self-harm or materials containing sexual references that are not within the context of a Year 12 classroom and public examination process). Submitted work that is deemed inappropriate may be referred to the Breach of Examination Rules Committee.

Electronic submissions

File formats for the USB must be capable of being played or opened in a web browser, such as Google Chrome®. All electronic submissions must be checked for viruses and that they are in good working order before submitting. Files which are very large should be compressed. Ensure that scanned images are at a 300 dpi resolution for best quality. The font size of all writing within the portfolio should be legible for markers to read, i.e. 11 point Arial font.

You are advised to use quality USBs for the practical (portfolio/production) examination submissions. All USBs must be formatted as 'exFAT32' (File Allocation

Table). This is usually the default on all USBs. Ensure that the USB is formatted first before loading the practical examination submission.

Missing an examination

The practical examination cannot be rescheduled if you suffer a temporary illness/injury or misadventure during the examination period. See page 13 for details on the application process for sickness/misadventure consideration.

Candidates with a long-term injury or illness in performance examinations

If you have an injury or illness existing at the start of Term 3, you must ask your school to apply for special arrangements for you to be examined in an alternative format if the injury or illness will affect your participation in the standard practical examination of any course. Candidates studying Physical Education Studies or Dance are most likely to need special arrangements; however, candidates in any course with a performance component may be affected. See page 13 for details related to making an application.

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

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

Technical assistant or accompanist

You may take a technical assistant into the Drama practical examination. An accompanist may be taken into the Music practical examination. It is your responsibility to ensure that your technical assistant or accompanist arrives punctually at the examination.

The technical assistant or accompanist:

- can only communicate with you when conducting a sound check during set-up time (they cannot prompt, applaud, cheer or comment during the performance)
- can carry and set up the sound equipment only
- must leave immediately after the relevant part or completion of the examination
- must ensure that nothing they wear or carry can identify them, the candidate or any school. If this does occur, the candidate will be referred to the Breach of Examination Rules Committee.

In Music, the accompanist must submit a completed *Declaration of accompanist* form. A copy of the form can be downloaded at <https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/arts>.

[wa.edu.au/syllabus-and-support-materials/arts](https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/arts).

It is the responsibility of every practical examination candidate to find a technical assistant who does not have a practical examination timetable clash.

The technical assistant for Drama cannot be a classroom teacher of the candidate. The accompanist for a Music candidate cannot be a marker of the Music practical examinations.

Marking the practical examinations

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

The Music practical (performance) examination panel has three markers. The third marker in Music is involved in the marking process and may ask you questions, if necessary.

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

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

Interstate-sourced Language practical examinations will be conducted online or via telephone with interstate markers.

Physical Education Studies

In Term 2, schools received a *Physical Education Studies practical examination 2023 – Sport elective data sheet* requesting details about the sport and skill level in which you wished to be examined. You should have signed the form to declare that the information was correct. The Teacher in charge of Physical Education Studies was required to sign the form and return it to the Authority by **Thursday, 8 June 2023**.

There will be no changes made to sport selection or skill level after 4.00 pm on **Friday, 30 June 2023**.

Candidates will be examined in groups. The group size will vary according to the sport. Candidates will be allocated to groups on the basis of gender and skill level. Some groups may contain mixed gender and/or

skill levels.

Music

In Term 2, schools received a form to collect information about the type of examination in which you wish to be examined. You should have provided information about music context, the instrument you wish to play and details of your accompanist.

You and your teacher were required to sign the form. Your teacher was required to return the form to the Authority by **Thursday, 8 June 2023**.

There will be no changes made to your selections and arrangements after 4.00 pm on **Friday, 30 June 2023**.

When you have completed your examination

You must leave the examination area once you have completed your examination.

You must not have contact with candidates waiting to be examined, or teachers, or other parties who are seeking feedback from the examination. Failure to do so may result in a referral to the Breach of Examination Rules Committee.

Costs incurred (performance examinations only)

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

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

- you will be reimbursed for fuel, up to \$200 (on

production of receipts), where you are close enough to drive to the examination. Note: the *Fuel reimbursement form* can be accessed from the Forms/Applications and Order Forms section of the Authority website. The form must be returned to the Authority by **Friday, 17 November 2023**

- if you need to fly to Perth, the airfare will be arranged and paid for by the Department of Education (candidates, parents or schools who pay for airfares will not be reimbursed)
- accommodation and meal costs will not be reimbursed
- candidates who are required to stay overnight must be accompanied by a chaperone (discussion between the school and the Authority is required)
- candidates travelling by air without a chaperone will be met at the airport by an Authority employee who will organise transport to/from the venue
- where possible, a candidate sitting two or more practical examinations in a metropolitan venue will be scheduled for the same or adjoining days.

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

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



Image: Abhishek Yadav via Unsplash



Written examinations

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.

Written examination timetables

Written ATAR course examinations start on **Monday, 30 October** and finish on **Friday, 17 November 2023**. The examination timetable was published on the Authority website at www.scsa.wa.edu.au on **Wednesday, 7 June 2023**.

On **Tuesday, 5 September 2023** you will be able to download from <https://studentportal.scsa.wa.edu.au> a copy of your *Personalised written examination timetable* showing the course, time, date and location for each written examination in which you are enrolled, including Interstate Language examinations.

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

Candidates who have two examinations in the one day may have been allocated to a common examination centre for both examinations. If this is not convenient, contact Roslyn Parnham on (08) 9273 6308, or email roslyn.parnham@scsa.wa.edu.au immediately as changes must be made by **Friday, 8 September 2023**. The database is final after this date.

You must sign your *Personalised written examination timetable* and take a hard copy to each written examination as proof of enrolment, together with a form of photo ID for proof of identity. An image of your *Personalised written examination timetable* on your mobile phone will not be accepted as proof of identity.

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

Most candidates will be able to sit their examinations at their current school. However, schools with course enrolments of fewer than 20 candidates may be combined with other schools into one large centre. Written examinations with an aural component are held at centres specifically set up for this purpose.

The last date for receipt by the Authority of withdrawal of enrolment from ATAR courses (without a practical component) for Year 12 students is **Monday, 7 August 2023**.

Arrival time

You must arrive at the examination centre at least 30 minutes before the prescribed start time for an examination (8.50 am for a morning examination and 1.30 pm for an afternoon examination). Supervisors will instruct candidates to enter the examination room approximately 20 mins before the prescribed start time so that administrative procedures can occur and important examination information can be explained.

In the examination room, you will have an assigned desk on which your WA student number has been placed. You must sit at this desk unless otherwise

directed by a supervisor.

Late arrivals

You will not be admitted to an examination after the first half an hour of working time. If you arrive after the instructions have commenced you will be required to read and sign a declaration to ensure you have read and understood important information relevant to sitting your written examination.

What to take into examinations

You must take your signed *Personalised written examination timetable* and photographic identification (such as a driver's licence or school library card) into each examination and place it on your desk for the supervisor to see.

Candidate identification check forms will be used if you do not have your timetable or photo ID and to make random checks of candidate identification throughout the examination period.

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

Appendix C provides a guide to the materials required/recommended for written examinations.

Any equipment brought into the examination room will be subject to inspection. Equipment may bear only the original inscribed information and your name.

Items other than those listed on the front cover of each examination paper are classified as unauthorised and should not be brought into the examination room.

Unauthorised items

It is your responsibility to ensure that you do not have any unauthorised material in the examination room.

Unauthorised equipment includes, but is not limited to, the following items:

- mobile phone
- any watch – analogue or digital, or fitbit or similar device
- mobile device that has wifi and/or Bluetooth capabilities
- mobile storage device

- non-approved calculator
- non-standard ruler (a ruler that has annotations other than length measurements of mm, cm and/or inch increments)
- calculator cover
- non-transparent pencil case
- non-approved notes or any other print material relevant or irrelevant to the examination, (for example, writing on the back of candidate's hand, or blank paper)
- headphones, earplugs, earbuds or other unauthorised listening device
- wallet, purse or bag
- food, lollies or chewing gum
- any other unauthorised item.

If you have an unauthorised item in your possession during instruction time prior to the commencement of a written examination, you must raise your hand and the supervisor will provide a bag for the unauthorised item and it must be placed in the bag under your chair and remain there until you leave the room on completion of the examination. Be aware that you will be asked to reveal the contents of your pockets to a supervisor on leaving and re-entering the examination room for a toilet break or other approved break. Toilet cubicles will be checked before and after a toilet break.

If you are found to be in possession of an unauthorised item after the commencement of reading time, the item will be removed from you and you will be required to complete a *Breach of examination rules* form after the examination. If the Breach of Examination Rules Committee finds that you have breached examination rules, this could result in a penalty incurring a loss of examination marks.



Image: Jess Bailey via Unsplash

Note: all watches are an unauthorised item. No candidate will be permitted to take a watch into any examination room, written or practical, unless they have an approved special examination arrangement.

Rules of conduct for the Year 12 ATAR course examinations

The rules of conduct for the Year 12 ATAR course written examinations can be located on the Authority website at <https://senior-secondary.scsa.wa.edu.au/assessment/examinations/rules-of-conduct-for-atar-course-examinations>.

The Breach of Examination Rules information can be found on page 26 of this handbook. The generic *Year 12 ATAR course written examination instructions*, which are read to candidates by the supervisor prior to the commencement of a written examination, can be found on page 27. It is the responsibility of all candidates to ensure that they understand all instructions relating to the examinations.

Mobile technology

In recent years, most breaches of examination rules have related to possession of mobile phones. In these instances candidates have lost examination marks.

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

Calculators

Calculators are permitted in some course examinations. The front cover of course examinations that allow the use of calculators stipulate that a calculator is permitted. If you are found in possession of a calculator that is not allowable, you will be in breach of the examination rules. See Appendix C for the types of calculators allowable for course examinations. Candidates are responsible for the calculator they take into the examination room. Calculators will not be provided to candidates in the examination room.

Where calculators are permitted, they may be used 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. If a candidate's calculator malfunctions during an examination, they will not be provided with a

calculator.

- 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.

Dictionaries

Approved dictionaries are permitted in the written examination of all Language courses (except English). If you bring a non-approved dictionary into an examination, you will be reported to the Breach of Examination Rules Committee.

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

Any dictionary which does not comply with these requirements will not be permitted for use during the examination.

Notes

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

Your notes in these courses can be handwritten, typed, photocopied or commercially produced. They must be flat and contain no folds, and not be pages joined by glue or tape. They may be written on both sides, but must not have other notes attached to them (including sticky notes). The notes on the sheets may come from any source and contain any information that you wish to take into the examination. The font on the sheets may be of any size.

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

If you attempt to take in more sheets than the authorised number, you will be in breach of the examination rules.

Additional working paper

Blank paper cannot be brought into any examination. If you require additional working paper, you must ask the supervisor for an *Additional answer booklet*.

Work that is not to be marked in the booklet should have two lines drawn through it and be labelled 'do not mark'.

Pens or pencils

For multiple-choice sections, you must use blue or black pen to shade the boxes. Do not use pencil, or coloured, erasable or gel pens.

You may use either a pen or pencil in other sections of the examination, though blue or black pen is preferable. Do not use erasable or gel pens. Coloured pencils may also be used.

Food

Generally, eating is not permitted during an examination. However, if there are special circumstances (e.g. a diabetic condition), you may apply to the Authority to eat food during an examination. Further information about permissible adjustments can be found in the Authority's *Guidelines for disability adjustments for timed assessments* at www.scsa.wa.edu.au. All applications for equitable access adjustments applications should have been submitted by **Thursday, 30 March 2023**. New illnesses requiring access to food should have applications submitted as soon as the condition is known.



Image: ds_30 via Pixabay

You may bring water into the examination in a clear plastic bottle with all labels removed.

The water bottle should have a secure lid and have a capacity of no more than 1500 ml. Water bottles may not be refilled during the examination.

Clothing

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

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

Water bottles

You may bring water into the examination in a clear plastic bottle with all labels removed.

The water bottle should have a secure lid and have a capacity of no more than 1500 ml. Water bottles may not be refilled during the examination.

Language of communication

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

Reading time

The purpose of reading time is for you to read all instructions on the paper, familiarise yourself with the questions and determine which questions you will attempt. All ATAR course written examinations have 10 minutes reading time, except Section One: Calculator-free of all Mathematics examinations, which has five minutes, and Section Two: Calculator-assumed, which has 10 minutes reading time.

Reading time is for reading only. No marking of the paper by pen, pencil, highlighter, fingernail, or other items nor the use of calculators is permitted during this period. Approved dictionaries (see Appendices D and E) can be consulted during this time for all Language (except English) examinations. Music candidates are permitted to use their Authority-issued personal listening devices (PLDs).

Leaving an examination

You will not be allowed to leave the examination during the first hour of the working period of the examination, or during the final 15 minutes of the examination. You will be advised by the supervisor when there is 15 minutes remaining in the examination.

On completion of the examination, you must stop writing immediately, as instructed by the supervisor. You should not leave your desk until instructed by the supervisor.

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

Talking to other candidates is not permitted in the examination room at any time.

When you have been dismissed from the examination, you should move well clear of the examination room so you do not disturb other candidates who may still be engaged in an examination.

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

School rules

If your school denies you access to your nominated examination centre (e.g. if you have been suspended or expelled), either you or a member of your school administration must contact the Senior Consultant – Examination Logistics on (08) 9273 6308 to seek an alternative examination centre.

Mathematics ATAR course examinations

Mathematics ATAR course examinations will be conducted in:

- Mathematics Applications
- Mathematics Methods
- Mathematics Specialist.

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

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

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



Image: Halfpoint via iStock

Breach of examination rules

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

1. **Impersonation of a candidate:** cancellation of all the candidate's practical and/or written raw examination marks and exclusion from remaining examinations in that year. The matter will be reported to the police.
2. **Collusion between candidates:** cancellation of the practical and/or written raw examination marks of each of the candidates involved, together with an inspection of prior papers and/or recordings in any common examination for evidence of collusion.
3. **Possession or knowledge of examination questions before an examination:** cancellation of all the candidate's practical and/or written raw examination marks. The matter will be reported to the police.
4. **Possession of unauthorised materials during the examination:** cancellation of part or all of the candidate's practical and/or written raw examination marks where unauthorised materials are considered to be relevant to the course being examined (whether or not actual use is established).
5. **Possession of mobile technologies (for example, smart watch, mobile phone, iPod) and/or calculator in an examination for which it is not approved:** cancellation of all or part of the candidate's practical and/or written raw examination mark.
6. **Markings on authorised materials in the examination room:** cancellation of part or all of the practical and/or written raw examination mark where markings in tables, data books or dictionaries etc. are considered to be relevant to the course being examined (whether or not actual use is established) and/or cancellation of part or all of the practical raw examination mark where features/markings/annotations/names/logos identify the candidate, school, club or achievements, including authorised materials that are stamped/labelled.
7. **Unauthorised removal of examination materials:** unauthorised removal of examination materials from the examination room will result in cancellation of the part/s of the candidate's practical and/or written raw examination mark relating to the materials being removed. The matter will be reported to the police.
8. **Examination room behaviour:** blatant disregard of examination room regulations will result in the removal of the candidate from the examination room.
9. **Failure to follow examination instructions:** cancellation of part or all of the candidate's practical and/or written raw examination mark where the candidate's failure to follow the instructions is considered to have given the candidate an advantage over other candidates.
10. **False declarations:** cancellation of part or all of the practical and/or written examination mark where the candidate falsely declares that the work presented for external assessment is their own and/or that it conforms to the specifications of the course.

Alleged breaches of examination rules are reported to the Manager – Examinations Logistics at the Authority by:

- the examination centre Chief Supervisor for written examinations, or
- the Chief Marker for practical examinations.

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

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

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

The generic Year 12 ATAR course written examination instructions which are read to candidates by the supervisor prior to the commencement of a written examination follow on page 27. It is your responsibility to ensure that you understand all instructions relating to the examinations.

See Appendix F for description of ATAR course examination breaches that have occurred in practical and written examinations and the range of academic penalty that was applied.

Year 12 ATAR course examination instructions

(These generic instructions must be read verbatim to candidates by the supervisor prior to the commencement of a written examination. Further course-specific instructions will follow.)

(When the candidates enter the room, the supervisor must say)

Please find your seats quietly. Leave all books closed.

(When candidates are settled and quiet, the supervisor must say... [adjust this instruction for a school based examination context])

Place your open *Personalised Examination Timetable* and photo ID on the top right-hand corner of your desk below your candidate place card. Check that the WA student number on your place card is the same as the WA student number on your *Personalised Examination Timetable* and identification label/s.

If you do not have your *Personalised Examination Timetable* or photo ID, raise your hand.

(If a candidate does not have their Personalised Examination Timetable or photo ID the supervisor must issue a Candidate Identification Check. Allow time for the completion of this form.)

(The supervisor must then say)

This is the <name of ATAR course> ATAR course examination.

Do not open the Question/Answer booklet or start work until told to do so.

The materials required for this examination are listed on the front cover of the Question/Answer booklet. Items to be provided by the supervisor have been provided for you. Items to be provided by you, the candidate, are as follows ...

(Read the Standard items and Special items to be provided by the candidate, as shown on the front of the Question/Answer booklet).

No other items can be brought into the examination room. It is your responsibility to ensure that you do not have any unauthorised material.

Check your pockets and person now for unauthorised items.

Raise your hand if you have an unauthorised item in your possession. The item must be placed in a bag under your chair and remain there until you depart

the room on completion of the examination. You must ensure phones and watches are turned off and any alarms have been disabled.

If this examination permits use of a calculator and you are unsure that your calculator is approved, raise your hand.

Be aware that you will be asked by a supervisor to turn out your pockets on leaving and re-entering the examination room for a toilet break or other approved break. Toilet cubicles will be checked before and after a toilet break.

If you are found to be in possession of an unauthorised item after the commencement of reading time, the item will be removed from you and a Breach of examination rules form will be completed.

You must not communicate with any other candidate or copy from the work of any other candidate. Any dishonest act will be recorded as a breach of examination rules.

Do not tear any pages out of the Question/Answer booklet.

If you require extra space to complete an answer, please use the supplementary pages at the back of the Question/Answer booklet. If you still require extra space, raise your hand and an Additional Answer booklet will be provided. You must complete only one answer in each Additional Answer booklet. All examination answer booklets must be handed to the supervisor at the end of the examination.

If you spoil a question, request an Additional Answer booklet.

These instructions and instructions relating to specific Year 12 ATAR course examinations are included in the *Year 12 information Handbook Part II: Examinations*, published on the School Curriculum and Standards Authority website.

If at any time you feel ill or wish to speak to a supervisor, raise your hand. Are there any questions?

(Pause at this stage and deal with any questions.)



Image: Caio via Pexels

Preparing for examinations

Establishing a routine will help you meet your goals. Here are some ideas to get you started.

Ask yourself these questions

- How do I feel about the examinations?
- What do the examinations mean to me for my future plans?
- What can I do to get ready for the examinations?

Ideas for examination preparation

Everyone works differently and it is worth taking an approach to study and revision that suits your learning style and needs. Here are some common strategies for preparing for examinations that you can consider.

Read actively

Reading actively involves engaging purposefully with material. There are many active reading strategies but here are some useful starting points.

- Ask questions about the reading before you begin – for example, what are the facts, how does the process work, what happens as a result of an action?
- Highlight, underline or circle key words and annotate your material with questions and comments in the margins.
- Draw maps and charts of ideas and systems. Be creative and use simple visuals for big ideas.
- Review and refine your notes on a regular basis to make them as clear as possible.
- Check your understanding as you work, and follow up on areas you need to clarify.

Know what you know, learn what you do not know

Identifying what you need to learn is a great way to focus your energy and attention. Strengthening and deepening your understandings of what you already know is also worthwhile. Making a list can be a good starting point.

- Look at the syllabus and list what you know for a course in one column, then list what you feel you do not know in another.
- If there is anything that you are not sure whether you know, put it in the do not know column.
- Work on moving ideas and concepts into the know column.

Support and be supported

It is important to stay connected with your friends, family and the people who support you while you are preparing for examinations.

- If you study best on your own, remember to check in with other people and avoid isolating yourself.
- If you study well with others, you can share ideas and test each other on key ideas and terms. Remember, it is important to not take work from the study group to use as your own – collusion and cheating can lead to a breach of examination rules.

Resources

While you will not know what is in the examination until the day, you do know what is in the syllabus. Use the syllabus to plan your examination preparation.

- Develop study questions based on the content from the syllabus – and the work you have done in class.
- Use the syllabus to organise your revision schedule by setting specific days to concentrate on different areas.
- Plan to systematically revise all the material from the syllabus in the lead-up to the examinations.

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

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

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

Study tips for written examinations

- Use practice questions as part of your study routine, but remember that the purpose of practising is to strengthen your understandings and improve your flexibility.
- Write summary notes for each topic or portion of content that is covered in the course.
- Look at how questions are presented in text books to get a good range of the types of questions that can be asked.
- When sitting examinations, read the questions carefully and answer the question that is asked. This particularly applies to extended response questions, as the question is quite specific. Your response will be marked for how it shows your understanding of the content in relation to the question.
- If you have limited time for practising extended response questions, write a plan to answer the questions, including definitions and important issues, in dot points.

- Access previous ATAR course examination papers through our website and practise all the questions available. You should always check the examination design brief in the syllabus. Examination marking keys are available for previous ATAR course examination papers.
- Practise examination techniques, including working with the meaning of key instructional verbs to direct your approach to a question.

In the Written examination

Use your reading time

You cannot write or make any mark on your examination materials during reading time but you can think about your answers. What questions do you plan to answer? Where will you begin? Decide how you will approach the paper.

Invest time in planning

While your ideas are fresh from reading time, quickly jot them down. Sketch out a plan for your responses. Order your points logically so your arguments will be well-developed.

Divide your time intelligently. Consider the suggested working time for each section and factor some checking time into this working time.

Balance your time. Spending a lot of time answering a question worth five marks and hardly any time on a question worth 20 marks is not likely to add up well.

Answer the question asked

Do not answer the question you wish you had been asked. Examination markers have guidelines they have to use; they cannot guess your potential.

You need to demonstrate what you know and are able to do by responding to the questions set in the examination paper.

Write legibly

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

Save time for editing

- Budget some time at the end of the examination to read through your answers.
- Focus on picking up any careless errors in calculations, spelling and grammar.
- Avoid racing to finish as the writing time draws to a close.
- Check all multiple-choice questions have been answered. ■



Additional support

Headspace has resources to help with a range of issues that can confront young people. You can check their services at www.headspace.org.au.

Other useful contacts

Beyond Blue www.beyondblue.org.au 1300 22 4636

Kids Helpline www.kidshelpline.com.au 1800 55 1800

Image: SDI Productions via iStock



Take regular short breaks

- Give your brain a rest every couple of hours. Remember to go back to your study when your break time is over.
- Take a posture break for 10 minutes or so every hour. Stretch your arms and neck, move around, laugh.
- Be kind to your eyes. Work in a well-lit space and rest your eyes when you take a posture break. Do some eye exercises.



Eat a balanced diet

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



Exercise

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



Sleep well

- Get reasonably early nights.
- Have a regular sleep routine.
- Leave half an hour or so between studying and going to bed.
- Minimise screen time (including mobile phones and tablets) before bed. Keep any devices that may interrupt your sleep outside your room.



Relax and have fun

- Take part in social activities.
- Make time for your family and friends – they are important!
- Having fun makes it easier to study, especially if you know your reward for studying well will be more fun.
- Study when you feel energised and refreshed. Know what time works best for you. Balance your revision with your other responsibilities and commitments.



Keep the exams in perspective

- There are many pathways to follow post-secondary school, so try not to stress too much.



Have a plan

- Consider how you will travel to the examination venue and plan accordingly. Get to the venue early as you will enter the examination room over 20 minutes before the timetabled start time.
- Talk with your family about your timetable, and print your personalised examination timetable well in advance.



Look to the future

- Ensure you celebrate your successes.



Image: Eric Rothermel via Unsplash

Reminders from Part I of the handbook

Changing enrolments

Changes to enrolments are made through your school.

The deadline for changes to Year 12 enrolments was **Thursday, 30 March 2023**. (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 was **Thursday, 20 July 2023**.

The deadline for students to withdraw from Year 12 ATAR courses that do not have a practical examination component is **Monday, 7 August 2023**.

The deadline for changes to withdrawal of enrolment from General, Foundation, Preliminary and VET industry specific courses for Year 12 students is **Monday, 7 August 2023**.

No changes will be accepted after these dates.

Review of school assessments

Your school must inform you in writing of your course grade and school mark for all courses studied in Year 12 by **Friday, 20 October 2023**.

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 whether:

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

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

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

This form must be received by the Authority by **Friday, 27 October 2023**. A fee of \$28 is payable per course 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.

The Authority's post-examination process

At the end of Year 12, your school uploads your final school marks.

For courses without a practical component, a mark out of 100 is uploaded to the Authority. If the course has a practical component, three marks will be uploaded. The first is a mark out of 100, weighted for the written component and the practical component, as indicated in the relevant syllabus. The second mark is a mark out of 100, for the written component only, and the final mark is a mark out of 100 for the practical component only.

School marks for the same course at different schools may not be 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. The Authority applies a statistical moderation procedure to place school marks in a course on the same scale as the ATAR course examination marks for that course at the school. The moderated school marks for a course are then comparable across all schools.

A combined mark for a Year 12 ATAR course without a

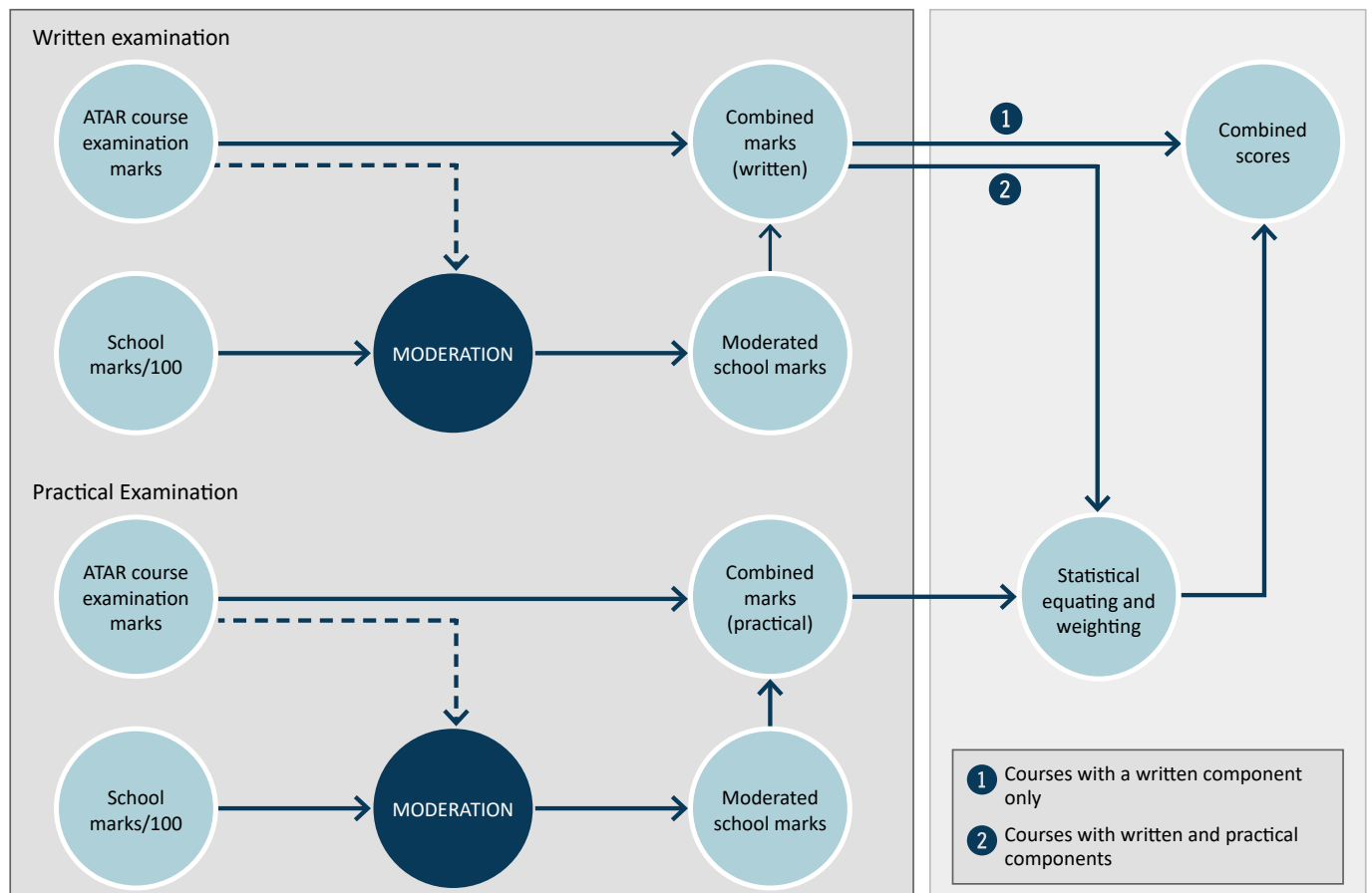
practical component is the average of the ATAR course examination mark and the moderated school mark.

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. Then, to ensure the combined marks for the written and the practical components of a course are on the same scale, a statistical equating process is used. The combined scores are then calculated as the sum of the weighted average of the statistically equated written and practical combined marks. The weightings for each component are provided in the *WACE Manual 2023*.

Other key information that may assist your understanding of this process is available in Part I of this handbook. See: <https://scsa.wa.edu.au/publications/year-12-information> for information about:

- school assessment
- social media
- WACE requirements
- WACE Checker. ■

Figure 1: The Authority's post-examination process



Certification

Folio of achievement

In mid-January 2024, you will be able to download digital copies of your folio of achievement. To download digital copies of documents and certificates, you will need to log in to the student portal (<https://studentportal.scsa.wa.edu.au>). All students who have satisfactorily completed any WACE course unit, Preliminary unit, VET unit of competency or endorsed program will have a folio of achievement.

From 2020, the Authority no longer provides paper copies of the documents and certificates in the folio of achievement.

This folio of achievement 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 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.

The State means for examination marks and combined scores for the ATAR course examination will also be listed.

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

Year 12 results

Year 12 students and Year 11 students who sat the ATAR course examinations will be able to access their results via the student portal (<https://studentportal.scsa.wa.edu.au>) on **Monday, 18 December 2023**.

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

Australian Tertiary Admission Rank

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

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

You will be able to obtain your ATAR from TISC (www.tisc.edu.au) in **December 2023**.

To access your ATAR, you will need your WASN and a password. Initially, the password is preset, with instructions on the TISC login screen. For advice regarding university admission, phone TISC on (08) 9318 8000 or email info@tisc.edu.au.

Remember you will use separate accounts to log in to the Authority's student portal and the TISC portal. If you have questions about your ATAR or scaling you will need to contact TISC.

Exhibitions and awards

Exhibitions and awards are granted by the Authority to senior secondary students studying WACE courses and VET. The awards recognise individual excellence in both ATAR courses and VET.

The list of exhibition and awards and their selection criteria can be found on the Authority website (<https://senior-secondary.scsa.wa.edu.au/certification/exhibitions-and-awards>). ■

* 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.

After the examinations

Results checks

Provision is made for you to have your examination results checked if you doubt the accuracy of any of the results you receive. A check is made to confirm that each question attempted has been awarded a mark and that the mark has been recorded correctly.

This often requires the Chief Marker to review the marking of the script. **Neither the written script nor the practical (oral, performance, portfolio or production) will be re-marked.**

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

A fee of \$51 is payable for each examination checked. If an error is detected the fee will be refunded and the higher of the two marks awarded. The application form is available at <http://www.scsa.wa.edu.au/forms/forms> from **November, 2023**. The last date on which applications for results checks will be accepted is **Monday, 8 January 2024**. If any errors are detected, the Authority will notify TISC.

Statement of raw ATAR course examination marks

To assist you in analysing your examination results, the Authority will issue a statement of raw ATAR course examination marks on application. The statement will provide the marks awarded for each question or section (some questions may need to be combined) of a course. A fee of \$18 per examination is payable at the time of making the application.

This application form is available on the Authority website at <http://www.scsa.wa.edu.au/forms/forms> from **November, 2023**. The form must be submitted to the Authority by close of business on **Friday, 2 February 2024**.

Accessing examination scripts

If you sit the 2023 ATAR course examinations, you may apply for a copy of your scripts for your written examinations. A fee of \$34 per script is payable at the time of making the application. Applications for copies of scripts must be made on the appropriate application form before close of business **Monday, 22 January 2024**. This application form is available at <http://www.scsa.wa.edu.au/forms/forms> from **November, 2023**.

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

You should be aware that examination scripts contain only the text you produced during the examinations. Applications received after **Monday, 22 January 2024** cannot be considered.

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



Image: John Schnobrich via Unsplash

COVID-19

The School Curriculum and Standards Authority continues to monitor the impact of COVID-19 and will be providing ongoing advice for students, teachers, school leaders, parents/guardians/carers and the community as the situation evolves.

The Board of the Authority continues to work from the premise that no student should be disadvantaged as a result of the COVID-19 situation. We will continue to monitor the impact of COVID-19 throughout 2023.

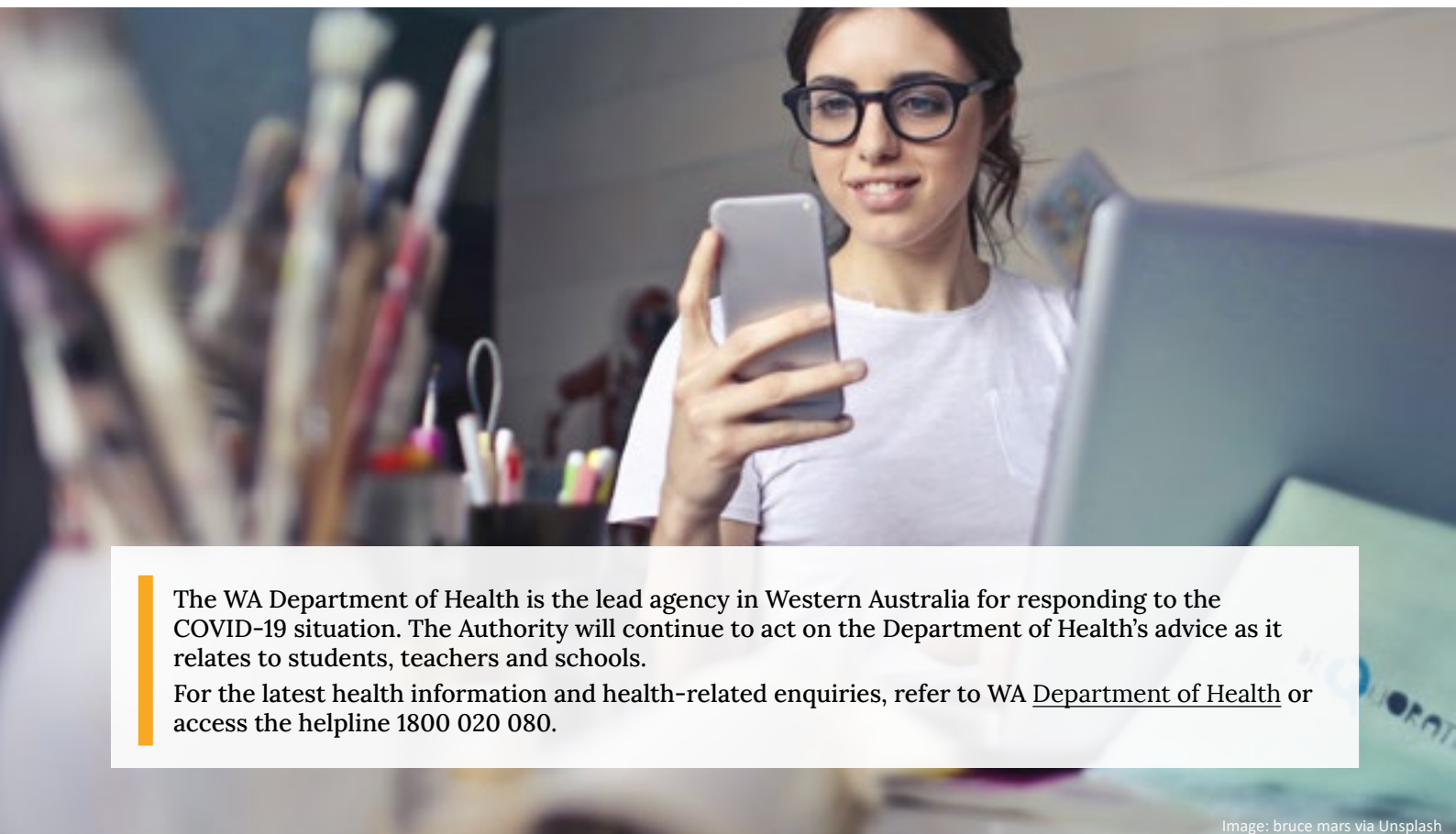
The Authority has plans in place to support students, teachers and schools if the COVID-19 situation changes during 2023. The flexible approach that the Authority took in 2020–2022 served students and our community well. If any adjustments to processes like those made in 2020–2022 are required in 2023, the COVID-19 pages on the Authority website will continue to be our key point of communication and advice at <https://scca.wa.edu.au/>.

Whatever happens in 2023, aim to do your best and take every opportunity to complete your learning and assessment programs while working towards meeting the requirements of the WACE.

Year 12s are always advised to stay healthy, organised and positive. This is especially important now and it is worth taking time to look after your health and wellbeing. Remember to ask for help and support when you need it.

Be COVID-safe.

- Practise physical distancing.
- Wash your hands with soap and water or hand sanitiser.
- Cover your coughs and sneezes with a tissue or use your elbow.
- Avoid touching your face. ■



The WA Department of Health is the lead agency in Western Australia for responding to the COVID-19 situation. The Authority will continue to act on the Department of Health's advice as it relates to students, teachers and schools.

For the latest health information and health-related enquiries, refer to WA [Department of Health](#) or access the helpline 1800 020 080.

Image: bruce mars via Unsplash

COVID-19 restrictions

If COVID-19 restrictions are in place during examinations:

- the Authority will follow the advice of the Department of Health WA Chief Health Officer and forward this advice to Supervisors/Markers promptly in the event that details relating to a scheduled examination need to be changed due to COVID-19 related reasons.

Cleaning of examination venues

If COVID-19 restrictions are in place during examinations:

- supervisors/markers may be required to undertake a range of cleaning/wipe-down practices of contact surfaces between uses with detergent and/or disinfectant products
- candidates are strongly encouraged to use the hand-sanitising gels/liquids available at every examination venue
- a single personal hand sanitiser container of up to 50 mL will be an authorised item within an examination venue.

If COVID-19 restrictions are in place during examinations, candidates are to follow personal safety and wellbeing instructions:

- available on the Healthy WA website at <https://www.healthywa.wa.gov.au/>
- given by supervisors and/or markers at an examination venue.

Attending an examination venue under COVID-19 restrictions

If COVID-19 restrictions are in place during examinations and wearing of masks is compulsory:

- candidates are to wear their own mask to their examination venue
- disposable masks will be available at every examination venue if a candidate is unable to provide their own mask or their mask is damaged
- masks will be an authorised item within a practical or written examination venue:
 - Physical Education Studies, Drama, Dance and Music candidates are to remove their mask during their warm-up and practical examination
 - Language examination candidates will keep their masks on during any preparation time. Candidates are to remove their mask during the discussion/conversation with markers and return to wearing a mask after the examination is completed.

If candidates have COVID-19 symptoms

- Candidates should not present at an examination venue if they have COVID-19 symptoms.
- If candidates have COVID-19 symptoms on the day/s of their examination/s, they should contact their medical professional immediately on the day of, or the day before, the examination.
- Medical evidence must be entered by the doctor directly onto the *Sickness/Misadventure application form – ATAR course examinations 2023* available from the Authority website at <https://www.scsa.wa.edu.au/forms/forms>.
- Candidates will need to take this form to their consulting doctor.
- The completed form and all supporting evidence must be received at the Authority no later than close of business on **Tuesday, 21 November 2023**. ■



Image: cottonbro via Pexels

Appendices

Appendix A: Year 12 ATAR courses that have an external examination 2023

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: First Language	CFL	ATCFL
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

Subject	Code	ATAR course
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*
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*

* Courses with a practical examination. All ATAR courses have a written examination.

Appendix B: Interstate language course examinations 2023

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

Note: all Interstate Language courses have both a practical and written examination, except those courses marked * – which have a **written examination only**.

†Nepali course for implementation in Year 12 in 2023.

Appendix C: Materials required/recommended for written examinations 2023

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

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

Note: do not use erasable or gel pens.

The ink in some erasable and gel pens is heat sensitive and your writing can be affected when exposed to heat.

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		
Auslan		Q		
Aviation	π			Flight computer
Biology	π			
Business Management and Enterprise	π			
Career and Enterprise				
Chemistry	π			
Children, Family and the Community				
Chinese: Background Language		Q		
Chinese: First Language		Q		
Chinese: Second Language		Q		

Key





- π Up to three calculators, which do not have the capacity to create or store programs or text, are permitted in these examinations. Any brands or models of these calculators are permitted.

- ∞ Up to three calculators, which can include scientific, graphic and Computer Algebra System (CAS) calculators, are permitted in the *Section Two: calculator-assumed* section of the mathematics examinations. Any brands or models of these calculators are permitted.

- Q Dictionary: refer to Appendix D/E: Dictionaries approved for use in ATAR course examinations and Interstate Language examinations 2023.

- ✍ Drawing/measuring aids: details can be found in the examination design brief within the course syllabus.

- 📄 Notes: refer to page 23 of this handbook for details regarding the use of notes in the Mathematics Applications, Mathematics Methods and Mathematics Specialist examinations.


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


Key

- π Up to three calculators, which do not have the capacity to create or store programs or text, are permitted in these examinations. Any brands or models of these calculators are permitted.

- ∞ Up to three calculators, which can include scientific, graphic and Computer Algebra System (CAS) calculators, are permitted in the *Section Two: calculator-assumed* section of the mathematics examinations. Any brands or models of these calculators are permitted.

- 🔍 Dictionary: refer to Appendix D/E: Dictionaries approved for use in ATAR course examinations and Interstate Language examinations 2023.

-  Drawing/measuring aids: details can be found in the examination design brief within the course syllabus.

-  Notes: refer to page 23 of this handbook for details regarding the use of notes in the Mathematics Applications, Mathematics Methods and Mathematics Specialist examinations.

Written examination	Calculator	Dictionary	Drawing/ measuring aids	Other
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		🔍		
Sinhala		🔍		
Turkish		🔍		
Visual Arts				

Calculators in ATAR course examinations

Calculators may be used in designated 2023 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. If a candidate's calculator malfunctions during an examination, they will not be provided with a calculator.
- 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.

Appendix D: Dictionaries approved for use in ATAR course examinations 2023

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

Course	Practical (oral) examination	Written examination
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>
Italian: Background Language	No dictionaries permitted.	<p>During reading and working time:</p> <p>Monolingual and/or bilingual printed dictionaries.</p> <p>Note: dictionaries must not contain any notes or other marks. No electronic dictionaries are allowed.</p>
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>
English as an Additional Language or Dialect	No practical examination.	<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>

Dictionaries in ATAR course examinations

- 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.

Appendix E: Dictionaries approved for use in Interstate Language course examinations 2023

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

Appendix F: Breach of examination rules and penalty applied

Below is a description of ATAR course examination breaches that have occurred in practical and written examinations and the range of academic penalties applied in the past.

Description of ATAR course practical examination breaches and penalty applied

Breach description	Penalty applied
Failure to follow examination instructions. Examples include: <ul style="list-style-type: none"> • <i>Production validation</i> form incomplete or not submitted. • <i>References/Acknowledgements</i> form incomplete or not submitted. 	Loss of 2–5 per cent of the practical examination mark
Failure to follow examination instructions. Examples include: <ul style="list-style-type: none"> • third party copyright not acknowledged • artwork did not comply with category weight and/or size • artwork framed • other forms incomplete or not submitted • inappropriate content • name of candidate, school or teacher identified • use of unauthorised material. 	Loss of 2–20 per cent of the practical examination mark.
False declaration – plagiarism.	Loss of 15–25 per cent of the practical examination mark.

Description of ATAR course written examination breaches and penalty applied

Breach description	Penalty applied
Failure to follow examination instructions. Examples include: <ul style="list-style-type: none"> • commenced reading during instruction time • writing after the finishing time • writing and/or using a calculator during reading time • writing by marking the paper using fingernails during reading time. 	Loss of 5 per cent of the written examination mark.
Possession of mobile technologies – a mobile phone.	Loss of 5 per cent of the written examination mark.
Possession of unauthorised materials. Examples include: <ul style="list-style-type: none"> • calculator/s • calculator cover/s • headphones • non-standard ruler • notes not relevant to the examination • wallet and/or keys • watch (any watch – digital, analogue or smart). 	Loss of 5 per cent of the written examination mark.
Possession and use of unauthorised materials: <ul style="list-style-type: none"> • mobile telephones • graphic calculator. 	Loss of up to 100 per cent of the written examination mark.
Possession of unauthorised materials – notes relevant to the examination.	Loss of 100 per cent of the written examination mark.

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