

# Official Notices

July 2003 – Vol 12 No 3

## IMPORTANT

The information below is the Board's official advice to schools of the decisions it has taken, and should be acted upon as such. Please ensure the *Official Notices* are circulated to all teaching staff.

### Topics covered by Official Notices in this issue



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**Errata – Stage 6 Hospitality Curriculum Framework**

**BOS  
29/03**

The Board of Studies wishes to advise teachers of the Stage 6 Hospitality Curriculum Framework of the following errata to Part A of the syllabus.

On page 17 under the heading *Certificate I in Hospitality Operations*:

- rows 6 to 9, (Unit Codes THHBFB02B, THHBFB03B, THHBFB10B and THHBFB12A) replace ‘-’ with the word ‘elective’ (ie Food and Beverage units of competency are elective for this qualification)
- rows 10 to 13, (Unit Codes THHBFO02B, THHBFO10B, THTSOP06B and THTSOP08B) replace the word ‘elective’ with ‘-’ (ie Front Office units of competency are not elective for this qualification)

On pages 19 and 23, delete row THHBCC07B Select, prepare and cook meat.

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**Categorisation of Entertainment Industry Curriculum Framework**

**BOS  
30/03**

The Committee of Chairs of Academic Boards/Senates of Universities in NSW and the ACT has advised the Board that the Stage 6 Entertainment Industry Curriculum Framework has been determined as Category B for the purpose of calculation of the Universities Admission Index (UAI).

Schools should ensure that students are aware that no more than two units of Category B courses may be included in the calculation of the UAI (see Assessment, Certification and Examination Manual section 11.4.7).

**Effective:** Immediately

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**Consultation on Mathematics Years 7–10 Descriptions of Levels of Achievement**

**BOS  
31/03**

The Board advises that the return of the survey on the three options proposed for the draft descriptions of levels of achievement in Mathematics Stage 5 is expected by the end of this term ie Friday, 4 July, 2003.

The survey can be found on the Board’s website at [http://www.boardofstudies.nsw.edu.au/writing\\_briefs/mathematics/maths\\_dla\\_survey](http://www.boardofstudies.nsw.edu.au/writing_briefs/mathematics/maths_dla_survey)

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## Expressions of Interest

BOS  
32/03

2004 HSC examinations and School Certificate tests – Expressions of interest for

- Chief Examiners
- Members of examination committees
- Item writers for language examinations
- Assessors of examinations

The Board invites expressions of interest from suitably qualified teachers and academics wishing to serve as Chief Examiners, members of examination committees or item writers (HSC languages examinations only) for the 2004 HSC examinations and School Certificate tests, or to assess the draft 2004 examination and test papers.

The Board's examinations are prepared by committees comprising teachers and academics, with representation from city and country areas as well as government and non-government schools. As part of the development process, the draft examinations are assessed by practising teachers. The Chief Examiner chairs the examination committee and has further responsibilities in the marking and standards-setting processes.

### Requirements and tasks of each role

Members of examination committees and assessors must have superior knowledge of the relevant syllabus, and may not be teaching students sitting the relevant examination in 2004. Further information about requirements and conditions regarding participation is included with the application forms.

The task of each committee is to develop the examination paper(s) and marking guidelines for the course(s) for which it is responsible. The first meetings of the committees will take place in Term 4 this year, and members will need to be available until about May 2004. There will be a minimum of six one-day meetings during this time. Prior to this, the Chief Examiner will be required to take part in the planning of the examination and the selection of the examination committee. The Chief Examiner also has a further role in the finalising of the examination and marking guidelines, and overseeing the implementation and refining of marking guidelines during the marking process.

Assessors perform a vital role in the preparation of the Board's examinations. The assessor works the draft examination paper and provides advice to the examination committee about appropriateness of examination questions. Assessing an examination usually takes one day, and will generally be in Term 1, 2004.

In some language courses, item writers may be required to develop listening and reading test items for the consideration of the examination committee. For 2004, item writers are sought for Arabic Beginners, Chinese Beginners, Czech Continuers, French Beginners, German Beginners, Italian Beginners, Indonesian Beginners, Korean Beginners, Modern Greek Beginners, Spanish Beginners and Vietnamese Continuers.

### Application forms

Application forms, as well as further information about committee organisation and assessing, and conditions regarding participation in the examination program, have been sent to all NSW secondary schools and Institutes of TAFE. In addition, each person who applied for the 2003 committees or to assess the 2003 examinations has been sent an application form. Forms are also available from the Board's website, or by contacting Rhondda Lidgard at Assessment and Reporting Branch, Office of the Board of Studies.

### Closing dates

Applications for Chief Examiners must be submitted no later than Friday 4 July 2003.

Applications for committee members must be submitted no later than Friday 22 August 2003.

Applications for item writers and assessors must be submitted no later than Friday 19 September 2003.

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