

Official Notices

June 1996 — Vol 5 No 4

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.

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The Application of the School Certificate Course Performance Descriptors to Non-reference-tested Courses in Stage 5

BOS
41/96

The Board has received a number of inquiries from schools regarding the application of Course Performance Descriptors for the School Certificate credential. Schools are reminded of the following requirements.

The School Certificate Grading System is concerned with describing student achievement at the completion of a Stage 5 course. The grades A, B, C, D and E summarise levels of achievement ranging from Excellent (grade A) to Elementary (grade E). By applying the Course Performance Descriptor statements to the available evidence of student achievement, teachers are able to make a global judgement of the grade deserved by a student at the end of a course.

Where tasks are scheduled throughout the course, greater emphasis would generally be given to those tasks held towards the end of the course. For example, in a 200 hour course extending over Years 9 and 10 the assessment information collected in Year 10 provides the fullest and latest picture of student achievement. In this case a student's performance in Year 9 would not be included in determining their grade unless that student had exited the course at the end of Year 9.

Teachers are reminded that they are to apply the same set of Course Performance Descriptors to both 100 hour and 200 hour courses, when determining students' grades. This relates to courses studied across Years 9 and 10, and courses studied exclusively in either Year 9 or Year 10.

For advice on allocating grades to students who transfer before completing a 200 hour course or who discontinue a 200 hour course after completing 100 hours of study, please refer to the ACE Manual Sections 6.2.1 and 6.2.2 (1996 version).

Effective: Immediately
Contact no: (02) 9927 8218
(02) 9927 8232



General Instructions for Use of Calculators— School Certificate Reference Tests and Higher School Certificate Examinations 1996

BOS
42/96

The Board advises that the following instructions governing the use of calculators in the Higher School

Certificate Examinations and School Certificate Reference Tests are to be strictly adhered to.

Students may take calculators into examinations only in the subjects listed below. Calculators used must be on the Board's list of approved scientific calculators.

An *approved scientific* calculator may be used in the following subjects in the Higher School Certificate Examinations:

Agriculture
Applied Studies
Biology
Business Studies
Chemistry
Cosmology (Distinction Course)
Economics
Engineering Science
General Science
Geography
Geology
Industry Studies
Mathematics
Physics
Rural Technology
Science (3 Unit and 4 Unit)
Science for Life
Sheep Husbandry and Wool Technology

An *approved scientific* calculator may be used in the following School Certificate Reference Tests:

Mathematics
Science

Approved Scientific Calculators

The scientific calculators currently approved were listed in Official Notice BOS 17/96 in *Board Bulletin* Vol 5 No 2, March 1996. The list is also available at the Board's Internet address (<http://www/opennet.net.au/partners.bos>), and will be published in the *Presiding Officer's Handbook*, which is issued to Presiding Officers at the School Certificate Reference Tests and at the HSC Examinations.

At the time of the examinations, Presiding Officers may seek assistance from the Head Teacher of the appropriate faculty for the examination, or from the School Certificate or Higher School Certificate coordinator in checking that students' calculators are approved.

General Requirements

- Equipment should bear only the ORIGINAL inscribed information.
- Calculators that allow modules to be plugged in are permitted only if all plug-in modules are removed.
- Instruction books on the operation of calculators will NOT be permitted in examination rooms. Candidates are expected to familiarise themselves with the calculator's operation beforehand.

Contact no: (02) 9927 8233 (Garry Webb)



**Change to HSC Scaling Points
for 1996 — A Reminder**

**BOS
43/96**

Schools are reminded that *Board Bulletin* Vol 3 No 7 1994 Official Notice 66/94 advised of a change to the Board's scaling points for the 1996 Higher School Certificate. The text of that notice is as follows:

For the 1996 HSC, it is proposed to slightly modify the shape of the distribution of scaled examination marks of 2 Unit courses which have a State-wide candidature of more than 200.

For the 2 Unit students in these courses, the current and proposed distributions are set out below:

Mark (/100)	Percentage of 2U students above a given mark	
	Current	Proposed
90	1-2%	1-2%
70	20%	25%
60	Mean	Median (50%)
50	80%	75%
30	99%	95%

Essentially the change involves increasing the discrimination between students in the middle of the distribution by allowing only 50% of students to be between 50 and 70 rather than 60%, as under the current system. In addition, the marks are lowered slightly at the bottom end to be more consistent with the distribution of raw marks.

The new percentages create a distribution more in keeping with the distribution of raw marks originally awarded by the examiners. That is, the proposal involves less change to the raw marks, while still creating a common set of distributions across all 2 Unit courses.

As the distribution is basically defined by percentage points, it is more consistent to have a new central point defined in terms of a percentage. This point is that 50% of students should obtain 60 or more. In other words, that the median (middle score) should be 60. This replaces the previous condition that the mean should be 60.

The University of Sydney, which conducts the TER scaling, supports the proposal and has indicated that it will have no systematic effect on the TER, as the university scaling itself involves a shape altering transformation which is applied to the Board marks.

Students should be assured that the proposal has no implications for TER scaling and should continue to select HSC courses on the basis of their ability and interest in the courses, and their relevance for future study.

It is emphasised that this scheme will be introduced for the 1996 HSC Examinations.

Effective: 1996 HSC Examinations
Contact no: (02) 9927 8235
 (02) 9927 8239
 (02) 9927 8101



**Examination Committee
Membership—Expressions of
Interest**

**BOS
44/96**

The Board is seeking expressions of interest from experienced teachers to be members of the examination committees that will set the 1997 HSC examination papers. Please note that this is not an application for HSC marking.

Examination committees usually consist of six members. Three of these are normally tertiary educators. Of the other three, at least two are practising teachers; the third will be a practising teacher or will have a teaching background, eg a consultant.

Examination committees are responsible for setting the HSC examination(s) in their subjects, including any oral/aural or practical papers. Members of a committee are usually appointed to set all courses in that subject, eg both the 2 and 3 unit courses, but to provide flexibility appointments are sometimes made for specific courses only.

Teachers from both metropolitan and country areas may nominate for membership of examination committees.

Payment

Examination committee members receive an honorarium. The current rate per course is \$1161.38 for a chairperson and \$579.93 for a member. In addition, country members are reimbursed for travel expenses and subsistence for meetings attended and metropolitan members receive an allowance. Travel by private motor vehicle will not normally be reimbursed. Relief is provided for government and non-government school teachers.

Period of appointment

Unless otherwise determined by the Board, members are appointed annually. Appointments may be renewed subject to availability of people and continuing satisfactory performance and contribution. It is desirable for committees to have a steady turnover of membership, and for skilled examiners to alternate between examining and teaching for the HSC.

Time commitment

Meetings of examination committees usually last for a full day. Each course normally requires three days for setting, with one additional day required per subject for reviewing. Most subjects include 2 unit and 3 unit courses and therefore can involve seven meeting days including review days. The first meeting of the examination committees will take place in Term 4, 1996. The remainder of the meetings will be arranged during the period December to May. The meeting dates will be determined by agreement of the committee concerned within the timeframe set by the Board. Prospective members should ensure that they are able to commit

this amount of time and that they are able to obtain release from their place of work before accepting nomination. *It is also essential that members are available to attend meetings on more than one specific day of the week, as well as out of office hours and on Saturdays.*

Conditions of Membership

Both for security reasons and the efficient management of the HSC program, members are bound by the following rules and conditions. Please read them carefully before sending your expression of interest.

New members' meeting

Members who have not served on examination committees before can encounter difficulty in preparing items that are suitable for HSC examination purposes. An orientation meeting will be arranged to cover the components necessary for a successful test and to provide administrative information. All members who have not served on an HSC examination committee before will be required to attend this meeting, usually held after school hours in December.

Teachers of Year 12

The Board recognises the desirability of having teachers who are experienced in teaching Year 12 as members of examination committees. The Board's general policy is that practising teachers on examination committees should not be teachers of Year 12 classes, in the subject examined, in that year. In exceptional cases, where this general requirement cannot be met, the Board will consider nominations of teachers who are teaching Year 12 classes in that subject that year. Year 12 teachers may be involved in preparing 'question banks' for the examination papers, and in special cases may serve on examination committees, but they may not be involved in preparing the paper in the course they are teaching. Coaching of individual students or groups of students in the subject is NOT permitted.

Lecturing at student days, inservice courses, etc

Members of examination committees should not be involved in lecturing at meetings or courses that Year 12 students attend. Nor should members lecture at inservice courses on the content or syllabus interpretation of the course(s) they are setting in that year.

Relatives

No near relative of a candidate for the HSC shall be appointed as a member of an examination committee in a subject for which that relative is a candidate. It is the duty of a member of an examination committee to notify the Board without delay if he/she becomes aware that a near relative will be a candidate. Members of examination committees who are in doubt concerning the definition of 'near relative' in their own case should notify the Board of all the facts and seek a determination on the issue.

Textbook authors

The Board does not generally appoint to examination committees the authors of textbooks or study guides in general use for that examination. It is the duty of all members and prospective members of examination committees to inform the Board of their association with any such book. A determination will then be made for each case, taking into account the interests of the examination and of the subject in each case.

Setting other examinations

Members of examination committees should not be involved in setting Year 12 examinations for other school systems, eg TAFE Trials, Catholic Trials, or District examinations. It is the duty of all members and prospective members of examination committees to inform the Board of any such involvement.

Leave of absence

It is essential that examination committee members notify the Board in advance if they expect to take leave at any time from December of the previous year to December in the year of the examination. The notification should allow sufficient time for a replacement to be arranged. The failure of members to do this could make it impossible for a paper to be completed by the set time. Persons anticipating extended periods of leave should NOT apply for membership of examination committees.

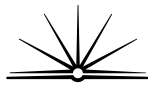
Members of the examination committee must be available at crucial times when papers are being finalised, including school holidays. In particular, it is essential that committees are available in the Easter school holidays, when the written manuscripts are due, and in the July school holidays, when papers are reaching clearance stage.

Confidentiality

All members of examination committees are required to give an undertaking that they will maintain complete confidentiality in relation to all papers and committee discussions. They are further required to adhere to the provisions relating to near relatives, textbook authorship, and leave of absence outlined above. The Board of Studies requires that examination committee members not comment publicly on matters relating to the examination papers or the examination process in their capacities as examination committee members.

An application form may be photocopied from the master provided in these Official Notices (see overleaf). Expressions of interest should be returned by 30 June 1996.

Contact no: (02) 9927 8229
(02) 9927 8232



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**1997 Higher School Certificate Examination
Membership of Examination Committee—Expression of Interest**

Name..... Title.....
Current position and school.....
Tertiary qualifications.....
Number of years' teaching experience in NSW secondary schools.....

Work Address	Home Address
Phone	Phone
Fax	Fax

I have the expertise to set examination papers in the following subjects:

Subject	Year in which subject was last taught to Year 12	No of years' experience teaching subject to Year 12
.....
.....
.....
.....
.....

Other relevant experience

I expect to be teaching the following subject(s) to Year 12 in 1997:

.....

Applicant's signature..... Date.....

PRINCIPAL'S ENDORSEMENT

Employment as an examination committee member is RECOMMENDED/NOT RECOMMENDED (please circle one)

Comments

Principal's signature..... Date.....

Please return to: Ms C Fitzsimon
Office of the Board of Studies
PO Box 460
North Sydney NSW 2059

Telephone: (02) 9927 8229
Facsimile: (02) 9922 7791



1996 Higher School Certificate Examination — Student Identification Procedures

**BOS
45/96**

The student identification procedures initiated in 1995 for the Higher School Certificate Written Examination will be in effect again in 1996.

Individual Written Examination Photograph Collection forms based on Higher School Certificate entries from each school/institute of TAFE will be provided to principals in August 1996.

Principals' cooperation is requested in ensuring that each student provides to them a passport-sized photograph, certified by the principal or a Justice of the Peace to be a true likeness of the student. The photographs should be affixed to the Written Examination Photograph Collection form. All forms are to be retained at the school/institute of TAFE and given to the Presiding Officer of the exam centre where the school's students are to sit their written Higher School Certificate exams before these exams begin.

Please note that students entered for courses in Music, Classical Ballet, Dance and Languages will be required to submit an additional photograph for each practical examination in these courses. The Practical Photograph Collection forms will be provided in late May. In these instances the completed forms with photos attached are required to be submitted to the Board of Studies by 15 June 1996.

Contact no: (02) 9927 8230 (Brid Morahan)
(02) 9927 8270 (Peter Feary)
(02) 9927 8109 (Jeff Fussell)



Recommended Areas of Study for the 1997 HSC Visual Arts 2/3 Unit (Common) Written Examination

**BOS
46/96**

Information about Recommended Areas of Study

The Recommended Areas of Study are developed from the Years 11 and 12 Visual Arts Syllabus (1987) and should be read and interpreted with the statements of content in the syllabus on pages 18–25 and 34–35, the Visual Arts Specimen Examination Paper and Assessment Information (1992) and the Visual Arts Subject Outcomes in Creative Arts 7–12 (1992).

Two Recommended Areas of Study are identified in each of the Syllabus Focus Areas.

The Recommended Areas of Study relate to Section 1 of the Visual Arts 2/3 Unit (Common) Written Examination paper.

Recommended Areas of Study: 1997 Higher School Certificate

Art in Australia

- The function, meaning and purpose of historical and contemporary Australian artworks dealing with isolation and alienation.
- The features and meaning of internationalism and cultural exchange in the visual arts in Australia across a range of artforms.

Art and Culture

- The characteristics of modernist and contemporary art practices in one of the following regions:
Asia
Europe
America
- The persistence of romanticism in the visual arts in historical and contemporary contexts.

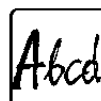
Art and Media

- The exchange of signs, symbols, images and materials between the world of art and popular culture.
- The ways that symbols and conventions have been used in representations of individuals and groups in painting, photography, and/or sculpture in historical and contemporary contexts.

Art and Design

- The function and character of innovation and renovation in urban design including housing, streetscapes and public spaces.
- The characteristics, contexts, and significance of design movements before and after World War II.

Contact no: (02) 9927 8161



English 1996/1997 2 Unit Contemporary Prescribed Texts — Contemporary Issue (iv), Peace and War

**BOS
47/96**

The Board wishes to advise that, in Contemporary Issue (iv), the prescribed text *The Girls They Left Behind* is that published in the 1996/97 Prescribed Texts document, viz:

GOLDSMITH, Betty and SANDFORD, Beryl, *The Girls They Left Behind* – in any complete edition, eg Penguin Books, 1990.

It has come to the Board's notice that, in 1995, another book with the same title (author Lilian Harry) was published by Orion. This book does NOT satisfy the requirements of the Prescribed Issue.

Effective: Immediately
Contact no: (02) 9927 8566
(02) 9927 8276



**Expressions of Interest for
HSIE K-6 Project Team**

BOS
48/96

The Board of Studies is seeking expressions of interest from experienced teachers and tertiary educators to be members of a Project Team for the writing of the Human Society and Its Environment K-6 Syllabus. The Project Team will also be responsible for producing a K-6 Citizenship Module prior to the release of the syllabus.

An application form may be obtained from the Board of Studies and submitted along with information on the applicant's:

- demonstrated knowledge of the subject area
- practical teaching experience
- curriculum and writing experience
- involvement in professional development activities
- specific areas of expertise such as gender equity, experience with students with special needs etc.

Primary classroom teachers with a particular interest in this area are encouraged to apply. Former applicants need not apply.

Contact no: (02) 9927 8151 (Albert Marchetto,
HSIE Inspector)

(02) 9927 8150 (Virginia Frost,
HSIE Inspector)

Closing Date: 21 June 1996



**Draft Citizenship Education
Framework Years 7-10
History, Geography and
Commerce**

BOS
49/96

The Board wishes to advise teachers in these subjects that a **survey** on the

DRAFT CITIZENSHIP EDUCATION
FRAMEWORK YEARS 7-10

has been distributed to all secondary schools for comment.

It is important that all teachers in these subject areas respond to the questions asked in the survey.

The closing date for survey responses is 14 June 1996.

For additional information concerning this survey contact Albert Marchetto, Inspector, Human Society and Its Environment, on (02) 9927 8151.



**Expressions of Interest for
Engineering Science Project
Team**

BOS
50/96

The Board of Studies is seeking expressions of interest from experienced teachers, tertiary educators and industry representatives to be members of a Project Team for the revision of the Engineering Science Syllabus. The development of support material to assist teachers in delivering the course will be an integral part of the project.

An application form may be obtained from the Office of the Board of Studies and submitted along with information on the applicant's:

- demonstrated knowledge of the subject area
- teaching, curriculum and writing experience
- involvement in professional development activities
- specific areas of expertise such as vocational education, gender equity, experience with students from non-English-speaking backgrounds, etc
- industry-specific expertise
- ability to work as part of a team and to meet deadlines.

Other information the applicant considers to be relevant may be included.

The review will address:

- the role of Engineering Science in the Stage 6 curriculum
- the need for the revised course to reflect current engineering practice
- the need for the revised course to reflect current approaches to teaching, learning and assessment.

Engineers with a broad interest in technology education are encouraged to apply.

**Application form available from Louise Cordery,
phone (02) 9927 8291.**

**Inquiries re Engineering Science to Bob Staples,
phone (02) 9927 8246.**

Closing Date: 21 June 1996



**Expressions of Interest for
Industrial Technology Project
Team**

BOS
51/96

The Board of Studies is seeking expressions of interest from experienced teachers, tertiary educators and industry representatives to be members of a Project Team to review the current Industrial Technology Syllabus.

An application form may be obtained from the Office of the Board of Studies and submitted along with information on the applicant's:

- demonstrated knowledge of the subject area
- teaching, curriculum and writing experience
- specific areas of expertise such as vocational education, gender equity, experience with students from non-English-speaking backgrounds, etc
- industry-specific expertise
- involvement in professional development activities
- ability to work as part of a team and to meet deadlines.

Other information the applicant considers to be relevant may be included.

The review will address:


- the role of Industrial Technology in the Stage 6 curriculum
- the need for the syllabus to reflect current industry practice
- the need for the syllabus to reflect current approaches to teaching, learning and assessment.

Industry representatives with a broad interest in technology education are encouraged to apply.

**Application form from Louise Cordery,
phone (02) 9927 8291.**

**Inquiries re Industrial Technology to Bob Staples,
phone (02) 9927 8246.**

Closing Date: 21 June 1996

***Specialised Study in Design and
Technology 3 Unit (Additional)*** **BOS
52/96**

Information to further clarify the intent of the Specialised Study in Design and Technology 3 Unit (Additional) was distributed to all schools in May 1996. Teachers of Stage 6 Design and Technology should familiarise themselves with this information.

Contact no: (02) 9927 8267



***Examination Reports for Small
Candidature Courses***

**BOS
53/96**

The Board has a limited number of Examination Reports from the 1995 HSC in courses with a small candidature.

Schools wishing to obtain a copy of any of these reports are asked to photocopy this order form and return it to:

Dispatch Inquiries Clerk, Publications Branch, Board of Studies NSW, PO Box 460, North Sydney 2059

Fax: (02) 9956 5205

Please note: Maximum of two copies per school (except Saturday Schools).

Examination Reports	No Required
<input type="checkbox"/> Aboriginal Studies
<input type="checkbox"/> Applied Studies
<input type="checkbox"/> Arabic
<input type="checkbox"/> Chinese
<input type="checkbox"/> Classical Ballet
<input type="checkbox"/> Classical Greek
<input type="checkbox"/> Dance
<input type="checkbox"/> Hebrew
<input type="checkbox"/> Indonesian
<input type="checkbox"/> Italian
<input type="checkbox"/> Japanese
<input type="checkbox"/> Latin
<input type="checkbox"/> Malay
<input type="checkbox"/> Modern Greek
<input type="checkbox"/> Music (AMEB)
<input type="checkbox"/> NAFLaSSL
<input type="checkbox"/> Rural Technology
<input type="checkbox"/> Sheep Husbandry and Wool Technology
<input type="checkbox"/> Spanish
<input type="checkbox"/> Vietnamese

School Number _____

Name of School: _____

Address: _____

_____ Postcode: _____

Telephone no: _____

Signed: _____

Date: _____



Categorisation of Board Courses BOS
55/96

The Committee of Chairs of Academic Boards/Senates of Universities in NSW and the ACT has provided advice to the Board on the categorisation of the following courses:

Life Management Studies 2/3 Unit

Life Management Studies 2/3 Unit has been confirmed as Category A.

Industrial Technology 2 Unit

Industrial Technology 2 Unit has been determined as Category B. This categorisation is effective immediately and will apply to the calculation of the TER when the reintroduced Industrial Technology syllabus is first examined at the 1997 Higher School Certificate.

Modern History (People and Events) 2 Unit

Modern History (People and Events) 2 Unit has been determined as Category B. This change of category will apply at the 1998 Higher School Certificate and thereafter. Students currently doing the course in Year 11 or Year 12 will not be affected.

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 Tertiary Entrance Rank (see ACE Manual section 11.4.5).

Contact no: (02) 9927 8222



Higher School Certificate Advice Line — Employment of Advisers BOS
55/96

As part of its Education policy released prior to the 1995 State election, the Government initiated an 'HSC Advice Line' for students seeking last-minute advice and confirmation prior to their HSC examinations. The phone-in service is designed to complement the advice available to students from their teachers during school hours. The service was first made available for the 1995 HSC, and will be available for the 1996 HSC.

The service will be staffed by experienced teachers and will operate for the large candidature subjects from 14 October 1996 until the evening prior to the examination in the particular subject.

Applications are sought from suitably qualified teachers in the following large candidature courses.

- English — all courses
- Modern History

- Mathematics — all courses
- Geography
- Science — all courses
- Economics
- General Studies
- Legal Studies
- Computing Studies
- PDHPE
- Business Studies
- Ancient History
- Visual Arts

The service will be located at the Board of Studies offices in North Sydney (nearby parking has been arranged). It is proposed to have two separate shifts Monday to Friday (first shift 4–7 pm and second shift 7–10 pm), and two shifts on each Saturday (10 am–2 pm and 2–6 pm), and three shifts on each Sunday (10 am–2 pm, 2–6 pm and 6–10 pm).

Subject to the number of applications received, it is anticipated that Advice Line officers will be appointed for two to three shifts Monday to Friday and one or two shifts on the weekend.

Preference will be given to applicants currently teaching the course to Year 12 students.

The rate of pay will be in line with that negotiated for Senior Examiners for the 1996 Higher School Certificate marking. It should be noted that funding is not available for relief other than for the briefing sessions. Funding will not be available for travel from country areas.

Each applicant from 1995 will be sent a personalised application form in 1996. These forms are computer-generated, based on the 1995 applications and designed to streamline the appointment process. It is not a guarantee of employment for 1996 nor is it limiting 1995 applicants to apply for the same subject.

In addition, a supply of application forms has been sent to all secondary schools and institutes of TAFE for new applicants and to 1995 applicants wishing to change the subject for which they are applying.

Applications will be dispatched from the Board of Studies by Friday 22 June 1996.

The closing date for applications is Friday 15 July 1996.

Contact no: (02) 9927 8215
(02) 9927 8183

Cumulative List of all Official Notices to date for 1996

HSC Examinations

1996 HSC University Scaling of Mathematics 4 Unit (Additional) Paper.....	BOS 01/96	Vol 5 No 1
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Examination Committee Membership—Expressions of Interest.....	BOS 44/96	Vol 5 No 4
1996 Higher School Certificate Examination — Student Identification Procedures	BOS 45/96	Vol 5 No 4

School Certificate Reference Tests

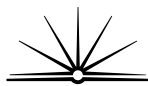
School Certificate Reference Test — Science	BOS 16/96	Vol 5 No 2
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HSC Geography 2/3 Unit Specimen Examination Broadsheet (see BOS 13/96 Vol 5 No 2)		
Expressions of Interest for Project Team HSIE K-6	BOS 48/96	Vol 5 No 4
Draft Citizenship Education Framework Years 7-10 History, Geography and Commerce	BOS 49/96	Vol 5 No 4

Languages Other Than English

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