

Official Notices

April 1997 — Vol 6 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



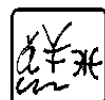
HSC Examinations

- 1997 Higher School Certificate Practical Submissions — Completion DatesBOS 12/97
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SC Reference Tests & HSC Examinations

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**1997 Higher School Certificate
Practical Submissions —
Completion Dates**

**BOS
12/97**

A memo entitled '1997 Higher School Certificate Practical Submissions and Itinerant Marking of Performances' was sent to principals of secondary schools and institutes of TAFE in the first week of March.

The attention of principals and teachers of HSC subjects with a practical examination component is drawn to the following information:

The completion dates nominated in the memo are largely Sundays in Term 3. These are the last dates upon which students may work on their projects/practical submissions. The works are to be handed in to the supervising teacher first thing on the Monday morning following the completion date. **This is not the date for submission of the works to the Board of Studies.**

Supervising teachers and principals will be required to certify that these procedures have been followed. Certification forms for this purpose will be provided to schools in early Term 3, together with details of the dates and addresses for submission of the works to the Board of Studies, and other relevant documentation (eg identification cards, project folders, etc).

The separation of the completion date for projects from the date for submission to the Board of Studies was introduced in 1996, and continues in 1997. The reasons for this separation were:

1. to give all students a common completion date, to ensure that all have the same amount of time to commit to their project development; and
2. to assist teachers and principals by providing a time lapse between their receipt of completed works and the date they are due at the Board, to allow time to undertake the procedures required to certify, package and dispatch the works.

Effective: Immediately
Contact no: (02) 9927 8109 (Jeff Fussell)
(02) 9927 8259 (David Farrand)
Fax: (02) 9929 8073



**NAFLaSSL Languages —
Notification of Oral Report Topics
for 1997 Higher School Certificate**

**BOS
13/97**

Schools, institutes and the Saturday School of Community Languages with students enrolled in the NAFLaSSL language courses should have received a notification form to be returned to the Board by Monday 21 April advising of the topics prepared by students for the presentation of the Conversation, Report and Discussion component of their 1997 HSC exam.

The two topics notified should be written on the form in English and must be precisely named. The two must be substantially different from one another.

The language courses to which the notification form applies are: Arabic (2 Unit Extended Level), Armenian, Croatian, Czech, Dutch, Estonian, Hindi, Hungarian, Khmer, Korean (2 Unit Extended Level), Latvian, Lithuanian, Macedonian, Maltese, Persian, Polish, Portuguese, Russian (2 Unit Extended Level), Serbian, Slovenian, Swedish, Turkish (2 Unit Extended Level), and Ukrainian.

Contact no: (02) 9927 8109, (02) 9927 8224



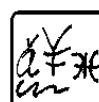
**Amendment to Scientific
Calculators Approved for Use in
the Board's Examinations 1997**

**BOS
14/97**

In *Board Bulletin* Vol 6 No 1 an Official Notice appeared listing approved scientific calculators (see BOS 1/97). Please note the following amendments to approved calculators:

CASIO	fx-2LB	should be	fx-82LB
	fx-2SX	should be	fx-82SX
	fx-5SA	should be	fx-85SA
	fx-5VH	should be	fx-85VH
	fx-15M	should be	fx-115M

Contact no: (02) 9927 8233



**Japanese 2 Unit Z and
2/3 Unit (Common) —
Assessment Weightings and
Examination Specifications**

**BOS
15/97**

The Board advises that the HSC assessment weightings for the Japanese 2 Unit Z and 2/3 Unit (Common) courses published in the LOTE KLA Handbook should read:

2 Unit Z (KLA Handbook page 169)	
Speaking Skills (Report and Conversation and Role Play)	30
Processing Spoken Information (Extracting Information and Responding)	30
Processing Written Information (Extracting Information and Responding)	30
Writing Skills	10
2/3 Unit (Common) (KLA Handbook page 173)	
Listening Skills	20
Speaking Skills	20
Reading Skills	20
Writing Skills	25
Options	15

2 Unit Z Examination Specifications (KLA Handbook pages 170–171)

The time allowed for the Listening and Written Examination is 2 hours and a half.

Section II weightings should read:

Part A: Extracting Information from Written Texts (20 marks)

Part B: Responding to Written Texts (10 marks)

These weightings and times are consistent with those currently in place for the 1997 HSC.

Effective: 1998 HSC
Contact no: (02) 9927 8304, (02) 9927 8280,
 (02) 9927 8152



Data Sheets and Units in Science BOS 16/97

Students are advised that in Higher School Certificate examinations for which data sheets are provided or data are included in the question, the relevant values given are to be used in all questions that require calculations. Students should also take care not to round off until the completion of calculations.

In all Science work involving quantities and the naming of units, teachers should use, and encourage students to use, the International System of Units (SI). Students should be familiar with the common multiples and sub-multiples of SI units and be able to use them appropriately in examinations.

Students should also be familiar with non-SI units that are of practical importance. Examples include:

- degree, minute and second for plane angles;
- day, hour and minute for time;
- degree Celsius for temperature.

Students may also encounter specialised non-SI units, such as:

- astronomical unit and parsec for length;
- atomic mass unit for mass;
- electronvolt for energy.

Further information relating to the use of SI units may be found in the Standards Australia document AS 1000 — 1979, *The International System of Units (SI) and its application*.

It should be pointed out that two different conventions exist for defining the terms *billion*, *trillion* and *quadrillion*. In order to avoid confusion, it is recommended that these terms not be used in scientific work; ie 10^9 should be referred to as a thousand million, and 10^{12} should be referred to as a million million.

Contact no: (02) 9927 8136, (02) 9927 8148,
 (02) 9927 8241



Curriculum Fax Number — BOS
Lote KLA Handbook 17/97

The Board advises that page 8 of the LOTE KLA Handbook Stage 6 refers to fax number (02) 9954 3557 for Curriculum advice; the fax number is in fact (02) 9954 9218, until the Board's move to 117 Clarence St in May.



1997 School Certificate and BOS
Higher School Certificate 18/97
Supervisors of Marking — Expressions
of Interest

The Board is seeking expressions of interest from highly experienced markers for appointment to the positions of Supervisors of Marking in the School Certificate and Higher School Certificate subjects/courses listed overleaf.

The Supervisor of Marking is responsible to the Officer-in-Charge of School Certificate and Higher School Certificate Marking. Duties may include:

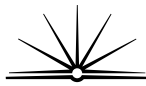
- review of Marker applications received and recommendations to the Board for their appointment;
- nomination of applicants/markers for appointment as Senior Markers;
- development of a comprehensive marking plan;
- briefing, debriefing and direction of Markers;
- the accurate marking of all scripts in accordance with principles, standards and procedures established by the Board of Studies;
- liaison with the HSC Consultative and Executive Committee in collaboration with representatives of the Examination Committee to establish the final patterns of examination marks in the subject/course;
- preparation of material required by the Examination Committee for its report to the Board.

Payment

As of 1 July 1997, the base rate of pay for Supervisors of Marking is \$59.19 per hour. The rate for weeknight and Saturday marking is \$65.93 per hour. Meal and travel allowances also apply. An administration fee will also be paid for marker selection.

Period of Appointment

The position of Supervisor of Marking is an annual appointment for the duties associated with the preparation for and marking of the 1997 courses. Reappointment as a Supervisor of Marking is not automatic. All previously appointed Supervisors of Marking must apply in each year that they seek to be considered for the position. No applicant may be



appointed to the position (or another Supervisor of Marking position in the same subject area) for a period in excess of 5 years.

Time Commitment

The Supervisor of Marking will be expected to attend a briefing session of approximately four hours prior to the commencement of the selection of markers.

Marking Experience

It is anticipated that applicants will have experience both as a Marker and Senior Marker plus extensive experience in teaching the subject/course. Experience as a member of examination or syllabus committees is also of benefit.

Relatives

Supervisors of Marking are required to notify the Board prior to the commencement of marking if they become aware that a near relative will be a candidate for examination in their subject.

Confidentiality

All Supervisors of Marking are required to give an undertaking that they will maintain complete confidentiality in relation to all papers and discussions.

The Board of Studies requires that Supervisors of Marking not comment publicly on matters relating to the examination papers or the examination process in their capacity as Supervisor of Marking.

Application forms may be photocopied from the master provided on pages 5–8 of these Official Notices. Expressions of interest should be returned by Friday 18 April 1997. Application forms have also been sent to all New South Wales high schools.

Contact no: (02) 9927 8226, (02) 9927 8183

Subjects/Courses Requiring 1997 Supervisors of Marking

SCHOOL CERTIFICATE

English Mathematics Science

HIGHER SCHOOL CERTIFICATE

Aboriginal Studies	Hebrew
Agriculture 3 Unit Project	Indonesian
Agriculture 2 Unit, 3 Unit	Industry Studies
Ancient History	Industrial Technology
Applied Studies	Italian
Arabic 2 Unit Z, 2 Unit	Japanese
General, 3 Unit	Korean (Background Speakers)
Biology	2/3 Unit, 3 Unit
Business Studies	Latin
Chemistry	Legal Studies
Chinese	Life Management
Classical Ballet	LOTE/NAFLaSSL Coordinator
Classical Greek	Mathematics
Computing Studies	Modern Greek
Dance	Modern History — People
Design and Technology	and Events
Drama	Modern History 2/3 Unit
Economics	Music
Engineering Science	PDHPE
(Sydney)	Physics
Engineering Science	Rural Technology
(Newcastle)	Russian
English 3 Unit, 2 Unit,	Science 3/4 Unit
2 Unit General, 2 Unit	Science for Life
Contemporary —	Sheep Husbandry and
various positions	Wool Technology
Food Technology	Society and Culture
French	Spanish
General Science	Studies of Religion
General Studies	Textiles and Design
Geography	Turkish
Geology	Vietnamese
German	Visual Arts

Cumulative List of all Official Notices to date for 1997

School Certificate Reference Tests and HSC Examinations

Approved Scientific Calculators — School Certificate Reference Tests and Higher School Certificate Examinations 1997.....	BOS 1/97	Vol 6 No 1
2 Unit NAFLaSSL Examinations.....	BOS 6/97	Vol 6 No 2
Attention: 2 Unit Drama Teachers and Students — 1997 HSC.....	BOS 7/97	Vol 6 No 2
Amendment to Scientific Calculators Approved for Use in the Board's Examinations 1997.....	BOS 14/97	Vol 6 No 3

HSC Examinations

1997 Higher School Certificate Practical Submissions — Completion Dates.....	BOS 12/97	Vol 6 No 3
NAFLaSSL Languages — Notification of Oral Report Topics for 1997 Higher School Certificate.....	BOS 13/97	Vol 6 No 3

Creative Arts

Dance 2 Unit Syllabus and Support Document.....	BOS 2/97	Vol 6 No 1
Attention: 2 Unit Drama Teachers and Students — 1997 HSC (see BOS 7/97 Vol 6 No 2)		

Languages Other Than English

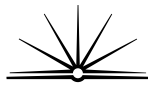
Arabic Curriculum Support Materials.....	BOS 3/97	Vol 6 No 1
2/3 Unit Classical Greek — 1997, 1998 and 1999 HSC.....	BOS 8/97	Vol 6 No 2
2/3 Unit Latin — 1997, 1998 and 1999 HSC.....	BOS 9/97	Vol 6 No 2
Japanese 2 Unit Z and 2/3 Unit (Common) — Assessment Weightings and Examination Specifications.....	BOS 15/97	Vol 6 No 3

Science

Data Sheets and Units in Science.....	BOS 16/97	Vol 6 No 3
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Information

Special Program of Study for Students with Special Education Needs in Years 11 and 12.....	BOS 4/97	Vol 6 No 1
Distinction Courses — University Recognition.....	BOS 5/97	Vol 6 No 1
1997 JSSTAFE Course Exclusions.....	BOS 10/97	Vol 6 No 2
Requirements for Private Providers of Vocational Higher School Certificate Courses — December 1996.....	BOS 11/97	Vol 6 No 2
Curriculum Fax Number.....	BOS 17/97	Vol 6 No 3
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1997 HIGHER SCHOOL CERTIFICATE SUPERVISOR OF MARKING EXPRESSION OF INTEREST

APPLICATIONS WILL NOT BE CONSIDERED IF ALL SECTIONS OF THIS FORM ARE NOT COMPLETED.

- 1. Subject/course for which you are applying _____
- 2. Family name _____
- 3. Given name(s) _____
- 4. Title: (Dr/Mr/Ms etc) _____ Date of birth _____ *NB: Your date of birth must be provided for computer identification purposes. It will not be used as a selection criterion.*

5. Home Address

Street number and street name _____
 Suburb _____ State _____ Postcode _____
 Home telephone number () _____ Home fax number () _____

6. Work Address

Name of place of work _____
 Street number and street name _____
 Suburb _____ State _____ Postcode _____
 Work telephone number () _____ Work fax number () _____

- 7. Present position on staff _____
- 8. Degree/diploma (including year, award and institution) _____
- 9. Major subjects passed in degree/diploma _____
- 10. Total years full-time teaching/lecturing _____
- 11. List years teaching the subject/course to Years 11 & 12 or years teaching specific courses to 1st year university students (eg Y11-1995-2 Unit, Y12-1996-3 Unit):

- 12. Have you previously held the position of Supervisor of Marking in this subject/course? _____
 If 'YES', please list subject/course and years _____

- 13. Total number of years marking the HSC in this subject/course (eg 2 years) _____

- 14. List previous experience marking the HSC subject/course for which you are applying:

	1996	1995	1994	1993	1992	1991	1990	1989	1988	1987
M, SM etc										

- 15. Please list any further relevant information (eg years as member of Examination Committee/Syllabus Committee etc). You are encouraged to attach any additional material that may support your application:

CLOSING DATE: 18 APRIL 1997

CONDITIONS OF EMPLOYMENT

1. Applications will not be considered if they are not complete or if they are not signed by the applicant, principal (if applicable) and referee.
2. No person is to advertise their appointment as a Supervisor of Marking for commercial or other reasons.
3. **Tax File Numbers**
If appointed, the Board will deduct tax at the maximum rate unless a **TAX FILE NUMBER** is provided on the Entry on Duty form on the first day of marking.
4. **HSC Supervisors of Marking must be available for all briefing/pilot marking/marketing sessions until marking is completed.**
5. Marking and tea/eating areas will be Non-Smoking in accordance with Board of Studies policy on the non-smoking workplace. Alcohol is not to be consumed in the marking centre or associated tea area and no provision will be made for the storage of such beverages.

APPLICANT'S DECLARATION (NB: Please read carefully before signing)

1. I am prepared to accept appointment under the conditions of employment noted on this application form and in accordance with such directions as may be issued by the Board of Studies with regard to the marking process.
2. I declare that the information I have supplied on this form is complete and correct.
Applicant's signature _____ Date _____
Applicant's name _____
(Please print) (First name) (Surname)

PRINCIPAL'S DECLARATION – To be completed if the applicant is employed in a secondary school or College of TAFE.

(NB: Please read carefully before signing)

1. I declare to the best of my knowledge that the details provided on this form are correct.
2. If it is necessary for this applicant to be released before the end of the school day, I will make all necessary arrangements to facilitate such release.
3. I understand that, in certain cases, briefings may be conducted during school hours. I agree to release this applicant and understand that casual relief is available in these circumstances.
Principal's signature _____ Date _____
Principal's name _____
(First name) (Surname)

REFEREES' DETAILS – Please provide the names and contact telephone numbers of two referees.

Referee 1

Name _____ Telephone number () _____
(First name) (Surname)

Position and name of place of work _____

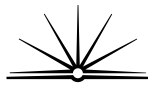
Referee 2

Name _____ Telephone number () _____
(First name) (Surname)

Position and name of place of work _____

Please forward to: HSC Supervisor of Marking Applications, Special Provisions and Appointments Section,
Board of Studies, PO BOX 460, NORTH SYDNEY NSW 2059
Tel. (02) 9927 8226 or (02) 9927 8183

CLOSING DATE: 18 APRIL 1997



1997 SCHOOL CERTIFICATE SUPERVISOR OF MARKING EXPRESSION OF INTEREST

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Street number and street name _____

Suburb _____ State _____ Postcode _____

Work telephone number () _____ Work fax number () _____

7. Present position on staff _____
8. Degree/diploma (including year, award and institution) _____
9. Major subjects passed in degree/diploma _____
10. Total years full-time teaching/lecturing _____
11. List years teaching the subject/course to Years 9 and 10 or other relevant teaching experience (eg Y9-1995, Y10-1996):

12. Have you previously held the position of Supervisor of Marking in this subject/course? _____
If 'YES', please list subject/course and years _____
- _____

13. Total number of years marking the SC in this subject/course (eg 2 years) _____

14. List previous experience marking the SC subject/course for which you are applying:

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M, SM etc										

15. Please list any further relevant information (eg years as member of Examination Committee/Syllabus Committee etc). You are encouraged to attach any additional material that may support your application:

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 2. I declare that the information I have supplied on this form is complete and correct.
- Applicant's signature _____ Date _____
- Applicant's name _____
(Please print) (First name) (Surname)

PRINCIPAL'S DECLARATION – To be completed if the applicant is employed in a secondary school or College of TAFE.

(NB: Please read carefully before signing)

1. I declare to the best of my knowledge that the details provided on this form are correct.
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 3. I understand that, in certain cases, briefings may be conducted during school hours. I agree to release this applicant and understand that casual relief is available in these circumstances.
- Principal's signature _____ Date _____
- Principal's name _____
(First name) (Surname)

REFEREES' DETAILS – Please provide the names and contact telephone numbers of two referees.

Referee 1

Name _____ Telephone number () _____
(First name) (Surname)

Position and name of place of work _____

Referee 2

Name _____ Telephone number () _____
(First name) (Surname)

Position and name of place of work _____

Please forward to: SC Supervisor of Marking Applications, Special Provisions and Appointments Section,
Board of Studies, PO BOX 460, NORTH SYDNEY NSW 2059
Tel. (02) 9927 8226 or (02) 9927 8183

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