

# Official Notices

May 1997 — Vol 6 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.

### Topics covered by Official Notices in this issue



#### HSC Examinations

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 Ancient History 2/3 Unit and 2 Unit Personalities and Their Times Syllabus  
 and HSC Examination Requirements Clarification .....BOS 20/97  
 Examination Committee Membership — Expressions of Interest .....BOS 21/97



#### English

- English 2 Unit General and 2/3 Unit (Related) (see BOS 19/97)



#### Human Society and Its Environment

- Ancient History 2/3 Unit and 2 Unit Personalities and Their Times Syllabus  
 and HSC Examination Requirements Clarification (see BOS 20/97)

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#### School Certificate Reference Tests and HSC Examinations

- Approved Scientific Calculators — School Certificate Reference Tests and Higher School Certificate  
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#### HSC Examinations

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#### English

- English 2 Unit General and 2/3 Unit (Related) (see BOS 19/97 Vol 6 No 4)

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#### Languages Other Than English

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**English 2 Unit General  
and 2 Unit (Related)**

**BOS  
19/97**

At the 1996 HSC examinations, the Board initiated the reporting of English 2 Unit General and 2 Unit (Related) results on a common scale. A recent review conducted by the Board showed that the reported marks in these two courses are now widely seen in schools as being consistent with students' capabilities in English.

The Board approached the Committee of Chairs of Academic Boards requesting that the methodology of using the relativities established by the Board for English 2 Unit General and 2 Unit (Related) in the 1996 HSC be used in the calculation of the TER in future years.

The Committee of Chairs has recently advised the Board that it will maintain its existing procedures for scaling HSC English courses in 1997. These procedures do not use the relativities between 2 Unit General and 2 Unit (Related) performances as established by the Board. Rather, the 'general ability' criterion used in the universities' scaling procedures establishes the relativities between the performances of these two candidatures.

Schools should be aware that the Board will continue to report English 2 Unit General and 2 Unit (Related) results on a common scale for the 1997 HSC examinations.

**Contact no: Ms Kerry Edmeades  
Senior Assessment Officer – English  
(02) 9367 8110**



**Ancient History 2/3 Unit  
and 2 Unit Personalities  
and Their Times**

**BOS  
20/97**

**Syllabus and HSC Examination  
Requirements Clarification**

Teachers are reminded that the information in the Human Society and Its Environment KLA Handbook for HSC courses 1998, 1999 (page 25) concerning SECTION II Personalities and Groups also applies to the 1997 HSC.

The HSC Examination Specification states:

**SECTION II PERSONALITIES and GROUPS**  
(25 marks)

There are sixteen questions: **ONE** question on each of the fourteen Personalities and Groups listed in the syllabus (and grouped into the four areas Egypt, Near East, Greece and Rome) and **TWO** general questions.

Each question will consist of three parts: (a) worth 5 marks, (b) and (c) worth 10 marks each.

Candidates are required to answer **ONE** question.

All questions require a response based on **ONE** of the fourteen Personalities and Groups listed in the syllabus.

**Contact no: Albert Marchetto  
Inspector, HSIE  
(02) 9367 8151**



**Examination Committee  
Membership — Expressions  
of Interest**

**BOS  
21/97**

The Board is seeking expressions of interest from experienced teachers to be members of the examination committees that set the 1998 HSC examination papers. Please note that this is not an application for HSC marking.

Examination committees normally 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**

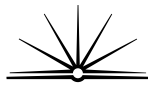
Examination committee members receive an honorarium. In addition to the honorarium, country members are reimbursed for travel expenses and subsistence for meetings attended, and metropolitan members receive an allowance. Travel by private motor vehicle will not normally be reimbursed. Relief is provided 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**

Each meeting of an examination committee lasts for a full day. The number of days required for setting an examination varies from subject to subject. The



minimum number of days for setting and review would be four and the maximum 14 days. The allocation for each committee is determined by the Board. Meetings for the 1998 examinations must commence early in Term 4 1997. 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.

#### 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 to be undertaken by members of examination committees.

#### 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 Office of 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 Office of 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 Office of the Board in advance if they expect to take leave at any time from October 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 Christmas school holidays and in the July school holidays.

#### 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. Expressions of interest should be returned by 31 May 1997.

**Contact no:** (02) 9367 8229  
(02) 9367 8232

**1998 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 1998:

.....

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  
 GPO Box 5300  
 Sydney NSW 2001

Telephone: (02) 9367 8229  
 Facsimile: (02) 9367 8484