To: Principal, Computing Skills test contact person

Subject: School Certificate Computing Skills test – online format

Dear Colleague

I am writing to you because you have indicated that the students from your school will sit for the 2006 School Certificate Computing Skills test in online format. You may be interested to know that around 70% of schools in NSW have chosen to run the online test.

Schools will be able to administer the online test to their students from Wednesday, 15 November to Friday, 17 November. Students can sit the test at any time from 8:00am to 8:00pm on Wednesday and Thursday, and from 8:00am to 11:00am on Friday. You can schedule test sessions for your students at any convenient times during this period.

This email has been sent to both the Principal and to the person who you nominated as the Computing Skills test contact person. To confirm your school has received this message, I would ask the contact person to acknowledge receipt of this email. If any details on your school are incorrect – or if the contact person should change – you can amend this information via Schools Online.

As this is the first year of mandatory implementation of the Computing Skills test, we will be working closely with you to ensure that you are able to successfully administer the test to all your Year 10 students. As the Computing Skills contact person is a key link in the organisation of the test in your school, we will maintain regular contact with him or her between now and the test.

To assist schools in conducting the online Computing Skills test, the Office of the Board of Studies is running a series of workshops during Term 3. The full program of workshops is available on the Computing Skills Test Updates page of Board of Studies website, at http://www.boardofstudies.nsw.edu.au/syllabus_sc/computingskills_assessment.html

I hope that the contact person from your school – along with any other interested staff members – will be able to attend one of these workshops. To register, please print the registration form (available on the Computing Skills Test Updates page), and fax it to the relevant BOSLO for the workshop.

Yours sincerely

M A Pearce
Acting Director, Examinations