



Government of Western Australia
Curriculum Council

Year 12

Information Handbook

2011



This information handbook should be kept until after you receive your statement of results



Student name

Curriculum Council number

Dear student

The Year 12 Information Handbook summarises what you need to know about the Western Australian Certificate of Education and examinations. It contains information on:

- requirements to achieve the Western Australian Certificate of Education (WACE)
- checking or changing enrolments in course units
- school assessments
- examinations, including special examination arrangements, and what to do if something happens that stops you from sitting for the exams or prevents you from doing your best
- the statement of your results and your course reports
- exhibitions and awards.

You are advised to read this information handbook carefully and you should keep it until after you have received your statement of results at the end of the year.

If you have any questions, talk to your teacher or school careers counsellor, or contact the Council on 9273 6344/9273 6377 or enrolments@curriculum.wa.edu.au.

I wish you all the best for your studies during the rest of the year.

**ALLAN BLAGAICH
A/CHIEF EXECUTIVE OFFICER
CURRICULUM COUNCIL**

May 2011

ISSN (print) 1837-8951
SCIS (print) 1451633
SCIS (online) 1451635

© Curriculum Council 2011

2011/3232[v4]

Contents

Introduction	1
Western Australian Certificate of Education (WACE)	2
Key terms	2
Breadth and depth.....	2
Achievement standard.....	2
English language competence	3
Examinations.....	4
Equivalences	5
Unit equivalence.....	5
Year 11 equivalence.....	6
Enrolments	7
Confirming enrolments	7
Changing enrolments	7
School assessment	8
Grades and school marks	8
Grade eligibility	8
Adjustment of school grades and marks	8
Authenticity of work	9
Review of school assessments	9
Examinations	10
Purpose of examinations.....	10
Enrolling in examinations	10
Genuine attempt in the examinations.....	11
Exemption from sitting the examinations	11
Sitting the examinations outside Western Australia	11
Examination timetables	12
Practical examinations	12
Written examinations.....	21
Examination conduct.....	23
Special examination arrangements.....	23
Provisions for sickness/misadventure	24
Useful resources for examination preparation	25
After the examinations.....	25
Certification	26
Folio of achievement	26
Australian Tertiary Admission Rank (ATAR).....	26
Exhibitions and awards	27
General criteria for eligibility for exhibitions and awards.....	27
Peak awards.....	27
Awards for outstanding achievement.....	27
Awards for outstanding achievement in a course	29
Awards for outstanding achievement in VET	30
Awards for outstanding achievement in the Workplace Learning course	31
Certificates of excellence	32
General.....	32

Top 10 tips – examinations 33

Appendix A: Important dates 2011 34

Appendix B: Breadth-of-study lists 35

Appendix C: Courses that have external examinations in 2011..... 36

Appendix D: Materials required/recommended for written examinations 2011 37

Appendix E: Approved calculators for use in the 2011 WACE examinations 40

Appendix F: Dictionaries approved for use in external examinations 2011 41

Appendix G: Course combinations not permitted in the calculation of the Council award score 42

Introduction

The Western Australian Certificate of Education (WACE) is awarded to senior secondary school students who satisfy the requirements set out in the table below.

Generally, students will complete two years of senior secondary study to achieve the WACE, although the Council allows students to meet the WACE requirements over a lifetime. The WACE is recognised by universities, other tertiary institutions, industry and other training providers.

Schools are the main providers of the WACE for students up to the age of 17 years. When schools work in partnership with other providers, they retain the sole responsibility for managing the programs, reporting achievement to the Council and maintaining a record of learning for all students.

Students can be enrolled in a mix of WACE course units, vocational education and training (VET) units of competency and endorsed programs.

An overview of the WACE requirements is provided in the table below.

Breadth and depth	<ul style="list-style-type: none">• Completion of at least 20 units, of which at least 10 must be from WACE courses• The 20 units must include:<ul style="list-style-type: none">○ at least three two-unit combinations from different WACE courses○ four course units from English, Literature and/or English as an Additional Language/Dialect (EAL/D) studied over at least two years post Year 10 (at least two of these units must be completed in Year 12) and○ at least one pair of course units from each of List A (arts/languages/social sciences) and List B (mathematics/science/technology) completed in the final year.
Achievement standard	<ul style="list-style-type: none">• Achievement of a C grade average or better across 10 course units• These 10 units must include:<ul style="list-style-type: none">○ the last two-unit combination completed in three different courses○ one unit from each of two other different courses○ other units with the highest achievement to make up the balance of the 10 units.• Endorsed programs and/or VET credit transfer can reduce the number of course units and courses required by up to 40 per cent.
English language competence	<ul style="list-style-type: none">• Achievement of the standard for English language competence as defined by work samples. Typically, this is a C grade or better in any Stage 1 or higher English unit (excluding 1A and 1B for English as an Additional Language/Dialect).

A detailed explanation of these requirements follows on page 2.

Western Australian Certificate of Education (WACE)

This section is relevant to all students seeking to achieve the Western Australian Certificate of Education (WACE).

Key terms

- A WACE course is accredited by the Council and consists of **stage units**, each with its own syllabus.
- A **course unit** is typically 55 hours of class contact time.
- A **course unit** refers to a unit from a course (e.g. PAENG – Preliminary Stage English unit, 1AENG – English Stage 1 unit).
- A **pair of course units** refers to sequential units within a stage (e.g. 1A/1B, 1C/1D, 2A/2B, 2C/2D, 3A/3B).
- A **two-unit combination** is any two units of a course (e.g. 1B/2A, 2A/3B, 2A/1D).
- **VET credit transfer** refers to VET units of competency that are delivered independently of a WACE course unit.
- **Unit equivalence** is credit gained through completion of VET credit transfer or endorsed programs.

Breadth and depth

Students must complete at least 20 units, of which at least 10 must be from WACE courses. See explanatory notes 1, 2 and 3 on page 3.

The 20 units must include at least three two-unit combinations from different WACE courses and also include:

- four course units from English, Literature and/or English as an Additional Language or Dialect (EAL/D) studied over at least two years post Year 10 (at least two of these units must be completed in Year 12). See explanatory note 4 on page 3 **and**
- at least one pair of course units from each of List A (arts/languages/social sciences) and List B (mathematics/science/technology) in their **final year**. See explanatory note 5 on page 3 and Appendix B.

Achievement standard

Students must achieve a C grade average or better across 10 course units. See explanatory note 6 on page 3.

These 10 course units must include:

- the last two-unit combination completed in three different courses
- one unit from each of two other different courses
- other units with the highest achievement to make up the balance of the 10 units.

For details relating to the completion of a P Stage course unit and the calculation of the C grade average see explanatory note 7 on page 3.

Endorsed programs and/or VET credit transfer can reduce the number of course units and courses required by up to 40 per cent. See explanatory note 8 on page 3.

Calculation of the C grade average

The C grade average is calculated from the student's achievement in course units by converting grades to credits as illustrated in the following table.

Course unit	
Grade	Credit
A	2.5
B	2.0
C	1.5
D	1.0
E	0.5

To calculate a grade average, the total credits of 10 course units are added and divided by 10. A result greater than or equal to 1.5 from this calculation is equivalent to an average grade of C or better.

For the three two-unit combinations requirement, the last two units completed in the course are used in the calculation of the C grade average. One unit from each of two other different courses must be included in the calculation. For the balance of the units, those with the highest achievement are used in the calculation.

Satisfactory achievement in a VET industry specific course unit equates to a C grade.

English language competence

To fulfil the requirement for English language competence, students must meet the following completion requirements and minimum standards. See explanatory notes 9 and 10 on this page.

Completion

Students must complete at least four units from English, Literature and/or EAL/D. Full-time students are required to complete four course units from the English learning area studied over Year 11 and Year 12. At least two units must be completed in Year 12. Students who have completed at least **two** P Stage English units in Year 12 will have met the English Language competence final-year unit completion requirement.

Standard

The standard is defined by work samples and is related to the standard required to achieve a C grade or better in Stage 1 English. Students who have achieved a C grade or better in **one** unit of their English course units (excluding English as an Additional Language/Dialect units 1A and 1B) in their senior secondary years would have achieved this standard.

Students who have completed only P Stage English units in Year 12 or students considered to be at risk of not achieving the required standard will need to have their work reviewed by their schools. Teachers will evaluate student work using the criteria and exemplars provided in the guide to WACE English Language Competence found on the Council website at http://www.curriculum.wa.edu.au/internet/Senior_Secondary/Certification_student_Achievement/English_language_competence.

The work selected and the process used is a school decision.

Explanatory notes relating to WACE requirements

1. Up to 10 unit equivalents may comprise endorsed programs and/or VET credit transfer.
2. Full-year D or E code subjects completed prior to 2010 equate to two course units.
3. For courses with defined contexts that are coded separately, the course context counts as a separate course for the purposes of determining the C grade average.
4. Part-time students or students completing the WACE over three years or more must study two units from an English course in their final year if they have not already completed four units over two years, post Year 10.
5. A pair of units from English, Literature and/or EAL/D can be used to meet the List A requirement. (List A and B courses are listed in Appendix B).
6. Students enrolled in a pair of course units at Stage 2 or Stage 3 must sit the examination in that course, unless exempt. If they do not make a genuine attempt in the examination in Year 12, the grades for the pair of units completed in that year

will not contribute to the C grade average requirement, but still count in the breadth and depth requirement.

7. Completion of a Preliminary (P) Stage unit does not contribute to the C grade average, but may reduce the number of course units over which the average is calculated in the same way as endorsed programs and VET credit transfer (see page 5).
8. Endorsed programs and/or VET credit transfer may reduce the number of course units and courses required in the calculation of the C grade average in the following circumstances.
 - If endorsed programs and/or VET credit transfer equivalent to eight units are included, the average is calculated across at least eight course units from at least four courses.
 - If endorsed programs and/or VET credit transfer equivalent to 10 units are included, the average is calculated across at least six course units from at least three courses.The last three two-unit combination requirement remains the same.
9. The Council's SIRS database is set to automatically check the student's results and, where achieved, record English language competence based on these results. For students who have not achieved a C grade in one of their English course units, schools will need to compare a selection of the student's work with the work samples.
10. The English language competence requirement can include former D and E code English subjects completed before 2010.

WACE completion requirement

A course unit is completed when a grade is assigned. To be assigned a grade, a student must have had the opportunity to complete the structured education program and the assessment program for the course unit (unless the school accepts that there are exceptional and justifiable circumstances). If there is an examination for the pair of units, the student must also make a genuine attempt in that examination for the grade to count towards the C grade average.

Repeating a course unit

Repeat units (that is those course units with the same code) that are completed can be counted in the total number of units required for a WACE. Any course units, including those repeated, can be used for the purpose of determining the C grade average.

For courses that have defined contexts, for which the units are coded separately, the course context counts as a separate course for the purposes of determining the C grade average. For example, a student studying the contexts of Jazz and Contemporary in Music can count all the grades towards achieved in these units towards the C grade average,

Repeat course units can count in the two-unit combination requirement.

Accumulating results

Students may accumulate results in Council WACE course units, endorsed programs and VET credit transfer over a lifetime. Achievements in subjects made under the WACE provisions before 2010 may be accumulated for six years.

Inclusion of Preliminary Stage course units

Students can complete Preliminary (P) Stage course units in a number of courses and have these contribute to meeting the WACE breadth and depth requirements. These units are not graded but may reduce the number of courses and course units over which a C grade average is calculated. Only completed P Stage course units are recorded on the student's statement of results.

Examinations

Students who are in their final year of their senior secondary schooling and are enrolled in at least one Stage 2 or Stage 3 pair of units (e.g. 2A/2B, 2C/2D, 3A/3B or 3C/3D) in a course are required to sit for and make a genuine attempt at the WACE examination in that course (unless exempt).

A student who should sit an examination and chooses not to, or who chooses not to make a genuine attempt in the examination, will **not** get a course report. **Nor** will the grades for those units be counted towards the C grade average for the WACE. The achievement in these units can, however, contribute to the completion requirement.

Equivalences

This section is relevant to students who have completed:

- VET units of competency or endorsed programs
- the equivalent of Year 11 studies overseas, interstate or with a private training provider.

Unit equivalence

Students who have completed VET units of competency or endorsed programs may use these to contribute to their WACE requirements.

VET course unit equivalents

A VET unit of competency that is studied independently from a WACE course unit is referred to as VET credit transfer.

A successfully completed VET credit transfer unit of competency is allocated WACE unit equivalence according to the number of nominal hours, as indicated in the following table.

Nominal hours	Unit equivalents*	Nominal hours	Unit equivalents*
less than 54	0	330–384	6
55–109	1	385–439	7
110–164	2	440–494	8
165–219	3	495–549	9
220–274	4	550 and above	10
275–329	5		

- * Up to 10 unit equivalents can be counted towards meeting WACE requirements. There is no limit to the number of unit equivalents that can be reported on the statement of results but only 10 will be counted towards meeting the WACE requirements.

In allocating unit equivalence:

- Unit equivalence is awarded consistently according to nominal hours, irrespective of delivery strategies, clustering or packaging of units of competency or class contact time allocated.
- A unit of competency is awarded the same unit equivalence whether it is undertaken as a single unit, as part of a skills set or a complete qualification, and irrespective of the qualification to which it is linked.

Endorsed programs

Endorsed programs are awarded unit equivalence according to specific criteria and an endorsement process. A unit equivalent of an endorsed program will equate to one course unit. Endorsed programs can contribute up to 10 unit equivalents towards the WACE breadth and depth requirement. These students still need to meet the other breadth-of-study requirements

including English language competence and courses from both List A and List B.

Endorsed programs and VET credit transfer are not used in the calculation of the grade average, but may reduce the number of courses and course units included in the average as indicated in the following table.

No. of unit equivalents	No. of course units included in the average calculation	No. of courses included in the average calculation
1–7	10	5
8–9	8	4
10	6	3

School-based traineeships and school-based apprenticeships

Students who have completed school-based traineeships or school-based apprenticeships are accommodated in the WACE requirements, as their program could include up to 10 course unit equivalents in VET or endorsed programs. These students still need to meet the breadth-of-study, achievement standard and English language competence requirements. This includes the requirement to study four units of an English course completed over two years, post Year 10.

If 50 per cent (five or more unit equivalents) of a student's final year of senior secondary schooling comprises endorsed programs and/or VET credit transfer, then the breadth-of-study requirement is waived.

Recognition of non-school VET

Students who have completed VET units of competency, undertaken independent of VET programs arranged or managed by the school, may apply to the Council to have this achievement recognised towards the WACE. These units of competency will contribute to the WACE in the same way as VET credit transfer.

An application for WACE recognition of VET achievement completed outside of a school arrangement may be downloaded from the website at http://www.curriculum.wa.edu.au/internet/Events_and_Forms/Application_Order_Forms.

Year 11 equivalence

Students who have completed the equivalent of Year 11 studies overseas, interstate or with a private training provider can apply for block credit.

Schools may enrol students in their final year of senior secondary studies if they consider that studies completed elsewhere indicate the students have the potential to achieve a WACE. If this is the case, the school will complete the relevant form and send it to the Council. This form can be downloaded from the website at http://www.curriculum.wa.edu.au/internet/Events_and_Forms/Application_Order_Forms.

If such students successfully meet the requirements for the WACE, as outlined below, then recognition will be given for having achieved the equivalent of either one year or one semester of senior secondary studies (Year 11) overseas, interstate or through training.

Completion of the equivalent of a full year

For a full-year block to contribute to the achievement of the WACE, students must:

- meet the assessment requirements in at least 10 course units (including at least two two-unit combinations – up to five units can be endorsed programs and/or VET credit transfer) which equates to half of the requirement
- achieve an average of a C grade or better across at least five course units from at least three courses (or across at least four course units from at least two courses if endorsed programs and/or VET credit transfer equivalent to four units are included). These units must include the last two-unit combination completed in at least two different courses
- meet the English language competence standard
- complete two units from an English course
- complete at least one pair of course units from each of List A and List B in their final year.

Completion of the equivalent of a semester

For a semester block credit to contribute to the achievement of the WACE, students must:

- meet the assessment requirements in at least 15 course units (including at least three two-unit combinations – up to seven units can be endorsed programs and/or VET credit transfer) which equates to 75 per cent of the requirement
- achieve an average of a C grade or better across at least seven course units from at least four courses (or across at least six course units from at least three courses if endorsed programs and/or VET credit transfer equivalent to six units are included). These units must include the last two-unit combination completed in at least three different courses
- meet the English language competence standard
- complete three units from an English course
- complete at least one pair of course units from each of List A and List B in their final year.

Enrolments

This section is relevant to all students as it contains information regarding enrolments.

Studying at more than one school

If a student is studying WACE course units, VET or endorsed programs at more than one school, then each school must submit the enrolment details for the course units, VET or endorsed programs studied at that school for that student.

Overseas full fee paying students

Overseas full fee paying Year 12 students who are studying in Western Australia are required to pay \$423.50 to enrol in one or more WACE course units. This fee must be paid at the time of enrolment with the Council.

Full-time student

A full-time student is one who is enrolled in at least eight WACE course units or equivalent at a registered school.

Confirming enrolments

Schools will be able to download confirmation of student enrolments in WACE course units (referred to as the verification of student details form) from the Council's database.

If schools have provided details relating to enrolments in VET units of competency and endorsed programs, then these will also be available.

For students who are enrolled as private candidates for all of their courses, a verification of student details form will be sent to their home address. If a student has not received a confirmation report by Wednesday, 13 July 2011, then he/she should contact the Council on 9273 6303.

Changing enrolments

There will be no fee for any change in enrolment (except for private candidates) that is received by the Council on or before Friday, 5 August 2011.

Enrolments and changes in those courses that have an external practical examination will not be accepted after 5 August 2011. Changes in enrolments for other courses can be made up to Friday, 23 September 2011 but will incur a late fee.

No changes whatsoever will be accepted after 23 September 2011.

School assessment

This section is relevant to all students as it provides information regarding school assessment.

Grades and school marks

Teachers of Year 12 students submit results to the Council at the end of the school year based on assessments such as examinations, classroom tests, in-class work, assignments and practical work.

A grade (A, B, C, D or E) is awarded for each course unit completed (except for Preliminary (P) Stage units, which are not graded).

A school mark in the range 0 to 100 is also submitted for each Stage 2 or Stage 3 unit completed in Year 12. For a course with a practical (performance, oral, portfolio) examination, schools submit a written mark out of 100 and a practical mark out of 100.

Marks are not required for Stage 1 units.

Grade eligibility

To be assigned a grade, a student must have had the opportunity to complete the school's education and assessment programs, unless there are exceptional circumstances that are acceptable to the school.

Typically, this means that Year 12 students will remain enrolled until Monday, 31 October 2011.

The notation of 'U' is used when a school considers that the student has an acceptable reason for not completing all the assessment tasks but will complete the required assessment task/s next semester, during the holidays or early in the next year. A grade will be assigned after the completion of these tasks. This notation is not typically used for Year 12 students unless they are completing Year 12 over more than one year.

Adjustment of school grades and marks

During the school year, several procedures are used by the Council to ensure that the grades awarded by different schools are comparable. Teachers mark student work in accordance with Council guidelines. In addition, teachers meet in groups and/or are visited by Council officers to discuss assessment procedures and course standards.

The grades assigned by the school are provisional until confirmed by the Council approval process. However, they are adjusted by the Council only in exceptional circumstances. Schools are required to advise students

in writing if any changes are made to provisional grades during the approval process.

Just as grades need some adjustments to ensure comparability across schools, so do school marks.

It would be unfair to take the school marks from all the different teachers in different schools and add them, unadjusted, to the students' WACE examination marks. Therefore, school marks are adjusted to make sure each student is treated fairly.

Students should note that the mark submitted by the school will be adjusted through the Council's statistical moderation and standardisation processes. This includes those cases in which grading has been validated through school moderation and/or consensus moderation meetings.

Statistical moderation adjusts school marks so that all marks have the same meaning in every school for each stage of a course. The raw school marks are adjusted to be on the same numerical scale as the standardised exam marks.

As a result of standardisation, the statewide distribution of school marks is the same from year to year and from course/stage to course/stage.

A student's standardised moderated school mark may be higher or lower than their raw school mark.

The standardised moderated school mark and the standardised examination mark are combined. This combined mark is used by the Council to generate the WACE course score. It is also scaled by the Council and the Tertiary Institutions Service Centre (TISC) to enable TISC to calculate the Australian Tertiary Admission Rank (ATAR) for university entry.

For courses with both written and practical examination components, a separate combined mark for each will be calculated and then averaged to produce the course combined mark.

Details of the Council's marks adjustment process will be made available during Term 3 and will be published on the Council website at http://www.curriculum.wa.edu.au/internet/Senior_Secondary/WACE_Examinations/Your_Marks.

Authenticity of work

All work submitted for school assessment must be the student's own work or must be acknowledged appropriately.

Any activity that enables a student to gain an unfair advantage over other students in a school assessment task will be penalised in accordance with the school's assessment policy. Unacceptable activities include but are not limited to:

- copying someone's work in part or in whole, and presenting it as your own
- using material directly from books, journals, CDs or the internet without reference to the source
- building on the ideas of another person without reference to the source
- buying, stealing or borrowing another person's work and presenting it as your own
- paying someone to write or prepare material
- submitting work to which another person such as a parent, coach or subject expert has contributed substantially
- using the words, ideas, designs or the workmanship of others in practical, performance or portfolio tasks without appropriate acknowledgement
- using non-approved materials and/or equipment during an assessment task or examination
- assisting another student to engage in an activity that will enable them to have an unfair advantage over other students.

All work submitted as part of the WACE examination process must also be the student's own work or be acknowledged appropriately (see page 23).

Review of school assessments

Schools are required to inform Year 12 students, in writing, of their grades and, where required, their school marks, by Friday, 28 October 2011.

If you believe your grade and/or school mark is incorrect, you should request, in writing, that your school review the result.

You should be aware that an assessment review does not require the school to re-mark your work. It is intended to determine if:

- the assessment procedures specified in the assessment program and implemented by the school conform with Council requirements
- the assessment weightings conform with the syllabus requirements
- there are any procedural or computational errors in determining the mark and/or grade.

A teacher's judgement about a student's achievement (i.e. the mark) on individual assessment tasks is not subject to review.

If, after an assessment review has been completed by the school, a student still believes that the Council assessment requirements were not followed, then an appeal can be lodged with the Council on a form available from the Council's website at http://www.curriculum.wa.edu.au/internet/Events_and_Forms/Application_Order_Forms.

Year 12 students must forward this form to the Council by Friday, 11 November 2011. A fee of \$15 is payable for each course unit included. Where a student appeal is upheld, the school is required to re-determine the school marks and/or grades of all students who were affected by the issue.

Examinations

This section is relevant to all students sitting the WACE examinations.

Purpose of examinations

The Council sets, administers and marks WACE examinations for courses.

All Stage 2 and Stage 3 WACE courses have written examinations. Some examinations also have a practical component, such as an interview, submission or performance. All examinations are marked by qualified people who are unaware of the names of the candidates or the schools they attended. The courses with external examinations are listed in Appendix C.

External examinations in the WACE courses provide students and the wider community with confidence about the standards students achieve at the end of Year 12. They also make it possible to compare the achievement of students, regardless of the school attended.

The Council reports student performance in Year 12 in each pair of Stage 2 or Stage 3 units. The WACE course report shows the WACE course score, which indicates how well the student achieved in each course against the course standards and relative to others who sat the examination and completed that pair of units.

The WACE course score combines the school mark(s) with the examination mark(s). As the WACE examination in each pair of units is the only assessment taken by all students under the same conditions, the Council uses students' results in their examination for a course to adjust school marks so they are comparable.

WACE course scores provide employers and training organisations with meaningful and comparable data to use when recruiting students.

Students' combined scores for Stage 2 and Stage 3 are also scaled by the Tertiary Institutions Service Centre (TISC) to reflect the differences in difficulty between the courses and between stages. TISC uses scaled scores to determine the Australian Tertiary Admission Rank (ATAR) for students.

Enrolling in examinations

At the time of enrolling in a pair of Stage 2 or Stage 3 course units, Year 12 students will automatically be enrolled to sit the WACE examination in that stage of the course.

Examinations are not held for Stage 1 units. Year 12 students who are enrolled in Stage 1 units can enrol to sit Stage 2 or Stage 3 examinations as private candidates.

If students are applying for university admission, they should check that the course selections meet the entry requirements. University admission information is available on the TISC website (www.tisc.edu.au).

Students may not be enrolled in an interstate language examination at the same time as being enrolled in that course with the State that hosts the language.

School candidates

When a school provides your enrolment to the Council, it will be assumed that you will sit the WACE examination as a school candidate.

Private candidates

Candidates may enrol to sit an external examination as a private candidate if the:

- WACE provider does not offer the course or a pair of units at that stage of the course
- individual is unable to study the pair of course units at a school or another WACE provider because of timetabling clashes/restrictions
- individual is seeking entry to university as a mature-age student
- individual has been unable to complete the full study load of the pair of course units (this could be due to their transferring after Term 1 from another school where the course units were not offered)
- individual has enrolled in Stage 1 units only
- individual has been ill and has not participated in an education program for at least one term during the year.

Students cannot enrol as private candidates if they have attended a school or another WACE provider and have been eligible to be awarded a mark out of 100 in the year of enrolment in the examination for a pair of units in that stage of the course.

Year 12 students can enrol to sit an external examination in an interstate language course (as listed in Appendix C) as a private candidate, but only if they also sit WACE examinations in at least three other courses in the same year so that the language result can be scaled.

Private entry to a WACE examination means that the final mark for the course is calculated on the examination mark only.

If students wish to sit one or more WACE examinations as a private candidate, they must complete a private candidate enrolment form. The form is available from

schools or can be downloaded at http://www.curriculum.wa.edu.au/internet/Events_and_Forms/Application_Order_Forms.

It is important to read the private candidate general information supplied with the form.

A non-refundable fee of \$35 is charged for each course enrolled in as a private candidate, unless exempt. Payment must be received at the time of enrolment, otherwise the enrolment as a private candidate will not be processed. Enrolments as private candidates received after Wednesday, 6 July 2011 and before Friday, 5 August 2011 will incur a late fee of \$35.

Enrolment as a private candidate cannot be accepted after 5 August 2011.

Exemption from payment of the non-refundable private candidate fee is available, upon request in writing from schools, to full-time Year 12 students who can show that due to timetabling, the course was not available to them at the school. This exemption is not available to students where the course is not offered at the school. An exemption from payment is not available for students who enrol in English when studying Literature or who enrol in Integrated Science when studying Physics or Chemistry.

Examinations entered as a private candidate do not contribute towards the WACE requirements.

Genuine attempt in the examinations

A student who should sit a WACE examination and chooses not to, or chooses not to make a genuine attempt in the examination, will not get a WACE course report. Nor will the grades of those course units be counted towards the C grade average for the WACE. As a consequence, a student may not meet the requirements to receive a WACE.

A student who has been identified statistically, or by markers, as having not made a genuine attempt in an examination, and who has not had a sickness/misadventure application approved for that examination, will be informed of the decision by letter and advised of the process to be followed to appeal against that decision.

Exemption from sitting the examinations

This section applies to students enrolled in Stage 2 and/or Stage 3 WACE course units.

To meet WACE requirements, Year 12 students who are enrolled in at least one Stage 2 or Stage 3 pair of units (e.g. 2A/2B, 2C/2D, 3A/3B or 3C/3D) in a course are required to sit the WACE examination for that stage in that course, unless they qualify for an exemption.

There are two types of exemption:

1. *For Year 12 students who are working towards the completion of an Australian Qualification Framework (AQF) VET Certificate I or higher in their final WACE year*

Only those students who are working towards the completion of an AQF VET Certificate I or higher in their final WACE year, **and** are enrolled in three or fewer Stage 2 and/or Stage 3 pairs of units, can apply for an exemption.

Working towards the completion of an AQF VET Certificate I or higher means that, at the time of applying for the exemption from examinations, the student is enrolled in the units of competency that will lead to the achievement of a full Certificate I or higher (not just a skills set) by the end of that year.

There may be some school-based traineeships or school-based apprenticeships where the full certificate will not be completed that year. These instances should be outlined on the exemption application.

The completion of an AQF VET Certificate I or higher in Year 10 or 11 does not qualify a Year 12 student for an exemption.

Students who qualify for an exemption may elect to sit an examination.

2. *For Year 12 students studying more than five courses*

If a student is enrolled in more than five courses in Year 12 and does not wish to sit the examination in their sixth or even seventh course, they can apply for an exemption. It is expected that students will sit a minimum of five examinations.

This exemption does not allow a student to randomly select, at the time of sitting the examination, the examination/s they will not attend.

Application for exemption forms are available at: http://www.curriculum.wa.edu.au/internet/Events_and_Forms/Application_Order_Forms.

Sitting the examinations outside Western Australia

A Western Australian student wishing to sit the examinations outside Western Australia can do so providing the following criteria are satisfied:

- the student must be a permanent resident of Western Australia
- the student must be outside Western Australia for reasons beyond his/her control
- the student must be studying his/her courses through an approved Western Australian secondary educational institution.

Applications are to be made as soon as possible. Application forms are available from the Council or can be downloaded at http://www.curriculum.wa.edu.au/internet/Events_and_Forms/Application_Order_Forms.

To offset some of the costs associated with setting up an examination centre and the secure despatch of examination papers, candidates sitting outside Western Australia are required to pay the following fees in advance:

- overseas: \$200
- interstate: \$50 per exam (to a max. of \$200)

This fee is non-refundable if overseas examination arrangements are cancelled after Friday, 23 September 2011.

Examination timetables

Practical examinations

The practical examinations take place between Saturday, 1 October 2011 and Friday, 28 October 2011. A practical examination could be scheduled on a Saturday, Sunday or on the Friday public holiday. Practical examinations will not be held in the second week of the school holidays (October 10–14) to enable WA schools to schedule school examinations. However, English as an Additional Language/Dialect examinations will be scheduled, for overseas schools, in the second week of the school holidays.

A practical examination advice notification will be provided to each candidate who is enrolled in a practical examination. This sheet will contain the date, venue, time and location of the examination. School candidates will receive this sheet through their schools in September. Private candidates will be notified by mail. This sheet must be signed by the candidate and taken to the practical examination.

For all courses with a practical examination component, the last date for late enrolments and changes is Friday, 5 August 2011.

Written examinations

The written examinations start on Monday, 31 October 2011 and finish on Friday, 25 November 2011. WACE examinations for Stage 2 and Stage 3 of a course will be held on the same day and at the same time. The examination timetable will be published on the Council website at <http://www.curriculum.wa.edu.au/> on Friday, 29 July 2011.

Candidates will be issued with a personalised examination timetable showing the course, time, date and location for each written examination in which they are enrolled.

The personalised examination timetable will show the candidate's Curriculum Council student number, which will need to be written on each examination answer book.

Candidates must sign this timetable and take it to each written examination as proof of enrolment. Personalised examination timetables are issued to candidates through schools in September. Replacement copies are available through school administration.

Most students will be able to sit their examinations at their current school. However, small centres with course enrolments of less than 20 candidates may be combined into one large centre. Written examinations with an aural/aural-visual component are held at centres specially set up for this purpose. Candidates needing special examination arrangements may be required to sit their examination at a designated venue to allow for these provisions.

The last date for receipt of late enrolments or changes to existing enrolment information on the personalised examination timetable is Friday, 23 September 2011. A fee applies. If you think there is an error on your personalised examination timetable, please consult with your school administration to confirm enrolment details.

Practical examinations

This section applies to students who are enrolled in a course that has an external assessment in the form of a performance, an interview, the submission of a portfolio or a production.

Examination materials and structure

Copies of the front covers of all examination papers are distributed to schools in August and will also be available on the Council website so that each candidate can be made aware of authorised materials and the structure of each examination.

Practical examination notification

Candidates must take the candidate advice notification they receive from the Council to their practical examinations.

Arrival time

Candidates are required to report to a supervisor at the examination centre at the scheduled reporting time. This reporting time is before the scheduled examination time. Candidates must read their candidate advice notification carefully as late arrivals will not be admitted to practical examinations, which cannot be rescheduled.

Ensuring anonymity

Candidates must ensure that nothing they carry or wear can identify either them, their school, club or achievements. If this does occur, candidates will be referred to the Breach of Examination Rules Committee. Therefore uniforms or other items of clothing, equipment or stamped/labelled material that may be identified with a school are not permitted in the examination.

Portfolio/production submissions

Any submission must be identified only by the candidate's Curriculum Council student number. Any other information, such as previous marking at school, the candidate's name or the school name must be removed from all individual pieces submitted.

Return of the portfolios/productions

Marking of portfolios/productions will be completed by the end of October. Schools may collect their students' portfolios/productions on designated days, which will be communicated to schools at a later date. Schools will notify candidates when their work can be collected. Private candidates will be notified by mail of the arrangements for collecting their submissions.

Missing an examination

The practical examination cannot be re-scheduled if a candidate suffers a temporary illness/injury or misadventure during the examination period. Candidates are encouraged to undertake the examination if able to do so. They should not attend an examination against specific medical advice. A sickness/misadventure application may be submitted. Refer to page 24 for details of the application process and evidence required.

Candidates with a long-term injury or illness in performance examinations

Candidates with an injury or illness existing at the start of Term 3 should apply for special arrangements to be examined in an alternative format, if the injury or illness will affect their participation in the standard practical examination of any course. Candidates studying Physical Education Studies or Dance are the most likely to need special arrangements; however candidates in any course with a performance or interview component may be affected. The last date for these applications is Friday, 29 July 2011. There will be no sickness/misadventure approval for these candidates.

Marking the practical examinations

Two markers will be present for the practical oral and performance examinations. One of the markers will act as the interviewer/spokesperson. The other marker will observe the examination and generally will not intervene during the examination. However, the situation could arise where there is a third person sitting in on the examination. The role of the third person is to ensure the comparability of marking procedures between different markers. This person will be observing the markers and will not ask candidates any questions.

For Music, the third marker may have a role as a moderating marker across a number of panels to ensure comparability. The third marker in Music is involved in the marking process and may ask questions of the candidate if necessary.

For Physical Education Studies, candidates will be examined as part of a group.

For portfolio/production submissions, candidates' work will be marked independently by two markers.

Interstate-sourced Language practical examinations will be conducted via electronic communication (telephone or videoconference) with interstate markers.

A video or audio recording of each candidate's performance in the practical examination may be made. The video or audio recordings may be used to ensure comparability between markers and panels. Selected samples may be included as exemplars in a standards guide to be distributed to schools in 2012.

Candidates must leave the examination area once they have completed the examination and must not have contact with those waiting to be examined.

Costs incurred

Candidates travelling to examinations less than 100km from Perth do so at their own expense.

For candidates travelling to practical assessment centres from country locations, the cost of the student's travel will be reimbursed or paid for as follows:

- Where a candidate is close enough to drive to the metropolitan area (south of Geraldton, west of Kalgoorlie and north of Albany), reimbursement for fuel up to \$100 is available on the production of receipts.
- Where a candidate is required to drive to another country location (e.g. Port Hedland to Karratha), reimbursement for fuel up to \$100 is available on the production of receipts.
- All claims for fuel reimbursement should be addressed to the Administrative Assistant (Practical), Examination Logistics at the Council and finalised by Friday, 30 December 2011.
- Where a candidate is required to fly to Perth or another country location, the airfare will be arranged and paid for by the Council.
- If requested, taxi vouchers will be sent to schools for transport from the airport to the examination venues and return.
- If a candidate is required by the Council to stay overnight, accommodation and breakfast will be arranged and paid for by the Council. A chaperone will be provided on request.
- Accommodation and/or meal costs not arranged by the Council will not be reimbursed for any candidates.

Further information is available from the Administrative Assistant (Practical), Examination Logistics, on 9273 6377.

Aboriginal and Intercultural Studies

The following information details the requirements for candidates enrolled in the Stage 2 or Stage 3 Aboriginal and Intercultural Studies practical examination.

Practical (oral) examination structure

The examination comprises 15 minutes preparation time and up to 15 minutes presentation, questions and discussion time.

Arrival time

Candidates are required to report to a supervisor at the examination centre 20 minutes before the scheduled examination time. The scheduled examination time is the time at which candidates begin their preparation. The supervisor records the candidate's attendance and directs the candidate to a waiting area.

Candidates who have not reported to a supervisor by the start of their scheduled examination will not be admitted to the practical (oral) examination. The examination cannot be rescheduled.

Preparation time

Shortly before the scheduled examination time, candidates will be directed to a supervised preparation room. The preparation time could be used by the candidate to display the portfolio work and/or set up any technology required for the display.

Dictionaries

Dictionaries are not allowed during the preparation or presentation, questions and discussion time.

Equipment

The Council will provide a Windows compatible laptop, data projector, speakers and screen.

Further information

For further information to assist in the candidate's examination preparation, refer to *Aboriginal and Intercultural Studies Stage 2 and 3 practical (oral) examination requirements 2011*, distributed through schools in March and available through your teacher.

Aviation

The following information details the requirements for candidates enrolled in the Stage 2 or Stage 3 Aviation practical examination.

Candidates are required to simulate a flying sequence in a Cessna 172 aircraft using Microsoft Flight Simulator 2004 or later and a Logitech Extreme 3D Pro joystick.

Arrival time

Candidates are required to report to a supervisor at the examination centre 20 minutes before the scheduled examination time. The supervisor records the candidate's attendance and directs the candidate to a waiting area.

Further information

For further information to assist in the candidate's examination preparation, refer to *Aviation Stage 2 and 3 practical (performance) examination 2011*, distributed through schools in March and available through your teacher.

Dance

The following information details the requirements for candidates enrolled in the Stage 2 or Stage 3 Dance practical examination.

Practical (performance) examination structure

The examination comprises three performances and an interview.

Arrival time

Candidates must report to a supervisor at the examination centre at the scheduled reporting time as stipulated on their candidate advice notification. The supervisor records the candidate's attendance and directs the candidate to a warm up area.

Clothing

Candidates must wear plain, form-fitting dance attire and nothing that identifies them or their school. They must avoid wearing street clothes, jewellery and inappropriate shoes unless these items are part of their genre. Hair should be securely tied back. Candidates must perform in appropriate dance footwear or bare feet.

Equipment

Candidates should bring the music recording for Performance 1 (including a back-up copy). A CD player will be provided in the examination room. However, candidates are encouraged to bring their own if they have burnt their own CD.

Candidates are not permitted to bring any scenery or costumes to the performance or use any projections. Props that form an integral part of the performance (e.g. hat, cane, scarf) may be brought. However, candidates are limited to what they alone can carry and set up within 60 seconds. Candidates may take water bottles and towels into examination rooms.

The Council will provide a chair to be used during the interview.

Declaration of authenticity and statement of choreographic intent

Stage 3 Dance candidates are required to complete and submit a *Declaration of authenticity* form and **two** legible copies of a *Statement of choreographic intent*. The *Declaration of authenticity* form is to be submitted upon reporting to the examination centre. The **two** copies of the *Statement of choreographic intent* are to be given to the two markers on entry to the examination room.

In completing the *Declaration of authenticity* form, a Stage 3 candidate is declaring that:

- the work submitted for Performance 1 (original solo composition) was completed during the two units being examined.
- none of the work submitted for Performance 1 was worked upon directly by a teacher or any other person.
- none of the work was submitted for assessment in any other WACE course or program.

If a candidate does not submit a completed *Declaration of authenticity* form, the case will be referred to the Breach of Examination Rules Committee. This committee may rule that the candidate's marks for

Performance 1 (original solo composition in the genre of choice) may not be included in the candidate's final examination mark for Dance. If the chief marker considers that the work submitted is not in accordance with the signed *Declaration of authenticity*, the matter will be referred to the Breach of Examination Rules Committee. Refer to page 23 for more details regarding breach of examination rules.

The statement of choreographic intent outlines the intention of the solo composition. The candidate provides succinct information about the dance being presented and may include artistic choices and key decisions made.

Declaration of authenticity and *Statement of choreographic intent* forms will be sent to schools and private candidates in September.

Further information

For further information to assist in the candidate's examination preparation, refer to *Dance Stage 2 and 3 Practical (performance) examination requirements 2011*, distributed through schools in March and available through your teacher.

Design

The following information details the portfolio requirements for candidates enrolled for the Stage 2 or Stage 3 Design examination.

Submission of portfolios

Portfolios must be submitted through the school to a designated location by 4pm on Wednesday, 28 September 2011. The Council will not accept portfolios directly from school candidates. Instructions will be posted to private candidates at their home addresses detailing where they are to deliver their submissions.

The portfolios, of up to 15 A3 single-sided sheets, should be clearly numbered in the top right-hand corner of each sheet. Each sheet will be stamped as it is marked and candidates may take only these stamped sheets into the written examination for reference. The contents of the portfolio may be scanned by the Council and used as a check in the written examination against actual sheets taken into the examination.

Declaration of authenticity

Every candidate is required to complete a *Declaration of authenticity* form and submit it with the portfolio to declare that:

- the work submitted is the candidate's own and was completed during the two units being examined.
- the work submitted was developed mainly in school time, and any work developed away from school was regularly monitored by the teacher.
- none of the work submitted was worked upon directly by a teacher or any other person.
- none of the work was submitted for assessment in any other WACE course or program.

Any portfolio submitted to the Council without a completed *Declaration of authenticity* form will **not** be marked.

If the chief marker considers that the work submitted is not in accordance with the signed *Declaration of authenticity*, the matter will be referred to the Breach of Examination Rules Committee. Refer to page 23 for more details regarding breach of examination rules.

Declaration of authenticity forms will be sent to schools and private candidates in September.

Further information

For further information to assist in the candidate's examination preparation, refer to *Design Stage 2 and Stage 3, Practical (portfolio) examination requirements, 2011*, distributed through schools in March and available through your teacher.

Drama

The following information details the requirements for candidates enrolled in the Stage 2 or Stage 3 Drama practical examination.

Practical (performance) examination structure

The examination comprises three performances and an interview. Candidates must bring the following items to the practical (performance) examination:

- a completed *Declaration of authenticity* form
- two copies of the script for the candidate's original solo performance with standard Council cover pages
- two copies of the script for the candidate's monologue with standard Council cover pages.

Arrival time

Candidates are required to report to a supervisor at the examination centre at the scheduled reporting time as stipulated on their candidate advice notification. The supervisor records the candidate's attendance and directs the candidate to a warm up area.

Clothing

Candidates must wear plain theatre blacks and/or costume and nothing that identifies them or their school.

Equipment

Candidates could bring the following items to the practical (performance) examination:

- scenery or props (if required) – items will be limited to what the candidate alone can carry and set-up within 60 seconds
- CD if required – a CD player will be provided in the examination room, however, candidates are encouraged to bring their own if they have burnt their own CD.

The Council will provide a chair to be used during the interview.

Technical assistant

Candidates may have a technical assistant to operate the audio equipment in Part 1 (original solo performance) of the examination. The candidate's Drama teacher cannot be the technical assistant. It is the candidate's responsibility to ensure that any technical assistant arrives punctually at the examination.

The technical assistant:

- may not communicate with the candidate in any way (that is, they cannot prompt, applaud, cheer or comment).
- can carry and set up the audio equipment only (they may not carry in any other props or costume).
- will leave immediately after the completion of the original solo performance.

Declaration of authenticity

Every candidate is required to complete and submit a *Declaration of authenticity* form. This is to be submitted upon reporting to the examination centre. In completing the *Declaration of authenticity* form, the candidate is declaring that:

- the work submitted for Part 1 (original solo performance) is the candidate's own and was completed as part of the two units being examined.
- none of the work submitted for Part 1 (original solo performance) was worked upon directly by a teacher or any other person.
- none of the work was submitted for assessment in any other WACE course or program.
- the scripted monologue presented by the candidate for examination is from a published script or published collection of monologues (bibliographical details to be provided).

If a candidate does not submit a completed *Declaration of authenticity* form, the case will be referred to the Breach of Examination Rules Committee. This committee may rule that the candidate's marks for the original solo performance and scripted monologue may not be included in the candidate's final examination mark for Drama.

If the chief marker considers that the work submitted is not in accordance with the signed *Declaration of authenticity*, the matter will be referred to Breach of Examination Rules Committee. Refer to page 23 for more details regarding breach of examination rules.

Declaration of authenticity forms will be sent to schools and private candidates in September.

Script preparation

The scripts should:

- be A4 in size and presented in 12 point Arial font.
- be secured firmly by staples on the left-hand side and attached to the standard Council cover page.
- have the pages presented in the correct order (double-sided).
- not contain a candidate's name, school or other identifying material.

The examination front cover pages will be sent to schools in August and available through your teacher. Scripts will not be returned.

Further information

For further information to assist in the candidate's examination preparation, refer to *Drama Stage 2 and 3 practical (performance) examination requirements 2011*, distributed through schools in March and available through your teacher.

English as an Additional Language/Dialect

The following information details the requirements for candidates enrolled in the Stage 2 or Stage 3 English as an Additional Language/Dialect (EAL/D) practical examination.

Practical (oral) examination structure

The examination for EAL/D comprises 15 minutes preparation time and up to 15 minutes interview time. Overseas candidates and candidates in remote Western Australian locations will be examined using online technology.

Arrival time

Candidates are required to report to a supervisor at the examination centre at the scheduled reporting time as stipulated on their *Candidate advice notification*.

At the scheduled reporting time, a supervisor receives the *Candidate advice notification* and records the candidate's attendance. A second supervisor takes the candidate to a supervised preparation room.

Preparation time

At the start of the scheduled examination time, a supervisor gives the candidate a preparation booklet. Following the 15-minute preparation time, candidates will be guided to their allocated interview room.

Candidates who have not reported to a supervisor by the start of their scheduled examination will not be admitted to the practical (oral) examination. The examination cannot be rescheduled.

Dictionaries

Dictionaries are not allowed during the preparation or interview time.

Notes

Candidates take the notes made in the preparation time to the interview room. These must be handed to the marker before the candidate leaves the interview room.

Further information

For further information refer to *EAL/D Stage 2 and 3 practical (performance) examination requirements 2011*, distributed to schools in March and available through the Council's website.

Languages

Practical (oral) examination structure

The examinations for Aboriginal Languages of Western Australia, Chinese: Second Language, French, German, Indonesian: Second Language, Italian and Japanese: Second Language comprise 15 minutes preparation time and up to 15 minutes interview time.

The language examinations sourced from interstate which comprise a practical component have an oral interview of up to 20 minutes. There is no formal preparation time for these examinations.

Examination procedure

On the day of the practical (oral) examination, the candidate is required to report to a supervisor at the examination centre at the scheduled reporting time. This reporting time is 20 minutes before the scheduled, 30-minute examination.

The scheduled examination time for candidates is the time at which they begin their preparation.

At the scheduled reporting time, a supervisor receives the *Candidate advice notification* and records the candidate's attendance. A second supervisor takes them to a supervised preparation room. There may be more than one candidate being supervised simultaneously in the preparation room.

Candidates who have not reported to a supervisor by the start of their scheduled examination will not be admitted to the practical (oral) examination. The examination cannot be rescheduled.

Dictionaries

Candidates may take approved print dictionaries into the preparation room. However, dictionaries cannot be used during the examination conversation time. Further details regarding dictionary use in examinations are contained in Appendix F.

Equipment

The Curriculum Council will provide the candidates of Aboriginal Languages of Western Australia a Windows compatible laptop, data projector, speakers and screen for their use.

Background and non-background candidates

Candidates sitting for an external examination in French, German or Italian must be identified as either background or non-background candidates.

Background candidates have often lived and attended school in a country where the target language is one of the major spoken and written languages. They tend to use the target language for communicative interaction or for reading and writing purposes.

Non-background candidates have typically learnt all they know about the target language in an Australian school or similar environment. They may have

experienced some stays (e.g. exchanges) in a country where the target language is spoken.

The examination results of background candidates are removed from the statistical moderation and scaling processes. It has been shown that this is beneficial to the results of both background and non-background candidates.

Background candidates for French, German or Italian are identified in three ways: by the course teacher, the candidate (via a form) and the markers of the oral interview component of the WACE examination. If two of the above three indicate that the candidate has a background in the language, the candidate will be classified as a background candidate by the Council. Private candidates are automatically classified as background candidates unless they demonstrate otherwise by writing to the Manager, Examinations Logistics at the Council by Friday, 5 August 2011.

Candidates cannot win a Curriculum Council award in a course in which they have been identified as a background candidate.

Further information

For further information to assist in the candidate's examination preparation, refer to *Language name Stage 2 and 3 Practical (oral) examination requirements 2011*, distributed through schools in March and available through your teacher.

Materials Design and Technology

The following information details the portfolio requirements for candidates enrolled in the Stage 2 or Stage 3 Materials Design and Technology examination.

Submission of portfolios

Portfolios must be submitted to a designated location by 4pm on Wednesday, 28 September 2011. School candidates must submit their portfolios through the school. The Council will not accept portfolios directly from school candidates. Instructions will be posted to private candidates at their home addresses detailing where they are to deliver their submissions.

The portfolio must be no more than a maximum of 60 A3 pages and be contained within no more than 30 A3 plastic sleeves.

Declaration of authenticity

Every candidate is required to complete a *Declaration of authenticity* form and submit it with the portfolio to declare that:

- the work submitted is the candidate's own and was completed during the two units being examined.
- the work submitted was developed mainly in school time, and any work developed away from school was regularly monitored by the teacher.
- none of the work submitted was worked upon directly by a teacher or any other person.
- none of the work was submitted for assessment in any other WACE course or program.

Any practical (portfolio) submitted to the Council without a completed *Declaration of authenticity* form will **not** be marked.

If the chief marker considers that the work submitted is not in accordance with the signed *Declaration of authenticity*, the matter will be referred to the Breach of Examination Rules Committee. Refer to page 23 for more details regarding breach of examination rules.

Declaration of authenticity forms will be sent to schools and private candidates in September.

Further information

For further information to assist in the candidate's examination preparation, refer to *Materials Design and Technology Stage 2 and Stage 3, Practical (portfolio) examination requirements, 2011*, distributed through schools in March and available through your teacher.

Media Production and Analysis

The following information details the production submission requirements for candidates enrolled in the Stage 2 or Stage 3 Media Production and Analysis examination.

Submission of practical (production)

A practical (production) submission must be submitted to a designated location by 4pm on Wednesday, 28 September 2011. School candidates must submit their practical (production) through their school. The Council will not accept practical (production) submissions directly from school candidates. Instructions will be posted to private candidates at their home addresses detailing where they are to deliver their submissions.

Declaration of authenticity

Every candidate is required to complete a *Declaration of authenticity* form and submit it with their production submission to declare that:

- the work submitted is the candidate's own and was completed during the two units being examined.
- the work submitted was developed mainly in school time, and any work developed away from school was regularly monitored by the teacher.
- none of the work submitted was worked upon directly by a teacher or any other person.
- the documentation of production processes regarding the candidate's individual contribution is an accurate assessment of their contribution.
- none of the work was submitted for assessment in any other WACE course or program.
- the submitted production sample has been checked and is in working order.

Any practical (production) submitted to the Council without a completed *Declaration of authenticity* form will **not** be marked.

If the chief marker considers that the work submitted is not in accordance with the signed *Declaration of authenticity*, the matter will be referred to the Breach of

Examination Rules Committee. Refer to page 23 for more details regarding breach of examination rules.

Declaration of authenticity forms will be sent to schools and private candidates in September.

Further information

For further information to assist in the candidate's examination preparation, refer to *Media Production and Analysis Stage 2 and Stage 3, Practical (production) examination requirements, 2011*, distributed through schools in March and available through your teacher.

Music

The following information details the performance and portfolio requirements for candidates enrolled in the Stage 2 or Stage 3 Music practical examination.

Music candidates have the following options in which to have their practical component examined:

1. Performance examination
2. Composition portfolio
3. Research portfolio
4. Performance examination/Composition portfolio
5. Performance examination/Research portfolio
6. Composition portfolio/Research portfolio.

A candidate applying for performance for Stage 2 or Stage 3 on an instrument other than those listed in the support document *Music: Resource package for the practical component* needed to complete the *Application for an alternative instrument* form. This form needed to be lodged with the Council by 4 March.

The performance examinations

Music candidates must take the following items to their practical examination:

- three copies of their performance score for the markers
 - where applicable, markers will require scores printed with both the solo and piano accompaniment parts
 - these documents are generally not returned to the candidates
- candidate's copy of his/her pieces
- candidates are required to complete the *practical examination repertoire* form and attach it to the repertoire
- for jazz and contemporary contexts, an accurate score must be presented outlining the candidate's role within the running order of the piece
- candidate's instrument, if relevant (a piano is provided)
- music and equipment for any accompanists and up to eight ensemble performers.

The performance examinations will be conducted in the first week of the Term 3 school holidays (from Saturday, 1 October 2011 to Sunday, 9 October 2011 including weekends).

Schools will receive the *2011 WACE Music Practical Examination information collection* forms requesting

details regarding instrument/s, context/s, accompanist/s and any further information that may be required in Term 2. The forms must be returned by schools to the Council by Friday, 24 June 2011.

If undertaking a combined option, that is, being examined in two different instruments and/or two different contexts, candidates may be examined in separate sessions. These sessions may occur on different days and/or at different venues. A separate practical advice notification will be provided for each examination. Candidates' practical advice notification, which provides their personalised timetables for WACE practical examinations, and the *practical examination repertoire* form will be received by schools by Friday, 16 September 2011.

Arrival time

Candidates must report 20 minutes before their scheduled exam. After registration, candidates will be directed to a warm up area.

Instruments and equipment

A piano, CD player and music stand are provided in all examination rooms. Special provisions are made for percussion, jazz, contemporary, organ or harpsichord candidates. All candidates are responsible for any other equipment required.

Accompanists for the performance

Candidates should advise their accompanists that they must be available any time during the period of the performance examinations. It is the candidate's responsibility to ensure that any accompanist arrives punctually to the examination.

The portfolio submission

Schools must submit their students' portfolios to the Council by 4pm on Wednesday, 28 September 2011. The Council will not accept Music portfolios directly from school candidates. Private candidates will be sent instructions to their home addresses detailing their submission process.

The submission must include:

- a portfolio which includes a list of the composition titles, recordings of all compositions and performance directions and notes related to the compositions.
- a signed *Declaration of authenticity* form – *Music composition/research portfolio*. Authentication forms act as legal documents and proper records need to be maintained by the school.
- a *Candidate statement* – is a concise explanation of a candidate's composition or research portfolio.

Declaration of authenticity and *Candidate statement* – *Music composition/research portfolio* forms will be sent to schools and private candidates in September.

Composition portfolios must include a recording of all compositions. This recording must be submitted as an audio file and in an electronic version (e.g. as sibelius files).

Research portfolios must include a video recording of the performance on a DVD. The visual recordings of performances must not contain identifiable school uniforms or other items of clothing or equipment that may be identified with a school. The portfolio must not contain any teacher comments or markings.

Care must be taken with the presentation and packaging of portfolios. All pages, CDs, scores etc. should be bound together and all individual items including CD cases and CDs must be identified by the candidate number. Each portfolio should be labelled and properly indexed. All written documentation must be presented in **both** electronic and hard copy.

Declaration of authenticity

Candidates submitting a portfolio must complete a *Declaration of authenticity* form and submit it with their portfolio to declare that:

- the work submitted is the student's own.
- the work submitted for the research/composition portfolio was completed during the two units being examined.
- to the best of the candidate's knowledge, all the information provided is correct, and all references have been acknowledged.

If a candidate does not submit a completed *Declaration of authenticity*, the case will be referred to the Breach of Examination Rules Committee. This committee may apply a penalty.

If the chief marker considers that the work submitted is not in accordance with the signed *Declaration of authenticity*, the matter will be referred to the Breach of Examination Rules Committee. Refer to page 23 for more details regarding breach of examination rules.

Further information

Candidates should refer to the *Music Stage 2 and Stage 3: Practical (performance and/or portfolio) examination requirements 2011*, distributed through schools in March and available through your teacher.

Physical Education Studies

The following information details requirements for candidates enrolled in the Stage 2 or Stage 3 Physical Education Studies practical examination. Each candidate's performance will be assessed in terms of individual skills and application of skills in a conditioned performance.

Arrival time

Candidates must report 30 minutes before their scheduled examination time and will then be directed to a warm up area. Candidates who need to change clothes should arrive in time to do so before the reporting time.

Clothing

Candidates must ensure that nothing they carry or wear can identify either them, their school, club or achievements. Candidates are required to wear

clothing that is approved for competition by the sport's governing body. It is requested that black, navy or white shirts be worn for the examination. Golfers must wear a collared shirt that can be of any colour, provided it does not breach the clothing requirements above. Candidates who breach the clothing requirements will be referred to the Breach of Examination Rules Committee.

Equipment

Candidates are required to use equipment that is approved for competition by the sport's governing body. All personal playing and safety equipment (e.g. sticks, racquets, bats, gloves, shin pads, mouth guards, footwear, water bottles etc.) must be supplied by the candidate. Non-personal items such as balls and shuttles will be provided. Candidates who do not have the required equipment (e.g. a mouthguard for hockey or shin pads for soccer) cannot be examined.

Marking the examination

Candidates will be examined in groups, and the examination will be conducted by two trained markers. Spectators are not allowed in the examination centre.

Further information

For further information to assist in the candidate's examination preparation, refer to *Physical Education Studies Stage 2 and Stage 3, Practical (performance) examination requirements, 2011*, distributed through schools in March and available through your teacher.

Visual Arts

The following information details practical (production) submission requirements for candidates enrolled in the Stage 2 or Stage 3 Visual Arts examination.

Submission of Visual Art practical (production)

Practical (production) submissions must be submitted to a designated location by 4pm on Wednesday, 28 September 2011. School candidates must submit their productions through their school. The Council will not accept practical (production) submissions directly from school candidates. Private candidates will receive instructions through the mail to their home address detailing where to deliver their submission.

Declaration of authenticity

Every candidate is required to complete a *Declaration of authenticity* form and submit it with the Visual Arts practical (production) submission to declare that:

- the artwork/s submitted was completed during the two units being examined.
- the work submitted was developed mainly in school time, and any work developed away from school was regularly monitored by the teacher.
- none of the work submitted was worked upon directly by a teacher or any other person.
- none of the work was submitted for assessment in any other WACE course or program.

Any practical (production) submitted to the Council without a completed *Declaration of authenticity* form will **not** be marked.

If the chief marker considers that the work submitted is not in accordance with the signed *Declaration of authenticity*, the matter will be referred to the Breach of Examination Rules Committee. Refer to page 23 for more details regarding breach of examination rules.

Declaration of authenticity forms will be sent to schools and private candidates in September.

The Artist statement

The Artist statement is an explanation of the selected artwork/s in no more than 300 words.

References/acknowledgements

Candidates must acknowledge all references.

The resolved work

A resolved artwork is an artwork that would generally be considered display or exhibition ready.

Submission categories

The resolved artwork/s may be one artwork **or** a collection **or** suite of artworks linked conceptually or materially.

Maximum size, weight or time requirements

Candidates make their submission in one of the three categories. For the purposes of fairness and equity, details regarding the maximum size, weight or time of submitted artwork/s must be adhered to and can be found in the *2011 Practical (production) examination requirement* document, available through your teacher. Artwork that does not comply with category size requirements or are dangerous to handle will be referred to the Breach of Examination Rules Committee.

Procedures for submission

Artwork/s for external assessment:

- must not be framed or include any unnecessary display materials (this includes stands, hangers, plinths and other display settings or accessories that are not an intrinsic part of the artwork and subject to assessment).
- must not be offensive or dangerous (artwork may challenge established views, however, it is important to consider the values of the audience and wider community).
- which is on paper may be card mounted for stability and protection.
- which includes glass as an intrinsic part of the artwork must use 4mm–6mm safety glass or perspex and be stable to handle (glass must have bevelled edges).
- must be stable and of sound construction to avoid damage during handling.
- must not contain sharp or dangerous materials such as needles, broken mirror, broken glass or barbed wire.
- requiring electrical connection must be certified by a qualified electrician and have a certification tag attached.

Mannequins may be submitted with the artwork.
Mannequins will also be provided by the Council.

Further information

For further information to assist in the candidate's examination preparation, refer to *Visual Arts Stage 2 and Stage 3, Practical (production) examination requirements, 2011*, distributed through schools in March and available through your teacher.

Written examinations

Arrival time

Candidates should be at the examination centre at least 30 minutes before the prescribed start time for an examination. Supervisors will allow candidates into the examination room before the prescribed start time so that administrative procedures can occur and important examination information can be explained. In the examination room, candidates will be assigned a desk on which their student number has been placed. Candidates must sit at this desk unless otherwise directed by a supervisor.

Late arrivals

Candidates will not be admitted after 30 minutes have passed from the start of the working period of an examination, other than under exceptional circumstances.

What to take into examinations

The candidate's signed personalised examination timetable must be taken to each examination and made available for the supervisor to see. Student identification check forms will be used to make random checks of student identification throughout the examination period.

Candidates must provide their own pens, pencils, coloured pencils, highlighters, rulers, erasers, correction fluid/tape and other items specified or recommended for particular courses. These specified or recommended items are listed on the front cover of each examination paper. Copies of the front covers of all examination papers are distributed to schools in August and will be available through your teacher so that each candidate can be aware of authorised materials and the structure of each examination.

Appendix D provides a guide to the materials required/recommended for written examinations. Any equipment brought into the examination room will be subject to inspection. Equipment should bear only the original inscribed information.

All items other than those listed on the front cover of each examination paper are therefore classified as unauthorised and should not be brought into the examination room. This includes, amongst other things, the following items:

- mobile telephones
- MP3/iPod
- bags

- pencil cases not made of a clear material
- calculator cases/covers
- calculator instruction booklets
- map templates of any description
- external storage media.

Mobile telephones, MP3/iPods

In recent years, most breaches of examination rules have related to possession of mobile telephones and/or MP3/iPods. In these cases, candidates have lost examination marks.

Mobile telephones and MP3/iPods should not be taken into the examination room. If, due to a security risk, they cannot be left outside the examination room, then they must be turned off and left at the front of the room with the supervisor. No responsibility will be accepted by the supervisor for candidates' personal property.

Calculators

Approved calculators are permitted in examinations for some courses. Calculators must be used silently and must not contain a program that transforms it into an unauthorised calculator. Any candidate found in possession of an unauthorised calculator will be in breach of the examination rules. Approved calculators are detailed in Appendix E.

Dictionaries

Approved dictionaries are permitted in the written examination of all Language courses (except English). Candidates bringing a non-approved dictionary or too many dictionaries into an examination will be in breach of examination rules.

Personal copies of dictionaries must not contain any handwritten or typewritten notes, symbols, signs or any other marks (including underlining and highlighting), except the name and address of a candidate, and may be inspected during the examination. Further details regarding dictionary use in the examinations are contained in Appendix F.

Notes

Candidates in Mathematics Stage 2, Mathematics Stage 3 and Mathematics: Specialist Stage 3 are allowed to take up to two (2) A4 sheets of notes into the examinations. These notes may only be used in the calculator-assumed section of the examination.

Candidates in Career and Enterprise Stage 2 are allowed up to five (5) A4 sheets of notes.

Candidate notes in these courses are to be flat and contain no folds. They may be written on both sides, but must not have other notes attached to them (including sticky notes). The notes on the sheets may come from any source: handwritten, typed or photocopied, and contain any information that the candidate wishes to take into the examination. The font on the sheets may be of any size.

Candidates are **not** permitted to bring more than the prescribed number of sheets into these specific examinations.

Incidences where candidates attempt to bring in more sheets than the authorised number will be referred to the Breach of Examination Rules Committee.

Additional working paper

Blank working paper cannot be brought into any examination. If candidates want additional working paper, a standard answer book may be requested. The answer book must be handed in with the examination paper. Work that is not to be marked should have two lines drawn through it and notated that it should not be marked.

Pens or pencils

For multiple-choice sections, candidates must use blue or black pen when recording their response on the relevant recording sheet. Candidates may use either a pen or pencil in other sections of the examination, although blue or black pen is preferable. Coloured pencils may also be used.

Water bottles

Candidates may bring water to the examination in a clear plastic bottle with all labels removed. The water bottle should have a secure lid and have a capacity of no more than 1500mL. Water bottles may not be refilled during the examination.

Food

Generally, eating is not permitted during an examination. However, a candidate may apply to the Council to eat food during an examination if there are special circumstances (e.g. a diabetic condition). These students must complete the *Application for special examination arrangements 2011* form, available on the Council website at http://www.curriculum.wa.edu.au/internet/Events_and_Forms/Application_Order_Forms. The form must be submitted by Friday, 27 May 2011.

Clothing

Candidates are expected to wear clothing acceptable to the school or centre where they are sitting the examination. Candidates are not permitted to wear caps or hats in the examination room. These should be removed and left with the candidate's possessions before entering the examination room. Hoods that are attached to clothing must not be worn.

Veils or headwear, worn for cultural, medical or religious reasons as part of the candidate's usual attire when attending school, can be worn during an examination.

Language of communication

All written responses to examination questions must be in English unless specified in the examination paper.

Reading time

The purpose of reading time is for candidates to read all instructions on the paper, familiarise themselves with the questions and determine which questions they will

attempt. All written WACE examinations have 10 minutes reading time. Reading time is for reading only. No marking of the paper by pen, pencil, highlighter or other items or the use of calculators is permitted during this period. Approved dictionaries, however, can be consulted during this time for all Language (except English) examinations. Music candidates are permitted to use their Curriculum Council-issued personal listening device.

Leaving an examination

Candidates will not be allowed to leave the examination room during the first hour of the work period of the examination, or during the final 15 minutes of the examination. Candidates will be advised by the supervisor when there are 15 minutes remaining in the examination.

Candidates must stop writing immediately they are asked to do so by the supervisor. Candidates should not leave their desks until all papers in the room have been collected. They may leave the examination room in an orderly fashion when directed by the supervisor.

Talking to other candidates is not permitted in the examination room at any time. When candidates have been dismissed from the examination, they should move well clear of the examination room so as not to disturb other candidates who may still be engaged in an examination.

Candidates are not permitted to remove examination materials from the examination room unless specific permission is given by the supervisor. All examination scripts remain the property of the Council.

School rules

If a school denies a candidate access to his/her nominated examination centre (e.g. if the student has been suspended or expelled), it is the responsibility of the candidate to seek an alternative examination centre by approaching principals of other schools.

Design portfolio

Design Stage 2 and Stage 3 candidates are permitted to take their practical examination design portfolio into the examination. The portfolio consists of up to 15 A3 single-sided sheets. Only sheets submitted as part of the practical examination and stamped with an official Council stamp are permitted. Supervisors will check the portfolios to ensure only stamped pages are included. Further information is in the practical examinations section on page 15.

Sitting the WACE mathematics examinations

Separate WACE mathematics examinations will be conducted in:

- Mathematics 2A/2B
- Mathematics 2C/2D
- Mathematics 3A/3B
- Mathematics 3C/3D
- Mathematics: Specialist 3A/3B
- Mathematics: Specialist 3C/3D.

Each WACE Mathematics and Mathematics: Specialist examination consists of two sections, Section One: Calculator-free and Section Two: Calculator-assumed. Notes may be used only in the calculator-assumed section.

The following procedure will be used for sitting each WACE Mathematics and Mathematics: Specialist examination:

- Both sections of the examination paper (Section One and Section Two) will be set out on the candidate's desk, along with the corresponding formula sheet.
- Candidates will be required to place, in order, their notes, Section Two of the examination paper and their calculator, on the floor under or beside their seat. Candidates may not touch these materials until instructed to do so.
- Candidates who complete Section One early will not be allowed to start Section Two until instructed to do so.
- Section One papers will be collected before candidates start Section Two.

Examination conduct

Unacceptable behaviour

Any activity that allows one candidate to have an unfair advantage over other candidates is deemed to be unacceptable.

All work submitted for assessment (including practical examinations) must be the candidate's own work or must be acknowledged appropriately. Plagiarism could lead to an examination paper being cancelled or having an examination mark significantly lowered.

Candidates should obey any instructions regarding dress, conduct, smoking etc. that apply in the school or centre to which they have been allocated for the examination. School authorities have the right to ask any candidate who does not abide by these rules to leave the premises.

Breaking examination rules

It is the responsibility of all candidates to ensure that they understand all instructions relating to the examinations. Breaches of examination rules and maximum penalties that might apply include but are not limited to:

Impersonation of a candidate – cancellation of all the candidate's examination papers, exclusion from remaining examinations in that year, and the matter reported to the police.

Collusion between candidates – cancellation of that course examination paper of each of those candidates involved, together with an inspection of prior papers in any common examination for evidence of collusion.

Possession or knowledge of examination questions before an examination – cancellation of all the candidate's examination papers, and the matter being reported to the police.

Possession of unauthorised materials in the examination room – cancellation of part or all of the examination raw mark where unauthorised materials are considered to be relevant to the course being examined (whether or not actual use is established). Possession of a calculator in an examination for which it is not approved will result in the cancellation of 25 per cent of the candidate's total marks for that examination.

Markings on authorised materials in the examination room – cancellation of part or all of the examination raw mark where markings in tables, data books or dictionaries etc. are considered to be relevant to the course being examined (whether or not actual use is established).

Removal of examination materials – unauthorised removal of examination materials from the examination room will result in cancellation of the part(s) of the candidate's examination being removed, and the matter reported to the police.

Examination room behaviour – blatant disregard of examination room regulations will result in the removal of the candidate from the examination room.

Failure to follow examination instructions – cancellation of part or all of the candidate's examination raw mark where the candidate's failure to follow the instructions is considered to have given the candidate an advantage over the other candidates.

The examination centre chief supervisor will report breaches of examination rules to the Manager, Examinations Logistics at the Council.

Candidates have the right of appeal against a penalty being imposed on the following grounds:

- that a breach of examination rules did not occur, **or**
- that the Council procedures used to determine if a breach occurred were inappropriate.

Such an appeal must be lodged at the Council within eight (8) calendar days of the despatch date of the penalty notification.

Special examination arrangements

Special arrangements may be made for examination candidates who have permanent or temporary disabilities that may disadvantage them in an examination situation. Special arrangements may include, for example, the consumption of food, the use of a scribe, extra working or non-working time, specified seating, private supervision, coloured papers or the enlargement of papers. A school must submit an application on behalf of any student seeking any type

of variation to the standard examination conditions. The application must be supported by documentation as described on the application form.

Schools are to apply for special arrangements for candidates suffering from long-term injuries or illnesses (i.e. injuries or illnesses existing before the start of Term 3) to be examined in an alternative format if the injury or illness will affect their participation in the standard practical examination of any course. This is most likely to affect candidates studying Physical Education Studies or Dance, but may apply to candidates in any course with a performance or interview component. These candidates will not be granted sickness/misadventure approval.

Applications for special examination arrangements are due Friday, 27 May 2011. Applications received after this date will be considered only if exceptional circumstances have prevailed, preventing the submission of the application by the due date. Late applications for special format practical examinations will be accepted only until Friday, 29 July 2011. Any application received after the last day of Term 3 for hearing impairment, vision impairment, psychological disabilities, ADD/ADHD, learning disabilities and motor disabilities cannot be considered. Physical disabilities (caused by accidents) and illness that occur after this date and before or during the examinations will still be accepted and considered.

In the case of illness or disability occurring at the time of the WACE examinations, candidates should phone the Examinations Coordinator (Special Provisions) at the Council on 9273 6316 to determine if arrangements can be made.

Candidates with approved special examination arrangements may be required to sit their examination at a designated venue to allow for these provisions.

Provisions for sickness/misadventure

Consideration may be given to candidates (except private candidates) suffering from a temporary sickness or misadventure close to or during the examinations, if they believe it may have affected their performance in the examination. Long-term illness and language difficulty cannot be given consideration.

Candidates should not miss an examination session merely because they do not feel able to do their best. The sickness/misadventure provisions are designed to cover the case of a candidate who performs below expectations because of sickness or misadventure.

If a candidate does not attend an examination session and their sickness/misadventure application is unsuccessful, they will not receive a result in that course. This could affect their achievement of a WACE and Australian Tertiary Admission Rank.

The Council does not expect candidates to attend an examination session against specific medical advice.

If a candidate is not able to complete an examination session for health reasons, it is important that medical evidence be provided to verify the nature and severity of the illness/injury. In most cases, that will mean producing evidence from a medical professional who was consulted on the day of the examination or the day before. Medical evidence should be entered by the doctor directly onto the application form.

Under no circumstances should medical documentation or a completed sickness/misadventure application be given to any person in attendance at a practical or written examination centre.

No supplementary examinations are set. Practical examinations cannot be rescheduled.

If the claim for special consideration is approved, the normal procedure is for the Council to calculate an examination mark using the applicant's school mark as a basis. The calculated mark could be very different to the school assessment. The higher of the actual examination mark and the calculated examination mark becomes the examination mark that is given to the applicant for that examination. Candidates will be informed of the outcome of their application at the same time as they receive their statement of results.

Candidates cannot submit an application on the basis of:

- difficulties in preparation or loss of preparation time, for example, as a result of sickness during the year unless it is within two weeks of their first written examination.
- alleged deficiencies in tuition.
- long-term illness such as asthma, unless they have suffered an acute episode of the condition just before or during the examination period.
- long-term injury or illness where the candidate was required to submit an application for a special format practical examination.
- the same grounds for which the candidate received special examination provisions – unless the candidate has experienced additional difficulties during an examination session.
- misreading the examination timetable causing the candidate to miss an examination or arrive late to an examination.
- misreading of examination instructions.
- events related to their school assessment in a course.
- attendance at a sporting, cultural or social event during the written examinations.

If difficulties are experienced as a result of any of the above, the candidate should seek advice from his/her principal.

Applications will be considered only if made on the correct form, available from examination centres,

schools and the Council website (from September 2011) at: http://www.curriculum.wa.edu.au/internet/Events_and_Forms/Application_Order_Forms. Applications that relate **only** to the practical component should be submitted immediately following the practical examination.

Applications related to the written examinations should be submitted immediately following the candidate's last written examination. Completed forms and all supporting evidence must be received at the Council no later than close of business on Friday, 25 November 2011.

If an applicant considers there was a breach in the process followed by the committee, he/she can lodge an appeal in writing to the Council.

To meet with processing deadlines for the first round of university offers, candidates must lodge their appeal by 4.30pm on Wednesday, 4 January 2012. Lodgement of appeals must be in writing.

Examination marks cannot be changed for private candidates who suffer a sickness or misadventure before or during the examination caused by the candidate, a third party or the Council.

Students who suffer an illness or disability during the school year should discuss the matter with the appropriate person/s at their school. It is a decision of the school as to what arrangements will be made with respect to school assessments in this situation.

Useful resources for examination preparation

Candidates may find the following resources useful in their examination preparation. Some of these documents can be obtained from the Council.

- The syllabus for all WACE courses can be found at: http://www.curriculum.wa.edu.au/internet/Senior_Secondary/Courses. Copies of the syllabuses may be available from schools.
- All teachers have online access to examination reports for previous examinations in each course. These reports provide feedback, which includes comment on common mistakes candidates made and sections that were well or poorly done.
- Front covers of this year's WACE examinations will be sent to schools in August and will be available through your teacher. These covers provide information on the structure of the examination paper. This includes the number of questions, if there is any choice, the number of marks allocated to questions or sections, etc. The formats of examination papers do not change significantly from year to year.
- A comprehensive set of study notes that you have developed and refined as you complete each section of the course should be your main source of information when revising for the examinations.

After the examinations

Results checks

Provision is made for students to have their examination results checked if they doubt the accuracy of any of the results they receive. A check is made to confirm that each question attempted has been awarded a mark and that it has been recorded correctly. This often requires the chief marker to review the marking of the script. **The script is not remarked.**

A fee of \$29 is payable for each course checked. If an error is detected the fee will be refunded and the higher of the two marks awarded. The application form for a results check is included in the despatch of results to students in early January. The last date on which applications for results checks will be accepted is Friday, 13 January 2012. If any errors are detected, the Council notifies the Tertiary Institutions Service Centre.

Statement of raw WACE marks

To assist students in analysing their examination results, the Council will issue a statement of raw WACE marks on application. The statement will provide the marks awarded for each question or section (some questions may need to be combined) of a course. A fee of \$8.50 per course is payable at the time of making the application.

An application form for a statement of raw WACE marks is included in the despatch of results in early January. The form must be submitted to the Council by close of business Friday, 9 March 2012.

Accessing examination scripts

Candidates who sit WACE examinations in 2011 may apply for a copy of their examination scripts. A one-off administrative fee of \$15 plus \$5.50 per course is payable at the time of making the application. Applications for copies of scripts must be made on the appropriate application form before Friday, 20 January 2012. This application form is included with the despatch of results and will also be available at http://www.curriculum.wa.edu.au/internet/Events_and_Forms/Application_Order_Forms.

The copies of scripts will be provided when all the processes connected with WACE examinations have been completed in mid-February.

Candidates should be aware that examination scripts contain only the text produced by candidates during the examination. Applications received after 20 January 2012 cannot be considered.

Examination scripts are destroyed once all processes connected with WACE examinations have been completed.

Certification

This section is relevant to all students. It provides information regarding the reporting of results for Year 12 students.

Folio of achievement

At the end of senior secondary schooling, all students who have satisfactorily completed any WACE course unit, VET unit of competency or endorsed program will receive a folio of achievement. This folio may consist of the following:

- Western Australian Certificate of Education (WACE) – students must meet the WACE requirements to receive this certificate
- Statement of results – a statement of results is issued to Year 12 students who complete at least one course unit, endorsed program or unit of competency
- WACE course report – a WACE course report is issued to students who sit the external examination in that course (excluding private candidates).

The WACE indicates that the student has satisfied the requirements for secondary graduation.

The statement of results records if the WACE requirements have been achieved. If WACE requirements have not been achieved, the statement of results records English language competence, if achieved.

The statement of results also records:

- exhibitions and awards granted
- WACE course scores
- grades achieved in WACE course units
- VET qualifications and VET units of competency achieved
- endorsed programs achieved
- number of community service hours completed
- results in D and E code subjects from previous years.

The WACE course report records:

- school grades
- school marks*
- moderated school marks*
- raw examination marks*
- standardised examination marks*
- WACE course score
- a description of the knowledge, skills and understanding demonstrated by the student
- State-wide distribution of WACE course scores
- the number of candidates receiving a WACE course score in the course.

* A course that has a practical component will have the written and practical marks reported separately.

The WACE course report shows how a student performed relative to:

- the course standards (e.g. 69 represents high achievement for that pair of units)
- all other students who completed and sat the examination in that pair of units (represented by a location in the distribution).

The folio of achievement will be mailed on Thursday, 29 December 2011. Student results will be published on the Council website at <https://www.wace.wa.edu.au> from Thursday, 29 December 2011.

As complete information about exhibitions and awards is not available at the time of printing statements of results, students who receive an award (except the certificate of excellence) will be issued with an amended statement of results at the awards ceremony in February 2012.

Australian Tertiary Admission Rank (ATAR)

A student's Australian Tertiary Admission Rank (ATAR) is calculated by the Tertiary Institutions Service Centre (TISC) on the basis of student achievement provided to them by the Council. The ATAR is not included on either the statement of results or the WACE course report.

A student's ATAR will be available on the TISC website from Thursday, 29 December 2011.

To access these results, the student requires their Curriculum Council student number and a password. Initially the password is preset, with instructions on the TISC login screen.

Students seeking advice regarding university admission should phone TISC on 9318 8000.

Exhibitions and awards

This section provides information regarding the exhibitions and awards which are granted by the Curriculum Council to senior secondary students. The awards recognise individual excellence at the end of senior secondary schooling. Both general educational excellence and course-specific excellence are recognised.

General criteria for eligibility for exhibitions and awards

To achieve a Beazley Medal: WACE, a Beazley Medal: VET, a general exhibition, a general exhibition (ATSI), a general exhibition (ESL/ESD), a course exhibition, a VET exhibition, a workplace learning exhibition, a certificate of distinction or a certificate of excellence, a student must:

- be an Australian citizen or a permanent resident of Australia
- have been enrolled as a full-time student* in a registered secondary school
- not have previously completed the course external assessment used in determining the award
- have satisfied the requirements for a WACE at the time of the determination of the awards.

* A full-time student is one who is enrolled in at least four full-year or equivalent courses in a registered secondary school.

Special general awards, special course awards, special VET awards and special certificates of distinction may be awarded to students who do not meet the general eligibility criteria.

Peak awards

Two peak awards are granted, one recognising outstanding academic achievement (Beazley Medal: WACE) and the other recognising outstanding achievement in vocational education and training (Beazley Medal: VET).

Beazley Medal: WACE

The Beazley Medal: WACE is awarded for excellence to the eligible student who achieves the top Council WACE award score. The Council WACE award score is used to rank students for the general exhibition. This score is based on the average of five un-truncated scaled scores, calculated to two decimal places, with at least two from each of List A and List B. The criteria for calculating the Council WACE award score is outlined in the General exhibitions section.

Beazley Medal: VET

The Beazley Medal: VET is awarded for excellence in studies that include training qualifications and workplace learning. It is awarded to the eligible student who has demonstrated the best results in a vocational education and training program.

Eligibility criteria

Students eligible for this award will have:

- completed a nationally recognised VET qualification to a minimum of AQF level 2, **and**
- have achieved a grade from two Workplace Learning course units in Year 12 and/or completed, in the final two years of schooling, at least two unit equivalents of Workplace Learning: on-the-job training (WL1) and/or Workplace Learning employability skills (WL2).

Curriculum Council VET award score

Students will be short-listed according to the Council VET award score. This score will use a Rasch analysis to calculate the general proficiency of students. This will be calculated from:

- the grades from pairs of units from Stage 1, Stage 2, and Stage 3 WACE courses in the year of graduation, **and**
- the achievement of a course exhibition, special course award, certificate of distinction or special certificate of distinction obtained in the year of graduation.

Selection criteria

The exhibitions and awards committee determines the award winner from the shortlist, according to the following criteria (listed in priority order):

- VET award score (which recognises the grades and awards received for pairs of units studied in Year 12)
- AQF level of the nationally recognised VET qualification
- coherence of the WACE program
- achievement of other Council awards, for example certificate of excellence or awards achieved in previous year/s.

Awards for outstanding achievement

General exhibitions are awarded to recognise outstanding academic achievement.

General exhibitions

Forty awards, known as general exhibitions, are awarded to the eligible students who obtain the highest Council WACE award scores based on the average of five un-truncated scaled scores, calculated to two decimal places, with at least two from each of List A and List B. The average marks scaling process (for

more information see (http://www.curriculum.wa.edu.au/internet/Senior_Secondary/WACE_Examinations/Your_Marks) is used to determine the scaled scores. List A and List B courses used for the Council WACE award score are listed below.

Appendix G lists the course combinations that are not permitted in determining the Council award score. In cases of such combinations, only the higher of the two scaled scores will count. In addition to unacceptable course combinations listed in Appendix G, no more than two of Mathematics and Mathematics: Specialist can be used.

At least two units in each course must have been studied and completed during the last two years of senior secondary schooling. Where candidates have accumulated scaled scores over two years, the following rules apply in calculating the Council's award score:

- Most scaled scores must have been obtained in the final year of senior secondary schooling.
- Where a student has repeated a course, the first scaled score obtained is used. Scaled scores in repeated courses will count only once.

List A*

(arts/languages/social science)

Aboriginal and Intercultural Studies
 Aboriginal Languages of Western Australia
 Ancient History
 Arabic
 Business Management and Enterprise
 Career and Enterprise
 Children, Family and the Community
 Chinese: Background Speakers
 Chinese: Second Language
 Dance
 Drama
 Economics
 English
 English as an Additional Language/Dialect
 French
 Geography
 German
 Health Studies
 Hebrew
 Indonesian: Background Speakers
 Indonesian: Second Language
 Italian
 Japanese: Background Speakers
 Japanese: Second Language
 Literature
 Malay: Background Speakers
 Media Production and Analysis
 Modern Greek
 Modern History
 Music
 Philosophy and Ethics
 Politics and Law
 Religion and Life
 Visual Arts

List B*

(mathematics/science/technology)

Accounting and Finance
 Animal Production Systems
 Applied Information Technology
 Automotive Engineering and Technology
 Aviation
 Biological Sciences
 Building and Construction
 Chemistry
 Computer Science
 Design
 Earth and Environmental Science
 Engineering Studies
 Food Science and Technology
 Human Biological Science
 Integrated Science
 Marine and Maritime Studies
 Materials Design and Technology
 Mathematics
 Mathematics: Specialist
 Outdoor Education
 Physical Education
 Physics
 Plant Production Systems
 Psychology

* VET industry specific courses and the Workplace Learning course are not included in these lists as they are not used in the calculation of general exhibitions as a scaled score cannot be obtained for these courses.

General exhibition (ATSI)

One award, known as general exhibition (ATSI), may be awarded to the top eligible Aboriginal and Torres Strait Islander student based on the average of five un-truncated scaled scores, calculated to two decimal places, with at least two from each of List A and List B (excluding VET industry specific). At least two units in each course must have been studied and completed during the last two years of senior secondary schooling.

The course combinations not permitted in calculating the Council WACE award score are listed in Appendix G. Rules regarding the inclusion of scaled scores in repeated subjects and/or courses are listed in the General exhibitions criteria.

To be eligible for this award, the student must be an Aboriginal or Torres Strait Islander as defined by the Australian Bureau of Statistics.

In the event that this student wins a general exhibition, he or she will also receive the general exhibition (ATSI).

General exhibition (ESL/ESD)

One award, known as general exhibition (ESL/ESD), may be awarded to the top eligible student with an English as a second language (ESL) or English as a second dialect (ESD) background based on the average of five un-truncated scaled scores, calculated to two decimal places, with at least two from each of List A and List B (excluding VET industry specific). At least two units in each course must have been studied and completed in the year of the award.

The course combinations not permitted in the calculation of the Council WACE award score are listed in Appendix G. Rules regarding the inclusion of scaled scores in courses are listed in the General exhibitions criteria.

To be eligible for this award, the student must have studied two units of the English as an Additional Language/Dialect course while in Year 12 and have met the ESL/ESD background criteria used for studying this course.

In the event that this student wins a general exhibition, he or she will also receive the general exhibition (ESL/ESD).

Special general award

A special general award is presented to students not eligible for the award of a general exhibition because they have not satisfied the general criteria for eligibility but who have otherwise achieved the requirements for the award of a general exhibition and whose Council WACE award score is not below the lowest score for a general exhibition.

Awards for outstanding achievement in a course

The awards relate to WACE courses only and do not include VET industry specific courses. The criteria for the recognition of outstanding achievement in VET industry areas are defined in the next section.

Course exhibitions

A course exhibition may be awarded to the eligible student obtaining the highest combined mark for each WACE course, provided that the mark is equal to or greater than 95. To be eligible for a course exhibition, the student must have completed at least two course units in the year of the award being granted. No course exhibition will be available for students who have not sat the examination in that course.

Only one exhibition is to be awarded in each course. Typically, the winner will have completed Stage 3 units in Year 12. Where there are large enrolments in Stage 2 and only a few schools with Stage 3 students, the Exhibitions and Awards Committee will review the top results from both stages.

In the event that there is a tie in the combined mark, then the student with the highest raw examination mark will be granted the award.

Where the number of candidates who sat the WACE examination in that course was below 100, the Exhibition and Awards Committee may decide to award a course exhibition if the achievement is of an exceptionally high standard.

Background candidates sitting a language course examination which includes background and non-background candidates, are not eligible for a course exhibition in that course.

Special course awards

A special course award may be presented to a student not eligible for a course exhibition because they have not satisfied the general criteria for eligibility but who have otherwise achieved the requirements for a course exhibition. Only one award will be available in a particular course.

Background candidates sitting a language course examination which includes background and non-background candidates, are not eligible for a special course award in that course.

Certificates of distinction (WACE courses)

Certificates of distinction are awarded to eligible students who are in the top 0.5 per cent of candidates, based on the WACE course score, or the top two candidates (whichever is the greater) in a course where there are at least 100 students. The determination is based on the WACE course score.

In the case of language courses which have background candidates, certificates of distinction will be granted to the top 0.5 per cent of eligible candidates or to the two top non-background candidates (whichever is greater). Background candidates sitting a language course examination which includes background and non-background candidates, are not eligible for a certificate of distinction in that course.

Special certificate of distinction

A special certificate of distinction is awarded to students not eligible for the award of a certificate of distinction because they have not satisfied the general criteria for eligibility but who have otherwise achieved the requirements for the award of a certificate of distinction. It will be awarded only to candidates within the top 0.5 per cent of candidates sitting the examination.

Background candidates sitting a language course examination which includes background and non-background candidates, are not eligible for a special certificate of distinction in that course.

Awards for outstanding achievement in VET

VET exhibitions

A VET exhibition may be awarded to the eligible student who is the top student in each industry area for the award of certificate of distinction (VET). The selection criteria and other promotional material for the certificates of distinction (VET) will be posted on the Council website at http://www.curriculum.wa.edu.au/internet/Senior_Secondary/Exhibitions_and_Awards and sent to schools early in Term 2.

Only one exhibition is to be awarded in each VET industry area.

Certificates of distinction (VET)

Certificates of distinction may be awarded to eligible students who will complete an Australian Qualification Framework VET Certificate II or higher in one of the national industry areas, in their final WACE year. The units of competency achieved for the certificate may have been undertaken in a VET industry specific course, VET credit transfer program and/or VET integrated within courses.

Industry areas in which certificates of distinction may be granted

Industry area	Training package code
Automotive	AUR05
Business Services	BSB07
Community Services	CHC08
Construction	CPC08
Information and Communications	ICA05
Music	CUS09
Rural Production	RTE03
Screen and Media	CUF07
Sport	SIS10/SRC04/ SRO03/SRS03
Tourism, Hospitality and Events	SIT07
Visual Arts, Craft and Design	CUV03

Where a school has a student who has demonstrated exceptional achievement in a VET industry area that is not listed above, they may nominate that student under the category of 'Other'.

For a specific industry area, the number of certificates that could be awarded will be:

- 0.5 per cent of the number of Year 12 students who have completed a Certificate II or higher in the year of the award in the industry area, **or**
- a maximum of two (for industry areas that have less than 400 students completing a Certificate II or higher).

Eligibility criteria

Students eligible for this award will have completed in Year 12:

- a nationally recognised VET qualification to a minimum of AQF level 2*, **and**
- at least two units of workplace learning from:
 - on-the-job-training (WL1) and/or
 - employability skills (WL2) and/or
 - the Workplace Learning course (WPL).

* Students who are working toward completion of a Certificate III or higher (e.g. school-based apprenticeships) in their final year will be eligible for the award. These students will need to have completed a substantial number of units of competency within the industry area.

The Workplace Learning units need to be undertaken in an industry area that is related to the VET qualification.

Selection process

The selection process involves three steps:

Step 1 – Application

- School nomination – completion of a nomination form endorsed by the principal/VET coordinator and an industry representative.
- Student statement submitted with nomination – the student prepares a two-page statement about their interest and experience in this industry area focusing on the following key areas:
 - On-the-job and/or off-the-job training experiences
 - any new developments and/or trends in your workplace or your industry
 - the skills and knowledge gained through VET and work placements
 - future career pathways.
- Resumé Portfolio submitted with nomination – the student provides a current resumé (maximum of four pages excluding certificates) and copies of certificates relevant to the industry area such as:
 - copies of certificates of training achievement
 - copies of other achievement such as special recognition by the workplace employer or an industry award or a community award.

Step 2 – Short-listing

A selection panel will be convened for each industry area. Panel members will be nominated by school sector/systems and industry and approved by the Council. Students will be short-listed for an interview based upon (listed in priority order):

- the evidence submitted at time of nomination
- consistency of the student's WACE program with the industry area
- AQF level of the nationally recognised VET qualification.

Step 3 – Interview

Short-listed students will be interviewed by a selection panel comprising members from school sector/systems together with an industry specific member. Interview questions will be developed by the panel that will enable students to elaborate on their knowledge and experience in the specific industry area.

Final decision

The selection panel will recommend winners to the Council's Exhibitions and Awards Committee.

Special VET award and certificate of distinction

A special VET award may be presented to a student not eligible for the VET exhibition because they have not satisfied the general criteria for eligibility but who have otherwise achieved the requirements for a VET exhibition. Only one award will be available in a particular industry area.

A special certificate of distinction (VET) may be presented to a student not eligible for the certificate of distinction (VET) because they have not satisfied the general criteria for eligibility but who have otherwise achieved the requirements for a certificate of distinction (VET). Only one award will be available in a particular industry area.

Awards for outstanding achievement in the Workplace Learning course

Workplace Learning exhibition

A Workplace Learning exhibition may be awarded to the eligible student who is the top student of those awarded a certificate of distinction (WPL).

Only one exhibition is to be awarded.

Certificates of distinction (WPL)

Certificates of distinction may be awarded to eligible students who complete two units of the Workplace Learning course in their final year. The number of certificates that could be awarded will be:

- 0.5 per cent of the number of Year 12 students enrolled in a pair of Workplace Learning units at the end of Semester 1, **or**
- a maximum of two (whichever is the higher).

Eligibility criteria

Students eligible for this award will, in their final year:

- start and complete a minimum of two units of the Workplace Learning course
- achieve an A grade in both course units
- complete the units by the scheduled Council interview date.

How to apply

The nomination must include the following:

- application form completed by the student
- student statement (maximum two A4 pages) – a description of the student's experience in the

workplace over the duration of the two course units completed in Year 12 with a focus on the following key areas:

- the skills and knowledge gained through the work placement in Year 12
- specific examples to demonstrate application of the employability skills in a range of contexts
- how the workplace experiences have shaped the student's career pathway.
- workplace performance profile (on the nomination form) – to be completed and signed by the workplace supervisor and workplace coordinator
- validation documents with photocopies of the following for the two units completed in Year 12:
 - workplace attendance record signed and verified by the workplace supervisor for both units
 - employability skill sign-off for both units, verified by the workplace supervisor
 - student assessment outline with marks allocated for both units
 - all completed and marked assessment tasks for both units
 - photocopy of daily task schedules for both units.

Selection process

The selection process involves three steps:

Step 1 – Application

- a nomination checklist submitted and signed by the Workplace Learning coordinator
- school nomination – completion of a nomination form endorsed by the principal and Workplace Learning coordinator
- student statement (two-page) addressing the three key areas
- validation documents submitted with nomination.

Schools may nominate only one student. N.B. Late applications will not be accepted.

Step 2 – Short-listing

A selection panel will be convened. Panel members will be nominated by school sector/systems and approved by the Council. Students will be short-listed for an interview based on the evidence submitted at the time of nomination.

Step 3 – Interview

Short-listed students will be interviewed by the selection panel. The purpose of the interview is to enable students to provide evidence which demonstrates their knowledge, understanding and application to their workplace learning.

Students will be asked to elaborate on the three key areas forwarded at the time of nomination and will be given the opportunity to respond to questions from the panel. These questions will be designed to clarify their depth of understanding of their workplace/s.

Students will be provided with the key questions to be asked by the selection panel 10 minutes before the interview. The interview will be about 20 minutes in duration. Students must bring to the interview their original Workplace Learning logbooks and original marked tasks for both units.

Final decision

The selection panel will recommend winners to the Council's Exhibitions and Awards Committee.

Certificates of excellence

A certificate of excellence is to be awarded to each eligible student who, in their last three consecutive years of senior secondary school WACE enrolment, obtains at least 18 'A' grades in course units or equivalents (including at least three two-unit combinations). Up to eight unit equivalents can be from endorsed programs and/or VET units of competency.

'A' grades required for a certificate of excellence

Unit equivalents	'A' grades required
0	18
1	17
2	16
3	15
4	14
5	13
6	12
7	11
8	10

Completion of a formerly accredited D or E code subject is equivalent to two course units. Repeated course units can be used in the determination of this award.

At the time of the determination of this award, the student must have satisfied the requirements for the WACE.

General

Award approval

The final decision on the granting of each award is made by the Council Exhibitions and Awards Committee.

Certificates and medallions

The winners of the Beazley Medal: WACE and the Beazley Medal: VET receive a medallion and cheque for \$2000. In the event of a tie for either award, each student in the tie is to be granted a medallion and \$2000.

Winners of general exhibitions and special general awards receive a medallion, a certificate and a prize.

Winners of course exhibitions, VET exhibitions, Workplace Learning exhibition, special course awards and special VET awards receive a medallion, a certificate and a prize.

All other award winners receive a certificate.

All certificates are suitable for photocopying.

Awards by nomination

The selection criteria and other promotional material for the certificates of distinction (VET) and certificates of distinction (WPL) will be posted on the Council website at http://www.curriculum.wa.edu.au/internet/Senior_Secondary/Exhibitions_and_Awards and sent to schools early in Term 2.

Full-time student

A full-time student is one who is enrolled in at least four full-year or equivalent courses in a registered school.

Outstanding achievement

Where the number of candidates who sat the WACE examination in that course was below 100, the Exhibition and Awards Committee may decide to award a course exhibition or certificates of distinction if the achievement is of an exceptionally high standard.

Sickness/misadventure claims

A derived examination mark resulting from a sickness/misadventure claim can be included in the determination of a Beazley Medal: WACE, a general exhibition, a general exhibition (ATSI), a general exhibition (ESL/ESD), a special general award, a course exhibition, a special course award, a certificate of distinction, a special certificate of distinction.

Release of information

The name and school of award winners is published unless the award winner prefers otherwise. In such cases, only the name of the school will be published.

Awards ceremony

A presentation ceremony will be held in February 2012. The ceremony will be inclusive of all Council exhibitions and awards.

Top 10 tips – examinations

1. Check your verification of student details form (provided by your school). Failure to do so may mean:
 - results are sent to the incorrect address
 - ineligibility to sit an examination
 - missing results.
2. Know your eight-digit Curriculum Council student number. This number is used to identify you for examination purposes. Your name must not appear on any WACE examination papers, portfolios, display materials or other work submitted for external assessment. Your student number will appear on all correspondence from the Council.
3. Take your signed personalised examination timetable to each WACE examination.
4. Check your personalised examination timetable for the location of each of your WACE examinations.
5. Arrive at the examination centre 30 minutes before the advertised start time.
6. Do not take your mobile phone, iPod or MP3 player into an examination.
7. Ensure that you have all the necessary equipment to complete your examination.
8. Know your examination dates and times. There are no supplementary examinations. If you miss an examination due to sickness or misadventure you can apply for special consideration, see page 24.
9. Year 12 results will be published on the Council website from Thursday, 29 December 2011 at <http://www.curriculum.wa.edu.au> or <https://www.wace.wa.edu.au>.
10. Enquiries regarding university admission should be directed to the Tertiary Institutions Service Centre (TISC). Telephone: 9318 8000, email: info@tisc.edu.au. Enquiries regarding admission to a State Training Provider (formerly TAFE) should be directed to www.trainingwa.wa.gov.au or State Training Admissions on 9229 5400.

Appendix A: Important dates 2011

Friday	27 May	Last date for receipt by Council from schools of enrolments for students sitting the WACE examinations and in course units for Year 10-12 students for Semester 1, Semester 2 or full-year. Last date for receipt by Council of applications for special examination arrangements from candidates with a disability.
Friday	3 June	Last date for receipt by Council of the Physical Education Studies elective forms.
Friday	24 June	Last date for receipt by Council from schools of enrolments for Year 12 students in VET qualifications, VET units of competency and endorsed programs Last date for receipt by Council of the Music practical examination information collection forms.
Wednesday	6 July	Last date for enrolment as a private candidate without a late fee. Last date for receipt by Council of the applications for exemption from sitting the WACE examinations (for Year 12 students working towards completion of an AQF VET Certificate I or higher). No further applications can be accepted. Schools can verify student details and enrolments in the Student Information Records System (SIRS).
Friday	29 July	Publication of WACE examination timetable 2011. Last date for receipt by Council of late applications for special format practical examinations.
Friday	5 August	Last date for receipt by Council of changes to student enrolment to sit the WACE examination in Aboriginal and Intercultural Studies, Aboriginal Languages of WA, Aviation, Dance, Design, Drama, English as an Additional Language/Dialect, Languages, Materials Design and Technology, Media Production and Analysis, Music, Physical Education Studies and Visual Arts. Please also refer to Friday, 23 September. Last date for enrolment in a course unit without a fee. Last date for late enrolment as a private candidate. No further applications can be accepted. Last date for applications for exemption (for Year 12 students enrolled in 6 or more examinable courses) from sitting the WACE course examination. No further applications can be accepted. Last date for receipt by Council of Visual Arts production submission art forms data and Media Production and Analysis media context forms.
Monday	12 September	Last date for receipt by Council of student nomination forms for VET awards and WPL awards.
Friday	16 September	Schools to receive personalised examinations timetables for written examinations for distribution to examination candidates. Schools to receive student timetables for Aboriginal and Intercultural Studies, Aboriginal Languages of WA, Aviation, Dance, Drama, Languages (including English as an Additional Language/Dialect), Music and Physical Education Studies WACE practical components for distribution to students.
Friday	23 September	Last date for receipt by Council of changes to Year 12 student enrolments in courses that do not have a practical examination. Please also refer to Friday, 5 August.
Wednesday	28 September	The date for receipt by Council of portfolio submissions for Design, Materials Design Technology, Media Production and Analysis, Music and Visual Arts.
Saturday	1 October	Aviation, Dance, Drama, English as an Additional Language/Dialect for overseas candidates, Music and Physical Education Studies practical examinations commence.
Saturday	15 October	Aboriginal and Intercultural Studies and Languages practical examinations commence. English as an Additional Language/Dialect practical examinations commence for Western Australian candidates
Monday	24 October	Start of student interviews for VET awards and WPL awards.
Friday	28 October	Last date for schools to inform students in writing of their grades in all course units (and school marks for Stage 2 and Stage 3 units) for courses studied in Year 12.
Monday	31 October	Written WACE examinations commence. Year 12 students will usually need to remain enrolled until this date to be eligible for certification.
Friday	11 November	Last date for receipt by Council of students' appeals against school assessments in course units studied in Year 12.
Friday	25 November	Written WACE examinations conclude. Last date for receipt by Council of sickness/misadventure application forms. Last date for receipt by Council of changes to Year 12 personal information.
Thursday	29 December	Students' results available on the Council website. Students' ATARs available on the TISC website.

Appendix B: Breadth-of-study lists

List A (arts/languages/social sciences)		List B (mathematics/science/technology)	
AIS	Aboriginal and Intercultural Studies	ACF	Accounting and Finance
ABL	Aboriginal Languages of Western Australia	APS	Animal Production Systems
HIA	Ancient History	AIT	Applied Information Technology
ARA	Arabic	VAU	Automotive (VET industry specific)
AST	Aspects of the Tourism Industry*	AET	Automotive Engineering and Technology
BME	Business Management and Enterprise	AVN	Aviation
VBS	Business Services (VET industry specific)	BIO	Biological Sciences
CAE	Career and Enterprise	BCN	Building and Construction
CFC	Children, Family and the Community	CHE	Chemistry
CBS	Chinese: Background Speakers	CSC	Computer Science
CSL	Chinese: Second Language	VCO	Construction (VET industry specific)
VCS	Community Services (VET industry specific)	DES	Design
VCA	Creative Industries: Art (VET industry specific)	EES	Earth and Environmental Science
VME	Creative Industries: Media (VET industry specific)	EST	Engineering Studies
VMU	Creative Industries: Music (VET industry specific)	FST	Food Science and Technology
DAN	Dance	VHO	Hospitality (VET industry specific)
DRA	Drama	HBS	Human Biological Science
ECO	Economics	VIT	Information Technology (VET industry specific)
ENG	English	ISC	Integrated Science
ELD	English as an Additional Language/Dialect	MMS	Marine and Maritime Studies
FRE	French	MDT	Materials Design and Technology
GEO	Geography	MAT	Mathematics
GER	German	MAS	Mathematics Specialist
HEA	Health Studies	OED	Outdoor Education
HEB	Hebrew	PES	Physical Education
IBS	Indonesian: Background Speakers	PHY	Physics
IND	Indonesian: Second Language	PPS	Plant Production Systems
ITA	Italian	VPI	Primary Industries (VET industry specific)
JBS	Japanese: Background Speakers	PSY	Psychology
JSL	Japanese: Second Language		
LIT	Literature		
MBS	Malay: Background Speakers		
MPA	Media Production and Analysis		
GRE	Modern Greek		
HIM	Modern History		
MUS	Music		
PAE	Philosophy and Ethics		
PAL	Politics and Law		
REL	Religion and Life		
VTO	Tourism (VET industry specific)		
VAR	Visual Arts		
WPL	Workplace Learning		

* To be included as a theme for Business Management and Enterprise in the future.

It should be noted that endorsed programs and VET units of competency are unlisted.

Appendix C: Courses that have external examinations in 2011











WACE courses with written examinations	
AIS	Aboriginal and Intercultural Studies*
ABL	Aboriginal Languages of Western Australia*
ACF	Accounting and Finance
HIA	Ancient History
APS	Animal Production Systems
AIT	Applied Information Technology
AET	Automotive Engineering and Technology
AVN	Aviation*
BIO	Biological Sciences
BCN	Building and Construction
BME	Business Management and Enterprise
CAE	Career and Enterprise
CHE	Chemistry
CFC	Children, Family and the Community
CSL	Chinese: Second Language*
CSC	Computer Science
DAN	Dance*
DES	Design*
DRA	Drama*
EES	Earth and Environmental Science
ECO	Economics
EST	Engineering Studies
ENG	English
ELD	English as an Additional Language/Dialect*
FST	Food Science and Technology
FRE	French *
GEO	Geography
GER	German*
HEA	Health Studies
HBS	Human Biological Science
IND	Indonesian: Second Language*
ISC	Integrated Science
ITA	Italian*
JSL	Japanese: Second Language*
LIT	Literature
MMS	Marine and Maritime Studies
MDT	Materials Design and Technology*
MAT	Mathematics
MAS	Mathematics: Specialist
MPA	Media Production and Analysis*
HIM	Modern History
MUS	Music*
OED	Outdoor Education
PAE	Philosophy and Ethics
PES	Physical Education Studies*
PHY	Physics
PPS	Plant Production Systems
PAL	Politics and Law
PSY	Psychology
REL	Religion and Life
VAR	Visual Arts*































Interstate language courses with written examinations	
ARA	Arabic [#]
CBS	Chinese: Background Speakers
HEB	Hebrew [#]
IBS	Indonesian: Background Speakers
JBS	Japanese: Background Speakers
MBS	Malay: Background Speakers
GRE	Modern Greek [#]
PER	Persian [#]
POL	Polish [#]
RUS	Russian [#]
SER	Serbian [#]
SPA	Spanish [#]
TUR	Turkish [#]










* These WACE courses also have practical examinations

These interstate language courses also have practical examinations

Appendix D: Materials required/recommended for written examinations 2011

Written examination	Standard items	Calculator	Dictionary	Drawing/measuring aids	Notes
Aboriginal and Intercultural Studies Stage 2	●				
Aboriginal and Intercultural Studies Stage 3	●				
Aboriginal Languages of Western Australia Stage 2	●				
Aboriginal Languages of Western Australia Stage 3	●				
Accounting and Finance Stage 2	●	#			
Accounting and Finance Stage 3	●	#			
Ancient History Stage 2	●				
Ancient History Stage 3	●				
Animal Production Systems Stage 2	●	#			
Animal Production Systems Stage 3	●	#			
Applied Information Technology Stage 2	●				
Applied Information Technology Stage 3	●				
Arabic Stage 3	●				
Automotive Engineering and Technology Stage 2	●	#			
Automotive Engineering and Technology Stage 3	●	#			
Aviation Stage 2	●	#			
Aviation Stage 3	●	#			
Biological Sciences Stage 2	●	#			
Biological Sciences Stage 3	●	#			
Building and Construction Stage 2	●	#			
Building and Construction Stage 3	●	#			
Business Management and Enterprise Stage 2	●	#			
Business Management and Enterprise Stage 3	●	#			
Career and Enterprise Stage 2	●				
Career and Enterprise Stage 3	●				
Chemistry Stage 2	●	#			
Chemistry Stage 3	●	#			
Children, Family and the Community Stage 2	●				
Children, Family and the Community Stage 3	●				
Chinese: Background Speakers Stage 3	●				
Chinese: Second Language Stage 2	●				
Chinese: Second Language Stage 3	●				
Computer Science Stage 2	●	#			
Computer Science Stage 3	●	#			
Dance Stage 2	●				
Dance Stage 3	●				
Design Stage 2	●	#			 (folio)
Design Stage 3	●	#			 (folio)
Drama Stage 2	●				
Drama Stage 3	●				
Earth and Environmental Science Stage 2	●	#			
Earth and Environmental Science Stage 3	●	#			


Written examination	Standard items	Calculator	Dictionary	Drawing/measuring aids	Notes
Economics Stage 2	●	#			
Economics Stage 3	●	#			
Engineering Studies Stage 2	●	#			
Engineering Studies Stage 3	●	#			
English Stage 2	●				
English Stage 3	●				
English as an Additional Language or Dialect Stage 2	●				
English as an Additional Language or Dialect Stage 3	●				
Food Science and Technology Stage 2	●				
Food Science and Technology Stage 3	●				
French Stage 2	●				
French Stage 3	●				
Geography Stage 2	●	#			
Geography Stage 3	●	#			
German Stage 2	●				
German Stage 3	●				
Health Studies Stage 2	●				
Health Studies Stage 3	●				
Hebrew Stage 3	●				
Human Biological Science Stage 2	●	#			
Human Biological Science Stage 3	●	#			
Indonesian Background Speakers Stage 3	●				
Indonesian: Second Language Stage 2	●				
Indonesian: Second Language Stage 3	●				
Integrated Science Stage 2	●	#			
Integrated Science Stage 3	●	#			
Italian Stage 2	●				
Italian Stage 3	●				
Japanese: Background Speakers Stage 3	●				
Japanese: Second Language Stage 2	●				
Japanese: Second Language Stage 3	●				
Literature Stage 2	●				
Literature Stage 3	●				
Malay: Background Speakers Stage 3	●				
Marine and Maritime Studies Stage 2	●	#			
Marine and Maritime Studies Stage 3	●	#			
Materials Design and Technology Stage 2	●	#			
Materials Design and Technology Stage 3	●	#			
Mathematics 2A/2B	●	#*			
Mathematics 2C/2D	●	#*			
Mathematics 3A/3B	●	#*			
Mathematics 3C/3D	●	#*			


Written examination	Standard items	Calculator	Dictionary	Drawing/measuring aids	Notes
Mathematics: Specialist 3A/3B	●	**			
Mathematics: Specialist 3C/3D	●	**			
Media Production and Analysis Stage 2	●				
Media Production and Analysis Stage 3	●				
Modern Greek Stage 3	●				
Modern History Stage 2	●				
Modern History Stage 3	●				
Music Stage 2	●				
Music Stage 3	●				
Outdoor Education Stage 2	●				
Outdoor Education Stage 3	●				
Philosophy and Ethics Stage 2	●				
Philosophy and Ethics Stage 3	●				
Physical Education Studies Stage 2	●	#			
Physical Education Studies Stage 3	●	#			
Physics Stage 2	●	#			
Physics Stage 3	●	#			
Plant Production Systems Stage 2	●	#			
Plant Production Systems Stage 3	●	#			
Politics and Law Stage 2	●				
Politics and Law Stage 3	●				
Psychology Stage 2	●	#			
Psychology Stage 3	●	#			
Religion and Life Stage 2	●				
Religion and Life Stage 3	●				
Visual Arts Stage 2	●				
Visual Arts Stage 3	●				


● Standard Items: pens, pencils, eraser, correction fluid/tape, ruler, highlighters
(Note: coloured pencils are allowed in all examinations).

Calculator: Refer to Appendix E: Approved calculators for use in the 2011 WACE examinations.

* Refer to Appendix E and to page 22 for details regarding the conduct of the Mathematics and Mathematics: Specialist examinations.

 Dictionary: Refer to Appendix F: Dictionaries approved for use in external examinations 2011.

 Drawing/measuring aids details can be found in the examination design brief within the course syllabus.

 Notes: Refer to page 21 for details regarding the use of notes and regarding notes in the Career and Enterprise Stage 2, Mathematics and Mathematics: Specialist examinations.

Further details regarding examination requirements can be found by accessing the course syllabus at http://www.curriculum.wa.edu.au/internet/Senior_Secondary/Courses.

Please consult the copies of the front covers of the examination papers that will be sent to schools in August. Each cover details the authorised materials and structure of the examination paper.

Appendix E: Approved calculators for use in the 2011 WACE examinations

Calculators may be used in designated 2011 WACE examinations under the following conditions:

- Calculators must be silent, hand-held and contain their own power source (battery or solar operated).
- Candidates will be entirely responsible for ensuring adequate power supply to their calculators and the proper working order of their calculators.
- Candidates must supply and be able to change their own spare batteries – any battery failure or other fault which limits the usefulness of a calculator during an examination will not be taken into special consideration.
- No candidate may borrow a calculator from another candidate after entering the examination room.
- Calculator memories do not have to be cleared before entry to an examination.
- Calculator instruction booklets and removable covers are classified as unauthorised materials and must not be taken into an examination room.



No calculators are permitted in these examinations. Watches, rulers, pens or any other equipment with calculator functions are not permitted in these examinations.

Aboriginal and Intercultural Studies Stage 2 and Stage 3
Aboriginal Languages of Western Australia Stage 2 and Stage 3
Ancient History Stage 2 and Stage 3
Applied Information Technology Stage 2 and Stage 3
Arabic Stage 3
Career and Enterprise Stage 2 and Stage 3
Children, Family and the Community Stage 2 and Stage 3
Chinese: Background Speakers Stage 3
Chinese: Second Language Stage 2 and Stage 3
Dance Stage 2 and Stage 3
Drama Stage 2 and Stage 3
English as an Additional Language or Dialect Stage 2 and Stage 3
English Stage 2 and Stage 3
Food Science and Technology Stage 2 and Stage 3
French Stage 2 and Stage 3
German Stage 2 and Stage 3
Health Studies Stage 2 and Stage 3

Hebrew Stage 3
Indonesian Background Speakers Stage 3
Indonesian: Second Language Stage 2 and Stage 3
Italian Stage 2 and Stage 3
Japanese: Background Speakers Stage 3
Japanese: Second Language Stage 2 and Stage 3
Literature Stage 2 and Stage 3
Malay: Background Speakers Stage 3
Media Production and Analysis Stage 2 and Stage 3
Modern Greek Stage 3
Modern History Stage 2 and Stage 3
Music Stage 2 and Stage 3
Outdoor Education Stage 2 and Stage 3
Philosophy and Ethics Stage 2 and Stage 3
Politics and Law Stage 2 and Stage 3
Religion and Life Stage 2 and Stage 3
Visual Arts Stage 2 and Stage 3



Non-programmable calculators are permitted in these examinations. There is no limit to the number of non-programmable calculators permitted.

Accounting and Finance Stage 2 and Stage 3
Animal Production Systems Stage 2 and Stage 3
Automotive Engineering and Technology Stage 2 and Stage 3
Aviation Stage 2 and Stage 3
Biological Sciences Stage 2 and Stage 3
Building and Construction Stage 2 and Stage 3
Business Management and Enterprise Stage 2 and Stage 3
Chemistry Stage 2 and Stage 3
Computer Science Stage 2 and Stage 3
Design Stage 2 and Stage 3
Earth and Environmental Science Stage 2 and Stage 3
Economics Stage 2 and Stage 3

Engineering Studies Stage 2 and Stage 3
Geography Stage 2 and Stage 3
Human Biological Science Stage 2 and Stage 3
Integrated Science Stage 2 and Stage 3
Marine and Maritime Studies Stage 2 and Stage 3
Materials Design and Technology Stage 2 and Stage 3
Physical Education Studies Stage 2 and Stage 3
Physics Stage 2 and Stage 3
Plant Production Systems Stage 2 and Stage 3
Psychology Stage 2 and Stage 3



Scientific, Graphic, Computer Algebraic System (CAS) calculators are permitted in Section Two of the mathematics examinations. Candidates can take up to three CAS, graphic or scientific calculators. Non-programmable calculators are also permitted in these examinations. Any brands or models of these calculators are permitted.

Mathematics 2A/2B Calculator-assumed section
Mathematics 2C/2D Calculator-assumed section
Mathematics 3A/3B Calculator-assumed section
Mathematics 3C/3D Calculator-assumed section

Mathematics: Specialist 3A/3B Calculator-assumed section
Mathematics: Specialist 3C/3D Calculator-assumed section

Note: Calculator instruction booklets and removable covers must not be taken into the examination room.

Appendix F: Dictionaries approved for use in external examinations 2011

Course	Practical oral examination	Written examination
Aboriginal and Intercultural Studies Stage 2 Aboriginal and Intercultural Studies Stage 3	No dictionaries permitted.	One printed English language dictionary and/or one printed bilingual dictionary.
Aboriginal Languages of Western Australia Stage 2 Aboriginal Languages of Western Australia Stage 3	During preparation time only. One printed monolingual and/or one bilingual printed dictionary.	One printed monolingual language dictionary and/or one printed bilingual dictionary.
Chinese: Second Language Stage 2 Chinese: Second Language Stage 3	During preparation time only. Either one combined English/Chinese, Chinese/English dictionary or one English/Chinese dictionary and one Chinese/English dictionary.	Either one combined English/Chinese, Chinese/English dictionary or one English/Chinese dictionary and one Chinese/English dictionary.
English as an Additional Language/Dialect Stage 2 English as an Additional Language/Dialect Stage 3	No dictionaries permitted.	One printed English language dictionary and/or one English learning print dictionary.
French Stage 2 French Stage 3	During preparation time only. Either one combined English/French, French/English dictionary or one English/French dictionary and one French/English dictionary.	Either one combined English/French, French/English dictionary or one English/French dictionary and one French/English dictionary.
German Stage 2 German Stage 3	During preparation time only. Either one combined English/German, German/English dictionary or one English/German dictionary and one German/English dictionary.	Either one combined English/German, German/English dictionary or one English/German dictionary and one German/English dictionary.
Indonesian: Second Language Stage 2 Indonesian: Second Language Stage 3	During preparation time only. Either one combined English/Indonesian, Indonesian/English dictionary or one English/Indonesian dictionary and one Indonesian/English dictionary.	Either one combined English/Indonesian, Indonesian/English dictionary or one English/Indonesian dictionary and one Indonesian/English dictionary.
Italian Stage 2 Italian Stage 3	During preparation time only. Either one combined English/Italian, Italian/English dictionary or one English/Italian dictionary and one Italian/English dictionary.	Either one combined English/Italian, Italian/English dictionary or one English/Italian dictionary and one Italian/English dictionary.
Japanese: Second Language Stage 2 Japanese: Second Language Stage 3	During preparation time only. Either one combined English/Japanese, Japanese/English dictionary or one English/Japanese dictionary and one Japanese/English dictionary.	Either one combined English/Japanese, Japanese/English dictionary or one English/Japanese dictionary and one Japanese/English dictionary.

Interstate (including CCAFL)	Oral examination	Written examination
Arabic Hebrew Modern Greek Polish Russian Serbian Spanish Turkish	No dictionaries permitted	Candidates are allowed to use approved monolingual and/or bilingual printed dictionaries.
Chinese: Background Speakers Indonesian: Background Speakers Japanese: Background Speakers Malay: Background Speakers	Not applicable	Candidates are allowed to use monolingual and/or bilingual printed dictionaries.

Notes:

- Dictionaries are not provided by the Council.
- Dictionaries should not contain any handwritten or typewritten notes or other marks and may be inspected during the examination.
- Thesauruses are not permitted.
- Electronic dictionaries are not permitted.

Appendix G: Course combinations not permitted in the calculation of the Council award score

The following course combinations will not be permitted in determining the Council award score. In cases of such combinations, only the higher of the two scaled marks will count. In addition to unacceptable course combinations listed below, no more than two of Mathematics and Mathematics: Specialist can be used.

Unacceptable course combinations

Biological Sciences with Human Biological Science

Chemistry with Integrated Science

Chinese: Background Speakers with Chinese: Second Language

English with English as an Additional Language/Dialect

English with Literature

English as an Additional Language/Dialect with Literature

Indonesian: Background Speakers with Indonesian: Second Language

Indonesian: Background Speakers with Malay: Background Speakers

Japanese: Background Speakers with Japanese: Second Language

Malay: Background Speakers with Indonesian: Second Language

Physics with Integrated Science

**Curriculum Council
27 Walters Drive
OSBORNE PARK WA 6017**

Enrolments: Telephone: 9273 6344
Facsimile: 9273 6360

Examinations: Telephone: 9273 6377
Facsimile: 9273 6318

Email: enrolments@curriculum.wa.edu.au
exams@curriculum.wa.edu.au

Internet: www.curriculum.wa.edu.au