

## SECTION 8: CERTIFICATION OF STUDENT ACHIEVEMENT

### 8.1 Senior secondary certification

The results students receive at the end of their senior secondary schooling are used to apply for a job, an apprenticeship, a traineeship or a university or TAFE place. At the end of senior secondary schooling, all students who have satisfactorily completed any course unit or endorsed program will receive a folio of achievement. The table below outlines what this folio will contain depending on the year they finish schooling.

**Table 4: Folio of achievement content**

2009	2010 to 2015
<p><b>Western Australian Certificate of Education (WACE)</b> Students must meet the WACE requirements to receive this certificate.</p>	<p><b>Western Australian Certificate of Education (WACE)</b> Students must meet the WACE requirements to receive this certificate.</p>
<p><b>Statement of results</b> A statement of results is issued to all students who complete at least one course unit, endorsed program or unit of competence.</p> <p>The statement of results records if the WACE requirements have been achieved. If WACE requirements have not been achieved, the statement of results records:</p> <ul style="list-style-type: none"> <li>• English language competence, if achieved</li> <li>• 20 hours of community service, if achieved.</li> </ul> <p>The statement of results also records:</p> <ul style="list-style-type: none"> <li>• exhibitions and awards granted</li> <li>• WACE course scores</li> <li>• school and examination results and scaled scores in tertiary entrance examination subjects</li> <li>• grades achieved in course units</li> <li>• VET qualifications and VET units of competency achieved</li> <li>• endorsed programs achieved</li> <li>• past results in D and E code subjects</li> </ul>	<p><b>Statement of results</b> A statement of results is issued to all students who complete at least one course unit, endorsed program or unit of competence.</p> <p>The statement of results records if the WACE requirements have been achieved. If WACE requirements have not been achieved, the statement of results records:</p> <ul style="list-style-type: none"> <li>• English language competence, if achieved</li> <li>• 20 hours of community service, if achieved.</li> </ul> <p>The statement of results also records:</p> <ul style="list-style-type: none"> <li>• exhibitions and awards granted</li> <li>• WACE course scores</li> <li>• grades achieved in course units</li> <li>• VET qualifications and VET units of competency achieved</li> <li>• endorsed programs achieved</li> <li>• past results in D and E code subjects</li> </ul>
<p><b>WACE course report</b> A WACE course report is issued to all students who sit the external examination in that course. The WACE course report records:</p> <ul style="list-style-type: none"> <li>• school mark</li> <li>• raw examination mark</li> <li>• standardised examination mark</li> <li>• WACE course score</li> <li>• a description of the knowledge, skills and understanding demonstrated by the student</li> <li>• statewide distribution WACE course scores</li> <li>• the candidature of the course.</li> </ul>	<p><b>WACE course report</b> A course report is issued to all students who sit the external examination in that course. The WACE course report records:</p> <ul style="list-style-type: none"> <li>• school marks (practical, written and total)</li> <li>• moderated school marks (practical, written and total)</li> <li>• raw examination marks (practical, written and total)</li> <li>• standardised examination marks (practical, written and total)</li> <li>• WACE course score</li> <li>• a description of the knowledge, skills and understanding demonstrated by the student</li> <li>• statewide distribution of WACE course scores</li> <li>• the candidature of the course.</li> </ul>

**The WACE course score**

To certify achievement from 2009-2015, the Curriculum Council will calculate a WACE course score for all students who have received a school assessment mark for a pair of course units and who have sat the examination for that course. The WACE course score is calculated using the school mark and the examination mark for the course, and is recorded on the student's statement of results.

The table below explains how unit and course results and the WACE course score are calculated.

**Table 5: Calculating results for certification**

Unit results	Course results	WACE course score
<p>Schools will report a grade (A, B, C, D or E) to the Curriculum Council for each course unit.</p> <p>Grades are based on grade descriptors for each stage of a course and are subject to consultative moderation processes.</p> <p>The grade for each unit is recorded on the student's statement of results.</p> <p>For all students in their final WACE year (Year 12) and enrolled in a pair of Stage 2 or Stage 3 units, a mark out of 100 is reported for each unit.</p>	<p>If a student sits the examination, then the examination mark and the school mark for the course are recorded on the student's statement of results.</p> <p>The school mark is the average of the marks out of 100 for the last pair of units completed in the year of sitting the examination for the stage.</p>	<p>The raw examination mark is standardised.</p> <p>The school mark for the course is moderated by the standardised examination mark.</p> <p>The combined mark for the course is the average of the standardised examination mark and the standardised moderated school mark.</p> <p>The WACE course score for each course is recorded on the student's statement of results.</p> <p>A standards-setting exercise establishes the cut-off scores on the WACE scale for each achievement band<sup>1</sup>. This process does not affect the school grade for a unit.</p> <p>A WACE course score is calculated for Stage 2 achievement and Stage 3 achievement<sup>2</sup>.</p>

<sup>1</sup> Because the standardised, moderated school marks have been moderated (re-scaled) to fit the scale of the standardised examination marks, the combined mark scale is also approximately on the scale of the standardised examination marks. The standards setting exercise is completed in reference to the examination scripts, but is applied to the combined mark scale.

<sup>2</sup> A WACE course score for achievement in Stage 2 units is not on the same scale as a WACE course score for achievement in Stage 3 units. Similarly, grades for achievement in Stage 2 units are not on the same scale as grades for achievement in Stage 3 units. Also, grades and WACE course scores will not be comparable across courses.

## 8.2 WACE requirements

These are the minimum requirements for students to receive a Western Australian Certificate of Education (WACE).

### 8.2.1 WACE requirements for 2009

To be eligible for the award of the Western Australian Certificate of Education, students in their final year of compulsory schooling and who are enrolled in a pair of Stage 2 or 3 units, or unless exempt, sit for and make a genuine attempt at the examination for that course.

To qualify for a Western Australian Certificate of Education (WACE), a student must:

- **Complete at least 10 full-year (or equivalent) Curriculum Council subjects**
  - Up to five out of 10 full-year subjects may comprise endorsed programs, including stand-alone VET subject equivalents.
  - A single course unit equivalent will count as a half-subject equivalent. For every six course units at least one two-unit combination must be included.
- **Achieve an average of at least C in at least eight full-year (or equivalent) Curriculum Council subjects**
  - At least four of these subjects must be at Year 12 level (E code).
  - Course units completed during Year 12 can be counted towards the four subjects at Year 12 level (E code).
  - Up to three out of eight full-year subjects may comprise endorsed programs, including stand-alone VET subject equivalents.
  - Two course units completed will count as equivalent to one of the eight subjects based upon a credit system.
- **Achieve English language competence**
  - Full-time students\* are required to complete at least four units of an English\*\* course, post Year 10, studied over at least two years, **and**
  - Meet the standard for English language competence as defined by work samples provided in the Guide to WACE English Language Competence\*\*\* or pass the Curriculum Council English language competence test, **or**
  - Prior achievement of English language competence is recognised through one of the following:
    - Achieve a grade of C or better in any E code full-year English subject (formerly accredited), **or**
    - An average of Level 4 or better across two units studied in Year 12 in the English course (achieved 2006 or 2007), **or**
    - An average of C grade or better across two units studied in Year 12 (achieved in 2007) in English as an Additional Language/Dialect or Literature.
- **Include all 13 overarching learning outcomes in their overall program of study**
- **Complete 20 hours of community service**
- **Sit for WACE examinations in each course when enrolled in a pair of Stage 2 or 3 units, unless exempt**

\* *Part-time students must study two units of an English course in their final year of study if they have not already completed four units over two previous years, post Year 10.*

\*\* *An English course can include units from English, Literature and/or English as an Additional Language/Dialect. The former D and E code English subjects also qualify.*

\*\*\* *Teachers use the students' assessments during the year as evidence of attainment of the language competence standard. Work sample exemplars and descriptors are provided to assist teachers to make these judgements. The emphasis is on the key functional skills of reading and writing. The standard is related to the standard required to achieve a C grade or better in Stage 1 English.*

### 8.2.2 WACE requirements for 2010–2015

To be eligible for the award of the Western Australian Certificate of Education in 2010-2015, students in their final year of compulsory schooling and who are enrolled in a pair of Stage 2 or 3 units, or unless exempt, sit for and make a genuine attempt at the examination for that course.

To qualify for a Western Australian Certificate of Education, a student must:

- **Complete at least 20 course units**
  - At least 10 units must be from Curriculum Council courses (including at least three two-unit combinations).
  - Up to 10 unit equivalents can be from endorsed programs.
  - Completion of a full-year D or E code subject (or equivalent) will equate to two course units.
- **Achieve an average of a C grade or better**
  - across at least 10 course units from at least five courses (including at least three two-unit combinations i.e. 2A/2B or 3A/3B).  
Endorsed programs can reduce the number of course units and courses required in the calculation of the C grade average. The three two-unit combination remains the same
    - If endorsed programs equivalent to eight units are included, the average is calculated across at least eight course units from at least four courses
    - If endorsed programs equivalent to 10 units are included, the average is calculated across at least six course units from at least three courses.
  - An accredited full-year Curriculum Council subject equates to a two-unit course combination.
  - Achievement of a VET industry specific course unit equates to a C grade.
- **Achieve English language competence**
  - Full-time students are required to complete at least four units of an English\*\* course, post Year 10, studied over at least two years, **and**
  - Meet the standard for English language competence as defined by work samples provided in the Guide to WACE English Language Competence\*\*\* or pass the Curriculum Council English language competence test, **or**
  - Prior achievement of English language competence is recognised through one of the following:
    - Achieve a grade of C or better in any E code full-year English subject (formerly accredited), **or**
    - An average of Level 4 or better across two units studied in Year 12 in the English course (achieved 2006 or 2007), **or**
    - An average of C grade or better across two units studied in Year 12 (achieved in 2007) in English as an Additional Language/Dialect or Literature.
- **Complete, in their final WACE year (Year 12), at least one pair of course units from each of list A (arts/languages/ social science) and list B (mathematics/science/technology)**
- **Complete 20 hours of community service**
- **Sit for WACE examinations in each course when enrolled in a pair of Stage 2 or 3 units, unless exempt**

\* *Part-time students must study two units of an English course in their final year of study if they have not already completed four units over two previous years, post Year 10.*

\*\* *An English course can include units from English, Literature and/or English as an Additional Language/Dialect. The former D and E code English subjects also qualify.*

\*\*\* *Teachers use the students' assessments during the year as evidence of attainment of the language competence standard. Work sample exemplars and descriptors are provided to assist teachers to make these judgements. The emphasis is on the key functional skills of reading and writing. The standard is related to the standard required to achieve a C grade or better in Stage 1 English.*

## 8.3 Points of clarification

### 8.3.1 WACE completion requirement

A course unit or subject is completed when all of the assessment requirements have been met and the achievement (grades A–E) has been recorded.

### 8.3.2 Subject/unit equivalence

Two course units equate to a subject equivalent towards meeting the 2009 WACE requirements. Table 4 on page 55 provides a summary of the endorsed program and unit equivalences.

A full-year subject equates to two course units for meeting the WACE requirements from 2010 onwards.

VET stand-alone units of competence programs are allocated unit equivalence according to the number of nominal hours as indicated in the following table, where one unit is equivalent to 55 nominal hours.

**Table 6: Equivalence for VET stand alone (2009)**

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	550-604	10
275-329	5	605-659	11**

\* Two units are equivalent to one subject.

\*\*Up to 10 unit equivalents can be counted towards meeting WACE requirements.

In allocating unit equivalence:

- there is no limit to the number of unit equivalents that can be accumulated for VET stand alone
- 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, and
- a unit of competency is awarded the same unit equivalence whether it is undertaken as a single unit, as part of a cluster or a complete qualification, and irrespective of the qualification to which it is linked.

### 8.3.3 Repeating a subject or course unit

A subject (E code) can be repeated; however, it counts only once towards meeting the WACE requirements.

Repeat units (that is those course units with the same code) that are completed can be counted in the total number of subjects/units required for a WACE. A unit is completed when all of the assessment requirements have been met and achievement is recorded for the unit. Any course units, including those repeated, can be used for the purpose of determining the C grade average.

For courses that have defined contexts that are coded separately, the course context counts as a separate course for the purposes of determining the C grade average.

Apart from the courses listed in sub-section 2.1.3 on page 7, the Curriculum Council does not collect information on the context in which students study units.

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

### 8.3.4 Unit combinations

For every six course units at least one two-unit combination must be included in the program completed. A unit combination refers to any combination of units within a course e.g. 2A/1D, 2B/3A, whereas paired units refers to 2A/2B and 3A/3B within a course. Each two-unit combination must be from a different course. The two-unit combinations may include two units of an English course.

### 8.3.5 Inclusion of Preliminary Stage course units

Students can complete Preliminary Stage (P) course units in a number of courses and have these contribute to meeting the WACE requirements. These units are not graded and only completed P Stage course units are recorded on the student's statement of results.

For meeting the WACE requirements in 2009, completion of a P Stage unit:

- contributes to the 10 full-year (or equivalent) Curriculum Council subjects. One P course unit is equivalent to 0.5 subjects
- does not contribute to the C grade average, but reduces the number of Curriculum Council subjects (or equivalent) over which the average is calculated.

For meeting the WACE requirements for 2010–2015, completion of a P Stage unit:

- contributes to the 20 course units
- does not contribute to the C grade average, but reduces the number of course units over which the average is calculated down to minimum of six course units.

### 8.3.6 Calculation of the C grade average

#### Guidelines for 2009

The C grade average is calculated from the student's achievement in subjects/course units by converting grades to credits as illustrated in Table 7.

**Table 7: Converting grades to credits**

Full-year subject		Course unit	
Grade	Credit	Grade	Credit
A	5	A	2.5
B	4	B	2
C	3	C	1.5
D	2	D	1
E	1	E	0.5

To calculate a grade average, the total points for eight subjects (or subject equivalents) is divided by eight. A result greater than or equal to 3 from this calculation equals an average grade of C or better. For a subject that runs for a semester rather than a full year, the grade points are halved e.g. A is converted to 2.5. The subjects/units with the highest achievement are used in the calculation. At least four subjects must have been at E code level and/or the units must have been completed in the final year of schooling (Year 12).

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

Endorsed programs, including VET stand-alone subject equivalents are not used in the calculation of the grade average, but do affect the number of Year 12 (E code) subjects included in the average. Please refer to the table below for the sliding scale.

**Table 8: Endorsed program equivalence (2009 only)**

No. of endorsed program unit equivalents	Subject equivalent	No. of subjects/course equivalents used in C grade calculation	Min. no. of Year 12 subjects/course equivalents incl. in calculation
0	0.0	8	4
1	0.5	7.5	4
2	1.0	7	4
3	1.5	6.5	4
4	2.0	6	3
5	2.5	5.5	3
6	3.0	5	3
7	3.5	5	3
8	4.0	5	2
9	4.5	5	2
10	5.0	5	2

### Guidelines for 2010–2015

The C grade average is calculated from the student's achievement in course units by converting grades to credits as indicated in Table 7 on page 60. At least three two-unit combinations must be included. Endorsed programs are not used in the calculation of the average but do reduce the number of units required.

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

To calculate a grade average, the total points of 10 course units, of which three two-unit combinations are included, are added and divided by 10. A result greater than or equal to 1.5 from this calculation equals an average grade of C or better. For the three two-unit combinations, the last two units completed are used in the calculation of the C grade average for that course. For the balance of the units, those with the highest achievement are used in the calculation.

### 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 half a subject equivalent (two course units are equivalent to one subject). Partial equivalence is also recognised for community organisation and personal development programs. Endorsed programs can contribute up to 10 unit equivalents towards the WACE unit completion requirement. Table 3 on page 39 provides a summary of how each category of endorsed programs contributes to the WACE. Endorsed program policy and procedures are outlined in Section 5.

### School based traineeships

Students who have completed school-based traineeships are accommodated in these requirements, as their program could include up to five subject equivalents in VET or endorsed programs. Apart from two units of English completed in their final year of senior secondary studies, these students need to meet the requirements for two other subjects (or four course units) for the number of subjects/units required for the WACE.

## 8.3.7 English language competence

To achieve English language competence, students are required to meet completion requirements and the minimum standard as outlined below:

### Completion requirements

For the achievement of the WACE, students must complete at least four units from an English course or two full-year English subjects (formerly accredited). Full-time students are required to complete, in each year of their senior secondary schooling, two units of an English course. Part-time students must study two units of an English course in their final year of study if they have not already completed four units over two previous years, post Year 10.

Students who have completed at least **two** P Stage English units in their final year of senior secondary schooling (Year 12) will have met the English language competence final-year unit completion requirements. Students will need to demonstrate the standard as defined by work samples.

### Standard

The standard for English language competence is defined by work samples. Schools will evaluate student work using the criteria and exemplars provided in the Guide to WACE English Language Competence. This publication can be found on the Curriculum Council website, [http://www.curriculum.wa.edu.au/internet/Senior\\_Secondary/Exam\\_Information/English\\_Language\\_Competence\\_Test](http://www.curriculum.wa.edu.au/internet/Senior_Secondary/Exam_Information/English_Language_Competence_Test).

This standard 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 a unit of either English or English as an Additional Language/Dialect (excluding units 1A/1B), or a grade of C in English Literature (E005) in Year 12 would have achieved this standard. For students at risk of not achieving this standard, schools will need to review a range of their work. The work may be drawn from English or a range of subjects. The work selected and the process used is a school decision.

Students who have completed P Stage English units in their final year of senior secondary schooling (Year 12) will need to meet the English language competence standard as defined by work samples.

Students who do not meet this standard will have the opportunity to sit the English language competence test (safety net test). Students who pass this test are judged to have met the minimum standard for English language competence and are eligible to achieve the WACE, provided all other necessary criteria have been met.

A student awarded a U (unfinished assessment task) notation in the required courses or subject is not eligible to sit the English language competence test, as they have not satisfied the completion requirements.

**Previous achievement of English language competence**

An average of C grade or better in an E code English subject, or an average of Level 4 or better across two units studied in Year 12 in the English course (achieved 2006 or 2007), or an average of C grade or better across two units studied in Year 12 in English as an Additional Language/Dialect or Literature (achieved in 2007) will also satisfy the competence requirement. Students who in 2008, while in Year 12 studied two units of the English course or two units of English as an Additional Language/Dialect and achieved a C grade or better in either unit will also satisfy the competence requirement.

**Data collection from schools**

Schools will need to indicate on their student database (SIS, MAZE or equivalent) if a student has achieved the ELC standard through work samples.

**8.3.8 Breadth-of-study requirement**

To meet WACE requirements in 2009, students will need to complete course units and/or subjects that cover all 13 overarching learning outcomes. Coverage of these overarching learning outcomes can be over Year 11 and Year 12. Details relating to the overarching learning outcomes can be found on the Curriculum Council website at

**[http://www.curriculum.wa.edu.au/internet/Policy/WACE\\_Requirements/](http://www.curriculum.wa.edu.au/internet/Policy/WACE_Requirements/)**.

For a student to achieve a WACE in 2010 and beyond, the student must complete at least one course (or pair of units) from each of List A and List B (as indicated on the next page). For this purpose, completion of a course means that the student has:

- received a grade in at least two units in their final year of senior secondary schooling in that course
- made a genuine attempt in the examination, unless exempt, for that course.

If 50 per cent of a student's final year of senior secondary schooling comprises endorsed programs, including VET, then the breadth-of-study requirement is waived. It should be noted that endorsed programs are unlisted. When developed, VET industry courses will be allocated to a list.

**Table 9: WACE breadth-of-study list (2010 onwards)**

<b>List A (arts/languages/social science)</b>	<b>List B (mathematics/science/technology)</b>
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)
BME Business Management and Enterprise	AET Automotive Engineering and Technology
VBS Business Services (VET industry specific)	AVN Aviation
CAE Career and Enterprise	BIO Biological Sciences
CFC Children, Family and the Community	BCN Building and Construction
CBS Chinese: Background Speakers	BME Business Management and Enterprise (2010 only)
CSL Chinese: Second Language	CHE Chemistry
VCS Community Services (VET industry specific)	CSC Computer Science
VCA Creative Industries: Art (VET industry specific)	VCO Construction (VET industry specific)
VME Creative Industries: Media (VET industry specific)	DES Design
DAN Dance	EES Earth and Environmental Science
DRA Drama	EST Engineering Studies
ECO Economics	FST Food Science and Technology
ENG English	VHO Hospitality (VET industry specific)
ELD English as an Additional Language/Dialect	HBS Human Biological Science
FRE French	VIT Information Technology (VET industry specific)
GEO Geography	ISC Integrated Science
GER German	MMT Marine and Maritime Technology
HEA Health Studies	MDT Materials Design and Technology
HEB Hebrew	MAT Mathematics
IBS Indonesian: Background Speakers	MAS Mathematics Specialist
IND Indonesian: Second Language	OED Outdoor Education
ITA Italian	PES Physical Education
JBS Japanese: Background Speakers	PHY Physics
JSL Japanese: Second Language	PPS Plant Production Systems
LIT Literature	VPI Primary Industries (VET industry specific)
MBS Malay: Background Speakers	PSY Psychology
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	

If schools have students in their final year of senior secondary schooling (Year 12) who may not meet the breadth-of study requirement, then they can apply for special consideration to the special provisions committee.

### 8.3.9 Community service program

From (and including) 2009, students are required to have completed 20 hours of community service to meet the WACE requirements. Community service hours can be accumulated by students over Year 10, 11 and 12.

The community service guidelines can be found in the WACE Procedures File provided to all schools and on the Curriculum Council website at

<http://www.curriculum.wa.edu.au/internet/Communications/Publications>.

### 8.3.10 Community service exemptions

In rare circumstances, a senior secondary student in a mainstream program\* may be unable to complete the community service requirement for the Western Australian Certificate of Education (WACE). Exemptions are granted when it is demonstrated that a student has been unable to undertake community service during Year 10–12. Exemptions will be considered on a case-by-case basis through an application process.

\* This includes secondary programs through SIDE, in education support centres/schools, remote community schools, primary schools which enrol secondary students and students who are home-schooled.

For 2009 and 2010, schools may seek an exemption from the community service WACE requirement if special circumstances have resulted in a student, or small group of students, not completing this requirement during these transition years.

For 2009 and 2010, the following exemptions apply:

- students who enrol in Year 11 or 12 at a school without having had any access to community service from a previous local or interstate school:
  - Year 11 between January and June (i.e. attending for more than three semesters), only need to complete 10 hours
  - Mid-Year 11 and Year 12 (i.e. attending for only two semesters), no community service is required
- Year 11 or 12 students who are returning to school after an absence of more than one year
- students from communities where suitable placements are difficult to establish
- full fee-paying students, overseas students at local schools or students at overseas schools
- Year 12 students from 2008 or earlier who re-enter school to repeat Year 12
- senior school students who may, in the opinion of the school, expose the student or school to unwarranted risk
- where parents object to the requirement on ideological grounds and do not support the program.

Schools that consider they have students who should be exempt but are not covered by the above should contact the Curriculum Council.

Applications for Year 12 students must be received at the Curriculum Council by 7 August 2009.

Applications should be made in writing to the Chief Executive Officer of the Curriculum Council. The process for considering applications for exemptions will be administered by the Curriculum Council. The application form can be downloaded from the Curriculum Council website at <http://www.curriculum.wa.edu.au/internet/ Documents/General/Community+Service+Exemptions.doc>.

Applications for exemptions for students who have not completed Year 10, 11 and/or 12 in a mainstream program can be made on their enrolment in that program. Applications for mainstream program students should be made when it can be demonstrated that a student has been unable to undertake community service during Year 10–12. Applications for Year 12 students must be received at the Council by 7 August 2009.

Applications should clearly state the reason for seeking exemption. Contact details for the education provider must be provided to enable further information to be requested if required.

An exemption panel will assess applications for exemption and will make recommendations to the Curriculum Council. Applicants will be notified in writing of when their applications are received, and will be notified of the outcome of their application within six weeks of the lodgement date.

Data submitted in support of applications will remain confidential and will not be communicated to parties outside of those involved in the assessment of applications.

### 8.3.11 Sitting WACE examinations

To be eligible for the WACE, all full-time students who are in their final year of compulsory schooling and are enrolled in at least one Stage 2 or Stage 3 pair of units (eg 2A/2B, 2C/2D or 3A/3B) in a course are required to sit for and make a genuine attempt at the WACE examination in that course (unless exempt).

Students who are enrolled in three or fewer Stage 2 and/or Stage 3 paired units, and who are working towards completion of an Australian Qualification Framework VET Certificate 1 or higher in the year they are completing the WACE requirements, are exempt from sitting the examination. This includes

students completing a school-based traineeship or apprenticeship and those involved in the School Apprenticeship Link program. Exempt students may still choose to sit examinations.

When applying for an exemption from sitting an examination, students will be required to complete a form which declares that they are:

- working towards the completion of an AQF VET Certificate I or higher in their final WACE year, or
- studying six or seven courses/subjects.

The exemption form is available in the WACE Procedures File and in the Curriculum Council Circular. Both of these publications are available on the Curriculum Council website at <http://www.curriculum.wa.edu.au/internet/Communications/Publications>.

Students enrolled solely in Stage 1 and/or preliminary units are not required to sit the examinations for the achievement of the WACE. However, they may sit the examination if they so wish.

A student who should sit an examination and chooses not to, or 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.

A student not making a genuine attempt will be determined as one who meets each of the following criteria:

- be identified by the anomalous performer algorithm and have a mark difference more than two standard deviations below the mean, **and**
- be identified by markers as having not made a genuine attempt or do not attempt each section of the examination.

A student who has been identified as not having made a genuine attempt in an examination and who has not applied for consideration of sickness/misadventure for that examination will receive a letter indicating they may appeal and outlining the appeal procedure. The special provisions committee will review the appeal.

### 8.3.12 Special provisions

In 2009, a special provisions committee reviews the situation in which a student has not achieved a WACE due to the transition arrangements. Schools should apply to this committee if they believe a student has been disadvantaged by the WACE requirements. The committee could recommend to the chief executive officer that a WACE be granted.

If schools have students in their final year of schooling (Year 12) who may not meet the above requirements for secondary graduation due to the introduction of the new courses or endorsed programs, they should write to the Curriculum Council's manager of certification and examinations. A school may request that the breadth-of-study requirement be waived if a student has selected a seemingly balanced program but, when it is checked against the overarching learning outcomes, not all outcomes are covered.

### 8.3.13 Completion of the equivalent of senior secondary studies

#### Guidelines for 2009

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 in the final-year program.

If such students successfully meet these requirements for WACE, then recognition will be given for having achieved the equivalent of one year of senior secondary studies (Year 11) overseas, interstate or through TAFE. Students in this situation are required to complete at least five full-year Curriculum Council subjects (or equivalent), achieve an average C grade across four E code subjects (or equivalent) and achieve English language competence.

In 2009, students who have received a full year of block credit will also be required to complete two units of an English course and meet the breadth-of-study requirement.

Where recognition is given for the achievement of the equivalent of one semester of senior secondary studies elsewhere, students need to meet 75 per cent of the WACE requirements during the remainder of their senior secondary years. That is, they will need to complete at least 7.5 full-year (or equivalent) Curriculum Council subjects (including an average C grade over six subjects or equivalent, four of which are in their final year), and achieve English language competence.

In 2009, students who have received a full semester of block credit will also be required to complete three units from an English course (of which two must be studied in Year 12) and meet the breadth-of-study requirement.

### **Guidelines for 2010–2015**

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 in the final-year program.

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

To achieve block credit status for 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), 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 equivalent to four units are included)
- meet the English language competence standard
- complete two units from an English course
- meet the breadth-of-study requirement.

Recognition will be given for having achieved the equivalent of one semester of senior secondary schooling elsewhere. In this case students are required to meet 75 per cent of the WACE requirements during the remainder of their senior secondary years. To achieve credit status for the completion of a semester elsewhere for the WACE, students must:

- meet the assessment requirements in at least 15 course units (including at least two two-unit combinations – up to seven units can be endorsed), which equates to 75 per cent of the requirement
- achieve an average of a C grade or better across at least seven-and-a-half course units from at least four courses (or across at least six course units from at least three courses if endorsed programs equivalent to six units are included)
- meet the English language competence standard
- complete three units from an English course
- meet the breadth-of-study requirement

#### **8.3.14 Accumulating results**

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

From 2015, only achievement in new courses and endorsed programs will be counted towards the WACE.

#### **8.3.15 Year 8 and Year 9 students**

Schools are required to seek permission from the Curriculum Council for Year 8 or 9 students to have achievements in the senior secondary studies, such as endorsed programs, contribute to the Western Australian Certificate of Education. Permission will be granted on the basis that these studies are part of a longer term program and are for students who are gifted and talented, or for those students in remote community schools where VET units of competency relate directly to the local industry.

A signed declaration by the school principal is needed to ensure that by offering the course units/endorsed programs/units competency, the school agrees to the following conditions:

- the program is delivered and assessed in accordance with the Curriculum Council's assessment and moderation policy and procedures
- the program is subject to the Curriculum Council's moderation processes
- the enrolment and achievement data are submitted and verified in accordance with the Curriculum Council's published requirements.