



Government of Western Australia
Curriculum Council

Year 12 Information Handbook

2009



Student name

Curriculum Council number

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This Information Handbook should
be kept until after you receive your
statement of results

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 subjects/course units
- school assessments
- examinations, including special examination arrangements and what 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 Curriculum Council on 9273 6377 or enrolments@curriculum.wa.edu.au.

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

DAVID WOOD
CHIEF EXECUTIVE OFFICER
CURRICULUM COUNCIL

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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 school study, although the Council's provisions enable students to meet the WACE requirements over a lifetime. The WACE is recognised by universities, TAFEWA, industry and other training providers.

Schools are the main providers of the WACE for students up to the age of 17 years. Schools may work in partnership with other providers to deliver courses, vocational education and training (VET) or other programs, but they remain responsible for managing programs and reporting student achievements to the Curriculum Council. Schools maintain a record of learning for all students.

In 2009, students can be enrolled in a mix of WACE course units, subjects, VET units of competency and endorsed programs.

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

Overview of WACE requirements 2009

A more detailed explanation of each requirement follows on page 2.

Completion	<ul style="list-style-type: none">• Complete at least 10 full-year (or equivalent) subjects• Up to 50 per cent can be endorsed programs• A single course unit is equivalent to a half-subject. For every six course units at least one two-unit combination, must be included
Standard	<ul style="list-style-type: none">• Achieve an average of C grade or better in at least eight full-year (or equivalent) subjects• At least four of these subjects must be at Year 12 level (E code). Course units completed during the final year of senior secondary schooling can be counted towards the four subjects at Year 12 level (E code)• Achievement of an industry specific VET course unit equates to a C grade• Up to three subject equivalents can be endorsed programs.
English language competence	<ul style="list-style-type: none">• Complete four course units from an English course, two of which must be completed in Year 11 and two course units in Year 12.• Meet the English language competence standard, as defined by work samples, or pass the English language competence test.
Breadth-of-study	<ul style="list-style-type: none">• Coverage of the 13 overarching learning outcomes of the Curriculum framework.
Examinations	<ul style="list-style-type: none">• WACE courses: Year 12 students who are enrolled in a pair of course units at Stage 2 or 3 must sit the examination (unless exempt). Students, who do not make a genuine attempt in the examination of a course, will not have the course units in that course contribute to the C grade average.• TEE subjects: optional examinations.

Western Australian Certificate of Education (WACE)

Completion requirements

A course unit or subject can only be considered completed when all of the assessment requirements have been met and the achievement (of a letter grade of A, B, C, D or E) has been recorded for the unit/subject.

One course unit is equivalent to half a subject. For every six course units at least one two-unit combination must be included.

A subject (E code) may be repeated. However, it counts only once towards the WACE requirements.

Course units that are repeated (that is those course units with the same code) both count towards the total number of subjects/course units required for a WACE and can be used for the purpose of determining the 'C' grade average. If a two-unit combination is repeated, both units count towards meeting the requirement for a minimum of two-unit combinations.

Students may accumulate results in course units and endorsed programs towards the WACE for six years. From 2010, it will be possible to accumulate achievements towards a WACE over a lifetime.

Endorsed programs, including stand alone vocational education and training (VET) subject equivalents, can be substituted for up to five out of 10 subjects studied for a full year or pairs of course units (including Preliminary Stage units) completed.

Standards

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

For a full-year subject, A = 5; B = 4; C = 3; D = 2; and E = 1. For a course unit, A = 2.5; B = 2; C = 1.5; D = 1; and E = 0.5.

To calculate a grade average, the total points of the eight best subjects (including up to three 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; for example, A is converted to 2.5.

At least four subjects must have been at E code level and/or the course 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.

Completion of a P Stage unit does not contribute to the C grade average, but reduces the number of subjects (or equivalent) over which the average is calculated (according to the formula, on page 4, used for endorsed programs).

English language competence

Students must achieve English language competence (ELC) to be eligible for a WACE. To achieve English language competence, students must meet the following completion requirements and minimum standard.

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. 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 Year 11 or Year 12 English units over two previous years.

Preliminary (P) Stage units can contribute to this requirement.

Standard

Students can demonstrate that they have met the minimum standard necessary for WACE English language competence by any one of the three methods below:

- achieving in Year 12, a C grade or better in at least a Stage 1 English unit or Stage 1C or 1D unit in English as an Additional Language/Dialect or a grade of C or better in English Literature (E005) in Year 12. The Curriculum Council database will automatically

record English language competence in this case.

- passing the English language competence test.
- being judged by their school to have achieved a standard of competence equal to or better than the minimum standard exemplified in the 2009 Guide to WACE English Language Competence.

For schools to make an assessment of English language competence, a range of student work from English or other subjects/courses will need to be reviewed. The work selected and the process used will be determined by the school.

Prior achievement of English language competence is recognised for students repeating Year 12.

The WACE minimum standard does not satisfy the requirements for language competence necessary for university study. For information on that requirement, please visit the TISC website at www.tisc.wa.edu.au.

Students who do not meet the standard

Students who do not meet this standard will have the opportunity to sit the English language competence test (safety net test) on Friday 30 October 2009. Students who pass this test will be judged to have met the minimum standard and are eligible to achieve the WACE, provided all other criteria have been met.

A student who does not meet the English language completion requirements, including if they are awarded a U notation (unfinished assessment task) in one of the relevant courses, will not be eligible to sit the English language competence test.

Breadth-of-study

Students need to complete course units and/or subjects that cover the 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 are available on the Curriculum Council website at www.curriculum.wa.edu.au/internet/Policy/WACE/Requirements/.

Students with study programs that do not appear to meet this requirement should discuss their situation with their school. The school is able to apply to the Special Provisions Committee of the Curriculum Council to have this requirement waived.

Examinations

Full-time Year 12 students who are enrolled in at least one Stage 2 or Stage 3 unit pair in a course will be automatically enrolled to sit the WACE examination in that course, unless exempt. See page 10 for details regarding exemptions.

A unit pair refers for example, to 2A/2B or 2C/2D or 3A/3B within a course.

The examinations in TEE subjects are optional. Students enrolled in a TEE subject must submit a non-examination candidate form if they do not wish to sit the examination.

Equivalences

This section relates to WACE equivalences and is relevant to students who:

- are enrolled in VET units of competency as part of their school program or have completed endorsed programs
- have completed the equivalent of Year 11 studies overseas, interstate or with a private training provider.

Subject equivalence

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

Vocational education and training (VET) course unit or subject equivalents

A stand alone unit of competency is studied in addition to a Curriculum Council course unit or subject.

VET stand alone units of competency are allocated unit equivalence according to the number of nominal hours as indicated below, where one course unit is equivalent to 55 nominal hours.

Nominal hours	Unit equivalent*	Nominal hours	Unit equivalent*
Less than 55	0	330 to 384	6
55 to 109	1	385 to 439	7
110 to 164	2	440 to 494	8
165 to 219	3	495 to 549	9
220 to 274	4	550 to 604	10
275 to 329	5	605 to 659	11**

* Two course 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 units of competency
- unit equivalence is calculated using the table above regardless of how the course is delivered
- 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.

Details of enrolments in units of competency will be collected directly from schools. Units of competency successfully completed will be recorded in a student's statement of results.

In 2009, a special provisions committee will review any situation in which nationally recognised units of competency and qualifications are not recognised. Schools should apply to this committee if they

believe a student has been disadvantaged by the WACE requirements.

Endorsed programs

Endorsed programs offer Years 10, 11 or 12 students the opportunity to use workplace learning, VET stand alone and nationally accredited courses, university studies, community organisation and personal development programs to meet the completion requirements of the WACE. Students can be involved in any of these types of learning activities during or outside of school time through a variety of strategies.

Endorsed programs can contribute towards the WACE completion requirement up to 5 subject equivalents. The endorsed program policy, procedures and guidelines are available at: http://www.curriculum.wa.edu.au/internet/Senior_Secondary/Endorsed_Programs.

A unit for an endorsed program will be equivalent to any other course unit. Therefore, it will equate to half a subject equivalent (two course units are equivalent to one subject).

Please refer to the table below for the sliding scale.

Number of endorsed program unit equivalents	Subject equivalent	Number of subjects/course equivalents used in 'C' grade calculation	Minimum number of Year 12 subjects/course equivalents included 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

Year 11 equivalence

This section relates to students who have completed the equivalent of Year 11 studies overseas, interstate or with a private training provider.

Schools may enrol students in their final year of senior school studies (Year 12) if they consider that studies completed elsewhere indicate that the students have the potential to complete the final year (Year 12) program successfully.

If this is the case, the school will complete the relevant form (which can be downloaded from the website at: www.curriculum.wa.edu.au/internet/SeniorSecondary/Exam_Information/) and send it to the Curriculum Council.

Completion of the equivalent of a full year

Students credited with having completed the equivalent of Year 11 overseas, interstate or with a private provider (block credit), can achieve a WACE by:

- completing at least 5 full-year (or equivalent) Curriculum Council subjects*
- obtaining an average grade of C or better in at least four full-year (or equivalent) Curriculum Council subjects at Year 12 level**
- meeting the English language competence requirement.

* Up to 50 per cent of a student's study program (i.e. 2.5 out of 5 full-year subjects) for meeting the subject completion requirement may comprise endorsed programs, including stand alone VET subject equivalents. Any two units from one of the new courses will count as a subject. A single unit will count as a half-subject equivalent.

** Up to 40 per cent (i.e. 1.5 out of 4 full-year subjects) for meeting the C grade or better requirement may comprise endorsed programs including stand alone VET subject equivalents.

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.

Completion of the equivalent of a semester

In the case of a student having completed the equivalent of a semester of senior school studies (Year 11) elsewhere, a WACE is achieved by:

- completing at least 7.5 full-year (or equivalent) Curriculum Council subjects*
- obtaining an average grade of C or better in at least 6 full-year (or equivalent) Curriculum Council subjects, four of which are at Year 12 level** (E code)
- meeting the English language competence requirement.

* Up to 50 per cent of a student's study program (i.e. 3.5 out of 7.5 full-year subjects) for meeting the subject completion requirement may comprise endorsed programs, including stand alone VET subject equivalents. Any two units from one of the new courses will count as a subject. A single unit will count as a half-subject equivalent.

** Up to 40 per cent (i.e. 2.5 out of 6 full-year subjects) for meeting the C grade or better requirement may comprise endorsed programs, including stand alone VET subject equivalents.

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

Enrolments

This section relates to all students as it contains valuable information regarding enrolments.

Number of subjects/courses in which students can be enrolled

In any one year the maximum number of full-year (or equivalent) subjects/courses for which a student can enrol is eight. Students wishing to enrol in more than eight full-year (or equivalent) subjects/courses or examinations need approval from the Curriculum Council's Manager, Certification and Examinations.

For subjects with an examination, students can enrol as a school candidate, a private candidate or a non-examination candidate. For courses, students can enrol as either school candidate or private candidate. Students who are studying a Stage 2 and/or 3 WACE course cannot enrol as a non-examination candidate in that course unless an exemption has been granted.

Studying at more than one school

If a student is studying subjects/course units at more than one school or college, then each school or college must submit the enrolment details of the subjects/course units studied at that school for that student.

Overseas full fee paying students

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

Full-time student

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

Confirming enrolments

Schools have received 2009 student confirmation reports showing details for students who are enrolled in E code (Year 12) subjects and Semester 1 and 2 course units. If schools have provided details relating to enrolments in VET units of competency and endorsed programs, then these will also be listed.

For private candidates and students from the School of Isolated and Distance Education, or TAFEWA, the enrolment advice forms will be sent to the students' home address.

If a student has not received a confirmation report, then he/she should contact the Curriculum Council on 9273 6377.

Changing enrolments

If you find a mistake on your confirmation report, follow the instructions printed on the form and return it to your school no later than Monday 3 August 2009.

Enrolments and changes in subjects/courses that have an external practical examination will not be accepted after 7 August 2009. Changes in enrolments for other courses can be made up to 25 September 2009 but will incur a late fee.

School assessments

This section relates to all students as it provides valuable information regarding school assessment.

Grades and numerical assessments

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

A grade (A-E) is awarded for each E code (Year 12) subject and each course unit completed at the school. The notation of 'U' will only be used when a school considers that the student will, in the future, complete the necessary assessment requirements of the syllabus and a grade will then be assigned. Completion of the assessment task/s will need to occur next semester, during the holidays or early in the next year.

For TEE subjects and course units at Stage 2 or 3 completed during Year 12, teachers will also submit a mark in the range 0 to 100 for each student who will be sitting the examination. It is this numerical school assessment which, after adjustment, is combined 50:50 with the examination mark for each subject or course.

Numerical assessments are generally not required for subjects or courses completed in Year 11 or for Stage 1 course units or for wholly school-assessed E code Year 12 subjects.

Grade eligibility

To be eligible for a grade, students must have completed the school's structured educational and assessment program for the subject or course, unless there are exceptional circumstances acceptable to the school.

Typically, this would mean that final year students remain enrolled until Monday 2 November 2009 for E code (Year 12) subjects and WACE course units.

Moderation of school assessments

Moderation is the process of ensuring comparability of assessments between schools.

Moderation of grades

During the school year, several procedures are used to ensure that the grades awarded by schools in subjects or course units are comparable. Teachers assess student work in accordance with Curriculum Council guidelines. In addition, teachers meet in groups and/or are visited by moderation and standards officers from the Curriculum Council to discuss assessment procedures and standards. The grades awarded by teachers at the end of the year are only adjusted by the Council in exceptional circumstances.

Grades awarded by the school are provisional until confirmed by the Council approval process. Schools are required to advise students in writing if any changes are made to provisional grades in the approval process.

Statistical adjustment of numerical school assessments

It would be unfair to take the school assessment from all the different teachers in different schools and just add them, unadjusted, to the examination marks. Therefore, school numerical scores and examination marks are both statistically adjusted to make sure each student is treated fairly.

The procedures used for statistical adjustment are available at: <http://www.curriculum.wa.edu.au/pages/Assessment/content/html/combining.html>.

These two marks are then combined to give a TEE or WACE mark.

The combined mark for a TEE subject or WACE course is obtained by combining the standardised moderated numerical school assessment and the standardised examination mark. .

Students should note that the numerical assessments submitted by the school will be adjusted in the manner described in this publication. This includes those cases in which grading has been validated through moderation visits or meetings. It should be noted that neither moderation visits nor consensus meetings are used to adjust numerical school assessments.

Authenticity of work

All work submitted for school assessment and external examinations (including practical components) must be the student's own work or must be acknowledged appropriately. Malpractice, including plagiarism, could lead to the student receiving a penalty, which may result in a loss of all marks.

Malpractice is any activity that enables a student to gain an unfair advantage over other students. It includes, but is not limited to:

- copying someone else'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
- submitting work to which another person such as a parent, coach or subject expert has contributed substantially
- using words, ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement
- paying someone to write or prepare material
- using non-approved aides during an assessment task
- assisting another student to engage in malpractice.

Review of school assessments

Schools have been asked to inform students, in writing, of their school assessment results by Friday 30 October 2009 for Year 12 subjects or course units.

If you believe your school grade or numerical assessment is wrong, you should ask the school to review it. You must do this in writing within five days of receiving the grade or mark.

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

- the assessment procedures specified in the assessment program and implemented by the school conform with Curriculum Council guidelines
- the assessment weightings conform with the published Curriculum Council requirements
- there are any procedural or computational errors in determining the assessment.

A teacher's judgement about a student's achievement on individual assessment tasks is not subject to review.

If, after an assessment review has been completed at the school, you still believe that the Curriculum Council assessment guidelines were not followed, then you can lodge an appeal with the Curriculum Council on a form available from at www.curriculum.wa.edu.au/internet/Communications/Application_Order_Forms/.

This form must be forwarded to the Council by Friday 13 November 2009. A fee of \$15 is payable for each subject/course unit named on the application form. The Curriculum Council will request a school to re-determine assessments only if it can be shown that the Council's assessment guidelines were not followed by the school.

Examinations

This section is relevant for all students sitting the examinations.

Purpose of examinations

The Curriculum Council sets, administers and marks examinations for students in their final year of secondary schooling.

External examination marks are used primarily to contribute to a score that is used to rank students for university entry.

For school candidates this score is based on a 50:50 combination of information from the examination mark and the school mark. For private candidates, this score is based solely on the scaled examination mark.

The examination marks are used to statistically moderate the school assessment; decide who should be awarded a Curriculum Council exhibition or award; provide feedback to schools about their assessments; and, build public confidence in the measurement of student achievements.

All WACE courses and TEE subjects have a written examination. 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 school they attended. A list of subjects/courses with examinations are provided in Appendix A.

Enrolling in examinations

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

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

If you are applying for tertiary admission, you should check that your subject/course selections and type of enrolment (school/private) meet the entry requirements. University admission information is available on the TISC website (www.tisc.edu.au).

School candidate

When your school provides students' enrolments to the Curriculum Council, it will be assumed that you are intending to sit the examinations as a school candidate.

Non-examination candidate

If you do not wish to sit for the examination in a tertiary entrance subject, you must complete a non-examination candidate enrolment form. This form is available from your school or can be downloaded at www.curriculum.wa.edu.au/internet/Senior_Secondary/Exam_Information/.

Private candidates

Private entry to an examination means that the final mark for the subject/course is calculated on the examination mark only.

If you wish to sit examinations as a private candidate, you must complete a private candidate enrolment form. The form is available from your school or can be downloaded at http://www.curriculum.wa.edu.au/internet/Senior_Secondary/Exam_Information/. Be sure to read the private candidate general information supplied with the form.

A non-refundable fee of \$35 is charged for each subject/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 24 June 2009 and before Friday 7 August 2009 will incur a late fee of \$35.

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

Enrolment as a private candidate cannot be accepted after Friday 7 August 2009.

Genuine attempt in the examinations

A student who should sit a WACE course 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 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 not having made a genuine attempt in an examination, and who has not applied for consideration of sickness/misadventure for that examination, will be informed by letter and advised of the process to be followed to appeal against the decision.

Note: the WACE genuine attempt requirement does not apply to TEE subjects.

Exemption from sitting the examinations

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

In order to meet WACE requirements, Year 12 students who are enrolled in at least one Stage 2 or Stage 3 unit pair (e.g. 2A/2B, 2C/2D or 3A/3B) 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 exemptions:

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, and are enrolled in three or fewer Stage 2 and/or Stage 3 unit pairs, can apply for an exemption.

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.

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

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

This exemption does not allow you to randomly select, at the time of sitting the examination, which one/s you will not attend.

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

Examinations outside of Western Australia

A student wishing to sit for 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 subjects/courses through an approved Western Australian secondary educational institution.

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

To offset some of the costs associated with setting up an examination centre and the security 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).

Please note that this fee is non-refundable if overseas examination arrangements are cancelled after Friday 25 September 2009.

Examination timetables

Practical examinations

The practical examinations take place between Saturday 26 September 2009 and Friday 30 October 2009. A schedule for the practical examinations is included in Appendix D.

A practical examination advice sheet will be provided for 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.

Written examinations

The written examinations start on Monday 2 November and finish on Friday 21 November 2009. WACE examinations for Stage 2 and 3 courses will be held on the same day and at the same time. The final examination timetable can be found in Appendix E.

You will be issued with a personalised examination timetable showing subject/course, time, date and location for each written examination in which you are enrolled.

Your personalised examination timetable will show your Curriculum Council student number, which you will need to write on each examination answer book.

You must sign this form and take it to each written examination as proof of your enrolment. Personalised examination timetables are issued to candidates through schools in September. Replacement copies will be available through the school administration.

Most students will be able to sit their examinations at their current school. However, small centres with subject/course enrolments of less than 20 candidates may be combined into one large centre.

The last date for receipt of late entries or changes to existing enrolment information on the *personalised examination timetable* is Friday 25 September 2009. A fee applies.

For all subjects/courses with a practical examination component, the last date for late entries is Friday 7 August 2009.

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 has passed from the start of the work period of an examination, other than under exceptional

circumstances and by express permission of the chief supervisor.

What to take into examinations

The candidate's signed personalised examination timetable must be available for the supervisor to see for each examination. 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, highlighters, rulers, erasers, correction fluid and other items specified or recommended for particular subjects and courses. These 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 September so that each candidate can be made aware of authorised materials and the structure of each examination. 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 players
- bags
- pencil cases not made of a clear material
- calculator cases
- 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 subjects/courses. Graphics calculators must be used silently and must not contain any Applet or 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 B.

Dictionaries

Approved dictionaries are permitted in the written examination of all Language (except English) subjects/courses.

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. Details regarding dictionary use in the examinations are contained in Appendix C.

Notes

Candidates in **Applicable Mathematics, Discrete Mathematics** and **Calculus** are allowed to take up to two (2) A4 sheets of notes.

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

Notes for the above are to be flat and contain no folds. They may be written on both sides, but must not have any notes attached to them. These sheets must be brought into the examination room and left on the desk at all times.

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 script 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. Candidates attempting to bring in more sheets than the authorised number will be in breach of examination rules.

Blank paper cannot be brought into any examination.

Pens vs. pencils

Candidates may use either a pen or pencil in the examination. Coloured pencils may also be used.

For multiple-choice sections, candidates must use blue or black pen or B or 2B pencil.

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

Under usual circumstances, there is no eating allowed during an examination. However, under special circumstances, a candidate may apply to the Curriculum Council to eat food during an examination e.g. a diabetic candidate. These students must complete a special examination arrangements application form.

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 outside with the candidate's possessions before entering the examination room.

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 TEE/WACE examinations have 10 minutes reading time. Reading time is for reading only. No marking of the paper by pen, pencil, highlighter or any 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.

Leaving an examination

Candidates will not be allowed to leave the examination until one hour after the start 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 is 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 then 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 Curriculum Council.

School rules

If a school denies a candidate access to his/her nominated examination centre (for example 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.

Practical examinations

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

Practical examination notification

Candidates should take the practical examination advice sheet they receive from the Curriculum Council to all practical examinations.

Arrival time

Candidates must arrive 20 minutes before their examination time (30 minutes for Dance and Physical Education Studies). Candidates must be ready to start their examination at the scheduled time or they will not be permitted to undertake the examination.

Clothing

Candidates must not wear school uniform as markers should not be able to identify either the candidate or his/her school. Clothing should be appropriate for the type of examination.

Missing an examination

The practical examination cannot be re-scheduled if a candidate suffers a temporary illness or misadventure during the examination period. Candidates are encouraged to undertake the examination if able to do so. However, they should not attend an examination against specific medical advice. A sickness/misadventure application may be submitted.

Marking the practical examinations

Two markers will be present for the practical 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 Physical Education Studies, candidates will be examined as part of a group.

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

Costs incurred

For candidates travelling to practical assessment centres from country locations, the cost of the student's travel will be reimbursed in accordance with the Curriculum Council's published guidelines. Original receipts of travel costs must be submitted to the Curriculum Council through the candidate's school. Further information has been provided to schools.

Art visual diaries

Submission of Art visual diaries

Art visual diaries must be submitted to the Curriculum Council by Tuesday 20 October 2009. School candidates must submit their visual diaries through their school. The Curriculum Council will not accept visual diaries directly from school candidates.

Declaration form

Every candidate is required to complete a *declaration of authenticity* form and submit it with the visual diary to declare that:

- the work submitted is the student's own
- the work submitted was completed as part of the student's 2009 studies
- the studio work was completed in 2009 and evidence of this is shown in the visual diary in the form of a photograph.

Any visual diary submitted to the Curriculum Council without a completed declaration form will not be marked.

If the Curriculum Council is satisfied that any work submitted in the visual diary is not the candidate's current year's work, the candidate's results may be cancelled.

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

Preparation of the visual diary

Before submitting visual diaries, candidates should ensure that each piece of work is securely placed in the file and contains the candidate's

student number. Before the submission of diaries, the Curriculum Council will provide labels containing the candidate's student number to be attached to the candidate's visual diary. A candidate's name should not appear on any piece of work or on the visual diary.

All candidates will be required to include a standard Curriculum Council cover page in the front of their diary. Copies of the cover page for use by candidates will be sent to schools in September.

Return of the visual diaries

Candidates will be able to collect visual diaries from their school in mid-November. Private candidates will be notified by mail of the arrangements for collecting their diaries.

Aviation

Candidates are required to simulate a flying sequence in a Cessna 172 aircraft using Microsoft Flight Simulator 2004 or later.

Arrival time

Candidates must report 20 minutes before the scheduled exam time.

Clothing

Candidates must not wear school uniform as markers should not be able to identify either the candidate or his/her school. Clothing should be appropriate for the examination.

Dance

Candidates should take the following items to their practical examination:

- 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.
- Stage 3 Dance candidates must also bring:
 - a completed *declaration of authenticity* form
 - two clear copies of the completed *statement of choreographic intent*.

Arrival time

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

Clothing

- Plain form-fitting dance attire.
- Bare feet or appropriate dance footwear.
- Avoid wearing street clothes, jewellery and inappropriate shoes unless part of your genre.
- Nothing that identifies you or your school.

Equipment

The Curriculum Council will provide a CD player, one chair to be used in the interview and a technical assistant to operate the CD player. The technician will not assist in any other way.

The candidate is not permitted to bring any scenery, costumes or use any projections in the performance.

Props that are to be used which form an integral part of the performance (e.g. hat, cane, scarf) may be brought, however the candidate is limited to what they alone can carry and set up within 60 seconds.

Declaration form and intent statement

Stage 3 Dance candidates are required to complete and submit a *declaration of authenticity* form and two clear copies of a *statement of choreographic intent*. The declaration form is to be submitted upon reporting to the examination centre. The statement of intent is to be given to the markers.

In completing the *declaration of authenticity* form, a Stage 3 candidate is declaring that the work submitted for Performance 1 (original solo composition in the genre of choice) is the student's own and was completed as part of the student's 2009 studies.

If a candidate does not submit a completed *declaration of authenticity* form, the candidate's marks for Performance 1 (original solo composition in the genre of choice) and Performance 2 (set solo) may not be included in the candidate's final examination mark for Dance.

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.

If the Curriculum Council is satisfied that any work submitted for examination is not the candidate's current year's work, the candidate's results may be cancelled.

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

Drama

Drama candidates should take the following items to their practical examination.

- A completed *declaration of authenticity* form.

- Two clear copies of the script for the candidate's original solo performance with standard Curriculum Council cover pages.
- Two clear copies of the script for the candidate's monologue with standard Curriculum Council cover pages.
- Scenery or props if required. Items will be limited to what the candidate alone can carry and set-up within 60 seconds. The technical assistant may not help carry props or scenery.
- CD if required. A CD player will be provided in the examination room. However, candidates are encouraged to bring their own.

Arrival time

Candidates must report 20 minutes before the scheduled exam time.

Clothing

- Theatre blacks and/or costume.
- Nothing that identifies you or your school.

Technical assistant

Candidates may have a technical assistant to operate the audio equipment in Part 1 (original solo performance) of the examination. It is the candidate's responsibility to ensure that any technician arrives punctually at the examination.

Declaration form

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 student's own and was completed as part of the student's 2009 studies
- the scripted monologue presented by the student 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 form, 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 Curriculum Council is satisfied that any work submitted for examination is not the candidate's current year's work, the candidate's results may be cancelled.

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

Script preparation

Candidates are required to submit two copies of each script for the original solo performance and scripted monologue. A standard Curriculum

Council cover page must be attached to the front of both copies of each script before the scripts are handed to the markers in the examination room.

The scripts should:

- be A4 in size, secured firmly by staples on the left-hand side
- have the pages presented in the correct order (single or double sided)
- not contain your name, school or other identifying material.

Standard Curriculum Council cover pages will be sent to schools in September. Scripts will not be returned.

Further information

For further information to assist in the candidate's examination preparation, refer to *Candidate Notes: 2009 Drama performance examination*, distributed through schools.

English as an Additional Language/Dialect

Candidates are shown one visual stimulus accompanied with focus questions to which they prepare responses.

The only items that candidates are permitted to take into the interview room are their practical examination advice sheet and handwritten notes prepared during the preparation time. The handwritten notes and stimulus material must be left with the marker at the conclusion of the interview. The handwritten notes are not assessed. Dictionaries are not allowed during the preparation or interview time.

Language (LOTE) oral interviews

Background and non-background candidates

Candidates sitting for a Language subject/course that has an oral component are identified as either background or non-background candidates.

Background candidates have often lived and been to 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 taken out of the standardisation, moderation

and scaling processes to give the marks adjustment process greater validity. It has been shown that this is beneficial to the results of both background and non-background candidates.

Background candidates are identified by the subject teacher, the candidate and the markers of the oral interview component of the tertiary entrance 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 Curriculum Council.

Candidates cannot win an award in a subject/course in which they have been identified as a background candidate. Nor can they use their background language subject/course in the calculation of a general exhibition.

Preparation time for the oral interview

Aboriginal and Intercultural Studies, Aboriginal Languages of Western Australia, Chinese: Second Language, Indonesian: Second Language, Italian students are permitted to take an approved print dictionary and writing equipment (pens, pencil, eraser, etc.) into the preparation area, and may take notes during the supervised preparation time.

The only items that candidates are permitted to take into the interview room are their practical examination advice sheet and an item to support their conversation (in subjects where permitted).

For the oral component of any other language subject/course, neither dictionaries nor notes are permitted during the preparation time (i.e. the time between checking in with the supervisor and the start of the actual examination).

Materials Design and Technology folio submission

Submission of MDT folios

Folios must be submitted to the Curriculum Council by Wednesday 14 October 2009. School candidates must submit their folios through the school. The Curriculum Council will not accept folios directly from school candidates.

Declaration of authenticity form

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

- the work submitted is the student's own
- the work submitted was completed as part of the student's 2009 studies
- the work was completed in 2009 and evidence of this is shown in the folio in the form of a photograph.

Any folio submitted to the Curriculum Council without a completed declaration form will **not** be marked.

If the Curriculum Council is satisfied that any work submitted in the folio is not the candidate's current year's work, the candidate's results may be cancelled.

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

Return of the folios

Candidates will be able to collect folios from their school in mid-November. Private candidates will be notified by mail of the arrangements for collecting their submissions.

Media Production and Analysis production submission

Submission of MPA production portfolio

School candidates must submit their portfolios through their school. The Curriculum Council will not accept portfolios directly from school candidates. Production portfolios must be submitted to the Curriculum Council by Wednesday 23 September 2009.

Declaration of authenticity form

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

- the work submitted is the student's own
- the work submitted was completed as part of the student's 2009 studies

Any production portfolio submitted to the Curriculum Council without a completed declaration form will not be marked. Declaration forms will be sent to schools and private candidates in September.

If the Curriculum Council is satisfied that any work submitted in the production portfolio is not the candidate's current year's work, the candidate's results may be cancelled.

Return of the production portfolio

Candidates will be able to collect production submissions from their school by mid-late October. Private candidates will be notified by mail of the arrangements for collecting their submissions.

Music

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

- two sets of clear copies of their pieces for the markers – where applicable, markers will

require scores printed with both the solo and piano accompaniment parts

- candidate's copy of his/her pieces
- candidate's list of pieces and composers for the markers – the candidate's choice piece should be marked on the list
- candidate's instrument if relevant (piano is provided)
- music and equipment for any accompanists and ensemble performers.

The practical component will consist of one full elective or two half-electives. Half-electives will be examined in separate sessions, which may occur on different days. A separate practical examination advice sheet will be provided for each elective. Students should refer to the Music syllabus for further information about the choice of electives.

The examinations for electives (Section II, Performance and Section III, Project) will be conducted during the Term 3 school holidays.

Arrival time

Candidates must report 20 minutes before the scheduled exam time.

Clothing

Candidates must not wear school uniform as markers should not be able to identify either the candidate or his/her school. Clothing should be appropriate for the examination.

Instruments

A piano, CD player and music stand are provided in all examination rooms. Special provisions are made for percussion and jazz instrument candidates. See *Candidate Notes: 2009 Music Practical* for further details. Candidates are responsible for any other equipment required.

Project submission

Provided the project has been approved by the Course Advisory Committee, students who select electives from Section III (approved project, including composition) will be required to attend an interview to discuss their project(s). Projects need to be submitted through the school to the Curriculum Council by Wednesday 23 September 2009.

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

- the work submitted is the students own
- the work submitted was completed as part of the student's 2009 studies.

Declaration forms will be sent to schools in September.

If the Curriculum Council is satisfied that any work submitted in the production is not the candidate's current year's work, the candidate's results may be cancelled.

The project should be anonymous and should be identified only by the candidate's student number. Any other information, such as previous marking at school, the candidate's name or the school name must be removed.

Care must be taken with the presentation and packaging of projects. All pages, CDs, scores etc. should be bound together and all individual items must be identified by the student number.

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.

Further Information

For further information to assist in the candidate's preparation for the Music performance examination or project interview refer to *Candidate Notes: 2009 Music Practical* distributed through schools.

Physical Education Studies

Special note of the following should be made by candidates, as non-compliance may result in the candidate not being able to sit the examination.

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 are required to wear clothing that is approved for competition by the sport's governing body.

Clothing must not identify the candidate, school, club or representation in State/national teams, and it is requested that black, navy or white shirts be worn for the examination.

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.

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 venue.

Further information

For further information refer to *Candidate Notes: 2009 Physical Education Studies practical examination*, distributed through schools.

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, 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. The following breaches and maximum penalties that might apply include but are not limited to:

Impersonation of candidate - cancellation of all papers and exclusion from remaining examinations in that year, and the matter reported to the police.

Collusion between candidates - cancellation of that subject/course paper of each of those 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 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 subject/course being examined (whether or not actual use is established). Possession of a graphics 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 subject/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) 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 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, Certification and Examinations at the Curriculum Council.

Candidates will 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 improper Curriculum Council procedures were used to determine if a breach occurred.

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

Special examination arrangements

Special arrangements may be made for TEE/WACE candidates who have either a permanent or temporary disability 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, private supervision, coloured papers or the enlargement of papers.

The closing date for the receipt of applications for special examination arrangements was 24 June 2009. Applications received after this date will be considered only if exceptional circumstances have prevailed, preventing the submission of the application by the due date. 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 (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 TEE/WACE examinations, candidates should phone the examinations coordinator (special provisions) at the Curriculum Council on 9273 6377 to determine if arrangements can be made.

Provisions for sickness/misadventure

Consideration may be given to students (except private candidates) suffering from a temporary sickness or misadventure close to or during the TEE/WACE examinations, which they believe 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 subject/course. This could affect their achievement of a WACE and tertiary entrance rank/Australian tertiary admission rank.

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

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

If the claim for special consideration is approved, the normal procedure is for the Curriculum Council to calculate an examination mark using the applicant's school assessment 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 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 illnesses such as asthma, unless they have suffered an acute episode of the condition just before or during the examination period
- the same grounds for which the candidate received special examination provisions – unless they have experienced additional difficulties during an examination session
- misreading the examination timetable if a candidate misses an examination, or arrives late to an examination
- misreading of examination instructions
- events related to their school assessment in a subject
- attendance at a sporting or cultural event.

If difficulties are experienced as a result of any of the above, the candidate should seek advice from his/her principal. Candidates will be informed of the outcome of their application at the same time as they receive their *statement of results*.

Applications will only be considered if made on the correct form, available from examination centres, schools and the Curriculum Council website (from October 2009) at www.curriculum.wa.edu.au/internet/Senior_Secondary/Exam_Information. Completed forms must be received at the Curriculum Council no later than Friday 27 November 2009

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

To meet with processing deadlines for the first round of university offers, candidates must lodge their appeal by 4.30pm on 4 January 2010. Lodgement of appeals must be in writing.

Private candidates who suffer a sickness or misadventure before or during the examination caused by them, a third party or the Curriculum Council are unable to receive consideration for their examination mark.

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 your examination preparation

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

- The syllabus for all TEE subjects and WACE courses can be found at www.curriculum.wa.edu.au. Copies of the syllabuses may be available from your school.
- Examiners' reports on each subject/course for previous examinations provide feedback, which includes comment on common mistakes candidates made, sections that were poorly or well done, etc.
- Past examination papers provide guidance on the style/type of questions previously asked.
- Front covers of this year's TEE/WACE examinations are despatched to schools in September. These covers provide information on the format 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. Normally, 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. These notes 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 TEE/WACE 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.

A fee of \$29 is payable for each subject/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 will be included in the despatch of results to students in early January. The last date on which applications for results checks will be accepted is 8 January 2010. After that date, examination papers will be destroyed. If any errors are detected, the Tertiary Institutions Service Centre will be notified.

Statement of raw TEE/WACE marks

To assist students in analysing their examination results, the Curriculum Council will issue a statement of raw TEE/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 subject/course. A fee of \$8.50 per subject/course is payable at the time of making the application.

An application form for a statement of raw TEE/WACE marks will be included in the despatch of results in early January. The form must be submitted to the Curriculum Council by 12 March 2010.

Accessing examination scripts

Candidates who sit TEE/WACE examinations in 2009 may apply for a copy of their examination scripts. A one-off administrative fee of \$15 plus \$5.50 per subject/course is payable at the time of making the application. Applications for copies of scripts must be made on the appropriate application form before 22 January 2010. This application form will be included with the statement of results.

Copies of scripts will be provided when all the processes connected with TEE/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 after 22 January 2010 cannot be considered as examination scripts are destroyed once all processes connected with TEE/WACE examinations have been completed.

Certification

This section relates to 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 course unit or endorsed program will receive a folio of achievement. This folio of achievement may consist of the following:

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

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
- number of hours of community service undertaken.

The statement of results also records:

- exhibitions and awards granted
- WACE course scores*
- school and examination results and scaled scores in tertiary entrance examination subjects
- grades achieved in course units
- VET qualifications and VET units of competency achieved
- endorsed programs achieved
- past results in D and E code subjects.

* The WACE course score is calculated using the school mark and the examination mark for the course.

The WACE course report records:

- school mark
- raw examination mark
- standardised examination mark
- WACE course score
- a description of the knowledge, skills and understanding demonstrated by the student
- state-wide distribution of WACE course scores
- the candidature of the course.

It is a requirement that senior secondary students (Year 12) receive their statements of results at the start of January 2010. As complete information about exhibitions and awards is not available at that time, 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 2010.

The folio of achievements will be posted on Wednesday 30 December 2009. Student results will be published on the joint Curriculum Council/TISC website from Wednesday 30 December 2009 at www.year12results.wa.edu.au.

Tertiary Entrance Rank (TER) / Australian Tertiary Admission Rank (ATAR)

To facilitate national standardisation the term TER will be replaced with the term TER (ATAR) in 2009 and ATAR in 2010

A student's TER (ATAR) is calculated by the Tertiary Institutions Service Centre (TISC) on the basis of student achievement provided to them by the Curriculum Council. The TER (ATAR) is not included on the statement of results.

A student's TER (ATAR) will be available on the joint Curriculum Council/TISC website from Wednesday 30 December 2009 at www.year12results.wa.edu.au.

To access these results, a student's Curriculum Council number and password will be required. Initially the password is preset, with instructions on the login screen.

Students seeking advice regarding university admission should direct their enquiries to TISC by phoning 9318 8000.

Exhibitions and awards

Exhibitions and awards are granted by the Curriculum Council to senior secondary students studying Curriculum Council subjects/courses in 2009. The awards recognise individual excellence at the end of the senior secondary level of schooling. Both general educational excellence and subject/course-specific excellence are recognised.

General criteria for eligibility for exhibitions and awards

To achieve a Beazley Medal: TEE, a Beazley Medal: VET, a general exhibition, a general exhibition (ATSI), a general exhibition (ESL/ESD), a subject/course exhibition, a certificate of distinction and a certificate of excellence, a student must:

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

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

Peak awards

Beazley Medal: TEE

The Beazley Medal: TEE is awarded for excellence in TER (ATAR) subjects or courses. It is awarded to the highest ranked eligible student, using the general exhibition criteria.

Beazley Medal: VET

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

Eligibility criteria

Students eligible for this award will have: completed a nationally recognised VET qualification to a minimum of AQF level 2, and

completed at least two units of equivalence of Workplace learning on-the-job-training (WL1) and/or Workplace learning employability skills (WL2) or achieved a grade from the workplace learning course.

School assessment award score

Students will be shortlisted according to the school assessment award score. A student's school-assessment award score will be calculated using all of the following:

- the school-assessed grade for E code subjects, and the school assessment for course units studied in Year 12
- the achievement of the course, taken over the last two units (or subject equivalent)
- the highest AQF level of a full nationally recognised VET qualification (multiple qualifications do not count)
- the exhibitions and awards obtained in the year of the calculation or in the previous year.

Selection criteria

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

- Australian Qualifications Framework (AQF) level of the nationally recognised VET qualification
- coherence of the WACE program
- number of other Curriculum Council awards.

The number of nominal hours completed by students who are working towards a Certificate IV will be equated to lower level (Certificate II or III) qualification.

General exhibitions

Forty awards, known as general exhibitions, are awarded to the eligible students who obtain the highest Curriculum Council award score based on the average of five TEE/course scaled marks, calculated to two decimal places, with at least two from each of List A and List B. List A and List B subjects/courses used for the Curriculum Council award score are listed on the following page.

The subjects and/or courses (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 marks over two years, the

following rules apply in calculating the Curriculum 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 subject and/or course, the first scaled score, obtained is used. Scaled scores in repeated subjects and/or courses will count only once.

List A

(Humanities/Social Sciences)

Aboriginal and Intercultural Studies
Aboriginal Languages of WA
Ancient History
Arabic
Art
Career and Enterprise
Chinese: Background Speaker
Chinese: Second Language
Dance
Drama
Economics
English
English as an Additional Language/Dialect
English Literature
French
Geography
German
Hebrew
History
Indonesian: Background Speaker
Indonesian: Second Language
Italian
Japanese: Background Speaker
Japanese: Second Language
Malay: Background Speaker
Media Production and Analysis
Modern Greek
Music
Philosophy and Ethics
Polish
Political and Legal Studies

List B

(Quantitative/Science)

Accounting
Applicable Mathematics
Applied Information Technology
Aviation
Biology
Calculus
Chemistry
Computer Science
Discrete Mathematics
Earth and Environmental Science
Engineering Studies
Human Biology
Marine & Maritime Technology
Materials Design and Technology
Outdoor Education

Physical Education Studies

Physical Science

Physics

Psychology

The following subject/course combinations will not be permitted in determining the Curriculum Council award score. In cases of such combinations, only the higher of the two scaled marks will count:

- Biology (TEE) with Human Biology (TEE)
- Chemistry (TEE) with Physical Science (TEE)
- Chinese: Background Speakers with Chinese: Second Language
- Discrete Mathematics (TEE) with Applicable Mathematics (TEE)
- Discrete Mathematics (TEE) with Calculus (TEE)
- English with English as an Additional Language/Dialect
- English with English Literature (TEE)
- English as an Additional Language/Dialect with English Literature (TEE)
- Indonesian: Background Speakers with Indonesian: Second Language (TEE)
- Indonesian: Background Speakers with Malay: Background Speakers
- Japanese: Background Speakers with Japanese: Second Language (TEE)
- Malay: Background Speakers with Indonesian: Second Language (TEE)
- Physics (TEE) with Physical Science (TEE).

Results from past study in TEE subjects cannot be used for the following combinations in calculating the Curriculum Council award score:

- Chinese: Background Speakers with Chinese: Second Language (TEE)
- Chinese: Second Language with Chinese: Second Language (TEE)
- Computer Science with Information Systems (TEE)
- Drama with Drama Studies (TEE)
- Earth and Environmental Science with Geology (TEE)
- English with English (TEE)
- English Literature (TEE) with English (TEE)
- Italian with Italian (TEE).

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 TEE subjects/courses scaled scores, calculated to two decimal places, with at least two from each of List A and List B. The subjects and/or courses (at least two units in each course) must have been studied and completed during the last two years of senior secondary schooling.

The subject and/or course combinations not permitted in calculating of the Curriculum Council award score are listed in the general exhibition criteria. Rules regarding the inclusion of scaled scores in repeated subjects and/or courses are listed in the general exhibition criteria.

To be eligible for this award, the student must fit the Australian Bureau of Statistics definition of an Aboriginal and Torres Strait Islander.

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 or English as a Second Dialect background based on the average of five scaled scores, calculated to two decimal places, with at least two from each of List A and List B. 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 calculation of the Curriculum Council award score are listed in the general exhibition criteria. Rules regarding the inclusion of scaled scores in courses are listed in the general exhibition 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).

Subject/course exhibitions

Category one (TEE subjects/WACE courses)

A subject exhibition may be awarded to the eligible student obtaining the highest raw examination mark in the TEE for each subject, provided that at least 100 students sat the examination. To be eligible for a category one subject exhibition, the student must have achieved a grade of A in that subject in the year of the award being granted.

A course exhibition may be awarded to the eligible student obtaining the highest raw examination mark for each WACE course, provided that at least 100 students sat the examination. To be eligible for a category one 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.

Background candidates sitting a language subject/course which includes background and non-background candidates are not eligible for a subject/course exhibition in the respective subject/course.

Category two (wholly school-assessed subjects and non-examination candidates)

A subject exhibition may be awarded to the eligible student who is the top student in each subject for the award of the certificate of distinction for wholly school assessed subjects.

A course exhibition may be awarded to the eligible student who is the top student in each course for the award of the certificate of distinction for non-examination candidates.

Certificates of distinction

Category one (TEE subjects/WACE courses)

Certificates of distinction are awarded to eligible students who are in the top 0.5 per cent of candidates sitting the examination or the top two candidates (whichever is the greater) in a TEE subject where there are at least 100 students sitting the examination. The determination is based on the combined mark (being an equally weighted combination of the standardised moderated school assessment and the standardised examination mark).

For courses, certificates of distinction are awarded to eligible students who are in the top 0.5 per cent of candidates sitting the external assessment or the top two candidates (whichever is the greater) where there are at least 100 candidates sitting the examination. The determination is based on the combined score (being an equally weighted combination of the statistically adjusted school assessment and the external assessment).

In the case of language subjects/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 subject/course, which includes background and non-background candidates, are not eligible for a certificate of distinction in the respective subject/course.

Category two (wholly school assessed subjects/courses)

Certificates of distinction may be awarded to eligible students who are in the top 0.5 per cent of students in E code (Year 12) wholly school assessed subjects with a mean enrolment of 100 or more in October of the previous two years.

If a wholly school assessed subject has an enrolment of more than 100 students as at the end of processing enrolments (mid-July), then certificates of distinction and a subject exhibition are to be available for awarding in this subject and schools will be informed accordingly.

The wholly school assessed subjects to be granted subject exhibitions, special subject awards, certificates of distinction and special certificates of distinction for 2009 are listed below.

Code	Subject
E230	Administrative Systems
E260	Animal Production and Marketing
E631	Art and Design
E713	Aspects of the Tourism Industry
E289	Automotive Workshop
E689	Beliefs and Values
E270	Building and Construction
E727	Business Financial Management
E742	Child Care
E734	Computer Assisted Drawing and Design
E656	Early Childhood Studies
E709	Food Production
E717	General Workshop
E286	Graphics Technology
E664	Health Studies
E665	Independent Living
E307	Law
E232	Management and Marketing
E511	Modelling with Mathematics
E633	Music in Society
E261	Plant Production and Marketing
E914	Reception and Customer Service
E411	Senior Science
E235	Small Business Management and Enterprise
E281	Systems Technology
E282	Technical Graphics
E283	Visual Communication – Photography

An award may be granted to eligible students who are in the top 0.5 per cent of students in their final year of senior secondary schooling (Year 12) in a WACE course. There must be at least 100 Year 12 non-examination candidates enrolled in two units in the course for an award to be made in that course. The courses eligible for awards are listed below.

Code	Course
AIT	Applied Information Technology
CAE	Career and Enterprise
DAN	Dance
DRA	Drama
ENG	English
ELD	English as an Additional Language/Dialect
MMT	Marine and Maritime Technology
MDT	Materials Design and Technology
MPA	Media Production and Analysis
OED	Outdoor Education
PES	Physical Education Studies

To be eligible for a certificate of distinction, a student must not have sat the examination and must have completed at least two units for that course during their final year of senior secondary schooling (Year 12).

Students who are not in their final year of senior secondary schooling and are enrolled in the subject/course are eligible to be nominated for the wholly school assessed subject/course awards. Should a student not in the final year of senior secondary schooling be nominated for an award, he or she would be granted either a special subject/course award or a special certificate of distinction.

Selection is by a panel appointed by the Curriculum Council. Panel members will be nominated by the school sectors and approved by the Curriculum Council. The selection process involves two stages:

- school nomination – completion of a nomination form from the principal highlighting the subject/course achievement for a student likely to be in the top 0.5 per cent studying the subject/course.
- interview or similar – short-listed students may be invited to demonstrate their understanding of, and achievements in, the subject/course through an interview, performance and/or submission of a folio of work, as determined by the selection panel.

Schools will be required to assist the student to attend the interview and will be responsible for meeting associated costs. Country nominees will be invited to attend an interview in person or through a video conference/teleconference as appropriate.

Details of the process for determining recipients of these certificates of distinction are available at: www.curriculum.wa.edu.au/internet/Policy/Awards.

Special awards

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 award score is not below the lowest score for a general exhibition.

Special subject/course awards

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

Background candidates sitting a language subject/course which includes both background and non-background candidates are not eligible for a special subject/course award in the respective subject/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 or students in the top 0.5 per cent of students enrolled in the subject/course for wholly school assessed subjects/courses.

Background candidates sitting a language subject/course which includes background and non-background candidates are not eligible for a special certificate of distinction in the respective subject/course.

Certificates of excellence

A certificate of excellence will be awarded to each eligible student who, in their last three consecutive years of senior secondary school enrolment, obtain:

- at least 10 A grades in year-long subjects or course equivalents, or
- nine A grades in year-long subjects, if they have two course unit equivalent from endorsed programs (including VET units of competency),
or

- eight A grades in year-long subjects, if they have four course unit equivalent from endorsed programs (including VET units of competency)
- for students enrolled in a school-based traineeship at least six A grades in year-long subjects, if they have eight or more course unit equivalents from endorsed programs (including VET units of competency), and have been engaged in a school-based traineeship and have achieved a minimum of a Certificate II.

Completion of two course units is equivalent to a year-long Curriculum Council subject. Repeated course units can be used in the determination of this award

A subject cannot be used more than once in the determination of this award and two A grades in semester-length Curriculum Council subjects may be deemed equivalent to one A grade in a year-long Curriculum Council subject.

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 Curriculum Council exhibitions and awards committee. For subject/course exhibitions (category one), the chief examiner or nominee is required to make the recommendation.

Certificates and medallions

The winner of the Beazley Medal: TEE and the Beazley Medal: VET receives 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, special general awards, subject/course exhibitions and special subject/course awards receive a medallion, a certificate and a prize.
- All other award winners receive a certificate.

Awards by nomination

The selection criteria and other promotional material for the certificates of distinction (non-exam) and certificates of distinction (WSA) is available on the web and was sent to schools early in Term 2.

Outstanding achievement

Where the number of candidates who sat the external examination was below 100, the exhibition and awards committee may decide to award a subject/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: TEE, a general exhibition, a general exhibition (ATSI), a general exhibition (ESL/ESD), a certificate of distinction, a special general award or 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 is published.

Sponsorship

The aim is that educational and business bodies will provide sponsorship for the exhibitions and awards, and that the prizes and presentation ceremony will be self-supporting through sponsorship. The Curriculum Council secretariat will seek sponsorship for the exhibitions and awards. Sponsorship packages will be available for different levels of sponsorship.

Awards ceremony

A presentation ceremony for all Curriculum Council awards and exhibition winners is held in February.

Top 10 tips

1. Check your enrolment confirmation advice. 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. The student name must not appear on any examination papers, folios, display material or other work submitted for external assessment. The student number will appear on all correspondence from the Curriculum Council.
3. Take your signed personalised examination timetable to each examination.
4. Check your personalised examination timetable for the location of each of your examinations.
5. Arrive at the examination centre 30 minutes prior to the advertised start time.
6. Do not take your mobile phone, iPod or MP3 player into the examination.
7. Ensure that you have all the necessary equipment to complete your examinations.
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 19.
9. Year 12 results will be published on the joint Curriculum Council/TISC website from Wednesday 30 December 2009 at www.year12results.wa.edu.au
10. Information regarding university admission should be directed to the Tertiary Institutions Service Centre (TISC). Telephone: 9318 8000, email: info@tisc.edu.au. Enquiries regarding admissions at TAFEWA should be directed to TAFEWA Admissions on 9224 6560.

Appendix A: Subjects/courses that have external examinations in 2009

WACE Courses
AIS: Aboriginal and Intercultural Studies
ABL: Aboriginal Languages of Western Australia
AIT: Applied Information Technology
AVN: Aviation
CAE: Career and Enterprise
CSL: Chinese: Second Language
CSC: Computer Science
DAN: Dance
DRA: Drama
EES: Earth and Environmental Science
EST: Engineering Studies
ENG: English
ELD: English as an Additional Language/Dialect
ITA: Italian
MMT: Marine and Maritime Technology
MDT: Materials Design and Technology
MPA: Media Production and Analysis
OED: Outdoor Education
PAE: Philosophy and Ethics
PES: Physical Education Studies
PSY: Psychology

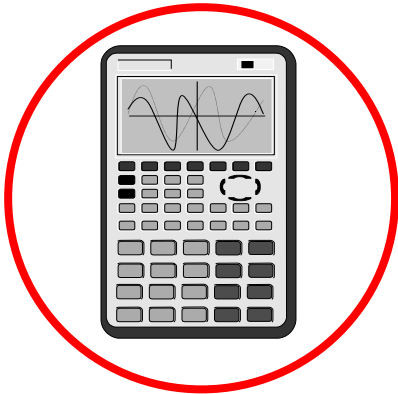
TEE subjects
E200: Accounting
E300: Ancient History
E504: Applicable Mathematics
E630: Art
E402: Biology
E506: Calculus
E403: Chemistry
E502: Discrete Mathematics
E304: Economics
E005: English Literature
E006: French
E305: Geography
E008: German
E306: History
E406: Human Biology
E009: Indonesian: Second Language
E011: Japanese: Second Language
E632: Music
E408: Physical Science
E409: Physics
E315: Political and Legal Studies

Practical examinations
AIS: Aboriginal and Intercultural Studies
ABL: Aboriginal Languages of Western Australia
ARA: Arabic
E630: Art
AVN: Aviation
CSL: Chinese: Second Language
DAN: Dance
DRA: Drama
ELD: English as an Additional Language/Dialect
E006: French
E008: German
HEB: Hebrew
E009: Indonesian: Second Language
ITA: Italian
E011: Japanese: Second Language
MBS: Malay: Background Speakers
MDT: Materials Design and Technology
MPA: Media Production and Analysis
GRE Modern Greek
E632: Music
PES: Physical Education Studies
POL: Polish
RUS: Russian
SER: Serbian
SPA Spanish
TUR: Turkish

Interstate subjects/courses
ARA: Arabic
CBS: Chinese: Background Speakers
HEB: Hebrew
IBS: Indonesian: Background Speakers
JBS: Japanese: Background Speakers
MBS: Malay: Background Speakers
GRE: Modern Greek
POL: Polish
RUS: Russian
SER: Serbian
SPA Spanish
TUR: Turkish



Appendix B: Approved calculators for use in the 2009 TEE/WACE examinations



Graphics calculators

Permitted in these examinations:

- Applicable Mathematics
- Calculus
- Chemistry
- Discrete Mathematics
- Physical Science
- Physics

A maximum of two graphics calculators is permitted in these examinations.

Graphics calculators must be used **silently**.

Approved graphics calculators:

Citizen

SRP-320G II

Casio

fx-7400G	cfx-9850G
fx-7400G+	cfx-9850G+
fx-7700GH	cfx-9850GB+
fx-9700GH	cfx-9850GC+
cfx-9800G	fx-9860G AU

Sharp

EL-9200	EL-9600
EL-9300	EL-9650
EL-9400	EL-9900

Hewlett Packard

HP 38G	HP39G+	HP39GS
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Texas Instruments

TI-80	TI-83	TI-85
TI-81	TI-83+	TI-86
TI-82	TI-84+	

Non-programmable calculators

Permitted in these examinations:

- | | |
|-----------------------------------|-----------------------------------|
| • Accounting | • Engineering Studies |
| • Applicable Mathematics | • Geography |
| • Aviation | • Human Biology |
| • Biology | • Marine and Maritime Technology |
| • Calculus | • Materials Design and Technology |
| • Chemistry | |
| • Computer Science | • Physics |
| • Discrete Mathematics | • Physical Education Studies |
| • Earth and Environmental Science | • Physical Science |
| • Economics | • Physics |
| | • Psychology |

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

An approved non-programmable calculator is any commercially produced calculator which is battery or solar operated, silent, hand held, non-programmable and does not have either a full alphabetic display or a graphical display.

As a guide only, the following typically appear on programmable calculators

- | | |
|---------------------------|-------------|
| - data bank | - load |
| - execute | - memo |
| - formulae | - programme |
| - forward | - reverse |
| - go to | - run |
| - learn | - LRN |
| - letters of the alphabet | |

Watches, rulers, pens or any other equipment with built-in calculators or memory functions must also conform to the criteria for an approved calculator.

No calculators

Permitted in these examinations:

- Aboriginal and Intercultural Studies
- Aboriginal Languages of Western Australia
- Ancient History
- Applied Information Technology
- Arabic
- Art
- Career and Enterprise
- Chinese: Background Speakers
- Chinese: Second Language
- Dance
- Drama
- English
- English as an Additional Language/Dialect
- English Literature
- French
- German
- Hebrew
- History
- Indonesian: Background Speakers
- Indonesian: Second Language
- Italian
- Japanese: Background Speakers
- Japanese: Second Language
- Malay: Background Speakers
- Media Production and Analysis
- Modern Greek
- Music
- Outdoor Education
- Philosophy and Ethics
- Polish
- Political and Legal Studies
- Russian
- Serbian
- Spanish
- Turkish

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

A graphics calculator must not contain any Applet or 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.

Appendix C: Dictionaries approved for use in the 2009 external examinations

<i>TEE Subject</i>	<i>Oral examination</i>	<i>Written examination</i>
French	No dictionaries permitted	Either one combined English/French, French/English dictionary or one English/French dictionary and one French/English dictionary
German	No dictionaries permitted	Either one combined English/German, German/English dictionary or one English/German dictionary and one German/English dictionary
Indonesian: Second Language	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
Japanese: Second Language	No dictionaries permitted	Either one combined English/Japanese, Japanese/English dictionary or one English/Japanese dictionary and one Japanese/English dictionary
<i>WACE course</i>	<i>Practical (oral) examination</i>	<i>Written examination</i>
Aboriginal and Intercultural Studies Stage 2	During preparation time only. Monolingual and/or bilingual printed dictionaries.	One English language dictionary and/or bilingual dictionary
Aboriginal Languages of Western Australia Stage 2		One printed English language 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 English learning print 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
<i>Interstate (including CCAFL)</i>	<i>Oral examination</i>	<i>Written examination</i>
Arabic Hebrew Malay: Background Speakers 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	Not applicable	Candidates are allowed to use monolingual and/or bilingual printed dictionaries

- Dictionaries are not provided by the Curriculum 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 D: Examination timetables 2009 – practical examinations

Metropolitan area		
Subject/course	Date(s)	Venue(s)
Aviation practical	29 September to 2 October	Kent Street SHS
Dance practical	26 September to 4 October	John Curtin College of the Arts WAAPA (ECU, Mt Lawley)
Drama practical	26 September to 4 October	John XXIII College Penrhos College
Arabic oral	To be advised	
Chinese: Second Language oral	17 October	Mt Lawley SHS
EAL/D (International)	26 September to 11 October	
EAL/D (WA)	17 to 25 October	Canning College
French oral	26 to 28 October	UWA
German oral	26 & 27 October	UWA
Hebrew oral	To be advised	
Indonesian: Second Language oral	17 October	St Stephen's School, Duncraig
Italian oral	28 to 30 October	UWA
Japanese: Second Language oral	29 & 30 October	UWA
Malay Background Speakers oral	To be advised	
Modern Greek oral	To be advised	
Music electives	26 September to 4 October	WA Conservatorium of Music, ECU (Mt Lawley); Hale School
Russian oral	To be advised	
Serbian oral	To be advised	
Spanish oral	To be advised	
Turkish oral	To be advised	
Country		
Drama practical (Exact dates and venues to be confirmed.)	26 September to 4 October	Albany, Bunbury, Busselton, Geraldton, Kalgoorlie, Karratha, Esperance

Examination timetables 2009 – Physical Education Studies practical examinations

Metropolitan area		
Subject	Date(s)	Venue(s)
AFL	Monday 28 September Tuesday 29 September Wednesday 30 September	UWA Sports Park, McGillivray Oval
Badminton	Friday 2 October Saturday 3 October	Kingsway Indoor Stadium
Basketball	Monday 28 September Tuesday 29 September Wednesday 30 September Thursday 1 October Friday 2 October	Lakeside Recreation Centre
Cricket	Thursday 1 October Friday 2 October	UWA Sports Park, McGillivray Oval
Golf	Thursday 1 October	Collier Golf Course
Hockey	Monday 28 September Tuesday 29 September	Hockey WA, Bentley Stadium
Netball	Saturday 26 September Sunday 27 September Monday 28 September Tuesday 29 September Wednesday 30 September	Kingsway Indoor Stadium
Soccer	Wednesday 30 September Thursday 1 October	Hale School
Softball	Thursday 1 October	Softball WA, Mirrabooka
Squash	Friday 2 October	Mirrabooka Squash World
Swimming	Tuesday 29 September Wednesday 30 September	Trinity College
Tennis	Monday 28 September	Tennis West, Burswood
Touch	Thursday 1 October Friday 2 October	UWA Sports Park, McGillivray Oval
Volleyball	Tuesday 29 September Wednesday 30 September Thursday 1 October Friday 2 October	Loftus Recreation Centre
Country		
(Exact dates and venues to be confirmed.)	Saturday 26 September to Sunday 4 October	To be advised

All candidates for practical examinations in Aviation, Dance, Drama, Languages, Music and Physical Education Studies will be advised of their examination details in September 2009.

School candidates will be notified of the venues, dates and times for their practical examinations through their schools. Private candidates will be notified directly by mail. **If you have not received notification of the details of your practical examination by the expected date, contact your school or the Curriculum Council.**

No allowance can be made for candidates who miss an examination session through misreading the timetable or losing their examination advice.

Appendix E: Examination timetable 2009 written examinations

Contact: Jenny Morup (08) 9273 6309 jenny.morup@curriculum.wa.edu.au

Interstate set examinations

Day	Date	Time	Examination	Reading time	Working time
Tuesday	20 October	11:00am	ARA: Arabic	15 minutes	2 hours
			HEB: Hebrew	10 minutes	2 hours 50 minutes
			RUS: Russian	10 minutes	2 hours 50 minutes
			SER: Serbian	10 minutes	2 hours 50 minutes
			TUR: Turkish	10 minutes	2 hours 50 minutes
Wednesday	21 October	11:00am	IBS: Indonesian: Background Speakers	10 minutes	2 hours 50 minutes
			JBS: Japanese: Background Speakers	10 minutes	2 hours 50 minutes
Thursday	29 October	11:00am	CBS: Chinese: Background Speakers	10 minutes	2 hours 50 minutes
Tuesday	3 November	11:00am	MBS: Malay: Background Speakers	10 minutes	2 hours 50 minutes
Wednesday	4 November	11:00am	GRE: Modern Greek	10 minutes	2 hours 50 minutes
Friday	6 November	11:00am	SPA: Spanish	10 minutes	2 hours 50 minutes

Curriculum Council examinations

Day	Date	9:20am	2:00pm
Monday	2 November	E406: Human Biology	E402: Biology
Tuesday	3 November	E409: Physics	E630: Art (2½ hours) AVN2: Aviation Stage 2 (2½ hours) AVN3: Aviation Stage 3 (2½ hours)
Wednesday	4 November	E306: History	E506: Calculus EES2: Earth and Environmental Science Stage 2 EES3: Earth and Environmental Science Stage 3
Thursday	5 November	ENG2: English Stage 2 ENG3: English Stage 3	ELD2: English as an Additional Language/Dialect Stage 2 (2½ hours) ELD3: English as an Additional Language/Dialect Stage 3 (2½ hours)
Friday	6 November	E403: Chemistry	PES2: Physical Education Studies Stage 2 (2½ hours) PES3: Physical Education Studies Stage 3 (2½ hours) CSL2: Chinese: Second Language Stage 2 (2½ hours) CSL3: Chinese: Second Language Stage 3 (2½ hours)
Monday	9 November	E502: Discrete Mathematics	EST2: Engineering Studies Stage 2 EST3: Engineering Studies Stage 3 E008: German
Tuesday	10 November	AIT2: Applied Information Technology Stage 2 AIT3: Applied Information Technology Stage 3	E005: English Literature
Wednesday	11 November	E504: Applicable Mathematics	MPA2: Media Production & Analysis Stage 2 (2½ hours) MPA3: Media Production & Analysis Stage 3 (2½ hours)
Thursday	12 November	E305: Geography	DRA2: Drama Stage 2 (2½ hours) DRA3: Drama Stage 3 (2½ hours)
Friday	13 November	E304: Economics	PSY2: Psychology Stage 2 PSY3: Psychology Stage 3 ITA2: Italian Stage 2 (2½ hours) ITA3: Italian Stage 3 (2½ hours)
Monday	16 November	E200: Accounting	E632: Music OED2: Outdoor Education Stage 2 OED3: Outdoor Education Stage 3
Tuesday	17 November	CAE2: Career & Enterprise Stage 2 CAE3: Career & Enterprise Stage 3 E300: Ancient History	MDT2: Materials Design & Technology Stage 2 (2½ hours) MDT3: Materials Design & Technology Stage 3 (2½ hours) PAE2: Philosophy & Ethics Stage 2 PAE3: Philosophy & Ethics Stage 3
Wednesday	18 November	E315: Political and Legal Studies	DAN2: Dance Stage 2 (2½ hours) DAN3: Dance Stage 3 (2½ hours)
Thursday	19 November	CSC2: Computer Science Stage 2 CSC3: Computer Science Stage 3 E009: Indonesian: Second Language	E006: French
Friday	20 November	E408: Physical Science MMT2: Marine & Maritime Technology Stage 2 MMT3: Marine & Maritime Technology Stage 3	E011: Japanese: Second Language

All Curriculum Council examinations are 3 hours working time unless otherwise indicated. All Curriculum Council examinations have a 10 minute reading time. Candidates are advised to arrive 30 minutes prior to the start time.

No allowance can be made to candidates who miss the examination session through misreading the timetable.

APPENDIX F: Important dates 2009

Wednesday	20 May	Last date for receipt by Curriculum Council from schools of enrolments in E code subjects for all students, for students sitting the WACE course examinations and in course units for Year 10-12 students for Semester 1, Semester 2 or year-long.
Wednesday	24 June	Last date for enrolment as a private candidate without a late fee. Due date for receipt by Curriculum Council of applications for special examination arrangements from candidates with a permanent disability.
Friday	24 July	Publication of examination (written) timetable 2009.
Friday	7 August	Confirmation of enrolments in E code (Year 12) subjects, course units for Semester 1 and 2, VET and endorsed programs for all students to be received by schools. Last date for receipt by Curriculum Council of changes to student enrolment to sit the practical examination in Aboriginal and Intercultural Studies, Art, Aviation, Dance, Drama, Aboriginal Languages of WA, English as an Additional Language/Dialect, Languages, Materials Design and Technology, Media Production and Analysis, Music and Physical Education Studies. Last date for enrolment in an E code (Year 12) subject, course unit or endorsed program without a fee. Last date for late enrolment as a private candidate. No further applications can be accepted.
Monday	14 September	Last date for receipt by Curriculum Council of student nomination forms for wholly school assessed subject awards. Schools to receive personalised examinations timetables for written examinations for distribution to examination candidates. Schools to receive student timetables for 2009 Aboriginal and Intercultural Studies, Aviation, Dance, Drama, Music, Aboriginal Languages of WA, English as an Additional Language/Dialect, Languages and Physical Education Studies TEE/WACE practical components for distribution to students.
Wednesday	23 September	Music projects and Media Production and Analysis practical submissions to be received by the Curriculum Council. Unlisted sports submissions to be received by the Curriculum Council
Friday	25 September	Last date for receipt by Curriculum Council of amendments to student enrolments.
Saturday	26 September	Aviation, Dance, Drama, Music and Physical Education Studies practical examinations commence.
Wednesday	14 October	Materials Design and Technology folios due for marking.
Saturday	17 October	Start of Aboriginal Languages of WA, English as an Additional Language/Dialect and Languages practical examinations period.
Monday	19 October	Start of student presentations for the wholly school assessed subject and course awards.
Tuesday	20 October	Art visual diaries due for marking.
Friday	30 October	English language competence test held. Schools to inform students in writing of their grades (and numerical assessments for Stage 2 and Stage 3 units and TEE subjects) for Year 12 courses and subjects.
Monday	2 November	Examinations (written papers) start. Year 12 students will usually need to remain enrolled until this date to be eligible for certification.
Friday	13 November	Last date for receipt by Curriculum Council of students' appeals against school assessments in course units studied in Year 12 and E code (Year 12) Curriculum Council subjects.
Wednesday	25 November	Conclusion of the examinations.
Friday	27 November	Last date for receipt by Curriculum Council of sickness/misadventure application forms.
Tuesday	1 December	Last date for receipt by Curriculum Council of changes to Year 12 personal information.

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