

# YEAR 10 ASSESSMENT PROCEDURES

RECORD OF SCHOOL ACHIEVEMENT (RoSA) – 2022

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# Common Terms and Meanings

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## **AQF**

Australian Qualification Framework

## **ATAR**

Australian Tertiary Admission Rank

## **BDC**

Board Developed Courses

## **BEC**

Board Endorsed Courses

## **HSC**

Higher School Certificate

## **NESA**

New South Wales Education Standards Authority

## **RoSA**

Record of School Achievement

## **RPL**

Recognition of Prior Learning

## **RTO**

Registered Training Organisation

## **VET**

Vocational Education and Training



# What is the Record of School Achievement (RoSA)

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The NSW Education Standards Authority (NESA) issues the Record of School Achievement (RoSA) to eligible students who leave school before completing the Higher School Certificate (HSC).

The RoSA is a cumulative credential, meaning it contains a student's record of academic achievement up until the date they leave school. This could be between the end of Year 10 up until and including some results from Year 12.

The RoSA records completed Stage 5 (Year 10) and Stage 6 (Year 11) courses and grades, HSC (Year 12) results, and where applicable participation, in any uncompleted Year 11 courses or HSC courses.

The RoSA is useful to students leaving school prior to the HSC because they can show it to potential employers or places of further learning.

Students who require a copy of their results before leaving school will be able to access an eRecord of their results in Students Online. <https://studentsonline.nesa.nsw.edu.au/>

Once a student leaves school they can download the RoSA from the Student Online portal. Students have a limited time to do this before their account is closed by NESA.

Students leaving school who do not meet the Record of School Achievement (RoSA) requirements are issued a **Transcript of Study** detailing completed courses and results. The Transcript of Study will contain the same information as the RoSA for courses satisfactorily completed, and will indicate mandatory courses that have not been satisfactorily completed with the words **Not Completed**. The Transcript of Study will state that the student is **not eligible** for the RoSA.

## Mandatory Course Requirements for Year 10 RoSA Eligibility

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Students must satisfactorily complete the following courses as stated by the NSW Educational Standards Authority (NESA) in order to be eligible for a RoSA.

**English**

**Mathematics**

**Science**

**Geography**

**History**

**Personal Development Health and Physical Education**

**Creative Arts** Visual Arts and Music. Generally completed in Year 7 and 8

**Languages** Generally completed in Year 7 or 8

**Technology** Generally completed in Year 7 and 8



## Satisfactory Completion

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A student is considered to have satisfactorily completed a course if, in the Principal's view, there is sufficient evidence that the student has:

- followed the course developed or endorsed by NESA; and
- applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
- achieved some or all of the course outcomes.

In addition, it is a requirement for the award of the RoSA that students attend school until **the final day of Year 10** as determined by Department of Education. For distance education students this means remaining engaged with their courses until the last day of the school year.

Students who have not met the above requirements **cannot** be regarded as having satisfactorily completed a course. Courses deemed not to have been completed satisfactorily (meaning an **N Determination** has been given by the Principal) will not appear on the Record of School Achievement (RoSA) and students may not be able to move onto the corresponding Year 11 courses.

**NESA will issue a student a RoSA when students formally inform their school that they are leaving because they:**

1. have turned 17 and are leaving secondary schooling;
2. have found full-time paid employment for 25 hours or more a week (provided the student is at least 15 years of age);
3. are attending training as a fulltime student at TAFE NSW or private training institution;
4. are undertaking a traineeship or apprenticeship; or
5. are doing a combination of the above.

## Stage 5 Grading

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Each student will receive a grade (A, B, C, D, or E) based on their achievement in the course. In Mathematics, grades have been further differentiated to nine levels (A10, A9, B8, B7, C6, C5, D4, D3 and E2).

Teachers use Stage 5 **Course Performance Descriptors** to determine Stage 5 grades. The descriptors are used across all schools in the state to ensure consistency. Course Performance Descriptors are available for students to download for each course on the FSDE eLearning site.



# School-Based Assessment: Stage 5 RoSA

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In stage 5, students follow a program of formal school based assessment in all courses.

All tasks are designed to assess what students **know** and **can do** in relation to **course outcomes** and the **Course Performance Descriptors for Stage 5**. Each task gives the student the opportunity to demonstrate their level of achievement through a range of task types such as research tasks, portfolios, performances, oral presentations, viva voce, essays and extended responses, tests and examinations, practical investigations, experiments and fieldwork to name a few. The nature of tasks varies from course to course.

Students must make a **genuine and serious attempt** in all tasks and complete and submit them by published due dates. All work is used in the determination of grades for Stage 5.

Students will receive an assessment task notification outlining the requirements of the task and marking criteria.

## Students Accessing Life Skills Courses

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Life Skills courses have been developed by NESA for the small percentage of students with special education needs, in particular those with an intellectual disability for whom the regular outcomes and content of Board Developed and/or Board Endorsed Courses are not appropriate.

Students undertaking a Life Skills course will be **assessed on their achievement** of the Life Skills outcomes identified in the planning process for the individual student. Students can demonstrate achievement of outcomes in a number of ways, and across a range of environments including the school, community and workplace.

Evidence of achievement of outcomes will be gathered through ongoing **assessment**. There is no requirement for formal assessment of Life Skills outcomes. The Profile of Student Achievement lists all the Life Skills outcomes achieved by the student in each Life Skills course completed. Students need to be aware that NESA requirements for satisfactory completion of courses apply to Life Skills Courses.

A decision to allow a student to undertake Life Skills in one or more Year 7-10 courses is made collaboratively with the student, parents/carers and the school.

## Course Assessment Schedules

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Course Assessment Schedules provide students with the general nature and timing of formal tasks. Students are issued with the assessment schedule at the commencement of the Year 10 course.

## Changes to the Course Assessment Schedules

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In exceptionally rare circumstances a change to the assessment schedule may need to be made. The Head Teacher of the course, after consulting with the Deputy Principal, will inform all students affected in writing of the change. Sufficient time will be given to students to complete their work by the new due date/s. All care will be taken to minimise clashes and heavy work load periods, but this cannot always be guaranteed.



## Timing of Assessment Tasks

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Assessment schedules for each course set out the timing of each task. Course teachers will advise, in writing, the precise timing and nature of the task at **least two weeks** before the task is to be administered or is due.

It is the **student's responsibility to be alert to the notification and due date** of tasks by reference to the Assessment Schedule. If uncertain about a task, students should communicate directly with their Course Teacher or the course Head Teacher.

## Invalid Tasks

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In exceptionally rare circumstances, often due to situations and circumstances beyond the control of the school, formal assessment tasks may be deemed invalid. In these cases students will be informed in writing by the Head Teacher of the course and one or more of the following will occur where appropriate:

- only part of the task will be marked;
- the weighting of the task may be reduced and additional weighting added to a future task; and/or
- a new task and due date will be issued.

The first preference of Finigan School of Distance Education is that actual student work is used in determining a student's understanding of course content, and the achievement of outcomes.



# Illness/Misadventure Applications

Students may be eligible for Illness/misadventure if, immediately prior to or during an assessment task, an unforeseen or beyond a student's control, illness or misadventure occurs.

If a student believes they are eligible for **illness/misadventure**, the student must contact the Course Teacher or the Head Teacher of the course **immediately** and have ready (where possible) independent evidence to support their application (e.g. medical certificate, police report, hospital admission form, etc). The illness/misadventure form (Appendix 1) at the back of this document must be completed and submitted within 2 school days of the illness/misadventure. The Head Teacher of the course will then determine if the application is successful.

The Illness/Misadventure appeals process **does not** cover, and is not limited, to:

- attendance at a sporting or cultural event, or family holiday/event or excursion;
- clashes with external commitments eg., sporting competitions, or non Finigan School of Distance Education Examinations;
- alleged inadequacies of teaching or long-term matters relating to loss of preparation time, loss of study time or facilities;
- disabilities for which disability provisions have already been granted, unless an unforeseen episode occurs during the assessment task (e.g. a hypoglycaemic attack suffered by a diabetic student) or further difficulties occur;
- long-term illness such as glandular fever, asthma, epilepsy, anxiety, depression – unless the student suffers a 'flare-up' of the condition immediately before or during the assessment task;
- matters avoidable by the student (e.g. sleeping in, misreading the instructions on the task, misreading the assessment schedule and due date, misinterpretation of the task questions, failure to back up work on a regular basis on several devices, choosing to do other things not related to the task);
- computer malfunction or disruption or corruption of technology such as a damaged thumb drive; internet issues
- long-term domestic issues; and/or
- pregnancy.

If an application is successful then **one or more** of the following may occur:

1. A new due date will be provided to submit the same task.
2. A new due date will be provided to submit an alternative task that is a **like task** and assesses the same outcomes, has the same weightings and components.
3. In exceptional circumstances and at the direction of **the Principal only** – students will be exempt from the submission of a task. (In this rare event, the student's result for the missed task will be provided at the end of the course, when all other assessment items have been completed. The Principal will have the discretion to make a decision based on all factors and individual case by case facts and circumstances. The Principal's decision will be final in this situation.)

**Please note: The Illness and Misadventure process is based on the NESA process for HSC exams and it DOES NOT compensate students by giving additional marks or reducing task expectations.**



# Appealing a Not Supported Illness and Misadventure Application

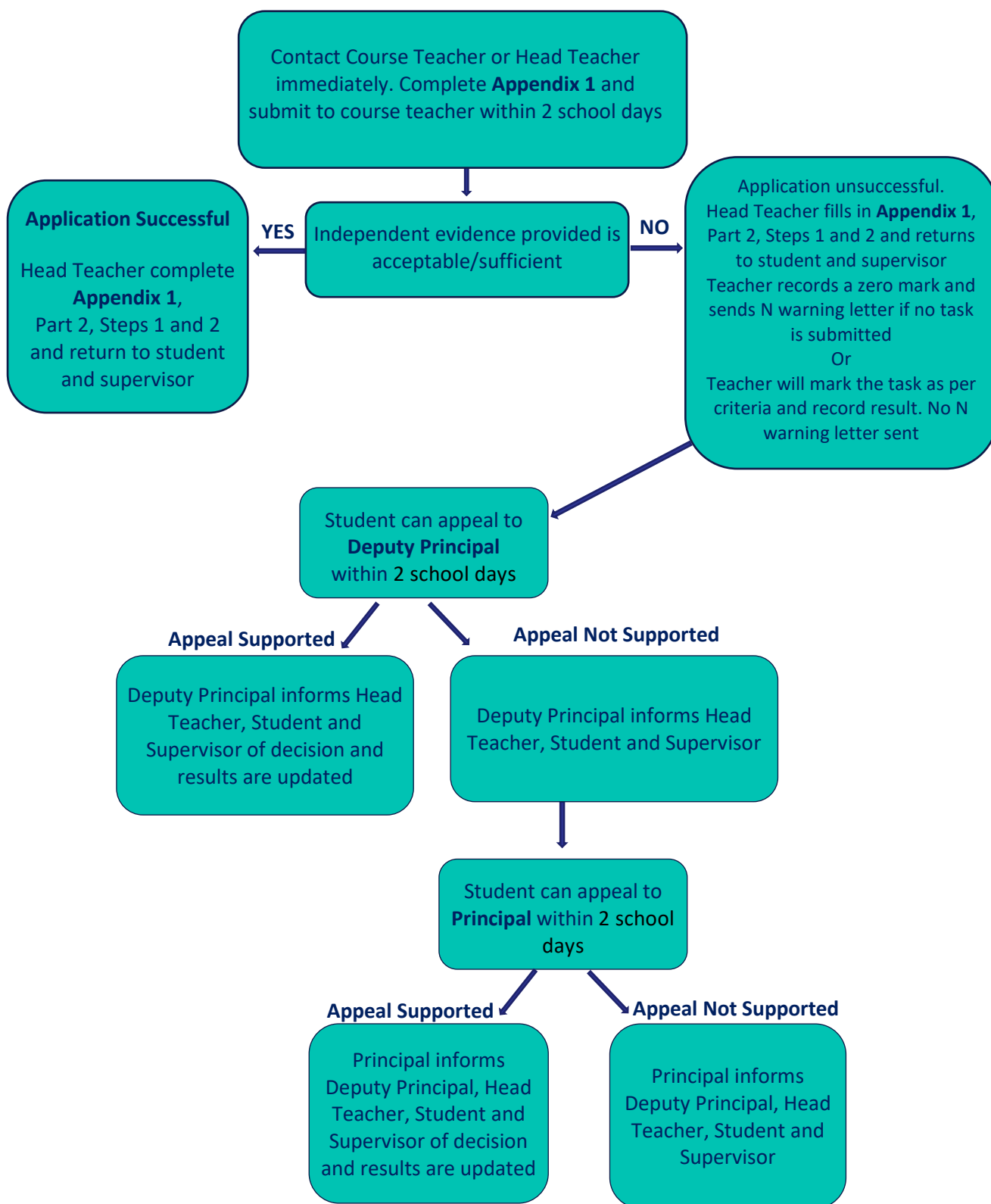
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A student has the right to appeal the decision **NOT to Support an Illness/Misadventure** application. To appeal the decision, the student must present a written application to the Deputy Principal, providing any new evidence/support material and stating the explicit grounds for the appeal within 2 school days of being notified of the original decision. (Appendix 1- Illness and Misadventure Application form)

Students have the right to appeal the decision of the Deputy Principal to the Principal, but this can only be done under circumstances where **NEW** evidence can be provided and is within 2 school days of the Deputy Principal's decision. The Principal's decision will be final.



## ILLNESS/MISADVENTURE PROCEDURE





## Submission of Drafts

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Students are encouraged to submit draft work for teacher review and feedback in a Stage 5 course. One draft per task may be submitted, a minimum 5 school days before the task is due. Students must be aware, however, that if draft work is submitted, and recommended improvements are made, the student results may not necessarily or automatically increase. Students should be aware of the course outcomes and marking guidelines when reviewing their work and results.

## Submission of Tasks

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It is the **student's responsibility** to ensure that all assessment tasks are **completed and submitted by the published due dates**. The Due Date is clearly indicated on the Assessment Task Notification.

Assessment tasks must be submitted in the format outlined on the Assessment notification. In most cases this will be through a dropbin in the Finigan School of Distance Education eLearning platform. This work will then be assessed for academic integrity, ie it hasn't been plagiarised, before the teacher marks the task. Other tasks such as practical items may need to be send into Finigan School of Distance Education for marking.

## Keeping Copies of Assessment Tasks

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Students must keep a copy of all assessment tasks in the rare eventuality that the task is misplaced before submission or the student fails to follow the correct processes for submission of a task. This copy can be in the form of a saved file, photocopy, scanned digital images (jpg files), or digital photographs and stored in a suitable place and format. This copy will:

1. provide the student with the opportunity to submit a replacement task; and
2. provide proof to the teacher that they have attempted/completed the task.

A task that is lost/misplaced should be capable of being re-submitted **without** being re-done. It should **not** be assumed that an illness and misadventure application will be upheld or even applicable in the rare case that a task is lost/misplaced.

Tasks that are completed on electronic devices should be appropriately saved and should **not** be deleted, until you have the marked task back from your teacher. It is also recommended that students **back-up** assessment tasks on a thumb drive, or other external device, in the event of hard drive failure. It is the responsibility of students to follow submission of tasks processes as directed by the school.

## Late Submission of Tasks

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A submitted assessment task will be deemed late if it is not submitted on or by the day it is due.

If a student is unable for any reason to submit a task on/by the due date, it is the responsibility of the student to contact the Course Teacher, who in consultation with the Head Teacher of the course, will advise the student of any process they may need to follow (eg, Illness/misadventure).



## Failure to Submit a Task

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Where there is no valid or acceptable reason for not completing an assessment task, a **Non Attempt** will be recorded for the task and a **Warning Letter (N warning letter) will be generated**. The task/s will still need to be submitted in order for the **N Warning Letter** to be redeemed. All tasks, including late tasks, will be marked and constructive feedback provided to students.

## Failure of Technology

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Failure of technology is not considered acceptable grounds for late submission or non-submission of assessment tasks. Where tasks have been produced digitally, it is the student's responsibility to save work at regular intervals, copy or back-up, and/or produce progressive print-outs or drafts. Should failure of computer equipment result in late work, the same penalties apply as for other late submissions.

Electronically submitted work should be compatible with school technology. It is the student's responsibility to check with their teacher that submitted work is compatible with Department of Education's technology before submission.

## Teacher Absent on the Day of a Due Task

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If a teacher is absent on the day an **oral or performance task** is to be administered, the Faculty Head Teacher will determine if the task is able to proceed, or whether it will need to be rescheduled. In some circumstances the task will be re-scheduled. Students will be informed verbally and in writing of the revised date.

## Non-Serious or Non-Attempts

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An assessment task may be deemed a non-serious or non-attempt if, in the professional judgment of the Course Teacher and in consultation with the Head Teacher, the student has not made a reasonable or serious attempt when completing all sections/aspects of a task.

A non-serious attempt may include things such as, but is not limited to:

- only multiple choice questions completed in a task or an examination paper;
- repeating the question as the answer;
- malpractice in some or all of the task; and/or
- inappropriate/offensive comments or diagrams drawn in response to a question or section.

The penalty for a non-serious or non-attempt will be determined by the Head Teacher in line with the procedures outlined for Malpractice. Students have the right of appeal to the Deputy Principal and should do so within **2 school days** of being informed by the Course Teacher or the Head Teacher.



# Disability Provisions

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For students with identified special needs or a diagnosed long or short term disability, the school provides, in line with procedures and provisions approved by NESA, access to provisions to (as far as is possible) remove a student's barrier or disadvantage when accessing course work and assessments. If assessed eligible, students may be given provisions such as:

- readers and/or writers;
- time to rest;
- time to take medication;
- increased font/work size;
- separate supervision; and/or
- adjustments to the physical environment eg, special furniture or lightning.

Students must inform their Course Teacher if they believe they might be eligible for a Disability Provision. Appropriate documentation must be provided (e.g., medical certificates, medical reports etc. **that are no older than 12 months** in nature and must be specific e.g., relate clearly and specifically the impact the disability has on learning/performance in assessment tasks/exams).

The Head Teacher of the course may approve a disability provision for a school based assessment task.



# Malpractice

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All work presented must be a student's own work or be acknowledged appropriately with reference to the source or author. Malpractice is taken very seriously as it means students are not able to receive appropriate feedback and they have gained unfair advantage and results. This is inequitable and unfair.

Malpractice can include, 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 that another person, such as a parent, friend, tutor or course expert, has contributed to substantially;
- using words, ideas, designs or the work of others in practical and performance tasks without appropriate acknowledgement;
- paying someone to write or prepare material;
- breaching school examination rules;
- cheating in a school based task, such as a test or exam;
- cheating in practical work;
- using non-approved aids during an assessment task;
- contriving false explanations to explain work not handed in by the due date;
- faking an illness or injury to prevent the completion or submission of work; and/or
- assisting another student to engage in malpractice.

In the case of suspected malpractice, students will be required to provide evidence that all unacknowledged work is entirely their own. Such evidence might include, but is not limited to, the student:

- providing evidence of and explaining the process of their work, which might include diaries, journals or notes, working plans or sketches, and progressive drafts to show the development of their ideas; or
- answering questions regarding the assessment task, examination or submitted work under investigation, to demonstrate their knowledge, understanding and skills.

Students work will be checked for malpractice activities through the 'Turnitin' platform. Teachers and students will be able to receive reports outlining the percentage of work that is the students own work and the percentage of work that could be considered plagiarised and the source of the original work.



# Malpractice Procedure

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If malpractice is suspected, the Course Teacher must inform the Head Teacher of the course. The Course Teacher, will provide to the Head Teacher evidence to support the malpractice (eg, the Internet page copied, other student work that is the same, the Turnitin report etc). The Head Teacher with the Course Teacher will determine the extent of the malpractice.

In cases where malpractice is **suspected** or has been **proven** the following procedures will be applied:

1. The student, parent/caregiver will be informed (verbally or in writing) by the Course Teacher or Head Teacher, of the suspected or proven malpractice and be presented with the evidence, in a timely manner.
2. An N Warning letter will be generated by the Course Teacher or Head Teacher to officially inform the student/supervisor/parent of the malpractice and what the student needs to do to redeem the N Warning letter.
3. The student will be given the opportunity to present any evidence or information to support their position (drafts of work, witness statements, etc) to the Course Teacher and Head Teacher.
4. Notes/records of any discussions/interviews will be taken by the Course Teacher or Head Teacher and kept securely.
5. Confidentiality will be maintained at all times by all parties.
6. Head Teacher to inform Deputy Principal (Curriculum) of malpractice for updating of NESA Malpractice register
7. The student will be informed of their right of appeal and the appeal process. Appeals must be lodged to the Deputy Principal within 2 school days of verbal/written notification of an incidence of malpractice.

## Consequences of Malpractice

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Proven malpractice will limit a student's results for a task and may jeopardise their satisfactory completion of the RoSA, this may jeopardise entry into the Preliminary RoSA and HSC Credentials.

One or more of the following consequences may be applied to proven malpractice:

- reduced results for all or part of the assessment task;
- no results for part or all of the assessment task;
- an **N Warning letter** sent to the student/supervisor; and/or
- withdrawal from course/s.



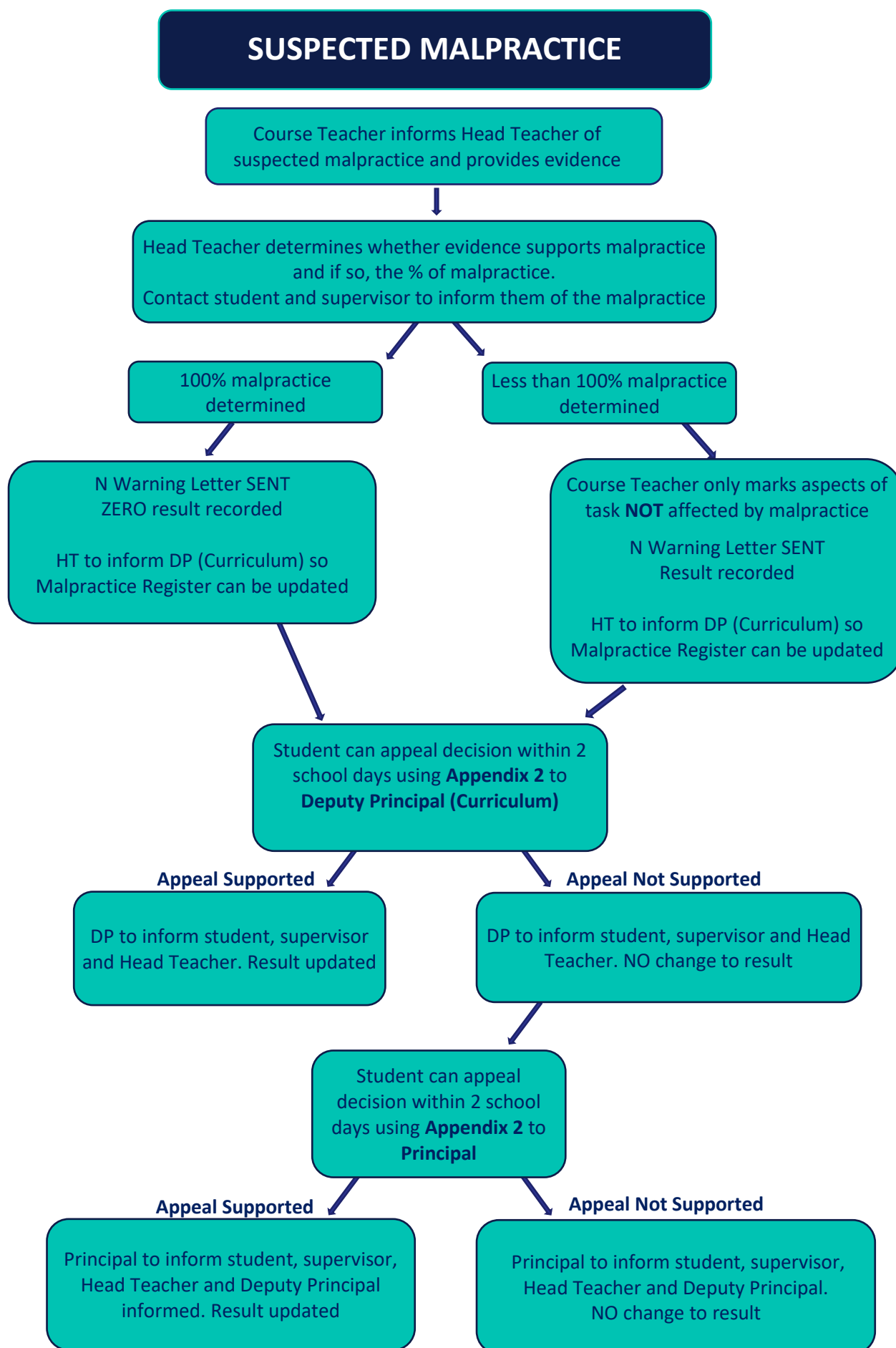
## Student Appeals: Malpractice

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After being informed of the consequence of proven Malpractice, students have **2 school days to appeal** a decision made by the Head Teacher of the course to the Deputy Principal (Appendix 2 needs to be completed).

The Deputy Principal will review the evidence and inform the student and supervisor of their decision verbally or in writing. Notes of any discussion/interview will be made and retained.

If the student, parent/caregiver is not satisfied with the decision of their appeal to the Deputy Principal a final appeal can be made to the Principal. This appeal **MUST** be made within **2 school days** of being informed of the Deputy Principal's decision. The appeal must be made to the Principal in writing and any **new** evidence provided. The Principal's decision will be final.





# Appeals: School-Based Assessments

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All care is taken to ensure that assessment processes and procedures are fair and equitable at all times and that the administration and conduct of tasks occurs appropriately and without advantage or disadvantage to the cohort. Thus, student work is assessed on **actual performance not potential performance**. Assessment results **cannot** and **will not** be modified to take into account possible effects of illness, misadventure or disability.

Students do, however, have the right to appeal an assessment result if evidence of a break down in process or procedure in the administration of the task or the marking processes can be supported with explicit independent evidence. (e.g. performance in a task and subsequent result does not correspond with marking guidelines).

Before a student appeals to a Head Teacher, the student must discuss their concerns with the Course Teacher.

Students have **2 school days after** receiving their results to inform the Head Teacher of the course of their wish to appeal a result. This must be done in writing using Appendix 3. Appeals must be supported by making clear reference/s to specific aspects of the breach of process or administration of the task or show how the result does not reflect the marking guidelines provided with the task. If at this point a result is to be changed the Head Teacher will inform the Course Teacher and student, supervisor and document reasons for the result change.

If the student remains dissatisfied, an appeal may be made within **2 school days** of receiving the Head Teacher's decision to the Deputy Principal (use Appendix 3). The appeal must be made in writing and clearly outline specific concerns/issues related to the task and the marking guidelines. The student, Supervisor and Head Teacher will be informed of the result of the appeal.

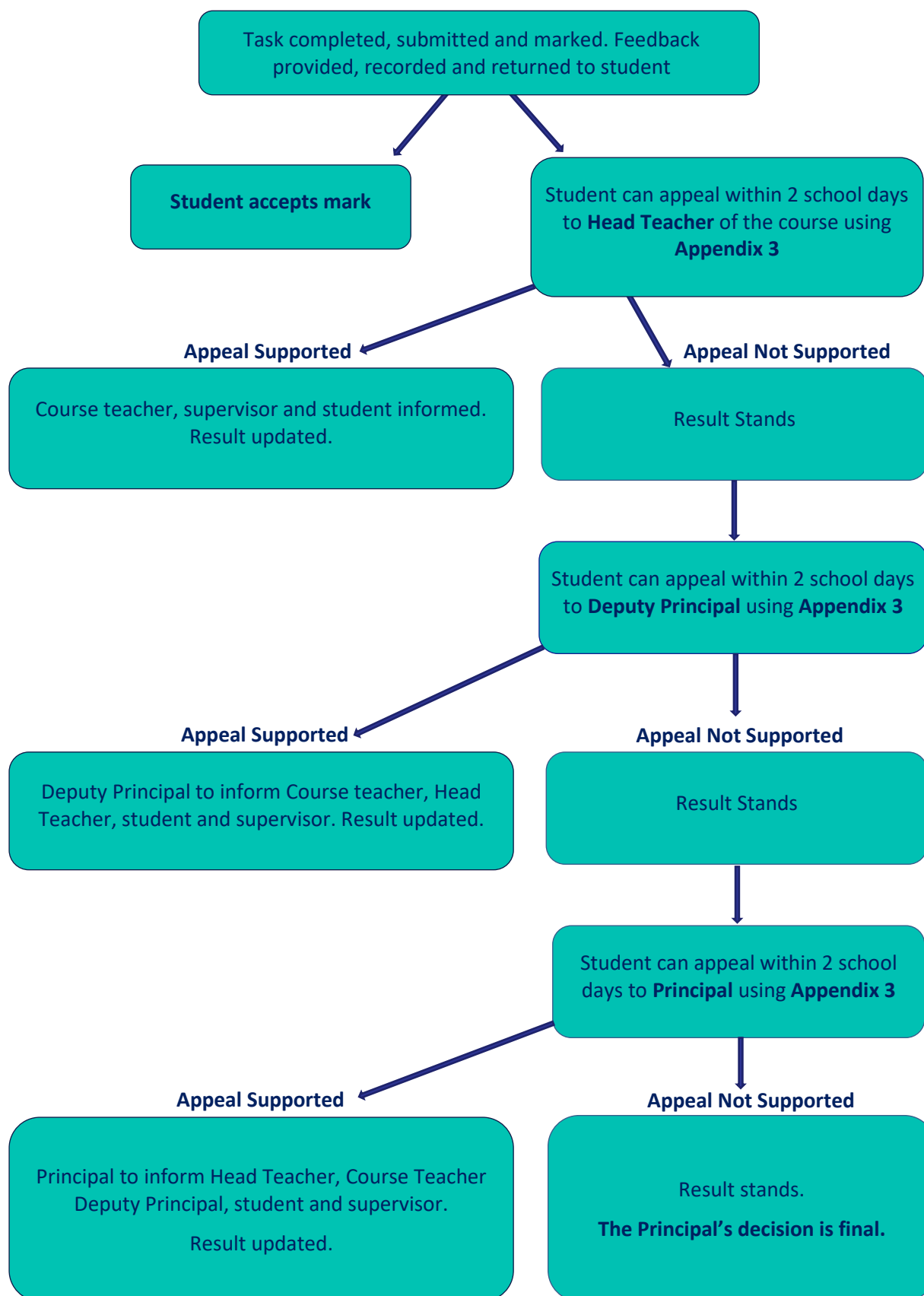
If the student remains dissatisfied, an appeal may be made within **2 school days** of receiving the decision of the Deputy Principal to the Principal (use Appendix 3). The appeal must be made in writing and clearly outline specific concerns/issues related to the administration of the task and/or the marking guidelines. The Principal will review all the evidence and inform the Deputy Principal, Head Teacher, student and Supervisor of the outcome.

The Principal's decision is final.

There can be no appeal process to NESA against a school's judgement of a student's performance on a particular task. Any disputes over an individual task must be resolved within the school at the time and within the time frame specified by the school.



## ASSESSMENT TASK RESULT APPEAL PROCESS





## Appealing RoSA Grades

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Students wishing to appeal against the RoSA grade/s in any course awarded to them by the school, must do so in writing with related and relevant evidence to the School Principal within 2 school days of RoSA Grades becoming available to them. Students will need to substantiate that the grade/s awarded in the course/s **was inconsistent with the progressive reporting** from the course teacher. If the appeal is upheld, the Principal will send notification to NESAs of a change of grade awarded and records will be changed. Where possible, all reviews of the grade/s awarded in any course will be resolved within the school, by the Principal. However, provision has been made for subsequent appeals to NESAs.

NESA will consider only whether:

- the school review process was adequate for determining whether the procedures used by the school for determining the grade/s conform with NESAs advice and the school's policy regarding the grading of student achievement;
- the conduct of the school review was proper in all respects;
- the appeal is directed to the progressive reporting by the school. NESAs **will not** revise individual tasks or test results. If the appeal is upheld, NESAs will refer the matter back to the School Principal for a further review.

## Non-Completion of Course Requirements: N Warning Letters

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Finigan School of Distance Education, is required by NESAs, to issue a formal warning in writing to any student who is in danger of not completing the course requirements in any course. This is a formal notification to the student, parents/care givers and/or supervisor of the student outlining what the student is required to do to rectify the problem. The warning will be timed so as to allow rectification.

Formal warning letters, advising of a potential **N Determination**, will be sent to the last advised postal address or email address. It is the student's responsibility to notify the school of any change of address or contact details. NESAs will not find it an acceptable reason/excuse that letters were not received, if contact details provided to the school were not updated by the student/parent/caregiver.

## Non-Completion of Course Requirements: N Determination

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In the event of an **N Determination** being issued to a student, the Principal will advise the student in writing of the decision and their right of appeal.



## HSC Minimum Standards

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Everyone needs reading, writing and numeracy for everyday life. This is why the HSC minimum standard tests have been introduced.

The short online reading, writing and numeracy tests are designed to assess a student's skills for everyday life. To meet the HSC minimum standard students need to achieve Level 3 or 4. Students will be allowed to undertake the tests four times each year from Year 10 to up to five years after starting their first HSC course.

Students do not need to meet the HSC minimum standard to:

- Study HSC courses
- Sit HSC exams
- Receive HSC assessment and exam results
- Receive an ATAR
- Receive a Records of School Achievement

Only students who meet the HSC minimum standard will receive a HSC testamur.

## Accessing Your Student eRecord

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All students and schools will have access to a record of student results on a Student eRecord. The Student eRecord is available through [Students Online](#) for students. The Student eRecord **is not a formal** NESA credential, but has the same information as a RoSA and also contains information regarding Life Skills outcomes achieved and VET course competencies completed, where applicable. It will be available to students at the end of Year 10 (late term 4). Date to be advised by NESA.

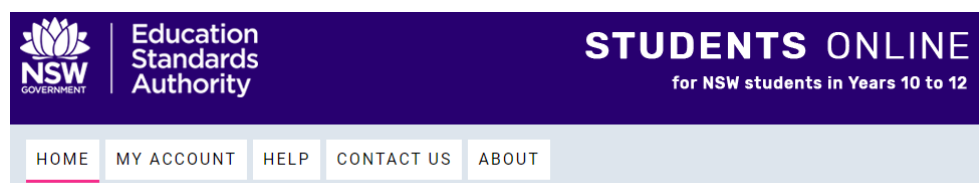
Students leaving school before the completion of Year 12 will be required to download their RoSA from their student online account before it closes. Student and supervisors will receive information on how to do that when they are officially withdrawn from the school.



# How to activate students online.

Students online is a website operated by the NESA at allows students to access their results for Year 10, 11 and 12 before they leave school, as well as update their personal information.

To activate their accounts students need to enter <https://studentsonline.nesa.nsw.edu.au/> or do a Google search – NSW Students Online.



## Welcome to Students Online

Students Online is your source for information about your study from Year 10 to the HSC.

### What you need to know

#### 2021 HSC students

- HSC Written Examination Timetable is available from 29 April 2021.
- HSC results release is 10 December 2021.
- HSC Results Services are available from 13 December 2021.
- Check your name.
  - Your name shown in Students Online is what you see on your certificates.
  - If it needs changing – see your school ASAP.
- Update your email address in the Personal Details section to a non-school email you can easily access.

#### 2021 Year 10 and Year 11 students

- Year 11 Results Release – 9 November 2021.
- Year 10 Results Release – 26 November 2021.

#### ALL 2020 school leavers

- Your access to Students Online will close 30 June 2021.
- You can download your free eRecord and/or RoSA/HSC/VET credential PDF in the Certificates/eRecord section.

#### All 2021 students

Once you have logged into Students Online:

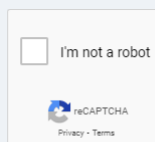
- check your confirmation of entry to ensure your name, courses, address, email and phone number are correct
- inform your school of any name changes or course concerns.

### Login

Login below or [activate your account now](#)

Student Number:

PIN:



[LOG IN](#)

[Trouble logging in?](#)

[Forgot your PIN?](#)

[Your security](#)

Click onto **activate your account now.**

### Tell me about

[Preparing for the HSC and subject selection](#)

[HSC Rules and Procedures Guide](#)

[Advice for students choosing HSC courses](#)


[HSC examination study tips and tools](#)

[How HSC results are](#)



The Activate your Students Online account page will open. Fill in the required fields. Then press the submit button.

You will need to know what **email address** the school has entered with NESAS. If you don't know – check your Confirmation of Entry form or phone the school.



Education  
Standards  
Authority

**STUDENTS ONLINE**  
for NSW students in Years 10 to 12

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#### Account activation

## Activate your Students Online account

Access your enrolment details see your accumulating results and download your credential with your Students Online account. All NSW high school students in years 10, 11 and 12 are eligible for an account.

Submit your details below. Your NESAS Student Number will be displayed and you will also be sent an email to the address your school has supplied to NESAS. Open the link in your email and enter your NESAS Student Number to create your six-digit PIN.

If you have issues activating your account, contact your school to check how your details, particularly your given name and email address, are officially recorded.

Activate my account

School: *	<input type="text" value="Finigan School of Distance Education"/>
Given Name(s): *	<input type="text"/> <small>Enter your given name(s) EXACTLY as you are formally known by your school. For example, if your full name is 'Maxwell Anthony Smith', your school may have supplied your 'Given Name(s)' to NESAS as 'Maxwell Anthony', 'Maxwell', or even, possibly, 'Max'.</small>
Last Name: *	<input type="text"/>
Date of birth: *	Day ▼ Month ▼ 2003 ▼

Your school is – *Finigan School of Distance Education*

**SUBMIT**

After you click **submit**, the account activation page appears – you get your NESAS number here and the email address that NESAS has been provided by your school

#### Account activation

Thank you.

## Your NESAS Student Number is

An account activation email will be sent shortly to

This email address has been supplied by your school. Please contact your school if you have any difficulties accessing this email account.

This email will contain an activation link. Open the link and enter your NESAS Student Number to create your six-digit PIN.

You need your NESAS Student Number and six-digit PIN to log into your account each time, so keep them both safe.



Check your email account. If it is a Department of Education email you need to log into your student portal and check your emails.

Activate NSW Students Online account. Inbox x

**Students Online Auto Response** autoreponse@nesa.nsw.edu.au via sendgrid.me 12:03 PM (0 minutes ago) ☆ ↶ ⋮  
to me ▾

Dear

You recently requested to activate your NSW Students Online account.

Click the link below, or paste it into your browser, to create your PIN and activate your account:

<https://studentonline.nesa.nsw.edu.au/go/access/confirm/920EFE88-FD89-4ABF-A35ADBB45BCEBB23/>

You will need to enter your NESA Student Number to create your six-digit PIN, which was displayed when you submitted your details. If you do not have your NESA Student Number, please contact your school.

Access your enrolment details, results and more for the [Results services](#) and the [Results Services](#) with your Students Online account. All NSW high school students in years 10, 11 and 12 are eligible for an account.


Thank you.

The Students Online team

*This is an automated notification from the NSW Education Standards Authority (NESA); please do not reply to this email.*

Click link to activate account

Once you open the link you will be taken to this page. Enter your NESA number.



Education Standards Authority

STUDENTS ONLINE  
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Account activation

Activate account

Enter your NESA Student Number below. Then create the six-digit PIN that you will use to login to your account each time.

Your NESA Student Number was displayed when you submitted your details. Your school can also provide your NESA Student Number.

You need your NESA Student Number each time you log into your NSW Students Online account, so keep it safe.

Activate my account

Student Number: \*

SUBMIT

Enter your NESA number here



You will now need to create your own pin. Then click confirm.

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### Account activation

Enter and verify your new PIN and then click "Confirm PIN"

Choose the six-digit PIN that you will use each time you log in to your account and enter it below.

Your PIN must be a number between 100000 and 999999.

You need your access PIN each time you log into your NSW Students Online account, so keep it safe.

Your NESA Student Number was displayed when you submitted your details. If you do not have your NESA Student Number, please contact your school.

Enter your six-digit PIN

Verify your six-digit PIN

**CONFIRM PIN**

### Login


Login below or [activate your account now](#)

Student Number:

PIN:

**LOG IN**

[Trouble logging in?](#)  
[Forgot your PIN?](#)  
[Your security](#)



The Welcome page will appear after you have confirmed your pin. Click on the personal detail link to check your details and change them if they are not correct. Make sure that a valid mobile phone number has been entered.

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## Welcome to Students Online

Students Online is your source for information about your study from Year 10 to the HSC.

### What you need to know

**2021 HSC students**

- HSC Written Examination Timetable is available from 29 April 2021.
- HSC results release is 10 December 2021.
- HSC Results Services are available from 13 December 2021.
- Check your name.
  - Your name shown in Students Online is what you see on your certificates.
  - If it needs changing – see your school ASAP.
- Update your email address in the Personal Details section to a non-school email you can easily access.

**2021 Year 10 and Year 11 students**

- Year 11 Results Release – 9 November 2021.
- Year 10 Results Release – 26 November 2021.

**ALL 2020 school leavers**

- Your access to Students Online will close 30 June 2021.

### Student Details

Welcome back

Your last login was Feb 19 2021 at 2:08 PM AEST

Student ID:

[Enrolment/Results](#)

[Certificates/eRecords](#)

[Exam timetable](#)

[Results services](#)


[Personal details](#)

[Change PIN](#)

[Messages \(0\)](#)

**LOGOUT**


**Tell me about**



Click on the Enrolments/Results under student details to see all of your Year 10 and Year 11 RoSA results and your HSC results. You can print off an E Record, but your actual RoSA will be made available to you to download when you leave school, the the portal. Make sure your home address is correct in the student details section.



If you log out of Students Online and log back in you will need to enter your student number and the pin you created.



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## Welcome to Students Online

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#### 2021 Year 10 and Year 11 students

- Year 11 Results Release – 9 November 2021.
- Year 10 Results Release – 26 November 2021.

#### ALL 2020 school leavers

- **Your access to Students Online will close 30 June 2021.**
- You can download your free eRecord and/or RoSA/HSC/VET credential PDF in the Certificates/eRecord section.

#### All 2021 students

Once you have logged into Students Online:

- check your confirmation of entry to ensure your name, courses, address, email and phone number are correct
- inform your school of any name changes or course concerns.

You can change your address, email and phone number in the Personal details section.

You can download your free eRecord and/or RoSA/HSC/VET credential PDF in the Certificates/eRecord section.

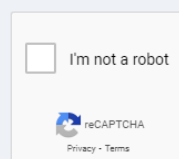
You can find helpful information in My Account under Manuals and Guides.

### Login

Login below or [activate your account now](#)

Student Number:

PIN:



**LOG IN**

[Trouble logging in?](#)

[Forgot your PIN?](#)

[Your security](#)

### Tell me about

[Preparing for the HSC and subject selection](#)

[HSC Rules and Procedures Guide](#)

[Advice for students choosing HSC courses](#)

[HSC examination study tips and tools](#)

[How HSC results are released](#)

[The Record of School Achievement or RoSA](#)

[Key dates](#)

[Latest news](#)





## Illness/Misadventure Application Form

**Please submit immediately before or after illness/misadventure to your Course Teacher**

Student Name: \_\_\_\_\_ Course: \_\_\_\_\_

Teacher: \_\_\_\_\_ Task Name: \_\_\_\_\_

Date Due: \_\_\_\_\_ Date of submission of request form: \_\_\_\_\_

Course Teacher/Head Teacher contacted: YES / NO Date of this contact: \_\_\_\_\_

**If your application is highly confidential or sensitive in nature you may contact the Principal directly**

Nature of request (please select): ☐ ILLNESS ☐ MISADVENTURE

Please **provide details** and **attach independent evidence** to this form:

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Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COPIES OF THIS FORM CAN BE FOUND ON THE SCHOOL WEBSITE**

## PART 2 – STAFF ONLY

### Illness/Misadventure Application Form

#### STEP 1: Head Teacher

Student name: \_\_\_\_\_ Task name: \_\_\_\_\_

Course: \_\_\_\_\_ Faculty: \_\_\_\_\_

☐ Not Supported

☐ Supported (GO TO STEP 2)

☐ Insufficient cause demonstrated – zero marks awarded

☐ N Warning letter sent

☐ Student informed and recorded

Additional comments: \_\_\_\_\_

#### STEP 2 – Decision

☐ New date to complete/submit the same task

New Due Date: \_\_\_\_\_

☐ New date to complete task

New Due Date: \_\_\_\_\_

☐ Exempt from task (Principal direction only)

☐ Student/Supervisor informed of decision

☐ Recorded

Additional comments: \_\_\_\_\_

Signed: \_\_\_\_\_ (Head Teacher) Date: \_\_\_\_\_ (Head Teacher)

#### STEP 3 – Right of Appeal to Deputy Principal

A student has the right to appeal the decision made in Step 1. The student must present in writing **explicit reasons/any new evidence** for appealing the HT decision and submit this written appeal to the **Deputy Principal** (within 2 school days of the HT decision).

**Deputy Principal Decision**

☐ Appeal Supported

☐ Appeal Not Supported

Additional comments/reasons: \_\_\_\_\_

☐ Student/Supervisor informed

☐ Head Teacher informed

Signed: \_\_\_\_\_ (Deputy Principal) Date: \_\_\_\_\_ (Deputy Principal)

#### STEP 4 – Right of Appeal to Principal

A student has the right to appeal the decision made in Step 3. The student must present in writing **explicit reasons/any new evidence** for appealing the Deputy Principal decision and submit this written appeal to the **Principal** (within 2 school days of the DP decision).

**Principal Decision**

☐ Appeal Supported

☐ Appeal Not Supported

Additional comments/reasons: \_\_\_\_\_

☐ Student informed

☐ Head Teacher informed

☐ Deputy Principal informed

Signed: \_\_\_\_\_ (Principal) Date: \_\_\_\_\_ (Principal)



## Malpractice Appeal Form

Please submit this appeal form (within 2 school days of HT decision) to the Deputy Principal

### ☐ Step One: Appeal to Deputy Principal

Student Name: \_\_\_\_\_ Course: \_\_\_\_\_

Task Name: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher: \_\_\_\_\_

Reason/s for Appeal: (Evidence provided to demonstrate student's own work. Please attach additional evidence to this form as required)

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### For Office Use Only:

#### Deputy Principal Decision

☐ No change to HT decision: Reason/s:

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☐ Change to decision: Reason/s and decision outcome: Malpractice Register updated

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☐ HT Informed

☐ Student/Supervisor informed

Signed: \_\_\_\_\_ (Deputy Principal) Date: \_\_\_\_\_ (Deputy Principal)

☐ **Step Two: Appeal to Principal**

Please attach/provide only new evidence to the Principal in relation to your appeal and your reasons for the appeal below:

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**For Office Use Only:**

**Principal Decision**

☐ No change to DP decision: Reason/s: \_\_\_\_\_

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☐ Change to DP decision: Reason/s and decision outcome: Malpractice Register updated

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☐ DP and HT Informed

☐ Student/Supervisor informed

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Task/Result Appeal Form

Please submit within 2 school days of task being returned to you

Student Name: \_\_\_\_\_ Course: \_\_\_\_\_

Date: \_\_\_\_\_ Teacher: \_\_\_\_\_

Task Name: \_\_\_\_\_

☐ **Step One – Course Teacher contacted: YES/NO** Date of Contact: \_\_\_\_\_

☐ **Step Two – Appeal to Head Teacher**

Reasons for appeal of mark (clear reference to task administration breakdown/marketing guidelines/course outcomes/feedback to be made here):

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☐ No change to mark. Reasons: \_\_\_\_\_

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☐ Change to mark. Reasons: \_\_\_\_\_

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☐ New Mark: \_\_\_\_\_ ☐ Updated result recorded

☐ Student/Supervisor informed ☐ Teacher informed

Head Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ **Step Three – Appeal Deputy Principal: Attach any new or additional information.**

☐ No change to mark. Reasons: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

☐ Change to mark. Reasons: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

☐ New Mark: \_\_\_\_\_ ☐ Updated result recorded

☐ Student/Supervisor informed ☐ Head Teacher informed

Deputy Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ **Step Four - Appeal Principal: Attach any new or additional information.**

☐ No change to mark. Reasons: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

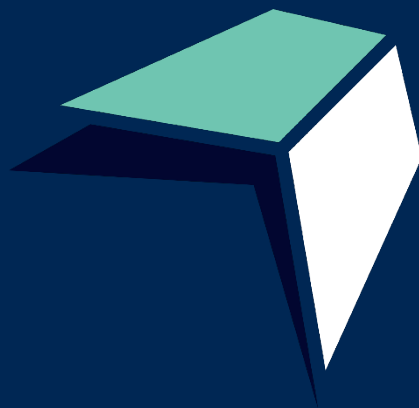
☐ Change to mark. Reasons: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

☐ New Mark: \_\_\_\_\_ ☐ Updated result recorded

☐ Student/Supervisor informed ☐ Head Teacher informed ☐ Deputy Principal informed

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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[finigan-d.schools.nsw.gov.au](http://finigan-d.schools.nsw.gov.au)