



20 August 2021

## ST EDWARD'S COLLEGE ONLINE HSC ASSESSMENT PROTOCOLS

Dear Year 12 Parents and Carers

The following information outlines the protocols that have been established for the completion of the online HSC Assessment Tasks throughout Weeks 7 to 9. It is important that all students read, understand and agree to abide by these protocols. Failure to comply with these protocols may result in penalties including mark penalties. St Edward's is also required to report any forms of malpractice to NESA.

Students have been requested to complete an online declaration acknowledging that they have read, understood and agree to abide by these protocols and that they are aware of the possible consequences for non-compliance.

Students agree to abide by the following protocols:

1. Students must attend online assessment as scheduled. They must notify the school by telephone on 4321 6400 by 8.30 am if they are not able to do so and will then follow processes for Illness/Misadventure (see point 6). Non-attendance without following this process will result in a zero mark.
2. By submitting assessment, they agree it is their own work and understand that they could be subject to processes around academic malpractice including mark penalties and reporting to the NESA register of malpractice.
3. Students must notify the school immediately if they have a technical issue by contacting the Information Services Department at: [helpdesk@stedwards.nsw.edu.au](mailto:helpdesk@stedwards.nsw.edu.au) or by phone on 4321 6444. They must document any technical issues with time stamped photographs, screen snips etc.
4. Students understand that it is their responsibility to follow instructions and ensure that all aspects of the task or examination are completed, and all components are submitted and uploaded in a format that is able to be opened.
5. Students must retain handwritten responses and understand that they may be required to provide these to their teacher if required.
6. If students do not attend or complete an assessment or if they feel that their performance is affected by an issue covered by the Illness/Misadventure guidelines they must submit an Online Illness/Misadventure Application with accompanying documentation.





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Students who have a concern about home internet capabilities or have identified that they will be impacted by a power outage, will be permitted to complete their assessments on campus. An email link has been sent to all Year 12 students inviting them to complete an online form, indicating if they would like to complete these tasks on campus.

Please do not hesitate to contact me on 4321 6400, or at [principal@stedwards.nsw.edu.au](mailto:principal@stedwards.nsw.edu.au) if you have any questions or would like to discuss the information outlined in this letter.

Yours sincerely

Mark Bonnici  
College Principal



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