

26/11/2019

The Principal of BPHS has the authority to determine if a student at BPHS has met the *NESA* course completion requirements for each Board developed and / or endorsed course in which they are enrolled.

BPHS procedures must reflect the procedures set down by *NESA* as outlined in the Assessment Certification and Examination Manual (ACE).

The flowchart from the *NESA* must be followed when:

- issuing a Non Completion of Course (“N”) determination for Stage 5, Preliminary Record and HSC
- reviewing student appeals against “N” determination.

If a student is issued an “N” determination by the principal for Stage 5 the course will appear on their RoSA with “Not Completed” beside it.

If a student is issued an “N” determination by the principal for Preliminary the course will not appear on their Record of Achievement. This may affect HSC eligibility.

If a student is issued an “N” determination by the principal for their Higher School Certificate the course will not appear on their Record of Achievement. This may affect HSC eligibility.

BPHS Procedures

School Assessment Policies must be followed to support the awarding of an “N” determination.

Head teachers must retain a copy of all relevant documentation for an individual student to support notification to principal of intention to issue an “N” and in case the principal has to address an appeal.

Students must have received warnings in writing.

Students must have had at least 2 weeks to address the concern.

Students must have had issued follow-up warning letters.

A student must have had an interview recorded with the head teacher during early Term 3.

A parent interview with head teacher must have taken place well before the recommendation is given to the principal.

Students are to sit for all assessments regardless of “N” determinations given.

	Stage 5	Preliminary	Higher School Certificate
Documentation to Principal	By Fri 30th October Week 3 Term 4	By Fri 11th September Week 8 Term 3	By Fri 28th August Week 6 Term 3
Principal Interviews Student	By Fri 6th November Week 4 Term 4	By Fri. 16th October Week 9 Term 4	By Fri. 4th September Week 7 Term 3

N.B Year 10 grades and Life Skills Outcomes are due to NESA by 20/11/20. Year 11 Preliminary grades and Life skills outcomes are due to NESA by 23/10/20. Year 12 HSC assessment marks are due to NESA by 18/09/20.

HT Recommendation for “N” 2020

**Credential : Stage 5 / Preliminary / Higher School Certificate
(please circle)**

Student Name : Date of Recommendation:

Head Teacher: Signature :

Teacher : Signature :

Course Name (Please list Extension courses separately)	Date (s) of Warning Letters Sent ✓ if work was subsequently completed				Support offered to student. Action Taken and By Who
	Letter Number	Date Sent	Weighting of assessme nt task not completed	Has task been redeemed? Y (date) or N	

This is a recommendation that the above student has failed to meet the Board of Studies' course completion requirements as detailed in Section 4.3 of the ACE Manual

Please attached

- Copy of each letter posted home
- Minutes of student interviews
- Minutes of parent interviews
- Additional faculty based documentation

	Stage 5	Preliminary	Higher School Certificate
Documentation to Principal	By Fri 1st November Week 3 Term 4	By Fri 11th September Week 8 Term 3	By Fri 30th August Week 6 Term 3
Principal Interviews Student	By Fri 8th November Week 4 Term 4	By Fri. 18th October Week 9 Term 4	By Fri. 6th Sept Week 7 Term 3

N.B Year 10 grades and Life Skills Outcomes are due to NESA by 20/11/20. Year 11 Preliminary grades and Life skills outcomes are due to NESA by 23/10/20. Year 12 HSC assessment marks are due to NESA by 18/09/20.