To Principals of Secondary Schools

Dear Principal

SCHOOL CERTIFICATE STUDENT ENTRIES FOR 2006

Schools Online is now open for the collection of School Certificate entries. This follows the completion of the computer development work required for the changes to the School Certificate program of study.

The closing date for the submission of School Certificate student entries has been extended to Monday 27 March 2006.

A memo outlining the changes to the rules and procedures for the School Certificate was dispatched to schools today. It can also be downloaded from Memos and Documents, which is located under the Downloads heading of the Schools Online site map.

Yours sincerely

Rob Speers
Director, Examinations
10 February 2006
To Principals of Secondary Schools

Dear Principal

SCHOOL CERTIFICATE STUDENT ENTRIES FOR 2006

Schools Online is now open for the collection of School Certificate Entries following the completion of computer development work required for the changes to the School Certificate program of study.

The new closing date for student entries is Monday 27 March 2006.

For 2006 entries information, refer to the Schools Online Student Enrolments Road Map. The Road Map details the various methods available for submitting entry data, such as uploading a file. By reading the Road Map you will be able to determine the best way for you to proceed, depending upon the size of the school group and the way in which the information is held within the school. You can then obtain detailed assistance by using the links that have been set up in the Help text.

The Road Map can be downloaded from Memos and Documents, which is located under the Downloads heading of the Schools Online site map. Important Information Sheets may also be downloaded from Memos and Documents. These information sheets contain key information for School Certificate enrolments. The information sheets should be read in conjunction with the Road Map.

FURTHER INFORMATION

For questions concerning the process of entering and verifying student information using Schools Online, or for any other enrolment enquiries, please contact Student Enrolments and Credentialling Section on 02 9367 8299, 02 9367 8329, 02 9367 8130, 02 9367 8271, 02 9367 8391 or email: records@boardofstudies.nsw.edu.au

Rob Speers
Director, Examinations
### INFORMATION

**Student Numbers**

Student numbers will be automatically produced when entering students.

A number of schools commenced the entry process by submitting student details in Year 9 in 2005. These students will already have student numbers, as will any 2006 School Certificate candidates who applied for special examination provisions while in Year 9 last year. Please ensure that the student numbers already allocated are used for these students. Do not create new student numbers.

To search for student numbers for any students who have been enrolled at your school since 1991, use the Display function on the Site Map of Schools Online.

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**School Numbers and Course Numbers**

To search for school numbers and course numbers in Schools Online, please refer to the Courses Offered at your School or the School Search functions under Enrolments on the site map.

In 2006 there are a number of new courses and course numbers (e.g. Industrial Technology courses replaced Technics). To make the new course numbers available at your school, it is necessary link them through the Courses Offered at your School function on the Site Map. Choose the study year and type of courses you wish to work with and select Reload. Select the courses your school is offering under the ‘Offered’ heading and save your changes. If the course is being offered at a particular outside school, it is also necessary to enter the outside school number.

A search should also be made through the Courses Offered at your School function for any Board Endorsed courses approved for your school.

A schedule of course numbers is attached. A list of course numbers is also located in Memos and Documents under Downloads on the site map.

If you cannot find a student number, school number or course number, call Student Enrolments and Credentialling on 02 93678130, 93678271 or 93678329:

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**Indigenous Status**

The Office of the Board of Studies collects information on indigenous students for statistical purposes to aid policy decisions. The data is handled strictly in accordance with the Office’s Privacy Management Plan. This is the only vehicle for the state-wide collection of the data. It is important that schools make every effort to ensure that the information is correct. This information does not appear on any document except the Confirmation of Entry. It does not appear on any credentials.

For students of both Aboriginal and Torres Strait Islander origin, mark both ‘Yes’ boxes.

Please ensure that the information provided by the students is correct by cross-referencing it with the information held by your school.

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**Citizenship Status**

The Office also collects information on citizenship. This information appears only on the Confirmation of Entry. To assist schools in providing this information, there is an automatic default to Australian citizenship. Where students are not Australian citizens, please ensure that the correct response is selected.

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**Mandatory Courses**

If you indicate that a student expects to receive the award of the School Certificate this year, the English, Mathematics, Science, Australian History, Australian Geography and the ungraded mandatory curriculum requirements, as well as the six compulsory School Certificate tests, will automatically be added to the student’s list of courses. Note: The Australian History, Geography, Civics and Citizenship test is listed with two separate numbers consistent with the reporting of the results. See below for information about students undertaking Life Skills courses.

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**Mathematics**

All students following a regular program of study are now to be entered for the one Mathematics course (323).

The method of grading student achievement in Mathematics has now been differentiated to nine levels. See ACE Manual Section 4.4.2.
| **Accelerating Students** | Ensure you indicate that the student does not expect to receive the award of the School Certificate this year otherwise the student will be entered for the mandatory courses and tests.  

The best method to enter accelerating/accumulating students is online and separate from the main bulk of entries. It is just a process of adding the individual subjects and any relevant test/s. |
| **Students Repeating Tests** | These students should be entered via the Add a Student Enrolment function. Even though such students will expect to receive the award of the School Certificate this year, do not select this box. If you do, the student will also be enrolled automatically in the mandatory studies (see above) that they completed last year. |
| **Computing Skills Test** | This is the first year that the Computing Skills test is mandatory. Any student who is entered to receive the award of the School Certificate this year will automatically be entered for the test.  

The Computing Skills test will be available as an online test and as a pen and paper test. Schools may elect for all students to present for either the pen and paper test or the online test. When the Computing Skills function within Schools Online opens later in Term 1 students will be enrolled automatically in the pen and paper version. Schools will then have the option of transferring all students to the online version. Prior to being asked to make that decision, schools will receive additional advice detailing the support available for the conduct of either the pen and paper test or the online test. The information will assist schools determine which version of the test their students will undertake.  

For students undertaking one or more courses based on Life Skills outcomes and content in Stage 5 the Computing Skills test is optional.  

If you need further information on entering students for the test, please call Student Enrolments and Credentialling on 02 9367 8271 or 02 9367 8130.  

If you require further information relating to the nature and scope of the test, please call Joe Merlino on 02 9367 8110. |
| **Industrial Technology** | The new Industrial Technology courses replace the Technics courses. Students may study up two courses based on the syllabus. Each course must be based on the study of one focus area only.  

Section 4.2.4 of the ACE Manual outlines the composition of the courses.  

Please note: students will only be credentialled for 100 hour or 200 hour courses.  

Industrial Technology course numbers can be obtained from the Courses Offered at your School function within Schools Online or the table attached to this document. |
| **Personal Development, Health and Physical Education** | PDHPE is a mandatory 300 hour integrated course, which is required to be studied in each of Years 7 to 10. It is recorded on the School Certificate Record of Achievement as a mandatory subject with no grade. Most students undertake at least 100 hours of PDHPE in Stage 5. In this case, they must also be entered in the graded PDHPE course of 100 or 200 hours. See ACE Manual Section 4.2.6  

If a student is studying:  
100 hours of PDHPE in Stage 5 use course number 2421  
200 hours of PDHPE in Stage 5 use course number 2420  

A grade based on the Course Performance Descriptors will be required for these courses at the end of the year. |
**History and Geography**
All students are required to study 100 hours each of Australian History and Australian Geography in Stage 5. These courses – numbers 4005 and 4015 respectively – are automatically added to each student’s entry.

Students should not have an additional History or Geography course added to their entry unless they are also studying elective History or elective Geography.

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**Life Skills Courses**
Each of the Years 7-10 syllabuses contains Life Skills outcomes and content.

By satisfactorily undertaking courses based on Life Skills outcomes and content from one or more Years 7-10 Board Developed syllabuses in a key learning area (KLA), students are able to satisfy the mandatory curriculum requirement in the individual KLAs.

For all students, including those undertaking a program based entirely on Life Skills outcomes, the mandatory studies will automatically be added to the student's list of courses.

Students who undertake a course based on Life Skills outcomes and content in a syllabus that has a related School Certificate Test are not required to sit the related test. The Computing Skills test is optional for students undertaking one or more courses based on Life Skills outcomes and content in Stage 5.

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**Confirmations of Entry/Student Declarations**
When you have finished entering your student course details, print out the confirmations from the My Reports function (found under the Downloads heading). Please review the Confirmations of Entry carefully, and then distribute them to the students for checking and signing.

It is the school’s responsibility to ensure that students understand the information on the Confirmation of Entry and do not unwittingly undertake a pattern of study that makes them ineligible for a School Certificate.

Please make any resulting changes as quickly as possible. When you need to update your Confirmations of Entry, refer to the Help text for instructions. Ensure that students sign the Confirmations (including any later updated Confirmations).

Schools must ensure students are given enough time to read and understand the student declaration on the Confirmation of Entry. The Office recommends that time be set aside for all students to be comprehensively briefed by appropriate staff at the school on the Confirmations of Entry and the Student Declarations.

Schools must retain the correct, signed Confirmations of Entry until **March 2007**.

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**Principal’s Certification**
When you print your Confirmations of Entry, the first page will be the Principal’s Certification. When you are confident that all details are correct, please sign the Principal’s Certification and fax it to Student Enrolments and Credentialling on 02 9367 8078.

These forms are required at the Office by 27 March 2006.