



The Hills Sports High School

COVID Safe HSC

Student Information Package

2020

COVID Safe Expectations of Students for 2020 HSC Examinations

This information, provided by the NSW Department of Education, will assist students understand the COVID safe arrangements in place when attending their HSC examination.

The safety and wellbeing of students and staff in attendance is of paramount importance and as such all students are asked to cooperate with these arrangements at all times.

1. Screening for students with symptoms

- Students must not attend the exam if they are unwell.
- Students will be asked upon arrival if they have any flu-like symptoms or if they should be in self-isolation under direction by NSW Health.
- Students displaying flu-like symptoms or who advise they are unwell will be asked to leave the school / examination and arrange to have a COVID-19 test.
- Students must present documented evidence of a negative result after this COVID-19 test to the front office and receive the Negative COVID Result and present the result notice to the Presiding Officer/THSHS HSC Examination staff. Please arrive at school at least 30min prior to the exam to allow for processing. If HSC Exams are being held at an alternative site, present the negative COVID test result documentation to the Presiding Officer/THSHS staff member who is present at the exam.
- Students with a clinical history/known illness that may appear like COVID-19 symptoms should be planning now and speak to their doctor/GP. Written documentation from a GP is required to be presented to the school office prior to the commencement of the HSC and/or exam– e.g. symptom(s) the student presents with normally which are not COVID-19.
- Flu-like symptoms include fever, cough, sore throat, shortness of breath, loss of taste, and loss of smell. Additional information about COVID-19 symptoms can be found on the NSW Health website. Students who are displaying even mild flu-like symptoms should leave immediately and not return until they have a negative COVID-19 test and are symptom- free.

2. Fast track COVID-19 test results

HSC students can fast-track their COVID-19 test results. To do this you must:

- say you are an HSC student when taking a test.
- ensure the nurse or doctor doing the test marks your referral 'urgent — HSC'.
- self-isolate until a negative result is received.
- show your school the negative result.
- call the contact number provided by the clinic if results are not received within 36 hours.

3. Minimising the risk of transmission

- Students should wash their hands or use hand sanitiser prior to commencing the exam.
- Maintain good personal hygiene practices during the exam including covering your cough or sneeze through coughing or sneezing into your elbow or a tissue, disposing of tissues at the end of the exam.
- Avoid shaking hands or hugging other students on exam days.
- Hygiene supplies will be available at all exam venues.
- Students may wipe down their table and chair before they begin their exam if they so choose.
- Students will be required to wipe down their table and chair after an exam.
- Students should not mingle in large groups prior to or after the exam. Social distancing rules apply.
- Students should arrive no more than 20 minutes prior to the exam and report directly to the designated exam room for screening and sign-on.
- Students will be asked to sign an attendance sheet confirming attendance at the exam, providing contact details and that they do not have flu-like symptoms.

4. Alternative Examination Locations

The Hills Sports High School has identified alternative examination locations in the event that the examination is unable to proceed in the planned location. This information will be provided to you on the THSHS examination timetable so it is readily available at short notice in case it is required.

This is a backup only. Do not attend a proposed alternative location if you have not been told to do so by the school.

In the event of a school closure, alternative arrangements will be communicated to students through SMS messaging, THSHS Facebook page and emails.

5. Illness/Misadventure

Students who do not attend an exam due to having symptoms, or who are turned away as a result of screening will be eligible for an illness/misadventure claim. Refer to the appendix for the illness/misadventure process for COVID-19 related illness and other illnesses, accidents or misadventure. This information is available to access on the NESA website.

6. Exam day protocols

6.1 You must:

- Refer to the THSHS HSC Examination timetable for the examination time, venue and alternative location.
- Arrive no earlier than 20 minutes before the commencement time of the examination.
- Avoid group gatherings before and after the examinations.
- Complete the sign in procedures for each examination including the COVID screening process which will require you to confirm that you do not have any flu-like symptoms and are not required by NSW Health to self-isolate.
- Present required documentation to the front office staff if returning a negative COVID-19 test result or documentation regarding ongoing medical issues that present as COVID-19 symptoms. Take a copy to the exam venue to show the Presiding Officer/THSHS Examination staff.
- Sanitise hands upon entering and exiting the examination room.
- Sit in the allocated seating position as provided to you by the supervising staff member.
- Cough and sneeze into the crook of your elbow.
- Dispose of any tissues or other rubbish in the appropriate garbage bin.
- Avoid touching your face.
- Regularly wash your hands in between exams being conducted on the same day.
- Using the provided sanitising material, wipe down the desks and chairs at the completion of the examination.
- * You may request sanitising materials to wipe down the allocated desk and chair upon entering the examination room.
- * You may also choose to wear a mask for the duration of the examination.
- * Exam rooms will be thoroughly and frequently cleaned by COVID cleaning staff.
- * Hygiene supplies will be available and regularly re-stocked.

6.2 Do NOT attend the exam(s) if you have:

- flu-like symptoms (fever, cough, sore/scratchy throat, shortness of breath, loss of taste or sense of smell).
- been tested for COVID-19 and have not yet received your test result.
- been directed by NSW health to self-isolate.
- tested positive for COVID-19.

If you are unable to attend an examination due to COVID-19 / flu-like symptoms, you can access the NESA Illness/Misadventure procedures. You will need evidence to support your application. The application is available from the NESA website.

7. What do I do if...

7.1 I have flu-like symptoms, but I'm worried that if I get tested, the results won't come back in time for my exam?

- Get tested.
- Say you are an HSC student to get your results fast tracked and reduce disruption to your exams.
- Do not return until you have a negative result.
- You can access the COVID-19 illness or misadventure process. You will need evidence to support your application.

7.2 I start developing flu-like symptoms during an exam?

- Let an exam supervisor know.
- If you are told to go home, self-isolate immediately.
- Get tested.
- Follow the COVID-19 illness or misadventure process.

7.3 I have COVID symptoms when I have an HSC written exam?

- Do not attend the exam venue.
- Contact your school as soon as possible to advise of the issue.
- Follow the COVID-19 illness or misadventure process.
- Get tested – request fast-tracked results.
- Self-isolate while you wait for results
- Negative result – your local Public Health Unit will contact you or you will receive a SMS.
- Positive result – your doctor or your local Public Health Unit will call you and tell you what you need to do. Contact and inform Mr Struyve or Mrs Middleton.

7.4 My school is closed due to a positive case when I have an HSC written exam?

- Follow instructions from NSW Health and your school. Follow the instructions in this document and your THSHS HSC Timetable.
- Exams may be moved to a safe alternative venue, or continue at school once it is cleared by NSW Health, for students that do not need to self-isolate.
- If you are unable to sit an exam due to COVID-19, including if you need to self-isolate, the COVID-19 illness or misadventure process will be available.
- Written exams will not be held online or rescheduled.

7.5 I am required to self-isolate when I have an HSC written exam?

- Do not attend the exam venue.
- Contact your school as soon as possible to advise of the issue.

- Follow the COVID-19 illness or misadventure process, even if you are otherwise well.
- Written exams will not be held online or rescheduled.

7.6 I test positive for COVID-19 when I have an HSC written exam?

- Self isolate and follow the advice provided by your doctor or your local Public Health Unit.
- Do not attend the exam venue.
- Contact your school as soon as possible to advise of the issue
- Follow the COVID-19 illness or misadventure process.
- Written exams will not be held online or rescheduled.

7.7 I have a known illness that has similar symptoms to the flu? Before your exam:

- Get a medical certificate from your doctor.
- Give a copy of the certificate to the front office at school.
- Obtain a clearance from the front office, keep a copy of medical documentation to show HSC Exam Staff.

8. For current requirements and health advice

- Visit the NSW Government website
- Call the National Coronavirus Helpline – 1800 020 080
- NESA website.

9. APPENDIX

- THSHS HSC Timetable
- NESA HSC Illness/Misadventure Process

The Hills Sports High School – HSC Examination Timetable

(Alternative Venues are listed should they be required and only as a back-up if the main venue is unavailable)

Date	Exam	Starting Time	Number of Students	Venue	Alternative Back Up Venue (Only use this venue if advised by THSHS)***
20 October 2020	English Advanced Paper 1 English Standard Paper 1 English Studies Exam	9.50am 9.50am 9.50am	11 55 2	THSHS Hall THSHS Hall THSHS Hall	Seven Hills High School Hall Seven Hills High School Hall Seven Hills High School Hall
20 October 2020	Turkish Continuers	2.00pm	1	THSHS Hall	THSHS Gym - McKenzie Boulevard
21 October 2020	English Advanced Paper 2 English Standard Paper 2	9.25am 9.25am	11 55	THSHS Hall THSHS Hall	Seven Hills High School Hall Seven Hills High School Hall
22 October 2020	Ancient History	9.25am	9	THSHS Hall	THSHS Gym - McKenzie Boulevard
22 October 2020	Construction Exam Tourism Travel Events Exam	1.55pm 1.55pm	1 1	THSHS Hall THSHS Hall	THSHS Gym - McKenzie Boulevard THSHS Gym - McKenzie Boulevard
23 October 2020	Community & Family Studies	1.55pm	24	THSHS Hall	THSHS Gym - McKenzie Boulevard
26 October 2020	Maths Advanced Maths Standard 2 Maths Standard 1 Exam	9.20am 9.20am 9.20am	4 41 4	THSHS Hall THSHS Hall THSHS Hall	Seven Hills High School Hall Seven Hills High School Hall Seven Hills High School Hall
27 October 2020	Legal Studies	9.25am	16	THSHS Hall	THSHS Gym - McKenzie Boulevard
27 October 2020	Visual Arts	1.55pm	25	THSHS Hall	THSHS Gym - McKenzie Boulevard
28 October 2020	Biology	9.25am	17	THSHS Hall	THSHS Gym - McKenzie Boulevard
29 October 2020	Modern History	9.25am	15	THSHS Hall	THSHS Gym - McKenzie Boulevard

Date	Exam	Starting Time	Number of Students	Venue	Alternative Back Up Venue (Only use this venue if advised by THSHS)***
29 October 2020	Society & Culture	1.55pm	11	THSHS Hall	THSHS Gym - McKenzie Boulevard
30 October 2020	PDHPE	9.25am	37	THSHS Hall	Seven Hills High School Hall
30 October 2020	Mathematics Extension1	1.50pm	3	THSHS Hall	Seven Hills High School Hall
2 November 2020	Business Studies	9.25am	19	THSHS Hall	THSHS Gym - McKenzie Boulevard
3 November 2020	Engineering Studies	1.55pm	4	THSHS Hall	THSHS Gym - McKenzie Boulevard
4 November 2020	History Extension Metal Engineering Exam	1.50pm 1.55pm	1 3	THSHS Hall THSHS Hall	THSHS Gym - McKenzie Boulevard THSHS Gym - McKenzie Boulevard
5 November 2020	Industrial Technology	1.55pm	4	THSHS Hall	THSHS Gym - McKenzie Boulevard
6 November 2020	Physics	9.25am	4	THSHS Hall	THSHS Gym - McKenzie Boulevard
6 November 2020	Hospitality Examination	1.55pm	13	THSHS Hall	THSHS Gym - McKenzie Boulevard
9 November 2020	Chemistry	9.25am	6	THSHS Hall	THSHS Gym - McKenzie Boulevard
9 November 2020	English Extension 1	1.50pm	1	THSHS Hall	THSHS Gym - McKenzie Boulevard
10 November 2020	Automotive Exam Food Technology	9.25am 9.25am	1 7	THSHS Hall THSHS Hall	THSHS Gym - McKenzie Boulevard THSHS Gym - McKenzie Boulevard

***Students with Special Provisions will use allocated rooms in the school library and A Block. The alternative venue for these exams will be The Meadows Public School (across the road from THSHS). In the vent of the alternative venue being required – Special Provisions Students should meet in the front office of The Meadows Public School 20 minutes before the start time of the exam.

NESA Illness Misadventure Process

At the time of a written exam...

If you have flu-like symptoms:

- Do not attend the exam.
- Contact your school as soon as possible to advise of the issue.
- Get tested.
- Say you are an HSC student to get your results fast tracked.
- Do not return until you have a negative result.
- Provide your school with a medical certificate.
- Your school will provide an application for you to complete and sign.
- Once completed and signed, the school will submit your application to NESA.

If you have tested positive to COVID-19:

- Do not attend the exam.
- Contact your school as soon as possible to advise of the issue.
- Follow advice from your school and do not return until you have a negative result.
- Your school will provide an application for you to complete and sign.
- Provide your school with a medical certificate.
- Once completed and signed, the school will submit your application to NESA.

If you are under the direction of NSW Health to self-isolate:

- Do not attend the exam.
- Contact your school as soon as possible to advise of the issue.
- Your school will provide an application for you to complete and sign.
- Provide your school with evidence.
- Once completed and signed, the school will submit your application to NESA.

If your exam is cancelled due to a COVID-19 case:

- Your school will prepare a group application and submit it to NESA.

If you are significantly impacted by your school closing due to COVID-19 case in Week 1 of Term 4:

- Attend the exam.
- Contact your school as soon as possible to advise of impact.
- Your school will provide an application for you to complete and sign.
- Provide your school with evidence
- Once completed and signed, the school will submit your application to NESA.

2020 Illness Misadventure – Student Information Guide, Declaration &

Section A

Information Guide

The New South Wales Education Standards Authority (NESA) Illness/Misadventure program assists students who:

- are prevented from attending an exam (including a practical exam) due to illness or unforeseen misadventure
- consider that their performance in an exam has been affected by illness or misadventure immediately before or during the exam.

If either of the above categories applies to you at the time of the HSC exams, you will need to complete an Illness/Misadventure application. Before you complete the application, you should read the following information carefully. You should refer also to *Rules and Procedures for Higher School Certificate Candidates*.

Limitations on Applications

NESA's responsibility is limited to the conduct and presentation of the exams. This means students may only apply to NESA in relation to circumstances that occur immediately before or during an exam, **and** that affect their performance in the exam.

You **cannot** submit an application on the basis of:

- difficulties in preparation or loss of preparation time; for example, as a result of an earlier illness
- alleged deficiencies in teaching; for example, extended teacher absences
- loss of study time or facilities during Year 12
- long-term illnesses such as glandular fever, unless you suffer a flare-up of the condition during the exam
- the same grounds for which you received disability provisions, unless you experience additional difficulties during an exam
- misreading the exam timetable. If you miss an exam, or arrive late to an exam because you misread the timetable, contact your principal immediately. He or she may make a submission to NESA on your behalf
- misreading exam instructions
- failure to enter for the exam in the correct course
- illness and/or misadventure in a course that is undertaken as a self-tuition student
- other commitments, such as participation in entertainment, family holiday, work or sporting events, or attendance at exams conducted by other education organisations.

If you are unsure whether you are eligible, you should ask your principal. Your

Rights and Responsibilities

It is your right and responsibility to submit an Illness/Misadventure application whenever necessary. Only if you are incapacitated, an application may be submitted by your parent/guardian on your behalf.

When completing an Illness/Misadventure application, you should pay close attention to the instructions and complete all relevant sections. Submitting an incomplete application could jeopardise the outcomes.

Attendance at Exams

You must attend every exam. Do not miss an exam just because you do not feel able to do your best. The Illness/Misadventure program is designed to support students who perform below their

expectations because of illness or misadventure.

If you do not attend an exam and your Illness/Misadventure application is unsuccessful, you will not receive a result in that course. This could mean that you are ineligible for the award of the Higher School Certificate.

NESA does not expect you to attend an exam against specific medical advice. If you cannot attend an exam (including a practical exam) because of illness or misadventure, you must notify your principal immediately.

Evidence of Your Illness or Misadventure

It is very important to provide independent evidence with your application. You should seek independent evidence on the same day, either immediately before or after each exam for which you are applying. The documentation you provide must be current, specific to the date and time of the exam, and submitted with the application.

A medical certificate that merely states you were unfit for work/study is unacceptable.

Practical Submissions

If, as a result of illness or misadventure, you experience difficulties in completing your practical submission, you must advise your teacher. He/she will complete Section B of the application. For example, a Visual Arts Body of Work or Society and Culture Personal Interest Project.

Performance Exams

If illness or misadventure occurs before the exam begins, and you are still able to attend the exam, notify your principal or Year 12 Advisor before you begin the exam. If you are presenting for the exam at a venue other than your home school, notify a NESA officer. For example, a Drama performance exam or Language speaking exam.

Before starting your exam, advise the Examiner of your situation. Do not hesitate to approach the Examiner as his/her comments and observations will be important in assessing your Illness/Misadventure application.

In the case of performance exams, it is not necessary to have Section B of the form completed. The Examiner will complete a report and send it separately to NESA.

Written Exams

If you are suffering from illness or misadventure, but are still able to attend the exam, notify the Presiding Officer (the person supervising the exam) when you enter the exam room. If the illness or misadventure occurs during the exam, notify the Presiding Officer at once. Do this at every exam session in which you consider your performance may be affected.

Do not hesitate to approach the Presiding Officer. He/she is there to help you. If you submit an Illness/Misadventure application, the Presiding Officer will need to complete Section B

Completing & Submitting Your Application

No section of the application should be completed before the relevant exam has been conducted, or before the due date for practical submissions.

Before signing the **Student Declaration**, read the statements above the signature box very carefully. It is strongly recommended that you sign the form only after you have completed Section A, and after Section C has been completed by an appropriate person.

NB. If Section C is incomplete and you did not attend an exam, you might not receive a result in that course. This could mean that you are ineligible for the award of the Higher School Certificate.

It is the Principals responsibility to submit your application to NESA.

All sections need to be completed as follows:

Form	Completed By:	Submit to:
Student information and declaration	Student	Principal
Section A	Student <ul style="list-style-type: none"> • Complete Section A of this form on each day of each exam you apply for. • Notify the Presiding Officer (written) or marker/examiner (practical) for every exam you apply for. 	Principal
Section B	Presiding Officer- for written exams Class teacher- for practical submissions Please note: for speaking, or performance exams e.g. Languages, Music the examiner/marker will complete a report. This report will be sent to NESAs separately.	Principal
Section C	Medical practitioner or appropriate persons (eg police officer). <ul style="list-style-type: none"> • Take this form to your doctor or another appropriate person to have Sections C1 and/or C2 completed. • Alternatively, evidence may be attached to Section C. 	Principal
Section D	Principal	NESAs The principal must submit the application via Schools online with all required supporting documentation.

The NESAs Application Process

The NESAs Illness/Misadventure Panel considers and makes a recommendation on each application on the basis of:

- NESAs’s responsibility in relation to the *Education Act 1990*, and
- the evidence presented in your Illness/Misadventure application.

The Illness/Misadventure Panel consists of senior education professionals who operate as a team and follow strict procedures. Each application is considered by up to five panel members to ensure that every case is determined fairly and consistently. Complex matters may be referred to an independent medical expert for advice.

You will be notified of the outcome of your application on the same day as you receive your Higher School Certificate results.

Closing Dates for Applications

Practical exams – one week after the exam or submission date

Written exams – within one week of the student’s **last exam and** no later than the day of last HS exam.

Exam Illness/Misadventure Application Checklist

Please tick to ensure:

- you have correctly recorded your student number
- you have completed Section A for EACH AND EVERY exam session for which you wish to apply
- you have had Sections C1 and/or C2 completed and/or attached the relevant documents for each exam for which you are applying
- you have signed the student declaration form

If you have any questions about the Illness/Misadventure program that your principal cannot answer, please call (02) 9367 8381 or (02) 9367 8325.

2020 Illness Misadventure – Student Information Guide, Declaration & Section A

*This form must be completed by **the student** who is applying for Illness/ Misadventure*

I, _____ Student Number: _____

request that the NSW Education Standards Authority (NESA) consider my application for Illness Misadventure.

I have carefully read the information Guide for Students, detailing Illness/Misadventure application and the instructions on this form.

I consider that my exam performance was affected by illness or unforeseen misadventure which occurred immediately before or during the exam(s). I declare that all the information that I have supplied is true.

I give permission for a medical practitioner appointed by NESA or its officers to obtain further details from any person who has provided evidence in Sections C1 &/or C2, if applicable and considered necessary by NESA.

Student's signature: _____

Student's contact number: _____ Date: _____

NB. If the student is unable to sign for themselves please contact:
Student Support (02) 9367 8381 or (02) 9367 8325

Complete the information overleaf.

2020 Illness Misadventure – Section B

To be completed for:

2020 Illness Misadventure – Section B

- Written exam by Presiding officer
- Practical submissions by the class teacher
- Performance/Speaking exams – leave Section B blank – The Examiner/Marker will provide a separate report.

Student name		Student number	
Name (of the person completing this form)		Signature	
Centre Name and Number		Position	
Contact number		Date	

Please attach a separate sheet if you wish to make further comments that might assist in the consideration of the application.

Exam	Record in detail your observations of distress or disadvantage suffered by the student. It is most important that this section is completed for EVERY paper or exam in which the student has applied.	Did the student report illness or misadventure? YES/NO	Estimate of total time lost during exam (hrs/mins).

2020 Illness - Section C1 – Independent Evidence

The person completing Section C1 **must NOT be related** to the student.

Students should attend exams unless it is considered detrimental to their health. Students who are unwell are advised to seek **independent medical advice** either **immediately before or after** each exam.

The student has agreed in writing to a medical practitioner appointed by NESAs, or a NESAs Officer, obtaining further information relating to the student's application from anyone completing Section C1.

Student's name		Student's number	
Section C1		Independent evidence of illness: to be completed by a medical practitioner	
Please note that any fee for providing this report is the responsibility of the student.			
Diagnosis of medical condition:		Date of onset of illness:	
Date(s) and time(s) of all consultations/meetings relating to this illness:			
<p>Please describe how the student's condition/symptoms could affect their exam performance. (If the student was unable to attend an exam, it is essential that you provide full details in the space provided or on additional sheet(s) and attach them to the application.)</p>			
<p>Any other comments or information which may assist in the assessment of the student's application. (If there is not enough space, please attach additional sheet(s).)</p>			
Name:	Profession:	Place of work:	
Telephone:	Signature:	Date:	

2020 Misadventure – Section C2 – Independent Evidence

The person completing Section C2 **must NOT be related** to the student.

Students should attend exams unless it is considered detrimental to their health. Students who experience misadventure are advised to seek **independent advice** from relevant person either **immediately before or after** each exam.

The student has agreed in writing to a medical practitioner appointed by NESA, or a NESA Officer, obtaining further information relating to the student's application from anyone completing Section C2.

Section C2:

Independent evidence of misadventure: to be completed by a relevant person such as a police officer

Description of Event:

Date of misadventure		Are you known to the student?	YES / NO	If YES, nature of relationship	
Were you a witness to the event?	YES / NO	If NO, how did you obtain the evidence you are providing			
Name:		Profession:		Place of work:	
Telephone:		Signature:		Date:	