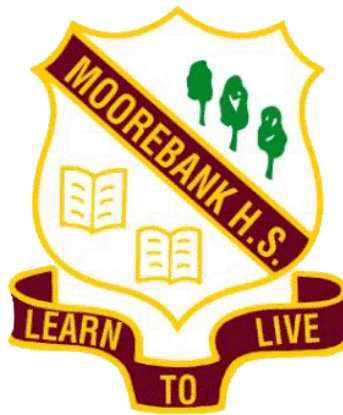


# Moorebank High School



## COVID-SAFE HSC STUDENT

Procedures and Protocols

## **COVID-19 SAFE EXPECTATIONS OF STUDENTS**

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 to the front office. Please arrive at school at least 30min prior to the exam to allow for processing. If HSC Examinations are being held at an alternative site, present the negative COVID test result documentation to the Presiding Officer/MHS staff member who is present at the examination.
- 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 on a normal basis.
- 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 a 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 choose to.
- 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**

All HSC Examinations will be held at Moorebank High School unless you are notified in writing via email and parent SMS by the school.

Newbridge Heights Public School and Nuwarra Public School are our alternate examination locations in the event that the examination is unable to proceed at Moorebank High School.

The above schools are backups ONLY and you should attend Moorebank High School unless notified by the school.

In the event of a school closure, alternative arrangements will be communicated to students through their school email account and parent SMS messaging.

Students are expected to access their emails each morning to check if they need to report to an alternate venue for their examination. Should examinations be scheduled at an alternate venue all students are expected to attend and sit the examination within COVID-19 restrictions, DoE guidelines and NESAs expectations.

## 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 NESAs website.**

## 6. Exam day protocols

### 6.1 You must:

- Refer to the NESAs HSC Examination timetable for the examination date and time.
- Refer to the MHS Individual Student Timetable for the location/room for each of your examinations.
- 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. Have the documentation with you for every exam to show the Presiding Officer/MHS Examination Support 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.

\* Examination 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 NESAs Illness/Misadventure procedures. You will need evidence to support your application. The application is available from the NESAs 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 a 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 performance, oral language or 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 Ms Grego or Mr Sansom.

### 7.4 My school is closed when I have a HSC performance exam?

- Your school will contact you directly with advice.
- Your performance exam may be rescheduled.
- If this can't be arranged, the COVID-19 illness or misadventure process will be available.

### 7.5 I am required to self-isolate, but I am otherwise well, when I have a HSC performance exam?

- Do not attend the exam venue.
- Contact your school as soon as possible to advise of the issue.
- Your performance exam may be rescheduled.
- If this can't be arranged, the COVID-19 illness or misadventure process will be available.

### 7.6 My school is closed when I have a HSC oral language exam?

- Your school will contact you directly with advice.
- Your oral language exam may be rescheduled or held online via video.
- If this can't be arranged, the COVID-19 illness or misadventure process will be available.

### 7.7 I am required to self-isolate, but I am otherwise well, when I have a HSC oral language exam?

- Do not attend the exam venue.
- Contact your school as soon as possible to advise of the issue.
- Your oral language exam may be rescheduled or held online via video.
- If this can't be arranged, the COVID-19 illness or misadventure process will be available.

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

- Follow instructions from NSW Health and your school. Follow the instructions in this document and your MHS Individual Student 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 examinations will not be held online or rescheduled.

7.9 I am required to self-isolate when I have a 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.

7.10 I test positive for COVID-19 when I have a HSC performance, oral language or 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.

7.11 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.
- Have the documentation with you for every exam to present to the Presiding Officer/MHS Examination Support staff.

**8. For current requirements and health advice**

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

**9. APPENDIX**

- NESAs HSC Illness/Misadventure Process

## ILLNESS/MISADVENTURE

**Updated: 9 September**

The processes below must be followed if:

- you have tested positive to COVID-19
- have COVID-19 symptoms
- you have been advised by NSW Health to self-isolate.
- you have experienced illness or misadventure not related to COVID-19

### COVID-19 application process

#### For performance exams

If you are unwell with COVID-19 symptoms:

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

If you have been advised by NSW Health to self-isolate, but you are otherwise well:

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

#### For oral language exams

If you are unwell with COVID-19 symptoms:

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

If you have been advised by NSW Health to self-isolate but you are otherwise well:

- Do not attend exams.
- Contact your school as soon as possible to advise of the issue.
- Provide your school with evidence.
- If your exam cannot be rescheduled or held online via video your school will prepare an application for you to complete and sign.
- Once completed and signed, the school will submit your application to NESA.

## For written exams

If you are unwell with COVID-19 symptoms:

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

If you have been advised by NSW Health to self-isolate:

- Do not attend exams.
- Contact your school as soon as possible to advise of the issue.
- Provide your school with evidence.
- Your school will prepare an application for you to complete and sign.

Once completed and signed, the school will submit your application to NESA.

If your whole school is impacted during any of the HSC exams, your school will contact you directly with advice.

## **Other illnesses or accidents/misadventure – application process**

Follow this process if you become ill or have an accident or other misadventure at the time of an exam. The illness/misadventure application form you need to submit via your school will guide you through the process in more detail.

Do not attend the exam if you have COVID symptoms.

Attend the exam if it is safe to do so. When you arrive at the exam, notify the Presiding Officer of your illness or misadventure and ask for an illness/misadventure application form.

Submit the form to the principal before or after the exam and they will process it and forward it to NESA.

## If you can't attend the exam

- Contact your principal/school as soon as possible to advise of the issue.
- Provide your school with evidence.
- Your school will prepare an application form for you to complete and sign.
- Once completed and signed, the school will submit your application to NESA.

## What if I am running late to the exam?

Advise your principal immediately and get to the exam centre as soon as possible. After the exam, follow the instructions of the Presiding Officer or your principal.

## What if I misread the exam timetable and miss an exam?

Contact your principal immediately and follow their instructions.

## Application process

Once your application and documentation has been submitted to NESA, it will be reviewed by a panel, who will also receive statements from the Presiding Officer and your principal.

The panel will decide whether to 'uphold' (accept) or decline each component in your application. Note that each exam or exam component is treated independently – so it is important to submit evidence for each.

### Upheld applications

For most Board Developed Courses and courses (VET, English Studies and Maths Standard 1) with optional HSC examinations, if your application is upheld, you will be awarded a mark (see below for how marks are calculated).

### Declined applications

If your application is declined, you will be awarded the mark you achieved in the examination. If you were absent from the exam you will not receive any result in that course. This could mean that you become ineligible for the Higher School Certificate.

### How exam marks are calculated, if illness and misadventure upheld: Courses with one exam only

If you are unable to attend you will receive your moderated school assessment mark.

If you are able to attend you will receive either your moderated school assessment mark OR your actual exam mark – whichever is higher.

### How exam marks are calculated, if illness and misadventure upheld: Courses with more than one exam

If you are unable to attend all of the exams for the course you will receive your moderated school assessment mark.

If you are able to attend but impacted in all of the exams for the course you will receive either your moderated school assessment mark OR your actual exam mark – whichever is higher.

If you are unable to attend or are impacted in a subset of the exams for the course you will receive a calculated mark OR your actual exam mark – whichever is higher. The calculated mark is either your moderated school assessment mark OR a mark determined from other unaffected exams in the course.

### Courses with optional exams (VET, English Studies, Maths Standard 1)

If you are unable to attend you will receive a moderated estimate submitted by your school.

If you are able to attend you will receive your moderated school estimate OR your actual exam mark – whichever is higher.



# NSW Education Standards Authority



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

# NSW Education Standards Authority

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## 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

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## 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.

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



## 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 NESAs, or a NESAs 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:		

