



**Fairvale High School
COVID-SAFE HSC
STUDENT PACKAGE-2021
Procedures and Protocols**

FVHS HSC Examination COVID Safe Expectations

The following guidelines have been developed with the NSW Dept of Education and FVHS to keep everyone safe during their HSC examinations.

1. Screening for students with symptoms

- Students must not attend the exam if they are unwell or displaying flu-like symptoms.
- 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.
- To return to school, students must present documented evidence of a negative result to the School First Aid Officer (Welfare Hub) and receive a Negative COVID-19 Result Pass for presenting to the Presiding Officer/FVHS Examination staff. Please arrive at school at least 30 minutes prior to the exam to allow for processing. If HSC Exams are being held at an alternative site, present the negative COVID-19 test result documentation to the Presiding Officer 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 First Aid Officer prior to the commencement of the HSC exams - 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 an HSC student when taking a test
- ensure the nurse or the 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. Alternative Examination Locations

Fairvale 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 via SMS, the school's email communication and the Year 12 Microsoft Teams 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, email communication and Year 12 Microsoft Teams.

4. Illness/Misadventure

Refer to the **appendix 1** 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.

Exam Day Procedures

1. You must:

- refer to the FVHS HSC Examination timetable, **appendix 2** for the examination time, gate entry, venue, and room.
- listen to Ms. Higgins (HSC COVID Marshal) and DP Fountis who will be on site to guide you.
- check-in using School Check-in in the Service NSW App.
- wear a mask for the whole time you are on the school site.
- arrive no earlier than 30 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. Sign in stations will be located at each venue.
- present required documentation to the School Nurse if returning a negative COVID-19 test result or documentation regarding ongoing medical issues that present as COVID-19 symptoms. Collect the slip from the School Nurse and take this to the exam room to show the Presiding Officer/FVHS Examination Support staff.
- sanitise your 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.
- use the provided sanitising material to wipe down the desks and chairs at the completion of the examination.

2. You may request sanitising materials to wipe down the allocated desk and chair upon entering the examination room.

3. Exam rooms will be thoroughly and frequently cleaned by COVID cleaning staff.

4. Hygiene supplies will be available and regularly re-stocked.

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.

Frequently Asked Questions

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.

What happens if 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.

What happens 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 Ms Fountis.

What happens if my school is closed when I have an HSC exam?

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

What if I am required to self-isolate, but I am otherwise well, when I have an HSC 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.

What if 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 FVHS 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.

For current requirements and health advice

- Visit the NSW Government Health website
- Call Service NSW - 13 77 88
- Call the National Coronavirus Helpline – 1800 020 080
- Visit the NESA website.

APPENDICES

- NESA HSC Illness/Misadventure Process
- FVHS HSC Examination Timetable

ILLNESS AND MISADVENTURE

Updated: 30 July 2021

COVID advice

A new [COVID-19 Special Consideration Program](#) is available for students experiencing COVID-related significant disruption or disadvantage while preparing for language (oral) and performance exams and working on their major projects.

The illness and misadventure process continues to be available for HSC students who:

- have tested positive to COVID-19 or are under the direction of NSW Health to self-isolate at the time of an exam
- are unwell or have flu-like symptoms at the time of an exam.

Immediate steps

- Do not attend an exam if you have flu-like symptoms, have tested positive to COVID-19 or have been directed to self-isolate.
- Contact your school as soon as possible.
- Follow NSW Health advice (eg get tested or comply with COVID-19 restrictions).
- Work with your school to provide evidence to support your illness and misadventure application.

Students must obtain evidence that shows COVID has impacted their ability to safely attend exams or complete a project.

Examples of evidence:

- A medical certificate – use a telehealth service if you cannot see a doctor in person. An SMS COVID-19 test result on its own is not sufficient evidence.
- Logs of planned use of specialist facilities you were unable to access during the school holidays.
- Correspondence from NSW Health that states you need to self-isolate.

Schools will support their students to make an illness and misadventure submission, including providing relevant and timely evidence.

No access to learning

Students who can't access teaching and learning for an extended period due to COVID-19 can apply for illness and misadventure.

Criteria

Schools can apply for students who are unable to access teaching and learning for six weeks or more (excluding school holidays) if:

1. the school did not provide the student with online learning material for the course or the student did not have access to a device or the internet

AND

2. the school did not provide the student with hard copy learning material for the course

AND

3. the student did not have access to a teacher for the course.

Schools need to submit a separate application for each student for each course affected. Evidence is required, including:

- a declaration by the school principal to support 1, 2 and 3 above
- documentation relevant to the specific case (as needed).

The illness and misadventure process is available to support students who are unwell or have an accident or other misadventure at the time of a HSC exam. You need to submit a separate application and supporting evidence for each exam or exam component affected.

If your whole school is affected by an event, your school will contact you directly with advice.

Process

Applications must be accompanied by evidence of the illness or misadventure.

Application forms can be collected at the time of the exam, if it is safe for the student to attend, or through the school if the student is unable to attend the exam.

Step 1: Submitting an application to NESAs

If it is safe to attend the exam:

- Attend the exam as usual.
- When you arrive at the exam, notify the Presiding Officer of your illness or misadventure and ask for an illness/misadventure application form.
- Complete and submit the form to the Presiding Officer or the Principal with the appropriate evidence within one week of your last examination, and no later than the date of the last HSC examination.
- The school will process the form and submit your application to NESAs.

What if I am running late?

- Contact your principal immediately.
- Get to the exam centre as soon as possible.
- After the exam, follow the instructions of the Presiding Officer or your principal.

If it is NOT safe to attend the exam:

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

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

- Contact your principal immediately and follow their instructions.

Step 2: Review of your application by NESAs

- Your application and documentation, including statements from the Presiding Officer and your principal, is reviewed by a panel.
- The panel will decide whether to uphold (approve) or decline your application.

If declined

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

Step 3: Calculation of your exam mark, 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.

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 affected 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 affected 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.

2021 HSC Written Exam Timetable • Week 1

	Monday 8 November	Tuesday 9 November	Wednesday 10 November	Thursday 11 November	Friday 12 November
	-	HSC Day 1	HSC Day 2	HSC Day 3	HSC Day 4
AM		<p>English Advanced 9.50am – 11.30am Paper 1 Texts and Human Experiences (40 Students) VENUE: Demountables P14 - From A to K P15 - From L to Pham P16 - Phongsavat to Vi plus Blagojevich P12 – Special Provisions (4 students)</p> <p>English Standard 9.50am – 11.30am Paper 1 Texts and Human Experiences (105 Students) VENUE: Bini & Demountables Bini - From A to Suttijitt P10 - From Topal to Zaya P11 - Special Provisions: (6 students)</p> <p>English Studies 9.50am - 12.30pm (71 students) VENUE: Demountables P05 - From A to Dawood plus Yawela P06 - From Dean to Khadwr P07 - From Kifarkis to Nguyen T P08 - From Oshana to Tran B P09 - From Tran E to William plus Moshi, Hormiz, Salmo, Shaba P12 - Special Provision:(2 students)</p> <p>English as an Additional Language or Dialect (EAL/D) Paper 1 Module A and Focus on Writing 9.50am – 11.30am (16 Students) P17</p>	<p>English Advanced 9.25am – 11.30am Paper 2 Texts and Human Experiences (40 Students) VENUE: Demountables P14 - From A to K P15 - From L to Pham P16 - Phongsavat to Vi plus Blagojevich P12 – Special Provisions (4 students)</p> <p>English Standard 9.25am – 11.30am Paper 2 Texts and Human Experiences (105 Students) VENUE: Bini & Demountables Bini - From A to Suttijitt P10 - From Topal to Zaya P11 - Special Provisions 6 students</p> <p>English as an Additional Language or Dialect (EAL/D) Paper 2 Modules B and C 9.25am - 10.30am (16 Students) VENUE:: Demountable P17</p> <p>Listening Paper 10.40am - 11.10am (16 students) VENUE: Demountable P17</p>	<p>Economics 11.25am – 2.30pm (10 Students) VENUE: Bini</p>	<p>Software Design and Development 9.25am – 12.30pm (16 Students) VENUE: Bini</p> <p>Textiles and Design 9.25am – 11.00am (11 Students) VENUE: Bini P12: Special Provisions: 1 student</p>
PM		<p>Vietnamese Continuers (6 Students) 2.00pm - 5.00pm P17</p>	<p>Music 1 Aural Skills 1.55pm – 3.00pm* (36 Students) VENUE: Music Rooms L02 – From Al-Yasry to Huynh TN L03 – From Koro to Warda L01 - Special Provisions 4 Students</p>		<p>Modern History 1.55pm – 5.00pm (10 Students) VENUE: Bini</p>

Bini exams entry via gate next to Bini. Demountable exams entry enter via back gate.

* Approximate finishing time

2021 HSC Written Exam Timetable • Week 2

	Monday 15 November	Tuesday 16 November	Wednesday 17 November	Thursday 18 November	Friday 19 November
	HSC Day 5	HSC Day 6	HSC Day 7	HSC Day 8	HSC Day 9
AM	<p>Mathematics Advanced 9.20am – 12.30pm (57 Students) VENUE: Demountables P14 – From Amin L to Glavan L P15 – From Ha J to Luu B P16 – From Luu T.P to Suttijitt G.P. P17- From Tang N to Wang K Plus Pham T.M, Blagojevich & Nguyen N.T P12 - Special Provisions 1 student</p> <p>Mathematics Standard 2 9.20am – 11.30am (78 Students) VENUE: Bini P12:Special Provisions 6 students</p>	<p>Ancient History 9.25am – 12.30pm (29 Students) VENUE: Bini P12: Special Provision 1 student</p>	<p>Personal Development, Health and Physical Education 9.25am – 12.30pm (41 Students) VENUE: Bini</p> <p>P12: Special Provisions 4 students</p>	<p>Engineering Studies 9.25am – 12.30pm (21 Students) VENUE: Bini P12: Special Provisions 2 students</p> <p>Retail Services (VET) 9.25am – 11.30am (15 Students) VENUE: Bini P12: Special Provisions 1 student</p>	<p>Community and Family Studies 9.25am – 12.30pm (41 Students) VENUE: Bini</p> <p>P12: Special Provisions: 2 students</p>
PM	<p>Mathematics Extension 2 1.50pm – 5.00pm (4 Students) VENUE: Bini P12: Special Provisions 1 student</p>	<p>Spanish Beginners 2.00pm – 4.40pm (17 Students) VENUE: P17</p>		<p>Legal Studies 1.55pm - 5.00pm (27 Students) VENUE: Bini P12: Special Provisions 2 students</p>	<p>Mathematics Extension 1 1.50pm – 4.00pm (18 Students) VENUE: Bini</p>

Bini exams entry via gate next to Bini. Demountable exams entry enter via back gate.

2021 HSC Written Exam Timetable • Week 3

	Monday 22 November	Tuesday 23 November	Wednesday 24 November	Thursday 25 November	Friday 26 November
	HSC Day 10	HSC Day 11	HSC Day 12	HSC Day 13	HSC Day 14
AM	Biology 9.25am – 12.30pm (85 Students) VENUE: Bini P12: Special Provisions: 4 students	Drama 9.25am – 11.00am (16 Students) VENUE: Bini P12: Special Provisions: 3 students	Construction (VET) 9.25am – 11.30am (28 Students) VENUE: Bini	Studies of Religion II 9.25am – 12.30pm (11 Students) VENUE: Bini P12: Special Provisions: 1 student	Physics 9.25am – 12.30pm (18 Students) VENUE: Bini P12: Special Provisions: 1 student
PM	Industrial Technology 1.55pm – 3.30pm <i>Electronics Technologies</i> (9 Students) <i>Timber and Furniture Technologies</i> (34 Students) VENUE: Bini Korean Beginners 2.00pm – 4.40pm (1 Student) VENUE: P17	Business Studies 1.55pm – 5.00pm (35 Students) VENUE: Bini		Information and Digital Technology 1.55pm – 4.00pm (VET) <i>Web and software applications</i> (17 Students) VENUE: Bini Arabic Continuers 2.00pm – 5.00pm (2 Students) VENUE: P17	Visual Arts 1.55pm – 3.30pm Art Criticism and Art History (33 Students) VENUE: Bini P12: Special Provisions: 3 students

Bini exams entry via gate next to Bini. Demountable exams entry enter via back gate.

2021 HSC Written Exam Timetable • Week 4

	Monday 29 November	Tuesday 30 November	Wednesday 1 December	Thursday 2 December	Friday 3 December
	HSC Day 15	HSC Day 16	HSC Day 17	HSC Day 18	HSC Day 19
AM	Chemistry 9.25am – 12.30pm (29 Students) VENUE: Bini		Hospitality (VET) 9.25am – 11.30am <i>Kitchen Operations and Cookery</i> (29 Students) VENUE: Bini P12: Special Provisions 3 students	Information Processes and Technology 9.25am – 12.30pm (9 Students) VENUE: Bini	Food Technology 9.25am – 12.30pm (16 Students) VENUE: Bini P12: Special Provisions 2 students
PM		English Extension 1 1.50pm – 4.00pm (5 Students) VENUE: Bini P12: Special Provisions: 1 student Business Services (VET) 1.55pm – 4.00pm (38 Students) VENUE: Bini P12: Special Provisions: 1 student	Earth and Environmental Science 1.55pm – 5.00pm (1 Student) VENUE: Bini	Investigating Science 1.55pm – 5.00pm (56 Students) VENUE: Bini P12: Special Provisions: 2 students	

Bini exams entry via gate next to Bini. Demountable exams entry enter via back gate.