



YEAR 11 – 2021

Year 11 Higher School Certificate  
Assessment Information





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## Foreword

The material contained within this document is a reflection of the current Assessment Policy and Procedures throughout the State of NSW in general and Waverley College in particular. It is a document intended to clearly depict each Department's Assessment Policy regarding:

- . Components of each course
- . Weightings for each component of that course
- . Type of Assessment task (e.g. exam, essay etc)
- . Mark value of each task in relation to the total assessment for that course

This document also attempts to make clear the separate responsibilities of the College and the student. **These responsibilities should be studied carefully and understood because of the significant implications they have for each student's Preliminary HSC results.**

Queries regarding specific aspects of this Assessment Policy should be directed, in the first instance, to the Head of Department concerned and then to the Senior Studies and Careers Coordinator if necessary.

Ms Lynsey Porter  
**Director of Curriculum**



## NSW Education Standards Authority (NESA)

Award of the Higher School Certificate in individual courses is dependent upon students being deemed as having successfully completed courses of study. Completion of a course is defined in terms of Assessment Tasks and student participation as specified below. Satisfactory completion of a course is a prerequisite for attempting an examination for the HSC.

### Satisfactory Completion Higher School Certificate – Course Completion Criteria

A student will be considered to have satisfactorily completed a course if in the Principal's view, there is sufficient evidence that the student has:

- . Completed the Preliminary Year course satisfactorily
- . Followed the course developed or endorsed by NESA
- . Applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
- . Achieved some or all of the course outcomes

The Principal is required to certify, in writing, that each student has satisfactorily completed the course completion criteria.

Whilst NESA does not mandate attendance requirements, the Principal may determine that, as a result of absence, the course completion criteria may not be met. Clearly, absences will be regarded seriously by the Principal who will give students early warning of the consequences of such absences.

If at any time it appears that a student is at risk of being given an 'N' Determination in any course the Principal will warn the student as soon as possible and advise the parent or guardian in writing (if the student is under 18 years of age). This warning will be given in time for the problem to be addressed.

**Students who have not complied with the above requirements cannot be regarded as having satisfactorily completed the course completion criteria. The Principal will then apply the 'N' Determination. For students studying the minimum number of units (10) this could jeopardise the award of the Higher School Certificate.**

Students who have received an 'N' determination have a right of appeal.

### Assessment Guidelines

NESA has made a number of policy decisions on the manner in which Assessments will be administered and monitored, and has established provisions for certain extraordinary events.



## Communication to Students

A mandatory requirement is that students should know:

- . **What** is being assessed.
- . **How** it will be assessed.
- . **When** it will be assessed.
- . **The relative value** of each TASK in the overall Assessment Program.

**The Assessment Information Handbook provided to each student satisfies this requirement.** Individual subjects may provide additional information, depending on the nature of the task, closer to the actual task.

## Illness / Misadventure

Aligned with the NESAs regulations, the College Assessment **DOES NOT** compensate for factors such as extended illness, misadventure or domestic problems that may have affected a student's performance throughout the course.

Notwithstanding this provision, a student who is absent from, or who is adversely affected by unforeseen circumstances during a particular task which constitutes part of the Assessment, or who is unable to present an assignment for inclusion in the Assessment, may not necessarily have a 'zero' mark recorded for that task.

If the Principal considers that, a student has a valid reason for not being able to do an Assessment Task, for example because of severe illness, a mark based on a substitute task will be given. In exceptional circumstances, an estimate based on other evidence may be used to record a mark for the task. **This mark will not be calculated until the end of the course.**

## Non-Completion of Assessment Tasks

In order to have studied a NESA course satisfactorily, the Board expects each candidate to have completed **ALL** Assessment Tasks.

Notwithstanding the Principal's prerogative with respect to Illness and/or Misadventure, in all other cases where a candidate fails to complete an Assessment Task, a 'zero' mark must be recorded for that task.

Where a candidate has been given 'zero' marks because of failure to complete Assessment Tasks totalling 50% or more of the final course Assessment mark, **the Principal must certify that the course has not been studied satisfactorily.**

A candidate who does not study a course satisfactorily, will not have an assessment mark reported. **This may mean that the student will not then be eligible to attempt the Higher School Certificate in that subject.**



## Assessment Tasks must be Student's Own Work

The purpose of the assessment procedure is to reward students for their individual efforts over the duration of the assessment period. Thus it is **essential that the assessment be the student's own individual effort, not that of others**. Therefore, with designated assessment tasks such as home assignments and research tasks, students may be required to sign a statement that the work is, in fact, essentially their own work. If, at a subsequent date, the work is found to be not essentially their own, a mark of zero may be recorded for the assignment. Further, students who lend their work for such purposes are jeopardising the marks they have gained and their rank position.

## Changes of Courses or School

If a student transfers to another school, the new school will prepare final assessments on those tasks completed at the new school. Information received from the former school may be considered.

## Waverley College Policy

In interpreting NESAs Requirements, Waverley College has prepared the following policy.

## Commencement of Assessment - Higher School Certificate

Major assessment tasks will commence during Term 4 of the preceding Year and continue until the end of Term 3 the following year including the Trial HSC Examinations. In the case of students repeating Year 12, an assessment will be made based on their work in Year 12 of the 'repeat year' only. **The school reserves the right to omit any task if it fails to discriminate or if results are of a uniformly high or low standard.**

## Absence from a Test or Task

Absence from an Assessment Task on a specific date will mean a student shall receive "zero" for that task. Such a result will only be reviewed in the light of an Illness/Misadventure claim submitted before or within forty-eight (48) hours of the scheduled examination.

## Deadlines / Extensions / Penalties

In cases where a task involves a due date, a student is expected to present the task on or before that due date. In cases of illness or misadventure, the Head of Department may grant extensions provided that the request for the extension is made at **least three (3) days** prior to the due date. Class teachers, Head of House or the Senior Studies and Careers Coordinator **CANNOT** grant extensions in any circumstances. **NOTE: Computer breakdown or failure is NOT grounds for Misadventure unless draft printouts or written notes can be provided.**



In those instances in which illness or misadventure are not adequately demonstrated by the student, marks will be deducted for late submission of tasks and, in general, a deduction of 30% of the total mark available per day will be incurred.

### Late Policy Penalty Scale

One Day Late	Two Days Late	Three Days Late	Four Days Late
Lost 30% of total mark available	Lost 60% of total mark available	Lost 90% of total mark available	Loss of up to 100% of total mark available

#### NOTE:

A Task will have to be completed even after the four days have elapsed. To qualify for the HSC work will need to be submitted.

Where a student is absent on the day that an essay, project, research assignment is due arrangements should be made for the material to be delivered to the Relevant Head of Department as early as possible that day, but no later than 11.00 am. Delivery of such material in the afternoon by a student who has not attended classes that day would be deemed as unacceptable by the College and would incur a one day's penalty.

**College Phone:** 9369 0600  
**Delivery address:** 131 Birrell Street Waverley 2024  
**Email Address:** [wavcoll@waverley.nsw.edu.au](mailto:wavcoll@waverley.nsw.edu.au)

Individual email addresses can be obtained from the College's website:  
<http://www.waverley.nsw.edu.au>

**If the absence is because of sickness, a medical certificate is required.**

### Submission of Work

All work to be included as part of the assessment profile must be the student's own individual effort, not that of others. Students may be required to sign a statement to this effect. Work that is copied or shows signs of 'outside assistance', may be awarded zero marks. Plagiarism will be looked upon most seriously. Copying either another student's work or information from books, journals or other electronic means without due citation or recognition cannot be accepted. Students who present other work as their own may receive zero for the task. Students are advised to include full bibliographies for all assignments even when the specific task does not request it.

It is the student's responsibility to ensure that electronic copies of Assessment work are able to be opened with the current software installed on the College network.



## Illness / Misadventure

Misadventure is any unforeseen event that prevents the candidate from attending or submitting a task.

Individual Teachers, Head of House or the Senior Studies and Careers Coordinator cannot grant extensions, prepare alternative tasks or provide estimates. Students must follow the set procedure if their appeal is to be considered.

It is the **responsibility of the student** to inform the Head of Department of the absence, and its reason, as soon as possible after it is apparent the candidate will be unable to attend. Any application for special consideration should be submitted on the special form on or preferably, before the due date. Illness/Misadventure applications must be submitted before or within forty-eight (48) hours of the scheduled examination. These forms are available on the College Website, Head of Year, or the Senior Studies and Careers Coordinator.

A **medical certificate** or a similar, relevant, appropriate certificate will be required to show a valid reason for absence, on any grounds, from a task. This includes an **absence the day before the submission of a task or the day of an in-class assessment task**.

The presentation of an Illness / Misadventure Claim and certificate will be deemed to be an application to undertake a substitute task.

In cases where the absence is accepted as valid, the Head of Department will direct the preparation of a substitute task from which an equivalent mark for the task will be determined.

The date of the administration of the substitute task will be decided having regard to all other relevant factors at a time most convenient to the College and the student.

Where grounds for accident/illness/misadventure exist, then the following provisions will apply:

- . An **'Extension of time'** may be granted by the Head of Department.
- . A **'Substitute Task'** (and a time limit) may be given by the Head of Department.
- . An **'Estimate'** may be given by the Head of Department, but this will only be used in exceptional circumstances. e.g., Where the completion of a substitute task is not feasible, is unreasonable, or where the missed task is difficult to duplicate. The Head of Department may authorise the use of an estimate based on other appropriate evidence. Example: A score based on marks gained in previous tasks may be calculated by the Head of Department.



## Cheating / Unfair Advantage

In instances where a student is shown to have cheated or gained any unfair advantage in an assessment task, a 'zero' mark or deduction in total marks available, will be awarded for that task. The examples provided below are not considered to be finite. The College reserves the right to investigate any reports of cheating/unfair advantage and apply this rule. The important factor in all cases is to ensure that no student gains or is perceived to have gained advantage over others.

### Some Examples of Cheating / Unfair Advantage

- . Be in possession of notes, (including electronic data storage systems) during a formal assessment task held under examination conditions.
- . Be in possession of electronic communication devices such as mobile phones, pagers, etc. during formal assessment tasks held under examination conditions.
- . Communicate with other students or seek assistance from others during formal assessment tasks under examination conditions (Except to seek clarification from teachers).
- . Be in possession of another student's work.
- . Using the work of others as one's own without proper acknowledgement. (Plagiarism).

See Plagiarism Policy in next section.

- . **Any student absent the day before or on the day of a submission without good cause.**
- . **Any student absent the day before or on the day of an in-class assessment task without good cause.**

## Examinations

A student found cheating during an examination may lose some or all of the marks for that examination. A student who copies another's answer during an examination may lose the marks for the portion of work copied. The 'copier' may also receive a mark of zero for the whole paper.

The student copied from may lose the marks for the question copied and may also receive a mark of zero for the whole paper if they cannot show they took due care to protect their work.

During an examination or class test, it is the responsibility of each student to ensure that their work is kept secure so that other students cannot copy it. Completed work should be placed face down on the examination desk.

## Invalid or Unreliable Assessment Tasks

The College has policies in place to ensure the integrity of all assessment tasks, most of which are contained within KLA department policies and include things such as all assessment tasks being unique and security around the storage of and access to assessment tasks including use of a dedicated secure examination storage room.



If for any reason a Head of Department believes an assessment task may be considered invalid or unreliable either before or after an assessment task has been issued then the matter must be immediately raised with the Director of Curriculum. The Director of Curriculum will then meet with the Assistant Director of Curriculum, Senior Studies and Careers Coordinator and the Head of Department involved to determine if any part or all of the task should be deemed invalid or unreliable and the appropriate course of action.

If a task is deemed invalid or unreliable and has not yet been issued then a new task will be created. If this impacts on the original date of the task then the task date will be changed and the students notified in writing of the change in date.

If a task is deemed invalid or unreliable and has already been issued or completed then a new task will be created. The students and parents will be informed in writing and given two weeks preparation time for the new task.

Any NESAs requirements for data collection which impact on the above policy will be considered by the Director of Curriculum.

### **Scheduling of Assessment Tasks**

The Head of Department will act in consultation with the Senior Studies and Careers Coordinator to schedule Assessment Tasks. Students will be given at least two calendar weeks (ten working days) notice of the scheduled date by whatever means of communication is most appropriate in the circumstances, usually in writing.

### **Responsibility for Assessment Program**

Supervision of the College HSC Assessment Program is the responsibility of the Director of Curriculum. The Heads of Department are responsible for the planning, organisation and implementation of all Assessment procedures within his/her curriculum area, this includes production of a written schedule of tasks and their relative value to be communicated to students.

The Senior Studies and Careers Coordinator reviews the individual schedules, collates them, and arbitrates on variations to dates if required.

### **Administration of Assessments**

Notwithstanding illness/misadventure, all candidates will attempt a specific task on the same day. Heads of Department are responsible for timing of tasks on a particular day, and the administration of the marking, recording and collation of assessment results.

Feedback to students on individual tasks will be by the raw mark assigned to the task during the marking phase. Any appeal to marks awarded will be considered for a period of up to forty-eight (48) hours after the return of the script.



Requests for a review of marks on a particular task are to be presented to the Head of Department in writing to the Head of Department. Student ranks on an individual task will be available to a student upon his request to the Head of Department.

Where students are in different classes in a particular subject, assessment strategies will be designed so that comparisons can be made and the students considered, for assessment purposes, as part of the one group.

### Finalisation of Assessments

Finalised School Assessment Marks are **not** available to students. These marks are moderated against HSC Examination performance and the Moderated Assessment results are reported upon the HSC Report. Students final rank is recorded on their School Report issued in Term 3. The Senior Studies and Careers Coordinator holds these until the conclusion of the School year.

### Appeals of Finalised HSC Assessments

It is important to note:

1. An Assessment Review will relate only to the student's position in Waverley's Order of Merit and must focus on the school's procedures for determining the final assessment mark in that Order of Merit.
2. A student is not entitled to seek a review of teachers' judgements of the worth of an individual performance in an Assessment Task.
3. The mark awarded will not be subject to review as part of the Review Process.
4. Appeals are anticipated as being the exception.

Should it be necessary, the College will conduct its Assessment Review procedures in accordance with the schedule prepared by NESAs.

### The Assessment Review Committee will comprise:

The Principal

Deputy Principal - Teaching and Learning

Head of Department **of the subject in which the appeal is lodged and**

One other person **at the discretion of the Principal.**

In the conduct of an Assessment Review, it will be necessary for the school to ascertain that:

- . The weightings specified by the school in its Assessment Program conform with the Board's requirements as detailed in the Subject Guides;
- . The procedures used by the school for determining the final Assessment mark conform with its stated Assessment Program. In particular, the weightings used for the various Assessment tasks should be consistent with those specified in the Assessment Program;
- . There are no computational or other clerical errors in the determination of the Assessment task.



Provided that the school is satisfied that these conditions have been met, no change to the Assessment will be made. A student should be informed of the procedures undertaken and the final result of the Review.

Schools will be asked to provide NESAs with a schedule of students whose Assessments have been reviewed and of the outcomes of each review.

### Examination Rules and Procedures

- . If you are ill for any examination, you need to contact the Senior Studies and Careers Coordinator prior to the examination start time. **Mrs K Knowles - 9369 0651.**
- . School photo identification to be presented.
- . No mobile phones. **Any mobile phone brought into examination room indicates that you have attempted or intend to cheat.**
- . Clear pencil case.
- . NESAs - Student Identification Number.
- . Clear water bottles. Water only.
- . All students are to assemble in alphabetical order in the Quad twenty (20) minutes prior to the scheduled examination start time.
- . No bags to be left outside examination room. Bags must be secured in your locker.
- . Watches **MUST** be removed and placed on your desk.
- . **DO NOT** place any item on the floor. This includes examination booklets, pencil cases, water bottles.
- . **DO NOT** write anything until instructed.
- . Talking is not permitted.
- . Any student entering an examination room with notes, textbooks etc. indicates that you **intend** to cheat. All notes/texts must be stored in your locker prior to entering examination room.
- . Use Student Identification Numbers. Numbers **MUST** be written legibly.
- . **FOLLOW** all instructions written on examination booklets.
- . Students **MUST** remain in examination room, until published time of conclusion.
- . **NO** borrowing of equipment. You need to enter the examination with the required equipment.

### Absence - Illness / Misadventure

- . A Doctor's Certificate is required for **EACH** day absent.
- . On the first day back at school, you **MUST** see Mrs Knowles before 8.15 am to collect an Illness / Misadventure Form or print one from the College Website.
- . Complete Form within forty-eight (48) hours of the scheduled examination or task.
- . Take Form to the Head of Department (HoD) for examination(s) missed.
- . Make-up examinations will be made for the next available day. You may have to sit two (2) examinations the following day.



## Toilet Breaks

- . Students should avoid asking permission to use the bathroom.
- . **ALL** students should ensure the bathroom has been used prior to the scheduled examination start time.

## Special Examination Provisions

- . Students need to check with Head of Department Learning Support prior to the commencement of the examination period their Special Provisions status.
- . Students have their name marked off with main cohort in Quad, prior to moving to the designated area.
- . Follow all **PROCEDURES** as outlined above.
- . If you are granted a **READER** or **SCRIBE**, this is their only function. Reader/Scribes cannot explain questions.
- . 'Extra Time' and 'Rest Breaks' for individual students will be indicated on the board.
- . Students have the right to decline their Special Provisions for an examination. However, this **WILL** affect the extra time available.
- . Please note, students are **NOT** to leave an exam until the scheduled conclusion. However, if extra time has been granted, you may leave the examination at the same time as the main cohort.

## Policy on Plagiarism

### Rationale

Excellent written expression of well-formulated ideas is a fundamental skill for academic and career success. Plagiarism interferes with the assessment and feedback process that is necessary in order to promote academic growth. Plagiarism defrauds the teacher with a false view of a student's strengths and weaknesses. It may prevent further instruction in areas of weakness and delay the student in reaching his potential. Therefore, an agreed *Citation Style* has been developed for Waverley College.

### What is plagiarism?

Plagiarism is the passing off or use of someone else's ideas, words or images as your own, without proper citation. Plagiarism includes:

- . taking someone else's assignment or portion of an assignment and submitting it as your own
- . submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source
- . presenting the work of tutors, parents, siblings, or friends as your own
- . submitting purchased papers as your own
- . submitting papers from the Internet written by someone else as your own
- . supporting plagiarism by providing your work to others, whether you believe it will be copied or not
- . failing to include a bibliography



Where a teacher suspects a student of plagiarism, the following procedures will apply:

- . the teacher will present the details to the subject Head of Department who will determine whether to proceed with the matter;
- . if, after examination, the Head of Department is of the opinion that the student(s) has been guilty of plagiarism he/she may:
  - . require the student to undertake additional assessment/assignment in that subject;
  - . require the student to redo the assessment/assignment;
  - . return a mark of zero for the plagiarized section of the assessment/assignment;
  - . do more than one of the above.

### Support Services Available

- . See the referencing examples on the **Bibliography** pages below and College Diary
- . See your teacher or the teacher-librarians for any further information or guidance
- . NSW Education Standards Authority(NESA) - All My Own Work program and website

### Turnitin Policy

- . All Formal Assessment Tasks will require a Hard Copy or Electronic Copy to be submitted **by no later than 8.45 am** on the **due date**.
- . Multimedia presentations and/or Presentations - such as PowerPoint or Google Slides will ALSO need to be saved as a pdf.
- . Speeches or multimedia presentations will require a written transcript.
- . PLANS and/or drafts can be uploaded into Google Classroom, at the discretion of the class teacher to monitor the progression of the students in terms of their tasks.
- . **Final assessment tasks need to be uploaded into Turnitin.**

### Using Turnitin

- . Students will submit assignment to Turnitin on Power Learning - Haiku by **no later** than 10.00 pm the night before the Due Date. Failure to do so will incur College late penalty of 30%.
- . Failure to submit Hard or Electronic Copy on Due Date will be inclusive of 30% late penalty.
- . Students will be given the opportunity to submit multiple copies to ensure the maximum Threshold of 20% is maintained.
- . Students over 20% will need to discuss with the examiners the specific reasons.
- . Any task found to contain more than 20% plagiarised content will be awarded a score of Zero and a Minimum Standards letter or 'N' Determination letter issued, at the discretion of the examiner.
- . Tasks either submitted by email or on Google classroom are not acceptable, and will be deemed to be a non-submission and late penalties will apply.



## Compiling a Bibliography

Bibliographies, also called reference lists, are included at the end of assignments where research is required.

Bibliographies show your teacher the research you have completed. Importantly, it can show, the types of information you were able to find, specifically how current the information is, the quality of the information you chose and the diversity of opinion you were able to include in your response.

Bibliographies acknowledge and give recognition to everyone who has helped you learn and gain insight into a topic.

### How are they arranged?

Bibliographies are a list of resources used. They are listed alphabetically by author's surname.

### What format does the College use?

The College uses the APA bibliography format or convention.

### What do typical entries look like?

At the end of your assignment, typical resource formats are listed alphabetically by surname, as follows:

#### Book

Levy, J. (2014). *Boost Your Brain: switch on your brain with over 300 puzzles, tips, and teasers*. Melbourne: DK.

#### Article

Sathicq, L. (2017). Health Check Every Man Needs. *Good Health*, July, 44-47.

#### Website

Headspace. (2017). *Headspace Fathers Campaign: 87 per cent of young men with mental health issues do not seek out help*. Retrieved from <https://headspace.org.au/news/headspace-fathers-campaign/>

#### Video

Tremillis, K. (Presenter). (2012). *My Big Adventure: Stress* [Television Broadcast]. Canberra, Australia: ABC TV.

### When referencing or citing someone else's text, ideas or research within your assignment the following is used:

Eating more green vegetables is key for good nutrition (Jones, 2017). Or Jones (2017) outlines the benefits of eating green vegetables.

### Where can I get further information and examples?

The Library PowerLearning page has guides, links and further examples to assist you.



### **Library resource support for your studies**

The library offers a range of resources and support to assist you in your studies. Regular reading will improve your writing, improve your wellbeing and expand your knowledge base. Library Services are open from 8:00 am. Homework club is conducted after school.

Steps for successful research and inquiry include:

Defining and understanding your topic, locating, selecting and organising information followed by presentation of this information, concluding with a reflection on what you have achieved or could improve on next time.

### **Access to Online Resources**

The following resources are available to assist you in your studies. They are available in PowerLearning and via the following links

**Britannica Encyclopedia:** <http://school.eb.com.au> Username: collwaverley  
Password: schoolnsw

**Ebooks (fiction):** <https://waverleyau.libraryreserve.com>  
Username: Your College username or the first part of your email before the @ symbol.  
Password: Your College network password

**Magazine and journal articles (Ebsco):** <http://search.ebscohost.com/> Username:  
senlibrary  
Password: innovation

**Sydney Morning Herald Online:** See library for access details

**Study Skills:** [www.studyskillshandbook.com.au](http://www.studyskillshandbook.com.au)

Username: forwaverleycollegeonly  
Password: 94results



## Positions of Responsibility

### Principal

Mr G Leddie

### Acting Deputy Principal - Teaching and Learning

Ms G Smith

### Director of Curriculum

Ms L Porter

### Assistant Director of Curriculum

Mr C Soden

## Heads of Departments

<b>Creative and Performing Arts</b> Drama Music Visual Arts	Ms A Jinga Mr C Balkizas Ms N Oates
<b>English</b>	Dr M Couani
<b>Geography</b>	Mr A Wallington
<b>History</b>	Mr B Smith
<b>Human Society and Its Environment</b> Business Studies Economics Legal Studies Geography	Mr A Wallington
<b>Languages (LOTE)</b>	Ms P Quintana
<b>Learning Support</b>	Mr D Parnell
<b>Mathematics</b>	Ms P Guirguis
<b>Personal Development, Health and Physical Education</b>	Mr P Darvill
<b>Religion</b>	Ms M Cooper
<b>Science</b>	Mr G Kennedy
<b>Senior Studies and Careers Coordinator</b>	Ms K Knowles
<b>Technology and Applied Studies</b>	Mr G Aird
<b>Vocational Education and Training Contact and Careers Adviser</b>	Ms K Knowles

Information is also available from NESAs

<http://educationstandards.nsw.edu.au/wps/portal/nesa/home>