



## Frequently Asked Questions Regarding the Use of the CSSA Exams Papers

*Please make this information available to all Year 12 teachers*

### ***When can schools use the CSSA exam papers?***

Schools and colleges are to use the CSSA examination timetable which is available in any given year on the CSSA website. Schools /colleges must not use any of the examination papers prior to the set CSSA dates. If there are subject clashes schools/colleges can sit the examination after the nominated CSSA date or use one of the 2 days of the secure period. Schools who wish to use our papers for an examination period after the CSSA timetable (that is those who have bought papers for the cohort) are welcome to do so.

### ***Can schools/colleges use the exam papers before the designated CSSA Exam timetabled dates?***

No, schools cannot use the papers before the nominated CSSA date and time as per the CSSA timetable. **Please be aware that the large majority of schools are using these papers as assessment tasks.**

### ***How do schools/colleges order papers?***

Schools/colleges follow the instructions on the 'How to Order' form which is available within the Information Package sent to the Principal, a copy is also available on the CSSA website. All schools/colleges must be registered with the Exams Division and will have received a confirmation of their school username and password within the Information Package. If your school/college is not registered please contact the CSSA Exams Division. Only ONE registration per school is permitted with only ONE contact person – this person should be in charge of **all** school orders.

### ***Can individual teachers or students place orders?***

No, individual teachers or students cannot order papers. Only schools/colleges registered with the CSSA Exams Division can place orders.

### ***When can teachers hand back to students a copy of the CSSA Exam paper and the students' associated scripts?***

Teachers can give back scripts and the copy of the CSSA Exam paper after the conclusion of the Security Period - **from Tuesday 15 August 2017 to and inclusive of Wednesday 16 August 2017. Papers, therefore, may be return to students on Thursday 17 August 2017.**

### ***What is the secure period and when does it end?***

**The 2017 CSSA Trial Examination period is from Monday 31 July 2017 to Monday 14 August 2017 with a secure period up to and inclusive of Wednesday 16 August 2017.**

No papers or students scripts can be given back during this period. The secure period allows schools/college to sit exams where subject clashes occurred on the CSSA Exam timetable or students with illness or misadventure.

### ***Can teachers photocopy the CSSA Exam papers?***

The CSSA Exams Division papers are **NOT** to be photocopied. This breaches not only the Terms and Conditions of the CSSA that Principals have signed and agreed to, but it also breaches The Copyright Act 1968. Teachers and students need to be aware that many of the papers hold Third Party copyright within them that schools have not sought nor paid for.

#### **CSSA Copyright Notice (2017)**

**CSSA Trial HSC Examination papers in both hard and electronic format are subject to copyright law. Individual papers may contain third Party Copyright materials. No CSSA papers are to be reproduced (photocopied, scanned) or communicated by schools except in accordance with the Copyright Act 1968. CSSA papers are provided for examination purposes only and should not be made available to students for any other purpose than examination and assessment. CSSA Trial HSC Examination Papers must not be placed on the school intranet, the internet or on any mobile device.**

It should be noted that the practice within schools of “re-badging” and re-printing the CSSA papers or parts of papers is in breach of copyright legislation. Failure to abide by copyright legislation can result in heavy fines to the school/college.

### ***Can teachers use parts of the CSSA Exam papers to create other papers?***

The CSSA Exams Division’s Terms and Conditions does not allow teachers to ‘cut and paste’ CSSA papers to create new papers or parts of papers. This is a breach of our Terms and Conditions and Copyright legislation. Failure to abide by copyright legislation can result in heavy fines to the school/college. Schools need to recognise that they do not have permission from the owners of copyrighted material to reprint or reuse papers or parts of papers when purchasing our papers.

### ***Can the CSSA Exam papers be placed on the school/college website or intranet site?***

CSSA Trial HSC Examination Papers must not be placed on the school intranet, the internet or on any mobile device. This is a breach of the CSSA Exams Division and breaches the Copyright Act 1968. Failure to abide by copyright legislation can result in heavy fines to the school/college.

### ***Can teachers modify parts of the paper?***

Due to the fact that many schools have not completed the NSW BOSTES subject syllabus by the commencement of the Trial HSC Exams, the CSSA allows for slight modification of the paper. For example; if a topic has not been finalised, an alternative question should be set and presented to students on a coloured insert sheet.

### ***Does the CSSA Exams Division supply past papers? Can past papers be photocopied or cut and pasted into other examination production?***

The CSSA Exams Division will no longer be able to supply past papers to schools/colleges due to copyright agreements.

### ***Can schools/colleges buy only one subject exam paper?***

Schools/colleges cannot buy individual papers the minimum order is 5 papers per subject.

### ***Are digital master copies or hard copy masters available?***

Digital or hard copy masters of the CSSA Exams papers are not provided.

### ***What happens if there is a breach of security with a school/college?***

If the CSSA Exams Division is notified of a breach of security then schools will be notified and the breach will need to be substantiated. A copy of the CSSA Exams Division's Breaches of Security Policy and Procedures will be sent to the school. Included in the procedures is a flowchart on how the breach will be investigated and handled by both the school and the Head of the CSSA Exams Division. Also included is a report template that will be completed by the Head of the Exams Division. Depending on the level of breach the report may be sent to the NSWBOSTES and lodged on their Malpractice Register. If the school/college is a member/school of a system the report will also be sent to the Director of the system (for example Diocesan Director). This policy is available within the Information Package sent to principals or on the CSSA Exams Division's website.

### ***How much do the CSSA Exam papers cost?***

The cost of individual papers is on our Pricing List available within the Information Package sent to principals or on the CSSA Exams Division website. All papers come with Marking Guidelines. All papers with a multiple choice section will come with a Multiple Choice Answer Sheet. Many papers come with Section Answer Booklets. **The NSWBOSTES is creating new Answer Booklets than are for purpose of scanning and online marking.** The CSSA will determine how its Trial Answer Booklets will be produced for schools as schools are not scanning or engaging in online marking for this assessment. Students are being assessed on the content and outcomes of each course not their ability to use stationery.

### ***Does the CSSA Exams Division supply Disability Provisions papers?***

The CSSA Exams Division supplies Disability Provisions papers for visually impaired students. Please check the information regarding Disability Provision papers within the Information Package sent to principals or on the CSSA Exams Division website. Please note that the CSSA Exams Division are now supplying Braille papers and from 2014 coloured paper is not permitted other than what has been approved by the NSWBOSTES.

### ***Are there any special terms and conditions?***

Yes there are Terms and Conditions that all schools/colleges must abide by if they wish to use the CSSA Trial papers. The Terms and Conditions are found within the Information Package sent to Principals or on the CSSA Exams Division website. All school/college Principals must sign the declaration, which is automatically printed at the conclusion of the ordering process. The school must abide by all of the terms and conditions of the CSSA Exams Division. Failure to do so will be considered a breach of security and may result in the school being unable to purchase the CSSA exam papers in the future.