



Frequently Asked Questions Regarding the Use of the CSSA Trial HSC Examination 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- www.cssa.com.au . Schools /colleges must not use any of the examination papers prior to the set CSSA dates. If there are subject clashes, schools/colleges can schedule the examination for that particular subject after the nominated CSSA date or use one of the 2 unscheduled days immediately before the end of the Security Period.

Schools who wish to use our examination papers for an examination period after the CSSA timetable (that is those who have bought papers for the cohort) are welcome to do so, so long as this is after the Security Period has ended.

Can schools/colleges use the examination papers before the designated CSSA Examination 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 examination papers as HSC 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 CSSA 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 examination 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 Examination paper and the students' associated scripts?

Teachers can give back scripts and the copy of the CSSA Examination paper after the conclusion of the Security Period – which is the period up to and inclusive of Wednesday 11th August 2021. Examination papers, therefore, may be returned to students on or after Thursday 12th August 2021.

What is the Security Period and when does it end?

The 2021 CSSA Trial Examination Security Period is from Monday 26th July 2021 to Monday 9th August 2021 with an overall Security Period up to and inclusive of Wednesday 11th August 2021.

No examination papers or students' scripts can be given back during this period. The Security Period allows schools/college to sit examinations where subject clashes occurred on the CSSA Examination timetable or students with illness or misadventure.

Can teachers photocopy the CSSA Examination papers?

The CSSA Exams Division papers are **NOT** to be photocopied. This breaches the Terms and Conditions of the purchase of the CSSA Exam Papers that Principals have signed and agreed to.

Additionally, CSSA Trial HSC Examination papers in both hard and electronic format are subject to copyright law. Individual examination papers may also contain third party copyright materials.

CSSA examination 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 examination papers or parts of examination papers is in breach of our terms and conditions and may also comprise a breach of copyright legislation.

Can teachers use parts of the CSSA Examination papers to create other papers?

The CSSA Exams Division's Terms and Conditions does not allow teachers to 'cut and paste' CSSA examination papers to create new examination papers or parts of papers. This is a breach of our Terms and Conditions.

Can the CSSA Examination 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 terms and conditions and in some instances, may also breach the Copyright Act 1968. Failure to abide by copyright legislation can result in heavy fines to the school/college.

The above also applies to past examination papers.

Can teachers modify parts of the CSSA Examination paper?

Due to the fact that many schools have not completed the NSW Education Standards Authority (NESA) subject syllabus by the commencement of the Trial HSC Examinations, 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 examination papers?

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

Can schools/colleges buy only one examination paper per subject?

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

Are digital or hard copy masters of examination papers available?

Digital or hard copy masters of the CSSA examination 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 New South Wales Education Standards Authority (NESA) 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 on the CSSA Exams Division website at the beginning of Term 1 2021. All papers come with Marking Guidelines. All papers with a Multiple-Choice Section will come with a Multiple-Choice Answer Sheet. The CSSA no longer supplies generic-type Writing/Answer Booklets.

Does the CSSA Exams Division supply Disability Provisions papers?

The CSSA Exams Division supplies Disability Provisions examination papers for visually impaired students. Please check the information regarding Disability Provision examination 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 coloured paper is not permitted other than what has been approved by the NESA.

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 HSC Examination papers. The Terms and Conditions are found within the Information Package sent to Principals and 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.