



CSSA Exams Division-Terms and Conditions

Please ensure that each Year 12 teacher receives a copy of these Terms and Conditions

The following Terms and Conditions seek to safeguard the security of the exam papers and the integrity of the total CSSA Trial HSC program. It is essential that undertakings made are honoured by individual schools so that the CSSA Trial HSC program continues to be a valid component in assessing Year 12 students' achievement as they prepare for the HSC.

1. Schools must NOT modify any of the CSSA examination papers. One exception to this requirement is where a topic has yet to be covered in class. In such circumstances, an alternative question should be set and presented to students on a coloured insert sheet. It should be noted that the practice of some schools of "re-badging", copying and pasting sections of the examination paper, placing the examination papers on the internet or intranet, photocopying or re-printing the examination papers is in breach of these terms and conditions, and may also be a breach of copyright legislation. This is also the case with examination papers from previous years. Also, if minor changes need to be made to some questions, this is allowed.
2. Principal should ensure that the papers are secured on arrival AND PLACED IN SECURE STORAGE THAT IS IDEALLY PROTECTED BY ALARMS AND/OR CAMERAS.
3. Principals must restrict key access to the school's dedicated secured storage area to designated personnel only.
4. There should be limited access to the examination papers by staff. Staff are not permitted to take examination papers or marking guidelines away from school's dedicated secured witnessing of papers area prior to the exam date. Examination papers should be viewed by staff in the witness of a member of the School Executive. No teacher should be witnessing these examination papers alone and no images can be taken of the examination papers. Mobile phones are not to be in these secure areas when staff are viewing examination papers.
5. Students ARE NOT PERMITTED within the examination centres access to mobile phones, i-Pads, smart watches and electronic devices other than what is deemed by the NSW Education Standards Authority (NESA). Active supervision of examination centres is required.
6. Principals are asked to ensure that any of their teachers or staff members who act as Private Tutors are NOT given access to the examination papers prior to the examination period. This condition applies, also, to teachers whose relatives are sitting the HSC.
7. First round deliveries, that is schools that have ordered per cohort and are using our Examination Timetable, will start to be delivered to schools in Week 3, Term 3. Schools ordering a minimum number of papers who do not use the CSSA papers for their actual Trial HSC examinations will receive their examination papers from Monday 16th August 2021. Schools may be asked to provide proof that minimum orders are in fact the candidate numbers for that subject and need to be included in first round deliveries.
8. In the interests of maintaining the security of the CSSA Trial Examination papers and the integrity of our program, schools and colleges are asked to collect and retain CSSA examination papers with the students' scripts until end of the Security Period. For 2021 the Security Period for all schools is up to and including Wednesday 11th August 2021. All examination papers and scripts can be returned to students on Thursday 12th August 2021.
9. Principals are required to certify in writing their acceptance of the CSSA Terms and Conditions (the Principals Certification Form is automatically printed at the end of the printing of the electronic invoice).
10. All orders must be placed on the CSSA Online ordering system by the notified deadline for orders. Orders placed online cannot be cancelled unless contact is made directly with the CSSA Exams Division Office. All CSSA orders placed online are printed to order. Unfortunately, credit requests for errors made by individual schools cannot be accepted.
11. No examination papers produced in previous years are available for sale. The CSSA only produces the number of papers ordered in each year and does not keep any additional copies. Due to licensing restrictions, the CSSA will also not be able to print or send soft copies to any schools after the exam period is over.