



## Security Breaches Policy and Procedures for CSSA HSC Trial Examinations

All aspects related to the security of the CSSA HSC Trial Examination papers and compliance by schools, teachers and students with the Terms and Conditions of the CSSA Exams Division are of the utmost importance. 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. Breaches may include student impropriety, examination and copyright violations, teacher misconduct, or the mishandling of examinations materials. In order to maintain the integrity of the examinations, there must be strict adherence to the rules and procedures for administering the examinations.

Complaints are to be addressed in a timely and confidential manner at the appropriate management level, in order to prevent issues or concerns from escalating. The dignity of each person involved will be recognised in the process. All parties should act respectfully and maintain confidentiality on the matter. These procedures promote the view that minor or simple matters can be resolved simply and quickly, by discussion between the appropriate people. This document outlines the procedures on the administration of the CSSA examination security and the identification and reporting of examination security violations. Breaches in examination security, which compromise the integrity of the CSSA Exams, must be reported to the Head of the CSSA Exams Division.

### Administration of the Examination Security

All schools who purchase and use the CSSA Examination papers must abide by the Terms and Conditions of the CSSA Exams Division. The Principal is the school/college's responsible person with respect to the CSSA requirements. Principals are required to certify in writing the acceptance of the CSSA Terms and Conditions. This certification must be signed and must accompany payment. The Terms and Conditions are as follows:

- Schools ordering a minimum number of papers who do not use the CSSA examination papers for their actual Trial HSC examinations in the set CSSA timetabled examination period will receive their papers at the end of the CSSA examination security period.
- In the interests of maintaining the security of the CSSA papers and the integrity of our program, schools and colleges are asked to collect and retain CSSA examination papers with the students' scripts until the end of the CSSA nominated examination security period when scripts are returned to students.
- Schools must **NOT** modify any of the CSSA examination papers. One exception to this requirement is where a topic on which a particular question is based has yet to be covered in class. In such circumstances an alternate question should be set and presented to students on a coloured insert sheet with the exam paper. Also, if minor changes need to be made to some questions, this is allowed.
- The practice of some schools of re-badging the CSSA examination papers and/or the creation of school papers using sections/questions/materials of the CSSA examination papers is in breach of our terms and conditions, and may also amount to a **breach of the present copyright legislation**.
- CSSA examination papers must not be placed on school's internet or intranet systems. This is a breach of our terms and conditions and may also amount to **breach of the present copyright legislation**.
- Principals must 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 and staff members whose relatives are sitting the HSC for the current year.
- These initiatives seek to safeguard the security of the examination papers and integrity of the CSSA Trial HSC program.





- When the examination papers are delivered to your school/college, access must be restricted and must not include any teacher known to act as a Private Tutor or whose relatives are sitting for the HSC this year.
- Principals are responsible for the security of the examination materials from the time the school/college receives them to the end of the nominated examination secure period.

### Reporting and Investigating Examination Security Violations

Any identification or suspected breach of examination procedures must be reported immediately. If a teacher or student suspects a breach in examination security, the student should report the alleged incident to a teacher or Principal. If a teacher, parent, or system administrator suspects a breach in examination security, he or she should report the alleged incident to the Principal. In both cases the Principal needs to report the alleged incident immediately to the Head of the CSSA Exams Division. Any security breach that is communicated directly to the Head of the CSSA Exams Division will contact the school immediately. Investigation into any breach of security by schools and their staff and students will take into account the school/college's Complaints and Grievance Policy and Procedure and the Privacy Act 1988 (Cth).

## Process Map for Breaches of Security for CSSA HSC Trial Examinations

Internal Procedures	External Procedures
<p>Where a student or staff member observes or suspects behaviour or actions that they believe may breach either of the following:</p> <ul style="list-style-type: none"> <li>• The CSSA Term and Conditions or Procedures of Security or</li> <li>• The HSC Assessment Procedures outlined by the NESA Assessment Certification Examination Manual or</li> </ul> <p>The school/college’s internal Assessment Policy the student/staff member should report the situation to the Principal.</p> <p>The Principal needs to determine whether the incident compromises the student/teacher/school or CSSA Exams.</p> <p>It may be necessary in some situations dependent on the type of breach for schools/colleges to act in accordance with either their Complaints and Grievances policy or Critical Incident Policy.</p> <p><i>For system schools/colleges (eg Diocesan) it may be necessary for the Head of the CSSA Exams Division, depending on the level of breach, to contact their CEO/CSO.</i></p>	
<p>If the incident compromises the student /teacher and School and not the CSSA exams the school conducts its own investigation:</p>  <p>Where it is deemed that the student or teacher has breached either HSC Assessment Procedures outlined in the NESA ACE Manual or the school/college’s internal Assessment Policy, then this is a breach to be dealt with at the school/college level. The Principal will deem whether it is necessary to contact the Head of the CSSA Exams Division in due course.</p>	
<p>If the incident compromises the CSSA exams.</p> 	<p>Where a student or staff member observes or suspects behaviour or actions that they believe may breach the CSSA Term and Conditions or Procedures of Security, the student/staff member should report the situation to the Principal. The Principal needs to inform the Head of the Exams Division IMMEDIATELY.</p> <p>If the incident is reported directly to the Head of the CSSA Exams Division, the Head will report the incident IMMEDIATELY to the Principal of the school/college.</p>
	<p>The student or staff member must also be advised that they may be required to give evidence before the Principal and /or the Head of the CSSA Examinations Division.</p> <p>The confidentiality of the student/staff member reporting the apparent breach must be observed, in accordance with the school/college confidentiality procedures and the Privacy Act.</p>
	<p>The investigation will follow the procedure of the CSSA Exams Division - <a href="#">Breach of Security Report Template</a></p>



## CSSA Exams Division Breach of Security Report Template

NAME OF SCHOOL	
<b>NOTIFICATION</b>	
Date of Breach	
What section(s) of the CSSA Term and Conditions are breached?	
Description of the allegation:	
Description of scope/impact. Does the incident compromise the student/ the teacher/the school/ the CSSA exams?	
Description for person responsible for incident	
<b>INVESTIGATION</b>	
Who has been involved in the investigation?	
Description of evidence considered:	
<b>DETERMINATION (FACTS)</b>	
Whether the breach is substantiated:	
<b>DETERMINATION (RESPONSIBILITY AND INTENT)</b>	
Whether the breach has been substantiated and whether responsibility /culpability has been substantiated	
Whether intent has been substantiated	
<b>DETERMINATION (CONSEQUENCES)</b>	
Consequences at the school/college level	
Consequences at the CSSA Exams Division level	
If the School/College is a member of a system, does the system's office need to be notified?	
Does the NESA need to be notified of the breach?	
<b>PROGRESS</b>	
Findings of the investigation	
Status of Investigation	