



## CSSA Exams Division-Terms and Conditions

**Please ensure that each Year 12 teacher receives a copy of the 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. It is the firm expectation of the CSSA that schools will NOT modify any of the CSSA 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", coping and pasting sections of the paper, placing the papers on the internet or intranet or re-printing the CSSA papers is in breach of copyright legislation. This is also the case with papers from previous years.
2. Principal should ensure that the papers are secured on arrival AND PLACED IN SECURE STORAGE THAT IS PROTECTED BY ALARMS AND/OR CAMERAS.
3. Principals should restrict key access to the school's dedicated secured area/storage or safe.
4. There should be limited access to these papers by staff. Staff are not permitted to take papers or marking guidelines away from school's dedicated secured *witnessing of papers area* prior to the exam date. Papers should be viewed by staff in the witness of preferably a member of the School Executive. No teacher should be witnessing these papers alone and no images can be taken of these papers. Mobile phones are not to be in these secure areas when staff are viewing papers.
5. Students ARE NOT PERMITTED within the examination centres access to mobile phones, iPad and electronic devices other than what is deemed by the NESA. Active supervision of examination centres is required.
6. Principals are asked to ensure that any of their teachers who act as Private Tutors are NOT given access to the exam 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 1 of Term 3. Schools ordering a **minimum number of papers** who do not use the CSSA papers for their actual Trial HSC exams will receive their papers from September 3<sup>rd</sup> 2018. 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 papers and the integrity of our program, schools and colleges are asked to collect and retain CSSA exam papers with the students' scripts until end of the Secure Period. **For 2018 the Secure Period for all schools is up to and including Wednesday 22<sup>nd</sup> August 2018. All examination papers and scripts can be returned to students on Thursday 23<sup>rd</sup> August 2018.**
9. Principals are required to certify in writing 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 place on the CSSA Online ordering system. 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.** No exam 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 copyright restriction, the CSSA will also not be able to print or send soft copies to any schools after the exam period is over.