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Dear Student

The Year 12 Information Handbook summarises what you need to know about the Western Australian Certificate of Education (WACE) and examinations. It contains information on:

- requirements to achieve the WACE
- checking or changing enrolments in course units
- school assessments
- examinations, including special examination arrangements, and what to do if something happens that stops you from sitting for the examinations or prevents you from doing your best
- the statement of your results and your course reports
- exhibitions and awards.

I encourage you to read this information handbook carefully. You should keep it until after you have received your statement of results at the end of the year.

You can check specific information regarding your WACE enrolments and examination timetable at https://www.wace.wa.edu.au. If there are any changes to your personal details and/or enrolments, you must inform your school.

If you have any questions, talk to your teacher or school careers counsellor, or contact the Authority on 9273 6344 or enrolments@scsa.wa.edu.au or, for examination queries, send an email to info@scsa.wa.edu.au.

You can also join our Facebook page at facebook.com/SCSAWA or follow us on Twitter at twitter.com/SCSAWA.

I wish you all the best for your studies during the rest of the year.

Allan Blagaich
Chief Executive Officer
School Curriculum and Standards Authority
April 2014
To all current Year 12 students

To say the very least I can relate to how you are all feeling in your final year of high school. Your nerves and excitement will be high, your notebooks will be steadily filling before your eyes, and November will be looming large. This year is about hard work, intense learning and a dedication to getting that result you dreamed of at the very end.

This handbook contains relevant information that you should pay careful attention to throughout the year, and especially when it comes time for the final exams.

Guidelines on what to do if you cannot get to an exam, and information on how your school marks and exam marks are calculated to receive your final ATAR score, are discussed. Examination conduct and behaviour is also included. I found this particularly useful as your WACE exams are quite different to the exams you sit at school. But no need to stress! The handbook will answer a lot of your questions. An email address is also provided if you need further clarification.

The handbook is a good place to keep your exam timetable when it is released and to write down any valuable notes and hints that your teachers mention throughout the year. There are also some great notes throughout the handbook on how to prepare for exams, how to balance your study and life, and convenient ways to study your course material.

I wish you all the best of luck for the rest of the year. It’s one of the most exciting years of high school, so enjoy the experience, work hard and you will produce the results that will make you proud of yourself at the end!

Ruby Bell
Undergraduate Communications and Media and Psychology student at the University of Western Australia
SOCIAL MEDIA

Yep, we’re on Facebook and Twitter too!

You can join us at facebook.com/SCSAWA and follow us at twitter.com/scsawa

Keep up-to-date with tips about the exams and important dates or share information with other students or post messages about completed exams.

Our Facebook page is generally for Year 12 students. We welcome your feedback, but note that it is a moderated forum. We will remove posts that:

• are inappropriate (because of bad language, defamatory content, way off topic etc.)
• do not appear to be written by, or for, Year 12 students
• do not relate to the WACE requirements and/or the WACE examinations.

To contact us directly, email us at info@scsa.wa.edu.au. We will endeavour to respond to you within two working days.
This section is relevant to all students seeking to achieve the WACE.

Achievement of a WACE signifies that you have successfully met the breadth and depth requirements, the achievement standard and the English language competence requirement in your senior secondary schooling.

Most students complete the requirements in two years, although the School Curriculum and Standards Authority (the Authority) will allow you to meet the requirements over your lifetime.

The WACE is recognised nationally in the Australian Qualifications Framework (AQF) and by universities, other tertiary institutions, industry, employers and training providers.

REQUIREMENTS TO ACHIEVE THE WACE

BREADTH AND DEPTH

You must complete at least 20 units (or equivalents), of which at least 10 must be from WACE courses. Explanatory notes 1, 2 and 3 on page 13 provide more details.
The 20 course units must include:

- four different course units from English, Literature and/or English as an Additional Language or Dialect, studied during Year 11 and Year 12 (at least two of these units must be completed in Year 12) (see explanatory notes 3 and 4 on page 13)
- one pair of course units from each of List A (arts/languages/social sciences) and List B (mathematics/science/technology) completed in Year 12 (see explanatory notes 5 and 10 on pages 13 and 15). See Appendix B for breadth of study lists on page 67.

Completion of at least two Preliminary Stage English units in Year 12 will meet the English Language Year 12 unit completion requirement.

Course unit completion requirement
When you have completed a course unit, you will be assigned a grade A, B, C, D or E by your teacher. To be assigned a grade, you must have had the opportunity to complete the education program and the assessment program for the unit.

Repeating a course unit
You can repeat course units. However, those course units that have the same code, e.g. 1AENG, and are repeated do not contribute to the WACE requirements more than once. If the course unit is repeated, the highest grade recorded for the unit will be used when calculating the
C grade average. The unit will count only once towards meeting the breadth and depth requirement.

If you complete course units that have a different context and thus a different unit code, e.g. 1AMDTM and 1AMDTW (Materials Design and Technology: Metal and Wood), then these units are not considered to be repeat units, and each of them can contribute to the WACE requirements.

ACHIEVEMENT STANDARD
You must achieve a C grade average or better across your best 16 course units of which at least eight must be completed in Year 12. Explanatory notes 3, 6, 7, 8, 9 and 10 on pages 13 to 15 provide more details.

Preliminary Stage units, endorsed programs and/or VET credit transfer can reduce the required number of course units by up to six units. Explanatory notes 8 and 10 provide more details.

Completion of Preliminary Stage units contributes to the 20 course units for the breadth and depth requirements of the WACE. It does not contribute to the C grade average but reduces the number of course units over which the average is calculated down to a minimum of 10 course units (in the same way as VET credit transfer and endorsed programs).

Calculation of the C grade average
The C grade average is calculated from your achievement in course units by converting grades to credits as illustrated in the following table.

<table>
<thead>
<tr>
<th>Course unit</th>
<th>Grade</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>2.5</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>2.0</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>1.5</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>0.5</td>
<td></td>
</tr>
</tbody>
</table>

The rules for calculating the C grade average are applied in the following order:
• grades from at least eight course units completed in Year 12 are included, then
• other units with the highest achievement are added to make up the balance of the 16 units
• the total credits of 16 course units are added and divided by 16.

A result equal to or greater than 1.5 from this calculation is equivalent to an average grade of C or better.

Satisfactory achievement in a VET industry specific course unit is represented as a C grade.

ENGLISH LANGUAGE COMPETENCE STANDARD
The standard is defined by work samples and is related to the standard required to achieve a C grade or better in Stage 1 English.
To meet this standard you must achieve a C grade or better in **one** unit of an English course (English, Literature or English as an Additional Language or Dialect*) at Stage 1 or higher in your senior secondary years.

*In English as an Additional Language or Dialect, the minimum standard must be achieved in Stage 1 units C or D or at a higher stage.

Students who have completed only Preliminary English units and/or English as an Additional Language or Dialect units 1A and 1B in Year 11 and 12 or students considered to be at risk of not achieving the required standard will need to have their work reviewed by their schools. Teachers will evaluate student work using the criteria and exemplars provided in the guide to WACE English Language Competence found on the Authority’s website at www.scsa.wa.edu.au/internet/Senior_Secondary/Certification_student_Achievement/English_language_competence.

The work selected and the process used are school decisions.

**ACCUMULATING RESULTS**

You may accumulate results in WACE course units, endorsed programs and VET credit transfer over a lifetime. Achievements in subjects made under the WACE provisions before 2010 will be recognised until 2016.

**EXPLANATORY NOTES RELATING TO WACE REQUIREMENTS**

1. Up to 10 unit equivalents may comprise endorsed programs and/or VET credit transfer. Unit equivalence for endorsed programs is determined by an endorsed programs panel in relation to one unit of a WACE course. The table on page 16 shows the unit equivalence for VET credit transfer.

2. Each full-year D or E code subject completed before 2010 equates to two course units.

3. Students can repeat course units. However, those course units that have the same unit code (e.g. 1AENG) and are repeated, do not contribute to the WACE requirements more than once.

4. Students completing the WACE over three years or more must complete two units in English, Literature or English as an Additional Language or Dialect in Year 12, if they have not already completed four units over two years, post-Year 10.

5. A pair of units in English, Literature and/or English as an Additional Language or Dialect can be used to meet the List A requirement.

6. Year 12 students enrolled in a pair of Stage 3 course units must sit the WACE examination in that course (except for VET industry specific WACE courses), unless exempt. If they are not exempt and do not sit, or do not make a genuine attempt in that WACE examination, the grades for the pair of units completed in that year will not contribute to the calculation of the C grade average requirement, but they will still count towards the breadth and depth requirement. In 2014, sitting an examination for a pair of Stage 2 course units is optional. Year 12 students enrolled in a pair of examinable Stage 2 course units are automatically enrolled to sit the Stage 2 WACE examination. You will need to let your school know.
if you are considering opting out of a Stage 2 WACE examination. If you have not opted out of sitting a WACE examination, and do not sit or do not make a genuine attempt in that WACE examination, the grades for the pair of units completed in that year will not contribute to the calculation of the C grade average requirements, but they will still count towards the breadth and depth requirement.

7. Year 12 students who are enrolled to complete, in the current year, at least 220 nominal hours of VET (from related industry areas) and are enrolled in three or fewer Stage 2 and/or Stage 3 pairs of units are eligible to apply for an exemption from sitting the Stage 3 WACE examinations. Information about related industry areas is provided on page 29. Students enrolled in an Aboriginal School Based Traineeship/Apprenticeship, School Based Traineeship/Apprenticeship or Pre-Apprenticeship in School (PAiS) are eligible to apply for an exemption from sitting Stage 3 WACE examinations.

EXAMINATIONS

If you are in your final year of senior secondary schooling and are enrolled in at least one Stage 2 or Stage 3 pair of units (e.g. 2A/2B, 2C/2D, 3A/3B or 3C/3D) in a course, you are required to sit for, and make a genuine attempt at, the WACE examination in that course (unless you are exempt from sitting Stage 3 WACE examinations or have opted out of sitting the examination for the Stage 2 pair of units – see page 29).

If you are enrolled to sit an examination and choose not to, or choose to not make a genuine attempt in the examination, you will not get a course report and will not have a WACE course score recorded on your statement of results. Nor will the school grades for those units count towards your C grade average for the WACE. Your achievement in these units can, however, contribute to the WACE completion requirement.
8. Completion of a Preliminary Stage unit does not contribute to the C grade average, but may reduce the number of course units over which the average is calculated in the same way as endorsed programs and VET credit transfer.

9. Endorsed programs and/or VET credit transfer can reduce the required number of course units as shown in the table on page 16.

10. If 50 per cent (five or more unit equivalents) of a student’s final year of senior secondary program comprises VET and/or endorsed programs, then the breadth of study requirement for both a List A pair of units and a List B pair of units is waived. It should be noted that endorsed programs and VET credit transfer are not listed in the breadth of study list (see Appendix B).

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**General WACE exam study tips**

- Access previous exam papers and practice all the questions available.
- If you have limited time for extended response questions, write a plan to answer the questions, including definitions and important issues, in dot points.
- Source questions from different text books to get a good range of the types of questions that can be asked.
- Write summary notes for each topic that is covered in the course.
- When sitting exams, read the questions carefully and answer the question that is asked. This particularly applies to extended response questions, as the questions tend to be quite specific and you need to answer the questions properly.
Equivalences

This section is relevant to students who have completed:

- VET units of competency or endorsed programs
- the equivalent of Year 11 studies interstate or overseas, or with a training provider.

**WACE UNIT EQUIVALENCE**

If you have completed VET units of competency or endorsed programs, you may be able to use these to contribute unit equivalence towards the WACE depth and breadth requirement of 20 units.

**VET UNIT EQUIVALENTS**

If you undertake VET units of competency separately from a WACE course, this is referred to as VET credit transfer.

If you successfully complete your VET units of competency undertaken in this way, you are allocated WACE unit equivalence. A maximum of 10 unit equivalents can be counted towards meeting the WACE requirements, but there is no limit to the number of units of competency that can be reported on the statement of results.

Unit equivalence is calculated according to the total number of nominal hours of VET units of competency, as indicated in the table below.

Unit equivalence is awarded consistently according to nominal hours, irrespective of delivery strategies, clustering or packaging of units of competency or class contact time allocated, whether it is undertaken as a single unit, as part of a skills set or a complete qualification, and irrespective of the qualification to which it is linked.

**ENDORSED PROGRAMS UNIT EQUIVALENTS**

Endorsed programs can contribute up to 10 unit equivalents towards the WACE breadth and depth requirement. If you successfully complete an Endorsed program, you are allocated WACE unit equivalence. A maximum of 10 unit equivalents can contribute towards the WACE requirements.

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**Unit Equivalences Table**

<table>
<thead>
<tr>
<th>Total number of unit equivalents completed over Years 10–12*</th>
<th>Total number of course units used in calculating the C grade average</th>
<th>Total number of course units that must be completed in Year 12 and are used in calculating the C grade average</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 or 1</td>
<td>16</td>
<td>8</td>
</tr>
<tr>
<td>2 or 3</td>
<td>14</td>
<td>8</td>
</tr>
<tr>
<td>4 or 5</td>
<td>12</td>
<td>6</td>
</tr>
<tr>
<td>6 to 9</td>
<td>10</td>
<td>6</td>
</tr>
<tr>
<td>10 or more</td>
<td>10</td>
<td>4</td>
</tr>
</tbody>
</table>

*This includes VET credit transfer for Years 8 and 9, if granted permission.

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<table>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit equivalents</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
</tbody>
</table>

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16 | Year 12 Handbook 2014
220 students in 2013 achieved 10 or more unit equivalents through endorsed programs

700 students in 2013 used their overseas/interstate achievements to achieve their WACE

25% of Year 12 students gained at least four unit equivalents through VET studies
Unit equivalence for an endorsed program has been pre-determined by an endorsed programs panel after consideration of the nature and scope of each program. The judgement for each endorsed program is made about the equivalence of the program in relation to one unit of a WACE course.

UNIT EQUIVALENCE AND WACE REQUIREMENTS

At the end of Year 12, the Authority adds together your unit equivalents achieved through VET and endorsed programs.

VET credit transfer and endorsed programs are not used in the calculation of the C grade average for the WACE. However, they may reduce the number of courses and course units used for calculating the C grade average, as indicated in the following table.

Your program could include up to 10 unit equivalents in VET or endorsed programs and contribute to WACE requirements.

If 50 per cent (five or more unit equivalents) of your Year 12 study program includes VET credit transfer and/ or endorsed programs, then the breadth-of-study requirement for both a List A pair of units and a List B pair of units is waived.

RECOGNITION OF NON-SCHOOL VET

If you have completed VET units of competency outside of a school arranged or managed VET program, you can apply to the Authority to have this achievement recognised for the WACE. These units of competency will contribute to the WACE in the same way as VET credit transfer.

An application for WACE recognition of VET achievement completed outside of a school arrangement may be downloaded from the Authority website at www.scsa.wa.edu.au/internet/Events_and_Forms/Application_Order_Forms.

RECOGNITION OF PRIOR LEARNING (YEAR 11 EQUIVALENCE)

If you have completed the equivalent of Year 11 studies interstate or overseas, or with a training provider, you can apply for recognition of the equivalent of one year or one semester of senior secondary

<table>
<thead>
<tr>
<th>Total number of unit equivalents completed over Years 10–12*</th>
<th>Total number of course units used in calculating the C grade average</th>
<th>Total number of course units that must be completed in Year 12 and are used in calculating the C grade average</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 or 1</td>
<td>16</td>
<td>8</td>
</tr>
<tr>
<td>2 or 3</td>
<td>14</td>
<td>8</td>
</tr>
<tr>
<td>4 or 5</td>
<td>12</td>
<td>6</td>
</tr>
<tr>
<td>6 to 9</td>
<td>10</td>
<td>6</td>
</tr>
<tr>
<td>10</td>
<td>10</td>
<td>4</td>
</tr>
</tbody>
</table>

*This includes VET credit transfer for Years 8 and 9, if recognition permission has been granted by the Authority.
studies (Year 11). This is known as block credit.

Schools may enrol students in Year 12 if they consider that studies completed elsewhere indicate the students have the potential to achieve a WACE. If this is the case, your school will complete the relevant form and send it to the Authority. This form can be downloaded from the Authority website at www.scsa.wa.edu.au/internet/Events_and_Forms/Application_Order_Forms.

If you are one of these students and successfully meet the requirements for the WACE, as outlined below, then recognition will be given for having achieved the equivalent of either one year or one semester of senior secondary studies (Year 11) either interstate, overseas, or through a training provider.

**COMPLETION OF THE EQUIVALENT OF ONE YEAR**

To be granted block credit for Year 11, you must:

- complete at least 10 course units or the equivalent (up to five units can be VET credit transfer and/or endorsed programs), which equates to half of the requirement
- achieve an average of a C grade or better across the best eight course units (if a student is studying VET and/or endorsed programs and/or Preliminary Stage units, this may reduce the number of course units used in the calculation of the C grade average
- meet the English language competence standard
- complete two different units from WACE English courses
- complete a pair of List A units and a pair of List B units (if your program includes VET and/or endorsed programs of five or more unit equivalents, then the breadth-of-study requirement for both a List A pair of units and a List B pair of units is waived).

**COMPLETION OF THE EQUIVALENT OF ONE SEMESTER**

To be granted block credit for one semester in Year 11 to contribute to the achievement of the WACE, you must:

- complete at least 15 course units (up to seven units can be VET credit transfer and/or endorsed programs), which equates to 75 per cent of the requirement for other students of 20 units
- achieve an average of a C grade or better across at least 12 course units of which at least eight must be completed in Year 12 (if a student is studying VET and/or endorsed programs and/or Preliminary Stage units, this may reduce the number of course units used in the calculation of the C grade average
- meet the English language competence standard
- complete three different units from WACE English courses
- complete a pair of List A units and a pair of List B units in Year 12 (if your program includes VET and/or endorsed programs of five or more unit equivalents, then the breadth-of-study requirement for at least one List A pair of units and at least one List B pair of units is waived).
This section is relevant to all students.

STUDYING AT MORE THAN ONE SCHOOL
If you are studying WACE course units, VET or endorsed programs at more than one school, then each school involved will submit your enrolment details for the course units, VET or endorsed programs you have studied at that school.

OVERSEAS FULL FEE PAYING STUDENTS
If you are a full fee-paying Year 12 student from overseas studying in Western Australia, you are required to pay the Authority (through your school) $450 to enrol in one or more WACE course units. This fee must be paid at the time of enrolment with the Authority.

FULL-TIME STUDENTS
A full-time student is one who is enrolled in at least eight WACE course units or equivalent at a registered school.

SECOND LANGUAGE ELIGIBILITY
If you wish to enrol in Chinese: Second Language, Indonesian: Second Language or Japanese: Second Language, you must apply to the Authority (through your school) to determine your eligibility.

Typically, you should have completed an eligibility form in a previous year.

You can be enrolled in second language courses only after your eligibility status has been confirmed. If in doubt, you should discuss your eligibility status with your school.

ENGLISH AS AN ADDITIONAL LANGUAGE OR DIALECT (EAL/D) ELIGIBILITY
If you wish to enrol in EAL/D, you must apply to the Authority through your school to determine if you are eligible.

It is your responsibility to ensure that the form is fully and accurately completed before it is submitted. The eligibility application form, stating the deadlines for
Students who are registered with the Authority are able to check their enrolment details in WACE course units online at https://www.wace.wa.edu.au.

If you are enrolled as a private candidate for all your courses, a Verification of student details form will be sent to your home address. If you have not received a confirmation of your enrolment by Wednesday, 9 July 2014, then you should contact a Data Coordinator at the Authority on either 9273 6303 or 9273 6752.

Changing enrolments
Changes to enrolments are made through your school.

The deadline for Year 12 students to opt out of sitting Stage 2 WACE examinations is Wednesday, 2 July 2014. After this date, students will not be able to:

• opt out of sitting Stage 2 WACE examinations, or
• enrol into Stage 2 WACE course units.

The deadline for changes to Year 12 enrolments for courses that have a WACE practical examination is Friday, 1 August 2014.

The deadline for changes in Year 12 enrolments in those courses that do not have a WACE practical examination is Wednesday, 24 September 2014.

No changes will be accepted after these dates.

If your school has uploaded enrolments in VET units of competency and endorsed programs, then these enrolment details will be also available to you. If you note any errors, please speak to your school. Your school will need to update your details with the Authority.

Schools are able to also download confirmation of student enrolments in WACE course units from the Authority’s database. Details relating to enrolments in VET units of competency and endorsed programs also will be listed, if they have been uploaded to the Authority.
This section is relevant to all students.

GRADES AND SCHOOL MARKS
To be assigned a grade in a course unit, you must have had the opportunity to complete your school’s education and assessment programs for the unit, unless there are exceptional circumstances that are acceptable to the school. Typically, this means that if you are a Year 12 student, you will remain enrolled until Friday, 31 October 2014.

Teachers of Year 12 students submit results to the Authority at the end of the school year based on assessments such as examinations, classroom tests, in-class work, assignments and practical work.

You are assigned a grade (A, B, C, D or E) for each course unit you complete, except for Preliminary (P) Stage units, which are not graded. The notation of ‘U’ can be used for a Year 12 student completing Year 12 over more than one year. A ‘U’ notation indicates the assessment program is incomplete but the student intends to complete it the following year.

You also receive a school mark in the range 0 to 100 for each Stage 2 or Stage 3 unit you complete in Year 12. For a course with a practical (performance, oral, portfolio or production) examination, you receive

The marks adjustment process

Full details of this process are available on the Authority website at www.scsa.wa.edu.au/internet/Senior_Secondary/WACE_Examinations/Your_Marks
a practical mark out of 100 as well as a written mark out of 100. Marks are not reported for Stage 1 units or Preliminary Stage units.

ADJUSTMENT OF GRADES AND SCHOOL MARKS
During the school year, the Authority uses several procedures to ensure that the grades awarded by different schools are comparable. Teachers meet in groups and/or are visited by Authority officers to discuss assessment procedures and course standards. The Authority provides sample assessment tasks and samples of student work to indicate to teachers the required level of difficulty and standard of marking for each course/stage.

Grades assigned by your school are based on the Authority’s grade descriptions for each course/stage. The grades you receive from your school are provisional until confirmed by the Authority. Your school is required to advise you in writing if any changes are made to your provisional grades during the approval process. However, grades are adjusted by the Authority only in exceptional circumstances.

To ensure comparability across schools, school marks for Stage 2 or Stage 3 units are adjusted. It would be unfair to take the school marks from all the different teachers in different schools and add them, unadjusted, to the students’ WACE examination marks. Therefore, school marks are adjusted to make sure each student is treated fairly. Your school mark will be adjusted through the Authority’s statistical moderation and standardisation processes.

Did you know?
All work submitted for assessment must be your own. If it is not, penalties may apply.
All work that you submit for school assessment must be your own work. Any material that is included in your work that is not your own must be acknowledged appropriately.

Any activity that enables a student to gain an unfair advantage over other students in a school assessment task will be penalised in accordance with the school's assessment policy. Unacceptable activities include but are not limited to:

• copying someone's work in part or in whole, and presenting it as your own
• buying, stealing or borrowing another person's work and presenting it as your own
• paying someone to write or prepare work
• submitting work to which another person such as a parent, tutor or subject expert has contributed substantially
• using material directly from sources such as books, journals or the internet without reference to the source
• building on the ideas of another person without reference to the source
• using the words, ideas, designs or the workmanship of others in practical tasks (performance, production or portfolio) without appropriate acknowledgement
• using non-approved materials and/or equipment during an assessment task or examination
• assisting another student to engage in an activity that will enable them to have an unfair advantage over other students.

All the work you submit as part of the WACE practical examination process also must be your own work. Any material included in your work that is not your own must be acknowledged appropriately.
and Stage 3 units, their school marks, by **Friday, 24 October 2014.**

If you believe that your grade and/or school mark is incorrect, you should make a request in writing to your school for a review of the result.

An assessment review can determine if:

- the assessment procedures implemented conformed with the school’s assessment policy (which, in turn, conformed with the guidelines provided to schools by the Authority)
- the assessment weightings conformed with the syllabus requirements
- there were any procedural or computational errors in determining the grade and/or school mark.

A teacher’s judgement about a student’s achievement (i.e. the mark) on an individual assessment task is not subject to review and as a result the school is not required to re-mark your work.

If, after an assessment review has been completed by the school, you still believe that your grade and/or school mark is incorrect, then you can lodge an appeal with the Authority on a form available from the Authority website at [www.scsa.wa.edu.au/internet/Events_and_Forms/Application_Order_Forms](http://www.scsa.wa.edu.au/internet/Events_and_Forms/Application_Order_Forms).

Year 12 students must forward this form to the Authority by **Friday, 7 November 2014.** A fee of $16 is payable for each course unit included. Where a student appeal is upheld, the school is required to re-determine the grades and/or school marks of all students who were affected by the issue.

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### General study and exam tips for Mathematics

- **Bring spare batteries for CAS calculators** (up to three may be brought in to the examination room).
- **Use the mark allocation to determine** the difficulty of a question and the amount of time and effort required. Two mark questions in the calculator-assumed section is a message from the examiner to use your CAS calculator!
- **The best source of revision is past** exam papers. Be sure to revise them multiple times.
- **Refer to the syllabus on a weekly** basis to determine what points you need to know. Do not rely on textbook interpretation. There may have been a syllabus change that has not been updated in the text.
- **Ensure your spread of revision** reflects the same proportion as mentioned in the syllabus.
- **Every two weeks, spend time** doing problems from all chapters covered so far. Undertake constant revision, do not leave it until the end of semester.
Examinations

This section is relevant to students sitting the WACE examinations.

PURPOSE OF EXAMINATIONS
The Authority sets, administers and marks WACE examinations for courses.

Stage 2 and Stage 3 of all WACE courses have written examinations. Some examinations also have a practical component (performance, oral, portfolio or production). All examinations are marked by qualified people who are unaware of your name or which school you attend. The courses with WACE examinations are listed in Appendix C.

WACE examinations provide students and the wider community with confidence about the standards achieved at the end of Year 12. They also make it possible to compare the achievement of students, regardless of the school attended.

The Authority reports your performance in Year 12 in each pair of Stage 2 or Stage 3 units. The WACE course report shows the WACE course score, which indicates how you achieved in relation to the course standards and in relation to others who completed that pair of units and sat the examination.

The WACE course score combines your school mark(s) with your examination mark(s). As the WACE examination in each pair of units is the only assessment taken by all students under the same conditions, the Authority uses students’ results in the examination for a course to adjust school marks, so they are comparable.
WACE course scores provide employers and training organisations with meaningful and comparable data to use when recruiting students.

Your combined marks for courses at Stage 2 and/or Stage 3 are scaled to reflect the differences in difficulty between the courses and between stages. TISC uses scaled scores to determine the ATAR for students. More information about the marks adjustment process is available in the previous section.

ENROLLING IN EXAMINATIONS

When a Year 12 student enrols in a pair of Stage 2 or Stage 3 course units, the student is automatically enrolled to sit the WACE examination in that stage of the course.

There are no WACE examinations for Stage 1 units. If you are a Year 12 student who is enrolled in Stage 1 units, you can enrol to sit Stage 2 or Stage 3 examinations as a private candidate. Examinations for Stage 2 pairs of units are optional, so long as the school opts you out of sitting the examination on or before Wednesday, 2 July 2014.

If you are applying for university admission, you should check that your course selections meet the entry requirements. University admission information is available on the TISC website at www.tisc.edu.au.

You cannot enrol in an interstate language examination at the same time as being enrolled in that course with the State that hosts that language.

School candidates
When a school uploads your enrolment in Stage 2 and Stage 3 unit pairs to the Authority, you are automatically enrolled to sit the WACE examination as a school candidate.

Private candidates
You may enrol to sit a WACE examination as a private candidate if:

- your WACE provider does not offer the course or a pair of units at that stage of the course
- you are unable to study the pair of course units at your school or another WACE provider because of timetabling clashes/restrictions
- you are seeking entry to university as a mature-age student
- you have been unable to complete the full study load of the pair of course units (this could be due to you transferring after Term 1 from another school where the course units were not offered)
- you have enrolled in Stage 1 units only
- you have been ill and have not participated in an education program for at least one term during the year.

You cannot enrol as a private candidate if you have attended a school or another WACE provider and, in the year of enrolment in the examination, have been eligible to be awarded a mark out of 100 for a pair of units in that stage of the course.

IF YOU ARE APPLYING FOR UNIVERSITY ADMISSION, YOU SHOULD CHECK THAT YOUR COURSE SELECTIONS MEET THE ENTRY REQUIREMENTS.
You can enrol to sit an examination in an interstate language course (as listed in Appendix C) as a private candidate, but only if you also sit WACE examinations in at least three other courses in the same year so that the language result can be scaled.

If you are a private candidate who intends to sit a WACE examination for EALD, Chinese: Second Language, Indonesian: Second Language or Japanese: Second Language, you must also submit an application for eligibility and have it approved before you will be permitted to sit the EAL/D or second language examinations (see the Enrolments section).

Private entry to a WACE examination means that your final scaled mark for the course is calculated on the examination mark only.

If you wish to sit a WACE examination as a private candidate, you must complete the Private candidate enrolment form and read the Private candidate general information section of this form. This form is available from schools or can be downloaded at from the Authority website at www.scsa.wa.edu.au/internet/Events_and_Forms/Application_Order_Forms.

You are strongly advised to refer to the examination design brief/s in the relevant course syllabus and, where applicable, the course Practical examination requirements documents. These documents provide information regarding the materials and requirements for the examination and can be downloaded from the course page of the Authority website at www.scsa.wa.edu.au/internet/Senior_Secondary/Courses/WACE_Courses.

A non-refundable fee is charged for each course in which you enrol as a private candidate, unless you are exempt. Payment must be received by the Authority at the time of enrolment, otherwise your enrolment as a private candidate will not be processed.

Private candidate enrolments received after Wednesday, 2 July 2014 and before Monday, 21 July 2014 will incur a late fee of $37. Enrolments cannot be accepted after 21 July 2014.

You may be exempt from payment of the non-refundable private candidate fee if you are a full-time Year 12 student and can show that, due to timetabling, the course was not available to you at your school. This exemption is not available if the course is not offered at your school. It is also not available if you enrol in English when studying Literature or if you enrol in Integrated Science when studying Physics or Chemistry.

If you think you are exempt from payment, your school must apply to the Authority, in writing, on your behalf.

If you sit an examination as a private candidate, that examination does not contribute towards meeting the requirements for the WACE. The sickness/misadventure provisions also will not apply to you for this examination.
INSURANCE ADVICE
The Authority does not have insurance that covers:

• accident or injury not involving negligence by the Authority
• loss associated with student travel including loss of baggage, cancellation or changes to travel arrangements
• lost, stolen or damaged property belonging to candidates.

Candidates are encouraged to consider obtaining personal accident and/or travel insurance if appropriate. Consideration should include the physical demands and requirements of some practical examinations.

GENUINE ATTEMPT IN EXAMINATIONS
If you are enrolled to sit a WACE examination and choose not to, or you sit the examination but choose not to make a genuine attempt, you will not get a WACE course report nor will a WACE course score be recorded on your statement of results. In addition, the grades of those course units will not be counted towards the C grade average for the WACE. As a consequence, you may not meet the requirements for the WACE.

A student who has been identified as having not made a genuine attempt in an examination, and who has not had a sickness/misadventure application approved for that examination, will be informed of the decision by letter and advised of the process to be followed if they wish to appeal against that decision.

The ruling of non-genuine attempt has no impact on your scaled scores or your ATAR.

EXEMPTION FROM SITTING EXAMINATIONS
To meet WACE requirements, Year 12 students who are enrolled in at least one Stage 2 or Stage 3 pair of units (e.g. 2A/2B, 2C/2D, 3A/3B or 3C/3D) in a course are required to sit the WACE examination for that stage in that course, unless:

• they qualify for an exemption from a Stage 3 examination, or
• opt out of sitting the Stage 2 examination.

There are two types of exemption:

1. For Year 12 students who have VET enrolments
Students who have VET enrolments in units of competency (from related industry areas1) in excess of 220 nominal hours in Year 12 that lead to achievement in full or partial qualifications, and enrolments in three or fewer Stage 2 and/or Stage 3 pairs of units, are eligible to apply for an exemption from sitting the Stage 3 WACE examinations. In 2014, Stage 2 examinations are optional. If you do not wish to sit a Stage 2 examination it is essential your school notifies the Authority by Wednesday, 2 July 2014.

1 Related industry areas refer to units of competency that align with a clear industry pathway/s.
Students who are enrolled to complete a School Based Traineeship/Apprenticeship, Pre-Apprenticeship or Aboriginal School Based Traineeship/Apprenticeship in Year 12 and are enrolled in three or fewer Stage 2 and/or Stage 3 pairs of units are also eligible to apply for an exemption from sitting the Stage 3 WACE examinations.

Nominal hours successfully completed in previous years do not contribute to the 220 nominal hours required for an exemption in Year 12 in the current year.

Students who qualify for an exemption may, nevertheless, elect to sit a WACE examination.

**Applying for an exemption from sitting examinations**
If you wish to apply for an exemption from sitting the Stage 3 examinations, you must ask your school to apply to the Authority by **Wednesday, 2 July 2014**. No applications will be accepted after this date.

The Authority must approve an application for exemption. Your school will inform you of the outcome of the application.

If you wish to remain enrolled to sit one or more of your examinations, you need to advise your school, which in turn will provide this information to the Authority.

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**Helpful tip**
Refer to the copies of the front covers of the examination papers that will be sent to schools in August. Each cover details the authorised materials and structure of the examination paper.

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2. **For Year 12 students studying more than five courses**
Year 12 students who are enrolled in more than five pairs of Stage 2 and/or Stage 3 course units and who do not wish to sit the external examination in their sixth, and where applicable seventh course, can apply for an exemption.

This exemption does not enable students to randomly select, at the time of sitting the examinations, the examination/s they will not attend.

In 2014, Stage 2 WACE examinations are optional and students can elect, in consultation with their schools, to not sit one or more Stage 2 examinations. However, the Authority must be informed before **Wednesday, 2 July 2014**.

Students enrolled in a combination of six or more Stage 2 and/or Stage 3 WACE examinations can apply for an exemption from sitting the additional Stage 3 examination/s provided that, if the exemption was accepted, the total number of their Stage 2 and/or Stage 3 WACE examinations to be sat is still at least five.

**Applying for an exemption from sitting examinations**
You can apply for an exemption from sitting a sixth or seventh WACE Stage 3 examination by completing an *Exemption from sitting the 2014 WACE examinations – six or more courses* application form, which can be downloaded from the Authority website at [www.scsa.wa.edu.au/internet/Events_and_Forms/Application_Order_Forms](http://www.scsa.wa.edu.au/internet/Events_and_Forms/Application_Order_Forms).
SITTING WACE EXAMINATIONS OUTSIDE WESTERN AUSTRALIA

If you are a Western Australian student wishing to sit WACE examinations outside Western Australia, you can do so, provided that:

- you are a permanent resident of Western Australia
- you are outside Western Australia for reasons beyond your control
- you are studying your courses through an approved Western Australian secondary education institution.

Applications are to be made as soon as possible. Application forms are available from the Authority website at www.scsa.wa.edu.au/internet/Events_and_Forms/Application_Order_Forms. No requests can be accepted after Wednesday 24 September, 2014.

To offset some of the costs associated with setting up an examination centre and the secure despatch of examination papers, students sitting WACE examinations outside Western Australia are required to pay the fees outlined in the order form above.

This fee is non-refundable if examination arrangements are cancelled after Friday, 26 September 2014.

USEFUL RESOURCES FOR EXAMINATION PREPARATION

You may find the following resources useful in your examination preparation. Some of these documents can be obtained from the Authority.

- The syllabus for all WACE courses can be found at www.scsa.wa.edu.au/internet/Senior_Secondary/Courses. Copies of the syllabuses may be available from schools.
- All teachers have online access to examination reports for previous examinations in each course. These reports provide feedback, which includes comments on common mistakes candidates made and sections that were well or poorly done.
- Front covers of this year’s WACE examinations will be sent to schools in August and will be available through your teacher. These covers provide information on the structure of the examination paper. This includes the number of questions, if there is any choice, and the number of marks allocated to questions or sections. The formats of examination papers do not change significantly from year to year.
- A comprehensive set of study notes that you have developed and refined as you complete each section of the course should be your main source of information when revising for the examinations.

EXAMINATION CONDUCT

Unacceptable behaviour
Any activity that allows one candidate to have an unfair advantage over other candidates is deemed to be unacceptable.

All work submitted for assessment (including practical examinations) must be your own work. If it incorporates material that is not your own work, this material must be acknowledged appropriately. Plagiarism could lead to an examination paper or practical mark being cancelled or having an examination mark significantly reduced.
Breach of examination rules (malpractice)

It is your responsibility to ensure that you understand all instructions relating to the examinations. Breaches of examination rules and maximum penalties that might apply include but are not limited to:

1. Impersonation of a candidate: cancellation of all the candidate’s practical and/or written raw examination mark, exclusion from remaining examinations in that year, and the matter reported to the police.

2. Collusion between candidates: cancellation of the practical and/or written raw examination marks in the examination of each of the candidates involved, together with an inspection of prior papers/recordings in any common examination for evidence of collusion.

3. Possession or knowledge of examination questions before an examination: cancellation of all the candidate’s practical and/or written raw examination mark. The matter will be reported to the police.

4. Possession of unauthorised materials during the examination: cancellation of part or all of the candidate’s practical and/or written raw examination marks where unauthorised materials are considered to be relevant to the course being examined (whether or not actual use is established). Possession of mobile technologies (for example mobile phone, iPod) and/or calculator in an examination for which it is not approved will result in the cancellation of all or part of the candidate’s practical and/or written raw examination mark.

5. Markings on authorised materials in the examination room: cancellation of part or all of the practical and/or written raw examination mark where markings in tables, data books or dictionaries etc. are considered to be relevant to the course being examined (whether or not actual use is established).

6. Removal of examination materials: unauthorised removal of examination materials from the examination room will result in cancellation of the part(s) of the candidate’s practical and/or written raw examination mark relating to the materials being removed and the matter reported to the police.

7. Examination room behaviour: blatant disregard of examination room regulations will result in the removal of the candidate from the examination room.

8. Failure to follow examination instructions: cancellation of part or all of the candidate’s practical and/or written raw examination mark where the candidate’s failure to follow the instructions is considered to have given the candidate an advantage over other candidates.

9. False declarations: cancellation of part or all of the practical and/or written examination mark where the candidate falsely declares that the work presented for external assessment is their own and/or that it conforms to the specifications of the course.

Alleged breach of examination rules are reported to the Manager, Examinations Logistics at the Authority by:
• the examination centre chief supervisor for written examinations, or
• the chief marker for practical examinations.

Candidates have the right of appeal against a penalty being imposed on the grounds that:
• a breach of examination rules did not occur, or
• Authority procedures used to determine if a breach occurred were inappropriate.

Such an appeal must be lodged at the Authority within eight (8) calendar days of the despatch date of the penalty notification.
You must obey instructions regarding dress, conduct, smoking etc. that apply in the school or centre to which you have been allocated for the examination. School authorities have the right to ask you to leave the premises if you do not abide by these rules.

SPECIAL EXAMINATION ARRANGEMENTS

Special arrangements may be made if you have permanent or temporary disabilities that may disadvantage you in an examination situation. Special arrangements are available for practical or written examinations. Special arrangements may include, for example, the consumption of food, the use of a scribe, extra working time, rest breaks, specified seating, coloured or enlarged papers, alternative format practical examinations. Your school must submit an application on your behalf if you are seeking any variation to the standard examination conditions. The application must be supported by documentation as described on the application form.

If you are suffering from a long-term injury or illness (i.e. injuries or illnesses existing at the start of Term 3) that will affect your participation in a standard practical examination of any course, you must have your school apply for special arrangements for you to be examined in an alternative format. This is most likely to affect candidates studying Physical Education Studies or Dance but may apply to candidates in any course with a performance or interview component. **Sickness/misadventure provisions (see next sub-section) do not apply in cases where the illness or injury is long term.**

Applications for special examination arrangements are due by **Friday, 16 May 2014.** Applications received after this date will be considered only if exceptional circumstances have prevented the submission of the application by the due date. Late applications for special format practical examinations will be accepted until **Friday, 1 August 2014.** Any application received after the last day of Term 3 for hearing impairment, vision impairment, psychological disabilities, ADD/ADHD, learning disabilities and motor disabilities cannot be considered. Physical disabilities (caused by accidents) and illness that occur after this date and before or during the examinations will still be accepted and considered.

In the case of illness or disability occurring at the time of the WACE examinations, candidates should phone the Senior Consultant – Special Provisions at the Authority on 9273 6316 to determine if arrangements can be made.

Candidates with approved special examination arrangements may be required to sit their examinations at a designated venue to allow for these special examination arrangements.

PROVISIONS FOR SICKNESS OR MISADVENTURE

Consideration may be given to candidates (with the exception of private candidates) suffering from a temporary sickness or misadventure close to or during the examinations, if they believe it may have affected their performance in the examination. Long-term illness/injury and language difficulty will not be considered under these provisions.
You should not miss an examination session merely because you do not feel able to do your best. The sickness/misadventure provisions are designed to cover the case of a candidate who performs below expectations because of unexpected sickness or misadventure.

If you do not attend an examination session and your sickness/misadventure application is unsuccessful, you will not receive a mark in that course. This will result in a non-genuine attempt classification for that examination and could affect your achievement of the WACE.

The Authority does not expect you to attend an examination session against specific medical advice.

If you miss, or are not able to complete an examination session for health reasons, it is important that medical evidence be provided to verify the nature and severity of the illness/injury. In most cases, that will mean producing evidence from a medical professional who was consulted on the day of the examination or the day before. Medical evidence should be entered by the doctor directly onto the application form.

Under no circumstances should medical documentation or a completed sickness/misadventure application be given to any person in attendance at a practical or written examination centre.

No supplementary examinations are set. Practical examinations cannot be rescheduled.

Applications for sickness/misadventure are considered by a committee which includes a medical practitioner.

If your claim for special consideration is approved, the usual procedure is for the Authority to calculate an examination mark on the basis of your school mark and its relationship with the marks of other students. The calculated mark could be very different to the school assessment. You receive the higher of the two marks – the actual examination mark and the estimated examination mark. Practical marks and written marks are calculated separately. You will be informed of the outcome of your application at the same time as you receive your statement of results. If you will be away at this time, it is your responsibility to make arrangements for the collection of your mail.

You cannot submit an application on the basis of:

- difficulties in preparation or loss of preparation time, for example, as a result of sickness during the year unless it is within two weeks of your first written examination
- alleged deficiencies in tuition
- long-term illness such as asthma, unless you have suffered an acute episode of the condition just before or during the examination period
- long-term injury or illness where you were required to submit an application for a special format practical examination

Cool stat
In 2013, sickness/misadventure applications were received from 602 exam candidates. Fluctuations from year to year are usually the result of unpredictable and random events.
• the same grounds for which you have received special examination provisions – unless you have experienced additional difficulties during an examination session
• misreading the examination timetable causing you to miss an examination or arrive late to an examination
• misreading of examination instructions
• events related to your school assessment in a course
• attendance at a sporting, cultural or social event during the written examinations.

If difficulties are experienced as a result of any of the above, you should seek advice from your principal.

Applications will be considered only if made on the correct form, available from examination centres, schools and the Authority website (from September 2014) at www.scsa.wa.edu.au/internet/Events_and_Forms/Application_Order_Forms.

Applications that relate to the practical component should be submitted immediately following the practical examination, unless it is anticipated that the sickness or misadventure will also affect your performance in the written examination/s.

Applications related to the written examinations should be submitted immediately following your last written examination. Only one form should be used to cover all examinations for which the application is being made. The completed form and all supporting evidence must be received at the Authority no later than close of business on Tuesday, 25 November 2014. If you consider there was a breach in the process followed by the Sickness/Misadventure committee, you can lodge an appeal in writing to the Authority.

To meet processing deadlines for the first round of university offers, you must lodge your appeal by noon on Monday, 5 January 2015. Lodgement of appeals must be in writing.

Examination marks cannot be changed for private candidates who suffer a sickness or misadventure before or during the examination, whether caused by the candidate, a third party or the Authority.

Students who suffer an illness or disability during the school year should discuss the matter with the appropriate person/s at their school. It is a school decision as to
what arrangements will be made with respect to school assessments in this situation.

PRACTICAL EXAMINATIONS

Practical examination timetables
The 2014 practical WACE examinations are scheduled as follows:

- Aviation, Dance, Drama, Music and Physical Education Studies – **Saturday, 27 September to Sunday, 5 October** (weekends and public holiday included).
- English as an Additional Language or Dialect (overseas schools) – **Saturday, 27 September to Sunday, 12 October** (weekends and public holiday included).
- Chinese: Second Language and Indonesian: Second Language – **Saturday, 18 October**.
- Japanese: Second Language – **Saturday, 18 October and Sunday, 19 October**.
- English as an Additional Language or Dialect (Western Australian schools), French, German and Italian – **Saturday, 18 October to Sunday, 26 October** (weekends included).

No allowance can be made in the timetable for holidays, work or personal arrangements.

If you are enrolled in a practical examination, you will be provided with a *Personalised practical examination timetable*. This timetable will contain the date, venue, time and location of the examination. You will receive your timetable through your school in September. If you are a private candidate, you will receive the notification by mail.

You must sign your *Personalised practical examination timetable/s* and take it to your practical examination/s.

For all courses with practical examination components, the last date for late enrolments and changes to examination details is **Friday, 1 August 2014**.

If you misplace your Personalised practical examination timetable your school can download a replacement, or alternatively, after **Wednesday, 24 September 2014** you will be able to download a copy of from the Authority’s website at [https://www.wace.wa.edu.au/](https://www.wace.wa.edu.au/)

Examination materials and structure
Copies of the front covers of all examination papers are distributed to schools in August and will also be available on the Authority website so that you will know what materials are authorised and how the examination will be structured.

Arrival time
You must report to a supervisor at the examination centre at the scheduled reporting time. This reporting time is before the scheduled examination time. You must read your *Personalised practical examination timetable* carefully because if you are late you will not be admitted to the practical examination and you will not be given another time slot.
Ensuring anonymity
You must ensure that nothing you carry or wear can identify you, your school, club or achievements. Uniforms or other items of clothing, equipment or stamped/labelled material that may be identified with a school are not permitted in the examination. If you do not meet this requirement, you will be reported to the Breach of Examination Rules committee (see page 32).

Portfolio/production submissions
Any submission must be identified only by your SCSA student number. Any other information, such as previous marks from the school, your name or the name of your school must be removed from all individual pieces submitted. If you do not meet this requirement, you will be reported to the Breach of Examination Rules committee (see page 32).

Candidates are urged to ensure appropriate packaging of production submissions for transport.

Return of the portfolios/productions
Marking of portfolios/productions will be completed by the end of October. Schools will be notified of the days on which they may collect their students’ portfolios/productions. Your school will notify you when your work can be collected (from your school). If you are a private candidate, you will be notified by mail of the arrangements for collecting your submission. Design students are reminded to collect their portfolios from schools in time to take them into their written examination.

Missing an examination
The practical examination cannot be re-scheduled if you suffer a temporary illness/injury or misadventure during the examination period. Please refer to page 33 for details on the application process for sickness/misadventure consideration.

Candidates with a long-term injury or illness in performance examinations
If you have an injury or illness existing at the start of Term 3, you must ask your school to apply for special arrangements for you to be examined in an alternative format if the injury or illness will affect your participation in the standard practical examination of any course. Candidates studying Physical Education Studies or Dance are most likely to need special arrangements; however candidates in any course with a performance or interview component may be affected. See page 33 for details related to making an application.

Sickness/misadventure provisions do not apply in cases where the illness or injury is long term. Failure to act on this information may jeopardise your completion of the examination requirements for that course and lead to a non-genuine attempt status. This may impact on your achievement of the WACE.

“THE PRACTICAL EXAMINATION CANNOT BE RE-SCHEDULED IF YOU SUFFER A TEMPORARY ILLNESS/INJURY OR MISADVENTURE DURING THE EXAMINATION PERIOD.”
Marking the practical examinations
Two markers will be present for the practical (oral) and practical (performance) examinations. One of the markers will act as the interviewer/spokesperson. The other marker will observe the examination and generally will not intervene during the examination. However, the situation could arise where there is a third person sitting in on the examination. The role of the third person is to ensure the comparability of marking procedures between the two markers. This person will observe the markers and will not ask any questions.

For Music, the third marker may have a role as a moderating marker across a number of panels to ensure comparability. The third marker in Music is involved in the marking process and may ask you questions, if necessary.

For portfolio/production submissions, your work will be marked independently by two markers.

Interstate-sourced Language practical examinations will be conducted via electronic communication (telephone or videoconference) with interstate markers.

You must leave the examination area once you have completed your examination.

Costs incurred (performance examinations only)
If you attend a school less than 100 km from Perth, you will need to travel to the venue at your own expense.

If you have to travel more than 100 km to Perth for your Physical Education Studies, Music, Dance, Drama or Aviation examination:

• you will be reimbursed for fuel up to $115 (on production of receipts) where the candidate is close enough to drive (i.e. in the area south of Geraldton, west of Kalgoorlie and north of Albany)
• all claims for fuel reimbursement must be sent to the Authority by Friday, 28 November 2014
• if you need to fly to Perth, the airfare will be arranged and paid for by the Authority (parents or schools who pay for airfares will not be reimbursed)
• accommodation and meal costs will not be reimbursed
• candidates who are required to stay overnight must be accompanied by a chaperone (discussion between the school and the Authority is required)
• candidates travelling by air will be met at the airport by an Authority employee who will organise transport to/from the venue.

Candidates enrolled in a language examination who live more than 100km from the examination venue, and who are not willing to travel to a venue at their own expense, will be offered a telephone or internet examination.

Further information is available from Examination Logistics on +61 8 9273 6377.
ABORIGINAL AND INTERCULTURAL STUDIES

Practical (oral) examination structure
The examination comprises 15 minutes preparation time and up to 15 minutes presentation, questions and discussion time.

Arrival time
You must report to a supervisor at the examination centre 20 minutes before the scheduled examination time, as stated on your Personalised practical examination timetable. The supervisor will record your attendance and direct you to a waiting area.

If you have not reported to a supervisor by the start of your scheduled examination you will not be admitted to the practical (oral) examination. The examination cannot be rescheduled.

Preparation time
Shortly before the scheduled examination time, you will be directed to a supervised preparation room. You could use the preparation time to display the portfolio work and/or set up any technology required for the display.

Dictionaries
Dictionaries are not allowed during the preparation, presentation or question and discussion time.

Equipment
The Authority will provide a Windows compatible laptop, data projector, speakers and screen for your use during the examination.

Further information
For further information to assist in examination preparation, you should refer to Aboriginal and Intercultural Studies Stage 2 and 3 practical (oral) examination requirements 2013, distributed to schools in March and available through your teacher.

AVIATION

Practical (performance) examination structure
You will be required to simulate a flying sequence in a Cessna 172 aircraft using Microsoft Flight Simulator X (FSX 2008) and a Logitech Extreme 3D Pro joystick.

Arrival time
You must report to a supervisor at the examination centre 20 minutes before the scheduled examination time, as stated on your Personalised practical examination timetable. The supervisor will record your attendance and direct you to a preparation area.

Preparation time
You will have 15 minutes to review the flight data before the examination.

Examination
A flight simulation of 20 minutes will follow the 15 minute preparation time.

Further information
For further information to assist in examination preparation, you should refer to Aviation Stage 2 and 3 practical (performance) examination requirements 2014, distributed to schools in March and available through your teacher.
DANCE

Practical (performance) examination structure
The examination comprises three performances and an interview.

Arrival time
You must report to a supervisor at the examination centre at the scheduled reporting time, as stated on your Personalised practical examination timetable. The supervisor will record your attendance and direct you to a warm-up area.

Clothing
You must wear appropriate dance attire and nothing that identifies you or your school. You must avoid wearing street clothes, jewellery and inappropriate shoes unless these items are specifically part of the dance genre. Hair should be securely tied back. You must perform in appropriate dance footwear or bare feet.

Equipment
You must bring the music recording for Performance 1 (including a back-up copy). A CD player will be provided in the examination room. However, you are encouraged to bring your own if you have burnt your own CD. You will not be allowed to bring in other playing devices such as an iPod, mobile phone or laptop.

You will not be permitted to bring any scenery or costumes to the performance or use any projections.

Props that form an integral part of Performance 1 (e.g. hat, cane, scarf) may be brought. However, you are limited to what you alone can carry and set-up within 60 seconds. You may take a water bottle and towel into the examination room.

The Authority will provide a CD player (Note: the candidate should bring their own CD player if they have burnt their own CD) for Performance 2, paper and pencils for planning Performance 3 and a chair for use during the interview.

Safe practice
It is your responsibility to ensure that your performance is safe and that the examination space is left clean and clear for the next candidate.

Declaration of authenticity and Statement of choreographic intent
Stage 3 Dance candidates are required to complete and submit a Declaration of authenticity form and two legible copies of a Statement of choreographic intent. The Declaration of authenticity is to be submitted to the supervisor when reporting to the examination centre. The two copies of the Statement of choreographic intent are to be given to the two markers on entry to the examination room.

In completing the Declaration of authenticity, a Stage 3 candidate is declaring that:
- the work submitted for Performance 1 (Original solo composition) was completed through the duration of the two units being examined
- none of the work submitted for Performance 1 was worked upon directly by a teacher or any other person
- none of the work was submitted for external assessment in any other WACE course or program.

Failure to submit a completed Declaration of authenticity could result in a referral to the Breach of Examination Rules.

Note: This content is extracted from the Year 12 Handbook 2014.
committee. This committee may rule that the marks for Performance 1 will not be included in the final examination mark for Dance. If the chief marker considers that the work submitted is not in accordance with the signed Declaration of authenticity, the matter could be referred to the Breach of Examination Rules committee.

The Statement of choreographic intent outlines the intention of the Original solo composition. You should provide succinct information, which may include artistic choices and key decisions made, about the dance that will be performed. The statement is to be no more than 100 words and must be printed on the space provided on the official form.

Declaration of authenticity and Statement of choreographic intent forms will be sent to schools and private candidates in September.

Further information
For further information to assist in examination preparation, you should refer to Dance Stages 2 and 3 Practical (performance) examination requirements 2014, distributed to schools in March and available through your teacher.

DESIGN
Submission of portfolios
Portfolios must be submitted through the school to the designated location by 4 pm on Wednesday, 24 September 2014. The Authority will not accept practical (portfolio) examination submissions directly from school candidates. Instructions detailing where private candidates are to deliver their submissions will be posted to their home addresses.

The portfolio, of up to 15 A3 single–sided sheets, should have each page clearly numbered in the right-hand corner and be clearly labelled on the right-hand footer of the page with your SCSA student number. Each sheet will be labelled as it is marked and you may take only these labelled sheets into the written examination for reference. The contents of the portfolio may be scanned by the Authority and used as a check in the written examination against the actual sheets taken into the examination.

Declaration of authenticity
You will be required to complete a Declaration of authenticity and submit it with the portfolio to declare that:

- the work submitted is yours and was completed through the duration of the two units being examined
- the work submitted was developed mainly in school time, and any work developed away from school was regularly monitored by the teacher
- none of the work submitted was worked upon directly by a teacher or any other person
- none of the work was submitted for assessment in any other WACE course unit or program.

Any practical (portfolio) examinations submitted to the Authority without a completed Declaration of authenticity...
will result in a referral to the Breach of Examination Rules committee.

If the chief marker considers that the work submitted is not in accordance with the signed Declaration of authenticity, the matter will be referred to the Breach of Examination Rules committee. Refer to page 12 for more details regarding breach of examination rules.

The Declaration of authenticity will be sent to schools and private candidates in September.

Further information
For further information to assist in examination preparation, you should refer to Design Stage 2 and Stage 3, Practical (portfolio) examination requirements, 2014 distributed to schools in March and available through your teacher.

DRAMA

Practical (performance) examination structure
The examination comprises three performances and an interview.

Arrival time
You must report to a supervisor at the examination centre at the scheduled reporting time, as stated on your Personalised practical examination timetable. The supervisor will record your attendance and direct you to a warm-up area.

Clothing
You must wear plain theatre blacks and/or costume and nothing that identifies you or your school.

Equipment
You must bring the following items to the Practical (performance) examination:
- a completed Declaration of authenticity
- two copies of your Original solo performance script with completed Script cover page
- two copies of your Scripted monologue with completed Script cover page
- sound equipment (if required) including CD player, MP3 player and dock or laptop
- audio recording to support the Original solo performance (if required)
- scenery, props and costumes – items will be limited to what you alone can carry and set-up in 60 seconds.

The Authority will provide one desk and two chairs that may be used during the examination.

Safe practice
It is your responsibility to ensure that your performance is safe and that the examination space is left clean and clear for the next candidate. You will not be permitted to use glass or other breakable items, no liquids and glitter or other items that may impact on the cleanliness of the performance space after your performance. Weapons may not be used. Replica weapons may be featured if cleared for use by the markers.

Technical assistant
You may bring a technical assistant to operate the sound equipment in Part 1 (Original solo performance) of the examination. Your Drama teacher cannot be the technical assistant. It is your responsibility to ensure that your technical assistant arrives punctually at the examination.
The technical assistant:
• may not communicate with you in any way (that is, they cannot prompt, applaud, cheer or comment)
• can carry and set-up the sound equipment only (they may not carry in props or costume)
• must leave immediately after the completion of the Original solo performance.

Declaration of authenticity
You will be required to complete and submit a Declaration of authenticity. This is to be submitted when you report to the examination centre. In completing the Declaration of authenticity, you will be declaring that:
• the work submitted for Part 1 (Original solo performance) is your own and was completed as part of the two units being examined
• none of the work submitted for Part 1 (Original solo performance) was worked upon directly by a teacher or any other person
• none of the work was submitted for external assessment in any other WACE course or program
• the Scripted monologue presented by you for examination is from a published play text (publication details to be provided).

Failure to submit a completed Declaration of authenticity could result in a referral to the Breach of Examination Rules committee. This committee may rule that the marks for the Original solo performance and Scripted monologue will not be included in the final examination mark for Drama.

If the chief marker considers that the work submitted is not in accordance with the signed Declaration of authenticity, the matter could be referred to the Breach of Examination Rules committee. Refer to page 32 for more details regarding breach of examination rules.

Declaration of authenticity and Script cover page forms will be sent to schools and private candidates in September.

Script preparation
The scripts should:
• be A4 in size and presented in 12-point Arial font
• be secured firmly by staples on the left-hand side
• have the pages presented in the correct order and printed double-sided
• not contain your name, school or other identifying material
• have the relevant Script cover page attached to the front of each of the two copies of your script.

Scripts will not be returned.

Further information
For further information to assist in examination preparation, you should refer to Drama Stages 2 and 3 Practical (performance) examination requirements 2014, distributed to schools in March and available through your teacher.
ENGLISH AS AN ADDITIONAL LANGUAGE OR DIALECT

Practical (oral) examination structure
The examination for EAL/D comprises 15 minutes preparation time and up to 12 minutes interview time. Overseas candidates and candidates in remote Western Australian locations will be examined using online technology.

Arrival time
You must report to a supervisor at the examination centre at the scheduled reporting time, as stated on your Personalised practical examination timetable. At the scheduled reporting time, a supervisor will accept your Personalised practical examination timetable and record your attendance. A second supervisor will take you to a supervised preparation room.

Preparation time
At the start of the scheduled examination time, a supervisor will give you a preparation booklet.

If you have not reported to a supervisor by the start of your scheduled examination, you will not be admitted to the practical (oral) examination. The examination cannot be rescheduled.

Following the 15-minute preparation time, you will be guided to your allocated interview room.

Dictionaries
A print English language dictionary or a print English language learning dictionary can be used in the preparation room only. Dictionaries used in the preparation room must not contain any notes or other marks. You are not allowed to take an electronic dictionary or thesaurus into the preparation or examination rooms. See Appendix F for further details.

Notes
Notes made in the preparation time may be taken into the interview room. These must be handed to the marker before you leave the interview room.

Further information
For further information to assist in examination preparation, you should refer to EAL/D Stages 2 and 3 Practical (oral) examination requirements 2014, distributed to schools in March and available through your teacher.

LANGUAGES

Practical (oral) examination structure
The examinations for Aboriginal Languages of Western Australia, Chinese: Second Language, French, German, Indonesian: Second Language, Italian and Japanese: Second Language comprise a maximum of 15 minutes preparation time and up to 15 minutes interview time.

Examination procedure for WACE language courses
You must report to a supervisor at the examination centre at the scheduled reporting time, as stated on your Personalised practical examination timetable.

Your scheduled examination time is the time at which you will begin your preparation.

At the scheduled reporting time, a supervisor will accept your Personalised practical examination timetable and record your attendance. A supervisor will take you to a supervised preparation room. There may be more than one candidate being supervised in the preparation room.

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If you do not report to a supervisor by the start of your scheduled examination, you will not be admitted to the practical (oral) examination. The examination cannot be rescheduled.

**Dictionaries**
You can use approved print dictionaries only during preparation time. See Appendix F for further details.

**Stimulus items**
- Candidates for Chinese: Second Language, German and Italian Stage 2 must take their own, appropriate stimulus item for the course.
- Candidates for French and Japanese: Second Language Stage 2 and 3 must take their own, appropriate stimulus item for the course.
- Stimulus items are provided by the Authority for Chinese: Second Language, German and Italian Stage 3.

**Equipment**
The Authority will provide the candidates of Aboriginal Languages of Western Australia with a Windows compatible laptop, data projector, speakers and screen for use during the examination.

**Background and non-background candidates for European languages**
All French, German and Italian examination candidates must have completed a *Background Candidate Identification* form.

Background candidates for French, German and Italian are identified:
- by the course teacher
- the candidate (via a form), or
- by the markers of the oral interview component of the WACE examination.

Private candidates are automatically classified as background candidates unless they demonstrate otherwise in a written submission to the Manager, Examinations Logistics at the Authority by **Friday, 1 August 2014**.

The examination results of background candidates are removed from the statistical moderation and scaling processes to ensure non-background speakers are not disadvantaged.

A student cannot win a course exhibition or certificate of distinction in a course in which he or she has been identified as a background candidate.

**Interstate languages**
Interstate language examinations which include a practical component have an oral interview of up to 20 minutes. There is no formal preparation time for these examinations.

**Further information**
For further information to assist in examination preparation, you should refer to the *Stages 2 and 3 Practical (oral) examination requirements 2014*, distributed to schools in March and available through your teacher.
MATERIALS DESIGN AND TECHNOLOGY

Submission of portfolios
Portfolios must be submitted, through the school, to the designated location by 4pm on Wednesday, 24 September 2014. The Authority will not accept practical (portfolio) examination submissions directly from school candidates. Instructions will be posted to private candidates at their home addresses detailing where they are to deliver their submissions.

The portfolio must contain no more than 60 A3 pages and be contained within no more than 30 A3 plastic sleeves. The submission must be presented in an A3 flat display file or an A3 hard-covered three-ring file.

Declaration of authenticity
You are required to complete a Declaration of authenticity and submit it with the portfolio to declare that:

* the work submitted is your own and was completed as part of the two units being examined
* the work submitted was developed mainly in school time and any work developed away from school was monitored regularly by the teacher
* none of the work submitted was worked upon directly by a teacher or any other person
* none of the work was submitted for assessment in any other WACE course or program.

Any practical (portfolio) submitted to the Authority without a completed Declaration of authenticity will result in a referral to the Breach of Examination Rules committee.

If the chief marker considers that the work submitted is not in accordance with the signed Declaration of authenticity, the matter will be referred to the Breach of Examination Rules committee. Refer to page 32 for more details regarding breach of examination rules.

The Declaration of authenticity form will be received by schools and private candidates by Wednesday, 17 September 2014.

Further information
For further information to assist in examination preparation, you should refer to Materials Design and Technology Stage 2 and Stage 3, Practical (portfolio) examination requirements, 2014, distributed to schools in March and available through your teacher.

MEDIA PRODUCTION AND ANALYSIS

Submission of practical (production)
A practical (production) examination submission must be delivered, through the school, to the designated location by 4pm on Wednesday, 24 September 2014. The Authority will not accept practical (production) examination submissions directly from school candidates. Instructions will be posted to private candidates at their home addresses detailing where they are to deliver their submissions.

Declaration of authenticity
You are required to complete a Declaration of authenticity and submit it with your production submission to declare that:

* the work submitted is your own and was completed as part of the two units being examined
the work submitted was developed mainly in school time, and any work developed away from school was monitored regularly by your teacher

• none of the work submitted was worked upon directly by a teacher or any other person

• the documentation of the production process regarding your individual contribution is an accurate assessment of your contribution

• none of the work was submitted for assessment in any other WACE course or program

• the submitted production sample has been checked and is in working order.

Any practical (production) examination submitted to the Authority without a completed Declaration of authenticity will result in a referral to the Breach of Examination Rules committee.

If the chief marker considers that the work submitted is not in accordance with the signed Declaration of authenticity, the matter will be referred to the Breach of Examination Rules committee. The Declaration of authenticity will be sent to schools and private candidates by Wednesday 17 September 2014.

Documentation of the production process
You can submit up to five pages of documentation (legible single-sided A4 pages) which includes:

• a rationale outlining the intent of the production and its connection to audience context

• pre-production processes

• application of production skills (including primary and secondary production role/s)

• reflection and evaluation of the production.

Production submission cover sheet
The Production cover sheet should be stapled to the front of the documentation of the production document.

Further information
For further information to assist in examination preparation, you should refer to Media Production and Analysis Stage 2 and Stage 3, Practical (production) examination requirements, 2014, distributed to schools in March and available through your teacher.

MUSIC
Music candidates must select one of the following three options to complete the practical component of the Music examination:

1. performance examination
2. composition portfolio
3. performance examination/composition portfolio.
Study and exam tips from the chief examiner of Visual Arts

• It is important for students to be familiar with the examination design brief for both the written and practical examinations.

• Students should ensure they are familiar with content that is included in each section of the written examination brief (i.e. Section One requires students to respond to questions using elements and principles of art using arts terminology).

• It is imperative that students address the specific question in the written examination and do not simply apply a rote learnt response.

• Students should refer to the production documents to make certain that they address specific requirements in specified categories to avoid incurring a breach of examination penalty.

If you choose to perform on an instrument other than those listed in the support document Music: Resource package for the practical component, you must have completed the Application for an alternative instrument form. Your school was required to lodge this form with the Authority by **Friday, 28 February 2014**.

The performance examinations
You must take the following items to your Music practical examination:

• your *Personalised practical examination timetable* containing your SCSA student number

• your own accompanist/s appropriate to the selected repertoire (up to eight ensemble members are allowed)

• three copies of your performing score (or explanatory notes, if a score is not required) attached to the Repertoire cover page for the markers. It is preferable for candidates to have a copy of the original published score, with any extra photocopies to be retained by the markers and disposed of at the conclusion of the examination period.

In Term 2, schools will receive the 2014 Music Practical WACE Examination information collection form and the Music practical WACE examination information summary sheet requesting details regarding instrument/s, context/s, accompanist/s and any further information that may be required for scheduling every candidate. Schools must return forms by **Friday, 13 June 2014**.

If undertaking a combined performance option, that is, being examined on two different instruments and/or in two different contexts, you may be examined in separate sessions. These sessions may occur on different days and/or at different venues. A separate *Personalised practical examination timetable* will be provided for each examination.

The *Repertoire cover page* will be sent to schools by **Wednesday, 17 September 2014**.

**Venues**
Venues will be located in the Perth metropolitan area.
Arrival time
You must report to the supervisor 20 minutes before your scheduled examination, as stated on your Personalised practical examination timetable. After registration, you will be directed to a warm-up area.

Instruments and equipment
The Authority provides the following:

- a piano
- an extra piano, if required to suit individual repertoire needs, but this must be formally requested by shading the appropriate box on the Music practical WACE examination information collection form
- a drum set for Jazz and Contemporary candidates; drum set includes: snare drum, bass drum, floor tom–tom, two mounted tom–toms, hi–hat cymbal, two crash cymbals, one ride cymbal
- Western Art Music percussion candidates only; percussion instruments: four timpani, one xylophone, one marimba, one vibraphone and a drum set; extra percussion instruments must be formally requested by shading the appropriate box on the front of the Music practical WACE examination information collection form and writing the required details on the back of the form
- a PA system for Jazz and Contemporary candidates; however vocal candidates may prefer to use their own microphone
- an amplifier for electric guitar and bass guitar candidates
- a CD player; however, candidates should bring their own CD player if they have burnt a CD
- leads to connect MP3 players to speakers; however the Authority is unable to provide brand–specific equipment, such as iPod docking stations, play station or laptop connectivity to speakers.

Accompanists for the performance
You should advise your accompanist that he or she must be available any time during the period of the performance examinations. It is your responsibility to ensure that any accompanist arrives punctually at the examination.

Composition portfolio submission
Schools must submit their students’ Music composition portfolios to the Authority by 4pm on Wednesday, 24 September 2014. The Authority will not accept Music composition portfolios directly from school candidates. Private candidates will be sent instructions to their home addresses detailing their submission process.

The submission must include:

- a composition portfolio submission form
- a composition portfolio which includes a list of the composition titles, recordings of all compositions and performance directions and notes related to the compositions
- a signed Declaration of authenticity – Music composition portfolio.

Declaration of authenticity and Composition portfolio submission forms will be received by schools by Wednesday, 17 September 2014. Music composition portfolios must include a recording of all compositions. This recording must be submitted as an audio file and in an electronic version (e.g. as Sibelius files).
Care must be taken with the presentation and packaging of portfolios. All pages and scores should be bound together and all individual items, including CD cases and CDs, must be marked with your candidate number. Each composition portfolio should be labelled and properly indexed. All documentation must be presented in both electronic and hard copy.

**Declaration of authenticity**
You must complete a Declaration of authenticity and submit it with your music composition portfolio if you are submitting one. It must declare that:

- the work submitted is your own
- the work submitted for the composition portfolio was completed as part of the two units being examined
- to the best of your knowledge, all the information provided is correct, and all references have been acknowledged.

If you do not submit a completed Declaration of authenticity, the case could be referred to the Breach of Examination Rules committee.

If the chief marker considers that the work submitted is not in accordance with the signed Declaration of authenticity, the matter will be referred to the Breach of Examination Rules committee. Refer to page 32 for more details regarding breach of examination rules.

**Further information**
For further information to assist in examination preparation, you should refer to the Music Stage 2 and Stage 3: Practical (performance and/or composition portfolio) examination requirements 2014, distributed to schools in March and available through your teacher.

**PHYSICAL EDUCATION STUDIES**
Each candidate’s performance will be assessed in terms of individual skills and application of skills in a game/competitive performance.

In Term 2, schools will receive a 2014 WACE Physical Education Studies examination elective form requesting details about the sport and skill level in which you wish to be examined. You will be asked to sign the form to declare that the information is correct. The Senior Teacher of Physical Education Studies will also sign the form and will return it to the Authority by **Friday, 13 June 2014**. There will be no changes made to sport selection nor skill level after 4pm on **Friday, 1 August 2014**.

Candidates will be examined in groups. Group sizes will vary according to the sport. You will be allocated to a group on the basis of gender and skill level.

**Arrival time**
You must report 40 minutes before your scheduled examination time and you will then be directed to a warm-up area. If you need to change clothes, you should arrive in time to do it before the reporting time.

**Clothing**
You must ensure that you carry or wear nothing that can identify you, your school, club or achievements. You must wear clothing that is approved for competition by the sport’s governing body. You are asked to wear black, navy or white shirts for the examination. Golfers must wear a collared shirt that can be of any colour, provided it does not breach the clothing identification requirements above. If you breach the clothing requirements, the
matter will be referred to the Breach of Examination Rules committee. Refer to page 32 for more details regarding breach of examination rules.

**Equipment**
You are required to use equipment that is approved for competition by the sport’s governing body. You must supply all personal playing and safety equipment (e.g. sticks, racquets, bats, gloves, shin pads, mouth guards, footwear, water bottles). Non-personal items such as balls and shuttles will be provided. If you do not have the required equipment (e.g. a mouthguard for hockey or shin pads for soccer) you will not be examined.

**Marking**
You will be examined in groups, and the examination will be conducted by two trained markers. Spectators are not permitted.

**Venues**
Venues will be in the Perth metropolitan area and in some major regional centres where numbers make the examination viable.

**Further information**
For further information to assist in examination preparation, you should refer to *Physical Education Studies Stage 2 and Stage 3, Practical (performance)* and *examination requirements, 2014* distributed to schools in March and available through your teacher.

**VISUAL ARTS**
**Submission of Visual Arts practical (production)**
Practical (production) submissions must be delivered, through the school, to a designated location by 4pm on **Wednesday, 24 September 2014**. The Authority will not accept practical (production) examination submissions directly from school candidates. Private candidates will receive instructions through the mail to their home address detailing where to deliver their submission.

**Declaration of authenticity**
Every candidate is required to complete a *Declaration of authenticity* and submit it with the Visual Arts practical (production) examination submission to declare that:

- the artwork submitted was completed as part of the two units being examined
- the work submitted was developed mainly in school time and any work developed away from school was monitored regularly by the teacher
- none of the work submitted was worked upon directly by a teacher or any other person or company, or any such work been formally acknowledged
- none of the work was submitted for assessment in any other WACE course or program.
Declaration of authenticity forms will be sent to schools and private candidates in September. Any practical (production) submitted to the Authority without a completed Declaration of authenticity will result in a referral to the Breach of Examination Rules committee.

If the chief marker considers that the work submitted is not in accordance with the signed Declaration of authenticity, the matter will be referred to the Breach of Examination Rules committee. Refer to page 12 for more details regarding breach of examination rules.

The Artist statement
The Artist statement is a concise explanation of the selected resolved artwork. The explanation must be provided in no more than 300 words. Only one artist statement is required for the entire submission.

Production validation
Candidates must acknowledge on the Production validation form:

• primary sources used
• secondary sources
• internal and external assistance provided.

Failure to comprehensively complete this form could result in a Breach of Examination Rules.

Visual evidence of work in progress
You must include in the Visual evidence of work in progress form nine photographs to support your production submission. Photographs may be from significant and appropriate stages of the production process. Photographs must be single frames and not composite images.

The resolved work
A resolved artwork is an artwork that would generally be considered ready for display or exhibition.

The resolved artwork may be a single work, a collection or a suite. The resolved artwork may be conceptually or materially linked.

Maximum size, weight or time requirements
You can make your submission in one of three categories. For the purposes of fairness and equity, details regarding the maximum size, weight or time of submitted artwork must be adhered to. These details can be found in the Visual Arts Stage 2 and Stage 3, Practical (production) examinations requirements, 2014 document, available through your teacher. Artwork that does not comply with category size requirements, or is dangerous to handle, will be referred to the Breach of Examination Rules committee. Refer to the practical (production) requirements document for Visual Arts for more details regarding breach of examination rules.

Electrical compliance
Artwork requiring connection to mains power must be certified by a qualified electrician and have a certification tag attached.
tag attached. Artwork delivered to the marking venue without the required tag will not be plugged into a power source until the work has been certified by a qualified electrician. Compliance will be checked when artwork is delivered. Schools will be notified immediately of non-compliance. All electrical certification costs incurred will be the responsibility of the school. Compliance must be completed before the commencement of marking. Candidates need to acknowledge electrical compliance on the Photograph form and advise, in writing, if parts of the electrical connection do not require electrical certification.

Procedures for submission
Resolved artwork for external assessment:
• must be unframed or require display materials (this includes stands, hangers, plinths and other display settings or accessories that are not an intrinsic part of the artwork and subject to assessment)
  • must not be offensive or dangerous (artwork may challenge established views, however, it is important to consider the values of the audience and wider community)
  • that is on paper may be card-mounted for stability and protection
  • that includes glass as an intrinsic part of the artwork must use 4mm–6mm safety glass or perspex and be stable to handle (glass must have bevelled edges)
• must be stable and of sound construction to avoid damage during handling (ensure careful packaging for transport)
• must not contain sharp or dangerous materials such as needles, broken mirror, broken glass or barbed wire
• requiring connection to mains power must be certified by a qualified electrician and have a certification tag attached
• must not identify the candidate’s name, school, teacher, friends and/or family.

Mannequins may be submitted with the artwork. They will also be provided by the Authority.

Further information
For further information to assist in examination preparation, you should refer to Visual Arts Stage 2 and Stage 3, Practical (production) examination requirements, 2014, distributed to schools in March and available through your teacher.

WRITTEN EXAMINATIONS
Written examination timetables
Written examinations start on Monday, 3 November 2014 and finish no later than Friday, 28 November 2014. WACE examinations for Stage 2 and Stage 3 of a course will be held on the same day and at the same time. The examination timetable will be published on the Authority website at www.scsa.wa.edu.au on Friday, 25 July 2014.
In September, your school will issue you with a *Personalised examination timetable* showing the course, time, date and location for each written examination in which you are enrolled.

The *Personalised examination timetable* will show your SCSA student number, which will need to be written on each of your examination question/answer books.

You must sign this timetable and take it to each written examination as proof of enrolment. Replacement copies are available through your school administration or by logging on to [https://www.wace.wa.edu.au](https://www.wace.wa.edu.au).

Most candidates will be able to sit their examinations at their current school. However, schools with course enrolments of fewer than 20 candidates may be combined with other schools into one large centre. Written examinations with an aural/audiovisual component are held at centres specially set up for this purpose. A candidate needing special examination arrangements may be required to sit the examination at a designated venue to allow for these arrangements.

The last date for receipt by the Authority of late enrolments or changes to existing enrolment information on the *Personalised examination timetable* is **Friday, 26 September 2014**. A fee applies. Changes can be made for Stage 3 candidates only. No changes for Stage 2 candidates can be made after 2 July 2014. If you believe there is an error on your Personalised examination timetable, please consult with your school administration to check enrolment details.

**Arrival time**

You must arrive at the examination centre at least 30 minutes before the prescribed start time for an examination. Supervisors will allow candidates into the examination room before the prescribed start time so that administrative procedures can occur and important examination information can be explained.

In the examination room, you will have an assigned desk on which your SCSA student number has been placed. You must sit at this desk unless otherwise directed by a supervisor.

**Late arrivals**

You will not be admitted to an examination after 30 minutes has passed from the start of the working time of the examination.

**What to take into examinations**

You must take your signed *Personalised examination timetable* to each examination and make it available for the supervisor to see. *Candidate identification check* forms will be used to make random checks of candidate identification throughout the examination period.

You must provide your own pens, pencils, coloured pencils, sharpener, highlighters, ruler, eraser, correction fluid/tape and other items specified or recommended for particular courses. These specified or recommended items are listed on the front cover of each examination paper and in the examination design brief in the syllabus. Items should be contained in a pencil case made of clear materials.

Copies of the front covers of all examination papers are distributed to schools in August and will be available
Mobile telephones, MP3/iPods/iPads/laptop computers
In recent years, most breaches of examination rules have related to possession of mobile telephones and/or MP3/iPods. In these instances, candidates have lost examination marks.

Mobile telephones and MP3/iPods/iPads/laptop computers should not be taken into the examination room. If, due to a security risk, they cannot be left outside the examination room, then they must be turned off and left at the front of the room. No responsibility will be accepted by the supervisor for your personal property.

Calculators
Approved calculators are permitted in some course examinations. A calculator must be used silently and must not contain a program that transforms it into an unauthorised calculator. If you are found in possession of an unauthorised calculator, you will be in breach of the examination rules. Approved calculators are detailed in Appendix E.

Dictionaries
Approved dictionaries are permitted in the written examination of all Language courses (except English). If you bring a
non-approved dictionary, or more than one dictionary, into an examination, you will be in breach of examination rules.

Personal copies of dictionaries must not contain any handwritten or typewritten notes, symbols, signs or any other marks (including underlining and highlighting), except the name and address of a candidate, and will be inspected during the examination. Dictionaries may be consulted during the reading time of an examination. Further details regarding dictionary use in the examinations are contained in Appendix F.

Notes
You may take notes into some examinations (see Appendix D).

Your notes in these courses are to be flat and contain no folds. They may be written on both sides, but must not have other notes attached to them (including sticky notes). The notes on the sheets may come from any source: handwritten, typed or photocopied, and contain any information that the candidate wishes to take into the examination. The font on the sheets may be of any size.

You are not permitted to bring more than the prescribed number of sheets into these specific examinations.

If you attempt to bring in more sheets than the authorised number, the matter will be referred to the Breach of Examination Rules committee.

Candidates in Mathematics Stage 2, Mathematics Stage 3 and Mathematics: Specialist Stage 3 are allowed to take up to two (2) A4 sheets of notes into the examinations. These notes may only be used in the calculator-assumed section of the examination.

Additional working paper
Blank working paper cannot be brought into any examination. If you want additional working paper, a standard answer book may be requested. The answer book must be handed in with the examination paper. Work that is not to be marked should have two lines drawn through it and be labelled ‘do not mark’.

Pens or pencils
For multiple-choice sections, you must use blue or black pen when recording your response on the relevant recording sheet. You may use either a pen or pencil in other sections of the examination, though blue or black pen is preferable. Coloured pencils may also be used.

Water bottles
You can bring water to the examination in a clear plastic bottle with all labels removed. The water bottle should have a secure lid and have a capacity of no more than 1500ml. Water bottles may not be refilled during the examination.

Food
Generally, eating is not permitted during an examination. However, if there are special circumstances (e.g. a diabetic condition), you may apply to the Authority to eat food during an examination. You must complete the Application for special examination arrangements 2014 form available on the Authority website at www.scsa.wa.edu.au/internet/Events_and_Forms/Application_Order_Forms. The form must be submitted by Friday, 16 May 2014.
Clothing
You will be expected to wear clothing acceptable to the school or centre at which the examination is being held. You will not be permitted to wear caps or hats in the examination room. These should be removed and left with your possessions before entering the examination room. If a hood is attached to clothing, the hood must not be placed on your head.

Veils or headwear, worn for cultural, medical or religious reasons as part of your usual attire when attending school, can be worn during an examination.

Language of communication
All written responses to examination questions must be in English unless specified in the examination paper.

Reading time
The purpose of reading time is for you to read all instructions on the paper, familiarise yourself with the questions and determine which questions you will attempt. All WACE written examinations have 10 minutes reading time. Reading time is for reading only. No marking of the paper by pen, pencil, highlighter, fingernail, or other items or the use of calculators, is permitted during this period. Approved dictionaries, however, can be consulted during this time for all Language (except English) examinations. Music candidates are permitted to use their Authority-issued personal listening devices.

Leaving an examination
You will not be allowed to leave the examination during the first hour of the work period of the examination, or during the final 15 minutes of the examination. You will be advised by the supervisor when there are 15 minutes remaining in the examination.

You must stop writing immediately when instructed by the supervisor. You should not leave your desk until all papers in the room have been collected.

You should leave the examination room in an orderly fashion when directed by the supervisor.

Talking to other candidates is not permitted in the examination room at any time. When you have been dismissed from the examination, you should move well clear of the examination room so you don’t disturb other candidates who may still be engaged in an examination.

You are not permitted to remove examination materials from the examination room unless specific permission is given by the supervisor. All examination scripts remain the property of the Authority.

School rules
If your school denies you access to your nominated examination centre (e.g. if you have been suspended or expelled), it is your responsibility to seek an alternative examination centre by approaching principals of other schools.
**Design portfolio**
Design Stage 2 and Stage 3 candidates are permitted to take their practical examination design portfolio into the examination. The portfolio consists of up to 15 A3 single-sided sheets. Only sheets submitted as part of the practical examination and labelled with an official Authority label are permitted. Supervisors will check the portfolios to ensure only labelled pages are included. Further information is given in the practical examinations section on page 17.

**Mathematics WACE examinations**
Separate WACE mathematics examinations will be conducted in:
- Mathematics 2A/2B
- Mathematics 2C/2D
- Mathematics 3A/3B
- Mathematics 3C/3D
- Mathematics: Specialist 3A/3B
- Mathematics: Specialist 3C/3D.

Each WACE Mathematics and Mathematics: Specialist examination consists of two sections, Section One: Calculator-free and Section Two: Calculator-assumed. Formula sheets are provided for use in both sections of the examination. Notes may be used only in the calculator-assumed section.

The following procedure will be used for sitting each WACE Mathematics and Mathematics: Specialist examination:
- Both sections of the examination paper (Section One and Section Two) will be set out on your desk, along with the corresponding formula sheet.
- You will be required to place, in order, your notes, Section Two of the examination paper and your calculator, on the floor under or beside your seat. You may not touch these materials until instructed to do so.
- If you complete Section One early, you will not be allowed to start Section Two until instructed to do so.
- Section One papers will be collected before you start Section Two.

**Music WACE examinations**
The Music Stage 2 and Stage 3 examinations have sections which require you to listen to excerpts of music. The music will be supplied on a personal listening device (MP3 player) with headphones. You are not permitted to bring your own headphones. All headphones are supplied with sanitised covers.

**AFTER THE EXAMINATIONS**

**Results checks**
Provision is made for you to have your examination results checked if you doubt the accuracy of any of the results you receive. A check is made to confirm that each question attempted has been awarded a mark and that the mark has been recorded correctly. This often requires the chief marker to review the marking of the script. Neither the written script nor the practical (oral, performance, portfolio or production) will be re-marked.

For practical WACE examinations, the results check involves checking the marks recorded.

A fee of $31 is payable for each course checked. If an error is detected the fee will be refunded and the higher of the two marks awarded. This application form is available at www.scsa.wa.edu.
au/internet/Events_and_Forms/Application_Order_Forms. The last date on which applications for results checks will be accepted is **Thursday, 15 January 2015**. If any errors are detected, the Authority notifies the Tertiary Institutions Service Centre.

**Statement of raw WACE marks**
To assist you in analysing your examination results, the Authority will issue a statement of raw WACE marks on application. The statement will provide the marks awarded for each question or section (some questions may need to be combined) of a course. A fee of $10 per course is payable at the time of making the application.

This application form is available on the Authority website at www.scsa.wa.edu.au/internet/Events_and_Forms/Application_Order_Forms. The form must be submitted to the Authority by close of business on **Friday, 6 March 2015**.

**Accessing examination scripts**
If you sit the 2014 WACE examinations, you may apply for a copy of your scripts for your written examinations. A fee of $21 per course is payable at the time of making the application. Applications for copies of scripts must be made on the appropriate application form before close of business **Friday, 23 January 2015**. This application form is available at www.scsa.wa.edu.au/internet/Events_and_Forms/Application_Order_Forms.

Copies of scripts will be provided when all the processes connected with WACE examinations have been completed, usually by mid-February.

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**Exam tips from the chief examiner, Mathematics MAT3CD**

- Ensure good knowledge of the CAS calculator, especially probability distributions, binomial, normal. The inverse functions require practise. Look for good e-activities to review. A great deal of the MAT3CD course covers these distributions in both units.
- Remember that all questions worth more than two marks require reasoning. You may still use a CAS calculator but you need to sketch diagrams from screen and state commands and equations entered.
- Optimisation is an important part of the syllabus. Remember to back up whether a stationary point is a local max, min or inflection by using a sign test, first or second derivative or sketch of curve near these points! Also check the endpoints of the domain.
- Accuracy – students are not rounding answers correctly or forgetting to add units with their answers. Accuracy is a stated objective of the course and marks are allocated in WACE exam on the basis of accuracy.
- Read exam questions twice before answering them, and ensure that you have noted all significant words and the information that must be found and stated. There may be two or three parts to answer.
- Use the reading time to identify problem questions, and leave them for last. Work quickly through easier questions leaving the rest of the time to contemplate and attempt the difficult questions.

You should be aware that examination scripts contain only the text you produced during the examination. Applications received after **23 January 2015 cannot be considered**.

Examination materials, including scripts and recordings, are destroyed once all processes connected with WACE examinations have been completed, usually by the end of March.
PREPARING FOR EXAMINATIONS

You know you have exams coming up. You know you want to do well. You know you can do a lot to get yourself ready...

Ask yourself some questions:
1. What do the exams mean to you?
2. How do you feel about the exams?
3. What can you do to get ready for the exams?

Not a surprise

The exams don’t suddenly appear from nowhere. You can see them on the horizon from quite a way back. Make the most of your study time to be as ready as you can be.

1. READ ACTIVELY
   • Highlight, underline or circle words
   • Develop a comprehensive set of study notes
   • Draw maps and charts of ideas and systems
   • Review and summarise your notes
   • Check your understanding

2. SUPPORT AND BE SUPPORTED
   • Study with a friend or three
   • Test each other on key ideas and terms
   • Share your ideas
   • Help each other out (without colluding or cheating... don’t take work from study group to use as your own)
   • Work out study questions based on the syllabus

3. KNOW WHAT YOU KNOW, LEARN WHAT YOU DON’T
   • Make a list of what you know and what you don’t
   • Anything that falls into a ‘middle ground’ belongs on the ‘don’t know side’
   • Move ideas and concepts across to the ‘know side’ as you learn them
   • Celebrate each move to the ‘know side’
   • Do this for each course

4. PRACTISE
   • Memorising essays won’t help you in an exam. Knowing how to write answers with limited time will
   • So... practise as much as you can
   • Use practice answers as part of your study routine

5. RESOURCES
   • You don’t know what is in the exam
   • You do know what is in the syllabus
   • Work out study questions based on the syllabus
Want to write good responses to WACE exam questions?

You can check out past examination papers on our website. Use them to practice answers.

You might also find the Guide to Grades resource useful. It provides work samples at different grades. Check out Guide to Grades on our website.

Ask your teacher about the Standards guides for the WACE examinations. These contain thousands of model responses complete with marker notes and examiners’ comments.

For more information and some sample extracts head to www.scsa.wa.edu.au/internet/User_groups/Students. Check with your teachers for the complete Standards guides.

Be balanced

TAKE REGULAR SHORT BREAKS
- Give your brain a rest every couple of hours... don’t forget to go back to your study when your break time is over
- Take a posture break for 10 minutes or so every hour... stretch your arms and neck, move around... laugh if you can
- Be kind to your eyes... work in a well lit space... rest your eyes when you take a posture break... do some eye exercises

EXERCISE
- Take time to get away from your desk
- Stay fit and clear your mind with physical activity

EAT A BALANCED DIET
- Eat as well as you can
- Feed your brain for energy and brain power
- Go easy on caffeinated drinks
- Drink plenty of water
- Eat a nutritious breakfast on the day of your exam

SLEEP WELL
- Get reasonably early nights
- Have a regular sleep routine
- Leave half an hour or so between studying and going to bed

RELAX AND HAVE FUN
- Take part in social activities
- Make time for your family and friends... they are important!
- Having fun makes it easier to study... especially if you know your reward for studying well will be more fun
- Hit your books when you feel energised and refreshed
Make sure that you:

1 Check your Verification of student details form (either provided by your school or online at https://www.wace.wa.edu.au). Failure to do so may mean:
   - your results are sent to the incorrect address
   - you may be ineligible to sit an examination
   - you may find results are missing.

2 Know your eight-digit SCSA student number. This number is used to identify you for examination purposes. Your name must not appear on any WACE examination papers, portfolios, display materials or other work submitted for external assessment. Your SCSA student number will appear on all correspondence from the Authority.

3 Take your signed Personalised examination timetable to each WACE examination and, if you are attending a practical examination, take your Personalised practical examination timetable to each session you attend.

4 Check your personalised examination timetable for the location of each of your WACE examinations.

5 Ensure that you have all the necessary equipment to complete your examination.

6 Know your examination dates and times. There are no supplementary examinations. If you miss an examination due to sickness or misadventure you can apply for special consideration (see page 33).

7 Do not take your mobile phone, iPad, iPod, MP3 player or laptop computer into an examination. (If you do, it needs to be left at the front of the room.)

You are strongly advised to:

8 Arrive at the examination centre 30 minutes before the advertised start time. Administrative processes with the candidate must be completed prior to the commencement of reading time.

Note that:

9 Year 12 results will be published at https://www.wace.wa.edu.au from Monday, 29 December 2014.

10 Enquiries regarding university admission should be directed to the Tertiary Institutions Service Centre (TISC). Telephone: 9318 8000, email: info@tisc.edu.au. Enquiries regarding admission to a State Training Provider (formerly TAFE) should be directed to www.trainingwa.wa.gov.au or State Training Admissions on 9229 5400.
Certification

This section is relevant to all students. It provides information regarding the reporting of results for Year 12 students.

FOLIO OF ACHIEVEMENT

At the end of senior secondary schooling, all students who have satisfactorily completed any WACE course unit, VET unit of competency or endorsed program will receive a folio of achievement. This folio may include one or more of the following:

- WACE
- Statement of results
- WACE course report
- Certificate of commendation.

The WACE indicates that you have satisfied the requirements for secondary graduation.

The statement of results formally records, where appropriate:

- the meeting of WACE requirements or a statement of English language competence
- exhibitions and awards granted
- WACE course scores
- grades achieved in course units

- VET qualifications and VET units of competency successfully achieved
- endorsed programs successfully achieved
- number of community service hours completed, if reported by your school
- results in D and E code subjects and WACE courses from previous years.

The WACE course report records:

- school grades
- school marks
- moderated school marks
- raw examination marks
- standardised examination marks
- WACE course score
- a description of the knowledge, skills and understanding demonstrated by the student
- State-wide distribution of WACE course scores
- the number of candidates receiving a WACE course score in that stage of the course.
The WACE course report shows how you performed relative to:

- the course standards (e.g. 69 represents high achievement for that pair of units)
- all other students who completed and sat the examination in that pair of units (represented by a location in the distribution).

A course that has a practical examination component will have the written and practical marks reported separately.

The folio of achievement will be mailed on **Monday, 29 December 2014**. You will be able to obtain your results at https://www.wace.wa.edu.au from this day.

Complete information about exhibitions and awards is not available at the time of printing statements of results so students who receive an award (except the certificate of commendation) will be issued with an amended statement of results. For exhibition winners, this will be at the Authority awards ceremony in **February 2015**. For distinction winners it will be mailed with the award certificate.

**AUSTRALIAN TERTIARY ADMISSION RANK**

A student’s ATAR is calculated by TISC on the basis of student achievement data provided to them by the Authority. The ATAR is not included on either the statement of results or the WACE course report.

You will be able to obtain your ATAR at www.tisc.edu.au from **Monday, 29 December 2014**.

To access this, you will need your SCSA student number and a password. Initially, the password is preset, with instructions on the TISC login screen.

For advice regarding university admission, phone TISC on 9318 8000.

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**Exhibitions and awards**

Annually the School Curriculum and Standards Authority grant exhibitions and awards in recognition of excellence at the end of senior secondary schooling.

Full details about the exhibitions and awards are available on the Authority website at www.scsa.wa.edu.au/internet/Senior_Secondary/Exhibitions_and_Awards.
<table>
<thead>
<tr>
<th>Date</th>
<th>Important Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday 16 May</td>
<td>Last date for receipt by Authority from schools of enrolments for students sitting the WACE examinations and in course units for Year 10–12 students for Semester 1, Semester 2 or full-year. Note: by this date, schools (in consultation with their Year 12 students) will have informed the Authority which of their students have chosen to opt out of sitting Stage 2 examinations.</td>
</tr>
<tr>
<td>Friday 13 June</td>
<td>Last date for receipt by Authority of applications for special examination arrangements from candidates with a disability.</td>
</tr>
<tr>
<td>Wednesday 2 July</td>
<td>Last date for enrolment as a private candidate without a late fee. Last date for schools to apply online for exemption from sitting the Stage 3 WACE examinations (for Year 12 students who have VET enrolments of at least 220 nominal hours and are enrolled in three or fewer Stage 2 and/or Stage 3 pairs of units). No further online applications will be accepted. Last date for receipt by Authority, from schools, of details of Year 12 students: • opting out of sitting Stage 2 WACE examinations • enrolling into Stage 2 course units. Last date for applications for exemption (for Year 12 students enrolled in six or more examinable courses) from sitting the WACE course examinations. No further applications can be accepted.</td>
</tr>
<tr>
<td>Friday 25 July</td>
<td>Publication of WACE examinations timetable 2014. Schools can verify student details and enrolments (incorporating the outcome of VET exemption requests) in the Student Information Records System (SIRS).</td>
</tr>
<tr>
<td>Friday 1 August</td>
<td>Last date for receipt by Authority of late applications for special format practical examinations. Last date for receipt by Authority of changes to student enrolment to sit the Stage 3 WACE examinations in Aboriginal and Intercultural Studies, Aboriginal Languages of WA, Aviation, Dance, Design, Drama, English as an Additional Language or Dialect, Languages, Materials Design and Technology, Media Production and Analysis, Music, Physical Education Studies and Visual Arts. Please also refer to Wednesday, 2 July 2014 for Stage 2 examination enrolments and Wednesday, 24 September 2014 for Stage 3 examinations without a practical component. Last date for receipt by Authority of enrolments in endorsed programs for Year 10–12 students is Friday, 15 August 2014. Last date for late enrolment as a private candidate. No further applications can be accepted. Last date for receipt by Authority of Visual Arts production submission art categories forms and Media Production and Analysis media context forms.</td>
</tr>
<tr>
<td>Monday 8 September</td>
<td>Last date for receipt by Authority of student nomination forms for VET awards and WPL course awards.</td>
</tr>
<tr>
<td>Friday 13 September</td>
<td>Schools to receive Personalised examination timetables for written examinations for distribution to examination candidates. Schools to receive candidates’ personalised timetables for Aviation, Dance, Drama, English as an Additional Language or Dialect (overseas schools), Music and Physical Education Studies WACE practical examinations for distribution to students.</td>
</tr>
<tr>
<td>Tuesday 17 September</td>
<td>Schools to receive candidates’ personalised timetables for WACE practical (oral) examinations for Aboriginal and Intercultural Studies, Aboriginal Languages of WA and Languages (including English as an Additional Language or Dialect) for distribution to students.</td>
</tr>
<tr>
<td>Wednesday 24 September</td>
<td>Last date for receipt by the Authority of changes to Year 12 student enrolments in courses that do not have a WACE practical examination. Please also refer to Friday, 1 August. The date for receipt from schools by the Authority of portfolio submissions for Design, Materials Design and Technology, Media Production and Analysis, Music and Visual Arts.</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>-------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Saturday 28 September</td>
<td>Aviation, Dance, Drama, English as an Additional Language or Dialect for overseas candidates, Music and Physical Education Studies practical examinations commence.</td>
</tr>
<tr>
<td>Saturday 19 October</td>
<td>Aboriginal and Intercultural Studies, Aboriginal Languages of Western Australia and Languages WACE practical (oral) examinations commence. English as an Additional Language or Dialect practical (oral) examinations commence for Western Australian candidates.</td>
</tr>
<tr>
<td>Monday 20 October</td>
<td>Start of student interviews for VET awards and WPL course awards.</td>
</tr>
<tr>
<td>Friday 24 October</td>
<td>Last date for schools to inform students in writing of their grades in all course units (and school marks for Stage 2 and Stage 3 units) for courses studied in Year 12.</td>
</tr>
<tr>
<td>Monday 3 November</td>
<td>WACE written examinations commence. Last date for receipt by the Authority of Year 12 achievement data.</td>
</tr>
<tr>
<td>Friday 7 November</td>
<td>Last date for receipt by the Authority of students’ appeals against school assessments in course units studied in Year 12.</td>
</tr>
<tr>
<td>Friday 22 November</td>
<td>Last date for receipt by the Authority of changes to Year 12 personal information.</td>
</tr>
<tr>
<td>Tuesday 25 November</td>
<td>Last date for receipt by the Authority of sickness/misadventure application forms.</td>
</tr>
<tr>
<td>Friday 28 November</td>
<td>WACE written examinations conclude.</td>
</tr>
<tr>
<td>Monday 29 December</td>
<td>Students’ results available on the Authority website. Students’ ATARs available on the TISC website.</td>
</tr>
</tbody>
</table>
### Appendix B

**Breadth of study lists**

#### List A (arts/languages/social sciences)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIS</td>
<td>Aboriginal and Intercultural Studies</td>
</tr>
<tr>
<td>ABL</td>
<td>Aboriginal Languages of Western Australia</td>
</tr>
<tr>
<td>HIA</td>
<td>Ancient History</td>
</tr>
<tr>
<td>ARA</td>
<td>Arabic</td>
</tr>
<tr>
<td>BME</td>
<td>Business Management and Enterprise</td>
</tr>
<tr>
<td>VBS</td>
<td>Business Services (VET industry specific)</td>
</tr>
<tr>
<td>CAE</td>
<td>Career and Enterprise</td>
</tr>
<tr>
<td>CFC</td>
<td>Children, Family and the Community</td>
</tr>
<tr>
<td>CBS</td>
<td>Chinese: Background Speakers</td>
</tr>
<tr>
<td>CSL</td>
<td>Chinese: Second Language</td>
</tr>
<tr>
<td>VCS</td>
<td>Community Services (VET industry specific)</td>
</tr>
<tr>
<td>VMU</td>
<td>Creative Industries: Music (VET industry specific)</td>
</tr>
<tr>
<td>DAN</td>
<td>Dance</td>
</tr>
<tr>
<td>DRA</td>
<td>Drama</td>
</tr>
<tr>
<td>ECO</td>
<td>Economics</td>
</tr>
<tr>
<td>ENG</td>
<td>English</td>
</tr>
<tr>
<td>ELD</td>
<td>English as an Additional Language or Dialect</td>
</tr>
<tr>
<td>FRE</td>
<td>French</td>
</tr>
<tr>
<td>GEO</td>
<td>Geography</td>
</tr>
<tr>
<td>GER</td>
<td>German</td>
</tr>
</tbody>
</table>

#### List B (mathematics/science/technology)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACF</td>
<td>Accounting and Finance</td>
</tr>
<tr>
<td>APS</td>
<td>Animal Production Systems</td>
</tr>
<tr>
<td>AIT</td>
<td>Applied Information Technology</td>
</tr>
<tr>
<td>VAU</td>
<td>Automotive (VET industry specific)</td>
</tr>
<tr>
<td>AET</td>
<td>Automotive Engineering and Technology</td>
</tr>
<tr>
<td>AVN</td>
<td>Aviation</td>
</tr>
<tr>
<td>BIO</td>
<td>Biological Sciences</td>
</tr>
<tr>
<td>BCN</td>
<td>Building and Construction</td>
</tr>
<tr>
<td>CHE</td>
<td>Chemistry</td>
</tr>
<tr>
<td>CSC</td>
<td>Computer Science</td>
</tr>
<tr>
<td>VCO</td>
<td>Construction (VET industry specific)</td>
</tr>
<tr>
<td>DES</td>
<td>Design</td>
</tr>
<tr>
<td>EES</td>
<td>Earth and Environmental Science</td>
</tr>
<tr>
<td>EST</td>
<td>Engineering Studies</td>
</tr>
<tr>
<td>FST</td>
<td>Food Science and Technology</td>
</tr>
</tbody>
</table>

#### It should be noted that endorsed programs and VET units of competency are unlisted.
WACE courses with written examinations

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Code</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIS</td>
<td>Aboriginal and Intercultural Studies*</td>
<td>GEO</td>
<td>Geography</td>
</tr>
<tr>
<td>ABL</td>
<td>Aboriginal Languages of Western Australia*</td>
<td>GER</td>
<td>German*</td>
</tr>
<tr>
<td>ACF</td>
<td>Accounting and Finance</td>
<td>HEA</td>
<td>Health Studies</td>
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<tr>
<td>HIA</td>
<td>Ancient History</td>
<td>HBS</td>
<td>Human Biological Science</td>
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<tr>
<td>APS</td>
<td>Animal Production Systems</td>
<td>IND</td>
<td>Indonesian: Second Language*</td>
</tr>
<tr>
<td>AIT</td>
<td>Applied Information Technology</td>
<td>ISC</td>
<td>Integrated Science</td>
</tr>
<tr>
<td>AET</td>
<td>Automotive Engineering and Technology</td>
<td>ITA</td>
<td>Italian*</td>
</tr>
<tr>
<td>AVN</td>
<td>Aviation*</td>
<td>JSL</td>
<td>Japanese: Second Language*</td>
</tr>
<tr>
<td>BIO</td>
<td>Biological Sciences</td>
<td>LIT</td>
<td>Literature</td>
</tr>
<tr>
<td>BCN</td>
<td>Building and Construction</td>
<td>MMS</td>
<td>Marine and Maritime Studies</td>
</tr>
<tr>
<td>BME</td>
<td>Business Management and Enterprise</td>
<td>MDT</td>
<td>Materials Design and Technology*</td>
</tr>
<tr>
<td>CAE</td>
<td>Career and Enterprise</td>
<td>MAT</td>
<td>Mathematics</td>
</tr>
<tr>
<td>CHE</td>
<td>Chemistry</td>
<td>MAS</td>
<td>Mathematics: Specialist</td>
</tr>
<tr>
<td>CFC</td>
<td>Children, Family and the Community</td>
<td>MPA</td>
<td>Media Production and Analysis*</td>
</tr>
<tr>
<td>CSL</td>
<td>Chinese: Second Language*</td>
<td>HIM</td>
<td>Modern History</td>
</tr>
<tr>
<td>CSC</td>
<td>Computer Science</td>
<td>MUS</td>
<td>Music*</td>
</tr>
<tr>
<td>DAN</td>
<td>Dance*</td>
<td>OED</td>
<td>Outdoor Education</td>
</tr>
<tr>
<td>DES</td>
<td>Design*</td>
<td>PAE</td>
<td>Philosophy and Ethics</td>
</tr>
<tr>
<td>DRA</td>
<td>Drama*</td>
<td>PES</td>
<td>Physical Education Studies*</td>
</tr>
<tr>
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* These WACE courses also have practical examinations.

# These interstate language courses also have practical examinations. All other interstate language courses (excluding Malay: Background Speakers) not listed here have both practical and written examinations.
Further details regarding WACE examination requirements can be found by accessing the course syllabus at www.scsa.wa.edu.au/internet/Senior_Secondary/Courses.

Please consult the copies of the front covers of the examination papers that will be sent to schools in August. Each cover details the authorised materials and structure of the examination paper.

Key

- Standard Items: pens, pencils, sharpener, eraser, correction fluid/tape, ruler, highlighters. (Note: coloured pencils are allowed in all examinations)
- Calculator: Refer to Appendix E: Approved calculators for use in the 2014 WACE examinations.
- Dictionary: Refer to Appendix F: Dictionaries approved for use in external examinations 2014.
- Drawing/measuring aids: Details can be found in the examination design brief within the course syllabus.
- Notes: Refer to page 56 for details regarding the use of notes and regarding notes in the Career and Enterprise Stage 2, Mathematics and Mathematics: Specialist examinations.

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<tr>
<td>Physics Stage 2</td>
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<tr>
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<tr>
<td>Plant Production Systems Stage 2</td>
<td>●</td>
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<td>Plant Production Systems Stage 3</td>
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<tr>
<td>Politics and Law Stage 2</td>
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<td>Politics and Law Stage 3</td>
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<tr>
<td>Psychology Stage 2</td>
<td>●</td>
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<td>Psychology Stage 3</td>
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<tr>
<td>Religion and Life Stage 2</td>
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<tr>
<td>Religion and Life Stage 3</td>
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<tr>
<td>Visual Arts Stage 2</td>
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<tr>
<td>Visual Arts Stage 3</td>
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</tr>
</tbody>
</table>

* Refer to Appendix E and to page 58 for details regarding the conduct of the Mathematics and Mathematics : Specialist examinations.
Appendix E
Approved calculators for use in the WACE examinations 2014

Calculators may be used in designated 2014 WACE examinations under the following conditions:

- Calculators must be silent, hand-held and contain their own power source (battery or solar operated).
- Calculators must not have the functionality to communicate wirelessly.
- Candidates will be entirely responsible for ensuring adequate power supply to their calculators and the proper working order of their calculators.
- Candidates must supply and be able to change their own spare batteries – any battery failure or other fault which limits the usefulness of a calculator during an examination will not be taken into special consideration.
- No candidate may borrow a calculator from another candidate after entering the examination room.
- Calculator instruction booklets and removable covers are classified as unauthorised materials and must not be taken into an examination room.
- Calculator memories do not have to be cleared before entry to an examination.

No calculators are permitted in these examinations. Watches, rulers, pens or any other equipment with calculator functions are not permitted in these examinations.

<table>
<thead>
<tr>
<th>Aboriginal and Intercultural Studies Stage 2 and Stage 3</th>
<th>Hebrew Stage 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aboriginal Languages of Western Australia Stage 2 and Stage 3</td>
<td>Indonesian: Second Language Stage 2 and Stage 3</td>
</tr>
<tr>
<td>Ancient History Stage 2 and Stage 3</td>
<td>Italian Stage 2 and Stage 3</td>
</tr>
<tr>
<td>Applied Information Technology Stage 2 and Stage 3</td>
<td>Japanese: Second Language Stage 2 and Stage 3</td>
</tr>
<tr>
<td>Career and Enterprise Stage 2 and Stage 3</td>
<td>Literature Stage 2 and Stage 3</td>
</tr>
<tr>
<td>Children, Family and the Community Stage 2 and Stage 3</td>
<td>Media Production and Analysis Stage 2 and Stage 3</td>
</tr>
<tr>
<td>Chinese: Second Language Stage 2 and Stage 3</td>
<td>Modern History Stage 2 and Stage 3</td>
</tr>
<tr>
<td>Dance Stage 2 and Stage 3</td>
<td>Music Stage 2 and Stage 3</td>
</tr>
<tr>
<td>Drama Stage 2 and Stage 3</td>
<td>Outdoor Education Stage 2 and Stage 3</td>
</tr>
<tr>
<td>English as an Additional Language or Dialect Stage 2 and Stage 3</td>
<td>Philosophy and Ethics Stage 2 and Stage 3</td>
</tr>
<tr>
<td>English Stage 2 and Stage 3</td>
<td>Politics and Law Stage 2 and Stage 3</td>
</tr>
<tr>
<td>Food Science and Technology Stage 2 and Stage 3</td>
<td>Religion and Life Stage 2 and Stage 3</td>
</tr>
<tr>
<td>French Stage 2 and Stage 3</td>
<td>Visual Arts Stage 2 and Stage 3</td>
</tr>
<tr>
<td>German Stage 2 and Stage 3</td>
<td>All interstate set examinations</td>
</tr>
<tr>
<td>Health Studies Stage 2 and Stage 3</td>
<td></td>
</tr>
</tbody>
</table>
Non-programmable calculators are permitted in these examinations. Up to three non-programmable calculators permitted. A non-programmable calculator does not have the capacity to create or store programmes or text.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting and Finance Stage 2 and Stage 3</td>
<td>Economics Stage 2 and Stage 3</td>
</tr>
<tr>
<td>Animal Production Systems Stage 2 and Stage 3</td>
<td>Engineering Studies Stage 2 and Stage 3</td>
</tr>
<tr>
<td>Automotive Engineering and Technology Stage 2</td>
<td>Geography Stage 2 and Stage 3</td>
</tr>
<tr>
<td>and Stage 3</td>
<td></td>
</tr>
<tr>
<td>Aviation Stage 2 and Stage 3</td>
<td>Human Biological Science Stage 2 and Stage 3</td>
</tr>
<tr>
<td>Biological Sciences Stage 2 and Stage 3</td>
<td>Integrated Science Stage 2 and Stage 3</td>
</tr>
<tr>
<td>Building and Construction Stage 2 and Stage 3</td>
<td>Marine and Maritime Studies Stage 2 and Stage 3</td>
</tr>
<tr>
<td>Business Management and Enterprise Stage 2 and</td>
<td>Materials Design and Technology Stage 2 and</td>
</tr>
<tr>
<td>Stage 3</td>
<td>Stage 3</td>
</tr>
<tr>
<td>Chemistry Stage 2 and Stage 3</td>
<td>Physical Education Studies Stage 2 and Stage 3</td>
</tr>
<tr>
<td>Computer Science Stage 2 and Stage 3</td>
<td>Physics Stage 2 and Stage 3</td>
</tr>
<tr>
<td>Design Stage 2 and Stage 3</td>
<td>Plant Production Systems Stage 2 and Stage 3</td>
</tr>
<tr>
<td>Earth and Environmental Science Stage 2 and</td>
<td>Psychology Stage 2 and Stage 3</td>
</tr>
<tr>
<td>Stage 3</td>
<td></td>
</tr>
</tbody>
</table>

Scientific, graphic, Computer Algebraic System (CAS) and non-programmable calculators are permitted in Section Two: Calculator-assumed of the mathematics examinations. Candidates can take into the examination up to three calculators. Any brands or models of these calculators are permitted.

<table>
<thead>
<tr>
<th>Mathematics 2A/2B Section two: Calculator-assumed</th>
<th>Mathematics 3C/3D Section two: Calculator-assumed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics 2C/2D Section two: Calculator-assumed</td>
<td>Mathematics: Specialist 3A/3B Section two:</td>
</tr>
<tr>
<td></td>
<td>Calculator-assumed</td>
</tr>
<tr>
<td>Mathematics 3A/3B Section two: Calculator-assumed</td>
<td>Mathematics: Specialist 3C/3D Section two:</td>
</tr>
<tr>
<td></td>
<td>Calculator-assumed</td>
</tr>
</tbody>
</table>
## Appendix F

Dictionaries approved for use in external languages examinations 2014

<table>
<thead>
<tr>
<th>Course</th>
<th>Practical (oral) examination</th>
<th>Written examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aboriginal and Intercultural Studies Stage 2 and Stage 3</td>
<td>No dictionaries permitted.</td>
<td>One printed English language dictionary and/or one printed bilingual dictionary.</td>
</tr>
<tr>
<td>Aboriginal Languages of Western Australia Stage 2 and Stage 3</td>
<td>During preparation time only. One printed monolingual and/or one bilingual printed dictionary.</td>
<td>One printed monolingual language dictionary and/or one printed bilingual dictionary.</td>
</tr>
<tr>
<td>Chinese: Second Language Stage 2 and Stage 3</td>
<td>During preparation time only. One combined dictionary (Chinese/English and English/Chinese dictionary) or two separate dictionaries (one English/Chinese dictionary and one Chinese/English dictionary).</td>
<td>One combined dictionary (Chinese/English and English/Chinese dictionary) or two separate dictionaries (one English/Chinese dictionary and one Chinese/English dictionary).</td>
</tr>
<tr>
<td>English as an Additional Language or Dialect Stage 2 and Stage 3</td>
<td>During preparation time only. One print English language dictionary or one print English language learning dictionary.</td>
<td>One print English language dictionary or one print English language learning dictionary.</td>
</tr>
<tr>
<td>French Stage 2 and Stage 3</td>
<td>During preparation time only. One combined dictionary (French/English and English/French dictionary) or two separate dictionaries (one English/French dictionary and one French/English dictionary).</td>
<td>One combined dictionary (French/English and English/French dictionary) or two separate dictionaries (one English/French dictionary and one French/English dictionary).</td>
</tr>
<tr>
<td>German Stage 2 and Stage 3</td>
<td>During preparation time only. One combined dictionary (German/English and English/German dictionary) or two separate dictionaries (one English/German dictionary and one German/English dictionary).</td>
<td>One combined dictionary (German/English and English/German dictionary) or two separate dictionaries (one English/German dictionary and one German/English dictionary).</td>
</tr>
<tr>
<td>Indonesian: Second Language Stage 2 and Stage 3</td>
<td>During preparation time only. One combined dictionary (Indonesian/English and English/Indonesian dictionary) or two separate dictionaries (one English/Indonesian dictionary and one Indonesian/English dictionary).</td>
<td>One combined dictionary (Indonesian/English and English/Indonesian dictionary) or two separate dictionaries (one English/Indonesian dictionary and one Indonesian/English dictionary).</td>
</tr>
</tbody>
</table>
## Course

### Italian Stage 2 and Stage 3
- **Practical (oral) examination:** During preparation time only. One combined dictionary (Italian/English and English/Italian dictionary) or two separate dictionaries (one English/Italian dictionary and one Italian/English dictionary).
- **Written examination:** One combined dictionary (Italian/English and English/Italian dictionary) or two separate dictionaries (one English/Italian dictionary and one Italian/English dictionary).

### Japanese: Second Language Stage 2 and Stage 3
- **Practical (oral) examination:** During preparation time only. One combined dictionary (Japanese/English and English/Japanese dictionary) or two separate dictionaries (one English/Japanese and one Japanese/English dictionary).
- **Written examination:** One combined dictionary (Japanese/English and English/Japanese dictionary) or two separate dictionaries (one English/Japanese and one Japanese/English dictionary).

### Interstate (including CCAFL)
<table>
<thead>
<tr>
<th>Language</th>
<th><strong>Practical (oral) examination</strong></th>
<th><strong>Written examination</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Arabic</td>
<td>No dictionaries permitted.</td>
<td>Candidates are allowed to use approved monolingual and/or bilingual printed dictionaries.</td>
</tr>
<tr>
<td>Hebrew</td>
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<tr>
<td>Modern Greek</td>
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<tr>
<td>Turkish</td>
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</tr>
<tr>
<td>Chinese: Background Speakers</td>
<td></td>
<td>Candidates are allowed to use monolingual and/or bilingual printed dictionaries.</td>
</tr>
<tr>
<td>Indonesian: Background Speakers</td>
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</tr>
<tr>
<td>Japanese: Background Speakers</td>
<td></td>
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</tr>
</tbody>
</table>

### Notes
- Dictionaries are not provided by the Authority.
- Dictionaries cannot contain any handwritten or typewritten notes or other marks and may be inspected during the examination.
- Thesauruses are not permitted.
- Electronic dictionaries are not permitted.