



**MILLER THS
COVID - SAFE
HSC STUDENT
PACKAGE**

2020

PROCEDURES & PROTOCOLS

COVID-19 SAFE EXPECTATIONS OF STUDENTS

This information, provided by the NSW Department of Education, will assist students understand the COVID safe arrangements in place when attending their HSC examination. The safety and wellbeing of students and staff in attendance is of paramount importance and as such all students are asked to cooperate with these arrangements at all times.

1. Screening for students with symptoms

- Students must not attend the exam if they are unwell
- Students will be asked upon arrival if they have any flu-like symptoms or if they should be in self-isolation under direction by NSW Health
- Students displaying flu-like symptoms or who advise they are unwell will be asked to leave the school/examination and arrange to have a COVID-19 test.
- Students must present documented evidence of a negative result to the front office and receive the Negative COVID Result Blue Pass for presenting to the Presiding Officer/MTHS HSC Examination staff. Please arrive at school at least 30min prior to the exam to allow for processing. If HSC Exams are being held at an alternative site, present the negative COVID test result documentation to the Presiding Officer/MTHS staff member who is present at the exam.
- Students with a clinical history/known illness that may appear like COVID-19 symptoms should be planning now and speak to their doctor/GP. Written documentation from a GP is required to be presented to the school office prior to the commencement of the HSC and/or exam– e.g. symptom(s) the student presents with on a normal basis.
- Flu-like symptoms include fever, cough, sore throat, shortness of breath, loss of taste, and loss of smell. Additional information about COVID-19 symptoms can be found on the NSW Health website. **Students who are displaying even mild flu-like symptoms should leave immediately and not return until they have a negative COVID-19 test and are symptom- free.**

2. Fast track COVID-19 test results

HSC students can fast-track their COVID-19 test results. To do this you must:

- say you are an HSC student when taking a test
- ensure the nurse or doctor doing the test marks your referral 'urgent — HSC'
- self-isolate until a negative result is received
- show your school the negative result
- call the contact number provided by the clinic if results are not received within 36 hours.

3. Minimising the risk of transmission

- Students should wash their hands or use hand sanitiser prior to commencing the exam.
- Maintain good personal hygiene practices during the exam including covering your cough or sneeze through coughing or sneezing into your elbow or a tissue, disposing of tissues at the end of the exam.
- Avoid shaking hands or hugging other students on exam days.
- Hygiene supplies will be available at all exam venues.
- Students may wipe down their table and chair before they begin their exam if they choose to.
- Students will be required to wipe down their table and chair after an exam.
- Students should not mingle in large groups prior to or after the exam. Social distancing rules apply.
- Students should arrive no more than 20 minutes prior to the exam and report directly to the designated exam room for screening and sign-on.
- Students will be asked to sign an attendance sheet confirming attendance at the exam, providing contact details and that they do not have flu-like symptoms.

4. Alternative Examination Locations

Miller Technology High School has identified alternative examination locations in the event that the examination is unable to proceed in the planned location. This information will be provided to you on the MTHS examination timetable so it is readily available at short notice in case it is required. This is a **backup only**. Do not attend a proposed alternative location if you have not been told to do so by the school.

In the event of a school closure, alternative arrangements will be communicated to students through SMS messaging, MTHS FB page and SchoolStream App.

5. Illness/Misadventure

Students who do not attend an exam due to having symptoms, or who are turned away as a result of screening will be eligible for an illness/misadventure claim. **Refer to the appendix for the illness/misadventure process for COVID-19 related illness and other illnesses, accidents or misadventure. This information is available to access on the NESA website.**

6. Exam day protocols

6.1 You must:

- Refer to the MTHS HSC Examination timetable for the examination time, venue, room, student numbers and alternative location.
- Arrive no earlier than 20 minutes before the commencement time of the examination.
- Avoid group gatherings before and after the examinations.
- Complete the sign in procedures for each examination including the COVID screening process which will require you to confirm that you do not have any flu-like symptoms and are not required by NSW Health to self-isolate.
- Present required documentation to the front office staff if returning a negative COVID-19 test result or documentation regarding ongoing medical issues that present as COVID-19 symptoms. Collect the blue slip from the front office and take to the exam room to show the Presiding Officer/MTHS Examination Support staff.
- Sanitise hands upon entering and exiting the examination room.
- Sit in the allocated seating position as provided to you by the supervising staff member.
- Cough and sneeze into the crook of your elbow.
- Dispose of any tissues or other rubbish in the appropriate garbage bin.
- Avoid touching your face.
- Regularly wash your hands in between exams being conducted on the same day.
- Using the provided sanitising material, wipe down the desks and chairs at the completion of the examination.

* You may request sanitising materials to wipe down the allocated desk and chair upon entering the examination room.

* You may also choose to wear a mask for the duration of the examination.

* Exam rooms will be thoroughly and frequently cleaned by COVID cleaning staff.

* Hygiene supplies will be available and regularly re-stocked.

6.2 Do NOT attend the exam(s) if you have:

- flu-like symptoms (fever, cough, sore/scratchy throat, shortness of breath, loss of taste or sense of smell).

- been tested for COVID-19 and have not yet received your test result.
- been directed by NSW health to self-isolate.
- tested positive for COVID-19.

If you are unable to attend an examination due to COVID-19 / flu-like symptoms, you can access the NESA Illness/Misadventure procedures. You will need evidence to support your application. The application is available from the NESA website.

7. What do I do if...

7.1 I have flu-like symptoms, but I'm worried that if I get tested, the results won't come back in time for my exam?

- Get tested.
- Say you are a HSC student to get your results fast tracked and reduce disruption to your exams.
- Do not return until you have a negative result.
- You can access the COVID-19 illness or misadventure process. You will need evidence to support your application.

7.2 I start developing flu-like symptoms during an exam?

- Let an exam supervisor know.
- If you are told to go home, self-isolate immediately.
- Get tested.
- Follow the COVID-19 illness or misadventure process.

7.3 I am required to self-isolate, but I am otherwise well, when I have a HSC oral language exam?

- Do not attend the exam venue.
- Contact your school as soon as possible to advise of the issue.
- Your oral language exam may be rescheduled or held online via video.
- If this cannot be arranged, the COVID-19 illness or misadventure process will be available.

7.4 My school is closed due to a positive case when I have a HSC written exam?

- Follow instructions from NSW Health and your school. Follow the instructions in this document and your MTHS HSC Timetable.
- Exams may be moved to a safe alternative venue or continue at school once it is cleared by NSW Health, for students that do not need to self-isolate.
- If you are unable to sit an exam due to COVID-19, including if you need to self-isolate, the COVID-19 illness or misadventure process will be available.
- Written exams will not be held online or rescheduled.

7.5 I am required to self-isolate when I have a HSC written exam?

- Do not attend the exam venue.
- Contact your school as soon as possible to advise of the issue.
- Follow the COVID-19 illness or misadventure process, even if you are otherwise well.
- Written exams will not be held online or rescheduled.

7.6 I have a known illness that has similar symptoms to the flu?

Before your exam:

- Get a medical certificate from your doctor.
- Give a copy of the certificate to the front office at school.

- Obtain a Blue Pass from the front office.

8. For current requirements and health advice

- Visit the NSW Government website
- Call the National Coronavirus Helpline – 1800 020 080
- NESA website.

9. APPENDIX

- THS HSC Timetable
- NESA HSC Illness/Misadventure Process

ILLNESS/MISADVENTURE

Updated: 9 September

The processes below must be followed if:

- you have tested positive to COVID-19
- have COVID-19 symptoms
- you have been advised by NSW Health to self-isolate.
- you have experienced illness or misadventure not related to COVID-19

COVID-19 application process

For performance exams

If you are unwell with COVID-19 symptoms:

- Do not attend exams.
- Contact your school as soon as possible to advise of the issue.
- Provide your school with medical evidence.
- Your school will prepare an application for you to complete and sign.
- Once signed, the school will submit your application to NESA.

If you have been advised by NSW Health to self-isolate, but you are otherwise well:

- Do not attend exams.
- Contact your school as soon as possible to advise of the issue.
- Provide your school with evidence.
- If your exam cannot be rescheduled your school will prepare an application for you to complete and sign.
- Once completed and signed, the school will submit your application to NESA.

For oral language exams

If you are unwell with COVID-19 symptoms:

- Do not attend exams.
- Contact your school as soon as possible to advise of the issue.
- Provide your school with a medical certificate.
- Your school will prepare an application for you to complete and sign.
- Once completed and signed, the school will submit your application to NESA.

If you have been advised by NSW Health to self-isolate but you are otherwise well:

- Do not attend exams.
- Contact your school as soon as possible to advise of the issue.
- Provide your school with evidence.
- If your exam cannot be rescheduled or held online via video your school will prepare an application for you to complete and sign.
- Once completed and signed, the school will submit your application to NESA.

For written exams

If you are unwell with COVID-19 symptoms:

- Do not attend exams.
- Contact your school as soon as possible to advise of the issue.
- Provide your school with a medical certificate.
- Your school will prepare an application for you to complete and sign.
- Once completed and signed, the school will submit your application to NESAs.

If you have been advised by NSW Health to self-isolate:

- Do not attend exams.
- Contact your school as soon as possible to advise of the issue.
- Provide your school with evidence.
- Your school will prepare an application for you to complete and sign.

Once completed and signed, the school will submit your application to NESAs.

If your whole school is impacted during any of the HSC exams, your school will contact you directly with advice.

Other illnesses or accidents/misadventure – application process

Follow this process if you become ill or have an accident or other misadventure at the time of an exam. The illness/misadventure application form you need to submit via your school will guide you through the process in more detail.

Do not attend the exam if you have COVID symptoms.

Attend the exam if it is safe to do so. When you arrive at the exam, notify the Presiding Officer of your illness or misadventure, and ask for an illness/misadventure application form.

Submit the form to the principal before or after the exam and they will process it and forward it to NESAs.

If you can't attend the exam

- Contact your principal/school as soon as possible to advise of the issue.
- Provide your school with evidence.
- Your school will prepare an application form for you to complete and sign.
- Once completed and signed, the school will submit your application to NESAs.

What if I am running late to the exam?

Advise your principal immediately and get to the exam centre as soon as possible. After the exam, follow the instructions of the Presiding Officer or your principal.

What if I misread the exam timetable and miss an exam?

Contact your principal immediately and follow their instructions.

Application process

Once your application and documentation has been submitted to NESAs, it will be reviewed by a panel, who will also receive statements from the Presiding Officer and your principal.

The panel will decide whether to 'uphold' (accept) or decline each component in your application. Note that each exam or exam component is treated independently – so it is important to submit evidence for each.

Upheld applications

For most Board Developed Courses and courses (VET, English Studies and Maths Standard 1) with optional HSC examinations, if your application is upheld, you will be awarded a mark (see below for how marks are calculated).

Declined applications

If your application is declined, you will be awarded the mark you achieved in the examination. If you were absent from the exam you will not receive any result in that course. This could mean that you become ineligible for the Higher School Certificate.

How exam marks are calculated, if illness and misadventure upheld: Courses with one exam only

If you are unable to attend you will receive your moderated school assessment mark.

If you are able to attend you will receive either your moderated school assessment mark OR your actual exam mark – whichever is higher.

How exam marks are calculated, if illness and misadventure upheld: Courses with more than one exam?

If you are unable to attend all of the exams for the course you will receive your moderated school assessment mark.

If you are able to attend but impacted in all of the exams for the course you will receive either your moderated school assessment mark OR your actual exam mark – whichever is higher.

If you are unable to attend or are impacted in a subset of the exams for the course you will receive a calculated mark OR your actual exam mark – whichever is higher. The calculated mark is either your moderated school assessment mark OR a mark determined from other unaffected exams in the course.

Courses with optional exams (VET, English Studies, Maths Standard 1)

If you are unable to attend you will receive a moderated estimate submitted by your school.

If you are able to attend you will receive your moderated school estimate **OR** your actual exam mark - whichever is higher.

NSW Education Standards Authority



2020 Illness Misadventure – Student Information Guide, Declaration &

Section A

Information Guide

The New South Wales Education Standards Authority (NESA) Illness/Misadventure program assists students who:

- are prevented from attending an exam (including a practical exam) due to illness or unforeseen misadventure
- consider that their performance in an exam has been affected by illness or misadventure immediately before or during the exam.

If either of the above categories applies to you at the time of the HSC exams, you will need to complete an Illness/Misadventure application. Before you complete the application, you should read the following information carefully. You should refer also to *Rules and Procedures for Higher School Certificate Candidates*.

Limitations on Applications

NESA's responsibility is limited to the conduct and presentation of the exams. This means students may only apply to NESA in relation to circumstances that occur immediately before or during an exam, **and** that affect their performance in the exam.

You **cannot** submit an application on the basis of:

- difficulties in preparation or loss of preparation time; for example as a result of an earlier illness
- alleged deficiencies in teaching; for example extended teacher absences
- loss of study time or facilities during Year 12
- long-term illnesses such as glandular fever, unless you suffer a flare-up of the condition during the exam
- the same grounds for which you received disability provisions, unless you experience additional difficulties during an exam
- misreading the exam timetable. If you miss an exam, or arrive late to an exam because you misread the timetable, contact your principal immediately. He or she may make a submission to NESA on your behalf
- misreading exam instructions
- failure to enter for the exam in the correct course
- illness and/or misadventure in a course that is undertaken as a self-tuition student
- other commitments, such as participation in entertainment, family holiday, work or sporting events, or attendance at exams conducted by other education organisations.

If you are unsure whether you are eligible, you should ask your principal. Your

Rights and Responsibilities

It is your right and responsibility to submit an Illness/Misadventure application whenever necessary. Only if you are incapacitated, an application may be submitted by your parent/guardian on your behalf.

When completing an Illness/Misadventure application, you should pay close attention to the instructions and complete all relevant sections. Submitting an incomplete application could jeopardise the outcomes.

Attendance at Exams

You must attend every exam. Do not miss an exam just because you do not feel able to do your best. The Illness/Misadventure program is designed to support students who perform below their

expectations because of illness or misadventure.

If you do not attend an exam and your Illness/Misadventure application is unsuccessful, you will not receive a result in that course. This could mean that you are ineligible for the award of the Higher School Certificate.

NESA does not expect you to attend an exam against specific medical advice. If you cannot attend an exam (including a practical exam) because of illness or misadventure, you must notify your principal immediately.

Evidence of Your Illness or Misadventure

It is very important to provide independent evidence with your application. You should seek independent evidence on the same day, either immediately before or after each exam for which you are applying. The documentation you provide must be current, specific to the date and time of the exam, and submitted with the application.

A medical certificate that merely states you were unfit for work/study is unacceptable.

Practical Submissions

If, as a result of illness or misadventure, you experience difficulties in completing your practical submission, you must advise your teacher. He/she will complete Section B of the application. For example, a Visual Arts Body of Work or Society and Culture Personal Interest Project.

Performance Exams

If illness or misadventure occurs before the exam begins, and you are still able to attend the exam, notify your principal or Year 12 Advisor before you begin the exam. If you are presenting for the exam at a venue other than your home school, notify a NESA officer. For example, a Drama performance exam or Language speaking exam.

Before starting your exam, advise the Examiner of your situation. Do not hesitate to approach the Examiner as his/her comments and observations will be important in assessing your Illness/Misadventure application.

In the case of performance exams, it is not necessary to have Section B of the form completed. The Examiner will complete a report and send it separately to NESA.

Written Exams

If you are suffering from illness or misadventure, but are still able to attend the exam, notify the Presiding Officer (the person supervising the exam) when you enter the exam room. If the illness or misadventure occurs during the exam, notify the Presiding Officer at once. Do this at every exam session in which you consider your performance may be affected.

Do not hesitate to approach the Presiding Officer. He/she is there to help you. If you submit an Illness/Misadventure application, the Presiding Officer will need to complete Section B

Completing & Submitting Your Application

No section of the application should be completed before the relevant exam has been conducted, or before the due date for practical submissions.

Before signing the **Student Declaration**, read the statements above the signature box very carefully. It is strongly recommended that you sign the form only after you have completed Section A, and after Section C has been completed by an appropriate person.

NB. If Section C is incomplete and you did not attend an exam, you might not receive a result in that course. This could mean that you are ineligible for the award of the Higher School Certificate.

It is the Principals responsibility to submit your application to NESA.

