



HALLS HEAD COLLEGE

Dear Parents/Guardian

On the night of Graduation, Tuesday 22nd October, Students will receive their Statement of Results from the College in their Graduation Folders. If your child will not be in attendance, please email the Year 12 School Officer – Mrs Andrea de Hoog (andrea.dehoog@education.wa.edu.au) and leave details regarding a current email address on which you can be contacted. Your child's results will be emailed by October 22nd.

The Halls Head College (HHC) Statement of Results are indicative of the results which HHC will be submitting to the School Curriculum and Standards Authority (SCSA). If you believe these results do not accurately reflect your child's academic achievement, **please contact the Teacher or Head of Learning Area of the Course you would like to question**. The College will make the final upload of results to SCSA on the **morning of Thursday 31st October. The disputes period through the College will be closed from this date.**

If, after an assessment review has been completed by the College, the student (*or parent/guardian*) still believes that the College's Assessment Policy and/or SCSA's assessment requirements were not followed or there has been a procedural or computational error, the student may lodge an appeal against their school assessment to the Authority (*see Section 2.9 of the WACE Manual 2019*). <https://www.scsa.wa.edu.au/publications/wace-manual>. The last date for student appeals against school assessments in courses studied in Year 12 must be received by SCSA – Friday 1st November.

ATAR Examinations

Students studying ATAR courses still have external exams to complete before finalising their year. It is important to note that **if a student chooses not to sit an ATAR course examination** and does not have an approved sickness/misadventure application for the course, the pair of units completed in that year will not contribute towards any of the WACE requirements, potentially placing WACE attainment at risk.

Students who have a legitimate reason for not attending one or more ATAR Examinations, will be required to submit to SCSA, documentation of proof and reason for absence using SCSA's Sickness and Misadventure Form. Details of this are included in the WACE Manual 2019 (*Section 6.4.2*). Please contact Mr Luke Green for assistance in downloading the form if required. The closing date for submission by the student/parent to SCSA is 4:00pm Thursday 21st November 2019. Submission of these forms to SCSA is the responsibility of the student.

ATAR students must take their signed Personalised Examination Timetable (*Practical and/or Written*) **to each examination**. These have been printed and laminated for each candidate at HHC however, students can download a replacement timetable from: <https://wace.wa.edu.au/PublishWaceResult/index.html>

Please be reminded that there are some restricted items of clothing and personal items which will not be allowed in the Examination rooms. Hoodies, pencil cases which are not clear, and water bottles which are not clear and free of writing are some such items. Year 12 ATAR students must wear the College uniform to each of their examinations and arrive at the classroom in which their exam will occur at least 20 minutes before the exam is scheduled to commence.

Yours sincerely

Lisa Coates
Deputy Principal

Mr Luke Green
Senior School Manager – Student Services

14th October 2019