

TERMS AND CONDITIONS

Disclaimer

Every effort has been made to prepare these *Trial Higher School Certificate* Examination papers in accordance with current documentation and practice of the NSW Board of Studies. No guarantee or warranty is made or implied that these Trial HSC Examination papers *mirror* in every respect the actual HSC question paper in any or all courses to be examined. These Trial HSC papers do not constitute *advice* nor can they be construed as authoritative interpretations of the intentions of the NSW Board of Studies. The Board of Studies accepts no liability for any reliance, use or purpose related to these 'Trial' examination papers. Advice on HSC examination issues should only be obtained from the NSW Board of Studies.

Ordering

- All ordering of papers is undertaken online. To order, schools need to register at which time a *username* and *password* will be allocated to the school. It is the responsibility of individual schools to safeguard their username and password.
- The minimum for each examination paper is 5 papers. Marking guidelines/solutions will be supplied for each examination paper and will be available online at the conclusion of the examination period.
- Payment is to be made on the basis of the tax invoice which is printed after submitting your order.
- A cheque, in full payment and made out in favour of the CSSA Trial HSC Exams Division, is to accompany the tax invoice. Direct Debit payment may be made if prior arrangement has been made with the Catholic Secondary Schools Association (CSSA).
- No orders will be processed until payment is received. When payment is received, an email will be generated automatically in confirmation.
- The 10% GST is included in the base cost of papers.
- The price of papers includes cost of delivery within New South Wales.
- Additional orders may be placed, if necessary, noting that any late order made after the nominated cut-off dates will attract additional late fees. The processing of tax invoicing and payment is as for the initial order. The orders will be delivered as a single order.
- The CSSA cannot take responsibility where the school provides incomplete or incorrect order information.
- The CSSA cannot take responsibility for orders placed without the proper school authorisation.

Delivery

- Delivery to schools within New South Wales will be by courier to the address nominated by the school.
- Delivery to schools outside New South Wales will be by International Courier, Air Express or other requested means. Cost of delivery to these schools will be charged independently and will vary according to the destination and mode of delivery.
- Examination papers will be delivered to schools at least one week prior to the scheduled commencement of the CSSA exam period. It is the responsibility of schools to check the number of papers delivered against the number ordered and to notify the CSSA of any discrepancy.
- The CSSA does not take any responsibility where the school provides incomplete or incorrect delivery information.

Administration

- Examination papers are provided to schools, educational systems and registered providers only. Requests from individuals including teachers, students, parents and private tutors and coaching agencies are not accepted.
- Papers scheduled for **BOTH WEEKS** should be taken in accordance with the specified timetable. Rescheduling of papers prior to the nominated time/date in the CSSA timetable is not permitted.
- It is the expectation of the CSSA that schools will NOT modify any paper. The only exception to this requirement is where a topic has yet to be covered in class. In such cases, a special insert sheet provided by the school is to be provided to students with an alternative question or part-question.
- As copyright of these Trial HSC papers is vested with the CSSA, no reproduction of papers or individual questions from the papers is permitted without the express permission of the CSSA.

Privacy

- In order to provide professional development activities and to write, publish and distribute examination and other materials to schools, the CSSA may on occasion collect personal information relating to students and staff from schools. The purpose of any such collection is to enable the CSSA to:
 - Register staff for professional development activities
 - Develop and supply examination papers
 - Provide advice on educational issues
 - Liaise with the Board of Studies and other school Authorities
- Consequently, the Association may disclose information to other agencies for administrative and educational purposes. These agencies include other schools, government departments, the Catholic Education Commission NSW, Diocesan Catholic Education/Schools Offices, as appropriate and people providing services to the Association including printers, packers and delivery personnel.

- Not obtaining the information referred to, above, may preclude the CSSA from providing an efficient service to individual schools and their staff.
- Schools, through the Principal, may seek access to information about them by contacting the Association. Individual staff members may seek access to any personal information held about them.
- The CSSA includes all schools' contact details. Including contact staff, in a list or directory of schools participating in the Trial HSC program. If this is not acceptable to the school, the Association must be advised when ordering the papers.
- If the Association is provided with information relating to specific teaching contacts within the school, it is suggested these personnel be informed of such disclosure, so that they can access the information if they wish and be aware that the CSSA does not usually disclose the information to third parties.
- The CSSA implements the Privacy Policy developed by the CEC, NSW – refer to the website at www.cecnsw.catholic.edu.au
- If you have any questions about the CSSA Privacy Policy, please e-mail the CSSA Secretary at Ian.Baker@cecnsw.catholic.edu.au