

Queensland



Education (Senior Secondary School Studies) Act 1988

EDUCATION (SENIOR SECONDARY SCHOOL STUDIES) BY-LAW 1989

**Reprinted as in force on 8 September 1998
(includes amendments up to SL No. 114 of 1998)**

Reprint No. 2

This reprint is prepared by
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Information about this reprint

This by-law is reprinted as at 8 September 1998. The reprint shows the law as amended by all amendments that commenced on or before that day (Reprints Act 1992 s 5(c)).

The reprint includes a reference to the law by which each amendment was made—see list of legislation and list of annotations in endnotes.

Minor editorial changes allowed under the provisions of the Reprints Act 1992 have been made to use standard punctuation consistent with current drafting practice (s 27).

This page is specific to this reprint. See previous reprints for information about earlier changes made under the Reprints Act 1992. A table of earlier reprints is included in the endnotes.

Also see endnotes for information about—

- **when provisions commenced**
- **editorial changes made in earlier reprints.**

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EDUCATION (SENIOR SECONDARY SCHOOL STUDIES) BY-LAW 1989

[as amended by all amendments that commenced on or before 8 September 1998]

PART 1—PRELIMINARY

Short title

1. This by-law may be cited as the *Education (Senior Secondary School Studies) By-law 1989*.

PART 2—SENIOR EXTERNAL EXAMINATIONS

Senior examination

3.(1) The senior examination shall be the external examination conducted by the board pursuant to the *Education (Senior Secondary School Studies) Regulation 1989*, section 7(1),¹ for the purpose of issuing senior certificates to persons undertaking year 12 studies other than by full-time schooling.

(2) A person who has completed year 10 or its equivalent in full-time schooling and who has left school shall not be permitted to be a candidate until the second calendar year following such completion of year 10.

Limit on number of subjects at external senior examination

4. A person may not sit for an external senior examination in more than 3 subjects in a year unless the person—

¹ Section 7 (Senior certificates to be awarded to certain students completing external senior examinations)

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- (a) is at least 19 by the end of the year; or
- (b) has completed year 12 in full-time schooling and obtained a senior certificate; or
- (c) has the board's approval.

Full-time students who may sit for external examination

5.(1) A student undertaking year 12 studies by full-time schooling may be a candidate at the appropriate examination if the board is satisfied that—

- (a) the student has transferred from 1 school to another and is unable at the other school to complete previously commenced studies in any 1 or more subjects; or
- (b) the student for good and sufficient reason is unable to undertake the study of any 1 or more subjects at that school.

(2) The aggregate number of subjects in which such a student may be a candidate at an external examination conducted by the board shall not exceed 2 unless otherwise approved by the board.

Examination entry

6.(1) An application for entry to the examination shall be made at the time prescribed by the rules and shall be in the prescribed form and accompanied by the prescribed nomination fee.

(2) A late entry fee as prescribed shall be payable by a candidate whose application for entry is received after the closing date for entries as set out in the rules.

(3) A local expenses fee shall be payable by a candidate who desires to be examined at a place other than 1 at which the board has, at the time of calling for applications for entry to the examination, determined examinations shall be held.

(3AA) This fee is in addition to such other fees as are provided for herein.

(3A) If the board makes special arrangements for a candidate to sit for an examination, the candidate must pay a special arrangements fee.

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(3B) Without limiting subsection (3A), special arrangements may be made for—

- (a) a private examination centre for the candidate; or
- (b) a person to write or type what the candidate dictates.

(3C) The board may decide the way in which the special arrangements fee is payable.

(4) Each candidate whose entry is accepted by the board shall be allotted an examination number and shall be given a card which displays that number.

(5) A candidate shall retain such card until the examination is completed and shall produce such card upon demand by a supervisor.

Appointment of officials for external examination

7.(1) The board may appoint such chief examiners, examiners, chief supervisors, supervisors and other officials as are necessary or convenient for the proper conduct of the examination and for the proper evaluation of the results achieved by candidates in the examination.

(2) The functions and duties of all such officials shall be as directed from time to time by the board.

Method of examining

8. The examination of candidates in the various subjects of the examination shall be made by written or oral answers, or a combination of both these methods.

Grading of results

9. The results achieved by a candidate in each subject of the examination shall be graded by the chief examiner in accordance with the following scale—

- (a) very high achievement;
- (b) high achievement;

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- (c) sound achievement;
- (d) limited achievement;
- (e) very limited achievement.

Revaluation

10.(1) A candidate may upon written application to the board by 5.00 p.m. on the second Friday of January following the date of the examination, and payment of the prescribed revaluation fee, have the result awarded in any subject revalued.

(2) If the candidate's result is increased by the board to a higher grade, such fee shall be refunded to the candidate.

Refunding of fees

11.(1) A candidate—

- (a) who satisfies the board that a failure to present for the examination was caused by illness; or
- (b) who cancels application for entry up to 1 month subsequent to the closing date;

shall be entitled to a refund of the nomination fees paid, less the prescribed administration fee.

(1A) Any application for a refund of nomination fees on the grounds of illness must be received at the board within 1 month subsequent to the date of the examination.

(2) A candidate who cancels application for entry more than 1 month after the closing date, but at least 7 days prior to the date of the examination, for any reason other than illness, shall be entitled to a refund of one-half of the nomination fees paid.

Inspection of examination scripts

11A. A student who wishes to inspect his or her external examination script must pay the fee mentioned in the schedule.

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Fees

- 12.(1)** The local expenses fee is an amount—
- (a) that the board considers reasonable; and
 - (b) that is not more than the reasonable cost to the board of conducting the examination.
- (2)** The special arrangements fee is an amount—
- (a) that the board considers reasonable; and
 - (b) that is not more than the reasonable cost to the board of making the special arrangements.
- (3)** The other fees payable under this by-law are in the schedule.

Rules

- 13.(1)** The board may from time to time by resolution make rules with respect to the following matters—
- (a) the subjects of the examination;
 - (b) the syllabus for each subject of the examination;
 - (c) the books and other material set or recommended for study by intending candidates;
 - (d) the accreditation, recognition and registration of vocational education programs;
 - (e) the places at which the examination will be held;
 - (f) the timetables indicating when and where the examination in the various subjects will be held;
 - (g) the form of entry for the examination;
 - (h) the closing date for entries for the examination;
 - (i) the awarding to a student undertaking senior secondary education other than by full-time schooling of a senior certificate based on assessments of the student by an educational institution that assesses students for board subjects under procedures decided by the board;

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(j) such other matters as may be necessary or convenient for the proper conduct of the examination.

(2) As soon as practicable after the board makes a rule under this part, it must, by gazette notice, give notice that—

(a) a rule has been made; and

(b) a copy of the rule can be inspected at a place specified in the notice.

PART 3—COPIES OF CERTIFICATES AND STATEMENTS OF ACHIEVEMENT

Issue of copies of certificates and statements

14.(1) This section applies if the board receives a written application for a copy of any of the following—

(a) a junior certificate;

(b) a senior certificate;

(c) a core skills test statement of achievement;

(d) a junior statement of achievement.

(2) If the board is satisfied that the applicant is the person mentioned in the certificate or statement, the board must prepare and issue a copy of the certificate or statement to the person.

Senior certificate includes tertiary entrance statement

17. For the purpose of this part, the senior certificate shall be deemed to include the tertiary entrance statement.

Copies of certificates or statements

18. A copy of a certificate or statement of achievement can, upon request,

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be collected in person at the board office after midday on the working day following the receipt of a completed application accompanied by the prescribed fee.

PART 4—TERTIARY ENTRANCE STATEMENTS

Appeal or request for verification

19.(1) A student who desires to appeal against the information contained in a tertiary entrance statement or to request verification of assessment data on a senior certificate issued to that student by the board may do so by application in writing to the executive officer.

(2) The appeal or request for verification must be accompanied by the prescribed fee.

(3) An appeal or request for verification shall be made by 5.00 p.m. on the second Friday of January following the issue of the tertiary entrance statement or senior certificate.

PART 5—RECORDED SUBJECTS

List of recorded subjects

22. The board shall maintain a list of those subjects which may appear as recorded subjects on senior certificates.

Inclusion on list of recorded subjects

23. When considering a subject for inclusion on the list of recorded subjects, the board shall have regard to advice from the education institution offering the subject for study concerning the duration of the subject and its appropriateness for the education of senior students.

PART 6—CORE SKILLS TEST

Definitions

24. In this part—

“core skills test” means a test by that name, given to students in year 12 and to such other students as the board approves, for the purpose of obtaining information for use in determining eligibility for tertiary entrance and for other purposes.

Appointment of supervisors and others

25.(1) The board may, in writing, appoint a suitable person to assist in the administration of a core skills test, by, for example—

- (a) supervising the conduct of a test; or
- (b) marking test papers.

(2) In this section—

“suitable person” means a person who the board is satisfied has the necessary education or experience for the purpose for which the person is appointed.

Grading of papers

26. The board must give to each person that sits a core skills test a grade of ‘A’, ‘B’, ‘C’, ‘D’ or ‘E’.

Rules

27.(1) The board may, by resolution, make rules for the purposes of this part.

(2) Without limiting subsection (1), a rule may relate to—

- (a) the content, length or format of a test; or
- (b) the time when or place where a test will be held; or

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- (c) the closing date for applications to sit a test; or
- (d) the proper conduct of a test.

(3) As soon as practicable after the board makes a rule under this part, it must, by gazette notice, give notice that—

- (a) a rule has been made; and
- (b) a copy of the rule can be inspected at a place specified in the notice.

Other persons may take a core skills test

28.(1) The following persons may apply to take a core skills test—

- (a) a person who completed year 12 before the year in which the person nominates to take the core skills test;
- (b) a person who is at least 18 years of age in the year in which the person nominates to take the core skills test but who is not in year 12.

(2) The application must—

- (a) be made in the way set out in the rules; and
- (b) be accompanied by a nomination fee.

Late application fee

29. A person who applies to take a core skills test after the closing date for the test set out in the rules must pay a late application fee.

PART 7—STUDENTS HOLDING STUDENT VISAS

Service fee

30.(1) A student in year 11 or 12 who holds a student visa issued under the *Migration Act 1958* (Cwlth) must pay a service fee for services

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provided by the board in relation to the performance of its functions under section 6(1)(d) to (ea) and (j)² of the Act during the school year.

(2) However, the board may waive payment of the fee—

- (a) for a student at a State school—if the cost of senior secondary education of the student at the school is being defrayed by the State; or
- (b) for a student at a non-State school—if the cost of senior secondary education of the student would be defrayed by the State if the student were a student at a State school.

(3) The board may give the student a written notice requiring payment of the fee within a stated period of not less than 30 days after the notice is given.

² Section 6 (Functions and powers of the board)

SCHEDULE

FEES

	section 12
	\$
1. Nomination for senior examination (s 6(1))—for each subject	40.00
2. Late entry (s 6(2))—for each candidate—	
• first closing date	40.00
• second closing date	80.00
3.* <i>Local expenses (s 6(3))</i>	<i>available on application</i>
4. Revaluation (s 10)—for each paper	15.00
5. Administration (s 11(1))	10.00
6. Copy of syllabus—for each subject	5.00
7. External examination handbook	6.00
8.* <i>Special arrangements (s 6(3A))</i>	<i>available on application</i>
9. Inspection of external examination script (s 11A)—for each 20 minutes or part of 20 minutes	10.00
10. Copy of a junior or senior certificate or statement of achievement (s 14(2))	20.00
11. Appeal or request for verification (s 19)	30.00
12. Nomination to take core skills test (s 28(2))	100.00
13. Late application to take core skills test (s 29)	80.00
14. Service fee (s 30)	250.00

* Items 3 and 8 are included for information only—see ss 6(3) and 6(3A).

ENDNOTES

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2 Date to which amendments incorporated

This is the reprint date mentioned in the Reprints Act 1992, section 5(c). Accordingly, this reprint includes all amendments that commenced operation on or before 8 September 1998. Future amendments of the Education (Senior Secondary School Studies) By-law 1989 may be made in accordance with this reprint under the Reprints Act 1992, section 49.

3 Key

Key to abbreviations in list of legislation and annotations

AIA	=	Acts Interpretation Act 1954	prev	=	previous
amd	=	amended	(prev)	=	previously
amdt	=	amendment	proc	=	proclamation
ch	=	chapter	prov	=	provision
def	=	definition	pt	=	part
div	=	division	pubd	=	published
exp	=	expires/expired	R[X]	=	Reprint No.[X]
gaz	=	gazette	RA	=	Reprints Act 1992
hdg	=	heading	reloc	=	relocated
ins	=	inserted	renum	=	renumbered
lap	=	lapsed	rep	=	repealed
notfd	=	notified	s	=	section
o in c	=	order in council	sch	=	schedule
om	=	omitted	sdiv	=	subdivision
orig	=	originally	SIA	=	Statutory Instruments Act 1992
p	=	page	SL	=	subordinate legislation
para	=	paragraph	sub	=	substituted
prec	=	preceding	unnum	=	unnumbered
pres	=	present			

4 Table of earlier reprints

TABLE OF EARLIER REPRINTS

[If a reprint number includes a roman letter, the reprint was released in unauthorised, electronic form only.]

Reprint No.	Amendments included	Reprint date
1	to SL No. 262 of 1996	4 December 1996
1A	to SL No. 105 of 1997	13 May 1997
1B	to SL No. 114 of 1998	22 May 1998

5 Tables in earlier reprints

TABLES IN EARLIER REPRINTS

Name of table	Reprint No.
Corrected minor errors	1
Renumbered provisions	1

6 List of legislation

Education (Senior Secondary School Studies) By-law 1989 (prev Board of Senior Secondary School Studies By-law 1989 see list of annotations s 1)

made by the Governor in Council on 27 July 1989

pubd gaz 29 July 1989 pp 2861–2

commenced 29 July 1989 (see s 1.1(b))

exp 27 July 1999 (see SIA s 54)

as amended by—

Board of Senior Secondary School Studies Amendment By-law (No. 1) 1992 SL No. 252

notfd gaz 14 August 1992 pp 2892–3

commenced on date of notification

Board of Senior Secondary School Studies Amendment By-law (No. 2) 1992 SL No. 382

notfd gaz 4 December 1992 pp 1732–6

commenced on date of notification

Education (Senior Secondary School Studies) Amendment By-law (No. 1) 1993 SL No. 210

notfd gaz 18 June 1993 pp 985–9

commenced on date of notification

Education (Senior Secondary School Studies) Amendment By-law (No. 1) 1996 SL No. 262

notfd gaz 4 October 1996 pp 450–1

commenced on date of notification

Education (Senior Secondary School Studies) Amendment By-law (No. 1) 1997 SL No. 105

notfd gaz 2 May 1997 pp 61–2

commenced on date of notification

Education (Senior Secondary School Studies) Amendment By-law (No. 1) 1998 SL No. 114

notfd gaz 8 May 1998 pp 180–2

commenced on date of notification

7 List of annotations

PART 1—PRELIMINARY

pt hdg sub 1992 SL No. 252 s 2(3) sch 2

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Short title

- s 1** (prev s 1.1) sub 1992 SL No. 252 s 3
amd 1993 SL No. 210 s 3
- s 1.2** om 1992 SL No. 252 s 3
- s 1.3** om 1992 SL No. 252 s 3
- s 1.4** om 1992 SL No. 252 s 3

PART 2—SENIOR EXTERNAL EXAMINATIONS

- pt hdg** sub 1992 SL No. 252 s 2(3) sch 2; 1996 SL No. 262 s 3
- s 2** (prev s 2.1(a)) renum 1992 SL No. 252 s 2(2) sch 1
amd 1992 SL No. 252 s 4
om 1996 SL No. 262 s 4

Senior examination

- prov hdg** ins 1996 SL No. 262 s 19 sch
- s 3** (prev s 2.1(b)) renum 1992 SL No. 252 s 2(2) sch 1
amd 1992 SL No. 252 s 5; 1996 SL No. 262 s 5; 1997 SL No. 105 s 3

Limit on number of subjects at external senior examination

- s 4** (prev s 2.1(c)) renum 1992 SL No. 252 s 2(2) sch 1
amd 1992 SL No. 382 s 3
sub 1996 SL No. 262 s 6

Full-time students who may sit for external examination

- prov hdg** ins 1996 SL No. 262 s 19 sch
- s 5** (prev s 2.2) renum 1992 SL No. 252 s 2(2) sch 1
amd 1996 SL No. 262 s 7

Examination entry

- prov hdg** ins 1996 SL No. 262 s 19 sch
- s 6** (prev s 2.3) renum 1992 SL No. 252 s 2(2) sch 1
amd 1996 SL No. 262 s 8

Appointment of officials for external examination

- prov hdg** ins 1996 SL No. 262 s 19 sch
- s 7** (prev s 2.4) renum 1992 SL No. 252 s 2(2) sch 1

Method of examining

- prov hdg** ins 1996 SL No. 262 s 19 sch
- s 8** (prev s 2.5) renum 1992 SL No. 252 s 2(2) sch 1

Grading of results

- prov hdg** ins 1996 SL No. 262 s 19 sch
- s 9** (prev s 2.6) renum 1992 SL No. 252 s 2(2) sch 1

Revaluation

- prov hdg** ins 1996 SL No. 262 s 19 sch
- s 10** (prev s 2.7) renum 1992 SL No. 252 s 2(2) sch 1

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Refunding of fees

- prov hdg** ins 1996 SL No. 262 s 19 sch
s 11 (prev s 2.8) renum 1992 SL No. 252 s 2(2) sch 1

Inspection of examination scripts

- s 11A** ins 1996 SL No. 262 s 9

Fees

- s 12** (prev s 2.9) renum 1992 SL No. 252 s 2(2) sch 1
amd 1992 SL No. 382 s 4; 1993 SL No. 210 s 4
sub 1996 SL No. 262 s 10

Rules

- prov hdg** ins 1996 SL No. 262 s 19 sch
s 13 (prev s 2.10) renum 1992 SL No. 252 s 2(2) sch 1
amd 1992 SL No. 252 s 6; 1993 SL No. 210 s 5; 1996 SL No. 262 s 11;
1997 SL No. 105 s 4

**PART 3—COPIES OF CERTIFICATES AND STATEMENTS OF
ACHIEVEMENT**

- pt 3** sub 1992 SL No. 252 s 2(3) sch 2; 1993 SL No. 210 s 6

Issue of copies of certificates and statements

- s 14** (prev s 3.1) renum 1992 SL No. 252 s 2(2) sch 1
sub 1993 SL No. 210 s 7
- s 15** (prev s 3.2) renum 1992 SL No. 252 s 2(2) sch 1
amd 1993 SL No. 210 s 8
om 1996 SL No. 262 s 12
- s 16** (prev s 3.3) renum 1992 SL No. 252 s 2(2) sch 1
amd 1993 SL No. 210 s 8
om 1996 SL No. 262 s 12

Senior certificate includes tertiary entrance statement

- prov hdg** ins 1996 SL No. 262 s 19 sch
s 17 (prev s 3.4) renum 1992 SL No. 252 s 2(2) sch 1
amd 1992 SL No. 252 s 7

Copies of certificates or statements

- prov hdg** ins 1996 SL No. 262 s 19 sch
s 18 (prev s 3.5) renum 1992 SL No. 252 s 2(2) sch 1
amd 1993 SL No. 210 s 8

PART 4—TERTIARY ENTRANCE STATEMENTS

- pt hdg** sub 1992 SL No. 252 s 2(3) sch 2; 1996 SL No. 262 s 13

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Appeal or request for verification

prov hdg ins 1996 SL No. 262 s 19 sch

s 19 (1)–(2) (prev s 4.1) renum 1992 SL No. 252 s 2(2) sch 1
amd 1992 SL No. 252 s 8; 1996 SL No. 262 s 14
(3) (orig s 4.2) renum as s 20 1992 SL No. 252 s 2(2) sch 1
prev s 20 amd 1996 SL No. 262 s 15(1)
renum 1996 SL No. 262 s 15(2)

s 21 (prev s 4.3) renum 1992 SL No. 252 s 2(2) sch 1
amd 1992 SL No. 252 s 9
om 1996 SL No. 262 s 16

PART 5—RECORDED SUBJECTS

pt hdg sub 1992 SL No. 252 s 2(3) sch 2

List of recorded subjects

prov hdg ins 1996 SL No. 262 s 19 sch

s 22 (prev s 5.1) renum 1992 SL No. 252 s 2(2) sch 1

Inclusion on list of recorded subjects

prov hdg ins 1996 SL No. 262 s 19 sch

s 23 (prev s 5.2) renum 1992 SL No. 252 s 2(2) sch 1

PART 6—CORE SKILLS TEST

pt hdg ins 1992 SL No. 252 s 10

Definitions

s 24 ins 1992 SL No. 252 s 10

Appointment of supervisors and others

s 25 ins 1992 SL No. 252 s 10

Grading of papers

s 26 ins 1992 SL No. 252 s 10

Rules

s 27 ins 1992 SL No. 252 s 10

amd 1993 SL No. 210 s 9

Other persons may take a core skills test

s 28 ins 1993 SL No. 210 s 10

amd 1996 SL No. 262 s 17

Late application fee

s 29 ins 1993 SL No. 210 s 10

amd 1996 SL No. 262 s 18

PART 7—STUDENTS HOLDING STUDENT VISAS

pt hdg ins 1998 SL No. 114 s 3

Service fee

s 30 ins 1998 SL No. 114 s 3

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SCHEDULE—FEES

ins 1996 SL No. 262 s 20

amd 1997 SL No. 105 s 5; 1998 SL No. 114 s 4