**Quick Reference Guide for Appendix 2 2022 HSC monitoring confirmation in SPaRO**

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| All | In SPaRO select the Curriculum and Policy tab |
| All | Select **HSC** on the left-hand menu and then select HSC Appendix 2 when it appears. |
|  | The **Appendix 2 HSC monitoring confirmation** page will appear. Complete either the Nil return section OR the HSC monitoring declaration section |
| Principal | Use the HSC Nil return section if your school does not have a Year 12 cohort in the year of monitoring. This may occur in smaller schools and schools in specialist settings for example. Check the box for **Nil return confirmed by Principal**. |
| Principal | If you have a Year 12 cohort in the year of monitoring, read the section that shows **Appendix 2** of the HSC monitoring advice. |
| Principal | When you are satisfied that you have met the requirements of the declaration, use your mouse to check the box for **Confirmed by Principal**. |
| DEL | When you are satisfied that you have met the requirements of the declaration, use your mouse to check the box for **Endorsed by Director, Educational Leadership**. |
|  | **You can view Appendix 2 in context in the 2022 HSC monitoring advice document.**A copy of the advice document is available on the [Stage 6](https://education.nsw.gov.au/teaching-and-learning/student-assessment/stage6) web page:  |
|  | For advice and support in monitoring HSC requirements, principals can contact:* their Director, Educational Leadership
* NESA Liaison Officer
* Director, Curriculum Secondary Learners
* Director, Inclusive Education.

Support may also be accessed from Curriculum Advisors located in Strategic Delivery teams.**The contact details for the Curriculum Secondary Learners, Stage 6 Advisor** are available on the [Stage 6](https://education.nsw.gov.au/teaching-and-learning/student-assessment/stage6) web page.  |