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

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| All | In SPaRO select the Curriculum tabScreen shot of SPaRO top menu. The Curriculum tab on the far right of the SPaRO top menu is highlighted with a thick red surrounding line. |
| All | Select HSC on the left-hand menu and then HSC Appendix 2 |
|  | A reproduction of **Appendix 2 HSC monitoring confirmation** will appear. |
|  | Scroll down to view the **HSC monitoring declaration** |
| 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**. |
|  | **Further information and contacts for advice are available on page 2.** |
|  | **You can view Appendix 2 in context in the 2021 HSC monitoring advice document.**This was emailed to schools by the deputy secretaries before publication in SchoolBiz on 13 November 2020.A copy of the advice document is available on the Stage 6 web page: <https://education.nsw.gov.au/teaching-and-learning/student-assessment/stage6>  |
|  | 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 web page: <https://education.nsw.gov.au/teaching-and-learning/student-assessment/stage6>  |