



Punjabi: Background Language ATAR course practical (oral) examination requirements

2025

Acknowledgement of Country

Kaya. The School Curriculum and Standards Authority (the Authority) acknowledges that our offices are on Whadjuk Noongar boodjar and that we deliver our services on the country of many traditional custodians and language groups throughout Western Australia. The Authority acknowledges the traditional custodians throughout Western Australia and their continuing connection to land, waters and community. We offer our respect to Elders past and present.

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Punjabi: Background Language ATAR course practical (oral) examination

This document provides general advice to teachers, candidates and parents/carers/guardians about the Punjabi: Background Language ATAR course practical (oral) examination.

Where a Year 12 ATAR course has both a written and a practical examination, students are required to sit for both of these examinations. Students who do not sit an ATAR course examination and do not have an approved sickness/misadventure application for that course will not have the grades for the pair of units completed in that year contribute to the calculation of the Western Australian Certificate of Education (WACE).

The practical (oral) examination for the Punjabi: Background Language ATAR course will be held during the period from **Saturday, 27 September** to **Sunday, 26 October 2025** (weekends and the public holiday included) at metropolitan locations. Candidates must be available to complete their practical (oral) examination during this time. A *Personalised practical (oral) examination timetable* (Appendix 1) for each candidate will be made available from **Tuesday, 9 September 2025**.

Examination timetables can be downloaded by schools/providers via SIRS and by students from the School Curriculum and Standards Authority (the Authority) [student portal](https://studentportal.scsa.wa.edu.au/) (<https://studentportal.scsa.wa.edu.au/>). Country candidates are expected to sit their practical (oral) examination via telephone or may choose to travel to the examination centre at their own cost.

For the Punjabi: Background Language ATAR course examination, the weightings are:

- Written examination 65%
- Practical (oral) examination 35%

1. Reporting achievement

Teachers are responsible for ensuring the practical (oral) examination requirements are met and candidates are adequately prepared. Teachers must ensure they are using the current syllabus. Any further advice on matters related to the syllabus or assessment will be published in the [7to12 Circulars](https://www.scsa.wa.edu.au/publications/circulars/7to12-circulars) (<https://www.scsa.wa.edu.au/publications/circulars/7to12-circulars>) on the Authority website.

Teachers should also refer to the ATAR course examination information published in Section 6 of the [WACE Manual](http://www.scsa.wa.edu.au/publications/wace-manual) (<http://www.scsa.wa.edu.au/publications/wace-manual>) on the Authority website.

For all ATAR courses with a practical examination, for the pair of units, schools are required to submit to the Authority a:

- school mark out of 100 (weighted for each component)
- school mark out of 100 for the written component
- school mark out of 100 for the practical component
- grade for the completed pair of units.

2. Candidates with an injury, illness or disability

Candidates who have a permanent disability or condition that could prevent them demonstrating their knowledge, understanding or skills under standard examination conditions may apply to be assessed with equitable access adjustments.

Application is made through the school on the form available from the [Applications and Order Forms page \(https://www.scsa.wa.edu.au/forms/forms\)](https://www.scsa.wa.edu.au/forms/forms) on the Authority website. Adjustments requested for the written examinations do not apply to the practical examinations. Requests for adjustments in the practical examinations must be stated separately in the application, and relate directly to the nature and duration of the practical examination. Applications should be received by the Authority by **Thursday, 27 March 2025**.

3. Provisions for sickness or misadventure

Consideration may be given to candidates (with the exception of non-school candidates) suffering from a temporary sickness or misadventure close to or during the examinations. The candidate may submit a *Sickness/Misadventure Application* if they believe their performance in an examination has been affected by the sickness or misadventure.

If a candidate misses or is not able to complete an examination session for health reasons, it is important that medical evidence be provided to verify the nature and severity of the illness/injury. In most cases, that will mean producing evidence from a medical professional who was consulted on the day of the examination or the day before.

Applications will be considered only if made on the correct form, available from the [Application and Order Forms page \(https://www.scsa.wa.edu.au/forms/forms\)](https://www.scsa.wa.edu.au/forms/forms) on the Authority website from September. Applications that relate to the practical component must be submitted immediately following the practical examination.

Only one form should be used to cover all practical examinations for which the application is being made. The completed form and all supporting evidence must be received by the Authority by **4.00 pm Thursday, 30 October 2025**.

4. Principles of external assessment

The marking process preserves the anonymity of candidates and their school. This requires that candidates are identified only by their Western Australian student number (WASN).

Markers apply a consistent standard to assess the candidate's performance. This requires:

- a marking key for the practical (oral) examination
- attendance at a marker training meeting prior to the commencement of marking
- trial marking of sample oral recordings to ensure a common understanding of the marking key
- the practical (oral) examination to be marked independently by two markers who then reconcile any differences between them
- the Chief Marker to ensure consistency throughout the marking by monitoring the marking process and reconciling significant differences where necessary.

5. Criteria for marking

Practical (oral) performance is assessed on what a candidate is able to demonstrate through the conversation. The *Punjabi: Background Language ATAR course practical (oral) marking key 2025*, published on the Authority website, identifies the assessment criteria and describes levels of candidate performance for each criterion. Candidates are therefore advised to familiarise themselves with the marking key as preparation for their performance in the examination. Candidates are strongly advised to participate in a conversation with the marker, rather than attempt to recite a prepared response that resembles a monologue. In the interest of the candidate, such monologues will be interrupted by the marker at an appropriate point.

A numerical scale is used to assess candidate performance in the practical (oral) examination. All candidates are examined against the following criteria:

- content and communication
 - response
 - engagement
- language
 - linguistic resources – range
 - linguistic resources – accuracy
 - pronunciation.

6. Marking procedure

Each candidate's practical (oral) examination is marked independently by two markers. One marker leads the conversation while the second marker sits in the background and makes notes on the candidate's performance. An audio recording of each candidate's performance is made. The audio recordings are used to ensure comparability between markers when necessary.

7. Examination requirements

Candidates are required to submit a *Personal investigation interview sheet* (Appendix 2) by **Wednesday, 24 September 2025**, including:

- a 300-word summary in Punjabi
- an annotated bibliography of three source texts.

8. Examination procedure

On the day of the practical (oral) examination, the candidate **must** bring a signed hard copy of their *Personalised practical (oral) examination timetable* (Appendix 1) to the examination as proof of enrolment. An image of their *Personalised practical (oral) examination timetable* on their mobile phone will **not** be accepted as proof of enrolment. Candidates must also present a form of photographic identification; an image of the candidate's identification on a phone is acceptable.

If a candidate is found with any unauthorised materials during the examination, they will be referred to the Breach of Examination Rules Committee.

Candidates must **not** wear or carry anything that identifies them or any person, school, club or achievements. Any candidate who does not comply with these requirements will be referred to the Breach of Examination Rules Committee. The candidate is responsible for their personal belongings at all times.

The candidate must report to a supervisor at the examination centre at the scheduled reporting time. This reporting time is 20 minutes before the scheduled examination time. The scheduled examination time is the time at which the examination commences.

A candidate who has not reported to a supervisor once their scheduled examination time has commenced will not be admitted to the practical (oral) examination and the examination cannot be rescheduled.

The candidate is taken to an interview room at the prescribed time.

The candidate must leave the examination area once they have completed the examination. The candidate must not have contact with candidates waiting to be examined, teachers or other parties who are seeking information about the examination until all the examinations have concluded. Any candidate who does not comply with these requirements will be referred to the Breach of Examination Rules Committee.

9. Breach of examination rules

An alleged breach of examination rules will be referred to the Breach of Examination Rules Committee. Further information related to examination breaches can be found on the [Rules of conduct for Year 12 ATAR course examinations page \(https://senior-secondary.scsa.wa.edu.au/assessment/examinations/rules-of-conduct-for-atar-course-examinations\)](https://senior-secondary.scsa.wa.edu.au/assessment/examinations/rules-of-conduct-for-atar-course-examinations) on the Authority website and in Part II of the *Year 12 Information Handbook*, published in July.

A breach of one of these rules can result in cancellation of part or all of the practical raw examination mark.

10. Structure of the practical (oral) examination

Examination	Duration
Discussion of personal investigation	approximately 12–15 minutes

11. Conduct of the practical (oral) examination

When the candidate enters the interview room, the marker begins by greeting the candidate in Punjabi and then asks them in English to state their WASN. The candidate reads out their WASN in English.

For example:

Marker: ਸਤਿ ਸ੍ਰੀ ਅਕਾਲ। ਤੁਹਾਡਾ ਕੀ ਹਾਲ ਹੈ?

Candidate: ਸਤਿ ਸ੍ਰੀ ਅਕਾਲ। ਮੈਂ ਠੀਕ ਹਾਂ। ਧੰਨਵਾਦ। ਧੰਨਵਾਦ।

Marker: I am your interviewer for the Punjabi: Background Language practical (oral) examination today. Can you read me your WA student number in English please?

Candidate: Yes, my number is ...

Marker: Thank you. I'll repeat that number (repeats number to confirm).

Discussion of personal investigation

The marker initiates the conversation.

For example:

Marker: ਕੀ ਤੁਸੀਂ ਮੈਨੂੰ ~ ਬਾਰੇ ਦੱਸ ਸਕਦੇ ਹੋ?

The candidate introduces the focus of their personal investigation, in Punjabi, in approximately two minutes.

The marker asks questions in Punjabi to provide the candidate with the opportunity to discuss, in Punjabi, the focus of the personal investigation, referring to the source texts identified by the candidate. The candidate can also refer to personal experiences related to the topic, or area of interest.

This discussion of the personal investigation between the candidate and the marker allows for an accurate assessment of the candidate's linguistic ability and knowledge of the topic, or area of interest.

At the end of the conversation, the marker stands, thanks the candidate and states that the examination has concluded.

For example:

Marker: ਧੰਨਵਾਦ। ਤੁਹਾਡਾ ਇਮਤਿਹਾਨ ਇਥੇ ਹੀ ਖਤਮ ਹੁੰਦਾ ਹੈ।

12. Key dates

Thursday, 24 July 2025

Last date for withdrawal of enrolment from ATAR courses with a practical examination component

Tuesday, 9 September 2025

Personalised practical examination timetables can be downloaded by schools/providers via SIRS. Students can access their personalised practical examination timetables via the student portal

Wednesday, 24 September 2025

Last date for the Authority to receive *Personal investigation interview sheet* submissions

Saturday, 27 September to Sunday, 26 October 2025 (weekends and the public holiday included)

Punjabi: Background Language ATAR course practical (oral) examination

Appendix 1: Personalised practical (oral) examination timetable



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School Curriculum and Standards Authority



Personalised practical (oral) examination timetable 2025 Punjabi: Background Language

WA student number:

X	X
---	---

X	X	X
---	---	---

X	X	X
---	---	---

Candidate: Name

School name: School School code: XXXX

Examination details

Course: Punjabi: Background Language

Date: Day, Date Month Year

Reporting time: 12:30 pm

Examination time: 12:50 pm

Venue: Venue
(Re-check on the day prior to the examination)

Reporting location: Reporting room

These examination details are final and no changes can be made.

Candidates, staff and visitors are required to comply with all venue-specific requirements.

Candidates who are unwell must complete and submit a *Sickness/Misadventure Application Form*, with supporting evidence, to the School Curriculum and Standards Authority (the Authority). If you are a non-school candidate for this course, there is no option to apply for Sickness/Misadventure.

Candidates who have not reported to a supervisor once their scheduled examination time has commenced will not be admitted to the practical (oral) examination. The examination cannot be rescheduled.

Candidates **must not** wear or carry anything that identifies either them or any school, club or achievements. Failure to do so will result in a breach of examination rules.

Candidates are required to sign this timetable prior to the examination. This signed timetable must be shown to the supervisor, with photographic ID, when registering at the examination venue for the practical (oral) examination. Digital copies of your timetable, e.g. on a mobile telephone, are **not** permitted.

Candidates **must not** contact the venue about the examination arrangements. Any queries must be directed to the Authority on 9273 6377.

Signature Date

Emergency contact for candidates: Phone 0434 734 248

Google Maps QR code:



Google Maps link: <https://studentportal.scsa.wa.edu.au/>

Description: Venue and location information

Appendix 2: Personal investigation interview sheet



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Punjabi: Background Language ATAR course practical (oral) examination 2025

Personal investigation interview sheet

WA student number:

Instructions to candidate

Use the information from your personalised practical examination timetable to fill in the time and date of your practical (oral) examination.

Time: Date:

Use this three-page template to complete the following:

- a cover sheet
- a 300-word summary of your personal investigation, written in Punjabi
- an annotated bibliography of your three source texts.

Note: do not name your parent, teacher or any school in this *Personal investigation interview sheet*. Use generic terminology, e.g. 'my teacher', without using actual names.

Submissions must be marked Private and Confidential and emailed to exams@scsa.wa.edu.au no later than 4 pm Wednesday, 24 September 2025.

Complete the 300-word summary of your personal investigation, written in Punjabi, below.

SAMPLE

Complete the annotated bibliography of your three source texts below.

SAMPLE