Data Procedures Manual 2023

Section 11:

Reports

Contents

Disclaimer: screenshots are for illustration purposes only. Any representations that show a date prior to 2023 should be treated as examples only. Representations that display new information have been updated.

11.1   Reports available to schools

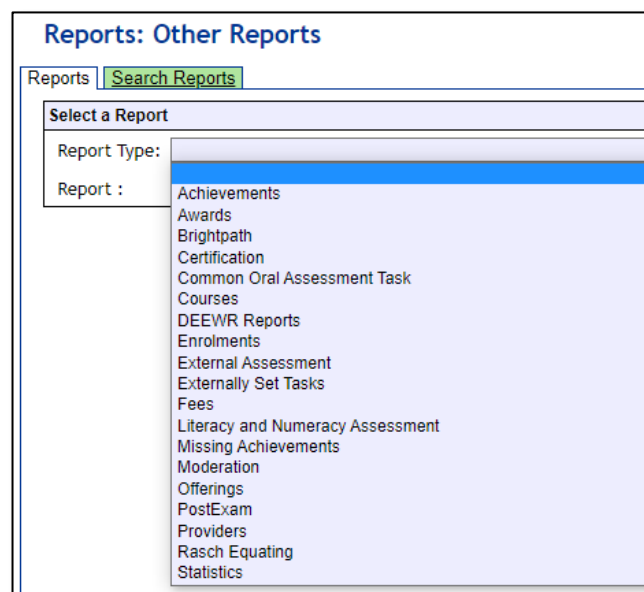Schools can generate a number of reports from SIRS using the data they have uploaded:

- Achievements
- Awards
- Brightpath
- Certification
- Common Oral Assessment Task
- Courses
- Enrolments
- External Assessments
- Externally Set Tasks
- Fees
- Literacy and Numeracy Assessment
- Missing Achievements
- Moderation
- Offerings
- Statistics
- Students.

11.1.1   Generating reports

1. In the blue horizontal navigation bar, hover over the **Reports** tab (see screenshot below).
2. Click on **Other Reports**.

3. Select the **Report Type** from the drop-down list (see screenshot below).

The criterion fields displayed depend on the report type you have selected:

- leaving a field blank indicates you want all items to be included in the report
- selecting a criterion indicates only those items that match will be included.

4. Report fields: click on the **List** symbol and select the required item.

5. Browse fields: click on the **Browse** symbol to search for and select the required item.

6. Check box fields: click on the check box to activate a required field (indicated when the tick appears).

7. Click on the **Radio** button PDF CSV of the format you require the report to be created in (**.PDF** or **.CSV**).

8. Note: not all reports have the **.CSV** option available.

   If a field has a red asterisk next to it, you are required to enter information.

9. Click on the **Generate Report** button. On a Windows operating system, you will see a prompt to open or save your report.
10. Click on **Open**.
11. **Save** the document.

11.1.2   List of reports available to schools

11.1.2.1   Achievements

CSE005 – VET unit of competency achievement by provider
This report lists each student with their units of competency results and achievements, grouped by academic year.

CSE006 – Student endorsed program achievement by provider
This report lists each student with their endorsed program results and achievements, grouped by academic year.

CSE007 – Qualifications achieved
This report lists each student with their VET qualification results and achievements, grouped by academic year.

CSE019 – Student achievement by provider
This report lists each student with their results and achievements, grouped by academic year and enrolment type.

CSE043 – Course achievements by course units
This report lists the students in each course unit with their achievements. Course units are sorted by unit code and semester.

CSE176 – RTO verification report – UoC
This report is available for schools to generate a spreadsheet that will initially verify student enrolments in units of competency with a nominated RTO. Once results and achievements have been uploaded, it will also show all results with a nominated RTO. It can negate the requirement for double entry for some RTOs.

CSE177 – RTO verification report – qualification

This report is available for schools to generate a spreadsheet that will verify student qualifications with a nominated RTO once they have been uploaded into SIRS. It can negate the requirement for double entry for some RTOs.

CSE192 – VET industry specific course requirement met report

This report lists students who have or have not met VET industry specific course requirements from the current year.

CSE196 – VET industry specific course unit of competency report

This report lists the units of competency linked to VET industry specific course units that have been achieved or not achieved from the current year.

CSE206 – VETIS WPL requirement not met

This report lists the students who are enrolled in a VET industry specific course and have not met the ADWPL requirement.

CSE215 – Year 12 student VET achievement detailed summary

GRD015 – Course achievement ranking by provider for examination candidates

This report lists students enrolled to sit the external examination in each ATAR course unit, ranked by their achievements and will detail any discrepancies in ranking.

11.1.2.2   Awards

AWD007 – Exhibition and award notification

This report lists those students from your school who have received an award under the Exhibitions and Awards policy and guidelines existing at the time.

AWD007 – Exhibitions and award notification – exhibition only

AWD027 – VET award eligibility report

This report lists those students from your school whose enrolment currently meets the minimum eligibility criteria to allow them to be nominated for an award in the specified industry area.

AWD032 – VET award student summary details

This report lists student summary details for a student nominated for a VET award.

11.1.2.3   Brightpath

CSE214 – Brightpath teacher registration

11.1.2.4   Certification

CSE015 – WACE eligibility – students not achieving WACE

This report lists all Year 12 students, enrolled with the Authority, who will not achieve a WACE based on achievements in SIRS to date.

CSE070 – Student not achieving WACE report

This report lists the student summary details for those students who have not achieved a WACE.

CSE078 – Confirmation of students' results

This report indicates the number of full-time Year 12 students eligible to receive a WACE and the number of these students who will receive a WACE after acceptance of achievements by the

Authority. It also lists the names of the students who will not receive a WACE. Seven criteria are shown for each student with a Yes/No status to indicate if that criterion has been met.

CSE136 – Students with credit for Year 11 studies by provider

This report lists students who have been given a credit for Year 11 studies based on overseas or interstate enrolment, through training or another source of studies.

CSE201 – Year 12 students with VET enrolments – VET USI status

This report lists Year 12 students who are enrolled in at least one VET unit of competency in the current year and their status to achieve the WACE based on achievements in SIRS to date.

11.1.2.5   Common oral assessment task

COT001 – COAT achievements by class

This report lists, for each Year 12 class, students' raw COAT marks.

COT002 – COAT with missing results

This report lists each student who has a missing raw COAT mark. COAT marks must be uploaded for these students into SIRS. For students who were absent, enter Y in the absent flag column and upload the file again.

COT005 – COAT with missing recordings

This report identifies if any recordings are missing from the FTP.

COT010 – COAT mean school mark vs mean reviewer mark

This report provides a graphical comparison of the COAT marks mean (by school and by reviewer) in a school in relation to the statewide COAT marks means (by school and by reviewer) distribution. Each school is shown as a dot with the horizontal axis being the mean reviewer mark and the vertical axis being the mean school mark.

COT011 – COAT school mark vs reviewer mark

This report lists the school and the reviewer mark for each selected script, the mean of the school marks and the mean of the reviewer marks and the differences between the two mean values by each class.

COT013 – COAT marks comparison (school vs reviewer)

This report lists by class, the COAT school marks submitted for each student and the reviewer mark for selected scripts.

COT014 – COAT school marks frequency

This report shows the frequency distribution of COAT school marks in comparison with the statewide COAT school marks distribution, with selected students and not selected students to be externally marked being identified.

COT017 – COAT marks breakdown by provider

This report shows a breakdown of reviewer marks by question for each selected student.

COT018 – COAT percentage school marks and grades

This report is a visual presentation of COAT school marks and grades relative to the statewide marks distribution, with selected students and not selected students to be externally marked being identified.

11.1.2.6   Courses

CSE084 – VET qualifications

This report lists VET qualifications for a given year.

CSE096 – Units of competency linked to VET qualifications

This report lists units of competency linked to VET qualifications for a given year.

11.1.2.7   Enrolments

CSE002 – Student enrolment by provider

This report lists student enrolments in course units, courses, endorsed programs and units of competency, and identifies those students studying at other providers. It also includes a list of students who have been given a credit for Year 11 studies based on overseas or interstate enrolment, through training or another source of studies.

CSE013 – Student examination enrolment by courses

This report lists each ATAR course with an alphabetical list of all students who are enrolled to sit the external examination.

CSE028 – Student course enrolment by provider

This report lists student enrolments in course units and identifies those students studying course units at other providers. It also includes a list of students who have been given a credit for Year 11 studies based on overseas, interstate, through training or another source of studies.

CSE029 – Student VET UoC enrolment by provider

This report lists student enrolments in units of competency and identifies those students studying units of competency at other providers. Enrolments are grouped by qualification, then student.

CSE030 – Student endorsed program enrolment by provider

This report lists student enrolments in endorsed programs and identifies those students studying endorsed programs at other providers.

CSE032 – Total number of students enrolled

This report lists the number of students enrolled in each course, course unit, VET, endorsed program and qualification.

CSE036 – Course unit enrolment count

This report lists the number of students enrolled in course units that match the specified year, provider and academic year.

CSE040 – Course unit student listings

This report lists course units and students enrolled in each course unit.

CSE059 – Verification of student details

This report shows students' personal details, course unit enrolments, VET enrolments and endorsed program enrolments. This report may take a long time to generate depending on the number of students at your school. If you are a large school, it is advisable to filter the report by academic year. The report can also be run for an individual student.

CSE129 – Course unit enrolment for provider

This report lists the number of students enrolled in course units that match the specified year, provider, sector and academic year.

CSE134 – Course unit enrolment count by course

This report lists the number of students enrolled in course units that match the specified year, provider and academic year, grouped by course.

CSE144 – Check enrolments versus second language eligibility

This report lists the students enrolled in second language courses and their eligibility status.

CSE165 – VETIS enrolments with no ENVET or ENEND

This report lists students with VET industry specific course enrolments but no integrated ENVET and/or ENEND enrolments.

CSE169 – Student unit repeats by provider

This report lists students who are repeating a unit at a selected provider, including the grade achieved previously.

CSE181 – VET industry specific student enrolment count by provider

This report tallies the number of students and providers with enrolments in VET industry specific courses.

CSE182 – VET credit transfer qualification provider and student enrolment count

This report tallies the number of students and providers with enrolments in VET credit transfer arrangements.

CSE183 – VET qualification integrated into course provider and student enrolment count

This report tallies the number of students and providers with enrolments in VET integrated into courses.

CSE188 – Foundation course eligibility report

This report lists all students who are not eligible but enrolled in a Foundation course unit.

CSE190 – Student second language eligibility report

This report lists each second language course and the eligibility status of students.

CSE193 – VET qualification estimates

This report lists each student with their VET qualification estimates grouped by academic year.

CSE194 – VET industry specific course enrolment by provider report

This report lists the details of students enrolled in a VET industry specific course by school provider.

CSE195 – VET USI report

This report lists all students who have a VET enrolment or achievement in SIRS and whether they have provided a VET USI or not.

CSE197 – Check enrolments versus ELD eligibility

This report lists students who have had eligibility approved and have been enrolled in English as an Additional Language or Dialect.

CSE198 – ELD eligibility report

This report lists the English as an Additional Language or Dialect eligibility status of students.

CSE208 – Language course application status
This report shows the language course application status for students who have submitted language applications using the paper form, and those students who have submitted online language applications through the student portal that have been finalised.

CSE226 – Student VET qualification enrolment by provider
This report lists student numbers enrolled for qualifications at providers.

CSE229 – SRMS language course application status
This report lists the language course application status in the SRMS.

11.1.2.8 External assessment

CSE063 – Published personalised examination timetable
This report enables a provider to reprint a written examination timetable for an individual student, or all students at the school, and includes important information relating to sitting the examination.

CSE065 – Background candidate by course
This report lists courses/subjects that have background criteria and the background status of students.

CSE155 – Student results – examinations with criterion marking
This report lists the marks obtained by students for each criterion in exams with criterion marking.

CSE175 – Published practical examination timetable
This report allows for a provider to reprint a practical examination timetable for an individual student, or all students at the school.

CSE191 – ATAR course examination accommodation form

CSE204 – Physical Education Studies practical examination sport and skill selection
Note: only sport and skill selection forms that have been returned and processed will appear on this report.

CSE207 – Published special examination arrangements notifications

CSE209 – Special arrangements by provider

EXM004 – Providers allocated to each assessment centre by examination

EXM004A – Provider's students allocated to each assessment centre by examination

EXM017 – Examination room allocation

EXM019 – Examination centre candidate allocation

EXM049 – Timetable allocation by provider

EXM096 – Media Production and Analysis media type

11.1.2.9 Externally set tasks

EST001 – EST marks by student
This report lists students' EST raw marks and percentages as marked by the school for each Year 12 General and/or Foundation course.

EST002 – EST achievements by student

This report lists for each student, the raw EST mark for each Year 12 General and/or Foundation course.

EST003 – ESTs with missing results

This report lists each student who has a missing raw EST mark. EST marks must be uploaded for these students into SIRS. For students who were absent, enter ABS and upload the file again.

EST004 – EST selected scripts status

This report identifies the scripts to be uploaded/sent to the Authority. It identifies when a script has been uploaded and lists the raw EST mark.

EST005 – EST missing selected scripts

This report identifies if any scripts are missing from the requested scripts.

EST010 – Mean school mark vs mean reviewer mark

This report provides a graphical comparison of EST marks mean (by school and by reviewer) in a school in relation to the statewide EST marks mean (by school and by reviewer) distribution. Each school is shown as a dot with the horizontal axis being the mean reviewer mark and the vertical axis being the mean school mark.

EST011 – School mark vs reviewer mark

This report lists the school and the reviewer mark for each selected script, the mean of the school marks and the mean of the reviewer marks and the differences between the two mean values by each class as well as by school and EST course.

EST013 – EST marks comparison (school vs reviewer)

This report lists by class, the EST school mark submitted for each student and the reviewer mark for selected scripts.

EST014 – EST school marks frequency

This report shows the frequency distribution of EST school marks in comparison with the statewide EST school marks distribution by each EST course, with selected students and not selected students to be externally marked being identified.

EST017 – EST mark breakdown by provider

This report shows a breakdown of reviewer marks by question for each selected student in each EST.

EST018 – EST percentage school marks and grades

This report is a visual representation of EST school marks and grades relative to the statewide marks distribution, with selected students and not selected students to be externally marked being identified. Note: this report is only available after final grades have been approved.

11.1.2.10   Fees

CSE017 – Fees received for non-school candidates

This report lists the course code, course and fee paid for each non-school candidate enrolment. The report is generated by a candidate's main provider.

CSE031 – Outstanding payments for full fee-paying students

This report lists the full fee-paying students who have not paid their enrolment fees to the School Curriculum and Standards Authority.

11.1.2.11   Literacy and numeracy assessment

LAN001 – OLNA student list
This report lists the registered students eligible to sit the next OLNA round for each component.
Schools may use this report for the purposes of attendance check, to keep a record of all attendance
and note any incidents that may occur during the OLNA component.

LAN002 – OLNA student login details (only available at set times)
This report lists the usernames and passwords of eligible students for each component. Schools are
to distribute these to students on the day of the scheduled OLNA component.

LAN003 – OLNA performance overview (only available at set times)
This report lists current OLNA results in each component for individual students of the selected
cohort.

LAN004 – OLNA group diagnostics (only available at set times)
This report includes summary diagnostics for the group of students achieving a Category 1 or
Category 2 result in the selected component.

LAN005 – OLNA individual student diagnostics (only available at set times)
This report includes individual diagnostics for students achieving a Category 1 or Category 2 result in
the selected test round and component.

LAN006 – OLNA individual student current status (only available at set times)
This report includes current OLNA performance in each component for individual students. It also
lists the requirement for individual students who have not demonstrated the standard in at least one
component to re-sit the assessment in the next available testing period.

LAN007 – OLNA expected students for March (only available at set times)
Expected list of students eligible to sit the OLNA in March of the following year, based on NAPLAN
Year 9 data and OLNA September round results of the current year.

LAN011 – OLNA student accumulative result
The performance progression of registered students by test component.

11.1.2.12   Missing achievements

CSE009 – Missing achievements by provider
This report lists students and their enrolments in course units, endorsed programs and units of
competency for which no results have been submitted.

CSE212 – Missing Year 12 unit achievements for non-Year 12 students by provider

11.1.2.13   Moderation

GRD013 – Course unit achievement ranking by provider
This report lists students in each course unit, ranked by their achievements and will detail any
discrepancies in ranking.

GRD021 – Proposed grade distribution feedback
This report shows the proposed grade distribution for each unit by provider and the comment from
the principal consultant (e.g. 'proposed distribution accepted, suggest downward movement of

bottom A's'). It is used by schools to access feedback from the principal consultant on the proposed grade distribution for each unit before submitting their final results.

GRD022 – Small group moderation partnerships by providers

This report lists all the small group moderation partnerships for a selected provider. Schools are required to use this when checking registration of their partnerships. Providers can view only their own partnerships.

GRD025 – Final grade distributions – course historical data

This report shows the grade distribution (number and percentage) by provider for a selected calendar year and a selected academic year. This is used by schools and principal consultants to view and/or print grade distributions for previous years.

GRD028 – Providers offering courses without small group moderation partners

This report lists small groups at your school that are not in a registered small group moderation partnership. The criterion for the number of students can be varied. The default setting is six as the Authority's requirement is for a group to be established for each course/stage where there are fewer than six ATAR course examination candidates. A school may choose a higher number (e.g. 10) to identify courses that are close to this limit. A school may choose to establish a partnership for a group of six or more so that the students are in a large group or to allow for changing circumstances such as student transfers between courses.

GRD032 – Compare exam marks versus school marks

GRD034 – Historical grade summary

This report lists a historical grade distribution (number and percentage) for a provider by learning area, course, course type and unit.

GRD035 – Small group moderation partnerships by providers and declaration

11.1.2.14   Offerings

CSE001 – Provider offering summary

This report lists the course unit, endorsed program and VET unit of competency offerings for a provider.

CSE025 – Provider offering summary for courses

This report lists the course unit offerings and shows enrolment numbers (estimated, actual) by provider.

CSE026 – Provider offering summary for VET UoC

This report lists the VET unit of competency offerings with RTO and integration details.

CSE027 – Provider offering summary for endorsed programs

This report lists the endorsed program offerings.

CSE050 – Course offering/enrolment summary for providers

This report compares the number of expected students in a given course to the number of students actually enrolled.

11.1.2.15   Statistics

STS009 – Year 12 state statistics
This report lists a set of pre-defined statistics for the state.

STS009 – Year 12 state statistics part 2
This report lists a set of pre-defined statistics for the state.

STS010 – Year 12 provider statistics
This report lists a set of pre-defined statistics for the selected provider.

STS010 – Year 12 provider statistics part 2
This report lists a set of pre-defined statistics for the selected provider.

STS022 – Year 12 school assessment statistics
This report provides summary statistics of grades and marks/scores for school and State, and students' marks in each Year 12 ATAR course. The marks/scores include: examination marks, school marks, moderated school marks, combined marks and the combined scores.

STS028 – School grade distribution against state grade distribution
This report provides a graphical presentation of the school grade distribution for a course with reference to either the moderated school mark distribution or the ATAR course examination mark distribution. For comparative purposes, the report also provides the State grade distribution against the moderated school marks or the ATAR course examination marks.

STS029 – ATAR course marks distributions
This report provides a graphical presentation of various distributions of marks/scores achieved by students enrolled in a Year 12 ATAR course at the school. The marks/scores include: school marks, examination marks, moderated school assessments and combined scores.

STS032 – English and maths statistics
This report lists English and Maths results statistics for the school/state.

STS036 – Statistical moderation and concurrent validity of school assessments
This report provides a graphical comparison of your school's marks moderation in relation to statewide school marks moderation. Your school is shown as a blue dot. Other schools are shown by solid green, solid red or hollow red dots.

STS037 – Year 12 ATAR course (non-Year 12 students) marks
This report provides results of non-Year 12 students from your school who sat a Year 12 ATAR course examination.

MF01, MF02 and MF03 – Detailed written examination feedback (Maximising feedback)
These reports provide summary and individual marks awarded to students' responses to each of the questions in the ATAR course examination for a selected ATAR course for the school.

MF01 is provided for all ATAR courses. The report shows the raw marks for each student for each written, open-ended response item. This can be used to identify strengths and weaknesses across the examination candidates from your school. It also shows the choices that your students made where options were available to them. Part 2 of the report shows a summary of data for each question, including the:

- mean (school and State)

- standard deviation (school and State).

MF02 is provided for those ATAR courses that include multiple-choice questions. Part 1 of the report provides the school and State mean and standard deviation for the multiple-choice questions. Part 2 is a distractor analysis for all candidates (the State), which provides for each question: the correct answer, the percentage of all candidates who answered correctly, and the number of candidates who selected each distractor. Part 3 is the distractor analysis for the school, showing the number of students selecting each alternative (A, B, C, D) and the percentage who selected the correct answer. Part 4 is a school diagnostic profile, which compares the school data to the data for all candidates and identifies questions where the school performance indicates relative strengths or weaknesses. Part 5 is a student-item response table. Part 6 is a statewide distribution of scores, which shows the number and percentage of the candidates achieving each possible score.

MF03 is provided for those ATAR courses with a practical examination. Page 1 of this report shows the marks for each criterion and the total practical examination mark for each candidate at the school. Page 2 shows a summary of data for each criterion, including the:

- mean (school and State)
- standard deviation (school and State).

Note: the information on individual students is confidential and must not be released to a third party without permission of the student concerned.

11.1.2.16   Students

CSE011 – Student listing by provider
This report lists students by provider in alphabetical order along with their Indigenous status, date of birth, postal address and contact telephone numbers.

CSE012 – Student summary details
This report will return a student summary listing all enrolments and results for a nominated student.

CSE055 – Indigenous student listing by provider
This report lists the students at your provider who have been identified as Indigenous, or their Indigenous status has not been stated.

CSE058 – Student Declaration and Permission
This report lists the student choices for release of information for awards and exam responses.

CSE077 – Student summary details by provider
This report will generate the student summary details for all students in a given academic year. This report will automatically be sent to your inbox when complete, as it can take some time to generate.

CSE091 – Student community service completion by provider
This report will return a list of students and the number of community service hours they have completed, as reported by the school.

CSE097 – Student certificate listing by provider
This report lists students by provider detailing the name that will appear on their WACE, as well as their date of birth, postal address and contact telephone numbers.

CSE106 – Number of Indigenous students registered summary by provider

This report lists the number of students in each academic year by indigenous status; Aboriginal, Torres Strait Islander, Aboriginal and Torres Strait Islander, Neither or Not Stated.

CSE211 – Student listing by class

This report lists students by class.

11.2   Examples of reports available to schools

11.2.1   Achievements

CSE007 – VET qualifications achieved

This report lists each student with their VET qualification results and achievements grouped by academic year (see example below).

CSE007		School Curriculum and Standards Authority		Time 10:46:44	Date 09/12/19
		VET Qualifications Achieved			
		Year 12, 2019			
	VET Qualification		Registered Training Organisation		Traineeship
1234: Authority Senior High School					
Year 12					
12345678 Student name	BSB20115: Certificate II in Business		2401: Skills Strategies International Pty Ltd		No
12345678 Student name	FNS20115: Certificate II in Financial Services		2401: Skills Strategies International Pty Ltd		No
12345678 Student name	BSB20115: Certificate II in Business		2401: Skills Strategies International Pty Ltd		No
12345678 Student name	FNS20115: Certificate II in Financial Services		2401: Skills Strategies International Pty Ltd		No
12345678 Student name	SIS30115: Certificate III in Sport and Recreation		52790: South Regional TAFE		Yes
12345678 Student name	CUA20615: Certificate II in Music Industry		41549: COSAMP College of Sound & Music Production		No
12345678 Student name	MST20616: Certificate II in Applied Fashion Design and Technology		31301: Australian Institute of Fashion Design		No
12345678 Student name	SIR20216: Certificate II in Retail Services		51843: Vocational Training Services (VTS)		Yes

CSE019 – Student achievement by provider

This report lists each student with their results and achievements, grouped by academic year and enrolment type (see example below).

CSE019			School Curriculum and Standards Authority		Time 13:50:13		Date 18/05/17
			Student Achievement				Page 1 of 3
			Year 12, 2017				
Course Unit Achievement							
		Semester	Unit		Practical Mark	Written Mark	Grade
1234: Authority Senior High School							
Year 12							
22373730	Brown, Jessica						
		Full Year	GTDAN		68.00	68.00	B
		Full Year	GTENG			60.00	C
		Full Year	GTISC			88.00	A
		Full Year	GTPES			72.00	B
			Total units count = 8				
22971926	Hetherington, Jacob						
		Full Year	ATCHE			89.00	A
		Full Year	ATCSL		62.00	73.00	B
		Full Year	ATENG			76.00	B
		Full Year	ATMAM			99.00	A
		Full Year	ATPHY			65.00	C
			Total units count = 10				

11.2.2   Enrolments

CSE002 – Student enrolment by provider

This report lists student enrolments in course units, courses, endorsed programs and units of competency, and identifies those students studying at other providers. It also includes a list of students who have been given a credit for Year 11 studies based on overseas or interstate enrolment, through training or another source of studies (see example below).

CSE013 – Student examination enrolment by courses

This report lists each ATAR course with an alphabetical list of all students who are enrolled to sit the external examination (see example below).

CSE040 – Course unit student listings

This report lists course units and students enrolled in each course unit (see example below).

Section 11: Reports

CSE059 – Verification of student details

This report shows students' personal details, course unit enrolments, VET enrolments and endorsed program enrolments. This report may take a long time to generate depending on the number of students at your school. If you are a large school, it is advisable to filter the report by academic year. The report can also be run for an individual student (see example below).

CSE059	School Curriculum and Standards Authority	Time 14:32:29	Date 18/05/17

Verification of student details - 2017 Page 4 of 12

Larry Byfield

Below are the details held by the School Curriculum and Standards Authority regarding Larry Byfield. These details should be checked closely as they can impact on the student's post school destination selection or on the publication of their name in the newspaper should they win a School Curriculum and Standards Authority exhibition or award.

If any of the details are incorrect, the student should make the amendments on this form. Changes must be recorded on the school's database and the corrected data upload to the School Curriculum and Standards Authority's database. Fields marked with an asterisk(*) are optional.

This form must not be returned to the School Curriculum and Standards Authority.

Section 1: Personal details

First Name:	Larry	Certificate Name:	Larry Byfield
Last Name:	Byfield	School:	1234: Authority Senior High School
Student number:	23840716	Year:	12
Date of birth:	23/6/2000	Gender:	Male
Address:	37 Buckland Road SPEARWOOD WA 6163	Telephone:	9494 2334
Indigenous status:	Not Indigenous	Mobile:	0435 241 244
Release individual awards:	No	Australian residency status:	Resident
Copyright release of exam responses:	No	Release career information:	No
Prior learning block credit:	No	Release school work:	No
		Community service hours completed	0

Section 2: Course unit enrolment

Course	Unit	Semester	School
CHE	ATCHE+	Full Year	1234: Authority Senior High School
ENG	ATENG+	Full Year	1234: Authority Senior High School
MAA	ATMAA+	Full Year	1234: Authority Senior High School
MPA	ATMPA+	Full Year	1234: Authority Senior High School
PHY	ATPHY+	Full Year	1234: Authority Senior High School

+ The student is enrolled to sit the course exam

++ The student has been enrolled in this course unit previously, and may already have been awarded a grade. Completed course units that are repeated do not contribute to the WACE requirements more than once.

Section 3: VET enrolment

Qualification	UoC	RTO	Integrated	School

Section 4: Endorsed program enrolment

Endorsed program	Endorsed program type	Program provider	School

11.2.3   External assessment

CSE063 – Published personalised examination timetable

This report enables a provider to reprint a written exam timetable for an individual student, or all students at the school, and includes important information relating to sitting the examination (see example below).

Government of Western Australia School Curriculum and Standards Authority	**2017 ATAR course examinations** **Personalised examination timetable**	SCSA

School: 1234: Authority Senior High School   WA student number: 24345678

Name: Emily Hetherington   DOB: 11/05/3111
                                                                               Gender: Female

Candidate's signature: _____   Date: _____

Written examination timetable

This timetable identifies you as an examination candidate in the courses listed below. This timetable MUST be taken to all written examinations and must be SIGNED prior to your first examination.

ATAR course examination and examination date	Candidate status and exam time*	Examination centre
ENG: English 2/11/2017	School candidate 9:20 AM	1234: Authority SHS
CHE: Chemistry 7/11/2017	School candidate 9:20 AM	1234: Authority SHS
MAA: Mathematics Applications 8/11/2017	School candidate 9:20 AM	1234: Authority SHS
HBY: Human Biology 9/11/2017	School candidate 9:20 AM	1234: Authority SHS
GEO: Geography 25/11/2017	School candidate 2:00 PM	1234: Authority SHS

*The examination time indicates the start of the reading time.
Candidates MUST plan to arrive approximately 30 minutes prior to the stated time to allow for seating and instructions.

Candidates must ensure they have read the Year 12 Information Handbook.

11.2.4   Literacy and numeracy

LAN001 – OLNA student list

This report lists the registered students eligible to sit the next OLNA round for each component. Schools may use this report for the purposes of attendance check, to keep a record of all attendance and note any incidents that may occur during the OLNA component (see example below).

WACE OLNA Student List - Reading

2017 ROUND 2

1234 Authority Senior High School

Student Name	Student Number	Academic Year	Adjustment	Password Generated	Achievement Category
Allen, Peter	22919842	Y12		N	2
Button, Oscar	24855832	Y10		N	1
Hetherington, Emily	22273897	Y12		N	2
Smith, Susan	23053241	Y11		N	2
Atri, Sarah	24018757	Y10		N	NSA

WACE OLNA Student List - Numeracy

2017 ROUND 1

Achievement Categories

Category 2 - Students who have not yet demonstrated the standard i.e. proficiency in using a range of ACSF Level 3 skills in a component. These students have been identified as at risk of not demonstrating the standard and may require specific learning interventions. Individual student's feedback (LAN005) identifies some of the skills students have yet to demonstrate in this component.

Category 1 - Students who have not demonstrated the standard i.e. proficiency in using a range of ACSF Level 3 skills in a component. These students have been identified as at risk of not demonstrating the standard and require specific learning interventions. Individual student's feedback (LAN005) identifies some of the skills students have yet to demonstrate in this component.

Category NSA - Students who did not sit the assessment or the assessment result is not available.

11.2.5   Missing achievements

CSE009 – Missing achievements by provider

This report lists students and their enrolments in course units, endorsed programs and units of competency for which no results have been submitted (see example below).

CSE009   School Curriculum and Standards Authority   Time 14:05:48   Date 18/05/17

Enrolment with Missing Result   Page 1 of 4

Year 12, 2017

Course Enrolment

1234 : Authority Senior High School

Semester	Unit	Unit Score	Practical Unit Score	Written Unit Score	Grade	
Year 12 24815718 Adams, Ronald						
Full Year	ATDRA	[Score: ?]	[Score: ?]	[Score: ?]	[Grade: ?]	(Exam enrolled)
Full Year	ATHBY	[Score: ?]		[Score: ?]	[Grade: ?]	(Exam enrolled)
Full Year	ATLIT	[Score: ?]		[Score: ?]	[Grade: ?]	(Exam enrolled)
Full Year	ATMUSW	[Score: ?]	[Score: ?]	[Score: ?]	[Grade: ?]	(Exam enrolled)
Full Year	ATPES	[Score: ?]	[Score: ?]	[Score: ?]	[Grade: ?]	(Exam enrolled)
						Total No. of Units: 5

11.2.6   Offerings

CSE001 – Provider offering summary

This report lists the course unit, endorsed program and VET unit of competency offerings for a provider (see example below).

CSE001	School Curriculum and Standards Authority					Time 14:20:17	Date 18/05/17
	Provider Offering Summary for 2017						Page 1 of 3
	Course						
Provider	Course	Unit Code	Academic Year	Est. No. of Enrolments	Actual No.of Enrolments	Teacher Contact Name	Chief Moderator Name
1234 : Authority Senior High School							
	ACF: Accounting and Finance	ATACF	Y12	20	0	David Fitzgerald	Gabriella Raggio
	AIT: Applied Information Technology	GTAIT	Y12	18	0	Paul Jensen	Ian Gaynor
	BLY: Biology	ATBLY	Y12	37	1	Cindy Cole	Nolene Harris

11.2.7   Students

CSE011 – Student listing by provider

This report lists students by provider in alphabetical order along with their Indigenous status, date of birth, postal address and contact telephone numbers (see example below).

CSE011		School Curriculum and Standards Authority				Time 14:21:17	Date 18/05/17
		Student Listing By Provider, Year 12, 2017					Page 1 of 1
Provider	Student No	Title	Surname	First Name	Indigenous Type	Date Of Birth	Postal Address	Phone
1234: Authority Senior High School								
Year 12								
	23815718		Adams	Ronald		10/07/1998	8 Little Street, NORTH LAKE WA 6163,	Ph: 9337 8743 Mob: 0438 345 678
	23171548		Brown	James		09/10/1998	1 Potters Street, YOKINE WA 6060,	Mob: 0421 7812345
	23373730		Brown	Jessica		22/06/1999	104 Scarborough Beach Road, SCARBOROUGH WA 6019,	Ph: 9123 4567 Mob: 0412345678
	23840716		Byfield	Larry		23/06/1998	37 Buckland Road, SPEARWOOD WA 6163,	Ph: 9494 2389 Mob: 0435 241 244

CSE077 – Student summary details by provider

This report will generate the student summary details for all students in a given academic year. This report will automatically be sent to your inbox when complete, as it can take some time to generate (see examples below).

CSE012	School Curriculum and Standards Authority	Time 13:17:03	Date 04/09/17
	Student Summary Details		Page 1 of 3

Student details

Student number:	23456789
Student name:	Eve Anderson
Date of birth:	22/09/1999
Certificate name:	Eve Anderson
Sex:	Female
Address:	5 Sixth Avenue MOUNT LAWLEY WA 6050
Status:	Current
Current provider:	1234: Authority Senior High School
VET USI:	Not Supplied
Prior learning block credit:	No
Number of community service hours:	0

Main Providers

Year	AcYr	Provider	Status
2017	12	1234: Authority Senior High School	Current
2016	11	1234: Authority Senior High School	Current
2015	10	1234: Authority Senior High School	Current
2014	09	1234: Authority Senior High School	Current
2013	08	1234: Authority Senior High School	Current

WACE status

WACE status	
WACE achieved	N
Minimum requirement:	
ATAR eligibility	Y
Certificate II or higher required	N
Minimum requirement met	ATAR

Standards

Standards		
C grade requirement met		N
C grade or equivalent distribution		
	Y11	Y12
Course units	9	0
Unit equivalents	0	2
6 C grades or equivalent in Y12	N	

Literacy and numeracy

Literacy and numeracy	
Reading standard	Prequal
Writing standard	Prequal
Numeracy standard	Prequal
Literacy met	Y
Numeracy met	Y

Breadth and depth

Breadth and depth			
Breadth and depth requirement met		N	
	Y11	Y12	Total
Course units	13	0	13
Unit equivalents *	VET	0	0	0
	Endorsed program			2 ^
Completion of at least four units from an English course △		2	0	2
List A			0	0
List B			0	0

* A maximum of 8 unit equivalents (4 Year 11 and 4 Year 12) can be substituted by VET qualifications or a combination of VET and Endorsed Programs with a maximum of 4 unit equivalents from Endorsed Programs (2 Year 11 and 2 Year 12).

^ These unit equivalents will be allocated to either Year 11 or Year 12 or both Years 11 and 12 as required.

△ These must be post-Year 10 and include at least one pair of Year 12 units from an English course.

Summary of course unit enrolments - 2017

Courses	Y11	Y12	Total
ATAR	0	10	10
General	0	0	0
VET industry specific	0	0	0
Foundation	0	0	0
Preliminary #	0	0	0

Preliminary units do not contribute towards the WACE requirements but are reported on the WASSA.

Section 11: Reports

Student Summary Details

Courses (from year 2011)

Year	AcYr	Course	Prv Code	Stage	Exam Type	School Assess-ment	Moderated School Assessment	Standardised Moderated School Assessment	Raw Exam Mark	Adjusted Exam Mark	Standardised Exam Mark	Component Comb. Mark	Course Comb. Mark	WACE Course Score	Anom Perfor	Non Genuine Apt.	Sick Flag	Award Flag
2017	Y12	ENG: English	1234		Written	Not Available												
2017	Y12	HBY: Human Biology	1234		Written	Not Available												
2017	Y12	HIM: Modern History	1234		Written	Not Available												
2017	Y12	MAA: Mathematics Applications	1234		Written	Not Available												
2017	Y12	PES: Physical Education Studies	1234		Written	Not Available												
					Practical	Not Available												

Course Units

Year	AcYr	Semester	List	Course	Course Unit	Qualification	Examination Status	Provider	Status	Result
2017	12	Full Year	A	ENG	ATENG			1234: Authority Senior High School	Current	
2017	12	Full Year	B	HBY	ATHBY			1234: Authority Senior High School	Current	
2017	12	Full Year	A	HIM	ATHIM			1234: Authority Senior High School	Current	
2017	12	Full Year	B	MAA	ATMAA			1234: Authority Senior High School	Current	
2017	12	Full Year	B	PES	ATPES			1234: Authority Senior High School	Current	
2016	11	Full Year		ENG	AEENG			1234: Authority Senior High School	Current	[Score: 64.0][Written Score: 64.00][Grade: C]
2016	11	Full Year		HBY	AEHBY			1234: Authority Senior High School	Current	[Score: 43.0][Written Score: 43.00][Grade: D]
2016	11	Full Year		HIM	AEHIM			1234: Authority Senior High School	Current	[Score: 56.0][Written Score: 56.00][Grade: C]
2016	11	Full Year		MAA	AEMAA			1234: Authority Senior High School	Current	[Score: 68.0][Written Score: 68.00][Grade: B]
2016	11	Full Year		PAE	A1PAE			1234: Authority Senior High School	Current	[Score: 61.0][Written Score: 61.00][Grade: C]
2016	11	Full Year		PES	AEPES			1234: Authority Senior High School	Current	[Score: 69.0][Written Score: 69.00][Grade: B]
2016	11	Full Year		PHY	AEPHY			1234: Authority Senior High School	Current	[Score: 48.0][Written Score: 48.00][Grade: D]

(* course unit has been achieved previously.   NEC = Non-examination candidate)