School Curriculum and Standards Authority

Data Procedures Manual 2027

Section 7:
Externally set tasks

Contents

- Overview
- Deadline for EST marks and EST scripts
- Recording data for EST marks
- Setting up an EST marks database in Excel
- Saving data for upload into SIRS
- Uploading data into SIRS
- SIRS reports relating to EST marks
- Further help

Note: screenshots are for illustration purposes only and may show a date prior to 2027.

7.1 Overview

Students enrolled in Year 12 General and/or Foundation courses are required to complete the externally set task (EST) developed by the Authority for that course. The EST is compulsory and forms part of the school-based assessment.

Schools are required to:

- administer the EST to all students studying Year 12 General and/or Foundation courses
- mark the ESTs and upload the marks into SIRS. The process for uploading EST marks is set out below.

7.2 Deadline for EST marks and EST scripts

Refer to the Authority website for dates when students' marks for Year 12 General and Foundation courses are due to be uploaded into SIRS.

7.3 Recording data for EST marks

Data can be entered into school database systems, including, but not restricted to, Civica School Manager (CSM), Administration of Schools (AoS), Reporting to Parents (for most public schools), SEQTA and Synergetic. To find out how to record data in these systems, contact the software supplier or refer to Section 15: Database programs.

If your school records data in Excel, it must be formatted correctly. Failure to format data correctly will prevent it from being uploaded into SIRS. Refer to the instructions below on how to set up an Excel database for EST marks.

7.4 Setting up an EST marks database in Excel

Schools that use Excel as their database for collection of EST marks are required to lay out data in a specific format to ensure it can be uploaded into SIRS.

Information can be found in this section on how to set up an Excel database for EST marks (RSEST).

	A	B	C	D	E	F	G	H	I	J	K	L
1	Record type	Provider code	Course code	Externally Set Task (EST) code*	Western Australian student number (WASN)	Student family name	Student given name	Calendar year	Academic year	EST total raw mark†	Penalty Applied	EST sit date
2	RSEST	1000	ELD	ELDGT	31256022	Teal	Jasmine	2025	12	3	N	10/05/2025
3	RSEST	1000	ISC	ISCGT	31256022	Teal	Jasmine	2025	12	3	N	11/05/2025
4	RSEST	1000	MAE	MAEGT	31251365	Indigo	Ren	2025	12	3	Y	10/05/2025
5	RSEST	1000	ENG	ENGFT	31251365	Indigo	Ren	2025	12	3	N	12/05/2025

The screenshot above shows a section of the required format for the EST marks (RSEST) database in Excel. For example, the **Record type** is required in Column A, the **Provider code** is required in Column B etc. Each row records a student's result in an EST for either a Year 12 General or a Year 12 Foundation course.

The layout requirements for all columns in the EST Excel database are specified in Table 18.

Notes:

- Once the table has been formatted and data entered into the Excel document, the header row must be removed, and the document saved as a **.CSV** file before it can be uploaded into SIRS. Failure to save in this format will prevent the data from being uploaded into SIRS.
- The file will not upload successfully if a mandatory field is left blank.

Table 18: Section 7 – Excel file format for EST marks (RSEST)

Column number	Column reference	Field name	Comment
1	A	Record type	RSEST Maximum field length = 5
2	B	Provider code	Mandatory Maximum field length = 10 Unique code for the course provider
3	C	Course code	Mandatory Maximum field length = 10 Unique code for the course
4	D	Externally set task (EST) code*	Mandatory Unique code for the General or Foundation course unit context, defined on the front cover of the course EST script Maximum field length = 12
5	E	Western Australian student number (WASN)	Mandatory Maximum field length = 15 Must be a valid WASN issued by the Authority
6	F	Student family name	Mandatory Maximum field length = 40
7	G	Student given name	Mandatory (optional if the student only has a family name) Maximum field length = 40
8	H	Calendar year	Mandatory Maximum field length = 4 In yyyy format
9	I	Academic year	Mandatory Maximum field length = 2 Must be one of the following values: 11, 12
10	J	EST total raw mark†	Mandatory for Year 12 General and Foundation students who sat the EST Maximum field length = 3 A whole number, 0 to max EST raw score, or ABS for Absent
11	K	Penalty applied	Mandatory Maximum field length = 1 Y or N Penalty applied to EST total raw mark Y = the student's EST total raw mark has had a penalty applied based on your school's policy N = the student's EST total raw mark has had no penalty applied

Column number	Column reference	Field name	Comment
12	L	EST sit date	Mandatory Maximum field length = 10 Date that the student sat the EST Format dd/mm/yyyy

*A complete list of EST codes can be found on the Authority website on the EST Codes page (https://www.scsa.wa.edu.au/sirs-and-srms-info/est-codes).

†Ensure this is the raw EST mark and not a weighted mark or a percentage mark.

7.5 Saving data for upload into SIRS

Once all required information has been entered into a database, the data must be saved or exported as a **.CSV** file before it can be uploaded into SIRS. Failure to save in this format will prevent the data from being uploaded into SIRS.

7.5.1 File naming

The file name convention is:

XXXXXSSSSTTYYY.CSV

where **XXXXX** = record type, e.g. RSEST
SSSS = the provider/school code, e.g. 1000
TT = Y1 for year-long data
YYY = Y12 for Year 12 data.

Example: an EST marks file from provider/school 1000, with Year 12 students, would be **RSEST1000Y1Y12.CSV**.

7.5.2 Further changes

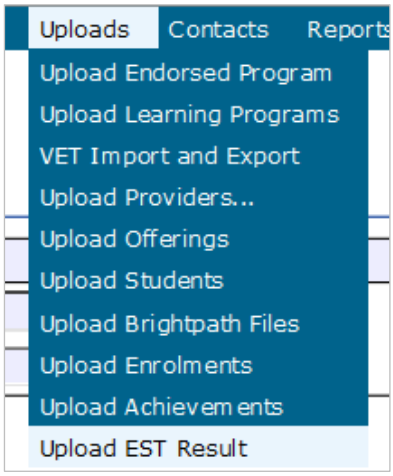
If any further changes need to be made to the spreadsheet, make sure you edit your original Excel document and not the **.CSV** file, as opening the file again will result in the loss of any text formatting.

7.6 Uploading data into SIRS

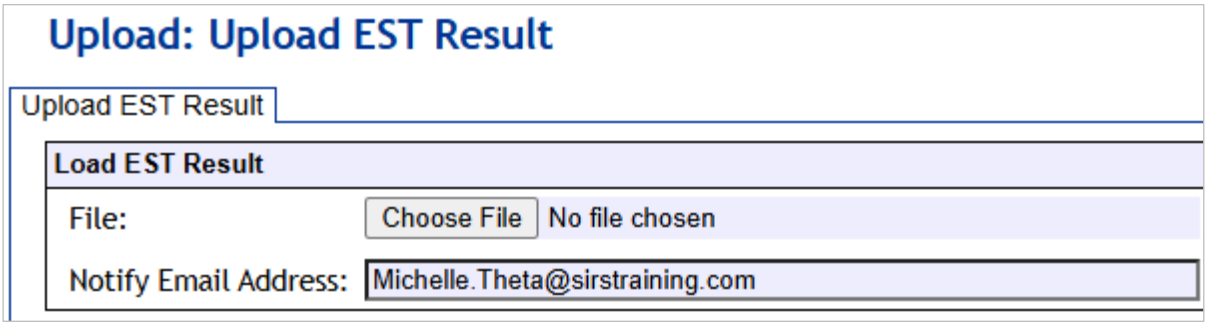
Once data has been saved as a **.CSV** file, it can be uploaded into SIRS.

To upload EST marks:

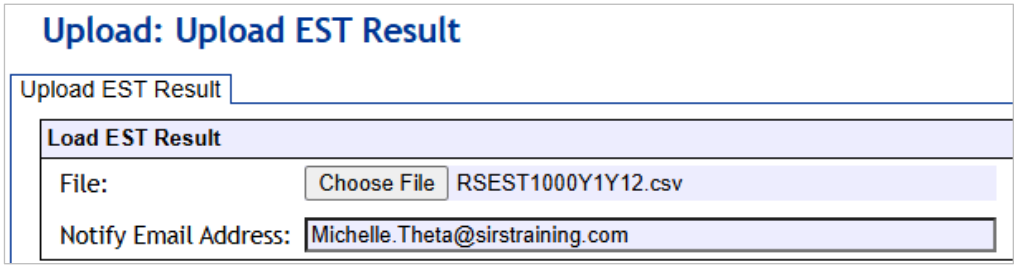
1. In the blue horizontal navigation bar, hover over the **Uploads** tab. Click on **Upload EST Result** (see screenshot below).



2. The **Upload EST Result** fields will appear (see screenshot below).
3. To locate the required file on your computer, click on the **Choose File** button (see screenshot below).



4. The **Choose File to Upload** screen will appear. Navigate to the folder where the required file is stored and click on it.
5. Click on the **Open** button. The drive, folder's path and file name will appear in the **File** field (see screenshot below).



Note: the email address of the person uploading the file will automatically appear. SIRS will send an email message to this person to report the status of the upload.

6. Click on **Upload File for Processing**, or you can click on the **Close** button to exit without continuing with the upload.

   Note: you can check the progress of your upload in either your email inbox or in **Private Messages**, available from the home page of the SIRS website.

7.6.1 Email messages

Email messages are generated by SIRS and sent to the person uploading the file. These emails may have any of the following messages.

Successfully verified
The system will place the file in the queue for processing, and you will receive another email regarding processing.

Successfully processed
The system has processed the file and there were no problems found.

Processed with warnings
This file has been processed, but the system has ignored certain records. Occasionally the warnings can be ignored, but some warnings must be dealt with if students' registrations and/or enrolments are affected.

Failed verification
The system is unable to verify the file and send for processing, as there are errors that need to be fixed.

Failed processing
The system was able to verify the file, but there were errors that prevented the information from being processed by SIRS.

Check all error messages produced by SIRS and try to resolve them before emailing Data Services at dataservices@scsa.wa.edu.au.

7.6.2 Upload confirmation

You can expect a message reporting the progress of your file upload within 15 minutes in either your email inbox or in **Private Messages**, available from the home page of the SIRS website. Processing time depends on the number of files already queued in the system as well as the size of the files to be processed.

Note: when you successfully upload a file with data that already exists in SIRS, data from the latest file will replace the previous values.

Schools must ensure that all EST marks are uploaded into SIRS. There are a number of reports available to monitor the progress of a school's upload of EST marks.

7.7 SIRS reports relating to EST marks

Schools may choose to complete the upload of EST marks over several sessions. The EST coordinator can use the two SIRS reports below to monitor the upload progress:

- **EST001 – EST marks by student**
  This report lists students' raw EST marks and percentages as marked by the school for each Year 12 General and/or Foundation course.
- **EST003 – EST 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.

The EST coordinator can use the two SIRS reports below to monitor the identification and upload of student scripts to the Authority:

- **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 also lists the raw EST mark.
- **EST005 – EST missing selected scripts**
  This report identifies if any scripts are missing from the requested scripts.

After the EST scripts have been marked by the external reviewer, schools can access the SIRS reports below for analysis:

- **EST010 – Mean school mark vs mean reviewer mark**
  This report provides a graphical comparison of mean EST marks (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**
  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.

- **EST021 – EST school mark vs reviewer mark by student (graph)**
  This report provides a graphical comparison of EST marks (by school and by reviewer) for each selected script by class. Each student is shown as a dot on the graph and students with the difference between the school mark and the reviewer mark outside the 10% range are identified.

The pathway to the reports in SIRS is as follows: **Reports** > **Other Reports** > **Report Type: Externally set tasks** > **Report Name**.

7.8 Further help

For further information relating to administering the EST, refer to the *Externally Set Task Handbook* on the Authority website on the Externally Set Tasks page (https://senior-secondary.scsa.wa.edu.au/assessment/externally-set-tasks).

For issues relating to the information contained in the *Data Procedures Manual 2027*, email Data Services at dataservices@scsa.wa.edu.au.