School Curriculum and Standards Authority

# Data Procedures Manual 2027

# Section 8:
# Common oral assessment task

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

## 8.1 Overview

All students enrolled in the Year 12 EAL/D ATAR course are required to complete the common oral assessment task (COAT) developed by the Authority for that course. The COAT is compulsory and forms part of the school-based assessment for the Year 12 EAL/D ATAR course.

Schools are required to:

- administer the COAT to all students studying the Year 12 EAL/D ATAR course
- mark the COAT and upload the marks into SIRS. The process for uploading COAT marks is set out below.

## 8.2 Deadline for COAT marks

Refer to the Authority website for dates when COAT marks for students studying the Year 12 EAL/D ATAR course are due to be uploaded into SIRS.

## 8.3 Recording data for COAT 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 COAT marks.

## 8.4 Setting up a COAT marks database in Excel

Schools that use Excel as their database for collection of COAT 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 COAT marks (RSCOT).

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Record type | Provider code | Course code | Western Australian Student Number (WASN) | Student family name | Student given name | Calendar year | Academic year | COAT criterion 1 mark | COAT criterion 2 mark | COAT criterion 3 mark | | COAT absent flag |
| 2 | RSCOT | N1000 | ELDN | 23345678 | White | Aster | 2026 | 12 | 8 | 5 | 5 | | N |
| 3 | RSCOT | N1000 | ELDN | 23345967 | Green | Andy | 2026 | 12 | 6 | 3 | 4 | | N |
| 4 | RSCOT | N1000 | ELDN | 23345676 | Brown | Petunia | 2026 | 12 | 4 | 4 | 4 | | N |
| 5 | RSCOT | N1000 | ELDN | 23345896 | Grey | John | 2026 | 12 | | | | | Y |

Note: if there are less than three criteria, leave the relevant column blank. Do not delete the column.

The screenshot above shows a section of the required format for the COAT marks (RSCOT) 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 a COAT for the Year 12 EAL/D ATAR course.

The layout requirements for all columns in the COAT Excel database are specified in Table 19.

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 19: Section 8 – Excel file format for COAT marks (RSCOT)**

| Column number | Column reference | Field name | Comment |
|---|---|---|---|
| 1 | A | Record type | RSCOT<br>Maximum field length = 5 |
| 2 | B | Provider code | Mandatory<br>Maximum field length = 10<br>Unique code for the course provider |
| 3 | C | Course code | Mandatory<br>Maximum field length = 10<br>Unique code for the course |
| 4 | D | Western Australian student number (WASN) | Mandatory<br>Maximum field length = 15<br>Must be a valid WASN issued by the Authority |
| 5 | E | Student family name | Mandatory<br>Maximum field length = 40 |
| 6 | F | Student given name | Mandatory (optional if student only has a family name)<br>Maximum field length = 40 |
| 7 | G | Calendar year | Mandatory<br>Maximum field length = 4<br>In yyyy format |
| 8 | H | Academic year | Mandatory<br>Maximum field length = 2<br>Must be one of the following values: 11, 12 |
| 9 | I | COAT criterion 1 mark* | Mandatory if not absent<br>Maximum field length = 2<br>A whole number (0 to max COAT criterion mark 1) or blank if absent<br>Must be blank if COAT absent flag = Y |
| 10 | J | COAT criterion 2 mark* | Mandatory if not absent<br>Maximum field length = 2<br>A whole number (0 to max COAT criterion mark 2) or blank if absent<br>Must be blank if COAT absent flag = Y |
| 11 | K | COAT criterion 3 mark* | Mandatory if not absent<br>Maximum field length = 2<br>A whole number (0 to max COAT criterion mark 3) or blank if absent<br>Must be blank if COAT absent flag = Y |

| Column number | Column reference | Field name | Comment |
|---|---|---|---|
| 12 | L | Unused (previously COAT criterion 4 mark) | Optional<br>Maximum field length = 1<br>Value should be left blank or 0 |
| 13 | M | COAT absent flag | Mandatory if not absent<br>Maximum field length = 1<br>Y or N<br>Y = the student was absent<br>N = the student was not absent |

*If there are less than three criteria, leave the relevant column blank. Do not delete the column.

## 8.5 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.

### 8.5.1 File naming

The file name convention is:
**XXXXXSSSSTTYYY.CSV**

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

Example: a COAT marks file from provider/school 1000, with Year 12 students, would be **RSCOT1000Y1Y12.CSV**.

### 8.5.2 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.

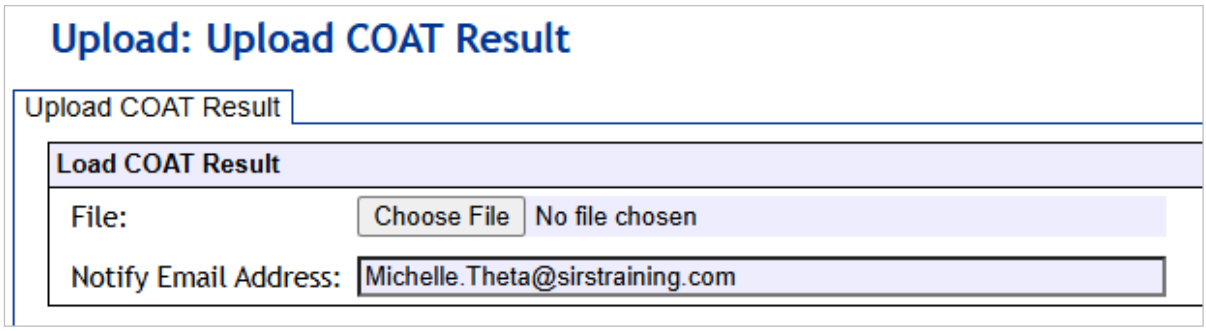
## 8.6 Uploading data into SIRS

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

To upload COAT marks:

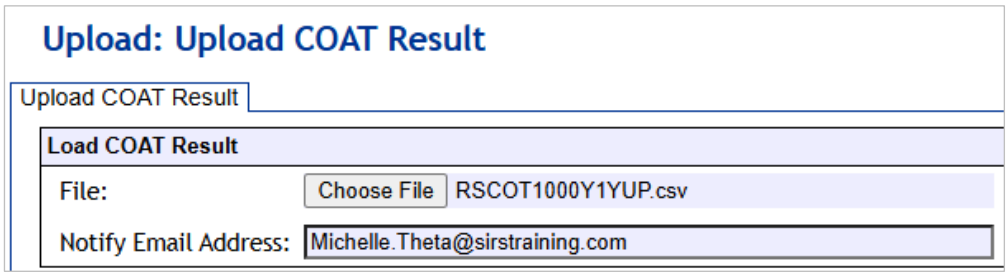
1. In the blue horizontal navigation bar, hover over the **Uploads** tab. Click on **Upload COAT Result** (see screenshot to the right).
2. The **Upload COAT Result** fields will appear. To locate the required file on your computer, click on the **Choose File** button (see screenshot below).






3. The **Choose File** to **Upload** screen will appear. Navigate to the folder where the required file is stored and click on it.
4. 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.




5. 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.

### 8.6.1 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.

### 8.6.2 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 COAT marks are uploaded into SIRS. There are a number of reports available to monitor the progress of a school's upload of COAT marks.

## 8.7 SIRS reports relating to COAT marks

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

- **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 field (Column M) and upload the file again.
- **COT005 – COAT with missing uploads**
  This report lists each student who has a missing COAT file upload.
- **COT007 – 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.
- **CSE232 – EAL/D COAT WASN**
  This report shows each EAL/D COAT student's WASN for the selected provider on each page.

## 8.8 Further help

For further information relating to administering the COAT, refer to the COAT Handbook on the Authority website on the English as an Additional Language or Dialect page (https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/english/english-as-an-additional-language-or-dialect).

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