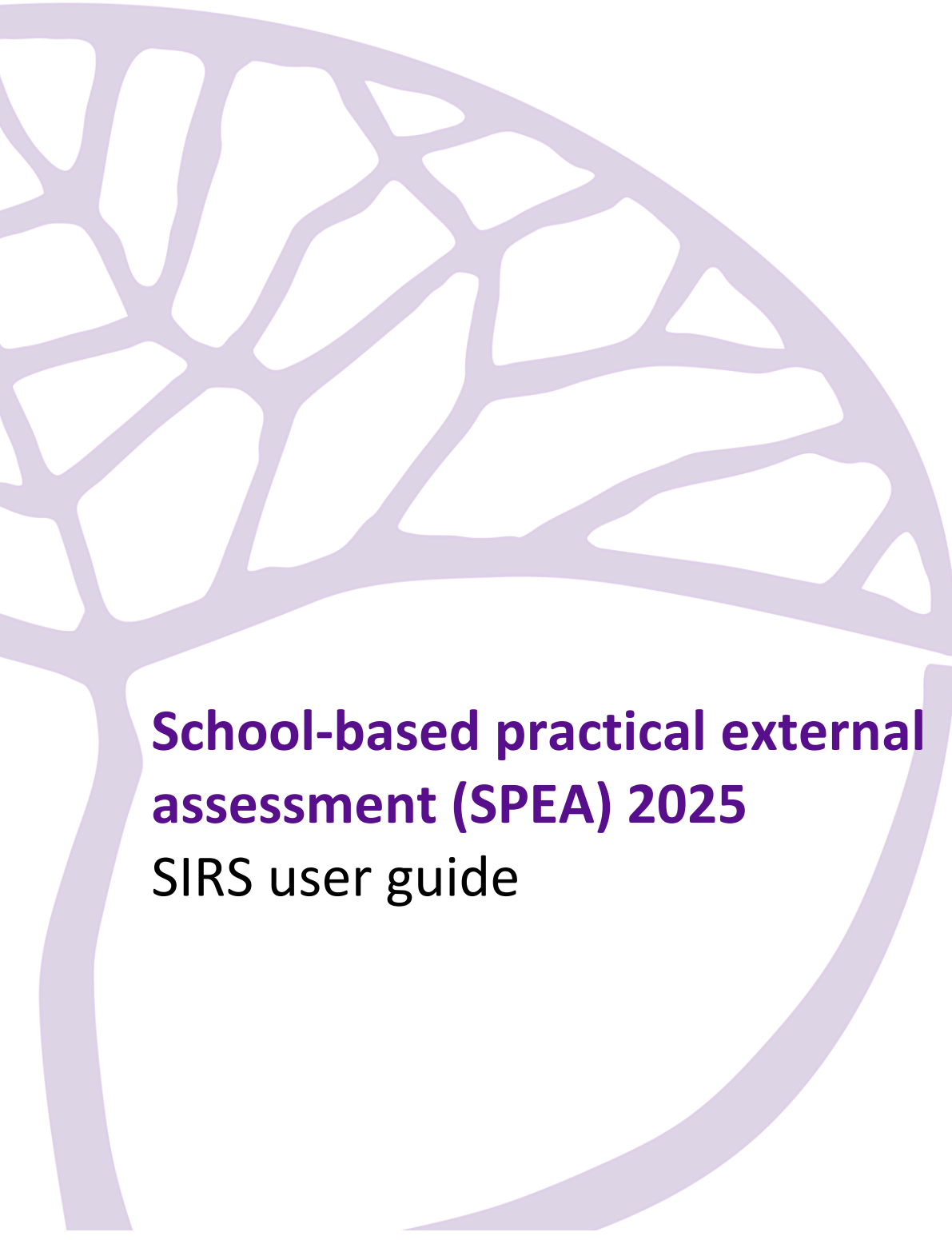




Government of **Western Australia**
School Curriculum and Standards Authority

A large, light purple, stylized tree graphic that occupies the lower half of the page. It has a thick trunk and a canopy of branches forming a semi-circle.

School-based practical external assessment (SPEA) 2025

SIRS user guide

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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1. Introduction

This document is provided by the School Curriculum and Standards Authority (the Authority) as a guide to support Student Information Records System (SIRS) users when completing reports in SIRS for the Year 12 ATAR Physical Education Studies school-based practical external assessment (SPEA).

SIRS users should read this guide in conjunction with the Authority's *Data Procedures Manual* available at <https://www.scsa.wa.edu.au/publications/data-procedures-manual>.

The *Physical Education Studies School-based practical external assessment Handbook* is available on the course page at <https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/health-and-physical-education/physical-education-studies>

1.1. Background

The SPEA is an externally validated assessment for the Year 12 ATAR Physical Education Studies (PES) course. It is a mandated requirement for all students enrolled in the course. The SPEA will be conducted in accordance with the Year 12 ATAR PES course school-based practical (performance) external assessment design brief described in the course syllabus and the support material made available by the Authority.

The administration of the SPEA requires schools to provide the following information to the Authority:

- the selected sport to be assessed for each student
- the location of the sport/s to be externally assessed, if the school has arranged for an alternative venue to be used; where a school has applied to the Authority for an alternative venue, enter 'Authority' for location
- any elite performers for the sport/s selected
- details of the teacher for each student, including Teacher Registration Board of Western Australia (TRBWA) registration number, Family name and Given name (as per TRBWA registration)
- other details as required.

This information will be collected via SIRS.

1.2. Before you begin

To be able to access and add the required information into the SPEA section in SIRS, the school must have completed the following steps.

1. Uploaded course offerings for the Year 12 ATAR PES course for the school via the OFCOS file through SIRS.
2. Checked that the relevant Year 12 students have been enrolled in **ATPES** for **PES** via the ENCOS file through SIRS.
3. Nominated a person at the school with SIRS access to complete the SIRS SPEA section.

2. SPEA pages in SIRS

A new SPEA section has been created in SIRS to provide required information to support the administration of the SPEA in schools.

The pages in the SPEA section should be completed in the following order as information in successive pages in SIRS may be dependent on the data entered:

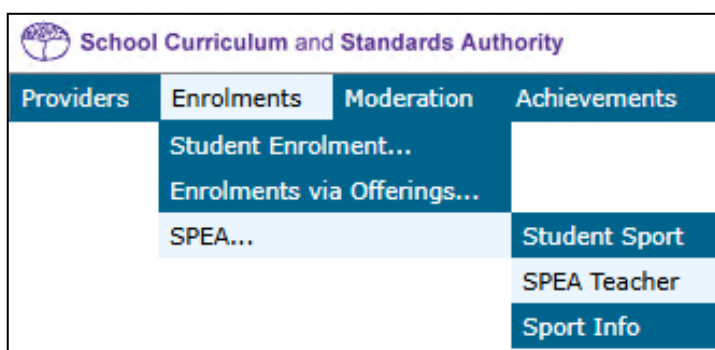
1. **SPEA Teacher** page
2. **Individual Student Sport Details** page
3. **Sport Information Details** page.

2.1. SPEA Teacher page

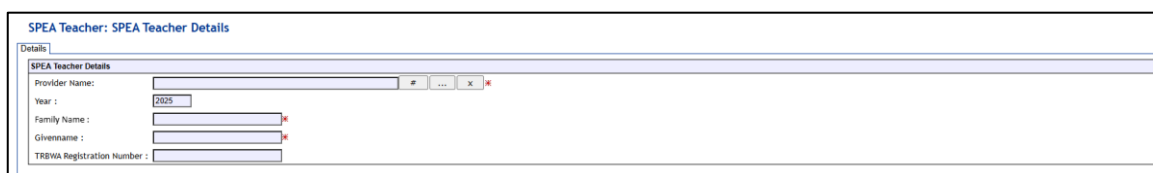
The **SPEA Teacher** page (i.e. the class teacher) has been created for the school to provide details of each teacher of a Year 12 ATAR PES class to the Authority to enable the timetabling and administration of the SPEA.

The **SPEA Teacher** page will be used by the school to add the names of teachers not already allocated to the PES course in SIRS and make changes to existing teacher allocations. This information will then be available in the **Individual Student Sport Details** page to assign the class/SPEA teacher to each student.

1. To access the **SPEA Teacher** page, hover over **Enrolments** in the blue navigation menu and click on **SPEA Teacher** (see screenshot below).



2. To add a new SPEA teacher, click on **Add SPEA Teacher**.
3. The **SPEA Teacher Details** screen will appear (see the screenshot below). Complete the following fields for each teacher added:
 - **Provider Name**
 - **Year** (should default to the current Year)
 - **Family name**
 - **Given name**
 - **TRBWA Registration Number** (optional).



4. When details for all Year 12 ATAR PES teachers have been entered, click on the **Save** button.

Note: to update or delete an existing **SPEA Teacher**, the **SPEA Teacher Search Criteria** screen can be used to search for the **SPEA Teacher** details that require updating or deleting.

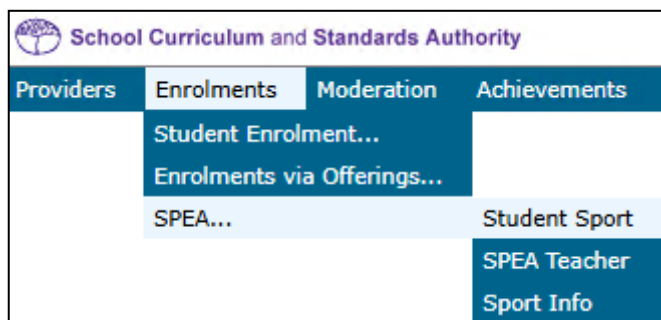
If an existing **SPEA Teacher** has been assigned to a student as a **PES Class Teacher** in the **Individual Student Sport Details** page, the **SPEA Teacher** details cannot be deleted until unassigned from all students. This is done by deselecting the teacher for each student.

2.2. Individual Student Sport Details Page

The **Individual Student Sport Details Page** is used to identify which of the ten available sports each student is enrolled in for the Year 12 ATAR PES course at the school for the purposes of the SPEA and to collect additional student information.

Note: as the **PES Class Teacher** dropdown field is dependent on the information filled out in the **SPEA Teacher** page, schools should complete the steps outlined in the **SPEA Teacher** section before continuing to the **Individual Student Sport Details Page**.

1. To access the **Individual Student Sport Details Page**, hover over **Enrolments** in the blue navigation menu and click on **Student Sport** (see screenshot below).



2. In the **Provider** screen, the **Year** and **Provider** are prefilled for the school. The screen will display a list of current students who are enrolled in the Year 12 ATAR PES course at the school/provider.
3. Complete the following column fields for every student listed:
 - **Sport**: use the drop-down menu to select the student's chosen sport for the SPEA.
Note: where students are studying more than one sport during Year 12, the school must indicate which sport will be sport 1 and which sport will be sport 2. Sport 2 will be the sport assessed for the SPEA and identified in this SIRS page.

- As outlined in the Year 12 ATAR PES course syllabus, the sports are:
 - Australian Football
 - Badminton
 - Basketball
 - Cricket
 - Hockey
 - Netball
 - Soccer
 - Tennis
 - Touch
 - Volleyball.
 - If the student is an **Elite Performer**, select the checkbox.
 - If the student has already **Applied for Alternate Assessment SPEA**, select the checkbox.
 - Select the **PES Class Teacher** using the drop-down menu to select a **SPEA Teacher** that was added in the **SPEA Teacher** page.
4. Click on the **Save** button.
 5. The **Student Search** field available at the top of the screen may be used to assist schools to search for a specific student.
 6. An **Export** button has been provided if schools wish to download a copy of the data in **.CSV** format.

2.3. Sport Information Details Page

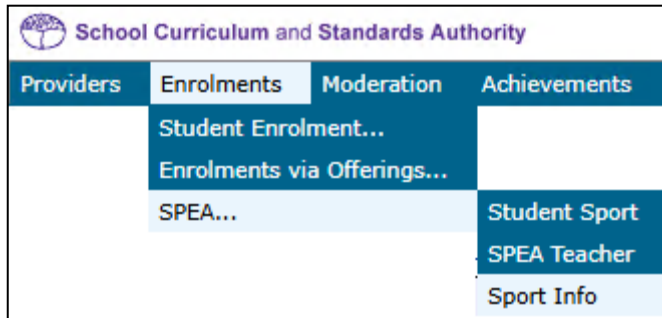
The **Sport Information Details Page** is used to assign a contact person at the school for each individual sport to be assessed through the SPEA, and where necessary, to communicate to the Authority that the school has arranged an alternative venue as the assessment centre for the SPEA. Schools should also indicate on this page if they are part of a collaborative SPEA for one or more particular sports.

Note: schools should complete the steps outlined in the **Individual Student Sport Details Page** before continuing to the **Sport Information Details Page**, as the sports listed in this page are dependent on the sports assigned to the students in the **Individual Student Sport Details Page**.

Sport Name	Contact Name	Contact Mobile No.	SPEA Centre
Australian Football			
Badminton			
Basketball			
Soccer			
Touch			
Volleyball			

6 Records Found

- To access the **Sport Information Details Page**, hover over Enrolments in the blue navigation menu and click on **Sport Info** (see the screenshot below).



In the **Provider** screen, ensure the **Year** and **Provider** are prefilled for the school. The screen will display a list of sports for the school. Only sports that were assigned to a student in the **Individual Student Sport Details** page will be present in the **Sport info** panel table.

- The following steps must be completed for each sport entry in the **Sports Info** panel.
 - Click on the **Edit Sport Info** button next to one of the listed sports (see screenshot below).



- The **Sport Information Details Page** will appear (see screenshot below).

- In the **SPEA Sport Info** panel, complete the following mandatory fields:
 - Contact Name** (must be full name).
 - Contact Mobile No.**
- In the **SPEA Centre Details** panel:
 - If the SPEA sport venue is at the school, select the **Hosted at own school** checkbox. This will lock all the other text fields aside from the **Collaborative SPEA** fields.
 - If the venue for the SPEA sport is not at your own school, complete the following fields:
 - SPEA Centre Name**
 - Street Address**
 - Suburb**
 - State/Postcode.**

- If the school is involved in a **Collaborative SPEA** arrangement for a sport, select the **Collaborative SPEA Centre** checkbox and provide the name of the **Collaborative SPEA Host School**.
- Once all details for a particular sport are entered, click on the **Save button**.
- Repeat the process until all sports being assessed through the SPEA have been entered.

3. Contacting the Authority

Query	Team	Contact
Enrolments	Data Services	dataservices@scsa.wa.edu.au or 9273 6344
SIRS login and password	SIRS Helpdesk	sirshelp@scsa.wa.edu.au or 9273 6719
General SPEA enquires	Examination Logistics	spea@scsa.wa.edu.au or 9273 6307