



**School Curriculum
and Standards
Authority**

Student Records Management System

School guide for online EAL/D eligibility declarations:
international



Acknowledgement of Country

Kaya. The School Curriculum and Standards Authority (the SCSA) 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 SCSA 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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Contents

Online EAL/D eligibility declarations	1
Eligibility to enrol in the Year 12 EAL/D ATAR course.....	1
EAL/D ATAR eligibility process.....	2
Checklist	3
Six steps for EAL/D teacher recommendation	4
Step 1: Log in to the SRMS portal	4
Step 2: Select students' EAL/D eligibility declarations	5
Step 3: View students' EAL/D eligibility declarations	7
Step 4: Amend students' EAL/D declarations	8
Step 5: Verify and recommend endorsement of students' EAL/D declarations.....	10
Step 6: Check the SRMS portal for students' EAL/D eligibility status.....	13
Five steps for principal endorsement.....	14
Step 1: Log in to the SRMS portal	14
Step 2: Select students' EAL/D eligibility declarations	15
Step 3: View students' EAL/D eligibility declarations	17
Step 4: Endorse students' EAL/D eligibility declarations	18
Step 5: Check the SRMS portal for students' EAL/D eligibility status.....	20
Review process	21

Online EAL/D eligibility declarations

To enrol in the Year 12 English as an Additional Language or Dialect (EAL/D) Australian Tertiary Admission Rank (ATAR) course, students must submit an online EAL/D eligibility declaration to their school principal or delegate via the [student portal \(https://studentportal.scsa.wa.edu.au\)](https://studentportal.scsa.wa.edu.au).

Refer to the *Student guide for online EAL/D eligibility declarations*.

This user guide is for teachers and principals or deputy principals who will endorse these EAL/D eligibility declarations in the Student Records Management System (SRMS).

Eligibility to enrol in the Year 12 EAL/D ATAR course

The EAL/D ATAR course is available to students who speak English as an additional language or dialect, and whose use of Standard Australian English (SAE) is restricted or still developing.

The School Curriculum and Standards Authority (the SCSA) requires all schools to determine the eligibility of a student for enrolment in the Year 12 EAL/D ATAR course.

The EAL/D ATAR course is designed for students for whom English is not their first or home language.

This includes:

- students who are Aboriginal or Torres Strait Islander, or from Cocos Island or Christmas Island, for whom SAE has been the medium of instruction, but for whom SAE is an additional language/dialect, and whose exposure to SAE is primarily within the school context
- students who are deaf or hard-of-hearing and communicate using signing, such as Auslan, as their first language
- students who have:
 - not more than seven years of education where English is the main medium of course delivery immediately prior to entering their final year of school, **or**
 - more than seven years where English is the main medium of course delivery but limited exposure/restricted knowledge of academic English, **or**
 - varying exposure to English, but who have had disrupted* schooling in one or more countries, including Australia.

Schools are best placed to identify and confirm the eligibility of students against these sub-categories. Factors for consideration in school judgements include:

- refugee or low socio-economic status backgrounds
- poverty
- post-traumatic stress disorder (PTSD) or trauma
- * disrupted schooling, including:
 - frequent or significant changes to language of instruction
 - long-term or numerous interruptions to schooling
- other experiences that may affect their ability to access English learning area courses other than EAL/D.

EAL/D ATAR eligibility process

Students who intend to enrol in the Year 12 EAL/D ATAR course must submit to their school principal or delegate via the student portal:

- an EAL/D eligibility declaration
- supporting information (first language, education background)
- relevant evidence (e.g. school reports, passport, school letter, teacher declaration).

Use the checklist on the following page to make sure students have everything they need before they start their online EAL/D eligibility declaration.

Students will need to use a computer, either at home or at school. If they have any questions, they can ask their parent/s or carer/s or teacher to help them. Teachers can ensure that students provide correct information and supporting evidence, reducing the need for amendment.

If students require support to complete their online EAL/D eligibility declaration, it is recommended that they complete the process as a group in the classroom, so teachers can help them.

There are five stages to enrolment in the Year 12 EAL/D ATAR course.

1. Student declaration submitted in the student portal.
2. Teacher verification of information and evidence. Any mistakes by the student can be fixed here.
3. Teacher recommendation.
4. Principal endorsement.
5. Student may be enrolled in the Year 12 EAL/D ATAR course.

The nominated teacher

- reviews the declaration against the eligibility criteria
- reviews the information and evidence to ensure there are no errors and that the evidence is appropriate
- verifies the declaration
- provides a recommendation to the principal.

The principal (or delegate)

- reviews the declaration against the eligibility criteria
- reviews the recommendation on endorsement
- endorses the declaration and approves eligibility for enrolment in the Year 12 EAL/D ATAR course.

Information about the EAL/D eligibility process and the submission dates for declarations can be found on the EAL/D page of the [SCSA website](https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/english/english-as-an-additional-language-or-dialect) (<https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/english/english-as-an-additional-language-or-dialect>).

Any student who has not had their EAL/D eligibility finalised and endorsed by the Year 12 enrolment deadline, as published in the *Activities Schedule* for that year, will not be able to enrol in the Year 12 EAL/D ATAR course for that year.

Checklist

1

Logging in to the student portal

To log in to the student portal, students will need their **WA student number**, which is on their school report/s. It may also be on their SmartRider. Students will need a **personal email address**. They must be able to access this personal email account when they complete their online declaration.

2

Residential and language information

Students will need to provide the following supporting information:

- ☐ residential information
 - where they were born
 - all the countries they have lived in
- ☐ parent/carer information
 - country/ies of birth
 - language/s used with the student
- ☐ student's language background
 - first language/s learned
 - language/s used most now
 - language/s other than English that they can speak confidently

3

Educational background

Students must provide details of the schools they attended for every school year from Year 1:

- ☐ calendar year
- ☐ academic year/grade
- ☐ name of the school
- ☐ location of the school
- ☐ curriculum used at the school (i.e. national or international)
- ☐ language/s used by their teacher in the classroom
- ☐ language/s used for assessments, examinations and reporting

4

Supporting evidence

The evidence students need to provide depends on which option they choose. They should photograph or scan **at least one** of the following pieces of evidence:

- ☐ a passport, ID card, ImmiCard, or other identity document
- ☐ visa, travel evidence (i.e. passport stamp) or international movement record/s
- ☐ a genuine, authentic letter from a previous school, principal or teacher
- ☐ a school report, which may be:
 - from your current school
 - from a previous school within Australia or outside Australia
 - in English or in a language other than English (translation is not necessary)

Students should save their evidence to their computer or mobile device as **.pdf, .jpg, .jpeg or .png** files, with a **maximum size of 4MB for each file**. Word documents will **not** be accepted. **They must use English letters to name their files.**

Six steps for EAL/D teacher recommendation

The EAL/D teacher will verify students' declarations and recommend endorsement in the SRMS. Students must nominate a teacher when they complete their declaration. Teachers must be added to the SRMS by a school administrator and assigned the 'EAL/D endorser – teacher' role. The teacher may be the classroom teacher, year coordinator or career counsellor. The teacher must:

- **know the student** to verify the information and evidence
- **understand the criteria** in the policy to make an informed recommendation.

Step 1: Log in to the SRMS portal

Log in to the [SRMS portal \(https://srms.scsa.wa.edu.au\)](https://srms.scsa.wa.edu.au).

The first time you log in, click on and read the login instructions (highlighted below). Contact your school administrator if you have not received the email with the link.

Enter your work email address and password in the non-government school login panel.

Tick the check box (highlighted below) to show that you have read and understand the terms of use. Click on the **Login** button (highlighted below) to enter the SRMS portal.

The screenshot shows the SRMS portal login interface. At the top, there are logos for the Department of Education Western Australia and the School Curriculum and Standards Authority, followed by the text 'SRMS portal'. Below this, there are two main sections: 'Government school login' and 'Non-government school login'. The 'Government school login' section has a link 'CLICK HERE FOR LOGIN INSTRUCTIONS' and a button 'education.wa.edu.au LOGIN'. The 'Non-government school login' section has a label 'Work email address' above a 'Username' input field, and a label 'Password' above a 'Password' input field. Below the password field is a checkbox with the text 'I have read and understand the terms of use'. At the bottom of this section are two buttons: 'LOGIN' and 'CANCEL'. A red box highlights the 'LOGIN' button, and another red box highlights the 'CLICK HERE FOR LOGIN INSTRUCTIONS' link. To the right of the login panel, there is a separate box titled 'CLICK HERE FOR LOGIN INSTRUCTIONS' containing the following text: 'Your school administrator will add your work email address to the SRMS. You will receive an SRMS email. Click on the link then follow the prompts to confirm your email address and create a password. Enter your work email address and password in the login panel. Tick the box to confirm that you have read and understand the terms of use. Click on the Login button to enter the SRMS portal. Forgot your password?'.

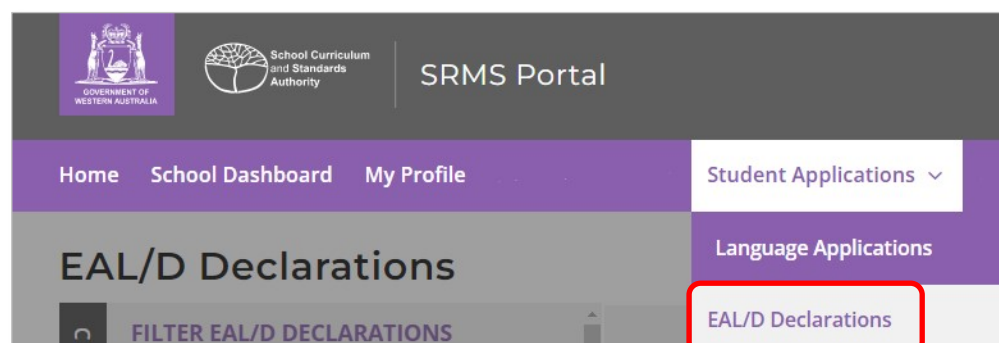
If you forget your password, click on **Forgot your password**.

Enter your work email address and tick the check box to confirm that you are not a robot.

You will be prompted to select images as part of the verification process, then invited to choose another password.

Step 2: Select students' EAL/D eligibility declarations

To retrieve your students' declarations, select **EAL/D Declarations** from the **Student Applications** drop-down list (highlighted below).



All EAL/D declarations from your students will be displayed on the screen.

The **Status** column shows the stage of each EAL/D declaration in the EAL/D eligibility process (**New**, **Submitted**, **In progress**, **Info required**, **Finalised**).

The **Sub status** column shows you the action that has been completed for each EAL/D declaration (**Teacher endorsed**, **School endorsed**, **Eligible**, **Not eligible**).

Submitted EAL/D declarations will have a tick and **Submitted** (highlighted below) in the **Status** column. The **Sub status** column will be blank.

The **Requires attention by me** column shows as **Yes** (highlighted below) for any declaration where the student selected your name as their EAL/D teacher, advising you to complete your verification and recommendation.

There may be declarations where the student has selected **My teacher is not listed here**. The **Sub status** column will show as **Teacher**, but the **Requires attention by me** column will be blank. You may still complete your verification and recommendation for these declarations.

Teachers must endorse each student's declaration within three working days of noticing that a declaration requires their attention. This is to ensure that the declaration can be processed in a timely manner before the Year 12 enrolment deadline.

FILTER EAL/D DECLARATIONS		Status	Sub status	Requires attention by me	WA student number	Given name	Family name
REQUIRES ACTION: 3							
Provider code	<input type="text"/>	VIEW ✓ SUBMITTED		Yes			
Provider name	<input type="text"/>	VIEW ✓ SUBMITTED		Yes			
Given name	<input type="text"/>	VIEW ✓ SUBMITTED		Yes			
		VIEW ⚠ INFO REQUIRED					
		VIEW ☆ NEW					
		VIEW ☆ NEW					

Filter students' EAL/D eligibility declarations

Use the filter check boxes on the left side of the **EAL/D Declarations** screen to view declarations at different stages in the EAL/D eligibility process.

Tick the **Submitted** check box, then click on the **Search** button (highlighted below) to show all declarations waiting for teacher or school endorsement. Tick the **New** check box or the **Info required** check box, then click on the **Search** button to show all declarations that students have started but not submitted or all declarations that have been returned to students for amendment.

The **Sub status** filter (highlighted below) selects declarations that have been **Teacher endorsed**, **School endorsed**, or those that are **Ready to publish**.

Alternatively, you can type in the student's **Given name** and/or **Family name**, or their **WA student number**, then click on the **Search** button (highlighted below) to select that student's declaration.

Click on the **Reset** button (highlighted below) to reset the filters and view all the declarations.

You can see the number of declarations that require your attention (highlighted below). This number will reduce as you complete the required action.

EAL/D Declarations

CLOSE FILTER

FILTER EAL/D DECLARATIONS

REQUIRES ACTION: 21

Provider code

Provider name

Given name

Family name

WA student number

Associated teacher

Sub status

Any

Declaration status

☐ New

☐ Cancelled

☒ Submitted

☐ In Progress

☐ Info Required

☐ Finalised

RESET **SEARCH**

Sub status

Any

Teacher endorsed

School endorsed

EAL/D PC reviewed

PC reviewed

Ready to publish

Step 3: View students' EAL/D eligibility declarations

Click on the **View** button (highlighted below) to read all the details and supporting evidence in that student's declaration (example below).

EAL/D Declarations			
OPEN FILTER	Status	Sub status	Requires attention by me ↓
	VIEW ✓ SUBMITTED		Yes
	VIEW ✓ SUBMITTED		Yes
	VIEW ✓ SUBMITTED		Yes
	VIEW ✓ SUBMITTED		Yes

Select the option that describes you:

☒ I have had more than seven years where English is the main medium of course delivery but have limited exposure/restricted proficiency of academic English.

Country of birth

China

Overall time spent in a predominantly English speaking country

Years: 1 Months: 7

Parent/carer 1's country of birth

China

Parent/carer 1's language used with you

Chinese

Parent/carer 2's country of birth

China

Parent/carer 2's language used with you

Chinese

When reviewing the student's education background, if the name of the school is very long, it will be abbreviated with an ellipsis. Hover with your mouse over the name, and it will be displayed in full (highlighted below).

Calendar Year	Academic Year/Grade	Name of your school	Country in which you attended school	Curriculum studied	Language used in the classroom	Language used for assessments and examinations
2023	10	Very long school name to ...	Australia	National	English	English
2022	9	School with a very long n...	Australia	National	English	English

Step 4: Amend students' EAL/D declarations

If you see any errors or the student's language or educational background is incomplete, tick the **Amendment required** check box under the relevant section/s that require an amendment/s (highlighted below).

Country of birth

Spain

☐ Amendment required

Date you arrived in Australia

30/06/2021

☒ Amendment required

If you would like to see more supporting evidence, select the **Amendment required** check box under the **Upload supporting evidence** section (highlighted below).

Document type	File name	File size	Date uploaded	Process ste
Passport ID page	Passport ID page.pdf	179 KB	21/12/2022 14:17 AW...	Original

☒ Amendment required

Select the reason for your amendment request from the **Reason** drop-down list (highlighted below).

Choose **Please correct the information highlighted in the yellow box/es** (highlighted below) to ask the student to amend any of their responses in the tables.

If you would like to see more supporting evidence, the document/s are incomplete, or they cannot be opened, then choose one of the reasons related to the supporting evidence.

Request Further Information

Reason (shown to student)

Select ☒

The document/s provided are incorrect.

The required documents have not been provided.

Some of the information provided is incorrect or incomplete.

Further information or documentation is required.

One or more of the documents cannot be opened. Please re-upload the documents and use English letters only when naming the files.

Please correct the information highlighted in the yellow box/es.

REQUEST FURTHER INFORMATION

↑ BACK TO TOP

Enter details in the **Instructions** text box about any amendment/s or further information that you would like the student to provide.

Click on the **Request further information** button (highlighted below) to submit this request to the student.

The screenshot shows a form titled "Request Further Information". It has two main sections: "Reason (shown to student)" and "Instructions". The "Reason" section contains a text box with the text "Please correct the information highlighted in the yellow box/es." and a dropdown arrow. The "Instructions" section contains a larger text box with the text "Please amend the date of your arrival in Australia so that it matches your passport identification page." At the bottom of the form, there is a red button labeled "REQUEST FURTHER INFORMATION" and a grey button labeled "↑ BACK TO TOP".

The student will need to log in to the student portal again and amend their declaration as requested.

The section/s for amendment will be highlighted in yellow, so they can edit their details and/or add further supporting evidence.

The screenshot shows a form titled "English as an Additional Language or Dialect (EAL/D) Eligibility Declaration". It has a link "PRINT DECLARATION" with a printer icon. Below this is a red button labeled "AMEND EAL/D DECLARATION". To the right of the button is a warning message: "⚠ Your declaration requires further information." Below the button and warning is a message: "Your declaration has been reviewed by your teacher; however, you need to provide further information before a recommendation can be made." At the bottom, there are two text boxes: "Please correct the information highlighted in the yellow box/es." and "Please amend the date you arrived in Australia to match your passport."

The student will not be able to amend any other section/s of their declaration.

When the student has amended their declaration, they will submit it again for your review.

If you see any further error/s in their declaration, you can repeat the process above to request further amendment/s or information.

Step 5: Verify and recommend endorsement of students' EAL/D declarations

Scroll down to the **Verify Declaration** section.

Select either **I verify that this student is a genuine EAL/D candidate who meets the criterion and recommend endorsement**, or **I cannot recommend endorsement**.

You must provide an explanation in the **Comment** text box for either option.

Enter the appropriate criterion for the student in the **Comment** text box if you choose to recommend endorsement.

Click on the **Submit** button (highlighted below), to submit your recommendation.

Verify Declaration

I have verified that, to the best of my knowledge, all information and evidence provided by this student is true and correct.

☒ I verify that this student is a genuine EAL/D candidate who meets the criterion selected and recommend endorsement. (* Please enter the appropriate criterion.)

☐ I cannot recommend endorsement. (* Please enter an explanation for your decision.)

* Comment required

Comment


This student is a genuine EAL/D candidate who has had four years of English medium schooling and meets criterion 3.

SUBMIT

↑ BACK TO TOP

You will see a reminder that the next step is for the declaration to be endorsed by your principal, deputy principal or delegate.

Click on the **Continue** button (highlighted below) to proceed.

 **Next step**

Following your recommendation of endorsement, the final step is for the principal (or delegate) to endorse the declaration.
Please ensure the principal is aware they need to review and endorse the declaration.

CONTINUE

If you are unable to recommend endorsement, you must enter your reason for this decision in the **Comment** text box.

Click on the **Submit** button (highlighted below), to submit your recommendation.

Verify Declaration

I have verified that, to the best of my knowledge, all information and evidence provided by this student is true and correct.

☐ I verify that this student is a genuine EAL/D candidate who meets the criterion selected and recommend endorsement. (* Please enter the appropriate criterion.)

☒ I cannot recommend endorsement. (* Please enter an explanation for your decision.)

* Comment required

Comment

This student does not meet the selected criterion. All schooling has been in English and the student's academic English is not restricted.

SUBMIT

↑ BACK TO TOP

You will see a warning, asking if you are sure, because your decision may affect the student's ability to enrol in the Year 12 EAL/D ATAR course.

Click on the **Continue** button (highlighted below) to proceed.

If you decide not to continue, click on the **Cancel** button to return to the **Verify Declaration** panel and change your recommendation.

⚠ Are you sure?

Your decision may affect the student's ability to enrol in Year 12 ATAR EAL/D. Please contact SCSA if you have questions.

CANCEL

CONTINUE

When you have completed your recommendation, you will return to the **EAL/D Declarations** screen.

The **Status** column shows as **Submitted** (highlighted below).

The **Sub status** column shows as **Teacher endorsed** (highlighted below).

The **Requires attention by me** column will now be blank, to show that you have endorsed your students' EAL/D eligibility declarations.

The **Requires action** total will reduce as you complete your recommendation of your students' EAL/D eligibility declarations.

EAL/D Declarations			
CLOSE FILTER	FILTER EAL/D DECLARATIONS		
	REQUIRES ACTION: 3		
	Provider code		
	Provider name		
	Given name		
	Status	Sub status	Requires attention by me ↓
	VIEW ✓ SUBMITTED		Yes
	VIEW ✓ SUBMITTED		Yes
	VIEW ✓ SUBMITTED		Yes
	VIEW ✓ SUBMITTED	Teacher endorsed	
	VIEW ✓ SUBMITTED	Teacher endorsed	
	VIEW ✓ SUBMITTED	Teacher endorsed	

Step 6: Check the SRMS portal for students' EAL/D eligibility status

At any time, you can check the **EAL/D Declarations** screen in the SRMS portal to monitor the progress of students' declarations. The **EAL/D Declarations** screen will update whenever a declaration advances through the EAL/D eligibility approval stages.

Below are terms you will see during the online EAL/D eligibility declaration process that relate to the status and sub status of students' declarations.

Status	
New	New, but incomplete EAL/D eligibility declaration
Submitted	EAL/D eligibility declaration has been submitted and is waiting for teacher or school endorsement
In progress	EAL/D eligibility declaration has been school endorsed
Finalised	EAL/D eligibility status has been determined
Cancelled	EAL/D eligibility declaration has been cancelled

Sub status	
Teacher endorsed	EAL/D teacher has verified and recommended endorsement of this EAL/D eligibility declaration
School endorsed	Principal or deputy principal has endorsed this EAL/D eligibility declaration
Eligible	The declaration has been assessed as eligible
Not eligible	The declaration has been assessed as not eligible
Ready to publish	The principal consultant to publish this EAL/D eligibility status – for 2023 only
Appeal?	The student may request a review in the student portal within two weeks of publication of their EAL/D eligibility. The SCSA conducts the review and there is no longer an appeal stage; however, the Sub status still shows as 'Appeal' for 2023
Appeal lodged	The student has requested a review in the student portal. The SCSA conducts the review and there is no longer an appeal stage; however, the Sub status still shows as 'Appeal' for 2023

Students can check the status of their declarations by logging in to the student portal.

The status of students' declarations will change from **In progress** to either **Eligible** or **Not eligible** in the student portal.

Five steps for principal endorsement

Principal endorsement is completed by the principal or delegate in the SRMS. The principal or delegate must be added by a school administrator to the SRMS and given the 'EAL/D endorser – school' role. Principal endorsement of a student's declaration is the final approval of student eligibility. An appropriate delegate may be the deputy/vice-principal, dean of curriculum, AUSMAT/WACE/year coordinator (if not acting as the teacher). A classroom teacher or an external coordinator is not an appropriate delegate.

The person given the role of the delegate must:

- have the appropriate authority to make decisions on behalf of the principal
- understand that this declaration is a legal document and that if a student is found to have provided incorrect or misleading information in support of their declaration for eligibility to enrol in EAL/D, the student may be withdrawn from the course or have their result in the course removed from the SCSA's records, in accordance with the relevant legislation.

Step 1: Log in to the SRMS portal

Log in to the [SRMS portal \(https://srms.scsa.wa.edu.au\)](https://srms.scsa.wa.edu.au).

The first time you log in, click on and read the login instructions (highlighted below). Contact your school administrator if you have not received the email with the link.

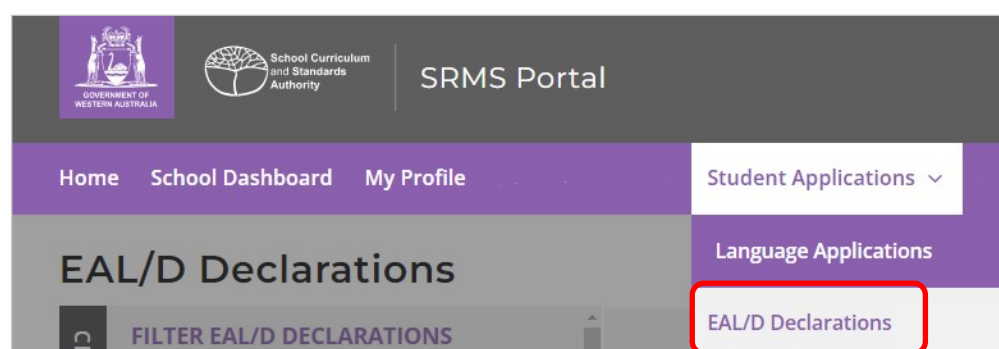
Enter your work email address and password in the Non-government school login panel. Tick the check box (highlighted below) to show that you have read and understand the terms of use. Click on the **Login** button (highlighted below) to enter the SRMS portal.

The image shows the SRMS portal login interface. The main panel has a header with the Western Australian Government logo, the School Curriculum and Standards Authority logo, and the text 'SRMS portal'. Below this, there are two login sections: 'Government school login' with a link to 'education.wa.edu.au LOGIN' and 'CLICK HERE FOR LOGIN INSTRUCTIONS', and 'Non-government school login'. The non-government section includes fields for 'Work email address' (Username) and 'Password', a checkbox for 'I have read and understand the terms of use', a 'LOGIN' button, a 'CANCEL' button, and a link to 'CLICK HERE FOR LOGIN INSTRUCTIONS'. At the bottom of the non-government section is a link for 'Forgot your password?'. To the right of the main panel is a side panel titled 'CLICK HERE FOR LOGIN INSTRUCTIONS' which contains the following text: 'Your school administrator will add your work email address to the SRMS. You will receive an SRMS email. Click on the link then follow the prompts to confirm your email address and create a password. Enter your work email address and password in the login panel. Tick the box to confirm that you have read and understand the terms of use. Click on the Login button to enter the SRMS portal. Forgot your password?'.

If you forget your password, click on **Forgot your password**. Enter your work email address and tick the check box to confirm that you are not a robot. You will be prompted to select images as part of the verification process, then invited to choose another password.

Step 2: Select students' EAL/D eligibility declarations

Select **EAL/D Declarations** from the **Student Applications** drop-down list (highlighted below).



All submitted EAL/D declarations from your students will be displayed on the screen.

The **Status** column shows the stage of each EAL/D declaration in the EAL/D eligibility process (**New**, **Submitted**, **In progress**, **Info required**, **Finalised**).

The **Sub status** column shows you the action that has been completed for each EAL/D declaration (**Teacher endorsed**, **School endorsed**, **Eligible**, **Not eligible**).

Submitted EAL/D declarations will have a tick and **Submitted** (highlighted below) in the **Status** column. The **Sub status** column will show as **Teacher endorsed** (highlighted below), to show that the teacher has completed their verification and recommendation.

The **Requires attention by me** column shows as **Yes** (highlighted below), advising you to act.

Principals or deputy principals must endorse each student's declaration within three working days of noticing that a declaration requires their attention. This is to ensure that the declaration can be processed in a timely manner before the Year 12 enrolment deadline.

EAL/D Declarations			
OPEN FILTER	Status		Requires attention by me ↓
	VIEW	✓ SUBMITTED	Teacher endorsed Yes
	VIEW	✓ SUBMITTED	Teacher endorsed Yes
	VIEW	✓ SUBMITTED	Teacher endorsed Yes
	VIEW	✓ SUBMITTED	
	VIEW	✓ SUBMITTED	

Filter students' EAL/D eligibility declarations

Use the filter check boxes on the left side of the **EAL/D Declarations** screen to view declarations at different stages in the EAL/D eligibility process.

Tick the **Submitted** check box, then click on the **Search** button (highlighted below) to show all declarations waiting for teacher or school endorsement. Tick the **New** check box or the **Info required** check box, then click on the **Search** button to show all declarations that students have started but not submitted or all declarations that have been returned to students for amendment.

The **Sub status** filter (highlighted below) selects declarations that have been **Teacher endorsed**, **School endorsed**, or those that are **Ready to publish**.

Alternatively, you can type in the student's **Given name** and/or **Family name**, or their **WA student number**, then click on the **Search** button (highlighted below) to select that student's declaration.

Click on the **Reset** button (highlighted below) to reset the filters and view all the declarations.

You can see the number of declarations that require your attention (highlighted below). This number will reduce as you complete the required action.

EAL/D Declarations

CLOSE FILTER

FILTER EAL/D DECLARATIONS

REQUIRES ACTION: 21

Provider code

Provider name

Given name

Family name

WA student number

Associated teacher

Sub status

Declaration status

☐ New

☐ Cancelled

☒ Submitted

☐ In Progress

☐ Info Required

☐ Finalised

RESET **SEARCH**

Sub status

Any

Any

Teacher endorsed

School endorsed

EAL/D PC reviewed

PC reviewed

Ready to publish

Step 3: View students' EAL/D eligibility declarations

Click on the **View** button (highlighted below) to the left of the student's name to read all details and supporting evidence in that student's declaration (example shown below).

EAL/D Declarations			
OPEN FILTER	Status	Sub status	Requires attention by me ↓
	VIEW ✓ SUBMITTED	Teacher endorsed	Yes
	VIEW ✓ SUBMITTED	Teacher endorsed	Yes
	VIEW ✓ SUBMITTED	Teacher endorsed	Yes
	VIEW ✓ SUBMITTED		
	VIEW ✓ SUBMITTED		
	VIEW ✓ SUBMITTED		

Country of birth
Senegal
☐ Amendment required

Date you arrived in Australia
01/03/2020
☐ Amendment required

Mother/carer 1 country of birth
Portugal
☐ Amendment required

Father/carer 2 country of birth
Senegal
☐ Amendment required

Countries you have lived in/number of years in English speaking country
Senegal
Portugal
Australia
☐ Amendment required

When reviewing the student's education background, if the name of the school is very long, it will be abbreviated with an ellipsis. Hover with your mouse over the name and it will be displayed in full (highlighted below).

Calendar Year	Academic Year/Grade	Name of your school	Country in which you attended school	Curriculum studied	Language used in the classroom	Language used for assessments and examinations
2023	10	Very long school name to ...	Australia	National	English	English
2022	9	School with a very long n...	Australia	National	English	English

Step 4: Endorse students' EAL/D eligibility declarations

Scroll down to the **Endorse Declaration** section.

Select either **I endorse this student as a genuine EAL/D candidate**, or **I cannot endorse this student's declaration**.

If you endorse the declaration, it is optional to add an explanation in the **Comment** text box.

Click on the **Submit** button (highlighted below) to submit your endorsement.

The screenshot shows a form titled 'Teacher Comment'. It has a 'Comment' section with a text box containing the text: 'This student is a genuine EAL/D candidate who has had four years of English medium schooling and meets criterion 3.' Below this is a status bar that says 'Current endorsement status is Teacher endorsed'. The 'Endorse Declaration' section has two radio buttons: 'I endorse this student as a genuine EAL/D candidate who has, to the best of my knowledge, provided information and evidence that is true and correct.' (which is selected) and 'I cannot endorse this student's declaration.' Below this is another 'Comment' section with a large empty text box. At the bottom, there is a red 'SUBMIT' button and a 'BACK TO TOP' button.

If you choose not to endorse a student's declaration, you must add an explanation for your decision in the **Comment** text box.

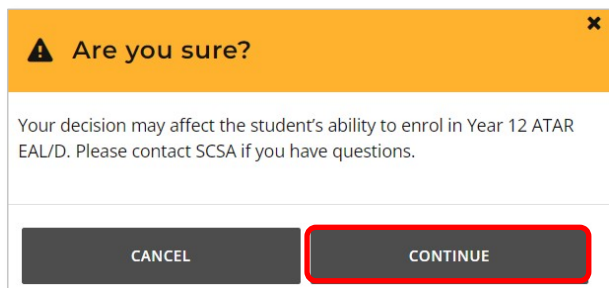
Click on the **Submit** button (highlighted below), to submit your endorsement.

The screenshot shows a form titled 'Verify Declaration'. It has a statement: 'I have verified that, to the best of my knowledge, all information and evidence provided by this student is true and correct.' Below this are two radio buttons: 'I verify that this student is a genuine EAL/D candidate who meets the criterion selected and recommend endorsement. (* Please enter the appropriate criterion.)' and 'I cannot recommend endorsement. (* Please enter an explanation for your decision.)' (which is selected). Below the radio buttons is a note: '* Comment required'. The 'Comment' section has a text box containing the text: 'Your education has been delivered in English and your academic English is well developed.' At the bottom, there is a red 'SUBMIT' button and a 'BACK TO TOP' button.

You will see a warning, advising you that if you choose not to endorse the student, the student may not be able to enrol in the Year 12 EAL/D ATAR course.

Click on the **Continue** button (highlighted below) to proceed.

Click on the **Cancel** button if you decide to return to the **Endorse Declaration** panel.



You will return to the **EAL/D Declarations** screen.

The **Status** will show as **In progress** (highlighted below) confirming that these declarations have progressed to the SCSA to publish EAL/D eligibility status in the student portal.

The **Sub status** will show as **School endorsed** (highlighted below) to confirm that these EAL/D declarations have been finalised by the school principal or delegate.

The **Requires attention by me** column will now be blank to show that you have endorsed your students' EAL/D eligibility declarations.

The **Requires action** total will reduce as you endorse your students' EAL/D eligibility declarations.

CLOSE FILTER

FILTER EAL/D DECLARATIONS

REQUIRES ACTION: 0

Provider code

Provider name

Given name

Status	Sub status	Requires attention by me
<div>VIEW</div> <div>⌚ IN PROGRESS</div>	School endorses...	
<div>VIEW</div> <div>⌚ IN PROGRESS</div>	School endorses...	
<div>VIEW</div> <div>⌚ IN PROGRESS</div>	School endorses...	
<div>VIEW</div> <div>⌚ IN PROGRESS</div>	School endorses...	
<div>VIEW</div> <div>⌚ IN PROGRESS</div>	School endorses...	
<div>VIEW</div> <div>⌚ IN PROGRESS</div>	School endorses...	

The SCSA will publish EAL/D eligibility in 2023; however, the principal or delegate's decision is final.

Step 5: Check the SRMS portal for students' EAL/D eligibility status

At any time, you can check the **EAL/D Declarations** screen in the SRMS portal to monitor the progress of students' declarations. The **EAL/D Declarations** screen will update whenever a declaration advances through the EAL/D eligibility approval stages.

Below are terms you will see throughout the online EAL/D eligibility process that relate to the status and sub status of students' declarations.

Status	
New	New, but incomplete EAL/D eligibility declaration
Submitted	EAL/D eligibility declaration has been submitted and is waiting for teacher or school endorsement
In progress	EAL/D eligibility declaration has been school endorsed
Finalised	EAL/D eligibility status has been determined
Cancelled	EAL/D eligibility declaration has been cancelled

Sub status	
Teacher endorsed	EAL/D teacher has verified and recommended endorsement of this EAL/D eligibility declaration
School endorsed	Principal or deputy principal has endorsed this EAL/D eligibility declaration
Eligible	The declaration has been assessed as eligible
Not eligible	The declaration has been assessed as not eligible
Ready to publish	The principal consultant to publish this EAL/D eligibility status – for 2023 only
Appeal?	The student may request a review in the student portal within two weeks of publication of their EAL/D eligibility. The SCSA conducts the review and there is no longer an appeal stage; however, the Sub status still shows as 'Appeal' for 2023
Appeal lodged	The student has requested a review in the student portal. The SCSA conducts the review and there is no longer an appeal stage; however, the Sub status still shows as 'Appeal' for 2023

Students can check the status of their declarations by logging in to the student portal.

The status of students' declarations will change from **In progress** to either **Eligible** or **Not eligible** in the student portal.

Review process

If the principal decides that a student is **Ineligible** to enrol in the Year 12 EAL/D ATAR course, this will be published in the student portal (highlighted below).

If the student thinks that they do meet one of the eligibility criteria, they can request a review of their EAL/D eligibility declaration by the SCSA.

This must be done before the due date, which is shown on the EAL/D screen in the student portal. The review due date is also published in the *Activities Schedule*.

Note: students can only request one review.

To request a review, the student should click on the **Request review** button (highlighted below).

The screenshot shows the SCSA (School Curriculum and Standards Authority) website. The header includes the Government of Western Australia logo, the SCSA logo, and navigation links for Home, My Profile, and Applications. The main heading is 'English as an Additional Language or Dialect (EAL/D) Eligibility Declaration'. Below this is a 'PRINT DECLARATION' link. A yellow button labeled 'VIEW EAL/D DECLARATION' is on the left. In the center, a status message says 'You have been found ineligible.' with a red circle around it. To the right of this message is a red button labeled 'REQUEST REVIEW', also highlighted with a red box. Below the status message, it states: 'You have been found ineligible to enrol in a Year 12 EAL/D course.' A light blue box contains the reason: 'The reason that you are ineligible is: You have lived in Australia for more than seven years and your education has been delivered in English.' Below this, it says: 'If you believe that the reason that was given for your ineligibility is incorrect, you can request to have this decision reviewed. You need to carefully consider the reason why you were found ineligible. You then need to provide some new evidence to prove that the decision made is incorrect and that you do, in fact, meet the eligibility criteria. Note: without the new evidence, a declaration cannot be reviewed. Once you have the new evidence, press the 'Request Review' button above and follow the process to submit your additional information.'

To show that they meet the criteria, the student needs to provide additional supporting evidence and further details to support their request for a review. They will repeat Step 3 to upload their supporting evidence.

The student should check their document/s and information that they provide because, after submission, they cannot upload other documents or make any changes.

The student should click on the **Request review** button. If they have not uploaded at least one additional document and provided a comment, the request for a review cannot be submitted.

The SCSA will review the student's declaration with the additional supporting evidence and information they have provided.

After the review has been completed, the SCSA will notify the student by email. The student can also see the outcome of the review in the student portal. The review eligibility status will be either **Eligible** or **Ineligible** and the student will be able to view a comment explaining the decision.

