



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



English as an Additional Language or Dialect

Common Oral Assessment Task
Handbook
2024

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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Any resources, such as texts, websites and so on that may be referred to in this document are provided as examples of resources that teachers can use to support their learning programs. Their inclusion does not imply that they are mandatory or that they are the only resources relevant to the course.

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Introduction

All students enrolled in the Year 12 ATAR English as an Additional Language or Dialect (EAL/D) course are required to complete the common oral assessment task (COAT) developed by the School Curriculum and Standards Authority (the Authority) for the course.

The COAT is compulsory and forms part of the school-based assessment for the Year 12 ATAR EAL/D course.

In 2023, the practical (oral) examination for the Year 12 ATAR EAL/D course was removed from the assessment table in the syllabus and the COAT was introduced as a new assessment type. The Authority is responsible for developing and providing the COAT to schools. Schools will be required to administer and assess the COAT using the marking key provided as part of the school-based assessment program during the period specified by the Authority in the *2024 Activities Schedule*, i.e. Monday, 29 April to Friday 24 May 2024.

This handbook provides information about:

- the purpose of the COAT
- administering the COAT
- how feedback is used to assist teachers.

Note: SIRS (<https://sirs.scsa.wa.edu.au>) and SIRS2 (<https://sirs2.scsa.wa.edu.au>) are both used throughout the COAT process. Both SIRS and SIRS2 have the same login and password. A table summarising the relevant system to be used throughout the COAT process may be found on page 13.

1. Purpose of the COAT

The COAT is a separate assessment task, with a weighting of 10 per cent for the pair of units, developed by the Authority and distributed to schools for administering to students enrolled in the Year 12 ATAR EAL/D course.

The COAT is intended to be a fair, valid and authentic assessment for students enrolled in the Year 12 ATAR EAL/D course. It allows students to demonstrate their understanding of the content studied in Unit 3 and the oral skills they have developed.

The COAT:

- supports the fair assessment of student achievement in the Year 12 ATAR EAL/D course
- supports subsequent statistical moderation processes for the Year 12 ATAR EAL/D course
- establishes common understandings of the course standards and related content
- is **not** an examination and does not function as an examination.

The COAT is administered and marked by the classroom teacher/s delivering the course using the script, stimulus material and marking key provided by the Authority (see Section 3.3).

Schools are required to submit the audiovisual recordings and the raw marks for each criterion for each student to the Authority (see Sections 5 and 6).

When the COAT has been marked by the teacher/s, and all marks and recordings have been submitted, the Authority reviews a sample of the COAT recordings. The Authority will select a representative sampling from each class to be reviewed through independent marking (see Section 7.1).

The feedback provided in the Authority's reports in SIRS enables the teacher/s of the course at the school to reflect on their marking practice (see Section 8). Teachers will not be required to change student marks based on this feedback; however, teachers will be encouraged to review and, where appropriate, adjust their marking to align with the course standard.

The Authority may initiate a grading review or other moderation activities based on the COAT data (see Section 9).

2. Developing the COAT

During Term 3 in the year preceding the administration of the COAT, the Authority notifies schools of the syllabus learning contexts on which the COAT will be based via the *11to12Circular* and the EAL/D course page on the Authority website. This notification enables schools to ensure that at least one of the identified learning contexts is taught prior to the administration of the COAT.

The COAT is developed during the year preceding its administration. The COAT panel consists of:

- one or two contracted writer/s who must not be teaching the Year 12 ATAR EAL/D course
- one or two contracted checker/s who must not be teaching the Year 12 ATAR EAL/D course
- the Authority's Principal Consultant – Curriculum and Assessment for the Year 12 ATAR EAL/D course
- the Authority's Principal Consultant – Examination Development for the Year 12 ATAR EAL/D course.

The Authority's EAL/D Curriculum Advisory Committee (CAC) meets in the year prior to advise on the two COAT contexts. This advice is provided to the panel to develop the COAT.

The COAT is:

- a practical oral assessment task based on an interview format
- constructed to be completed in 15 minutes by each student (five minutes preparation and a 10-minute interview)
- based on learning contexts selected from Unit 3
- developed to provide discrimination between students of differing abilities
- designed for students to demonstrate understanding and knowledge of the Unit 3 syllabus content (skills and strategies) learnt throughout the course, referring to stimulus material provided by the Authority and showcasing a student's level of engagement with classroom learning contexts
- developed in conjunction with the marking key that will be used by teachers.

3. Coordinating the COAT at school

3.1. Role of the school

The COAT is administered in schools during a period designated by the Authority (Weeks 3, 4, 5 and 6 of Term 2 – Monday, 29 April to Friday, 24 May 2024) under invigilated conditions. It is to be completed within 15 minutes per student.

For the COAT, as for all school-based oral assessment tasks, the school:

- chooses the specific dates and times during Weeks 3, 4, 5 and 6 of Term 2 (Monday, 29 April to Friday, 24 May 2024) when the COAT will be administered
- checks the COAT stimulus materials have been delivered to the school
- ensures that a device with a camera (e.g. laptop, mobile device, tablet) is available to record all students as they complete the COAT. Note all recordings must be saved in MP4 format and in accordance with the naming protocol provided by the Authority
- ensures the COAT is assessed by the classroom teacher. Other staff may assist in the implementation of the COAT, e.g. an interviewer and/or a supervisor for the preparation time
- applies, where necessary, its senior secondary assessment policy if a student is unable to sit the COAT within a reasonable timeframe. In the RSCOT file, enter a Y in the absent flag column and leave the criteria mark columns blank where a student was absent from the COAT
- applies the same special arrangements for a student to sit the COAT as for any other school-based assessment the student has undertaken. No application to the Authority is required. Typically, schools refer to the Authority's *Equitable Access to Assessment Policy and Guidelines*
- ensures internal comparability strategies are applied where more than one teacher is delivering the course, i.e. where there is more than one Year 12 ATAR EAL/D class, all the classes complete the COAT during the same time period.

Note: audiovisual recordings submitted to the Authority will **not** be returned to schools after the Authority's reviewing process and will be disposed of in accordance with the Department of Education's retention and disposal policy. Schools are advised to retain a copy of the audiovisual recordings.

3.2. Role of the school's COAT Contact

Each school is required to provide the name of a COAT Contact when updating their provider contacts in SIRS. This may be the EAL/D teacher. This person will require access to SIRS and SIRS2.

The Authority liaises with the school's COAT Contact regarding the:

- delivery of the COAT stimulus materials
- availability of the COAT preparation booklet template, WA student number (WASN) identification sheets, the marking key and marks collection form from SIRS
- submission of the audiovisual recordings for all students to the Authority.

The COAT Contact will receive printed copies of the COAT stimulus materials by Friday, 26 April 2024.

Note: the COAT stimulus materials will arrive packed in a tamper-proof bag. The bag must remain sealed until the COAT is administered.

The school COAT Contact must download from SIRS2 a WASN identification sheet for each student. This sheet is to be used by each student to identify themselves in the saved recording.

A marking key and a marks collection form will be available for download from SIRS2. The school COAT Contact is the only person who has access to download both the marking key and the marks collection form from the commencement of the administration period (beginning from Week 3, Monday, 29 April 2024).

The marks collection form will need to be photocopied to ensure there is one for each student.

A COAT preparation booklet template will be available for download from SIRS2. The school should copy these booklets for the students to use during preparation time. The completed booklets **do not** need to be submitted to the Authority.

The school's COAT Contact is responsible for the following activities.

On receipt of the COAT materials

Check the contents to see you have a set of stimulus materials for the COAT. You **do not** need to open the tamper-proof bag to do this check.

Prior to the task administration period

1. Check your enrolments by running report **CSE028 – Student Course Enrolment by Provider** in SIRS and compare this with your school enrolments.
2. Inform dataservices@scsa.wa.edu.au of any enrolment discrepancies.
3. Check that you have:
 - a WASN identification sheet for each student enrolled in the course
 - sufficient COAT preparation booklets for each student enrolled in the course.The WASN identification sheets and COAT preparation booklets are available for download from SIRS on Friday, 26 April 2024.
4. Download report **COT001 – COAT Achievements by class** from SIRS (<https://sirs.scsa.wa.edu.au>) for a list of students in the Year 12 ATAR EAL/D course by class.
5. Brief each teacher and supervisor to explain the administration of the task, marking, recording of marks, submission of raw marks and audiovisual recordings.
6. Ensure teachers/supervisors are familiar with how to use the equipment to record and save the COAT in the required MP4 format.
7. Inform teachers that the marked COAT audiovisual recordings must **not** be deleted by the school and should be kept in accordance with the school's retention and disposal policy.
8. Inform teachers that a student's mark for the COAT and feedback on their performance can be provided to the student once the administration period is over, i.e. Friday, 24 May 2024.
9. From Monday, 29 April 2024, download from SIRS2:
 - the marking key for the COAT
 - a marks collection form – the school should make sufficient copies to assess each student.

On the day/s the school administers the COAT

1. Ensure teachers/supervisors have read the instructions for administering the COAT (see Section 4).
2. Check the teacher has:
 - a WASN identification sheet for each student in the class

- a sufficient number of COAT preparation booklets for the class
 - a set of stimulus materials for the COAT
 - the marking key for the COAT
 - a marks collection form for each student
 - report COT001 from SIRS, which lists each student's name and their eight-digit WASN
 - appropriate audiovisual technology to record and save each student's COAT.
3. Check the set-up of the preparation room and the interview room/s (see Section 4.1).
 4. Advise teachers that they must record on the marks collection form a mark for each criterion and a total mark. Teachers must retain the marks collection forms, consistent with the requirements of the *WACE Manual*.

During the administration of the COAT

1. Be available to provide assistance to the teacher and/or supervisor as required.
2. Check to ensure the COAT is being administered under invigilated conditions.

Following the administration of the COAT

1. Schedule absent students to sit the COAT in accordance with your school's senior secondary assessment policy.
2. Ensure the COAT interviews (audiovisual recordings) have been marked in accordance with the Authority's marking key.

Following the administration and marking of the COAT interviews (audiovisual recordings)

1. Monitor the recording of marks from the teacher into your school's database. A mark of zero (0) should only be used if the student has attempted the assessment but received no marks. The criteria mark columns should be left blank and the absent flag column should contain a 'Y' for absent students.
2. Upload (using the **RSCOT** format), the COAT total raw mark into SIRS for each student. Do **not** upload a percentage or a mark out of the weighting of 10 per cent.
3. Check that your upload file has been successfully processed. Verify COAT marks have been correctly uploaded by comparing the file to the COT001 report in SIRS. Make any necessary corrections.
4. Ensure all of your COAT marks are uploaded into SIRS by Monday, 27 May 2024.

Submission of all student audiovisual recordings

1. Check that, when the COAT audiovisual recordings are collected from teachers:
 - the file name is StudentNumber_ClassID. The student number is the eight-digit WASN and the ClassID is free text of up to 10 characters
 - all recordings are saved in MP4 format at a resolution no higher than 720p
 - there are no teacher comments or marks included in the audiovisual recording. If a teacher has included these in the recording, they must be removed prior to submitting the audiovisual recordings.
2. Upload the required audiovisual recordings to the secure File Transfer Protocol (FTP) site provided by the Authority, as follows:
 - Each recording should not exceed the 10-minute interview time allocated for each student.
 - Each student interview must be saved as a separate file and the file uploaded to the FTP site.
3. Contact Examination Logistics (exams@scsa.wa.edu.au) if you have any issues uploading the files to the FTP site.

4. Check to identify missing student recordings by running the **COT005 – COAT with missing recordings** report in SIRS prior to Wednesday, 29 May 2024.

3.3. Role of the teacher/s

Teachers must ensure that at least one of the identified Unit 3 learning contexts from the syllabus is taught prior to the administration of the COAT.

Teachers are responsible for marking the COAT in accordance with the Authority-provided marking key and for ensuring that the COAT is included as 10 per cent of the student's final mark.

Any queries about the COAT process should be directed to the school's COAT Contact.

The teacher must follow the instructions outlined below.

Prior to commencement of the allocated time for each student

- Issue each student with a COAT preparation booklet, their WASN identification sheet and a stimulus item provided by the Authority.
- Check that students have the required items to complete the task. During the preparation time for the COAT, students should have with them the items they typically use for school-based assessments, e.g. pens, pencils, ruler, print English language dictionary with no notes.

During the allocated time for each student

- The teacher/supervisor monitors the student during the preparation time. At the end of the allotted time, the student is escorted to the interview room. The stimulus item should be collected at the end of the allocated preparation time.
- Interviews may be conducted by the teacher or someone other than the classroom teacher (i.e. an interviewer) but must be marked by the classroom teacher. If the classroom teacher chooses not to conduct the interview, but rather to observe and mark in real time, the classroom teacher should mark independently and not confer with the interviewer.
- The teacher is responsible for monitoring the time during the interview.
- During the interview, the student can refer to their notes but cannot refer to a dictionary.
- Apply internal comparability strategies (as for all school-based assessment tasks), i.e. where there is more than one Year 12 ATAR EAL/D class, all the classes complete the COAT during the same period.

At the conclusion of the allocated time for each student

- Collect the COAT preparation booklet, WASN identification sheet and any additional paper requested by the student. These items remain at the school and are **not** submitted to the Authority.

Marking of the COAT

- Teachers are responsible for marking their students' COATs. The COAT must be marked in accordance with the marking key provided by the Authority. A marks collection form is provided for teachers to record student marks.
- The school's COAT Contact will provide the teacher/s with the marking key and marks collection form that the teacher must use when marking the task. The school's COAT Contact is the only person who has access to download the marking key from the commencement of the COAT administration period, from Monday, 29 April 2024. The COAT interviews (audiovisual

recordings) must be marked in accordance with the Authority's marking key. Marks are only awarded in whole numbers. Half marks must not be used.

- Marks or comments must not be written on the COAT stimulus items or preparation booklet; the marks collection form has been provided for this purpose. The marks collection form is **not** submitted with a student's recording.
- The raw mark for each criterion is entered into the teacher's marks book for each student. The COAT is weighted as 10 per cent of the final mark for the pair of units as indicated in the assessment table in the syllabus.
- As for all school-based assessment tasks, internal comparability strategies should be applied, i.e. where there is more than one class of Year 12 ATAR EAL/D, all the classes complete the COAT during the same period.

Criteria for marking

Oral performance is assessed based on what a student is able to demonstrate throughout the interview. The *Sample Common Oral Assessment Task Marking Key*, published on the Authority website, identifies the assessment criteria for the interview task and describes levels of student performance for each criterion. Students will be assessed against the following criteria:

- content
- fluency and clarity (pronunciation, intonation, stress)
- linguistic resources (accuracy, appropriacy and range of grammar and lexis)
- communication and register.

A numerical scale will be used to assess student performance in the COAT.

Small group moderation process

Schools involved in a small group moderation (SGM) partnership are not required to moderate the COAT with their partner school/s. All students' criteria marks and audiovisual recordings should be uploaded by their respective schools. Students should be advised that COAT marks will be finalised after the external marking process.

After the external marking process, if schools involved in SGM partnerships are both found to be within tolerance, no further action will be required. If there is a discrepancy between one or more schools within an SGM partnership and the Authority's mean mark, schools in SGM partnerships will be required to review their collective COAT marks through a suitable process as outlined in the *WACE Manual*.

Where the Authority conducts further moderation activities informed by COAT data at a school involved in a partnership, schools are advised to follow the advice in the *WACE Manual*.

Submission of student recordings

- Prior to uploading the audiovisual recordings to the FTP site provided by the Authority, the classroom teacher and the COAT Contact should ensure that:
 - the file name is StudentNumber_ClassID. The student number is the eight-digit WASN and the ClassID is free text of up to 10 characters
 - all recordings are saved in MP4 format at a resolution no higher than 720p
 - the recordings clearly record the student speaking and their non-verbal expressions
 - the marks collection form, preparation booklet and WASN identification sheet are **not** included.

4. Administering the COAT

4.1. Preparation and interview room set-up

In the preparation room, the student will be given their WA student number (WASN) identification sheet, stimulus material and a COAT preparation booklet to make notes. Specific requirements for the preparation room are that it:

- should be a quiet room
- has a seat and desk for the student
- has a supervisor present
- has a timer.

The interview room is where the student responds to the interviewer's questions. The interview must be recorded using audiovisual equipment. The audiovisual recording must clearly capture the interviewer's and student's voices, and the student's non-verbal communication. Specific requirements for the interview room are that it:

- should be a quiet room – no surrounding voices/noise
- should not have an echo
- has a white/neutral coloured backdrop behind the student
- has a seat and desk for the interviewer and for the student
- has a recording device for the interviewer – see below for specifications
- has wi-fi or a stable internet connection (if required for recording purposes)
- has a timer.

4.2. Audiovisual recording specifications

The recording device should include the following specifications:

- internal or external camera
- internal or external microphone
- installed video recording software. Webex® or Microsoft Teams® are suitable online meeting platforms for recording the COAT. They are compatible with most operating systems and offer a free account option
- a folder specifically set up on the computer for filing each of the saved recordings or cloud-based storage that can be accessed by the teacher and/or COAT Contact.

A laptop with a rear facing or external camera is ideal for recording the COAT. This allows the interviewer to monitor the recording in real time, and the student will not see their image being recorded.

If a teacher does not have access to a laptop with a rear facing camera or an external camera, but does have access to a laptop or computer, the COAT interview recordings can be preconfigured and then recorded using a mobile device with a camera, such as a smartphone or tablet. Webex or Microsoft Teams can be used if the settings (recording the meeting, saving to an account with cloud storage etc.) are configured using a laptop/computer prior to the administration of the COAT. This will help ensure that the recordings are saved to a server rather than the mobile device's internal storage.

Using a mobile device to set up the COAT meetings may result in the files being saved only to the mobile device. This is not recommended, as saving recordings to mobile devices will require significant work to transfer files to a computer and to ensure the file format is correct and the file size is small enough for upload.

A video camera with external storage is also not recommended for recording students' COAT interviews, as this will require significant work in terms of video editing and compression to make the upload process manageable for teachers/school administrators.

4.3. Pre-testing audiovisual recordings

It is important to test the equipment before the COAT is administered to ensure that the teacher/supervisor is familiar with how to use the equipment. It is compulsory for schools to upload at least one test file to the Authority in the first year they administer the COAT. The test file upload window is Thursday, 1 February to Wednesday, 28 February 2024. Upon receipt of the files, the Authority will provide schools with information to assist with the COAT upload process.

The recording process should be undertaken by school personnel. The hiring of professional recording companies is strongly discouraged.

4.4. Audiovisual recording device set-up

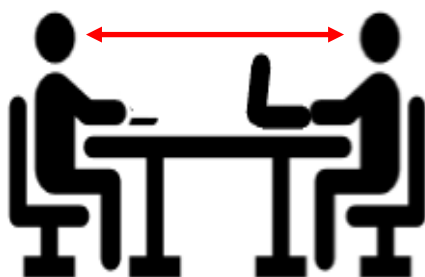
The camera should be angled towards the student to capture the upper part of their body as shown in the images below. The camera should be positioned close enough to record the student's non-verbal expressions and still capture the interviewer's voice. The suggested distance from the student to the camera is 1.5–2 metres. If the COAT is conducted remotely, ensure the student is positioned so that their head and upper body are within the frame.

Table 1. Guidance for audiovisual set-up



Framing for audiovisual set-up

- The student's head and upper body must be in the frame.



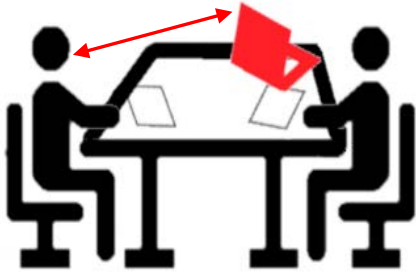
Distance between interviewer and student

- 1.5–2 metres
- The interviewer should be close to the recording device to ensure that it is recording properly.

Proximity of recording device to the student and interviewer

The recording device:

- may be directly in front of the interviewer or next to the interviewer, angled towards the student
- should be 1.5–2 metres from the student or close enough to capture the student’s voice and show the student’s head and upper body
- should be close enough to the interviewer to clearly capture the interviewer’s voice. The interviewer should not be in the frame.



4.5. Student preparation

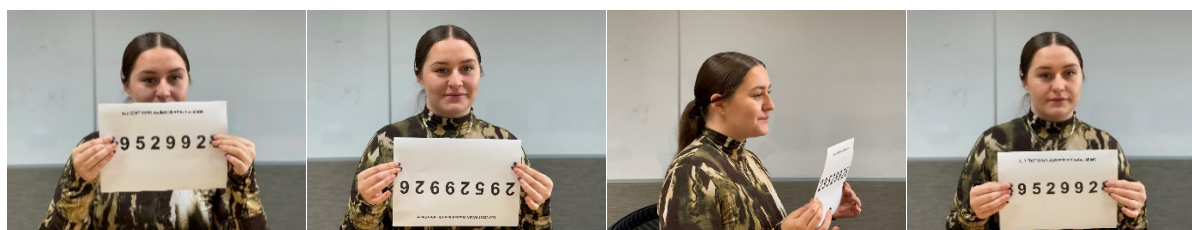
Students should not wear or carry anything that identifies them or their school. Therefore, uniforms or other items of clothing, equipment or stamped/labelled material through which a school may be identified must not be visible in the recording.

At the commencement of the interview, the student must hold, with both hands, their WASN identification sheet in front of their upper body (see the image below), ensuring all eight digits of the student’s WASN are clearly visible. Once this image has been captured, the student can place their WASN identification sheet on the floor.

Acceptable position for holding the WASN identification sheet



Unacceptable positions for holding the WASN identification sheet include



4.6. Special provisions

The Authority recognises that access to the COAT for students with a diagnosed disability, impairment, illness or impediment, could be significantly affected and adjustments may be required.

Schools are authorised to determine and implement adjustments fairly. The Authority's *Equitable Access to Assessment Policy and Guidelines* should be referred to for further information regarding adjustments and the evidence required. The guidelines can be downloaded from the Authority website at <https://senior-secondary.scsa.wa.edu.au/assessment/disability-adjustment-guidelines>.

The School of Special Educational Needs: Sensory will inform the Authority of any student who requires a modified COAT. International schools need to email the Authority at specialprovs@scsa.wa.edu.au regarding students who require a modified COAT.

4.7. Absent students

If a student is absent when the COAT is administered but returns to school within the period when the COAT is scheduled, they are expected to complete the task under invigilated conditions. However, as for all school-based assessments, the school should apply its senior secondary assessment policy should a student not sit the COAT, and ensure the student is advised of the outcome of this action.

4.8. Compromised COAT

If a teacher suspects that a student has acted in a way to gain an unfair advantage in the COAT, they should apply the school's senior secondary assessment policy. If a school suspects that the COAT has been compromised to such an extent that it is no longer valid or reliable, the school must notify the Manager – Examination Development at the Authority.

5. Upload of COAT marks to the Authority

Schools upload the COAT raw marks by criteria for each student (using the RSCOT format) into SIRS. Marks must **not** be converted to a percentage or a mark out of the weighting of 10 per cent.

For detailed processes on recording and uploading data, and the reports available, refer to the COAT section in the *Data Procedures Manual 2024* on the Authority website at <https://scsa.wa.edu.au/publications/data-procedures-manual>.

Schools must check that the upload has been successful by running the **COT001 – COAT achievements by class** report in SIRS.

6. Submission of audiovisual recordings

All COAT audiovisual recordings must be uploaded to the Authority via the secure FTP site provided. Schools will need to ensure that they begin the upload process as soon as possible to allow sufficient time to upload all student recordings by the due date.

To ensure the COAT upload process is completed by Wednesday, 29 May 2024, schools will be required to submit a test file prior to the administration of the COAT. Information regarding how to use the FTP site will be emailed to schools at the beginning of Term 1, 2024.

7. Review of COAT marks

The COAT review process is one of the Authority's moderation activities. It involves the independent marking of a sample of recordings from all classes in all schools.

7.1. Review of the Authority-selected samples

A representative sample of up to six student recordings from each class is marked by an Authority-selected marker.

Where there is a large difference between the teacher's mark uploaded by the school and the Authority's mark, the recording is re-marked independently by a second marker.

8. COAT feedback to schools

After all data has been collected and analysed by the Authority, the school is provided with access to download SIRS report COAT007 for the Year 12 ATAR EAL/D course.

The feedback provided in the SIRS report enables the teacher/s of the course to reflect on their marking standards. Based on the feedback, teachers may consider:

- patterns of final scores outside the tolerances
- patterns of relative student performance by item
- what information the data provides about the teacher's interpretation of the COAT marking key
- how other course assessment tasks and marking keys align with the feedback from the COAT
- to what extent the data can inform the future design, pitch and focus of school-developed oral production tasks and marking.

Where there is more than one Year 12 ATAR EAL/D class at the school, and more than one teacher delivering the course, teachers should discuss the feedback, reach a common understanding and apply the feedback consistently.

Where there is only one Year 12 ATAR EAL/D class, the teacher is advised to discuss feedback with the Head of Learning Area, Deputy Principal, colleagues from their professional network and/or the Authority's Principal Consultant – Curriculum and Assessment for the Year 12 ATAR EAL/D course.

Should the review process indicate that marking standards for the Year 12 ATAR EAL/D course at the school differ significantly from statewide standards, the teacher should adjust their marking practice for the remaining assessment tasks for the pair of units.

Where the Authority determines there is a serious and significant disparity between the school and external marking standards, further follow-up actions will be provided by the Authority.

9. Follow-up by the Authority

As part of the Authority’s moderation activities, a grading review, school visit or other moderation activities may be initiated for those schools with the largest difference between the teacher’s mark and the Authority’s mark. Moderation activities will be conducted during Term 3.

In extreme cases, the Authority may decide to externally mark all the COATs from a school and require the school to use the Authority’s marks.

10. The use of SIRS, SIRS2 and FTP in the COAT process

The table below identifies the relevant system to be used throughout the COAT process.

Process	SIRS/FTP
Updating COAT school contact details	SIRS
Downloading a list of students in the Year 12 ATAR EAL/D course by class (COT001)	SIRS
Checking the Year 12 ATAR EAL/D course enrolments (CSE028)	SIRS
Downloading the COAT preparation booklet, WASN identification sheet, marking key and marks collection forms	SIRS
Uploading COAT raw marks	SIRS
Verifying uploaded COAT raw marks (COT001)	SIRS
Uploading test audiovisual recording and student audiovisual files	FTP
Checking for missing student audiovisual recordings (COT005)	SIRS
Downloading COAT feedback report (COAT007)	SIRS

11. Further information

Query	Team	Contact
Enrolments	Data Services	dataservices@scsa.wa.edu.au or 9273 6352
Syllabus and COAT content enquiries	Principal Consultant – EAL/D (Curriculum and Assessment)	eald@scsa.wa.edu.au or 9273 6776 or 9273 6785
Login and password (SIRS and SIRS2 have the same password)	SIRS Helpdesk	sirshelp@scsa.wa.edu.au or 9273 6719
Login and password for the FTP	Examination Logistics	exams@scsa.wa.edu.au or 9273 6377
Receipt of COAT stimulus materials	Examination Logistics	exams@scsa.wa.edu.au or 9273 6377

Query	Team	Contact
Upload of student recordings from schools	Examination Logistics	exams@scsa.wa.edu.au or 9273 6377
Upload of marks	Data Services	dataservices@scsa.wa.edu.au or 9273 6352
Feedback reports from SIRS	Principal Consultant – EAL/D (Curriculum and Assessment)	eald@scsa.wa.edu.au or 9273 6776 or 9273 6785

Appendix 1: 2024 COAT timeline

When		Task
Term 3, 2023	By Friday, 22 September	Schools informed of the syllabus learning contexts from Unit 3 on which the 2024 COAT will be based.
Term 1, 2024	By Tuesday, 30 January	Schools receive information about uploading the Year 12 ATAR EAL/D course COAT test file.
	By Tuesday, 27 February	Schools upload a test file of a recording via the Authority's FTP site.
Term 2, 2024	By Friday, 26 April	Schools receive the printed copies of the COAT stimulus material. School COAT Contact to download from SIRS2 the COAT preparation booklet template and the WASN identification sheet for each student.
	From Monday, 29 April	School COAT Contact to download from SIRS2 the marking key and marks collection form.
	Monday, 29 April	Schools receive information relating to uploading the Year 12 ATAR EAL/D course COAT: <ul style="list-style-type: none"> ▪ student marks ▪ audiovisual recording files.
	Weeks 3, 4, 5 and 6 (Monday, 29 April to Friday, 24 May)	Administration of the COAT in schools
	By Monday, 27 May	Schools to have uploaded the COAT raw marks by criteria for each student in SIRS.
	By Wednesday, 29 May	Last day for the Authority to receive all student COAT audiovisual recordings from schools.
	Saturday, 29 June to Sunday, 14 July	Independent marking of the COAT for Authority-selected recordings.
Term 3, 2024	From Friday, 9 August	Schools can access SIRS reports containing COAT feedback.
	By Friday, 20 September	Schools informed of the syllabus context from Unit 3 on which the 2025 COAT will be based.