



**School Curriculum  
and Standards  
Authority**

## **Student portal**

Student guide for online EAL/D  
eligibility declarations



## 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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## Introduction

To enrol in the Year 12 English as an Additional Language or Dialect (EAL/D) Australian Tertiary Admission Rank (ATAR) course, you must submit an online EAL/D eligibility declaration to your school principal, deputy principal or delegate.

This user guide shows you how to submit an EAL/D eligibility declaration in the [student portal](https://studentportal.scsa.wa.edu.au) (<https://studentportal.scsa.wa.edu.au>).

## 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 Authority) 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 subcategories. 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, school letter, teacher declaration).

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

You will need to use a computer, either at home or at school. If you have any questions, ask your parent/s or carer/s or EAL/D teacher to help you.

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.

Information about the EAL/D eligibility process and the submission dates for declarations can be found on the EAL/D page of the [Authority 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.

Students can enrol in the EAL/D General and Foundation courses if they have eligibility approval from their teacher and school principal. For a student to be approved, the school must complete and retain the required documentation (*Form for eligibility for enrolment in Year 12 General and Foundation EAL/D and for extra time to complete the OLNA*) and supporting evidence.

## Five steps to submit an online EAL/D eligibility declaration

**Step 1:** Log in to the student portal

**Step 2:** Start your EAL/D eligibility declaration

**Step 3:** Upload your supporting evidence

**Step 4:** Submit your EAL/D eligibility declaration

**Step 5:** Check the student portal for your EAL/D eligibility status

# Checklist

1

## Logging in to the student portal

To log in to the student portal, you will need your **WA student number**, which you will find on your school report/s. It may also be on your SmartRider.

You will need a **personal email address** and must be able to access your personal email account when you complete your online declaration.

2

## Supporting information: language background

You will need to provide the following supporting information:

- ☐ your language background
  - first and home language/s
  - language/s used most now
  - language/s other than English that you can speak confidently
- ☐ residential information
  - where you were born
  - all the country/ies you have lived in
- ☐ parent/carer information
  - country/ies of birth
  - language/s used with you

3

## Supporting information: schooling details

You must provide details of the schools you 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 your teacher in the classroom
- ☐ language/s used for assessments and examinations

4

## Supporting evidence

Photograph or scan **at least one** piece of evidence. Acceptable evidence includes:

- ☐ an authentic letter from a previous school, principal or teacher
- ☐ a school report, which may be:
  - from your current school
  - from a previous school in Australia or outside Australia
  - in English or in a language other than English (translation is not necessary).

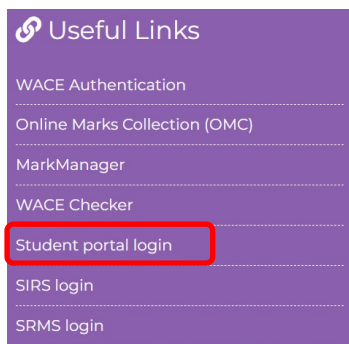
Save your supporting evidence to your computer or mobile device as **.pdf, .jpg, .jpeg or .png** files, with a **maximum size of 4MB for each file**. **Word** documents will **not** be accepted. **You must use English letters to name your files.**



## Step 1: Log in to the student portal

Click on the link to the [student portal \(https://studentportal.scsa.wa.edu.au\)](https://studentportal.scsa.wa.edu.au).

You will find this link on the home page of the [Authority website \(https://scsa.wa.edu.au/\)](https://scsa.wa.edu.au/). Click on the **Student portal login** link in the purple **Useful Links** panel (highlighted below).



Enter your **WA student number**, which is on your school report/s. It may also be on your SmartRider.

Your initial password is a combination of your family name and date of birth — **Nnddmmyyyy**:

- **Nn** = the first two letters of your family name: the first as a capital letter (A–Z) and the second as a lower-case letter (a–z), excluding any punctuation or spaces
- **ddmmyyyy** = your date of birth in day-month-year format.

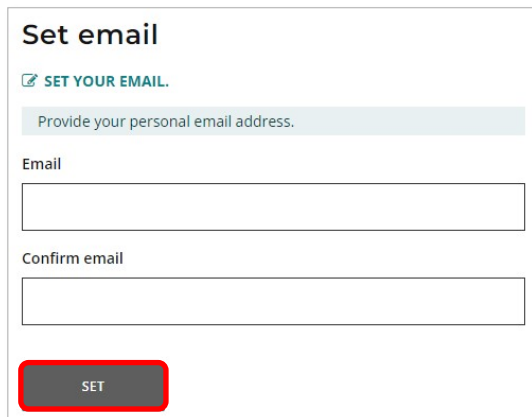
Tick the check box (highlighted below) to show that you have read and understand the terms of use and click on the **Login** button (highlighted below) to enter the student portal.




## Set up your personal email address

Enter your personal email address, then re-enter it to confirm it. Click on the **Set** button (highlighted below).

Note: use your personal email address so that you can receive emails after you have left school and your school email address has expired.



**Set email**

 **SET YOUR EMAIL.**

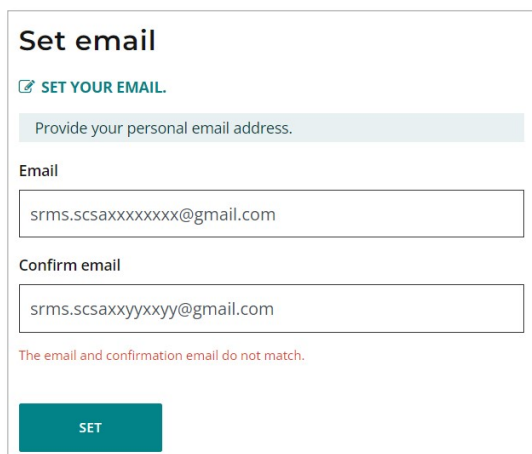
Provide your personal email address.

Email


Confirm email

**SET**

You will see an error message if your email and confirmation email do not match.



**Set email**

 **SET YOUR EMAIL.**

Provide your personal email address.

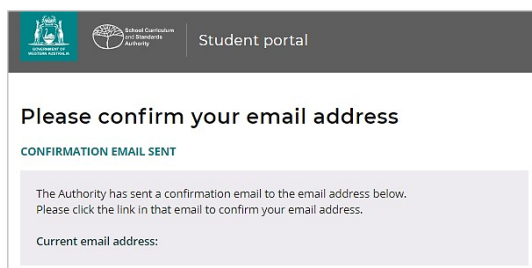
Email



Confirm email

The email and confirmation email do not match.

**SET**

A confirmation email will be sent to this email address.



  Student portal

**Please confirm your email address**

**CONFIRMATION EMAIL SENT**

The Authority has sent a confirmation email to the email address below.  
Please click the link in that email to confirm your email address.

Current email address:

Go to your personal email account and click on the link in the email to confirm your email address and complete your registration. If you cannot log in to your personal email account, contact your school or the Authority's Help Desk at [wacehelp@scsa.wa.edu.au](mailto:wacehelp@scsa.wa.edu.au).

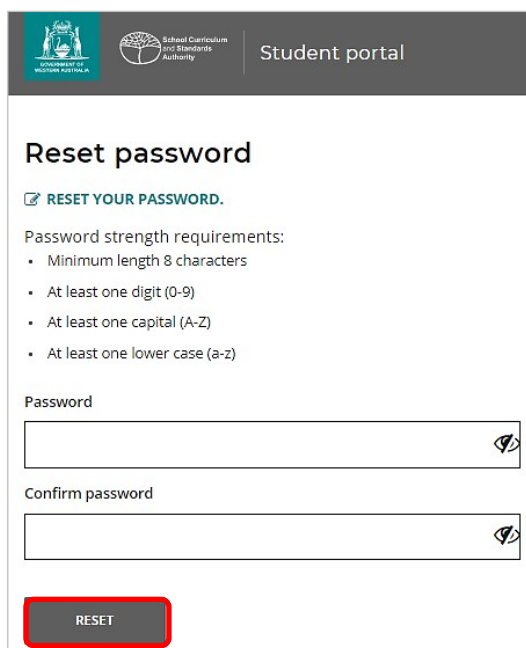
## Set up your new password

When you have confirmed your email address, you will be asked to reset your password.

Your new password must contain a minimum of eight characters, with at least one digit (0–9), at least one capital letter (A–Z) and at least one lower-case letter (a–z). Choose a new password that is easy to remember and keep it in a secure place.

Re-enter your new password to confirm it.

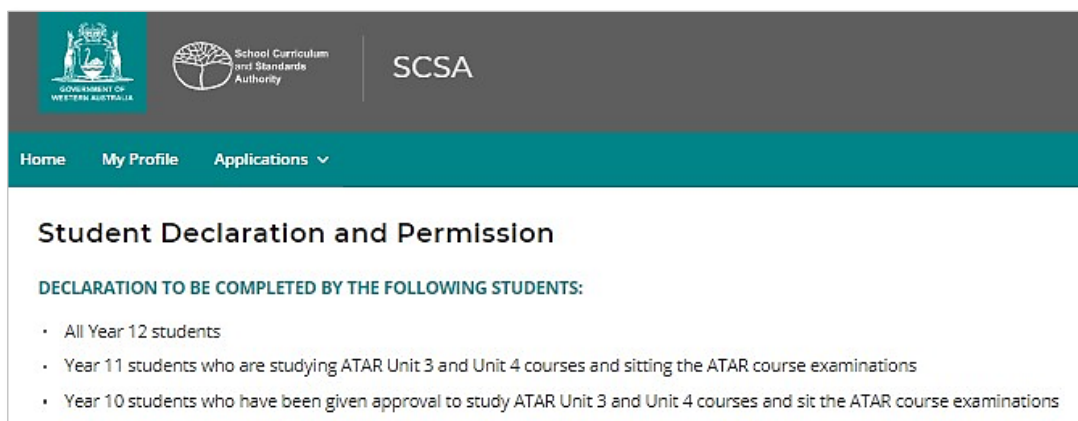
Click on the **Reset** button (highlighted below) to reset your new password.



The screenshot shows the 'Reset password' page of the Student portal. At the top, there are logos for the Government of Western Australia and the School Curriculum and Standards Authority, followed by the text 'Student portal'. The main heading is 'Reset password'. Below it is a link 'RESET YOUR PASSWORD.' with a checkmark icon. The 'Password strength requirements:' section lists: Minimum length 8 characters, At least one digit (0-9), At least one capital (A-Z), and At least one lower case (a-z). There are two input fields: 'Password' and 'Confirm password', each with a toggle icon. At the bottom, a 'RESET' button is highlighted with a red border.

## Complete your Student Declaration and Permission

If you are in Year 12, or in Years 10 or 11 and enrolled in an ATAR course, you will be taken to the **Student Declaration and Permission** page, which includes information about compliance with the Western Australian Certificate of Education (WACE) requirements and rules as set out in the *Year 12 Information Handbook*.



The screenshot shows the 'Student Declaration and Permission' page. The header includes the Government of Western Australia logo, the School Curriculum and Standards Authority logo, and the acronym 'SCSA'. Below the header is a navigation bar with 'Home', 'My Profile', and 'Applications' (with a dropdown arrow). The main heading is 'Student Declaration and Permission'. Below it is a section 'DECLARATION TO BE COMPLETED BY THE FOLLOWING STUDENTS:' followed by a bulleted list: All Year 12 students, Year 11 students who are studying ATAR Unit 3 and Unit 4 courses and sitting the ATAR course examinations, and Year 10 students who have been given approval to study ATAR Unit 3 and Unit 4 courses and sit the ATAR course examinations.

Tick the check box (highlighted below) to confirm that you have read and understand the information, then click on the **Submit** button (highlighted below).

☐

I declare that I have read and understand the information above

⚠

This Student Declaration and Permission needs to be completed by xx/xx/xxxx

LOGOUT

SUBMIT

The Authority also asks permission to use your results (should you win an award), and other schoolwork (without identifying who you are) in media communications.

Click on either **Yes** or **No** (highlighted below) for **each statement**.

When you have responded to each statement, click on the **Submit** button (highlighted below) to enter the student portal.

Student to complete

Please click on the appropriate response to indicate your answer. You must answer each question.

I give permission for

(a) my name to be published in the media should I win a School Curriculum and Standards Authority award.

YES

NO

(b) the Authority to use my school work produced during xxxx (no names used)

YES

NO

(c) the Authority to use my ATAR written and practical examination responses. (no names used)

YES

NO

I have discussed my responses to the above questions with my parents/guardians or I am 18 years of age or over.

YES

NO

⚠

Once you have submitted your responses, you will be unable to make changes online. If you need to make any changes to your responses at a later date, you will need to contact the Authority.

LOGOUT

SUBMIT

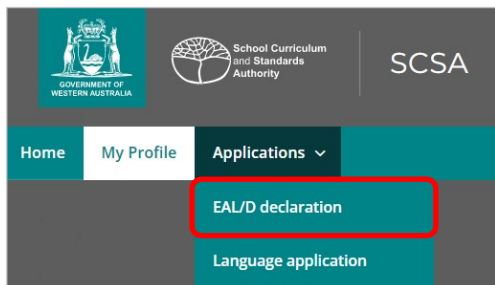
## Returning to the student portal

The next time you log in to the student portal, you will only need to enter your **WA student number** and your **new password** in the login panel.



## Step 2: Start your EAL/D eligibility declaration

Select **EAL/D declaration** from the **Applications** drop-down list in the green horizontal navigation bar (highlighted below). This will take you to the first screen of the EAL/D eligibility declaration.



### Your details

The personal details you will see cannot be changed, as they have been provided by your school to the Authority. If there are any errors, you must contact your school.

The deadline is for Year 12 students only and does not apply to students in Years 10 and 11.

Click on the **Start EAL/D declaration** button (highlighted below).

### English as an Additional Language or Dialect (EAL/D) Eligibility Declaration

The English as an Additional Language/Dialect ATAR course is designed for students for whom English is not their first or home language, and whose use of Standard Australian English is restricted. This includes:

- students who are Aboriginal or Torres Strait Islander, or from Cocos Island or Christmas Island, for whom Standard Australian English (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 education in one or more countries, including Australia.

For more information about this declaration and EAL/D eligibility click [here](#).

#### YOUR DETAILS

Please check your details below. If there are any errors, contact your school.

WA student number	
School	
School code	
First given name	
Second given name	
Family name	
Date of birth	
Year 12 enrolment	

Once the declaration has started your information will be saved when navigating next or back. You can resume or cancel your declaration at anytime.

**START EAL/D DECLARATION**

## 1: EAL/D declaration type


Choose your EAL/D teacher's name from the drop-down list (highlighted below). If you do not see your teacher's name, select **My teacher is not listed here**.

Select your first language and home language from the drop-down list of languages. As you start typing, a predictive list of languages will appear as a drop-down list. Select the correct language for your answer. If your language does not appear, type it in the field.


There are five EAL/D eligibility criteria, and you must meet one of them to enrol in the Year 12 EAL/D ATAR course. Select one of the five options that describes you (highlighted below). If you are not sure which option to select, ask your teacher to help you.

Tick the check box (highlighted below) to declare that you are a student whose first or home language is not English.

Click on the **Next** button (highlighted below), which will take you to 2: Supporting information. If you have not entered your first and home language/s and selected one option, you will not be able to proceed.

 **1 EAL/D DECLARATION TYPE**

Select your EAL/D teacher. This teacher will verify your declaration.



What was the first language you learnt to speak at home?

What language do you now speak mostly at home?

I declare that

☒ I am a student whose first or home language is not English.

Select the option that describes you:


☒ I am an Aboriginal or Torres Strait Islander, or from Cocos Island or Christmas Island. Standard Australian English (SAE) has been the medium of instruction, but I have SAE as an additional language/dialect, and my exposure to SAE is primarily within the school context.

☐ I am deaf or hard-of-hearing and communicate using signing, such as Auslan, as my first language.

☐ I **have not** had more than seven years of education where English is the main medium of course delivery immediately prior to entering my final year of school and I will provide evidence to support this claim.

☐ 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 and I will provide evidence to support this claim.


☐ I **have** had varied exposure to English, but my education has been disrupted in one or more countries, including Australia and I will provide evidence to support this claim.

 Declaration will be saved when navigating

Note: each time you click on the **Next** or **Back** buttons, your declaration will be saved automatically.

You can stop at any time and start again by clicking on the **Resume EAL/D declaration** button (highlighted below).

### English as an Additional Language or Dialect (EAL/D) Eligibility Declaration

 This declaration is due by close of business Friday, 24 February 2023


**RESUME EAL/D DECLARATION**

✓ Your declaration is saved.

CANCEL DECLARATION

If choose English as your first and/or home language, you will be asked if you are sure that this information is correct.

Click on the **Close** button to close this warning.


 Chosen language warning

Are you sure that the information that you have entered is true and correct?

CLOSE

If you have entered English as your first and/or home language, you will see the warning below, advising you that you are not eligible to enrol in the EAL/D ATAR course.

You will not be able to continue with your declaration. Speak to your school about your English course options.

 1 EAL/D DECLARATION TYPE

English as an Additional Language/Dialect is a course designed for students for whom English is not their first or home language. As you have stated that English is your first or home language, you are not eligible to apply for this course. Please discuss your English course options with your school.

Select your EAL/D teacher. This teacher will verify your declaration.

My teacher is not listed here

What was the first language you learnt to speak at home?

English

What language do you now speak mostly at home?

English

I declare that

☐ I am a student whose first or home language is not English.

## 2: Supporting information


Enter your country of birth, the country of birth of your parent/s or carer/s, the language/s each parent/carers uses with you, all the countries you have lived in, and the language/s other than English you can speak confidently.

The supporting information helps your teacher and principal understand about your language background and ensures that you have selected the correct eligibility option. There is no 'better' or 'preferred' language, so make sure you answer truthfully and include all the language/s you speak/know. For each question, predictive text will help you fill in the country name/s and language/s spoken. If your language does not appear, you can type it in the field.

Click on **Add another** (highlighted below) to add another country or language spoken, if needed.


Click on the **Next** button (highlighted below), which will take you to 3: Educational background.

If you have not completed all the required information on this page, you will not be able to proceed.

 **2 SUPPORTING INFORMATION**

Country of birth

Date you arrived in Australia

DD/MM/YYYY 


Country of birth of parent/carers 1

Language used with parent/carers 1


Country of birth of parent/carers 2

Language used with parent/carers 2


Countries you have lived in

 ADD ANOTHER

What languages other than English can you speak confidently?

 ADD ANOTHER

BACK

 Declaration will be saved when navigating

NEXT

## 3: Educational background

You must provide details for every year of school you have attended.

Click on the **Add** button (highlighted below) next to a calendar year.

Status Action	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
<b>+ ADD</b>	2023						
+ ADD	2022						
+ ADD	2021						

A school details box will appear. Did you go to school in that calendar year? Select **Yes** or **No**.

If you select **Yes**, you must enter information in all the fields. Click on the **Add another** function (highlighted below) to add another language/s, if needed.

Click on the **Add** button (highlighted below) to save these school details for that year.

Repeat the process until you have provided information for all the calendar years on the screen.

**School details for 2023** ✕

Did you attend school in 2023?

☒ Yes

☐ No

Academic year, e.g. Year 12

Select ▾

Name of your school (In full)

Country in which you attended school

Curriculum studied at the school such as the national curriculum or an international curriculum e.g. IB, Cambridge

Main language/s used in the classroom

**+ ADD ANOTHER**

Language used for assessments and examinations

+ ADD ANOTHER

CANCEL

**ADD**

If you did not go to school in a calendar year, select **No** and click on the **Add** button (highlighted below). This will show as **No schooling** (highlighted below) for that year.



School details for 2017

Did you attend school in 2017?

☐ Yes
☒ No

CANCEL

ADD

✓ EDIT	2015	2	Test School 2	France	International	French	French
✓ EDIT	2014	No Schooling					

If your school was in a country where the school year ends in June or July (e.g. the UK or the USA), enter the academic year that you **finished** in that calendar year. For example, if you were in Year 9 from January to June or July, then in Year 10 from September to December, enter Year 9 because that was the academic year that you completed.

If you went to different schools in a calendar year, enter the school you went to in the first six months of that calendar year.

If you attended schooling prior to the earliest year listed on the table, please enter the details into the **Additional information** text box. You may also optionally add any further details about the schools you attended in this field.

Additional information (optional)

Please provide any other relevant information about your schooling which may be of use to your school in making a decision about your declaration.

Check all the information you have entered. If you want to change anything, click on the **Edit** button (highlighted below) next to a calendar year.

Status Action	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
✓ EDIT	2023	10	Test School 1	Australia	National	English	English
✓ EDIT	2022	9	Test School 1	Australia	National	English	English
✓ EDIT	2021	8	Test School 2	France	IB	French	Frisian

Edit the details then click on the **Update** button (highlighted below) to save your information.

School details for 2019

Did you attend school in 2019?

☒ Yes
 ☐ No

Academic year, e.g. Year 12

Year 6

Name of your school (In full)

Test School 2

Country in which you attended school

France

Curriculum studied at the school such as the national curriculum or an international curriculum e.g. IB, Cambridge

IB

Main language/s used in the classroom

French

+ ADD ANOTHER

Language used for assessments and examinations

French

+ ADD ANOTHER

CANCEL UPDATE

If you plan to enrol in a language course, you must provide the language and type of course (i.e. First, Background or Second Language).

Do you plan to enrol in any other language course in your final year?

☒ Yes
 ☐ No

Provide the language course name

Select a course type

☐ First
 ☐ Background
 ☐ Second

Click on the **Next** button (highlighted below) to take you to 4: Supporting evidence. If you do not complete all sections, you will not be able to proceed.

BACK

⚠ Declaration will be saved when navigating

NEXT



## Step 3: Upload your supporting evidence

### 4: Supporting evidence

The evidence you upload helps your EAL/D teacher and principal verify that you meet the requirements for eligibility.

Acceptable evidence includes:

- an authentic letter from a previous school, principal or teacher
- a school report, which may be:
  - from your current school
  - from a previous school in Australia or outside Australia
  - in English or in a language other than English (translation is not necessary).

You must provide at least one piece of evidence to support your declaration.

Here are some examples of appropriate evidence for each option.

#### Option 1

I am an Aboriginal or Torres Strait Islander, or from Cocos Island or Christmas Island. Standard Australian English (SAE) has been the medium of instruction, but I have SAE as an additional language/dialect, and my exposure to SAE is primarily within the school context.

- A school report from your current school, or from a previous school.
- A student ID card.

#### Option 2

I am deaf or hard of hearing and communicate using signing, such as Auslan, as my first language.

- A school report from your current school, or from a previous school.
- A student ID card.

#### Option 3

I have not had more than seven years of education where English is the main medium of course delivery immediately prior to entering my final year of school.

- A school report from a school you attended where English was not the main medium of course delivery (e.g. a school report in a language other than English).
- A letter from a school you attended where English was not the main medium of course delivery (e.g. a letter from the principal/administration stating what language is used in the classroom/for assessments).
- Travel documentation where neither of the above can be obtained.

#### Option 4

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.

- A school report from your current school.
- Previous school reports from any year of schooling.
- A school report from a school you attended that shows you studied a national curriculum (i.e. not an international curriculum, such as International Baccalaureate, Cambridge etc.)
- Travel documentation where none of the above can be obtained.

#### **Option 5**

I have had varied exposure to English, but my education has been disrupted in one or more countries, including Australia.

- A school report from your current school or a previous school report from any year of schooling.
- Travel documents/evidence of significant disruptions to schooling.
- Other relevant documentation, e.g. a letter from your current English and/or EAL/D teacher.

If you are unsure about what evidence you need, speak to your teacher.

## How to prepare and upload your supporting evidence

Photograph or scan your supporting evidence and save the file/s to your computer or mobile device. Save your file/s as **.pdf, .jpg, .jpeg or .png** files, with a **maximum size of 4MB for each file**. **Word documents will not** be accepted.

Use English letters to name your files. Do not use spaces or unrecognisable characters or symbols, such as < > ? ! / \ " \* : , # % & ( ) { } + = @ when naming files.

Select the document you want to upload from the drop-down list (highlighted below).

Click on the **Browse** button (highlighted below) to select the file from your computer or mobile device and click on the **Open** button (**Upload** button on a Mac) to upload this file.

All students are required to upload supporting evidence. The evidence you will need to upload depends on which criterion you selected. This could include:

- A copy of a genuine report or academic transcript from an Australian school, with information relevant to this declaration.
- A copy of a genuine report or academic transcript from a school outside Australia.
- Any other documents that support this declaration.

+ Add a document (Select document type first, then click browse and select a file)

SELECT DOCUMENT TYPE

BROWSE

4MB file size limit, accepted file types PDF, JPG, JPEG, PNG

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Additional information (optional)

Please provide any other relevant information about your eligibility to enrol in the EAL/D course which may be of use to your school in making a decision about your declaration.

Repeat the process above to add another document.

If you have any additional evidence, select **Other supporting evidence** from the drop-down list and upload your file.

If you have not uploaded at least one piece of evidence, you will not be able to proceed.

When you have uploaded each document, it will show as **Saved** in the **Status** column and **Original** in the **Process step** column (both highlighted below), with details of when you uploaded it in the **Date uploaded** column.

If you upload a file by mistake, click on the **Remove** button (highlighted below) to remove that file.

Repeat the process to upload the correct document.

Status	Document type	File name	File size	Date uploaded	Process step	Action
✓ <b>SAVED</b>	School report	<u>School Report 1.pdf</u>	180 KB	23/10/2023 12:24 AW...	<b>Original</b>	<b>✕ REMOVE</b>


If you want to add any further details, enter this information in the **Additional information** text box. This is optional.

**Additional information (optional)**

Please provide any other relevant information about your eligibility to enrol in the EAL/D course which may be of use to your school in making a decision about your declaration.

When you have uploaded your supporting evidence, click on the **Next** button (highlighted below) to take you to Step 4: Submit your EAL/D eligibility declaration.

BACK

 Declaration will be saved when navigating

NEXT



## Step 4: Submit your EAL/D eligibility declaration

Check that everything is correct in your declaration. Click on the **Back** button (highlighted below) to make any changes.

If you make any mistakes in your declaration or forget to add information, your EAL/D teacher can ask you to amend it and/or upload more supporting evidence.


Read the student declaration and tick the check box (highlighted below) to confirm that you have provided the supporting evidence and that, to the best of your knowledge, all the information you have provided is true and correct.


Click on the **Submit declaration** button (highlighted below).


When you have submitted your EAL/D eligibility declaration, your EAL/D teacher and your school principal will review and endorse it.

After you have submitted your declaration, you can click on the **View** or **Print** buttons to read or print your declaration.

If you decide to cancel your declaration, click on the **Cancel declaration** button (highlighted below). You can only do this before you submit your declaration.


 **SUBMIT DECLARATION**

 Review your declaration to ensure that it is complete and correct. After you have submitted it, you will not be able to make any changes or edits.

 This declaration cannot be verified or endorsed without the relevant and appropriate evidence.


☒ I declare that I have provided the documentation required to support my declaration and, to the best of my knowledge, all the information I have provided is true and correct.

**SUBMIT DECLARATION**

 PRINT DECLARATION

**CANCEL DECLARATION**

**BACK**

 Declaration will be saved when navigating

## Amend your EAL/D eligibility declaration

Your teacher will review your EAL/D eligibility declaration and supporting evidence. If there are any mistakes or if your school wants further information, your EAL/D teacher will request an amendment or additional evidence from you.

Log in to the student portal where you will see the amendment request from your EAL/D teacher (highlighted below).

Click on the **Amend EAL/D declaration** button (highlighted below) to amend your declaration.

**AMEND EAL/D DECLARATION**

⚠ Your declaration requires further information.

Your declaration has been reviewed by your teacher; however, you need to provide further information before a recommendation can be made.

Some of the information provided is incorrect or incomplete.  
Please amend the information about your education in 2018-2020.

Click on the **Next** button to move through the declaration.

You will only be able to change the information requested by your EAL/D teacher, which will be highlighted in yellow (example below).

School background details

THE STUDENT IS RESPONSIBLE FOR PROVIDING THE EVIDENCE TO SUPPORT THIS DECLARATION

- Complete the table showing details of your schooling from Year 1 to Year 12 by clicking on the add/edit button.
- Every year of schooling must be accounted for.
- If you studied more than one academic year in a calendar year, only include the details for the Academic Year that you completed.

Status Action	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
<input checked="" type="checkbox"/> EDIT	2023	12	Test School 1	Australia	Western Austr...	English	English
<input checked="" type="checkbox"/> EDIT	2022	11	Test School 1	Australia	Western Austr...	English	English
<input checked="" type="checkbox"/> EDIT	2021	10	Test School 1	Australia	Western Austr...	English	English
<input checked="" type="checkbox"/> EDIT	2020	9	Test School 2	Nigeria	National	Hausa	Hausa

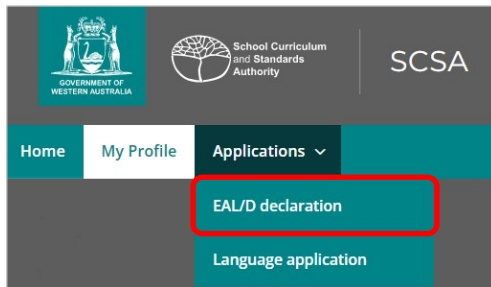
When you have amended your declaration, you will need to repeat Step 4: Submit your EAL/D eligibility declaration so your EAL/D teacher can review and endorse it.





## Step 5: Check the student portal for your EAL/D eligibility status

Select **EAL/D declaration** from the **Applications** drop-down list in the green horizontal navigation bar (highlighted below).



The status of your declaration will change from **In progress** to either **Eligible** or **Not eligible** (all highlighted below).

**English as an Additional Language or Dialect (EAL/D) Eligibility Declaration**

[PRINT DECLARATION](#)

[VIEW EAL/D DECLARATION](#) ✓ Your declaration is in progress.

Your declaration for EAL/D eligibility has been submitted. You will be notified of the outcome once it has been processed.

**English as an Additional Language or Dialect (EAL/D) Eligibility Declaration**

[PRINT DECLARATION](#)

You are eligible to enrol in a Year 12 EAL/D course and you have additional time to complete your OLNA.

**English as an Additional Language or Dialect (EAL/D) Eligibility Declaration**

[PRINT DECLARATION](#)

[VIEW EAL/D DECLARATION](#) ⊙ You have been found ineligible. [REQUEST REVIEW](#)

You have been found ineligible to enrol in a Year 12 EAL/D course.

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.

You can contact your school for further information about this decision.

## Request a review

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

If you think that you do meet one of the eligibility criteria, you can request a review of your EAL/D eligibility declaration by the Authority.

You must do this 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: you can only request one review.

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

You will be prompted to confirm your email address because the outcome of your review will be sent to the email address that you have registered in the student portal.

Click on the **Close** button (highlighted below) if your email address is correct.

To change your email address, select the **My profile** tab (highlighted above), enter your new email address then click on the **Change email** button (highlighted below).

To show that you meet the criteria, you will need to provide additional supporting evidence and further details to support your request for a review.

Repeat Step 3 to upload your additional supporting evidence.

This supporting evidence will show as **Saved** in the **Status** column and **Review** in the **Process step** column (both highlighted below).

Status	Document type	File name	File size	Date uploaded	Process step	Action
✓ <b>SAVED</b>	School report	<a href="#">School Report 1.pdf</a>	180 KB	23/10/2023 16:20 AW...	Original	
✓ <b>SAVED</b>	School report	<a href="#">School Report 2.pdf</a>	180 KB	26/10/2023 13:28 AW...	<b>Review</b>	<a href="#">✕ REMOVE</a>

You must also provide further information in the **Comments** text box.

Carefully check your document/s and information that you provide because after you request a review you cannot upload other documents or make any changes.

Click on the **Request review** button (highlighted below). If you have not uploaded at least one additional document and provided a comment, the request for a review cannot be submitted.

Comments

Further information to support my request for a review.

REQUEST REVIEW

BACK

## English as an Additional Language or Dialect (EAL/D) Eligibility Declaration

Your request for a review has been submitted and your school will be notified when the review is complete.

The Authority will review your declaration with the additional supporting evidence and information you have provided.

After the review has been completed, the Authority will notify your school by email. You can also see the outcome of the review in the student portal.

The review eligibility status will be either **Eligible** or **Ineligible** and you will see a comment explaining the decision.

