School Curriculum and Standards Authority

Student Records Management System

School guide for online EAL/D eligibility declarations

UPDATED
08/02/2024

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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2022/64045[v3]

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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).

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 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 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 Authority website (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 registration.

2 Residential and language information

Students will need to provide the following supporting information:

- ❑ student's language background
  - first and home language/s
  - language/s used most now
  - language/s other than English that they can speak confidently
- ❑ 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

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 and examinations

4 Supporting evidence

Students should 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)

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

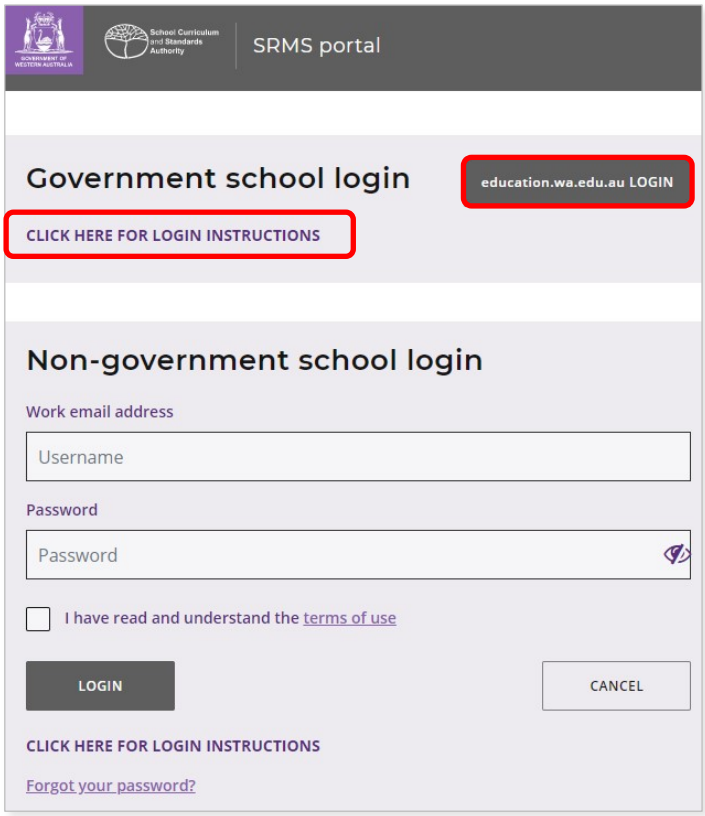
The EAL/D teacher will review students' declarations and recommend endorsement in the SRMS. Students should nominate a teacher when they complete their declaration. Teachers must be added to the SRMS by a school administrator and assigned the 'EAL/D endorser – teacher' role. The teacher may be the classroom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

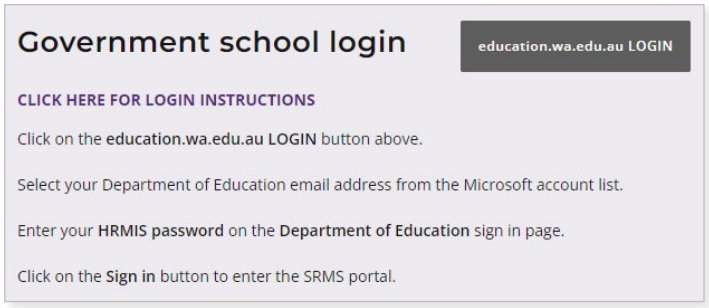
- **know the student** to verify the information and evidence
- **understand the criteria** in the policy to make an informed recommendation.

Step 1: Log in to the SRMS portal

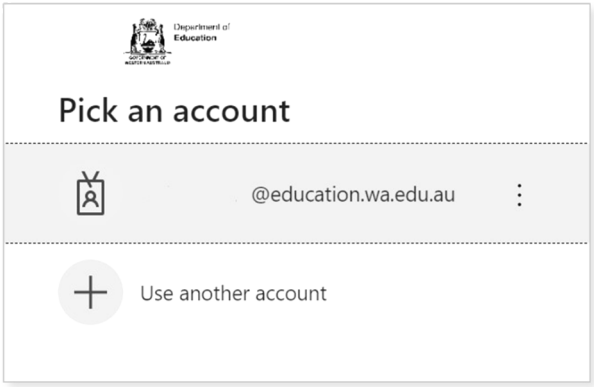
Log in to the SRMS portal (https://srms.scsa.wa.edu.au).

Government (public) schools
The first time you log in, click on and read the login instructions (highlighted below). Click on the **education.wa.edu.au LOGIN** button (highlighted below) in the government school login panel.



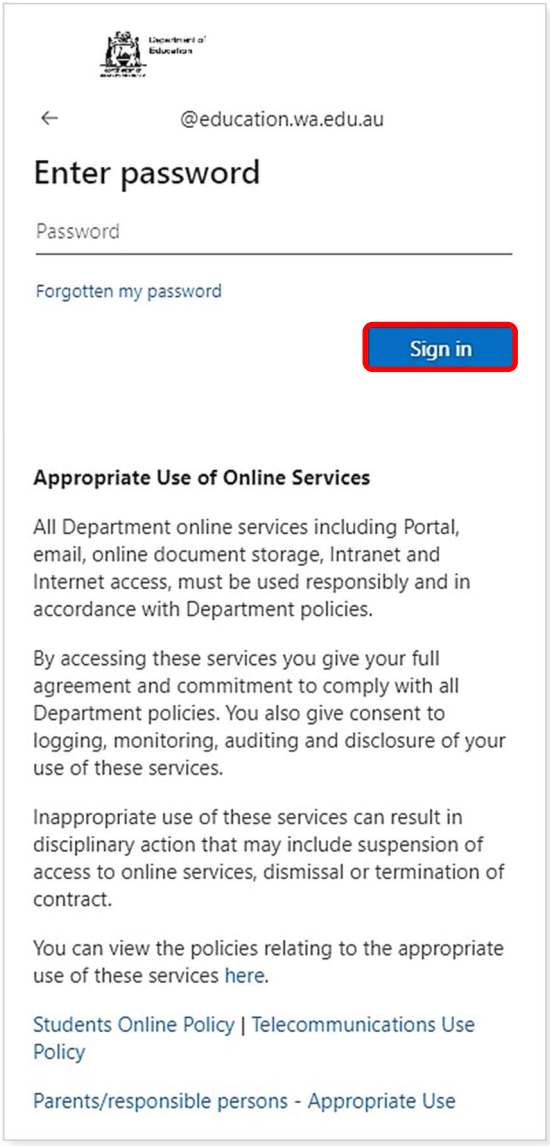


Select your Department of Education (Department) email address from the Microsoft account list (shown below).



You will be taken to the Department sign in page.

Enter your password and click on the **Sign in** button (highlighted below) to enter the SRMS portal.



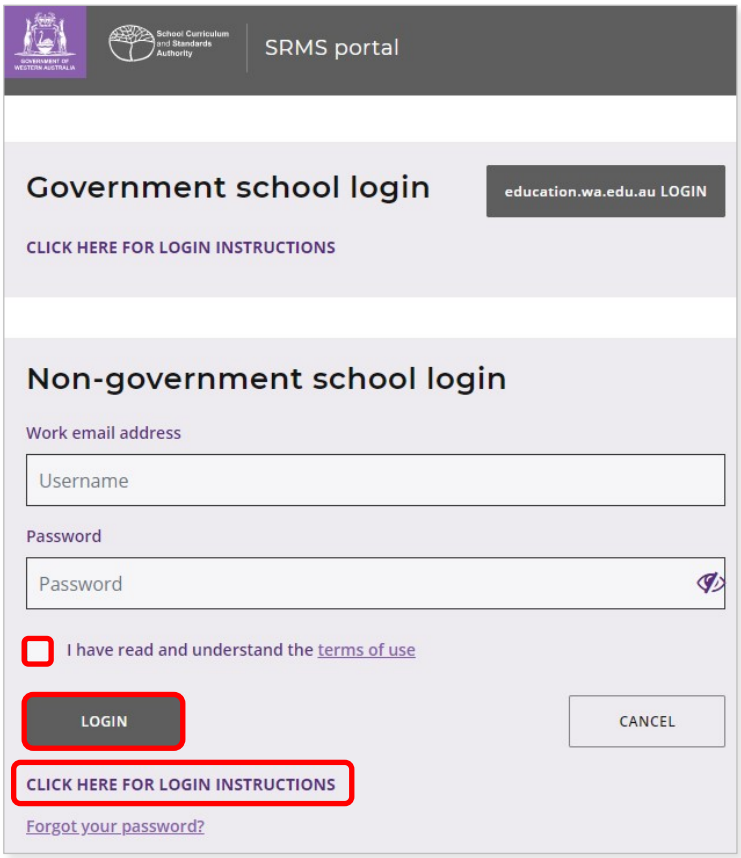
Non-government schools

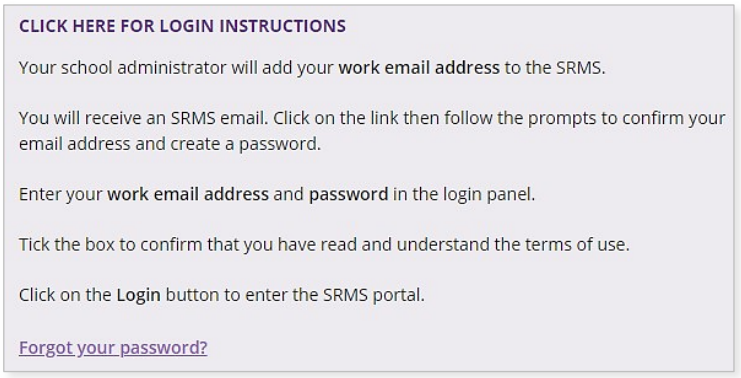
The first time you log in, click on and read the login instructions (highlighted below). Contact your school administrator if you have not received the email with the link.

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.





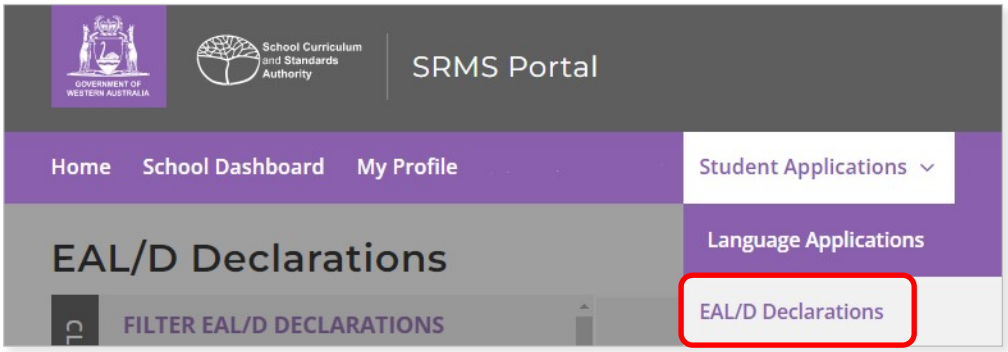
If you forget your password, click on **Forgot your password?**

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**).

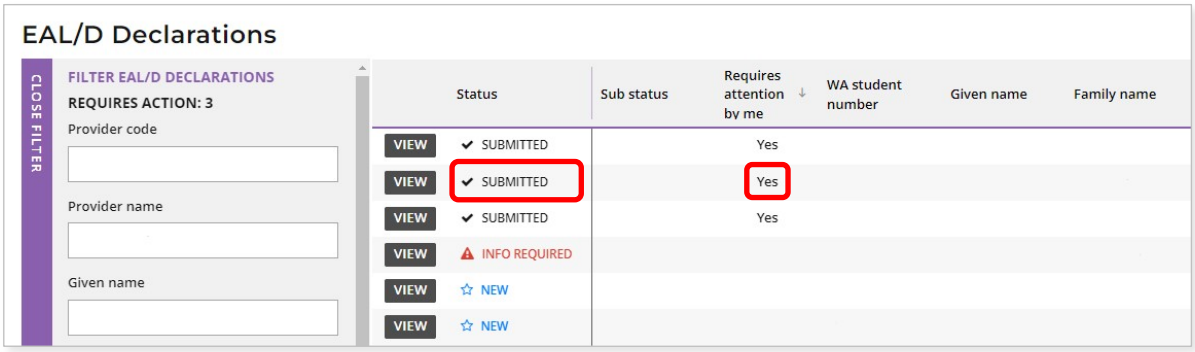
The **Sub status** column shows you the action that has been completed for each EAL/D declaration (**Teacher endorsed**, **Ready to publish**, **Eligible**, **Not eligible**).

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 **Requires attention by me** column will be blank, but 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 students' EAL/D eligibility declarations

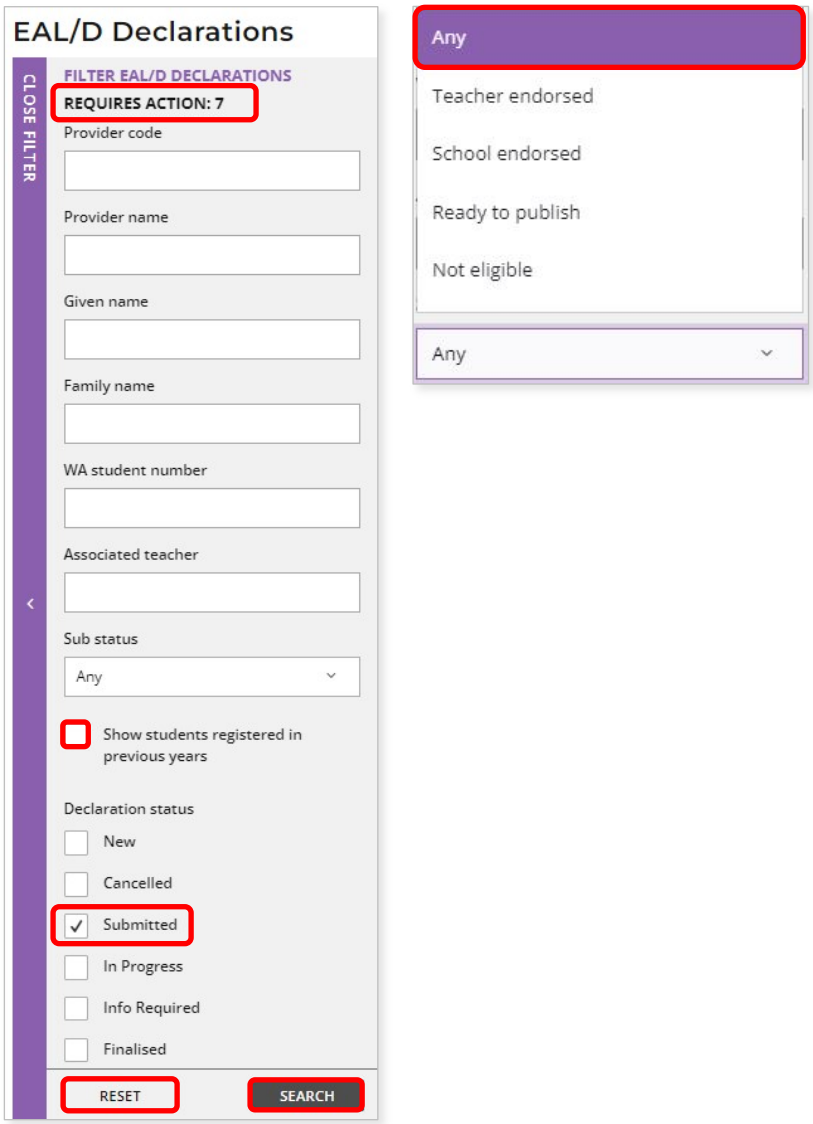
Use the filter panel to view declarations at different stages in the EAL/D eligibility process. Tick the **Submitted** check box, then click on the **Search** button (both highlighted below) to show all declarations waiting for teacher or school endorsement. Tick the **New** or **Info required** check boxes, then click on the **Search** button to show declarations that students have started but not submitted or those that have been returned to students for amendment. Click on the **Reset** button (highlighted below) to reset the filters and view all declarations.

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.

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

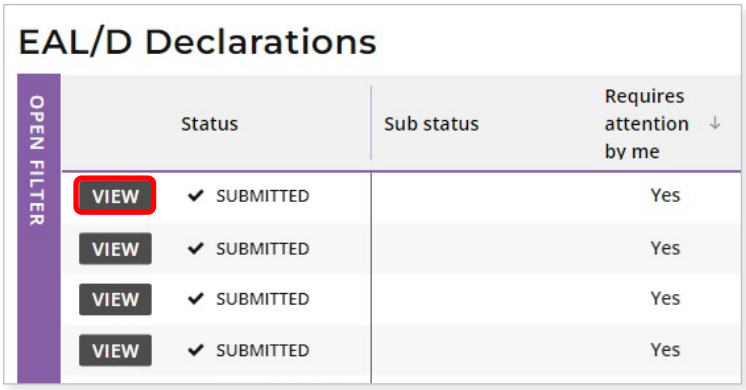
Select the **Show students registered in previous years** check box, then click on the **Search** button (both highlighted below) to view declarations that students submitted the previous year. This is useful when the Authority changes the portal date to the new academic year in January.

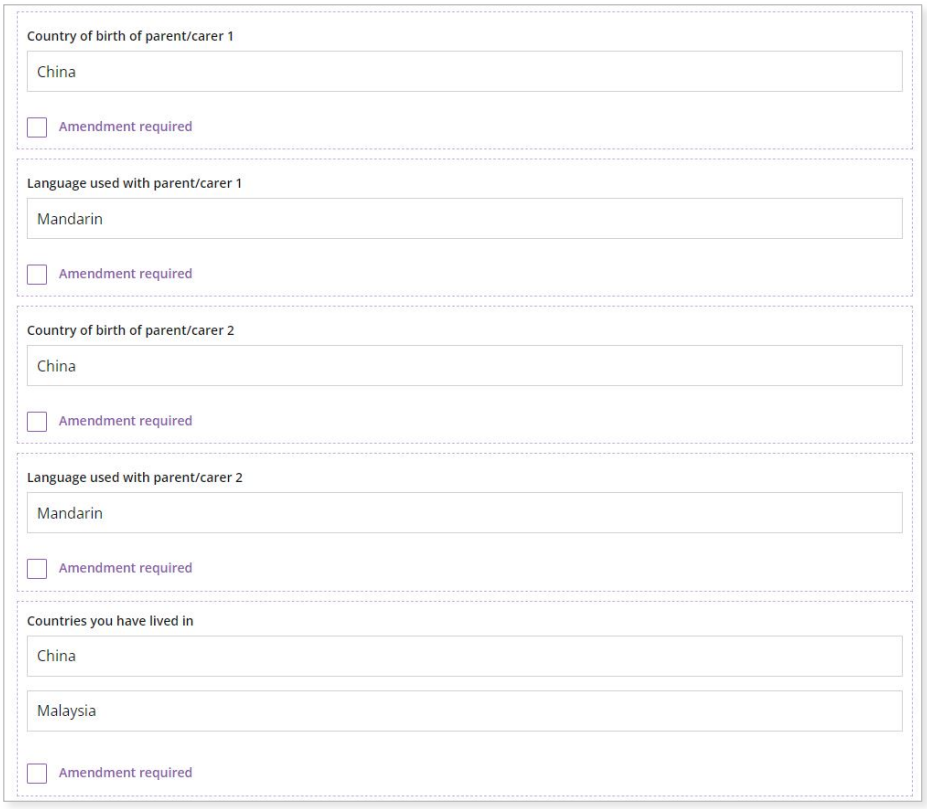
The **Sub status** filter (highlighted below) selects declarations that have been **Teacher endorsed**, **School endorsed,** or those that are **Ready to publish**.



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).

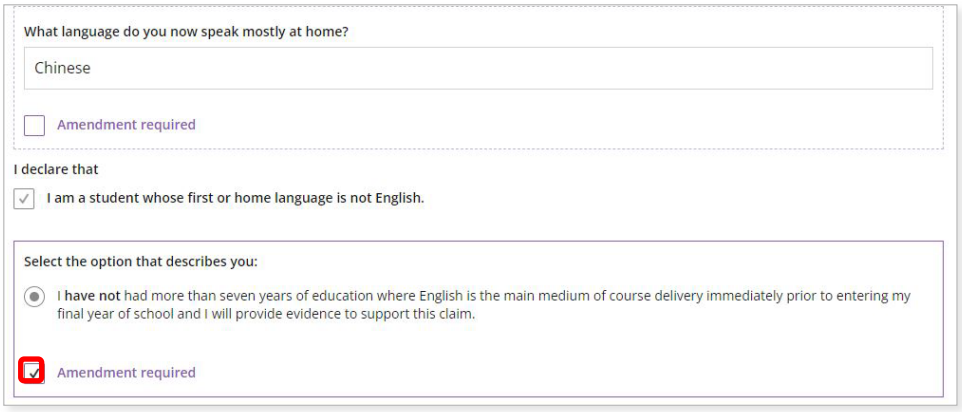




When reviewing the student's education background, if the name of the school is very long, it will be abbreviated with an ellipsis. Hover with your mouse over the name, and it will be displayed in full (highlighted below).

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).

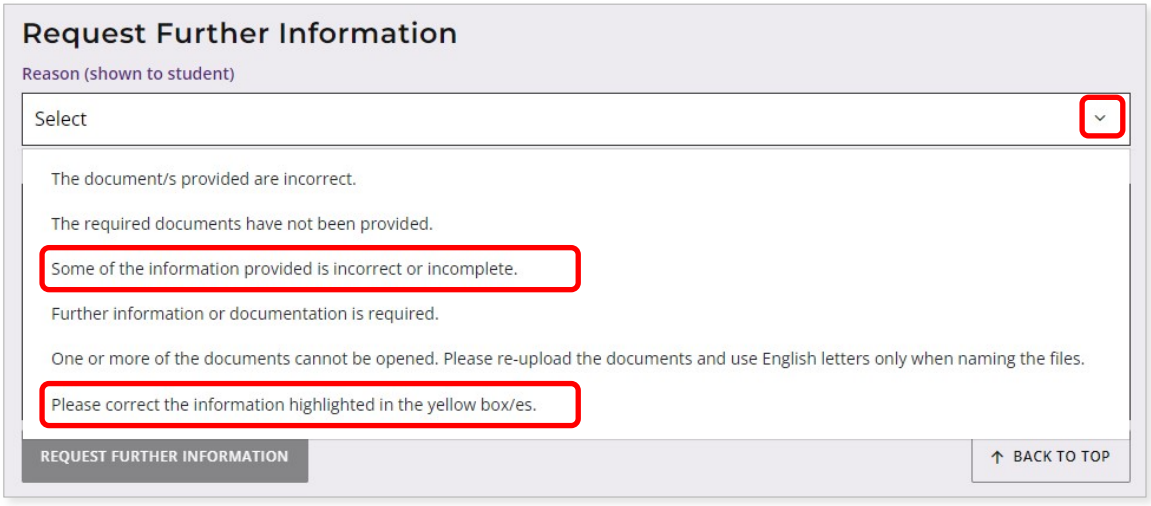


If you would like to see more supporting evidence, select the **Amendment required** check box under the **Upload supporting evidence** section (highlighted below).

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

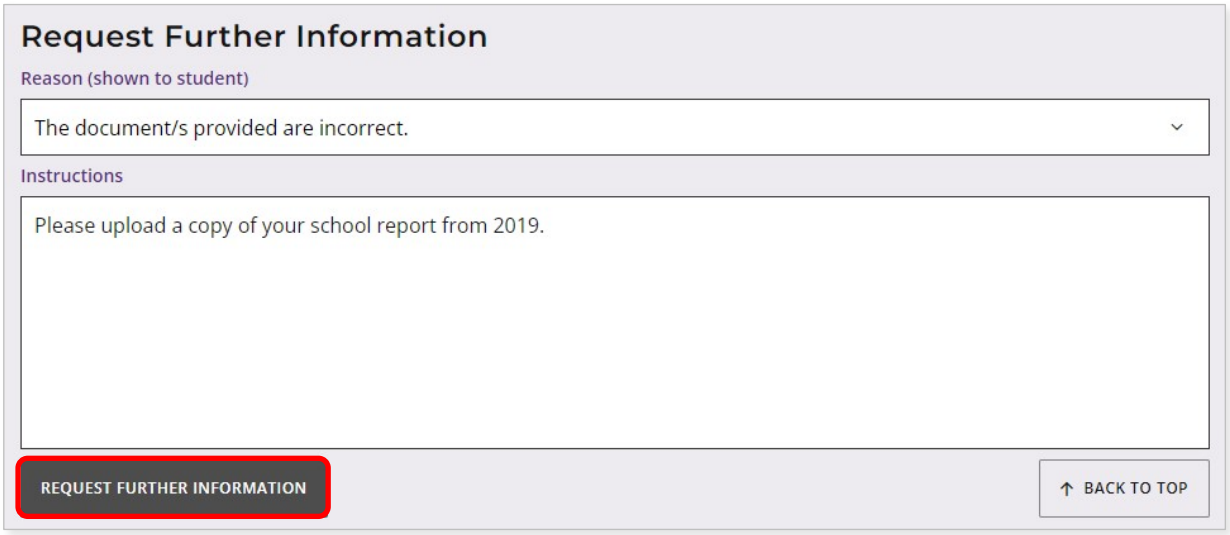
Choose **Please correct the information highlighted in the yellow box/es** (highlighted below) to ask the student to amend any of their responses in one of the tables.

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.



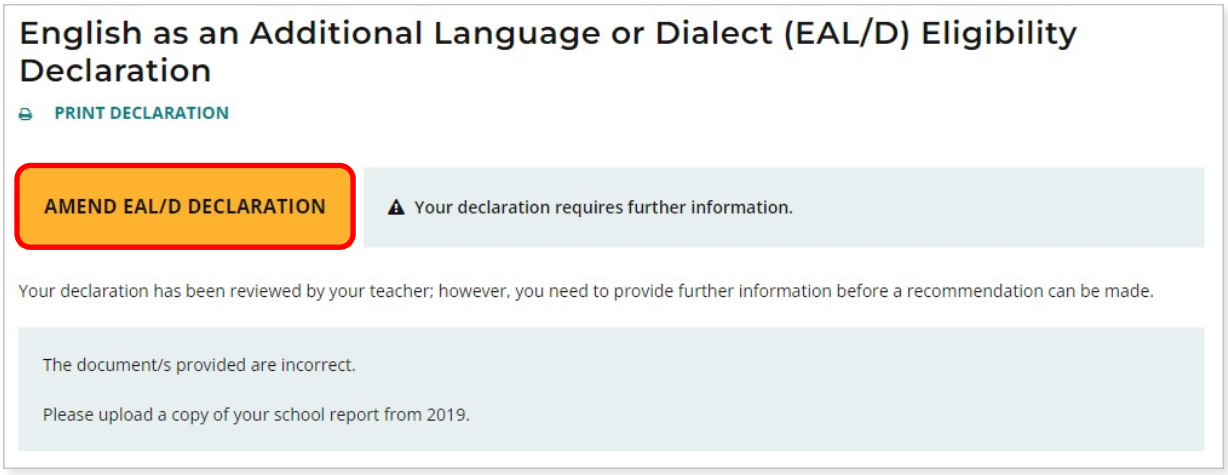
Enter details in the **Instructions** text box about any amendment/s or further information that you would like the student to provide.

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



The 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 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.

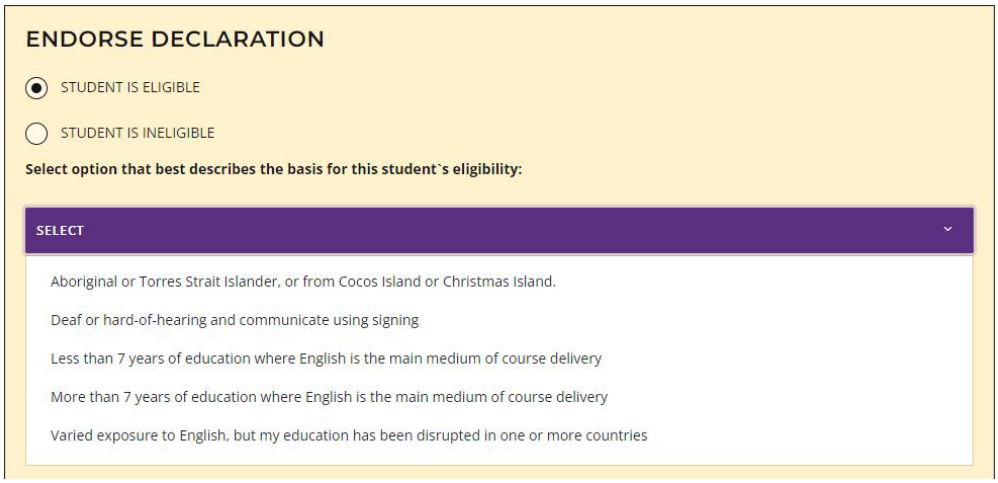
If you see any further error/s in their declaration, you can repeat the process above to request further amendment/s or information.

Step 5: Endorsement of students' EAL/D declarations

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

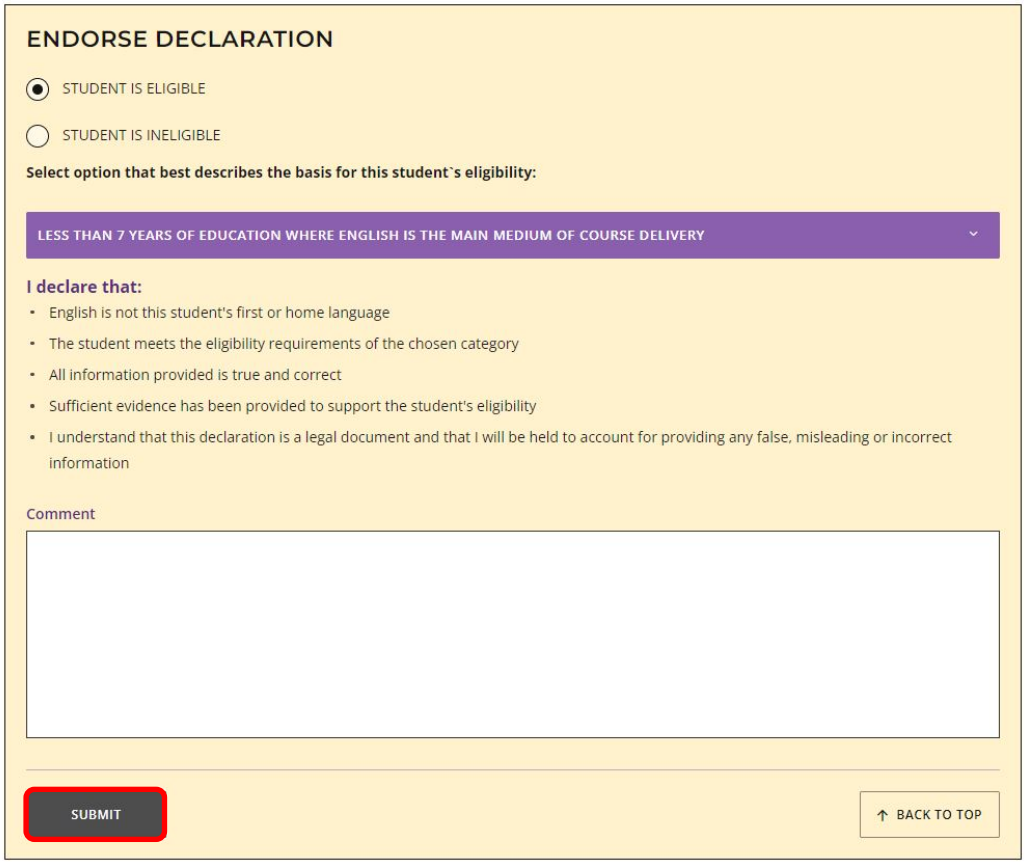
Select either the **student is eligible**, or the **student is ineligible**.

If you select the **student is eligible**, choose the option that best describes their eligibility from the five options.



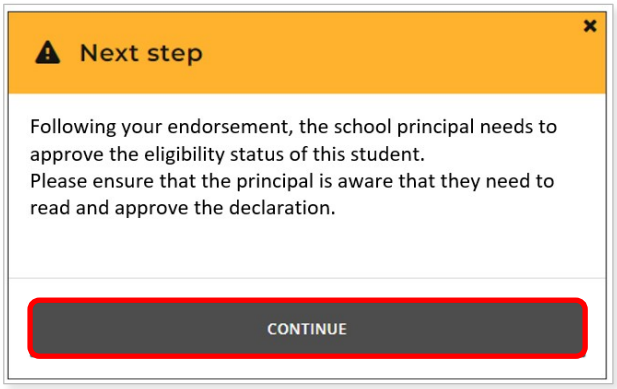
It is optional to provide an explanation in the **Comment** text box.

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



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

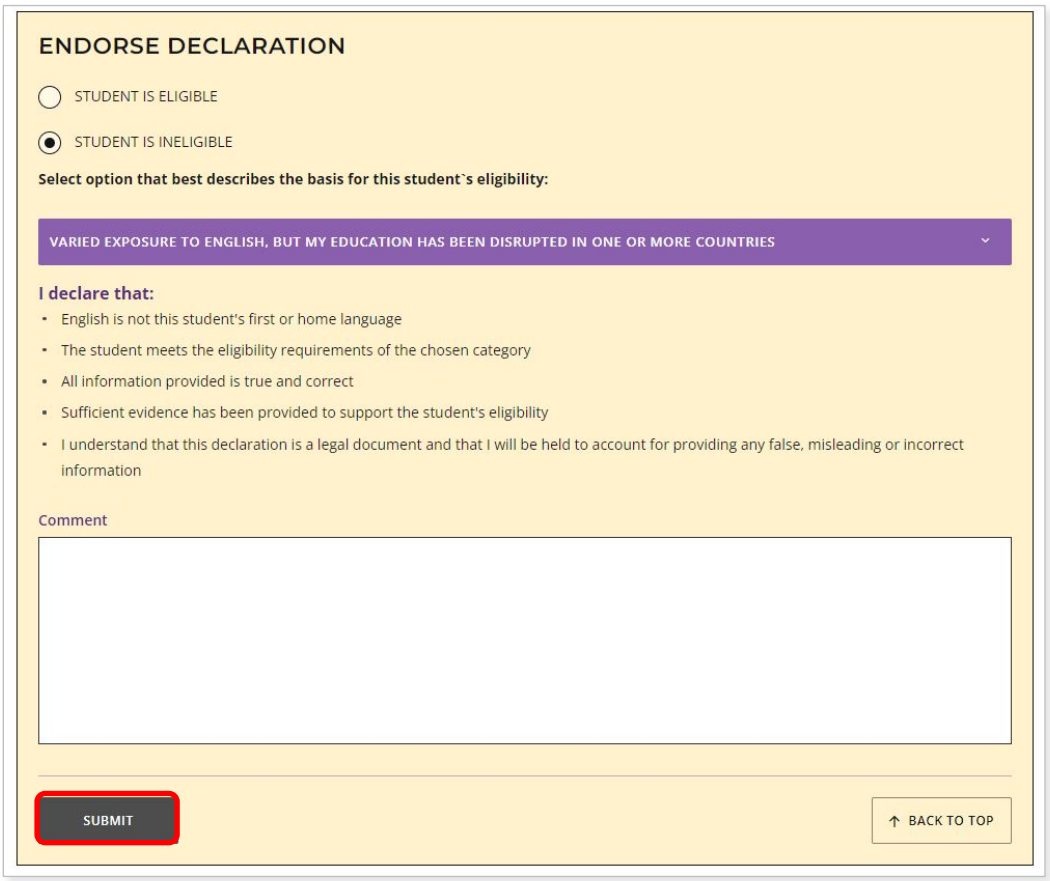
Click on the **Continue** button (highlighted below) to proceed.



If you select the **student is ineligible**, choose the option that best describes their eligibility from the five options.

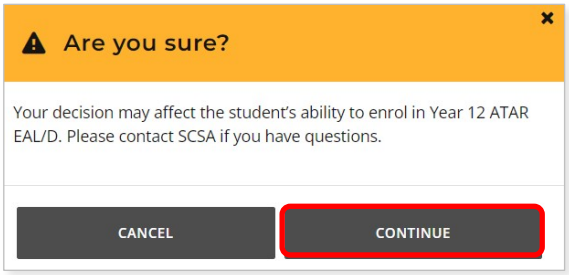
It is optional to provide an explanation in the **Comment** text box.

Click on the **Submit** button (highlighted below), to submit your endorsement of this student's declaration.



You will see the warning below.

Click on the **Continue** button (highlighted below) to proceed or on the **Cancel** button to return to the **Endorse declaration** section and change your endorsement.

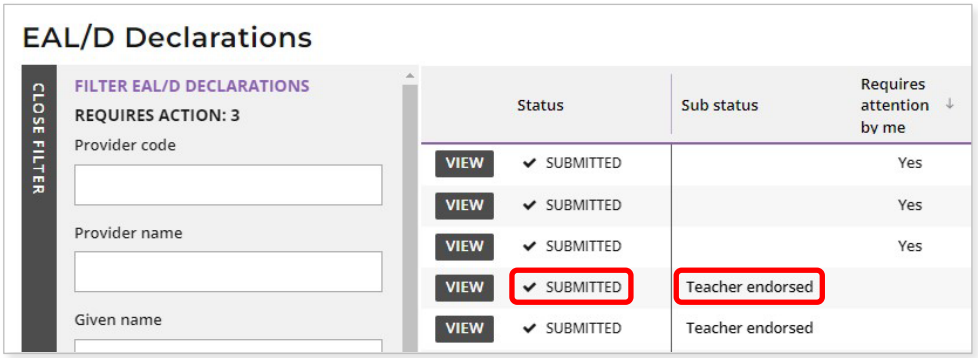


When you have completed your endorsement, you will return to the **EAL/D Declarations** screen.

The **Status** column shows as **Submitted** and the **Sub status** column shows as **Teacher endorsed** (both 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 students' EAL/D eligibility declarations.



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 when 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 or deputy principal to publish this EAL/D eligibility status

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 of a student's declaration is the final step in the eligibility process. The principal or delegate must be added to the SRMS by a school administrator and given the 'EAL/D endorser – school' role. 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 Authority'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).

Government (public) schools
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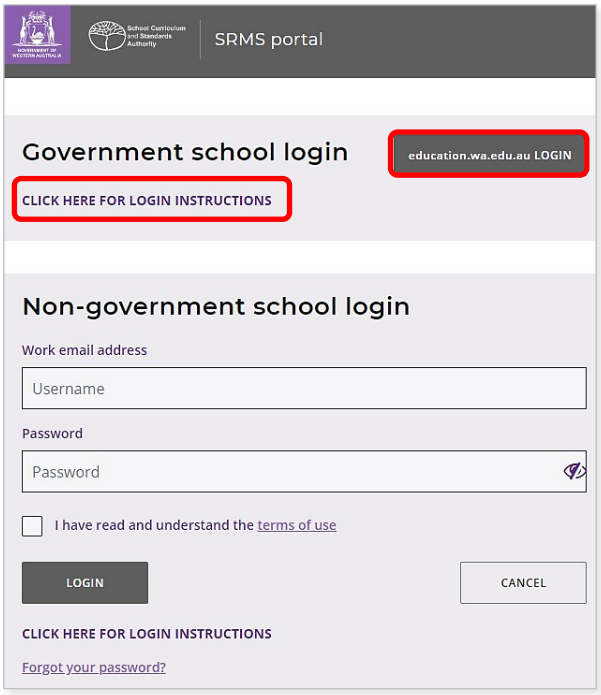
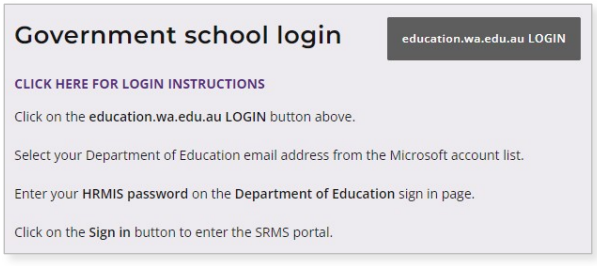
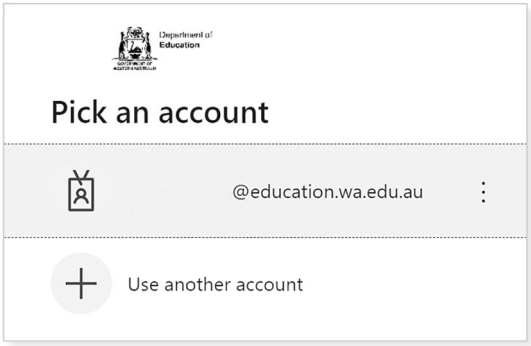


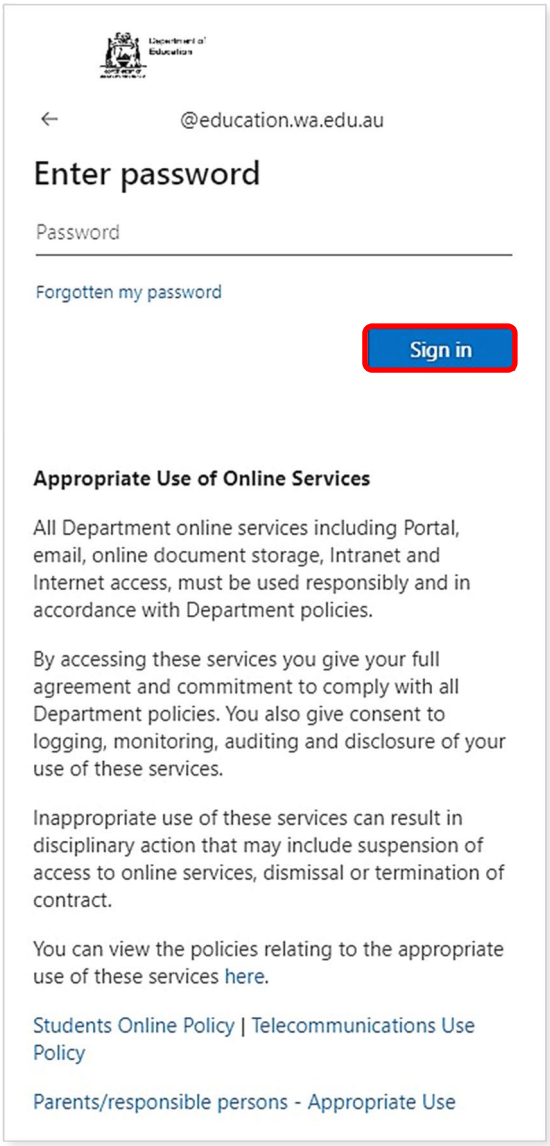


Select your Department of Education (Department) email address from the Microsoft account list (shown below).



You will be taken to the Department sign in page.

Enter your password and click on the **Sign in** button (highlighted below) to enter the SRMS portal.



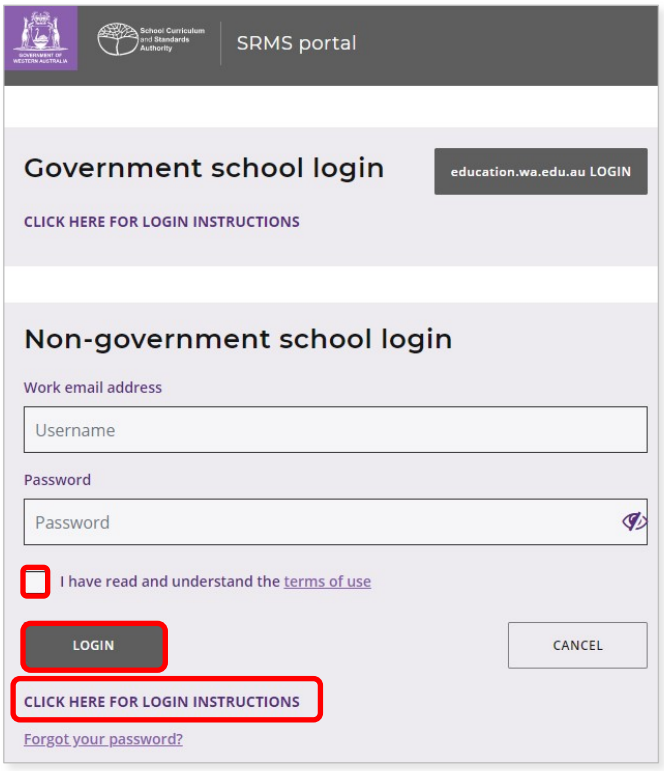
Non-government schools

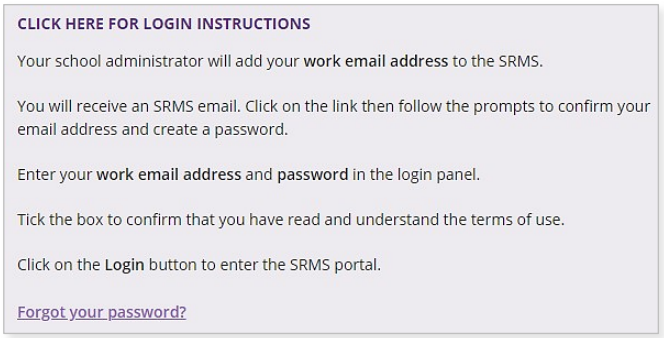
The first time you log in, click on and read the login instructions (highlighted below). Contact your school administrator if you have not received the email with the link.

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.





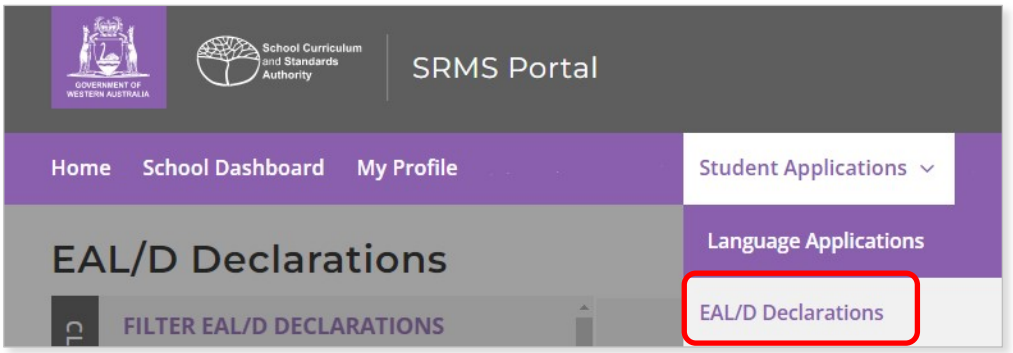
If you forget your password, click on **Forgot your password?**

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.

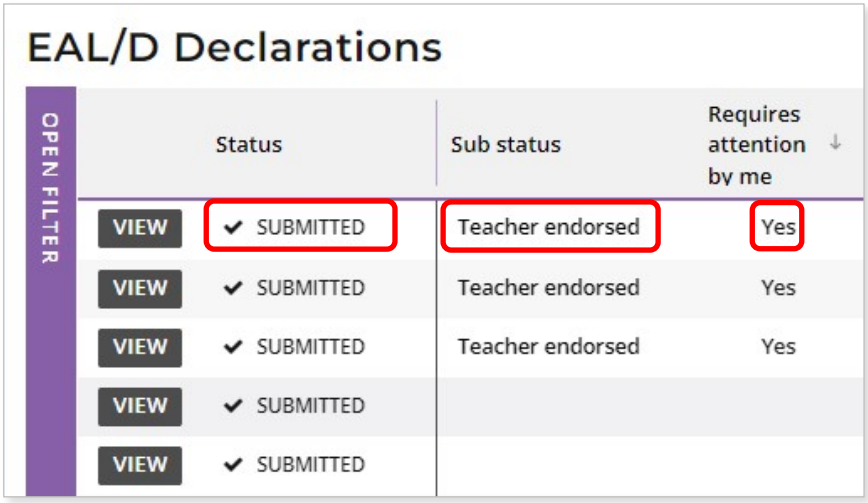
The **Status** column shows the stage of each EAL/D declaration in the EAL/D eligibility process (**New**, **Submitted**, **In progress**, **Info required**, **Finalised**).

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** in the **Status** column and the **Sub status** column will show as **Teacher endorsed** (both 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.



Filter students' EAL/D eligibility declarations

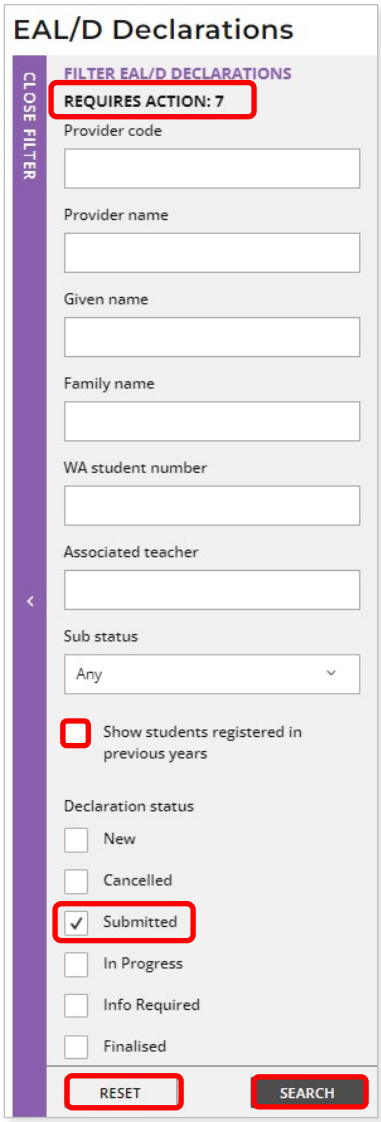
Use the filter panel to view declarations at different stages in the EAL/D eligibility process. Tick the **Submitted** check box, then click on the **Search** button (both highlighted below) to show all declarations waiting for teacher or school endorsement. Tick the **New** or **Info required** check boxes, then click on the **Search** button to show declarations that students have started but not submitted or those that have been returned to students for amendment. Click on the **Reset** button (highlighted below) to reset the filters and view all declarations.

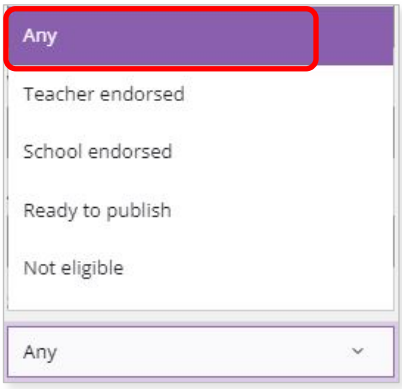
Alternatively, you can type in the student's **Given name** and/or **Family name**, or their **WA student number**, then click on the **Search** button (highlighted below) to select that student's declaration.

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

Select the **Show students registered in previous years** check box, then click on the **Search** button (both highlighted below) to view declarations that students submitted the previous year. This is useful when the Authority changes the portal date to the new academic year in January.

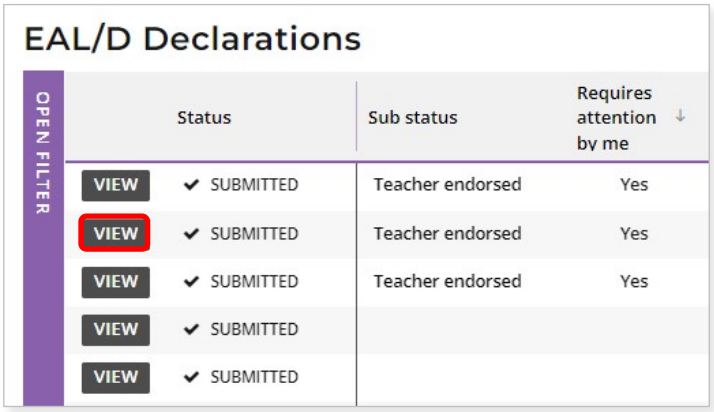
The **Sub status** filter (highlighted below) selects declarations that have been **Teacher endorsed**, **School endorsed,** or those that are **Ready to publish**.

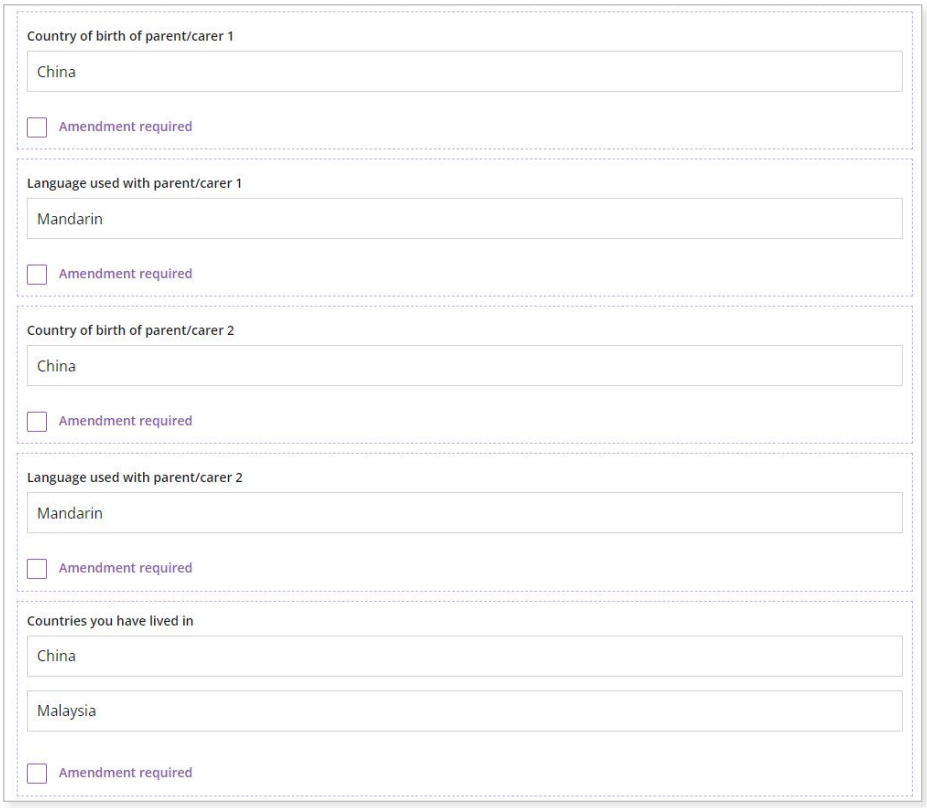




Step 3: View students' EAL/D eligibility declarations

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).





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).

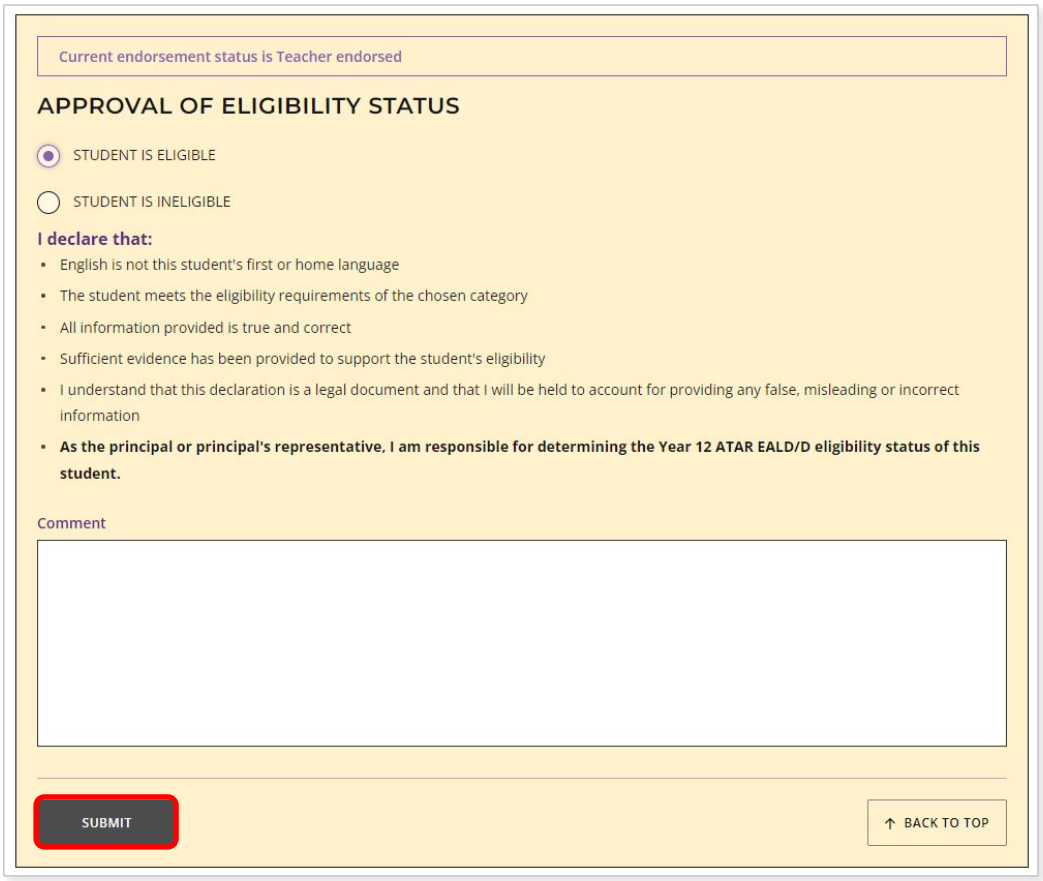
Step 4: Endorse students' EAL/D eligibility declarations

Scroll down to the **Approval of eligibility status** section.

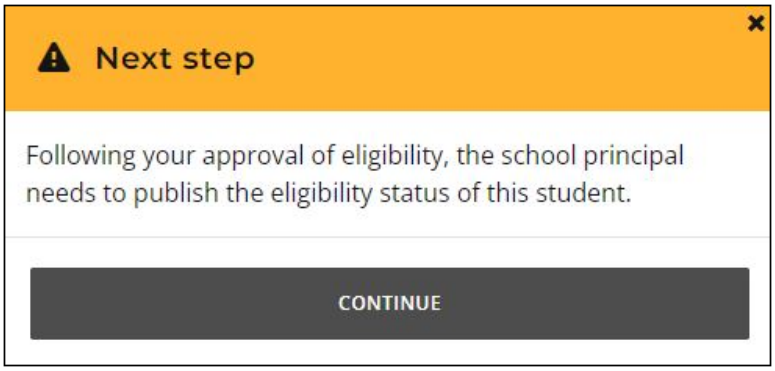
Select either the **student is eligible**, or the **student is ineligible**.

If you select the **student is eligible**, it is optional to add an explanation in the **Comment** text box.

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

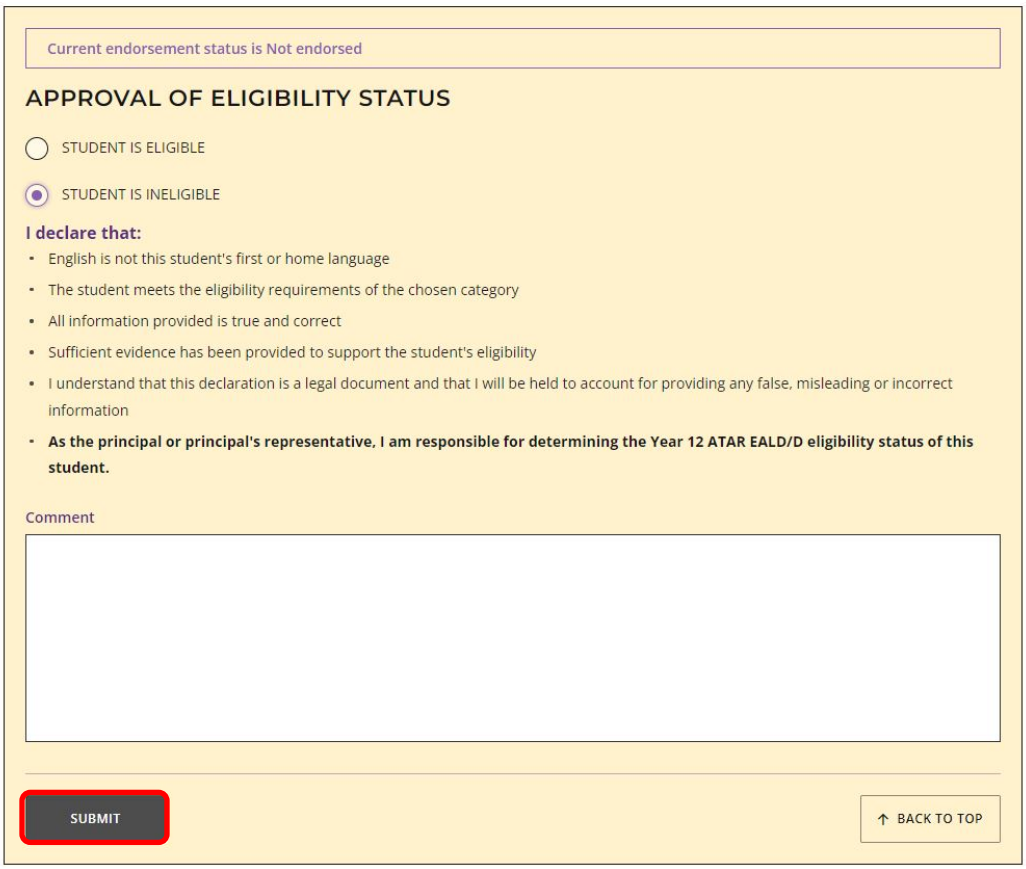


You will see the advice below, advising you that the next step is to publish the eligibility status to the student portal.



If you select the **student is ineligible**, it is optional to add an explanation in the **Comment** text box.

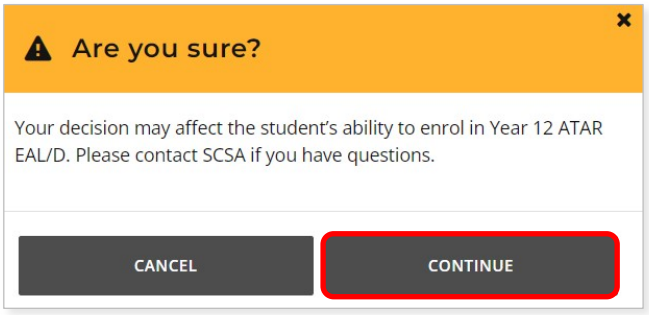
Click on the **Submit** button (highlighted below) to submit your endorsement.



If you choose not to endorse a student's declaration, you will see the warning below.

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

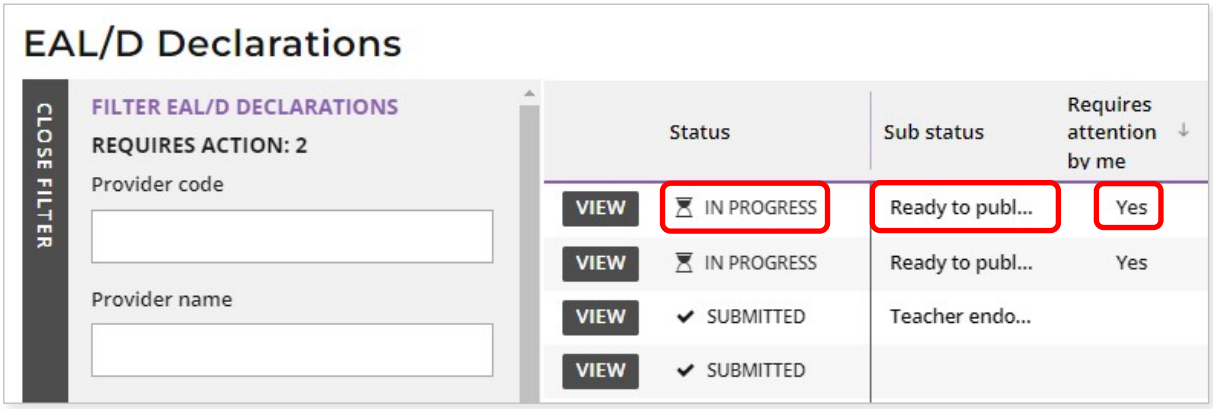
Click on the **Cancel** button to change your endorsement in the **Endorse Declaration** panel.



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

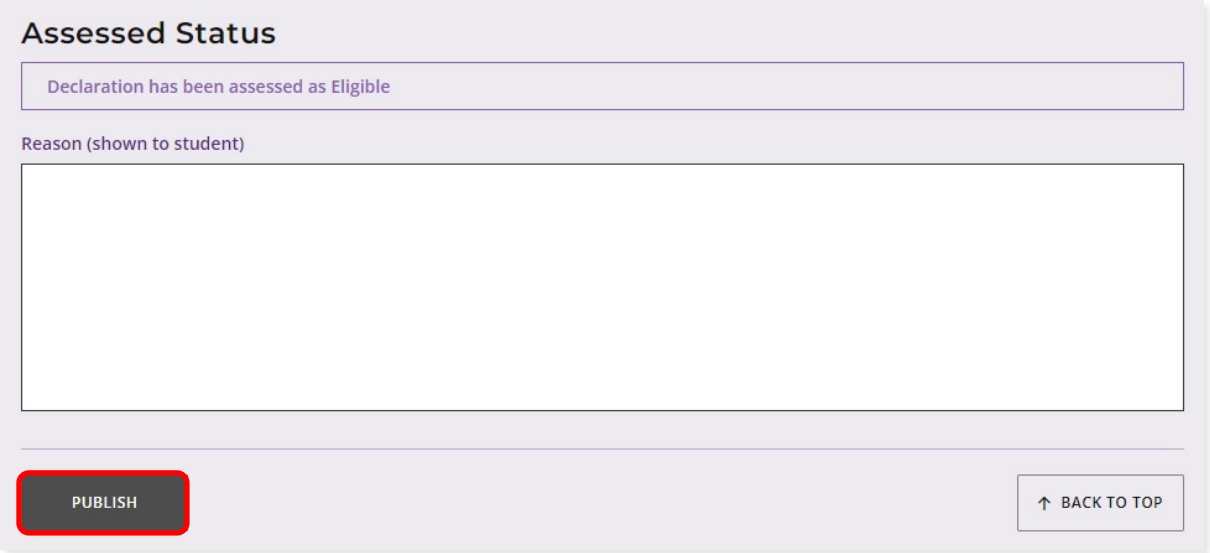
The **Status** will show as **In progress** and the **Sub status** as **Ready to publish** (both highlighted below).

The **Requires attention by me** column shows as **Yes** (highlighted below), advising you to publish this student's EAL/D eligibility status in the student portal.



Click on the **Publish** button (highlighted below) to publish this eligibility status to the student portal. It will also update to the Student Information Records System (SIRS) database.

You can enter an explanation in the **Reason** text box but this optional.



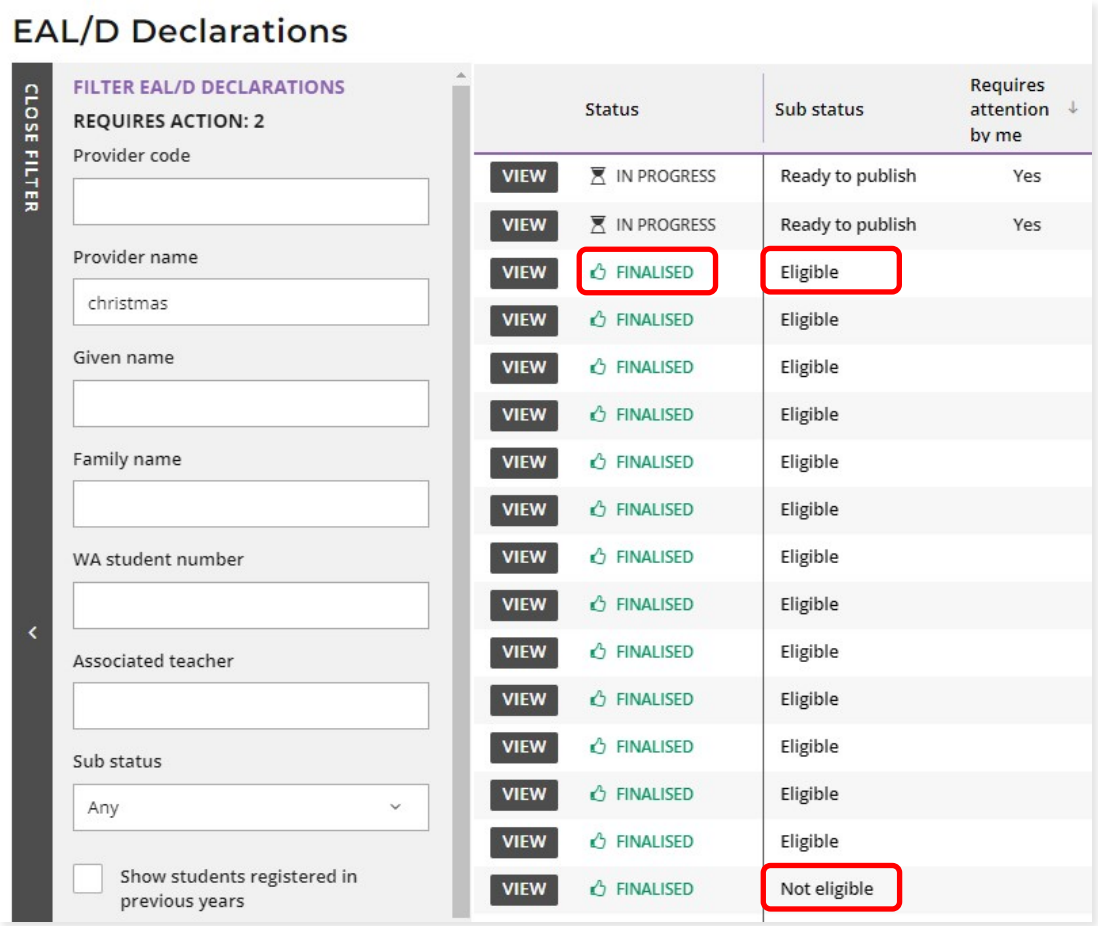
You will return to the **EAL/D Declarations** screen.

The **Status** will show as **Finalised** and the **Sub status** as **Eligible or Not eligible** (all highlighted below) confirming that the EAL/D eligibility process has been finalised.

This status also confirms that you have published this EAL/D eligibility status to the student portal and SIRS.

The **Requires attention by me** column will now be blank, to show that you have completed the eligibility process for this student's EAL/D eligibility declaration.

The **Requires action** total will reduce as you publish each student's EAL/D eligibility declaration.



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 when 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 or deputy principal to publish this EAL/D eligibility status

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

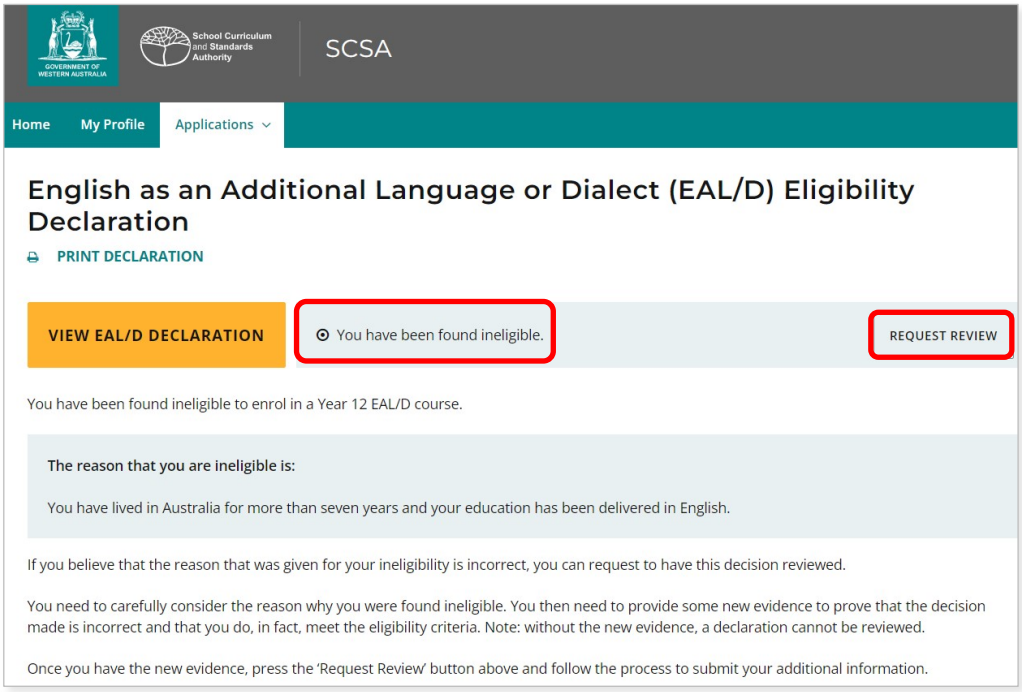
If the principal decides that a student is **Ineligible** to enrol in the Year 12 EAL/D ATAR course, this will be published in the student portal (highlighted below).

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 Authority.

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.

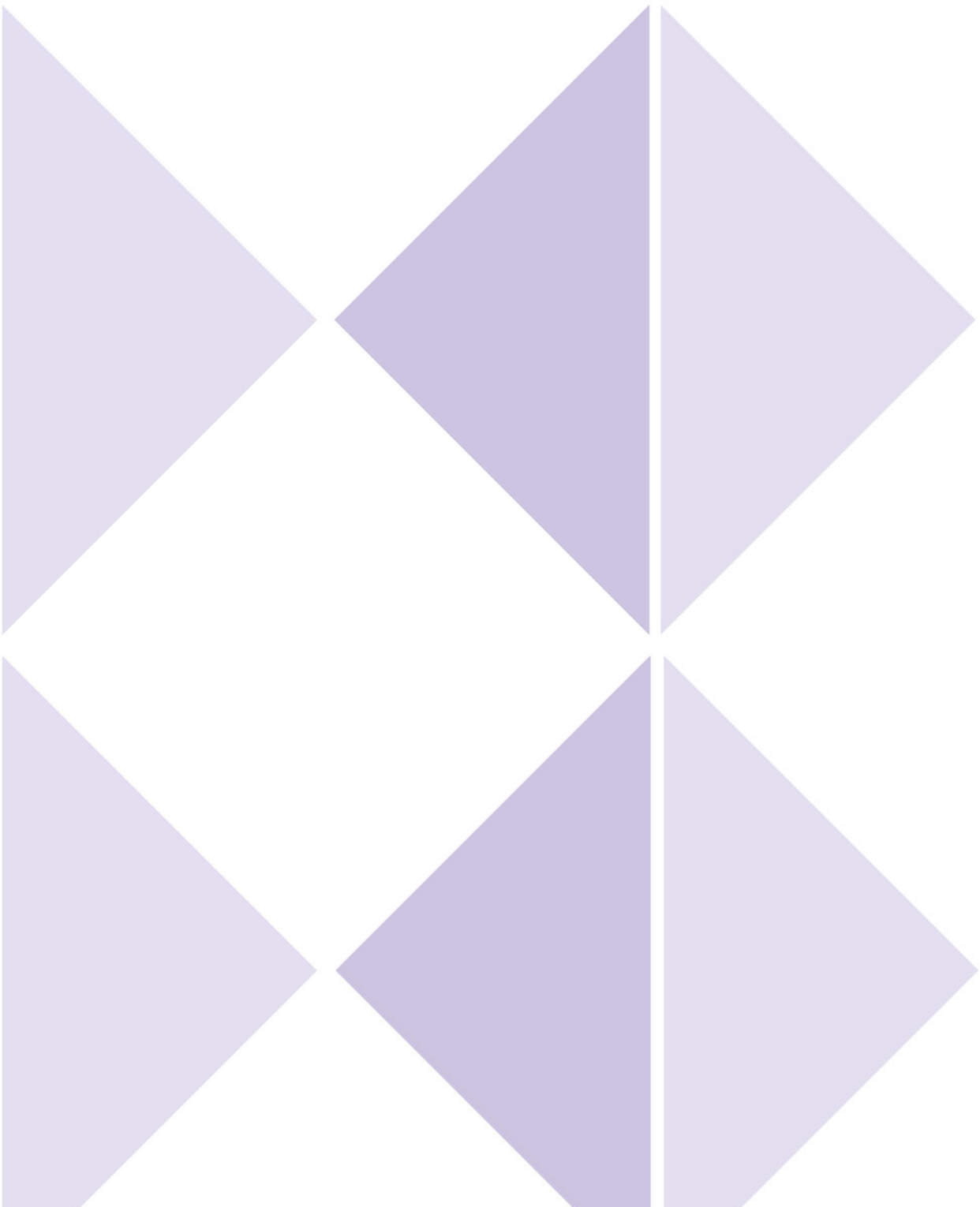
To request a review, the student should click on the **Request review** button (highlighted below).



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

After the review has been completed, the Authority will notify the school 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.