



Syllabus delivery audit 2020

School coordinator handbook

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Section 1: Document preparation

The syllabus delivery audit (SDA) in 2020 will be conducted for the following Year 12 General courses:

Learning Area	Course
English	Year 12 General English
Health and Physical Education	Year 12 General Physical Education Studies
Humanities and Social Sciences	Year 12 General Accounting and Finance Year 12 General Business Management and Enterprise Year 12 General Religion and Life
Mathematics	Year 12 Mathematics Essential
Science	Year 12 General Psychology Year 12 General Marine and Maritime Studies
Technologies	Year 12 General Food Science and Technology

Requirements

As set out in the WACE Manual every student studying a WACE course must be provided with:

- the school's senior secondary assessment policy
- the syllabus
- the school's course outline
- the school's assessment outline.

These documents must be available to students before teaching begins. They can be provided as a hard copy or digitally, if the school ensures that all students have adequate access in this format.

The SDA reviews the school's course outline and assessment outline.

Course outline

The teacher determines the sequence in which the syllabus content will be taught and the timing of delivery. The school must provide this information to the students, before teaching begins, in the form of a course outline.

The format for a course outline is a school decision; but each outline must indicate:

- the timing of delivery
- the sequence in which **all** the syllabus content will be delivered.

Information about the assessment tasks can be included, but is not essential because it is included in the assessment outline.

Assessment outline

The teacher determines the tasks that will be used to assess student performance, except for the externally set task (EST) for Year 12 General and Foundation courses which is set by the Authority and administered by the school. The set of tasks must conform to the assessment requirements as specified in the assessment table of the syllabus.

The set of tasks in the assessment outline must provide a comprehensive sampling of the syllabus content. The number of assessment tasks is determined by the teacher. Over-assessment must be avoided, as too many assessment tasks can interfere with the teaching and learning process. This ensures that the planned assessment tasks provide students with the opportunity to demonstrate their achievement of the knowledge, skills and understandings that they have acquired in their study.

The teacher develops an assessment outline for the pair of units. The outline must conform to the assessment requirements as specified in the assessment table of the syllabus.

The format for an assessment outline is a school decision, but each outline for a pair of units must include the following information:

- the number of tasks to be assessed
- a general description of each task
- the assessment type, as prescribed in the syllabus
- an indication of the syllabus content on which each task is based
- the approximate timing of each task (i.e. the week the task will be conducted or the start and submission dates for an extended task)
- the weighting of each assessment task
- the weighting of each assessment type, as prescribed in the assessment table of the syllabus.

Should changing circumstances require the assessment outline to be amended, (e.g. deleting a planned assessment task and re-weighting all other tasks), students must be informed and provided with a copy of the amended assessment outline.

Syllabus delivery audit review criteria

Each course outline and assessment outline will be reviewed using the following criteria.

Course outline	Options
is based on the content of the current syllabus	<ul style="list-style-type: none"> meets requirements revise the course outline using the current syllabus revise the course outline to include all content from the current syllabus
provides an appropriate sequence and timing for the delivery of the syllabus content	<ul style="list-style-type: none"> meets requirements revise the course outline to provide an appropriate sequence of delivery of the syllabus content revise the course outline to provide an appropriate timing of delivery of the syllabus content
Assessment outline	Options
uses the assessment types specified in the syllabus	<ul style="list-style-type: none"> meets requirements revise the assessment outline using the assessment types specified in the assessment table of the current syllabus
uses assessment type weightings which conform to the assessment table in the syllabus	<ul style="list-style-type: none"> meets requirements revise the assessment outline to meet the assessment type weightings specified in the assessment table of the current syllabus revise the assessment outline to ensure assessment task weightings add to the assessment type weighting revise the assessment outline to ensure assessment type weightings add up to 100 revise the assessment outline to ensure assessment task weightings add up to 100
indicates appropriate timing of the assessment tasks	<ul style="list-style-type: none"> meets requirements revise the assessment outline to include the timing of each assessment task (i.e. the week the task will be conducted or the start and submission date of a task) revise the assessment outline to ensure that the scheduling of the assessment tasks matches the content delivery in the course outline
provides an adequate coverage of the syllabus content	<ul style="list-style-type: none"> meets requirements revise the assessment outline to include a comprehensive sampling of the syllabus content revise the assessment outline to remove assessment of content that is not in the current syllabus revise the assessment outline to include a description of the syllabus content for each task
includes an appropriate number of tasks	<ul style="list-style-type: none"> meets requirements revise the assessment outline to ensure that the number of assessment tasks of each type meets the requirement of the current syllabus decrease the number of assessment tasks to avoid over-assessment
is consistent with the course outline	<ul style="list-style-type: none"> meets requirements revise the course outline and/or the assessment outline to ensure consistency

Preparation for uploading files

Schools are required to upload two separate documents (i.e. a course outline and an assessment outline) for each of the selected Year 12 General courses being delivered at the school.

The files to be uploaded can be either a **Word® document** or in **.pdf format**.

Note: the SDA software will only accept files less than 3MB in size.

Larger files can be reduced before uploading. The following link provides one way of reducing the file size: http://www.officetooltips.com/word_2013/tips/compress_the_pictures_in_a_document.html.

File naming conventions

Schools are required to ensure that each file is correctly named according to the following naming convention: **course unit code, underscore, document type, file format**.

Note: the SDA software will not accept a document if an incorrect file name is used.

The examples in the table below include .pdf, .doc and .docx, which are the accepted formats.

Description of document	Convention	Example
A Word document for Foundation Year 11 English course outline	F (Foundation) E (Year 11) ENG (English) _ (underscore) CO (course outline) .docx (Word document)	FEENG_CO.docx
A Word document for Foundation Year 11 English assessment outline	F (Foundation) E (Year 11) ENG (English) _ (underscore) AO (assessment outline) .doc (Word document)	FEENG_AO.doc
A .pdf document for General Year 11 Modern History course outline	G (General) E (Year 11) HIM (Modern History) _ (underscore) CO (course outline) .pdf (pdf document)	GEHIM_CO.pdf
A .pdf document for Foundation Year 12 Mathematics assessment outline	F (Foundation) T (Year 12) MAT (Mathematics) _ (underscore) AO (assessment outline) .pdf (pdf document)	FTMAT_AO.pdf
A Word document for General Year 12 Materials Design and Technology Wood course outline	G (General) T (Year 12) MDT (Materials Design and Technology) W (Wood) _ (underscore) CO (course outline) .doc (Word document)	GTMDTW_CO.doc

Note: there are no spaces in the file names.

Section 2: Upload process

Logging in to SIRS2

Only one current SIRS2 user for each school can log in to upload files. The school must use its **primary SIRS login** which is p<<school code>> (e.g. p6789).

Support

The SDA IT help desk number is (08) 9273 6719 and is available between 9.00 am and 4.00 pm on business days. Enquiries regarding document content or format, should be directed to the Principal Consultant for the course (see Appendix 1).

Deadlines for uploading files

Files must be uploaded between **9.00 am Friday, 22 November 2019 and 4.00 pm Friday, 21 February 2020**. After this period, schools will not be able to upload files.

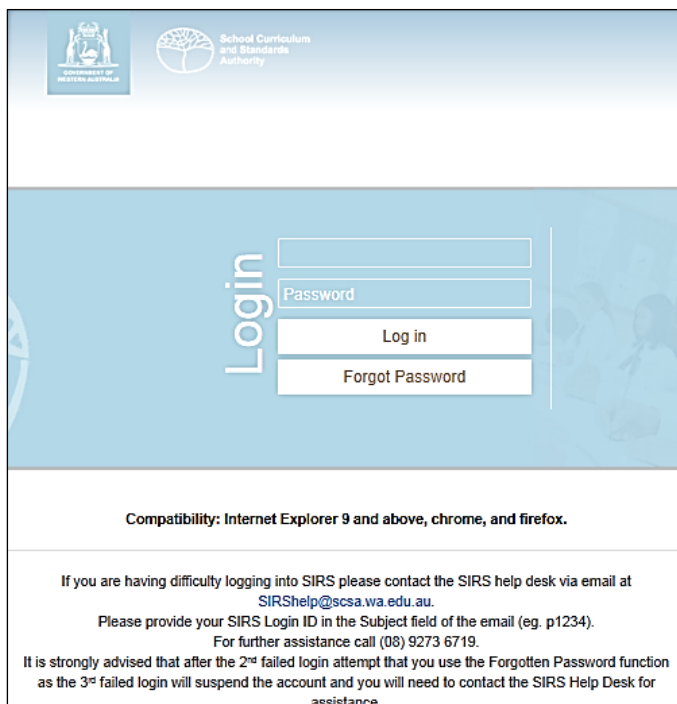
Checklist for school coordinators

1.	<p>Inform all teachers for the selected Year 12 General courses of the following requirements for the SDA 2020 (<i>WACE Manual 2020</i>):</p> <ul style="list-style-type: none"> the Authority requires a separate course outline and assessment outline for each course for each document ensure that <ul style="list-style-type: none"> the file name matches the document contents the file is correctly named according to the Authority naming convention the file does not exceed the maximum file size of 3MB the timeline for school upload. <p>Teachers should be directed to the <i>Syllabus delivery audit 2020 Teacher and Head of Learning Area (HoLA) handbook</i>.</p> <p>Note: if the Authority's sample documents have been used, they must be customised to reflect the school context and the student cohort.</p>	<input type="checkbox"/>
2.	Determine who at the school will be responsible for uploading the files. Ensure they understand the process and are provided with a copy of the <i>Syllabus delivery audit 2020 school coordinator handbook</i> .	<input type="checkbox"/>
3.	Confirm the school's primary SIRS login and password , and ensure the person responsible for uploading the files has access to this information.	<input type="checkbox"/>
4.	Create a folder on the school network to store the course outline and assessment outline files for the SDA 2020.	<input type="checkbox"/>
5.	Check all files are correctly named according to the required file naming convention.	<input type="checkbox"/>
6.	Check that two files have been provided for each of the selected Year 12 General courses.	<input type="checkbox"/>
7.	For ease of uploading, organise the files into alphabetical order.	<input type="checkbox"/>
8.	Check all files are less than 3MB in size. Reduce the file size, if it exceeds 3MB.	<input type="checkbox"/>
9.	Complete upload of files over one or several sessions. Check the SIRS report DOA007 to monitor upload progress.	<input type="checkbox"/>
Amended documents should not be re-uploaded to SIRS2.		<input type="checkbox"/>

Instructions for uploading files to SIRS2

Log in to SIRS2 at <https://sirs2.scsa.wa.edu.au/>. Use the school's **primary** login for SIRS.

Note: the following screenshots are examples only.

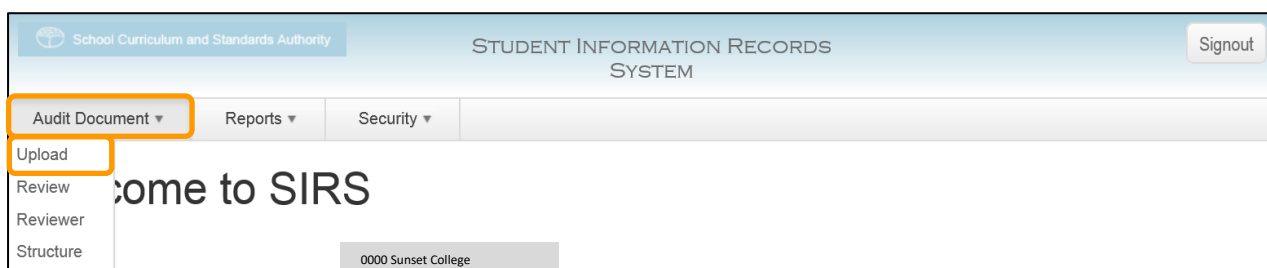


The screenshot shows the SIRS2 Login page. At the top, there are logos for the Government of Western Australia and the School Curriculum and Standards Authority. The main section is titled 'Login' and contains a form with fields for 'Username' and 'Password', a 'Log in' button, and a 'Forgot Password' link. Below the login form, there is a compatibility notice: 'Compatibility: Internet Explorer 9 and above, chrome, and firefox.' At the bottom, there is a help section: 'If you are having difficulty logging into SIRS please contact the SIRS help desk via email at SIRShelp@scsa.wa.edu.au. Please provide your SIRS Login ID in the Subject field of the email (eg. p1234). For further assistance call (08) 9273 6719. It is strongly advised that after the 2nd failed login attempt that you use the Forgotten Password function as the 3rd failed login will suspend the account and you will need to contact the SIRS Help Desk for assistance.'

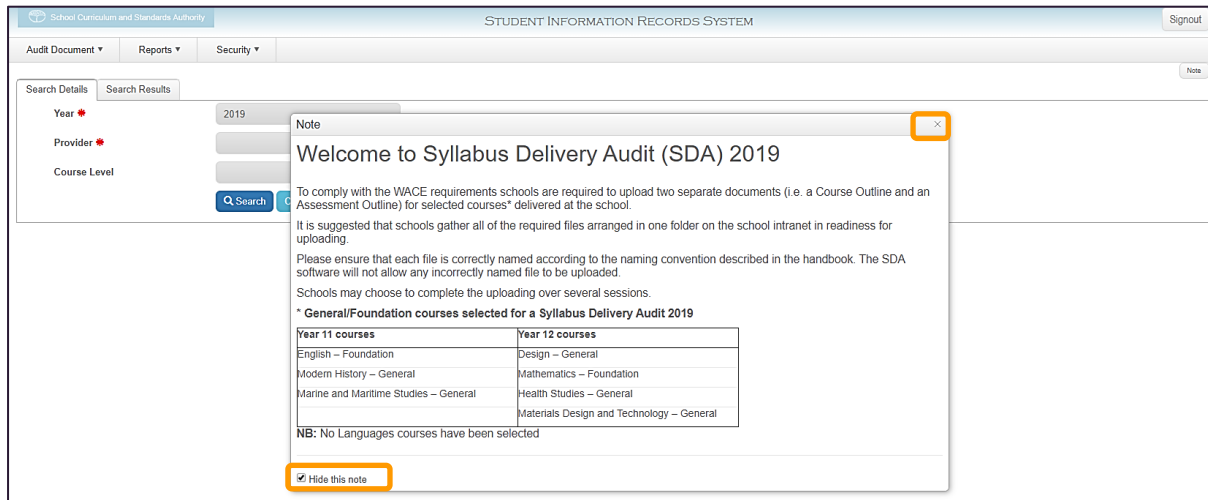
The home page of SIRS2 will appear, with the grey horizontal navigation bar at the top.

In the grey horizontal navigation bar, hover over the **Audit document** tab (see screenshot below).

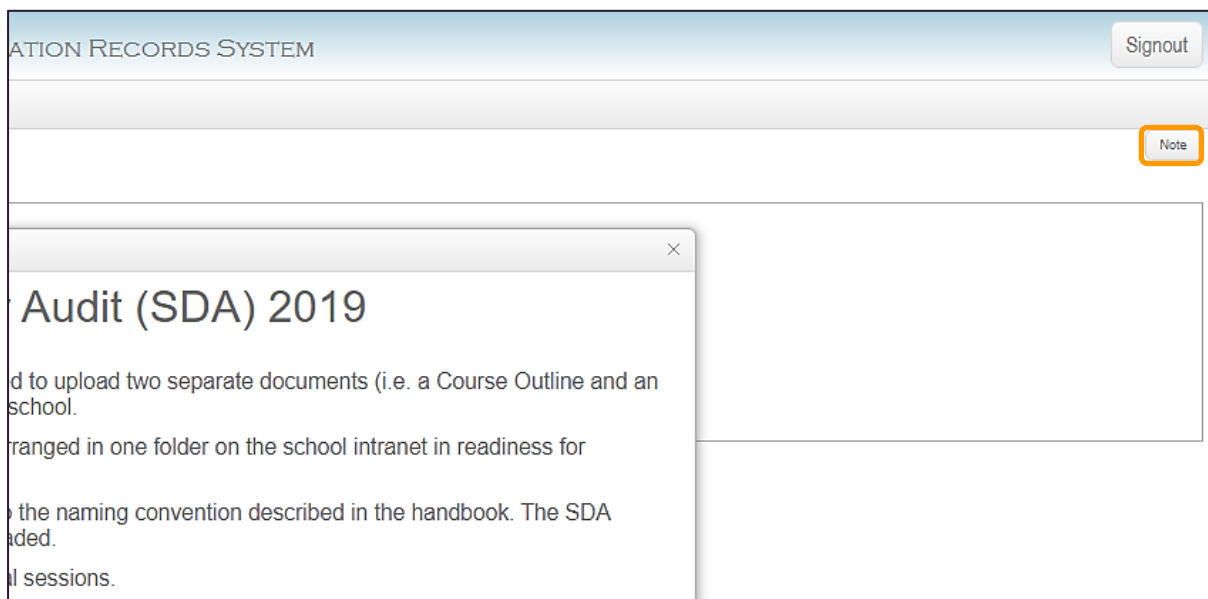
Click on **Upload** (see screenshot below).



A pop-up screen will appear welcoming you to the syllabus delivery audit 2020. This pop-up can be hidden by ticking the **Hide this note** checkbox (see screenshot below) or by closing it by clicking on the X (see screenshot below).



To refer to this pop-up again, click on the **Note** button.



The **Provider Document Upload** screen will now appear.

- The **Year** field will show the current year.
- The **Provider** field will show the school's name.
- Leave the **Course Level** field blank to access Year 12 General courses.
- Click on the **Search** button (see screenshot below).

Upload the file from the folder (on the school's network) where you have saved the required SDA files. There are two options for uploading a file.

1. Drag and drop the file

- Open the SDA folder on the school network.
- Click on the alphabetical list on the left side of the SIRS2 screen to find the required course (see screenshot below).
- Drag and drop the file from the SDA folder into the correct location in SIRS2 (see screenshot below).

Note: dragging and dropping the file will only work for Microsoft® Internet Explorer® 11 and above, Google Chrome™ or Firefox®.

	Course	Course Level	Course Outline	Assessment Outline
A	ACF:Accounting and Finance	ATAR Year 11(AE)	Select file OR Drag and drop file	Select file OR Drag and drop file
B	AIS:Aboriginal and Intercultural Studies	ATAR Year 11(AE)	Select file OR Drag and drop file	Select file OR Drag and drop file
C	AIT:Applied Information Technology	ATAR Year 11(AE)	Select file OR Drag and drop file	Select file OR Drag and drop file
D	APS:Animal Production Systems	ATAR Year 11(AE)	Select file OR Drag and drop file	Select file OR Drag and drop file
E	AVN:Aviation	ATAR Year 11(AE)	Select file OR Drag and drop file	Select file OR Drag and drop file
F				

2. Select the file

- Click on the **Select file** button next to the course name in SIRS2 (see screenshot below).
- Open the SDA folder on the school network.
- Double click on the required file to upload it.
- The file will appear in the **Upload File** section in SIRS2.

School Curriculum and Standards Authority

STUDENT INFORMATION RECORDS SYSTEM

Audit Document ▾

External Set Task ▾

Reports ▾

Security ▾

Search Details

Search Results

AS	Course	Course Level	Course Outline		Assessment Outline
A	ACF:Accounting and Finance	ATAR Year 11(AE)	<div>Select file</div>	OR <div>Drag and drop file</div>	<div>Select file</div> OR <div>Drag and drop file</div>
B	AIS:Aboriginal and Intercultural Studies	ATAR Year 11(AE)	<div>Select file</div>	OR <div>Drag and drop file</div>	<div>Select file</div> OR <div>Drag and drop file</div>
C	AIT:Applied Information Technology	ATAR Year 11(AE)	<div>Select file</div>	OR <div>Drag and drop file</div>	<div>Select file</div> OR <div>Drag and drop file</div>
D	APS:Animal Production Systems	ATAR Year 11(AE)	<div>Select file</div>	OR <div>Drag and drop file</div>	<div>Select file</div> OR <div>Drag and drop file</div>
E	AVN:Aviation	ATAR Year 11(AE)	<div>Select file</div>	OR <div>Drag and drop file</div>	<div>Select file</div> OR <div>Drag and drop file</div>

After you have successfully uploaded a file:

- a message in a green banner appears at the top of the screen (see screenshot below) to confirm that the file has been uploaded to the correct location. This message fades after five seconds.
- the file name appears in the correct location. For example, the Biology course outline is sitting next to the Biology course.

You have successfully uploaded AEBLY_CO.docx

Audit Document ▾

External Set Task ▾

Reports ▾

Security ▾

Upload

Search Details

Search Results

AS	Course	Course Level	Course Outline		Assessment Outline
A	ACF:Accounting and Finance	ATAR Year 11(AE)	Select file	OR Drag and drop file	Select file OR Drag and drop file
B	AIS:Aboriginal and Intercultural Studies	ATAR Year 11(AE)	Select file	OR Drag and drop file	Select file OR Drag and drop file
C	AIT:Applied Information Technology	ATAR Year 11(AE)	Select file	OR Drag and drop file	Select file OR Drag and drop file
D	APS:Animal Production Systems	ATAR Year 11(AE)	Select file	OR Drag and drop file	Select file OR Drag and drop file
E	AVN:Aviation	ATAR Year 11(AE)	Select file	OR Drag and drop file	Select file OR Drag and drop file
F	BLY:Biological	ATAR Year 11(AE)	File uploaded: AEBLY_CO.docx		File uploaded: AEBLY_AO.docx
G	BME:Business Management and Enterprise	ATAR Year 11(AE)	Select file	OR Drag and drop file	Select file OR Drag and drop file
H	CAE:Career and Enterprise	ATAR Year 11(AE)	Select file	OR Drag and drop file	Select file OR Drag and drop file
I	CFC:Children, Family and the Community	ATAR Year 11(AE)	Select file	OR Drag and drop file	Select file OR Drag and drop file
J	CHE:Chemistry	ATAR Year 11(AE)	Select file	OR Drag and drop file	Select file OR Drag and drop file
K	CSC:Computer Science	ATAR Year 11(AE)	Select file	OR Drag and drop file	Select file OR Drag and drop file
L	CSL:Chinese: Second Language	ATAR Year 11(AE)	Select file	OR Drag and drop file	Select file OR Drag and drop file
M	DAN:Dance	ATAR Year 11(AE)	Select file	OR Drag and drop file	Select file OR Drag and drop file

If the selected file cannot be uploaded, an alert appears in a pink banner at the top of the screen (see screenshot below). This could be due to either:

- the file having a name that does not match the required convention.
- the file not being uploaded to the correct location. For example, a file with course outline in the file name cannot be uploaded in the assessment outline section, and a course outline for one course cannot be uploaded to the course outline section for a different course.

File cannot be uploaded. Please check that:

- the file is named correctly AECHE_CO
- the file name matches the location to which you are attempting to upload CourseOutline

Search Details		Search Results		
AI	Course	Course Level	Course Outline	Assessment Outline
A	ACF:Accounting and Finance	ATAR Year 11(AE)	<div>Select file OR Drag and drop file</div>	<div>Select file OR Drag and drop file</div>
B	AIS:Aboriginal and Intercultural Studies	ATAR Year 11(AE)	<div>Select file OR Drag and drop file</div>	<div>Select file OR Drag and drop file</div>
C	AIT:Applied Information Technology	ATAR Year 11(AE)	<div>Select file OR Drag and drop file</div>	<div>Select file OR Drag and drop file</div>
D	APS:Animal Production Systems	ATAR Year 11(AE)	<div>Select file OR Drag and drop file</div>	<div>Select file OR Drag and drop file</div>
E	AVN:Aviation	ATAR Year 11(AE)	<div>Select file OR Drag and drop file</div>	<div>Select file OR Drag and drop file</div>
F	BLY:Biological	ATAR Year 11(AE)	<div>File uploaded: AEBLY_CO.docx</div>	<div>File uploaded: AEBLY_AO.docx</div>
G	BME:Business Management and Enterprise	ATAR Year 11(AE)	<div>Select file OR Drag and drop file</div>	<div>Select file OR Drag and drop file</div>
H	CAE:Career and Enterprise	ATAR Year 11(AE)	<div>Select file OR Drag and drop file</div>	<div>Select file OR Drag and drop file</div>
I	CFC:Children, Family and the Community	ATAR Year 11(AE)	<div>Select file OR Drag and drop file</div>	<div>Select file OR Drag and drop file</div>
J	CHE:Chemistry	ATAR Year 11(AE)	<div>Select file OR Drag and drop file</div>	<div>Select file OR Drag and drop file</div>
K	CSC:Computer Science	ATAR Year 11(AE)	<div>Select file OR Drag and drop file</div>	<div>Select file OR Drag and drop file</div>
L	CSL:Chinese: Second Language	ATAR Year 11(AE)	<div>Select file OR Drag and drop file</div>	<div>Select file OR Drag and drop file</div>
M	DAN:Dance	ATAR Year 11(AE)	<div>Select file OR Drag and drop file</div>	<div>Select file OR Drag and drop file</div>
N	DES:Design	ATAR Year 11(AE)	<div>Select file OR Drag and drop file</div>	<div>Select file OR Drag and drop file</div>
O	DRA:Drama	ATAR Year 11(AE)	<div>Select file OR Drag and drop file</div>	<div>Select file OR Drag and drop file</div>
P	ECO:Economics	ATAR Year 11(AE)	<div>Select file OR Drag and drop file</div>	<div>Select file OR Drag and drop file</div>

Close the pink banner and re-upload the correct file, ensuring the file name is correct.

At any time during the upload process, a file upload progress report can be run in SIRS2 to check progress.

This report is available under the **Reports** tab on the home page of SIRS2 (Pathway: **Reports > Other reports > DOA007**). The report shows the courses the school is delivering and, for each course, file/s that have been successfully uploaded (see example below).

DOA007

School Curriculum and Standards Authority

Time 11:11:41 Date 04/11/15

Syllabus Delivery Audit - School Overview with Estimated Student

Page 1 of 3

1

	Course	Est # of Students	CO Uploaded Filename	CO Uploaded On	AO Uploaded Filename	AO Uploaded On
1178	GTABL:Aboriginal Languages of Western Australia					
1178	GTACF:Accounting and Finance					
1178	GTAET:Automotive Engineering and Technology					
1178	GTAIS:Aboriginal and Intercultural Studies					
1178	FTAIT:Applied Information Technology					
1178	GTAIT:Applied Information Technology					
1178	GTAPS:Animal Production Systems					
1178	GTAVN:Aviation					
1178	GTBCN:Building and Construction					
1178	GTBLY:Biological					
1178	GTBME:Business Management and Enterprise					
1178	FTCAE:Career and Enterprise					
1178	GTCAR:Career and Enterprise		GTCAR_CO.doc	11/3/2015 4:11:00 PM	GTCAR_AO.doc	11/3/2015 4:06:00 PM
1178	GTCFC:Children, Family and the Community					
1178	GTCH:Chemistry					
1178	GTCSC:Computer Science					
1178	GTCCL:Chinese: Second Language					
1178	GTD:Design (Dimensional design)					
1178	GTD:Design (Graphics)					
1178	GTD:Design (Photography)					
1178	GTD:Design (Technical graphics)					
1178	GTDR:Drama					
1178	GTECO:Economics					
1178	FTELD:English as an Additional Language or Dialect					

When you have completed the upload process, run the progress report to check all files have been successfully uploaded and then click on the **sign out** button once the uploads have been confirmed.

Section 3: Post-review

Information for school coordinators

Trained reviewers, including experienced teachers and Principal Consultants from the Authority, will review the course outline and assessment outline.

Documents will be reviewed from **Thursday, 5 March** to **Tuesday, 10 March 2020**.

Note: schools cannot upload documents during this time.

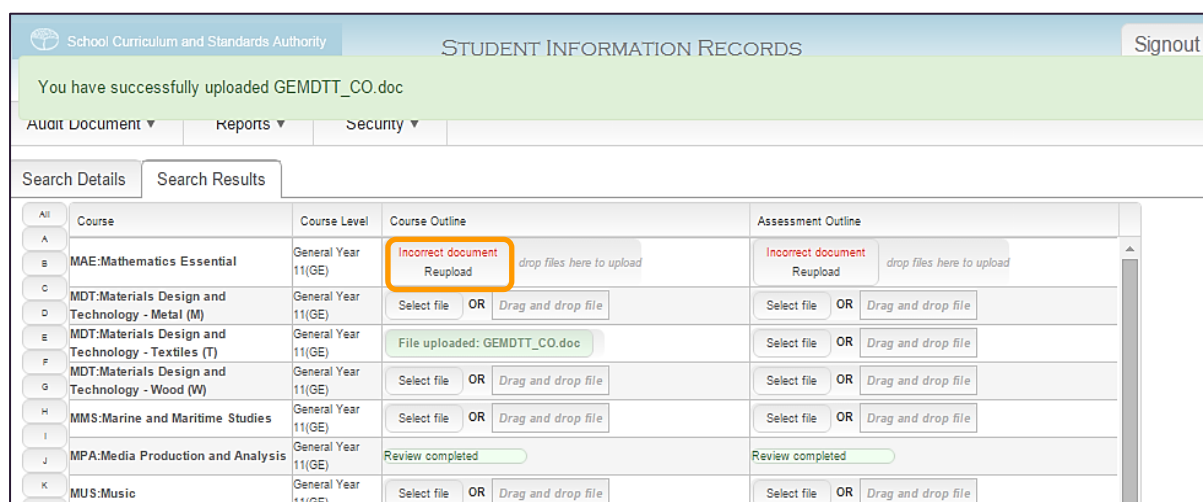
Incorrect documents

If the contents of a document do not match the file name, the reviewer will label the document as **Incorrect document** (see screenshot below). Incorrect document notifications can be seen in the SIRS2 upload screen.

An **Incorrect document** may be one of the following:

- a document that has been uploaded for the wrong course
- a course outline in an assessment outline file
- an assessment outline in a course outline file.

Following the review period, schools will be notified when SIRS2 can be accessed. The school coordinator is required to monitor this page and upload and replace incorrect files with the correct ones. Files can be re-uploaded by either dragging or dropping, or selecting the file.



School Curriculum and Standards Authority		STUDENT INFORMATION RECORDS		Signout
You have successfully uploaded GEMDTT_CO.doc				
Audit Document ▾ Reports ▾ Security ▾				
Search Details		Search Results		
All	Course	Course Level	Course Outline	Assessment Outline
A	MAE:Mathematics Essential	General Year 11(GE)	Incorrect document Reupload	Incorrect document Reupload
B	MDT:Materials Design and Technology - Metal (M)	General Year 11(GE)	Select file OR Drag and drop file	Select file OR Drag and drop file
C	MDT:Materials Design and Technology - Textiles (T)	General Year 11(GE)	File uploaded: GEMDTT_CO.doc	Select file OR Drag and drop file
D	MDT:Materials Design and Technology - Wood (W)	General Year 11(GE)	Select file OR Drag and drop file	Select file OR Drag and drop file
E	MMS:Marine and Maritime Studies	General Year 11(GE)	Select file OR Drag and drop file	Select file OR Drag and drop file
F	MPA:Media Production and Analysis	General Year 11(GE)	Review completed	Review completed
G	MUS:Music	General Year 11(GE)	Select file OR Drag and drop file	Select file OR Drag and drop file

Note: correct documents must be uploaded by **4.00 pm Monday, 16 March 2020**.

Review completed

When a file has been reviewed, the **Course Outline** and the **Assessment Outline** columns for each course will change from **File uploaded** (see screenshot below) to **Review completed** (see screenshot below).

School Curriculum and Standards Authority

STUDENT INFORMATION RECORDS

Signout

You have successfully uploaded GEMDTT_CO.doc

Audit Document ▾

Reports ▾

Security ▾

Search Details

Search Results

All	Course	Course Level	Course Outline	Assessment Outline
A				
B	MAE:Mathematics Essential	General Year 11(GE)	<div>Incorrect document Reupload</div> <div>drop files here to upload</div>	<div>Incorrect document Reupload</div> <div>drop files here to upload</div>
C	MDT:Materials Design and Technology - Metal (M)	General Year 11(GE)	<div>Select file OR Drag and drop file</div>	<div>Select file OR Drag and drop file</div>
D	MDT:Materials Design and Technology - Textiles (T)	General Year 11(GE)	<div>File uploaded: GEMDTT_CO.doc</div>	<div>Select file OR Drag and drop file</div>
F	MDT:Materials Design and Technology - Wood (W)	General Year 11(GE)	<div>Select file OR Drag and drop file</div>	<div>Select file OR Drag and drop file</div>
G				
H	MMS:Marine and Maritime Studies	General Year 11(GE)	<div>Select file OR Drag and drop file</div>	<div>Select file OR Drag and drop file</div>
I				
J	MPA:Media Production and Analysis	General Year 11(GE)	<div>Review completed</div>	<div>Review completed</div>
K	MUS:Music	General Year 11(GE)	<div>Select file OR Drag and drop file</div>	<div>Select file OR Drag and drop file</div>



Reports available

Two reports will be available in SIRS2 for schools after the audit process is completed:

- DOA001 Syllabus Delivery Audit – School Overview
- DOA005 School Report Detailed.

Instructions for accessing school reports

Log in to SIRS2 using the school's **primary** SIRS login at <https://sirs2.scsa.wa.edu.au>.

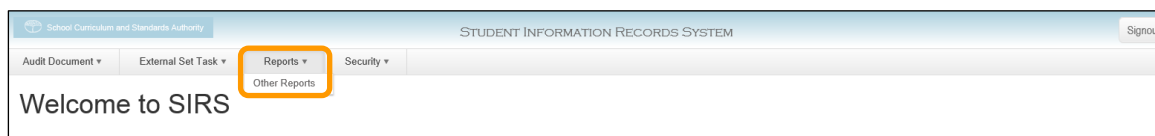
Login

Compatibility: Internet Explorer 9 and above, chrome, and firefox.

If you are having difficulty logging into SIRS please contact the SIRS help desk via email at SIRSHelp@scsa.wa.edu.au.
Please provide your SIRS Login ID in the Subject field of the email (eg. p1234).
For further assistance call (08) 9273 6719.

It is strongly advised that after the 2nd failed login attempt that you use the Forgotten Password function as the 3rd failed login will suspend the account and you will need to contact the SIRS Help Desk for assistance.

The home page of SIRS2 will appear, with the grey horizontal navigation bar at the top. Click on the **Reports** tab and then **Other Reports** (see screenshot below).



The **Select a Report** fields will appear. The **Report Type** will be **Document Audit**. From the **Report Name** drop-down list, select either DOA001 or DOA005, which provide the reviewers' feedback following the audit of the documents.

Once the report has been selected, it will appear in the **Report Name** field. The **Provider** field will be pre-populated (see screenshot below).

Click on the **Load Report** button (see screenshot below). You can then **Open** or **Save** the report.

Understanding school reports

DOA001 Syllabus Delivery Audit – School Overview

This SIRS2 report shows an overview of the outcomes of the SDA for the selected Year 12 General courses being delivered by the school.

Step 1

Review the **Uploaded** column to check that all documents have been uploaded for the selected Year 12 General courses or if there are any documents missing.

Action: upload any missing documents by **4.00 pm Monday, 16 March 2020**.

Step 2

Check the **Review Status** column to check that both documents have been reviewed. If both the documents have been reviewed, the **Review Status** will be shown as **Review completed**. If the documents have not been reviewed, the **Review Status** will read **Ready for review** or **In progress**.

Step 3

Review the **All Criteria Met** column to determine whether all criteria has been met.

Note: if the document originally loaded into SIRS2 was not the correct document, then **Incorrect document** will appear in this column.

Action: contact the teacher of the course to provide and/or correctly name the file identified as an incorrect document. Re-upload the correct document.

Step 4

Review the **No. of Criteria Needing Revision** column to determine the number of criteria not met for a particular course (see screenshot below). More detailed information is available in report DOA005.

Course	Document	Uploaded	Review Status	All Criteria Met	No. of Criteria Needing Revision
Design (DES) General Year 12	Assessment outline	Yes	Review completed	Yes	
Design (DES) General Year 12	Course outline	Yes	Review completed	Yes	
English (ENG) General Year 12	Assessment outline	Yes	Review completed	No	2
English (ENG) General Year 12	Course outline	Yes	Review completed	No	1
Mathematics Essential (MAE) General Year 12	Assessment outline	Yes	Review completed	No	1
Mathematics Essential (MAE) General Year 12	Course outline	Yes	Review completed	Yes	

Action: provide teachers with this information and a copy of report DOA005 for their immediate attention.

Note: the amended documents should not be uploaded to SIRS2, but must be made available

Summary

Situation	Action required by the school
Documents missing No appears in the Uploaded column	Upload missing documents.
Incorrect document Incorrect document appears in the All criteria met column	Contact the teacher to provide and/or correctly name the file identified as an incorrect document. Re-upload the correct document in SIRS2 by Monday, 16 March 2020 . Note: once the missing/correct document has been uploaded the status in both reports will change to show Ready for Review .
One or more criteria not met for a particular course A number appears in the No. of Criteria Needing Revision column.	Provide teachers with this information and a copy of report DOA005 for their immediate attention. Note: amended documents should not be uploaded to SIRS2, but must be made available to the students.

DOA005 – School Report Detailed

This SIRS2 report provides detailed information about each of the Year 12 General courses that have been reviewed during the SDA 2020.

For each course, the result of the audit for both the course outline and the assessment outline is listed, with the review criteria in the left column of the table, and the options selected by the reviewer in the right column (see screenshot below).

The options will be either **Meets requirements** or a statement that details the action/s that need to be taken to meet the Authority's requirements.

The assessment outline	
uses the assessment types specified in the syllabus	Meets requirements
uses assessment type weightings which conform to the assessment table in the syllabus	Meets requirements
indicates appropriate timing of the assessment tasks	revise the assessment outline to include the semester and week of each assessment task
provides an adequate coverage of the syllabus content across the set of assessment tasks	Meets requirements
includes an appropriate number of tasks	Meets requirements
is consistent with the course outline	revise the course outline and/or the assessment outline to ensure consistency

Action: provide the HoLA/teacher with a copy of report DOA005 for their immediate attention. Direct them to Section 4: Actioning reports.

Note: the amended documents should not be uploaded to SIRS2, but must be made available to students.

Section 4: Actioning reports

The school coordinator will provide a copy of the report DOA005 – School Report Detailed for the relevant Year 12 General course to the teacher/HoLA.

Where actions are required, these must be addressed as soon as possible, and access to modified/new documents provided to students.

Teachers should discuss the report with the relevant HoLA and review the documents against the report provided by the school coordinator.

Note: contact with the Principal Consultant for the course should only be made by the HoLA, if the action required cannot be identified (see Appendix 1).

The table below provides explanatory notes for each of the options indicated in the detailed school report. Use the table to inform amendments to the documents.

Course outline

Options	Explanatory notes
<ul style="list-style-type: none">revise the course outline using the current syllabusrevise the course outline to include all content from the current syllabus	<p>Check the course page on the Authority website to ensure that you:</p> <ul style="list-style-type: none">are using the current syllabushave included all topics in the syllabus contenthave included all strands from the syllabushave not included content from a superseded coursehave not included content from a textbook that is not in the syllabus
<ul style="list-style-type: none">revise the course outline to provide an appropriate sequence of delivery of the syllabus contentrevise the course outline to provide an appropriate timing of delivery of the syllabus content	<p>Check the course outline to ensure that:</p> <ul style="list-style-type: none">content is not taught out of sequencethere is not too much/too little time spent on a particular section of the coursethe content is taught before the assessments are administeredif the Authority sample has been used, that it is customised to reflect the school context and the student cohort

Assessment outline

Refer to the assessment pages of the syllabus, including the assessment table and information below the table, to check for errors in the assessment outline.

Options	Explanatory notes Teachers should ensure that:
<ul style="list-style-type: none"> revise the assessment outline using the assessment types specified in the assessment table of the current syllabus 	<ul style="list-style-type: none"> all assessment types are included assessment types match those in the syllabus assessment types have not been combined the correct title for each assessment type is used the task/s reflect the description of the assessment type in the syllabus
<ul style="list-style-type: none"> revise the assessment outline to meet the assessment type weightings specified in the assessment table of the current syllabus revise the assessment outline to ensure assessment task weightings add to the assessment type weighting revise the assessment outline to ensure assessment type weightings add up to 100 revise the assessment outline to ensure assessment task weightings add up to 100 	<ul style="list-style-type: none"> assessment task weightings are included assessment type weightings are included assessment type or task weightings match the assessment table in the syllabus assessment type or assessment task weightings add up to 100
<ul style="list-style-type: none"> revise the assessment outline to include the timing of each assessment task (i.e. the week the task will be conducted or the start and submission date of a task) revise the assessment outline to ensure that the scheduling of the assessment tasks matches the content delivery in the course outline 	<ul style="list-style-type: none"> timing for all assessments is included semester/term and week are specifically indicated in the assessment outline syllabus content is indicated in task descriptions assessment tasks are administered after the content has been taught
<ul style="list-style-type: none"> revise the assessment outline to include a comprehensive sampling of the syllabus content revise the assessment outline to remove assessment of content that is not in the current syllabus revise the assessment outline to include a description of the syllabus content for each task 	<ul style="list-style-type: none"> multiple assessment tasks do not assess the same content all content areas are assessed all content assessed is in the syllabus syllabus content is listed (text references are not used to describe content)
<ul style="list-style-type: none"> revise the assessment outline to ensure that the number of assessment tasks of each type meets the requirement of the current syllabus decrease the number of assessment tasks to avoid over-assessment 	<ul style="list-style-type: none"> each assessment type is assessed at least twice or as specified in the syllabus for English, a speaking/listening assessment is included at least twice special requirements for specific courses have been met exercise completion is not included as assessment task multiple tasks/types are not covered in one assessment task
<ul style="list-style-type: none"> revise the course outline and/or the assessment outline to ensure consistency 	<ul style="list-style-type: none"> task numbers, titles or content do not differ timing of assessments do not differ task weightings do not differ

Summary

Situation	Action required by the school
Meets requirements	Nil
One or more criteria are not met for a particular course The actions required are listed next to each criterion that has not been met.	<ul style="list-style-type: none">• Oversee the required amendments to the document or, in some cases, create a new document.• Provide students with access to the amended document.• Explain to the students that amendments have been made to the previous document.

Appendix 1: Principal Consultant contacts

General course	Principal Consultant	Phone	Email
ENGLISH			
English	John Watson Gerard Morris	9273 6374 9273 6742	John.Watson@scsa.wa.edu.au Gerard.Morris@scsa.wa.edu.au
HUMANITIES AND SOCIAL SCIENCES			
Accounting and Finance	Mandy Hudson	9273 6755	Mandy.Hudson@scsa.wa.edu.au
Business Management and Enterprise	Nick Ognenis	9273 6354	Nick.Ognenis@scsa.wa.edu.au
Religion and Life	David Byrne	9273 6711	David.Byrne@scsa.wa.edu.au
HEALTH AND PHYSICAL EDUCATION			
Physical Education Studies	Dino Manalis	9273 6356	Dino.Manalis@scsa.wa.edu.au
MATHEMATICS			
Mathematics Essential	Leith Pavlinovich Suzie Harman	9273 6718 9273 6768	Leith.Pavlinovich@scsa.wa.edu.au Suzie.Harman@scsa.wa.edu.au
SCIENCE			
Marine and Maritime Studies	Allan Knight	9273 6792	Allan.Knight@scsa.wa.edu.au
Psychology	Carla Brew	9273 6177	Carla.Brew@scsa.wa.edu.au
TECHNOLOGIES			
Food Science and Technology	Jennifer Wheatley	9273 6335	Jennifer.Wheatley@scsa.wa.edu.au