



# Externally Set Tasks

Handbook for the school contact  
2017

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## Introduction

**All students enrolled in a General Year 12 course and/or a Foundation Year 12 course, are required to complete the Externally Set Task (EST) developed by the School Curriculum and Standards Authority (the Authority) for that course. The EST is compulsory and forms part of the school-based assessment.**

This handbook provides information on:

- the purpose of the EST
- administering the EST
- using feedback to assist teachers.

## 1. Purpose of the EST

The ESTs are assessment tasks for each Year 12 General and Foundation course which are developed by the Authority and distributed to schools for administering to students (see Section 3).

The EST is included in the assessment table in the Year 12 General and Foundation syllabuses for all courses as a separate assessment type with a weighting of 15% for the pair of units.

The EST:

- assists to ensure the fair assessment of student achievement in Year 12 General and Foundation courses
- has an educative role in establishing common understandings among teachers of the course standards and related content
- provides access to feedback which will encourage teachers to review and, where appropriate, adjust their marking
- models best assessment practice which teachers can apply to other school-based assessment tasks
- assists to inform the Authority's other moderation activities.

The EST is marked by the teacher/s delivering the course using the marking key provided by the Authority (see Section 5). The school provides to the Authority the total raw mark for each student (see Section 6).

Following the marking of the EST by the teacher/s the Authority reviews a sample of EST scripts from each school delivering each course. Schools are required to provide the scripts of a prescribed number of Authority-selected students (i.e. normally six from each class) for independent marking (see Section 7).

The feedback provided in the Authority's SIRS reports enables the teacher/s of the course at the school to reflect on their marking practice (see Section 8).

The Authority may initiate a grading review based on the EST data (see Section 9).

## 2. The task

During Term 3 in the year preceding the administration of the EST, the Authority notifies schools, via the *11to12Circular* and the course page on the Authority website, of the syllabus content on which the EST will be based. This notification enables schools to ensure that the identified content is taught prior to the administration of the EST.

The EST is developed by a panel during the year preceding its administration. Each panel consists of:

- one or two contracted writer(s)
- the Authority's Principal Consultant, Curriculum, Assessment and Moderation
- the Authority's Principal Consultant, Examination Development.

Each of the Authority's Course Advisory Committees (CAC) meets to discuss possible EST content and assessment types. This advice is provided to the panel for its consideration when developing the EST.

The task:

- is a written assessment task (not practical, performance or oral)
- is constructed to be completed in 50 minutes
- is based upon syllabus content selected from Unit 3
- can comprise several items or components/parts
- is developed to provide discrimination between students of differing abilities
- can require students to refer to stimulus material
- can require students to refer to work/activities they have completed during Semester 1 (particularly in courses with a significant practical component)
- is provided in a question/answer booklet
- is developed in conjunction with the marking key which will be used by teachers.

### 2.1. Receiving the EST

By the end of Term 2 Week 2, the EST school contact receives printed copies of the EST for each course that the school is delivering. A copy of the EST is provided for each Year 12 student enrolled in a General and Foundation course. The number of copies will be based on the student enrolments provided by the school as of 5 April, 2017.

Each course is packed in separate tamper-proof bags and should be distributed to the relevant teacher immediately prior to the task being completed by students.

### 2.2. The marking keys

A marking key is provided for each EST. This is the key that the teacher must use when marking the task. The school EST contact is the only person who has access to download the marking keys from the commencement of the EST administration period (beginning Week 3).

### 2.3. Marks collection forms

A marks collection form is provided for each EST. This enables marking without annotations, comments or marks being recorded on the script. The school EST contact is the only person who has access to download the marks collection form from the commencement of the administration period (beginning Week 3).

## 3. Coordinating the EST at school

### 3.1. Role of the school

The EST is administered in schools during a period designated by the Authority (Weeks 3, 4 and 5 in Term 2) under standard test conditions and completed in 50 minutes.

As for all school-based assessment tasks, the school:

- chooses the specific dates and times during Weeks 3, 4 and 5 of Term 2 when each EST will be administered
- applies its senior secondary assessment policy if a student is unable to sit the EST within a reasonable timeframe
- applies the same special arrangements for a student to sit an EST as for any other school-based assessment the student has undertaken (no application to the Authority is required – typically schools refer to the Authority's *Guidelines for disability adjustments for timed assessments*)
- ensures internal comparability strategies are applied where more than one teacher is delivering the course.

### 3.2. Role of the school contact for the EST

Each school is required to provide the name of an EST contact when completing their *Provider Contact Information Update* form.

The Authority liaises with the school contact regarding the:

- delivery of the ESTs, and the availability of the marking keys and marks collection forms for downloading
- submission to the Authority of the scripts for the Authority-selected students. The school contact must have primary login ID to access SIRS.

The school contact will be responsible for:

- ensuring all students have their Authority student number (now referred to as WA student number) and that this number is entered on the front cover of each EST paper
- downloading and organising the printing of the marking key and marks collection form for each course in which the school has students enrolled
- securely storing the ESTs from delivery until administration of the EST
- acknowledge receipt of the ESTs by 5 May, 2017
- notify the Authority by 5 May, 2017 whether the school is going to (a) scan and upload the Authority-selected student scripts or (b) send the original scripts to the Authority
- ensuring effective supervision of all students sitting the EST (usually the teacher)

- providing the marking key and the marks collection form to the teacher/s involved once the EST has been completed
- ensuring that any spare EST and all student scripts are held securely during the marking period
- collating the raw marks for each EST and uploading them into SIRS
- checking that their upload of marks has been successful and correct
- checking that each Authority-selected script submitted to the Authority does not have any marks or notations written on it by the teacher and that it does not identify the school or teacher
- organising the sending of the Authority-selected student scripts for each course.

Note: the Authority-selected scripts will **not** be returned to schools after the Authority's reviewing process and schools are therefore advised to retain a photocopy.

### 3.3. Role of the teacher

The teacher must ensure that the identified Unit 3 content from the syllabus is taught prior to the administration of the EST.

The teacher is responsible for marking the EST in accordance with the Authority-provided marking key and by the Authority's designated date.

The teacher is responsible to ensure that the EST is included as 15% of the students' final mark.

## 4. Administering the EST

The school chooses the specific times and dates during Weeks 3, 4 and 5 of Term 2 that the EST for each course is to be administered.

The EST is administered under standard test conditions. The school is responsible for the effective supervision of all students completing the EST (typically by the teachers/s).

To complete the EST students should have with them the items they typically use for school-based assessments e.g. pens, pencils, ruler. For scanning purposes schools are requested to ensure students use only blue or black pen (and preferably not pencil).

At the time of administering the EST the teacher must ensure students have their SCSA student number as this number must be written on the front cover of the booklet.

### 4.1. Special provisions

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

Schools are authorised to determine and implement adjustments fairly. The Authority's publication *Guidelines for disability adjustments for timed assessments* should be referred to for further information regarding adjustments and the evidence required. This document can be downloaded from <http://wace1516.scsa.wa.edu.au/assessment/disability-adjustment-guidelines>.

Schools do not need to advise the Authority of any student needing adjustments unless the EST needs to be formatted in Braille or other special font size or format. In this case the school must notify the Authority no later than 10 February 2017.



## 4.2. Absent students

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

## 5. Marking the EST

Teachers are responsible for marking their students' EST. The EST must be marked in accordance with the marking key provided by the Authority. Teachers must not write marks or make any notations on the student script. A marks collection form is provided for each EST for teachers to record student marks.

As for all school-based assessment tasks:

- the teacher/s marks the EST script for each of their students using the marking key provided by the Authority
- internal comparability strategies should be applied by the school where more than one teacher is delivering the course
- the total mark is entered into the teacher's marks book for each student (the EST is weighted as 15% of the final mark for the pair of units as indicated in the assessment table in the syllabus)
- marks are only awarded in whole numbers. Half marks must not be used.

## 6. Recording the marks and uploading them to the Authority

The school uploads into SIRS (using the RSEST format), for each student, in each course, the EST raw mark (out of the total indicated on the Authority-provided marking key).

Note: EST codes can be found at <http://www.scsa.wa.edu.au/sirs-info/est-codes>.

The school must check that their upload has been successful and is correct in SIRS by running the report in SIRS.

## 7. Review of EST marks

The EST review process is one of the Authority's moderation activities. It involves the independent marking of a sample of scripts from all schools for each course.

## 7.1. Submission of Authority-selected samples

By 5 May, 2017 schools must elect how they will send the Authority-selected scripts.

Following the marking of the EST scripts by the classroom teacher/s and the upload of marks by the school for all students for all courses, the Authority provides the school's EST contact with a list of students for whom the script must be provided to the Authority. Schools that nominate to have these scripts scanned by the Authority must deliver them to the Authority by the 9 June 2017. Schools that nominate to scan the scripts and provide them digitally to the Authority must do so by 16 June 2017.

Schools that fail to send the Authority-selected scripts by 9 June 2017 will be required to scan and provide them digitally by 16 June 2017.

## 7.2. Scanning procedures

The scanned images of the Authority-selected scripts must be digitally provided by the Authority in the following manner:

- 300 dpi
- PDF images each being approximately less than 5Mb in size
- document filename should be: EST code underscore student number e.g. ENGGT\_12345678
- uploaded to <https://sirs2.scsa.wa.edu.au>.

Schools who want to scan and save all Authority-selected scripts for each course as one document need to contact [sirshelp@scsa.wa.edu.au](mailto:sirshelp@scsa.wa.edu.au). You will be provided with FTP credentials to enable the upload.

## 7.3. Reviewing the Authority-selected samples

Each submitted script is marked independently by an Authority-selected reviewer.

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

## 8. EST feedback to schools

After all data has been collected and analysed by the Authority the school is provided with access to download several SIRS reports for each course.

The feedback provided in the SIRS reports enables the teacher/s of the course to reflect on their marking standards.

Where there is more than one class in the course at the school, and more than one teacher delivering the course, the teachers should discuss the feedback, reach a common understanding and apply the feedback.

Where there is only one class in the course, the teacher is advised to discuss feedback with the Head of Learning Area, colleagues from their professional network and/or the Authority's Principal Consultant, Curriculum, Assessment and Moderation for that course.

Should the review process indicate that marking standards for a particular course at the school differ significantly from state wide standards the teacher should adjust their marking practice for the remaining assessment tasks for the pair of units.

## 9. Follow up by the Authority

As part of the Authority's moderation activities a grading review may be initiated for those schools with the largest difference between the teacher's mark and the mark of the reviewer/s. This review will be conducted during Term 3.

## 10. Further information

Enrolments	Data services		9273 6303
Syllabus enquiries	Curriculum officers		9273 6351
Uploading the Authority-selected scripts and marks Downloading the EST marking key and feedback reports from SIRS	<a href="mailto:sirshelp@scsa.wa.edu.au">sirshelp@scsa.wa.edu.au</a>	or	9273 6719
Receipt of copies of ESTs, submission of Authority-selected scripts, employment as a reviewer	<a href="mailto:exams@scsa.wa.edu.au">exams@scsa.wa.edu.au</a>	or	9273 6377

## APPENDIX 1: 2017 EST Timeline

When		Task
<b>Term 3 2016</b>	September	Schools informed of the syllabus content from Unit 3 on which the 2017 EST will be based
<b>Term 1 2017</b>	By end of Week 2 10/2/2017	Schools to have notified the Authority of any students who need the EST in Braille
<b>Term 2 2017</b>	By end of Week 2 (5/5/2017)	Schools to have received and acknowledged receipt of the printed copies of the EST  Schools to have notified the Authority if they are going to (a) scan and upload the Authority-selected scripts or (b) send the original scripts to the Authority
	By beginning Week 3 (8/5/2017)	School EST contact to download from SIRS the marking key and marks collection form for each EST
	Weeks 3, 4 and 5 (8/5/2017 to 26/5/2017)	Administration of the EST
	By beginning of Week 6 (29/5/2017)	Schools can access a SIRS report listing the EST scripts which are required to be externally reviewed  Schools upload the raw total mark for each student in each EST
	By end of Week 7 (9/6/2017)	Schools send to the Authority the Authority-selected scripts
	By the end of Week 8 (16/6/2017)	Schools opting to scan the Authority-selected scripts and upload the documents into SIRS
	<b>School holidays</b>	3/7/2017 to 14/7/2017
<b>Term 3 2017</b>	By the end of Week 4 (11/8/2017)	Schools can access a SIRS report containing the EST feedback for each course
	By the end of Week 9 (15/9/2017)	Schools informed of the syllabus content from Unit 3 on which the 2018 EST will be based

## APPENDIX 2: Course specific information for the administration of the 2017 EST

Course	Specific advice
Aboriginal and Intercultural Studies	
Aboriginal Languages of Western Australia	
Accounting and Finance	A calculator of the type used in school-based assessments for this course
Ancient History	A source analysis for all electives with questions that are very similar to those used in the 2016 EST
Animal Production Systems	A calculator of the type used in school-based assessments for this course
Applied Information Technology - G	
Applied Information Technology - F	
Automotive Engineering and Technology	
Aviation	Flight computer A calculator of the type used in school-based assessments for this course
Biology	A calculator of the type used in school-based assessments for this course
Building and Construction	A calculator of the type used in school-based assessments for this course
Business Management and Enterprise	A calculator of the type used in school-based assessments for this course
Career and Enterprise - G	
Career and Enterprise - F	
Chemistry	A calculator of the type used in school-based assessments for this course
Children, Family and the Community	
Chinese: Second Language	One combined dictionary (Chinese/English and English/Chinese dictionary) or two separate dictionaries (one English/Chinese dictionary and one Chinese/English dictionary) No electronic dictionaries are allowed Note: Dictionaries must not contain any notes or other marks
Computer Science	
Dance	
Design	
Drama	

Course	Specific advice
Earth and Environmental Science	A calculator of the type used in school-based assessments for this course
Economics	A calculator of the type used in school-based assessments for this course
Engineering Studies	A calculator of the type used in school-based assessments for this course
English - G	
English - F	
English as an Additional Language/Dialect - G	A print English language dictionary or a print English language learning dictionary No bilingual or electronic dictionary or thesaurus is allowed
English as an Additional Language/Dialect - F	A print English language dictionary or a print English language learning dictionary. No bilingual or electronic dictionary or thesaurus is allowed
Food Science and Technology	A calculator of the type used in school-based assessments for this course
French: Second Language	One combined dictionary (French/English and English/French dictionary) or two separate dictionaries (one English/French dictionary and one French/English dictionary) No electronic dictionaries are allowed Note: Dictionaries must not contain any notes or other marks
Geography	
German: Second Language	One combined dictionary (German/English and English/German dictionary) or two separate dictionaries (one English/German dictionary and one German/English dictionary) No electronic dictionaries are allowed Note: Dictionaries must not contain any notes or other marks
Health Studies	
Health Studies, Physical and Outdoor Education	
Human Biology	A calculator of the type used in school-based assessments for this course
Indonesian: Second Language	One combined dictionary (Indonesian/English and English/Indonesian dictionary) or two separate dictionaries (one

Course	Specific advice
	English/Indonesian dictionary and one Indonesian/English dictionary) No electronic dictionaries are allowed Note: Dictionaries must not contain any notes or other marks
Integrated Science	A calculator of the type used in school-based assessments for this course
Italian: Second Language	One combined dictionary (Italian/English and English/Italian dictionary) or two separate dictionaries (one English/Italian dictionary and one Italian/English dictionary) No electronic dictionaries are allowed Note: Dictionaries must not contain any notes or other marks
Japanese: Second Language	One combined dictionary (Japanese/English and English/Japanese dictionary) or two separate dictionaries (one English/Japanese dictionary and one Japanese/English dictionary) No electronic dictionaries are allowed Note: Dictionaries must not contain any notes or other marks
Literature	
Marine and Maritime Studies	
Materials Design and Technology	
Mathematics Foundation	A calculator of the type used in school-based assessments for this course Notes if used typically in school-based assessments for this course
Mathematics Essential	A calculator of the type used in school-based assessments for this course One A4 doubled-sided page of notes
Media Production and Analysis	
Modern History	A source analysis for all electives with questions that are very similar to those used in the 2016 EST
Music	No sound files will be required or provided as they will not form part of the EST
Outdoor Education	A compass A calculator of the type used in school-based assessments for this course
Philosophy and Ethics	

Course	Specific advice
Physical Education Studies	
Physics	A calculator of the type used in school-based assessments for this course
Plant Production Systems	A calculator of the type used in school-based assessments for this course
Politics and Law	
Psychology	A calculator of the type used in school-based assessments for this course
Religion and Life	
Visual Arts	