Government of **Western Australia**
School Curriculum and Standards Authority
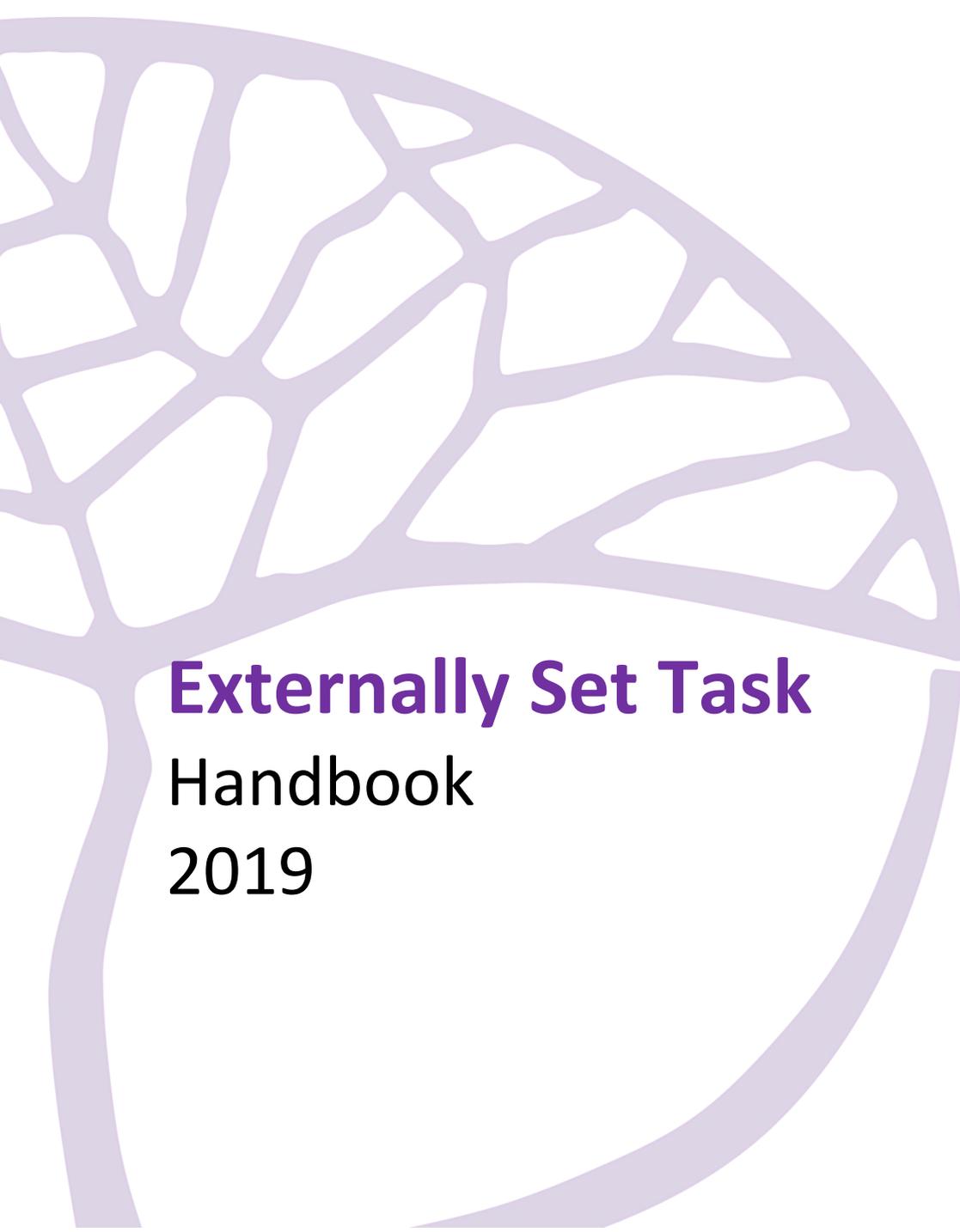
Externally Set Task

Handbook

2019

School Curriculum and Standards Authority
303 Sevenoaks Street
Cannington WA 6107

For further information please contact:
Telephone: +61 8 9273 6300

Email: info@scsa.wa.edu.au
Web: www.scsa.wa.edu.au

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Introduction

All students enrolled in a Year 12 General course and/or a Year 12 Foundation 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.

Note: SIRS (**https://sirs.scsa.wa.edu.au**) and SIRS2 (https://sirs2.scsa.wa.edu.au) are both used throughout the EST process. A table summarising the relevant system to be used throughout the EST process may be found on page 10.

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 per cent 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 3.3). The school provides to the Authority the total raw mark for each student (see Section 5).

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 6).

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 7).

The Authority may initiate a grading review based on the EST data (see Section 8).

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 and Assessment
• the Authority's Principal Consultant – Examination Development.

Each of the Authority's Curriculum 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.

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 2, 3, and 4 in Term 2 – Monday, 6 May to Friday, 24 May 2019) 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 2, 3 and 4 of Term 2 (Monday, 6 May to Friday, 24 May) when each EST will be administered
- elect how they will send the Authority-selected scripts by Wednesday, 1 May 2019 (paper or electronic copies)
- ensures 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)
- applies its senior secondary assessment policy if a student is unable to sit the EST within a reasonable timeframe, i.e. upload an ABS in the total raw mark column where a student was absent from the EST
- 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, i.e. where there is more than one class of the same course, all the classes complete the EST at the same time.

Note: the Authority-selected scripts sent as paper copies will **not** be returned to schools after the Authority's reviewing process; therefore, schools are advised to retain a photocopy.

3.2. Role of the school contact for the EST

Each school is required to provide the name of an EST contact when updating their provider contacts in SIRS.

The Authority liaises with the EST 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 a primary login ID to access SIRS.

By Wednesday, 1 May 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 Thursday, 4 April 2019.

The EST materials for each course are packed in separate tamper-proof bags.

A marking key and a marks collection form is provided for each EST. The marks collection form 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 both the marking key and the marks collection form from the commencement of the administration period (beginning Week 2).

To download the marking key and the marks collection form access SIRS2. A screenshot of the section associated with the download is provided below. Screenshots are provided for illustrative purposes only and may not reference the current year.
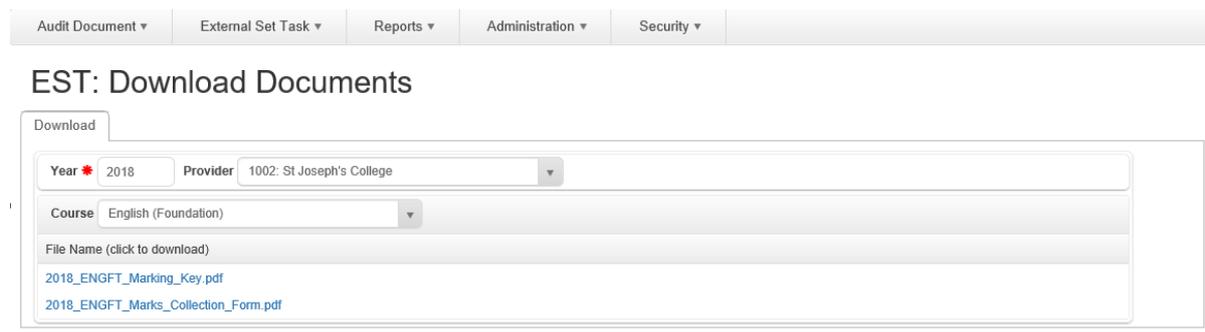
The school's EST contact person will be responsible for the following activities.

On receipt of the EST material

1. Check the contents to see you have papers for every General and Foundation course your school has students enrolled in.
2. Check the label of each of the purple security bags to see that you have sufficient numbers of papers for each course. If there is a shortfall, check your enrolments in SIRS by running report CSE028 and comparing this with your school enrolments.
3. Inform **dataservices@scsa.wa.edu.au** of any offering or enrolment discrepancies.
4. By Wednesday, 1 May 2019, select in SIRS2 (https://sirs2.scsa.wa.edu.au) how your school is going to submit the selected scripts to the Authority. You need to select one of the following options:
   - Courier or post – original scripts must be couriered or posted to ensure their arrival at the Authority no later than Thursday, 6 June 2019. A photocopy of the script should be kept by the school as the original will not be returned.

- Upload into SIRS2 – scripts must be scanned and uploaded into SIRS2 by the school by Friday, 14 June 2018.

 If you do not select one of the above options by Wednesday, 1 May 2019, your school will be required to scan and upload the selected scripts into SIRS2.

Prior to the test administration day

1. Count out the number of EST papers required for each class. Store them securely until the day of test administration. If more papers are required, confirm enrolments by contacting **dataservices@scsa.wa.edu.au**
2. Photocopy a sufficient number of *EST Additional Answer Booklets* to allow 5 per class*.*
3. Download report EST001 – *EST Achievement by provider* from SIRS (https://sirs.scsa.wa.edu.au) for a list of students in each General and Foundation course.
4. Brief each teacher to explain the test administration, marking, results recording and submission of selected scripts.

On the day of the EST

1. Ensure the teacher has read the instructions (See Section 3.3). Check the teacher has:
   - sufficient number of EST papers for the class
   - EST Additional Answer Booklets
   - report EST001 which lists the student's name and WA student number (WASN).

During the administration of the EST

1. Be available for assistance to the teacher or administrator to address any queries they may have.
2. Check to see that the EST is being administered under standard test conditions.

Following the administration of all of the EST for a course

1. Schedule absent students to sit the test, in accordance with your school's senior secondary assessment policy.
2. After Monday, 6 May 2019, download from **SIRS2** a copy of the marking key and the marks collection form for the course and provide it to the person/s marking the EST scripts and print as an A4 document. The EST scripts must be marked in accordance with the Authority's marking key.
3. Advise teachers that they must not write marks or comments on the EST script, including the student's name. Instead all marks and comments should be made on the marks collection form.

Following the marking of the EST scripts

1. Monitor the recording of marks from the teachers into your school's database. A mark of zero (0) should only be used if the student has attempted the assessment but received no marks. Only use 'ABS' for absent students.
2. Upload into SIRS (using the RSEST format), for each student, in each course, the EST raw mark (the mark out of the total indicated on the Authority provided marking key). Do not upload a percentage or a mark out of the weighting of 15 per cent.
3. Check that your upload file has been successfully processed. Verify EST marks have been correctly uploaded by comparing the EST001 report in SIRS. Make any necessary corrections.

4. Ensure all of your EST marks are uploaded to SIRS by Monday, 27 May 2019.

Note: EST codes can be found at **https://www.scsa.wa.edu.au/sirs-info/est-codes**.

Submission of Authority-selected scripts

1. On Monday, 27 May 2019, download from SIRS the EST004 – *EST Selected scripts status* which lists the students whose EST script must be sent to the Authority for external marking. These scripts are chosen using an algorithm per class per course.
2. Collect from the teachers the EST scripts and any *EST Additional Answer Booklet* for students whose work is to be externally reviewed. Check that:
   - the 8-digit WASN has been written on the script, and the student's name is removed
   - if an *EST Additional Answer Booklet* has been used check that the WASN and question number have been written on the front page and the booklet has been inserted between pages 2 and 3 of the correct student's EST script
   - teacher's comments or marks are **not** written on the script (if a teacher has written on the script, any annotations, comments or marks need to be removed prior to submitting selected scripts
   - the marks collection form is **not** included with the script.
3. If sending Authority-selected samples to the Authority by:
   - **Courier or post** – original scripts must be couriered or posted to ensure their arrival at the Authority **no later than Thursday, 6 June 2019**. A photocopy of the script should be kept by the school as the original will **not** be returned. Ensure the following:
     o the original script is sent
     o the script has not been cut, marked or tampered with or has post-it notes or stickers attached. School specific stickers must not be attached to the script
     o no extra staples or paper clips have been used
     o use and include a copy of the EST004 – *EST Selected scripts status* to check off the scripts to be sent to the Authority.
   - **Uploading to SIRS2** according to the following specifications:
     o remove the spine by cutting along the marked line of each script, ensure student names, and any annotations, comments or marks from the teacher are removed
     o scan each script at 300 dpi, in colour and save in pdf format. Check the quality of the scanned copies (it is legible; all pages of the script are included and the right way up; no additional pages, such as the marks collection form, have been included)
     o the pdf **must** be double-sided A4 portrait and **in correct page order** of the script, followed by the *EST Additional Answer Booklet* if used. A3 scans will not be accepted. Only one student's script per file. The marks collection sheet must **not** be scanned
     o the naming convention of each file must be <EST code>_<student number> (for example ENGGT_12345678)
     o in SIRS2, the file must be dragged and dropped into the designated spot for the selected student
     o all scanned scripts must be uploaded to SIRS2 (https://sirs2.scsa.wa.edu.au) **no later than Friday, 14 June 2019**.
4. Do not scan or send EST scripts for students **not listed** on EST004 – *EST Selected scripts status*.

5. Check to identify missing selected student scripts by running EST report EST005 prior to Friday, 14 June 2019.

Schools nominating to courier or post original scripts but which fail to send the Authority-selected scripts by Thursday, 6 June 2019 will be required to scan and provide them digitally by Friday, 14 June 2019.

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 per cent of the student's final mark.

The teacher must follow the instructions outlined below.

Prior to commencement of the allocated time

1. Issue each student with an EST paper.
   If you have insufficient copies of the EST papers do **not** copy one. Contact your school's EST Contact Person. Each paper has a unique number which is required for the scanning and marking process.
2. Ask your students to write their 8-digit WASN in figures and in words on the front cover of the EST paper (**not their name**).
   Check that all students have done this.
3. Check that your students have the required items to complete the task. To complete the EST students should have with them the items they typically use for school-based assessments e.g. pens, dark pencils, ruler.
4. Instruct the students to use pen or dark pencil. They should not use light pencil as it cannot be scanned. For scanning purposes, schools are requested to ensure students use only blue or black pen (not gel or erasable pens and preferably a dark pencil for diagrams only).

During the allocated time

If a student runs out of writing space on the EST paper, give them an *EST Additional Answer Booklet*.

The *EST Additional Answer Booklet* can be photocopied. Students must not be given a second EST paper if they run out of writing space.

Check the student writes the question number and their WASN on the front of the *EST Additional Answer Booklet*.

At the conclusion of the allocated time

1. Collect all of the EST papers and any additional answer booklets used.
2. Check that the 8-digit WASN has been written on the script (**not their name**).
3. If an EST Additional Answer Booklet has been used, check that the question number and the WASN have been written on the front page and the booklet has been inserted between pages 2 and 3 of the correct student's EST script.

Marking of 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. A marks collection form is provided for each EST for teachers to record student marks.

1. Your school EST Contact Person will provide you with the marking key and marks collection form. 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 2, Monday, 6 May).
2. The EST scripts must be marked in accordance with the Authority's marking key. Marks are only awarded in whole numbers. Half marks must not be used.
3. Marks or comments must not be written on the EST script; the marks collection form has been provided for this purpose. 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 2, Monday, 6 May). The marks collection form is **not** submitted with the student's script.
4. The total raw mark is entered into the teacher's marks book for each student (the EST is weighted as 15 per cent of the final mark for the pair of units as indicated in the assessment table in the syllabus).
5. As for all school-based assessment tasks internal comparability strategies should be applied, i.e. where there is more than one class of the same course, all the classes complete the EST at the same time.

Reporting of marks

In accordance with the timeline provided by your EST Contact Person you must record the EST **raw** mark (out of the total indicated on the Authority-provided marking key) into your school's database.

Submission of Authority-selected scripts

1. Your EST Contact Person will advise you of the students whose scripts have been selected for review by the Authority.
2. Prior to handing the scripts to your EST Contact Person check that:
   - the 8-digit WASN has been written on the script and the student name is removed
   - if an *EST Additional Answer Booklet* has been used check that the question number and WASN have been written on the front page
   - the *EST Additional Answer Booklet* has been inserted between pages 2 and 3 of the correct EST script
   - student names, your comments or marks are **not** written on the script
   - the marks collection form is **not** included.

Who should the teacher contact if they have a question?

The school's EST Contact Person.

4. Administering the EST

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 **https://senior-secondary.scsa.wa.edu.au/assessment/disability-adjustment-guidelines**.

The School of Special Educational Needs: Sensory will inform the Authority of students they have listed who require a modified EST.

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.

4.3. Compromised ESTs

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

5. 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). The marks are not to be converted and uploaded as a percentage or a mark out of the weighting of 15 per cent.

Note: EST codes can be found at **https://www.scsa.wa.edu.au/sirs-info/est-codes**.

The school must check that their upload has been successful and is correct by running the report EST001 in SIRS.

6. 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 classes in all schools for each course.

6.1. Reviewing the Authority-selected samples

Each submitted script is marked by an Authority-selected marker.

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

7. 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, Deputy Principal, colleagues from their professional network and/or the Authority's Principal Consultant – Curriculum and Assessment 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.

8. 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 marker/s. This grading review will be conducted during Term 3.

9. The use of SIRS and SIRS2

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

Process	SIRS/SIRS2
EST school contact	SIRS
How your school is going to submit the selected scripts to the Authority	SIRS2
List of Students in each General and foundation Course (EST001)	SIRS
Check of enrolments (CSE028)	SIRS
Download of marking keys and marks collection forms	SIRS2
Upload of EST raw marks	SIRS
Verification of uploaded EST raw mark (EST001)	SIRS
List of selected student scripts required by the Authority (EST004)	SIRS
Upload of selected student scripts	SIRS2
Check for missing selected student scripts (EST005)	SIRS
EST Feedback reports (EST010, EST011, EST013, EST014, EST017, EST018 [only available after approval of final year grades])	SIRS

10. Further information

Query	Team	Contact
Running EST reports (Identification of Authority-selected scripts)	Data Services	**dataservices@scsa.wa.edu.au** or 9273 6344
Running the feedback reports from SIRS	Data Services	**dataservices@scsa.wa.edu.au** or 9273 6344
Employment as a marker	Examination Logistics	**exams@scsa.wa.edu.au** or 9273 6377
Enrolments (not enough scripts)	Data Services	**dataservices@scsa.wa.edu.au** or 9273 6344
Access to download the EST Marking key (download from SIRS)	Examination Development	**jeni.jakovleva@scsa.wa.edu.au** or 9273 6761
Hard copy submission of Authority-selected scripts	Examination Logistics	**exams@scsa.wa.edu.au** or 9273 6377
Log in and password (SIRS and SIRS2 have the same password)	SIRS Helpdesk	**sirshelp@scsa.wa.edu.au** or 9273 6719
Receipt of copies of ESTs	Examination Logistics	**exams@scsa.wa.edu.au** or 9273 6377
Syllabus and EST content enquiries	Principal Consultants (Curriculum and Assessment)	9273 6351
Upload of scanned Authority-selected scripts from schools	Data Services	**dataservices@scsa.wa.edu.au** or 9273 6344
Upload of marks	Data Services	**dataservices@scsa.wa.edu.au** or 9273 6344

APPENDIX 1: 2019 EST Timeline

When		Task
Term 3 2018	September	Schools informed of the syllabus content from Unit 3 on which the 2019 EST will be based
Term 2 2019	In Week 1 (Wednesday, 1 May 2019)	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
		Schools to have received the printed copies of the EST
	By beginning Week 2 (Monday, 6 May)	School EST contact to download from **SIRS2** the marking key and marks collection form for each EST
	Weeks 2, 3 and 4 (Monday, 6 May to Friday, 24 May)	Administration of the EST
	At beginning of Week 5 (Monday, 27 May)	Schools to have uploaded the raw total mark for each student in each EST
		Schools can access a SIRS report listing the EST scripts which are required to be externally reviewed
	By end of Week 6 (Thursday, 6 June)	Schools send to the Authority the Authority-selected scripts
	By the end of Week 7 (Friday, 14 June)	Schools opting to scan the Authority-selected scripts to upload the documents into **SIRS2**
School holidays	Saturday 6 July to Sunday 21 July	Independent marking of the EST for the Authority-selected students
Term 3 2019	By the end of Week 4 (Friday, 16 August)	Schools can access SIRS reports containing the EST feedback for each course
	By the end of Week 10 (Friday, 27 September)	Schools informed of the syllabus content from Unit 3 on which the 2020 EST will be based

APPENDIX 2: EST General (G) and Foundation (F) course specific items

Note: 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 students are requested to use only blue or black pen (not gel or erasable pens) and, where necessary, dark pencil.

Teachers must ensure students have their WASN at the time of administering the EST, as this number must be written on the front cover of the EST.

Course – General (G) and Foundation (F)	Course-specific item
Aboriginal and Intercultural Studies	
Aboriginal Languages of Western Australia	
Accounting and Finance	A calculator of the type used in classroom assessments
Ancient History	
Animal Production Systems	
Applied Information Technology (G)	
Applied Information Technology (F)	A calculator of the type used in classroom assessments
Automotive Engineering and Technology	
Aviation	Flight computer A calculator of the type used in classroom assessments
Biology	A calculator of the type used in classroom assessments
Building and Construction	A calculator of the type used in classroom assessments
Business Management and Enterprise	A calculator of the type used in classroom assessments
Career and Enterprise (G)	
Career and Enterprise (F)	A calculator of the type used in classroom assessments
Chemistry	A calculator of the type used in classroom assessments
Children, Family and the Community	
Chinese: Second Language	Chinese/English and English/Chinese print dictionary
Computer Science	
Dance	
Design	Coloured pencils. Each context will have its own task

Course – General (G) and Foundation (F)	Course-specific item
Drama	
Earth and Environmental Science	
Economics	A calculator of the type used in classroom assessments
Engineering Studies	A calculator of the type used in classroom assessments
English (G)	
English (F)	
English as an Additional Language/Dialect (G)	A dictionary
English as an Additional Language/Dialect (F)	A dictionary
Food Science and Technology	A calculator of the type used in classroom assessments
French: Second Language	French/English and English/French print dictionary
Geography	A calculator of the type used in classroom assessments
German: Second Language	German/English and English/German print dictionary
Health Studies	A calculator of the type used in classroom assessments
Health Studies, Physical and Outdoor Education	A calculator of the type used in classroom assessments
Human Biology	A calculator of the type used in classroom assessments
Indonesian: Second Language	Indonesian/English and English/Indonesian print dictionary
Integrated Science	A calculator of the type used in classroom assessments
Italian: Second Language	Italian/English and English/Italian print dictionary
Japanese: Second Language	Japanese/English and English/Japanese print dictionary
Literature	
Marine and Maritime Studies	A calculator of the type used in classroom assessments
Materials Design and Technology	Coloured pencils
Mathematics Foundation	A calculator of the type used in classroom assessments
	Notes if used typically in classroom assessments

Course – General (G) and Foundation (F)	Course-specific item
Mathematics Essential	A calculator of the type used in classroom assessments One A4 doubled-sided page of notes
Media Production and Analysis	
Modern History	
Music	No sound files will be required or provided as they will not form part of the EST
Outdoor Education	A calculator of the type used in classroom assessments
Philosophy and Ethics	An analysis of a passage/extract
Physical Education Studies	A calculator of the type used in classroom assessments
Physics	A calculator of the type used in classroom assessments
Plant Production Systems	
Politics and Law	
Psychology	A calculator of the type used in classroom assessments
Religion and Life	
Visual Arts	