



# Externally Set Task Handbook (Modified) 2020

## COVID-19 impact

Due to the disruption to teaching and learning in 2020, as a result of COVID-19, the ESTs will be administered by schools during weeks 7, 8 and 9 of Term 2, 2020 (8–26 June 2020). The tasks will be administered under standard test conditions. The EST will take 50 minutes.

The Authority informed schools during Term 3, 2019, of the Unit 3 syllabus content on which the task will be based. This notification enabled schools to ensure that the identified content was taught prior to the administration of the EST.

The ESTs will be marked by teachers in each school using a marking key provided by the Authority.

For 2020, the EST process will be modified as follows:

- schools will be required to upload into SIRS, for each student, in each course the EST raw mark
- independent marking of a sample of scripts from all classes in all schools for each course **will not** be conducted; therefore, schools are not required to submit Authority selected scripts
- feedback provided by the Authority to schools for each course will be limited to the school mark distribution compared to the state distribution
- grading reviews will not be initiated based on EST school results.

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**Disclaimer**

Any resources such as texts, websites and so on that may be referred to in this document are provided as examples of resources that teachers can use to support their learning programs. Their inclusion does not imply that they are mandatory or that they are the only resources relevant to the course.

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## Contents

Introduction .....	1
1. Purpose of the EST .....	2
2. The task .....	2
3. Coordinating the EST at school .....	3
3.1. Role of the school .....	3
3.2. Role of the school contact for the EST .....	3
3.3. Role of the teacher.....	5
4. Administering the EST .....	7
4.1. Special provisions.....	7
4.2. Absent students .....	7
4.3. Compromised ESTs.....	7
5. Recording the marks and uploading them to the Authority .....	7
6. EST feedback to schools .....	8
7. The use of SIRS and SIRS2 .....	8
8. Further information .....	8
APPENDIX 1: 2020 EST Timeline.....	10
APPENDIX 2: EST General (G) and Foundation (F) course specific advice .....	11

## 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. Both SIRS and SIRS2 have the same login and password. A table summarising the relevant system to be used throughout the EST process may be found on page 8.

## 1. Purpose of the EST

The ESTs are assessment tasks for each Year 12 General and Foundation course, which the Authority develops and distributes 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).

For 2020, limited feedback will be provided in the Authority's SIRS reports (see Section 6).

## 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 (CACs) 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 7, 8, and 9 of Term 2 – Monday, 8 June to Friday, 26 June 2020) 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 7, 8 and 9 of Term 2 (Monday, 8 June to Friday, 26 June 2020) when each EST will be administered
- checks the number of EST papers delivered for each course is correct based on current enrolment numbers
- ensures the EST is administered under standard test conditions and is responsible for the effective supervision of all students completing the EST (typically by the teacher/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.

#### 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.

By Friday, 5 June 2020 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 Friday, 15 May 2020. Check that the number of EST papers delivered for each course is correct.

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 Person is the only one who has access to download both the marking key and the marks collection form from the commencement of the administration period (beginning Week 7).

To download the marking key and the marks collection form access SIRS2. A screenshot of the section associated with the download is provided below. (Screenshot is provided for illustrative purposes only and does not reference the current year.)

Audit Document ▾ External Set Task ▾ Reports ▾ Administration ▾ Security ▾

### EST: Download Documents

Download

Year \* 2018 Provider 1002: St Joseph's College ▾

Course English (Foundation) ▾

File Name (click to download)

<a href="#">2018_ENGFT_Marking_Key.pdf</a>
<a href="#">2018_ENGFT_Marks_Collection_Form.pdf</a>

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](mailto:dataservices@scsa.wa.edu.au) of any offering or enrolment discrepancies.

#### 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](mailto:dataservices@scsa.wa.edu.au)
2. Photocopy a sufficient number of *EST Additional Answer Booklets* to allow five 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 task administration, marking and recording of results of all 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 eight-digit Western Australian student number (WASN).

### **During the administration of the EST**

1. Be available for assistance to the teacher or administrator to address any queries.
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, 8 June 2020, download and print a copy of the marking key and the marks collection form for the course from **SIRS2** and provide it to the person/s marking the EST scripts. 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 Friday, 24 July 2020.

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

### **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 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.

### **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 *EST Additional Answer Booklets* used.
2. Check that the 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.
4. Ensure nothing is stapled to the 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 and form the teacher must use when marking the task. The school EST Contact Person is the only one who has access to download the marking keys from the commencement of the EST administration period (beginning Week 7, Monday, 8 June 2020).
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 Person is the only one who has access to download the marks collection form from the commencement of the administration period (beginning Week 7, Monday, 8 June 2020).
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.

### **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 it 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-and-srms-info/est-codes>.

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

## 6. EST feedback to schools

After all data have 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 school's mark distribution compared to the state distribution.

Teachers are 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.

## 7. 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
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
EST Feedback reports (EST014, EST018 [only available after approval of final year grades])	SIRS

## 8. Further information

Query	Team	Contact
<b>Running EST reports</b>	Data Services	<a href="mailto:dataservices@scsa.wa.edu.au">dataservices@scsa.wa.edu.au</a> or 9273 6344
<b>Running the feedback reports from SIRS</b>	Data Services	<a href="mailto:dataservices@scsa.wa.edu.au">dataservices@scsa.wa.edu.au</a> or 9273 6344
<b>Enrolments (not enough scripts)</b>	Data Services	<a href="mailto:dataservices@scsa.wa.edu.au">dataservices@scsa.wa.edu.au</a> or 9273 6344
<b>Receipt of ESTs</b>	Examination Logistics	9273 6377
<b>Log in and password (SIRS and SIRS2 have the same password)</b>	SIRS Helpdesk	<a href="mailto:sirshelp@scsa.wa.edu.au">sirshelp@scsa.wa.edu.au</a> or 9273 6719
<b>Syllabus and EST content enquiries</b>	Principal Consultants	9273 6351

Query	Team	Contact
	(Curriculum and Assessment)	
<b>Upload of marks</b>	Data Services	<a href="mailto:dataservices@scsa.wa.edu.au">dataservices@scsa.wa.edu.au</a> or 9273 6344

## APPENDIX 1: 2020 EST Timeline

When		Task
<b>Term 3 2019</b>	September	Schools informed of the syllabus content from Unit 3 on which the 2020 EST will be based
<b>Term 2 2020</b>	By Friday, 5 June	Schools to have received the printed copies of the EST
	From Monday, 8 June	School EST contact to download from SIRS2 the marking key and marks collection form for each EST
	Weeks 7, 8 and 9 (Monday, 8 June to Friday, 26 June)	Administration of the EST
<b>Term 3 2020</b>	By Friday, 24 July	Schools to have uploaded the raw total mark for each student in each EST
	Monday, 17 August	Schools can access SIRS reports containing the EST feedback for each course
	By Friday, 25 September	Schools informed of the syllabus content from Unit 3 on which the 2021 EST will be based

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

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	Specific advice
Aboriginal and Intercultural Studies	nil
Aboriginal Languages of Western Australia	nil
Accounting and Finance	A calculator of the type used in classroom assessments
Ancient History	nil
Animal Production Systems	nil
Applied Information Technology – G	nil
Applied Information Technology – F	A calculator of the type used in classroom assessments
Automotive Engineering and Technology	A calculator of the type used in classroom assessments
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	nil
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	nil
Chinese: Second Language	Chinese/English and English/Chinese print dictionary
Computer Science	nil
Dance	nil
Design	Coloured pencils. Each context will have its own task
Drama	nil
Earth and Environmental Science	nil
Economics	A calculator of the type used in classroom assessments
Engineering Studies	A calculator of the type used in classroom assessments

Course	Specific advice
English – G	nil
English – F	nil
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	nil
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	nil
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
Mathematics Essential	A calculator of the type used in classroom assessments. One A4 doubled-sided page of notes
Media Production and Analysis	nil
Modern History	nil
Music	nil
Outdoor Education	A calculator of the type used in classroom assessments
Philosophy and Ethics	Analyses of passages
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	nil
Politics and Law	nil
Psychology	A calculator of the type used in classroom assessments

Course	Specific advice
Religion and Life	nil
Visual Arts	nil