



Non-school candidate enrolment form 2024

(Read this prior to completing the form)

General information

Definition

To be a non-school candidate in an ATAR (Australian Tertiary Admissions Rank) course examination means that the candidate will not have a school mark to contribute to their final scaled mark for the course. That is, the scaled mark for the course is calculated on the examination mark only. Non-school candidates do not receive an ATAR course report and will not have the course listed on their WASSA (Western Australian Statement of Student Achievement). As a non-school candidate, the examination does not contribute towards meeting the requirements for the WACE (Western Australian Certificate of Education).

Eligibility

Typically, students at a school cannot sit an ATAR course examination as a non-school candidate. An individual may enrol to sit an ATAR course examination as a non-school candidate in the event that the individual is:

- seeking entry to university as a mature-age¹ applicant (that is, at least 19 years old as of 1 March 2024), **or**
- a student who has previously completed Year 12, **or**
- a Year 12 student undertaking an Interstate Language course examination or a Chinese: First Language course examination, or a background language course examination in French, German, Hindi, Italian or Korean where the course is not offered by the school, and the student is enrolled to sit at least three other ATAR course examinations as a school candidate in that year.

Rules

1. To enrol as a non-school candidate in an Interstate Languages examination or in the Chinese: First Language, or French, German, Hindi, Italian or Korean Background Language course examination, the candidate must be enrolled to sit at least three other ATAR course examinations in that year.
2. An individual may not enrol in an Interstate Language examination at the same time as being enrolled in that course with the State that hosts the language.
3. An individual may not enrol in more than one Interstate Language examination.
4. Non-school candidates are responsible for ensuring that they are aware of the timetable for any practical and written examinations for which they are enrolled. Non-school candidates are responsible for downloading from the student portal <https://studentportal.scsa.wa.edu.au> their practical and written *Personalised Examination Timetable*.
5. Non-school candidates must sit the examination at a designated Western Australian examination centre. Where there is a practical examination component, a non-school candidate located outside the Perth metropolitan area is responsible for all associated travel costs.

Consequences of enrolling as a non-school candidate

1. An individual enrolled in an ATAR course examination as a non-school candidate will not be considered for a sickness/misadventure claim. That is, non-school candidates who suffer a sickness or misadventure prior to or during the ATAR course examination caused by them, a third party or the School Curriculum and Standards Authority (the Authority) are unable to receive consideration for their examination mark.

¹ As defined by TISC – a mature-age student is a person who will be 20 years of age or over before 1 March 2025.

2. An individual enrolled in an ATAR course examination as a non-school candidate is unable to use the mark from that examination to contribute to the achievement of an Authority exhibition or award.

Procedures for enrolment

1. To enrol to sit an ATAR course examination as a non-school candidate, the candidate uses the *Non-school candidate enrolment form* and payment section in this document.
2. The completed form must be received at the Authority by **Thursday, 28 March 2024**.
3. A fee of \$60 (GST exempt) for courses with only a written examination or \$120 (GST exempt) for courses with both practical and written examinations is payable.
4. Enrolment as a non-school candidate in the 2024 ATAR course examinations cannot be accepted after **Thursday, 28 March 2024**.
5. Candidates enrolling as a non-school candidate in Background or First Language course examinations, must:
 - complete an *Application for permission to enrol in a WACE language course*, which can be accessed through the student portal at <https://studentportal.scsa.wa.edu.au>. For further information, email languagesenrolment@scsa.wa.edu.au.
 - read the relevant language course syllabus and *Practical (Oral) Requirements* booklet (where applicable), available on the relevant course page on the Authority website (at <https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/languages>).
6. Candidates undertaking language course examinations through Interstate Language offerings can access the relevant syllabus through the Interstate Languages page on the Authority website at <https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/languages/interstate-languages>.
7. A mature-age student, or a student who has previously completed Year 12, applying to sit the ATAR EAL/D examination as a non-school candidate must have eligibility approval from the Authority to enrol in the Year 12 ATAR EAL/D course. For information on this process, email eald@scsa.wa.edu.au.

Responsibilities of schools

Schools (principal or school representative) are required to sign the *Declaration by principal/school representative* section of the form. In signing the form, the school is declaring that the student:

- is unable to study the language course (i.e. Chinese: First Language, or French, German, Hindi, Italian or Korean Background Language) for which they are enrolling as a non-school candidate at that school during the current year, **or**
- is unable to study the Interstate Language course for which they are enrolling as a non-school candidate at that school during the current year, **or**
- is seeking entry to university as a mature-age applicant, **or**
- has previously completed Year 12, **and**
- has been informed of the consequences of enrolling as a non-school candidate in an examination and understands the implications of this enrolment.



Non-school candidate enrolment form 2024

1. This form is to be completed by an individual who wishes to enrol as a non-school candidate to sit an ATAR course examination.
2. Individuals are to read the non-school candidate general information section (pages 1 and 2) prior to completing this form.
3. The completed form, with payment, must be returned no later than **Thursday, 28 March 2024**, to the School Curriculum and Standards Authority (the Authority) at enrolments@scca.wa.edu.au. Late enrolments will not be accepted.

[illegible]

Declaration by candidate	
<p>Please place a tick (✓) in the appropriate box/es.</p> <p>I declare that:</p> <div style="margin-left: 20px;"> <input type="checkbox"/> I have read and understood the non-school candidate general information section of this form (pages 1 and 2) <input type="checkbox"/> I have read and understood the <i>Year 12 Information Handbook</i>, the associated specific examination requirements (www.scsa.wa.edu.au) and am aware that I am responsible for downloading the practical and written examination personalised timetables from https://studentportal.scsa.wa.edu.au <input type="checkbox"/> I am eligible to enrol as a non-school candidate <input type="checkbox"/> I have paid (receipt attached) the non-refundable fee of \$60 (GST exempt) for courses with only a written examination, or \$120 (GST exempt) for courses with both practical and written examinations, or <input type="checkbox"/> I have attached payment in the form of a money order issued by Australia Post and payable to School Curriculum and Standards Authority for the non-refundable fee of \$60 (GST exempt) for courses with only a written examination, or \$120 (GST exempt) for courses with both practical and written examinations. </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Signature of candidate _____ Date _____ </div>	
Declaration by principal/school representative, if applicable <i>(This section is not required for those candidates applying as mature-age applicants to university.)</i>	
<p>I confirm that:</p> <ul style="list-style-type: none"> the student meets the eligibility requirements stated in the non-school candidate general information section of this form to enrol as a non-school candidate; and the school has discussed with the student all the information stated in the non-school candidate general information section of this form. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____ Name of principal/school representative</p> <p>_____ Name of school</p> </div> <div style="width: 45%;"> <p>_____ Signature</p> <div style="border: 1px solid black; width: 60px; height: 20px; margin: 5px auto; display: flex;"> <div style="width: 15px; height: 15px; border: 1px solid black;"></div> <div style="width: 15px; height: 15px; border: 1px solid black;"></div> <div style="width: 15px; height: 15px; border: 1px solid black;"></div> <div style="width: 15px; height: 15px; border: 1px solid black;"></div> </div> <p>School code</p> </div> </div>	

The completed form must be returned to the Authority with payment no later than **Thursday, 28 March 2024.**

Payment Options (Cash is not accepted)
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1. CREDIT CARD (MasterCard/VISA only)

Use this link to pay by credit card: <https://www.bpoint.com.au/pay/scsa.eforms/52991221212>

Note: Print and attach the receipt generated after payment has been approved.



Billers Code: 1977784

Ref: Please enter your eight-digit WA student number.

2. TELEPHONE AND INTERNET BANKING



BPAY® Billers Code: 394684

Billers name: SCH CURRIC STAN AUTH

Ref: Please enter your eight-digit WA student number.

Log into your online banking portal or contact your bank or financial institution to make this payment from your cheque, savings, debit, or transaction account. More info: www.bpay.com.au

IMPORTANT: A copy of the BPay receipt must be attached to your completed application as proof of payment.