



**School Curriculum
and Standards
Authority**

Data Procedures Manual 2017

Section 6: Externally set tasks

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Section 6: Externally set tasks

6.1 Overview

Students enrolled in Year 12 General courses and/or Year 12 Foundation courses, are required to complete the externally set task (EST) developed by the Authority for that course.

The EST is compulsory and forms part of the school-based assessment.

Schools are required to:

- administer the ESTs to all students studying Year 12 General and/or Foundation courses
- mark the ESTs and upload the marks into SIRS. The process for uploading EST marks is given below.

Deadline for EST marks and EST scripts.

Please refer to [Activities Schedule](#) for the dates when marks for students studying Year 12 General and/or Foundation courses are due to be uploaded into SIRS.

6.2 Recording data for EST marks

Data can be entered into school database systems, including (but not restricted to) Civica MAZE, Reporting to Parents (for most public schools), SEQTA and Synergetic. To find out how to record data in these systems, please contact the software supplier or refer to [Database programs](#) for links to user manuals.

If your school records data using Microsoft Excel®, the data must be formatted correctly. Failure to do so will ultimately prevent the data from being uploaded into SIRS. Please refer to instructions on the following page on how to set up an Excel® database for enrolments.

6.3 Setting up EST marks database in Excel®

Schools that use Microsoft Excel® as their database for collection of EST marks are required to lay out data in a specific format to ensure it can be uploaded into SIRS.

Information can be found in this section on how to set up an Excel® database for EST marks (RSEST).

	A	B	C	D	E	F	G	H	I	J
1	Record Type	Provider Code	Course Code	Externally Set Task (EST) Code	SCSA Student Number	Student Family Name	Student Given Name	Calendar Year	Academic Year	EST Total Raw Mark
2	RSEST	1234	ELD	ELDGT	22345678	Student	Jane	2017	12	55
3	RSEST	1234	ISC	ISCGT	23345967	Jones	John	2017	12	45
4	RSEST	1234	MAE	MAEGT	22345678	Student	Jane	2017	12	0
5	RSEST	1234	ENG	ENGFT	23345967	Jones	John	2017	12	ABS

The screen shot above shows a section of the required layout for externally set task marks in Excel. For example, **Record type** is required in column A, **Provider code** is required in column B. Each row records a student's result in an EST for either a Year 12 General or Year 12 Foundation course.

The layout requirements for all columns in the EST Excel® database are specified in the above table.

Note: Once the table has been formatted and data entered, the Excel® document must be saved as a **.CSV** (comma delimited) file before it can be uploaded into SIRS.

Table 1: Section 6 – Excel® file format for ESTs marks (RSEST)

Note: *These codes can be found on the Authority website at the following address:

<http://www.scsa.wa.edu.au/sirs-info/est-codes>.

**Please ensure this is the EST raw mark and not a weighted mark or a percentage mark.

Column number	Column reference	Field Name	Comment
1	A	Record type	RSEST Maximum field length = 5
2	B	Provider code	Mandatory Maximum field length = 10 Unique code for the course provider
3	C	Course code	Mandatory Maximum field length = 10 Unique code for the course
4	D	Externally Set Task (EST) code*	Mandatory Unique code for the General or Foundation course unit context, defined on the front cover of the course EST script Maximum field length = 12
5	E	School Curriculum and Standards Authority (SCSA) student number	Mandatory Maximum field length = 15 Must be valid student number issued by the School Curriculum and Standards Authority
6	F	Student family name	Mandatory Maximum field length = 30
7	G	Student given name	Mandatory (Optional if student only has a family name) Maximum field length = 30
8	H	Calendar year	Mandatory Maximum field length = 4 In yyyy format
9	I	Academic year	Mandatory Maximum field length = 2 Must be the following values only: 10, 11, 12
10	J	EST total raw mark**	Mandatory for Year 12 General and Foundation courses who sat EST Maximum field length = 3 A whole number, 0 to max EST raw score, or ABS for Absent

Next Step

6.4 Saving data for SIRS

6.4 Saving data for SIRS

Once all required information has been entered into a database, the data must be saved (or exported) as a **.CSV** file before it can be uploaded into SIRS. Failure to save in this format will ultimately prevent the data from being uploaded into SIRS.

6.4.1 File naming

The file name convention is:**XXXXXSSSSTTTY.YYY.CSV**

- Where **XXXXX** = record type, e.g. RSEST
- SSSS** = the provider/school code, e.g. 1234
- TT** = Y1 for year-long data
- YYY** = Y12 for Year 12 data

Example

A file from provider/school 1234, with Year 12 students, would be **RSEST1234Y1Y12.CSV**.

Further changes

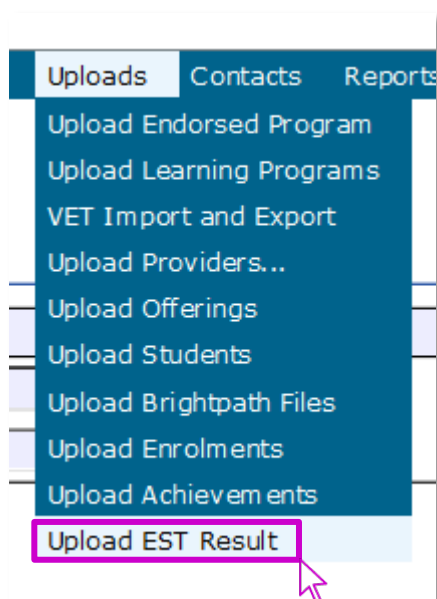
If any further changes need to be made to the spreadsheet, make sure you edit your original Excel® document and not the **.CSV** (comma delimited) file, as opening the **.CSV** file again will result in the loss of any text formatting.

6.5 Uploading data into SIRS

Once data has been saved as a **.CSV** file it can be uploaded into SIRS.

To upload EST marks:

1. Hover over **Uploads > Upload EST Result** in the horizontal blue menu bar (see screen shot below).



2. The **Upload EST Result** file field appears (see screen shot below).

Upload: Upload EST Result

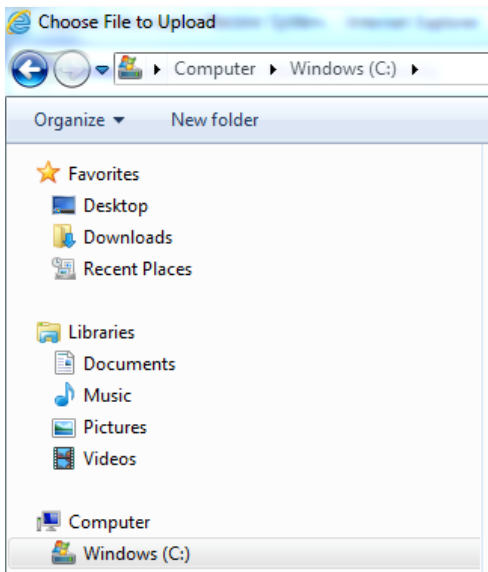
Upload EST Result

Load EST Result

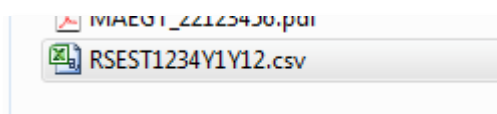
File:

Notify Email Address:

- To locate the required file on your computer, click the **Browse** button.
- On a Windows computer, the **Choose File** screen appears.



- Navigate to the folder where the required file is stored on your computer.
- Click on the required file.



- Click **Open**. The drive, folders path and file name will appear in the **File** field.

Upload: Upload EST Result

Upload EST Result

Load EST Result

File:

Notify Email Address:

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8. The email address of the person uploading the file will automatically appear. SIRS will send an email message to this person to report the status of the upload.
9. Click **Upload File for Processing** or you can click **Close** to exit without continuing with the upload.
10. Check **Messages** in either your email inbox or in **Private Messages**, available from the front page of SIRS.

Email messages

Email messages are generated by SIRS and sent to the person uploading the file. These emails may have any of the following messages:

Successfully verified

The system will place the file in the queue for processing and you will receive another email regarding processing.

Successfully processed

The system has processed the file and there were no problems found.

Processed with warnings

This file has been processed, but the system has ignored certain records.

Failed verification

The system is unable to verify the file and send for processing as there are errors that need to be fixed. Please check all error messages produced by SIRS and try to resolve them.

Failed processing

The system was able to verify the file but there were errors that prevented the information from being processed by SIRS. Please check all error messages produced by SIRS and try to resolve them before contacting the Data Services team by email at dataservices@scsa.wa.edu.au.

Upload confirmation

You will receive a message confirming successful upload in either your email inbox or in **Private Messages** available from the front page of SIRS.

Note: if you successfully upload a file with data that already exists in SIRS, data from the latest file will replace the previous values.

Schools must ensure that all EST marks are uploaded into SIRS. There are a number of reports available to monitor the process of a school's upload of EST marks. These details follow below.

6.6 Reports relating to EST marks (which are available in SIRS)

Schools may choose to complete the upload of EST marks over several sessions. The EST coordinator can use a number of reports in SIRS to monitor upload progress. These reports include:

- (EST001) EST Achievements by EST – this report lists, for each Year 12 General and/or Foundation course, students' raw EST marks.
- (EST002) EST Achievements by Provider – this report lists, for each student, the raw EST mark for each Year 12 General and/or Foundation course.

- (EST003) EST with Missing Results – this report lists each student who has a missing raw EST mark. EST marks must be uploaded for these students into SIRS. For students who were absent, please enter ABS and the upload file.

The pathway to the reports (in SIRS) is as follows: Reports > Other reports > Report type: Externally set tasks > Report name.

6.7 Further help

For issues relating to the information contained in the *Data Procedures Manual 2017*, please email the Data Services team at dataservices@scsa.wa.edu.au.

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