



Non-school candidate enrolment form – 2019

Notes:

1. This form is to be completed by a person who wishes to enrol as a non-school candidate to sit an ATAR course examination.
2. Please read the non-school candidate general information section (pages 3 and 4) prior to the completion of the form.
3. The completed form must be returned to the Authority with payment no later than **Thursday, 4 April 2019**. Late enrolments will not be accepted.

To be completed by student (please print clearly)												
<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> WA student number	<table border="1" style="border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;">D</td> <td style="width: 20px; height: 20px;">D</td> <td style="width: 20px; height: 20px;">M</td> <td style="width: 20px; height: 20px;">M</td> <td style="width: 20px; height: 20px;">Y</td> <td style="width: 20px; height: 20px;">Y</td> <td style="width: 20px; height: 20px;">Y</td> <td style="width: 20px; height: 20px;">Y</td> </tr> </table> Date of birth	D	D	M	M	Y	Y	Y	Y	<table border="1" style="border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;">M</td> <td style="width: 20px; height: 20px;">F</td> </tr> </table> Gender (circle)	M	F
D	D	M	M	Y	Y	Y	Y					
M	F											
<input style="width: 40px; height: 20px;" type="text"/> Title <small>(Mr, Mrs, Miss, Ms)</small>	<input style="width: 100%; height: 20px;" type="text"/> Legal surname/Family name											
<input style="width: 100%; height: 20px;" type="text"/> First given name	<input style="width: 100%; height: 20px;" type="text"/> Second given name	<input style="width: 20px; height: 20px;" type="text"/> Third initial										
Address												
<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>												
Postcode		<input style="width: 40px; height: 20px;" type="text"/>										
Email address												
<input style="width: 100%; height: 20px;" type="text"/>												
Telephone numbers	<input style="width: 100%; height: 20px;" type="text"/> Home	<input style="width: 100%; height: 20px;" type="text"/> Mobile										
Name of ATAR course examination _____												
Candidate to note prior to signing the declaration												
To enrol in an ATAR course examination as a non-school candidate, a non-refundable fee is payable as follows:												
<ul style="list-style-type: none"> for courses with only a written examination, the fee is \$57 (GST inclusive). For Languages, the following courses have only a written examination: Chinese: First Language, Indonesian: First Language, Japanese: First Language and Malay: Background Speakers. for courses with both practical and written examinations, the fee is \$114 (GST inclusive). 												
Payment is due by Thursday, 4 April 2019 and must be received at the time of enrolment. Enrolments as a non-school candidate will not be processed without payment.												

Form continues on the following page

Declaration by candidate

Please place a tick (✓) in the appropriate box/es.

I declare that I:

- have read and understood the non-school candidate general information section of this form (pages 3 and 4)
- have read and understood the *Year 12 Information Handbook*, the associated specific examination requirements (www.scsa.wa.edu.au) and am aware that I am responsible for downloading the written and practical examination personalised timetables from <https://wace.wa.edu.au>
- am eligible to enrol as a non-school candidate
- have paid (receipt attached) for the non-refundable fee of \$57 (GST inclusive) for courses with only a written examination or \$114 (GST inclusive) for courses with both practical and written examinations, or
- have attached payment in the form of a money order issued by Australia Post for the non-refundable fee of \$57 (GST inclusive) for courses with only a written examination or \$114 (GST inclusive) for courses with both practical and written examinations.

Signature of candidate _____

Date _____

Declaration by school, if applicable

(This section is not required for those candidates applying as mature-age applicants to university)

I confirm that:

- 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 of the information stated in the non-school candidate general information section of this form.

Name of principal/school representative

Signature

Name of school

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School code

The completed form must be returned to the School Curriculum and Standards Authority (the Authority) with payment no later than **Thursday, 4 April 2019**.



Billers Code: 758003

Ref: Please enter WA student number

If paying by BPAY please complete the following:

Date of payment: _____

BPAY receipt number: _____

Telephone and Internet Banking – BPAY®

Contact your bank or financial institution to make this payment from your cheque, savings, debit or transaction account. More info: www.bpay.com.au

CREDIT CARD: MasterCard / VISA

Please use this link to pay by credit card

<https://www.bpoint.com.au/pay/scsa.eforms/52991221212>

(Please print and attach the receipt generated from this link after payment has been approved.)

MAIL: Money order in Australian Dollars. The Authority does not accept personal cheques or bank drafts in foreign currency.

CASH: In person, at the Authority's office, between 8.00 am and 4.00 pm on weekdays.



Non-school candidate general information (Please read this prior to completion of the form)

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 assessment to contribute to his/her 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 Western Australian Statement of Student Achievement (WASSA).

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 2019), **or**
- a student who has previously completed Year 12, **or**
- a Year 12 student undertaking language course examinations through interstate language offerings where the course is not offered by the school, **or**
- a Year 12 student undertaking the French, German or Italian background language examinations where the course is not offered by the school.

Rules

1. To enrol as a non-school candidate in an interstate languages examination or in the French, German or Italian background language examination, the candidate must be enrolled to sit at least three other ATAR course examinations in that year.
2. Students 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. Students 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 written and practical examinations for which they are enrolled.
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. A student 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 are unable to receive consideration for their examination mark.
2. A student 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 a School Curriculum and Standards Authority exhibition or award.

Procedures for enrolment

1. Enrolment to sit an ATAR course examination as a non-school candidate is done using the *Non-school candidate enrolment form* (form) and payment section in this document.
2. The completed form must be received at the Authority by **Thursday, 4 April 2019**.
3. A fee of \$57 (GST inclusive) for courses with only a written examination or \$114 (GST inclusive) for courses with both practical and written examinations is payable.

¹ As defined by TISC – A mature-age student is a person who will be 20 years of age or over before 1 March 2020.

4. Enrolment as a non-school candidate in the 2019 ATAR course examinations cannot be accepted after **Thursday, 4 April 2019**. Prior to enrolling as a non-school candidate in background or first language examinations, students must complete an *Application for permission to enrol in a WACE language course*. Application forms can be downloaded from the Authority website at <https://www.scsa.wa.edu.au/forms/forms>. In addition, students should read the relevant language syllabus and *Practical (Oral) Requirements* booklet. Both of these documents are available on the course page on the Authority website. For further information, please email languagesenrolment@scsa.wa.edu.au.
5. A mature-age student or a student who has previously completed Year 12 applying to sit ATAR EAL/D examinations as a non-school candidate must first apply for and be granted eligibility to enrol in EAL/D. Information regarding EAL/D eligibility and the application form are available on the course page on the Authority website at <https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/english/english-as-an-additional-language-or-dialect>

Responsibilities of schools

Schools are required to sign the *Declaration by school* section of the form. In signing the form the school is declaring that the student:

- is unable to study the language (i.e. French, German or Italian Background language course) 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 implication of these factors.

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