



**School Curriculum
and Standards
Authority**

Student Records Management System

School guide for online EAL/D eligibility applications:
international



Acknowledgement of Country

Kaya. The School Curriculum and Standards Authority (the SCSA) acknowledges that our offices are on Whadjuk Noongar boodjar and that we deliver our services on the country of many traditional custodians and language groups throughout Western Australia. The SCSA acknowledges the traditional custodians throughout Western Australia and their continuing connection to land, waters and community. We offer our respect to Elders past and present.

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Online EAL/D eligibility applications

To enrol in a Year 12 Australian Tertiary Admission Rank (ATAR) English as an Additional Language or Dialect (EAL/D) course, students must submit an online EAL/D eligibility application to the School Curriculum and Standards Authority (the SCSA).

This user guide is for schools whose students are submitting an ATAR EAL/D eligibility application via the [student portal \(https://studentportal.scsa.wa.edu.au\)](https://studentportal.scsa.wa.edu.au). Refer to the *Student guide for online EAL/D eligibility applications* for information relevant to students.

The due dates for submission of applications are published on the [EAL/D page \(https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/english/english-as-an-additional-language-or-dialect\)](https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/english/english-as-an-additional-language-or-dialect) on the SCSA website.

Information for teachers

If students require support to complete their online EAL/D eligibility applications, it is recommended that they complete the process as a group in the classroom, or computer lab, so teachers can help them and answer any questions.

Make sure that students have all their supporting documents ready before they start their online EAL/D eligibility applications. Refer to the checklist, which lists everything that students need to complete an online EAL/D eligibility application, including file specifications for their supporting documents. A copy of this checklist is also included in the *Student guide for online EAL/D eligibility applications*.

There are two criteria for EAL/D eligibility and each student must select the one that is applicable to them. Usually, the first criterion will apply.

Before submitting their online EAL/D eligibility applications, the SCSA recommends that students print their applications and check all information carefully before proceeding. Once the application has been submitted to the SCSA, it can be viewed as read-only and no further changes can be made.

Three stages in the online submission process

There are three stages in the submission of an online EAL/D eligibility application.

1. Student **submission** of application in the **student portal**.
2. Teacher **endorsement** of student's application in the **SRMS portal**.
3. School **endorsement** of student's application in the **SRMS portal**.

When all three stages have been completed, the application will be processed by the SCSA.

Checklist

Use this checklist to make sure that students have everything they need before they start their application. To complete their online application, students will need to use a computer, either at home or at school. If students have any questions, they can ask their parent/s or EAL/D teacher to help them.

1

Logging in to the student portal

To log in to the student portal, students will need their **WA student number**, which is on their school report/s. Students will need a **personal email address**. They must be able to access this personal email account when they complete their online application.

2

Residential information

Students will need to provide the following details:

- country of birth
- total time they have lived in a predominantly English-speaking country*
- country of birth — mother and father (or carer/s)
- countries they have lived in†
- nationality
- languages spoken at home

* countries where English is the primary and/or official language

† countries where they have lived as a resident, not countries that they have visited on holiday

3

Educational background

Make sure they have:

- details of the schools attended for every school year from Year 1:
 - name of the school
 - country where the school is located
 - calendar years they attended the school
 - international school status‡
 - main language of school delivery
 - percentage of course delivery in English
- school report/s for years where they attended school where English was **not** the main medium of course delivery

‡ schools that teach an international curriculum

4

Supporting documents

Students will need to photograph or scan the following documents:

- passport identification page or identification card
- school report/s

Students should save the supporting documents to their computer or mobile device as **.pdf, .jpg, .jpeg or .png** files, with a **maximum size of 4MB for each file**. **Word** documents will **not** be accepted.

Students must use English letters to name their files.

Five steps for EAL/D teacher endorsement

When students have submitted their EAL/D eligibility applications, the person or people registered as a teacher endorser will be prompted to endorse these applications in the Student Records Management System (SRMS) portal. The teacher endorser/s must be familiar with the educational and linguistic background and capabilities of the applicant. They must also be able to verify that the applicant is a genuine EAL/D candidate and that the information provided in the application is accurate and correct. The teacher endorser/s must be a practising teacher and would normally be the applicant's EAL/D or English teacher.

Step 1: Log in to the SRMS portal

Log in to the [SRMS portal \(https://srms.scsa.wa.edu.au\)](https://srms.scsa.wa.edu.au).

The first time you log in, click on and read the login instructions (highlighted below). Contact your school administrator if you have not received the email with the link.

Enter your work email address and password in the non-government school login panel.

Tick the check box (highlighted below) to show that you have read and understand the terms of use.

Click on the **Login** button (highlighted below) to enter the SRMS portal.

The screenshot shows the SRMS portal login interface. At the top, there are logos for the Department of Education Western Australia and the School Curriculum and Standards Authority, followed by the text 'SRMS portal'. Below this, there are two main login sections: 'Government school login' and 'Non-government school login'. The 'Government school login' section includes a 'education.wa.edu.au LOGIN' button and a link 'CLICK HERE FOR LOGIN INSTRUCTIONS'. The 'Non-government school login' section has a 'Work email address' label above a 'Username' input field, a 'Password' label above a 'Password' input field, and a checkbox with the text 'I have read and understand the terms of use'. Below the checkbox is a 'LOGIN' button and a 'CANCEL' button. At the bottom of the non-government login section, there is another 'CLICK HERE FOR LOGIN INSTRUCTIONS' link and a 'Forgot your password?' link. A grey callout box on the right side of the page contains the following text: 'CLICK HERE FOR LOGIN INSTRUCTIONS', 'Your school administrator will add your work email address to the SRMS.', 'You will receive an SRMS email. Click on the link then follow the prompts to confirm your email address and create a password.', 'Enter your work email address and password in the login panel.', 'Tick the box to confirm that you have read and understand the terms of use.', 'Click on the Login button to enter the SRMS portal.', and 'Forgot your password?'.

If you have forgotten your password, click on **Forgot your password**.

Enter your work email address and tick the check box to confirm that you are not a robot. You will be prompted to select images as part of the verification process, then invited to choose another password.

Step 2: Select students' EAL/D eligibility applications

To retrieve your students' applications, select **EAL/D Applications** from the **Student Applications** drop-down menu (highlighted below).



All submitted EAL/D applications from your students will be displayed on the screen. The **Status** column shows submitted student applications, with a tick and **Submitted** (highlighted below). The **Sub status** column will be blank. The **Requires attention by me** column shows as **Yes** (highlighted below), advising you to take action.

Teachers must endorse each student's application within three working days of receipt of an email notification that an application requires their attention. This is to ensure that the application can be processed in a timely manner by the SCSA before the Year 12 enrolment deadline.

Note: the oldest application will appear at the top of the list, since this requires your attention first.

The screenshot shows the 'EAL/D Applications' table. The table has a header row with columns: 'Status', 'Sub status', and 'Requires attention by me'. The first row shows a 'SUBMITTED' status and 'Yes' under 'Requires attention by me', both highlighted with red boxes. The table also includes a 'VIEW' button for each row and a 'Requires attention by me' column with a dropdown arrow.

	Status	Sub status	Requires attention by me ↓
<input type="checkbox"/>	✓ SUBMITTED		Yes
<input type="checkbox"/>	✓ SUBMITTED		Yes
<input type="checkbox"/>	☆ NEW		
<input type="checkbox"/>	✓ SUBMITTED		
<input type="checkbox"/>	☆ NEW		
<input type="checkbox"/>	☆ NEW		
<input type="checkbox"/>	☆ NEW		

Filter students' EAL/D eligibility applications

To retrieve applications at a specific stage of the application process, you can use the filter check boxes on the left side of the **EAL/D Applications** screen. For example, tick the **Submitted** and **In progress** check boxes then click on the **Search** button (both highlighted below) to see all applications awaiting endorsement or progressing through the approval process. The **Sub status** filter (highlighted below) will select applications that have been **Teacher endorsed**, **School endorsed**, **EAL/D PC reviewed** or that are **Ready to publish**, to help you view your students' applications.

Alternatively, type in the student's **Given name** and/or **Family name**, or their **WA student number**, then click on the **Search** button (highlighted below) to select that student's application.

If you want to view applications that students submitted in the previous year/s, select the **Show students registered in previous years** check box (highlighted below), then click on the **Search** button (highlighted below). This is very useful at the beginning of a calendar year, when the SCSEA changes the portal date to the new academic year. By selecting this check box, you can view and endorse students' applications that were submitted prior to the change of year.

Click on the **Reset** button (highlighted below) to reset the filters and view all the applications.

You can see the number of applications that require your attention (highlighted below). This number will update as you complete the required action.

The screenshot displays the 'EAL/D Applications' filter interface. On the left, a sidebar contains a 'CLOSE FILTER' button and a 'REQUIRES ACTION: 1' indicator. Below this are input fields for 'Provider code', 'Provider name', 'Given name', 'Family name', 'WA student number', and 'Associated teacher'. A 'Sub status' dropdown menu is open, showing options: 'Any', 'Teacher endorsed', 'School endorsed', 'EAL/D PC reviewed', 'PC reviewed', and 'Ready to publish'. The 'Submitted' and 'In Progress' checkboxes under 'Application status' are checked. At the bottom, 'RESET' and 'SEARCH' buttons are visible.

Step 3: View students' EAL/D eligibility applications

Click on the **View** button (highlighted below) to the left of the student's name to read all details and supporting documents in that student's application (example shown below).

ENDORSE SELECTED						
<input type="checkbox"/>	Status	Sub status	Requires attention by me ↓	WA student number	Given name	Family name
<input type="checkbox"/>	VIEW	✓ SUBMITTED	Yes			
<input type="checkbox"/>	VIEW	✓ SUBMITTED	Yes			

Country of birth

Amendment required

Overall time spent in a predominantly English speaking country

Years: Months:

Amendment required

Mother/carer 1 country of birth

Amendment required

Father/carer 2 country of birth

Amendment required

All countries where you have been a resident

Amendment required

Your current nationality

Amendment required

Provide the languages spoken at home (in order of frequency)

Amendment required

When reviewing the student's education background, if the school name is very long, it will be abbreviated with an ellipsis. Hover with your mouse over the school name and the name will be displayed in full (highlighted below).

Status Action	Calendar Year	Academic Year	Name of the school you attended	International school	Country in which you attended school	Main language of course delivery* at school	Percentage** of time of course delivery in English
<input checked="" type="checkbox"/> EDIT	2021	12	Really long name to see how it i...	No	Australia	English	100%
<input checked="" type="checkbox"/> EDIT	2020	11	Does this name fit in or is it abb...	No	Australia	English	100%

Step 4: Endorse students' EAL/D eligibility applications

Scroll down to the bottom of the application form to the **Endorse Application** section. Select either **I Endorse** or **I cannot endorse**. If you endorse the application, it is optional to add a comment.

Note: if you see an error in a student's application, such as an incorrect percentage in the Educational Background table, or the incorrect language/s spoken at home, add this information in the **Comment** box, but still endorse the application. The SCSA considers this information when reviewing the application and it often means that further action will not be required by the student.

Click on the **Submit** button (highlighted below), to submit your endorsement.

Endorse Application
Endorse application?
 I endorse
 I cannot endorse
Comment

Multiple endorsements

If you wish to endorse multiple applications at the same time, tick the check box underneath the **Endorse selected** button to select multiple applications (highlighted below).

Click on the **Endorse selected** button (highlighted below). A warning will appear, asking if you wish to endorse the applications of the selected students. Click on the **Endorse** button (highlighted below) to endorse the selected applications. Alternatively, click on the **Cancel** button (highlighted below) to cancel this multiple endorsement.

<input checked="" type="checkbox"/>	Status	Sub status	Requires attention by me ↓
<input checked="" type="checkbox"/>	<input type="button" value="VIEW"/>	✓ SUBMITTED	Yes
<input checked="" type="checkbox"/>	<input type="button" value="VIEW"/>	✓ SUBMITTED	Yes
<input checked="" type="checkbox"/>	<input type="button" value="VIEW"/>	☆ NEW	

Endorse EAL/D Applications
Do you want to endorse 2 applications?

If you choose not to endorse a student’s application, you must add an explanation for your decision. Click on the **Submit** button (highlighted below), to submit your endorsement.

Endorse Application

Endorse application?

I endorse

I cannot endorse

Comment

The student has lived in a predominantly English-speaking country for more than seven years.

SUBMIT
↑ BACK TO TOP

You will see a warning, advising that if you proceed the student may not be eligible to enrol in the Year 12 ATAR EAL/D course.

Click on the **Continue** button (highlighted below) to proceed. Click on the **Cancel** button if you decide to return to the **Endorse Application** panel.

Note: the SCSA reviews all applications that have not been endorsed by the teacher to determine students’ EAL/D eligibility.

You will see advice that the application must now be endorsed by a representative of your school’s administration. Click on the **Continue** button (highlighted below) to proceed.

⚠ Not endorsing application ✕

Please note that by choosing not to endorse this student's application, the student may not be able to enrol in Year 12 ATAR EAL/D. If you wish to endorse this student as a genuine EAL/D candidate, but have noted an error in the application, please contact SCSA about the error, but still endorse the student.

CANCEL
CONTINUE

⚠ Next steps ✕

Following endorsement of the EAL/D application by you, the next step in the process is for the School to endorse the application. Please ensure the the School EAL/D endorser is aware that they need to endorse the application.

CONTINUE

You will return to the **EAL/D Applications** screen. The **Status** column shows as **Submitted** (highlighted below). The **Sub status** column shows as **Teacher endorsed** (highlighted below). The **Requires attention by me** column will now be blank, to show that you have completed endorsement of your students’ EAL/D eligibility applications.

EAL/D Applications

CLOSE FILTER

FILTER EAL/D APPLICATIONS

Provider code

Given name

ENDORSE SELECTED

	Status	Sub status	Requires attention by me	WA student number	Given name	Family name
<input type="checkbox"/>	✓ SUBMITTED	Teacher endo...				
<input type="checkbox"/>	VIEW	✓ SUBMITTED	Teacher endo...			

Step 5: Check the SRMS portal for students' EAL/D eligibility status

You can check the **EAL/D Applications** screen in the SRMS portal to monitor the progress of students' applications at any time. The **EAL/D Applications** screen will update whenever an application advances through the various stages of the application process.

You will notice that the application status will update with the following definitions.

New: new, but incomplete EAL/D eligibility application

Submitted: EAL/D eligibility application has been submitted and is at the teacher endorsement stage

In progress: EAL/D eligibility application that is progressing through the approval stages

Info required: EAL/D eligibility application requires further information or amendment

Finalised: EAL/D eligibility status has been determined for this application

Cancelled: EAL/D eligibility application has been cancelled

VIEW	✓ SUBMITTED	Teacher endo...
VIEW	✓ SUBMITTED	Teacher endo...
VIEW	✓ SUBMITTED	Teacher endo...
VIEW	✓ SUBMITTED	Teacher endo...
VIEW	👍 FINALISED	Eligible
VIEW	⌚ IN PROGRESS	School endors...
VIEW	👍 FINALISED	Eligible
VIEW	☆ NEW	
VIEW	👍 FINALISED	Eligible
VIEW	👍 FINALISED	Eligible
VIEW	⚠️ INFO REQUIRED	
VIEW	👍 FINALISED	Eligible
VIEW	👍 FINALISED	Not eligible

Note: students can check the status of their applications by logging in to the student portal. A decision will usually be made between one and five business days after submission.

The status of students' applications will change from **In progress** to either **Eligible** or **Not eligible** in the student portal. The SCSA will also email the outcome to the school.

Five steps for school endorsement

After the EAL/D teacher has completed endorsement of students' applications, the person or people registered as a school endorser will be prompted to endorse students' applications in the SRMS portal. The school endorser/s must be familiar with EAL/D eligibility policy and, based on their own knowledge or on advice given to them, can endorse that the applicant is a genuine EAL/D candidate and that the school is applying the eligibility policy correctly. The school endorser/s would normally be the principal or someone who is acting on behalf of the principal, such as a deputy principal.

The application will not be forwarded to the SCSA until it has been endorsed by the school.

Step 1: Log in to the SRMS portal

Log in to the [SRMS portal \(https://srms.scsa.wa.edu.au\)](https://srms.scsa.wa.edu.au).

The first time you log in, click on and read the login instructions (highlighted below). Contact your school administrator if you have not received the email with the link.

Enter your work email address and password in the non-government school login panel.

Tick the check box (highlighted below) to show that you have read and understand the terms of use.

Click on the **Login** button (highlighted below) to enter the SRMS portal.

The screenshot shows the SRMS portal login interface. At the top, there are logos for the Department of Education Western Australia and the School Certification and Standards Authority, followed by the text 'SRMS portal'. Below this, there are two main sections: 'Government school login' and 'Non-government school login'. The 'Government school login' section includes a link for 'education.wa.edu.au LOGIN' and a link for 'CLICK HERE FOR LOGIN INSTRUCTIONS'. The 'Non-government school login' section has a 'Work email address' field with a 'Username' placeholder, a 'Password' field with a 'Password' placeholder and an eye icon, and a checkbox labeled 'I have read and understand the terms of use'. Below the password field are 'LOGIN' and 'CANCEL' buttons. At the bottom of the non-government section are a link for 'CLICK HERE FOR LOGIN INSTRUCTIONS' and a link for 'Forgot your password?'. To the right of the main form is a callout box titled 'CLICK HERE FOR LOGIN INSTRUCTIONS' containing the following text: 'Your school administrator will add your work email address to the SRMS. You will receive an SRMS email. Click on the link then follow the prompts to confirm your email address and create a password. Enter your work email address and password in the login panel. Tick the box to confirm that you have read and understand the terms of use. Click on the Login button to enter the SRMS portal. Forgot your password?'.

If you forget your password, click on **Forgot your password**.

Enter your work email address and tick the check box to confirm that you are not a robot. You will be prompted to select images as part of the verification process, then invited to choose another password.

Step 2: Select students' EAL/D eligibility applications

Select **EAL/D Applications** from the **Student Applications** drop-down menu (highlighted below).



All submitted EAL/D applications from your students will be displayed on the screen.

The **Status** column shows submitted student applications, with a tick and **Submitted** (highlighted below). The **Sub status** column shows as **Teacher endorsed** (highlighted below). The **Requires attention by me** column shows as **Yes** (highlighted below), advising you to take action.

Principals or deputy principals must endorse each student's application within three working days of receipt of an email notification that an application requires their attention. This is to ensure that the application can be processed in a timely manner by the SCSA before the Year 12 enrolment deadline.

Note: the oldest application will appear at the top of the list, since this requires your attention first.

The screenshot shows the 'EAL/D Applications' table. On the left, there is a vertical 'OPEN FILTER' button. At the top of the table, there is a button labeled 'ENDORSE SELECTED'. The table has four columns: a checkbox column, a 'Status' column, a 'Sub status' column, and a 'Requires attention by me' column with a downward arrow. The first row is highlighted with a red box, showing a checked checkbox, 'VIEW', '✓ SUBMITTED', 'Teacher endo...', and 'Yes'. The second row shows a checked checkbox, 'VIEW', '✓ SUBMITTED', 'Teacher endo...', and 'Yes'. The third row shows a checked checkbox, 'VIEW', '✓ SUBMITTED', and 'School endors...'. The fourth row shows a checked checkbox, 'VIEW', '⌚ IN PROGRESS', and 'School endors...'. The 'VIEW' buttons are in dark grey boxes.

<input type="checkbox"/>		Status	Sub status	Requires attention by me ↓
<input checked="" type="checkbox"/>	VIEW	✓ SUBMITTED	Teacher endo...	Yes
<input checked="" type="checkbox"/>	VIEW	✓ SUBMITTED	Teacher endo...	Yes
<input checked="" type="checkbox"/>	VIEW	✓ SUBMITTED		
<input checked="" type="checkbox"/>	VIEW	⌚ IN PROGRESS	School endors...	

Filter students' EAL/D eligibility applications

To retrieve applications at a specific stage of the application process, you can use the filter check boxes on the left side of the **EAL/D Applications** screen. For example, tick the **Submitted** and **In progress** check boxes then click on the **Search** button (both highlighted below) to see all applications awaiting endorsement or progressing through the approval process. The **Sub status** filter (highlighted below) will select applications that have been **Teacher endorsed**, **School endorsed**, **EAL/D PC reviewed** or that are **Ready to publish**, to help you view your students' applications.

Alternatively, type in the student's **Given name** and/or **Family name**, or their **WA student number**, then click on the **Search** button (highlighted below) to select that student's application.

If you want to view applications that students submitted in the previous year/s, select the **Show students registered in previous years** check box (highlighted below), then click on the **Search** button (highlighted below). This is very useful at the beginning of a calendar year, when the SCSEA changes the portal date to the new academic year. By selecting this check box, you can view and endorse students' applications that were submitted prior to the change of year.

Click on the **Reset** button (highlighted below) to reset the filters and view all the applications.

You can see the number of applications that require your attention (highlighted below). This number will update as you complete the required action.

EAL/D Applications

CLOSE FILTER

FILTER EAL/D APPLICATIONS

REQUIRES ACTION: 2

Provider code

Provider name

Given name

Family name

WA student number

Associated teacher

Show students registered in previous years

Application status

New

Cancelled

Submitted

In Progress

Info Required

Finalised

RESET **SEARCH**

Sub status

Any

Any

Teacher endorsed

School endorsed

EAL/D PC reviewed

PC reviewed

Ready to publish

Step 3: View students' EAL/D eligibility applications

Click on the **View** button (highlighted below) to the left of the student's name to read all details and supporting documents in that student's application (example shown below).

ENDORSE SELECTED						
<input type="checkbox"/>	Status	Sub status	Requires attention by me ↓	WA student number	Given name	Family name
<input type="checkbox"/>	VIEW ✓ SUBMITTED	Teacher endo...	Yes			
<input type="checkbox"/>	VIEW ✓ SUBMITTED	Teacher endo...	Yes			
	VIEW ✓ SUBMITTED					
	VIEW ✓ SUBMITTED					

Country of birth
Malaysia

Amendment required

Overall time spent in a predominantly English speaking country

Years: Months:

Amendment required

Mother/carer 1 country of birth
Malaysia

Amendment required

Father/carer 2 country of birth
Malaysia

Amendment required

All countries where you have been a resident
Malaysia

Amendment required

Your current nationality
Malaysian

Amendment required

Provide the languages spoken at home (in order of frequency)
Malay

Amendment required

When reviewing the student's education background, if the school name is very long, it will be abbreviated with an ellipsis. Hover with your mouse over the school name and the full name will display (highlighted below).

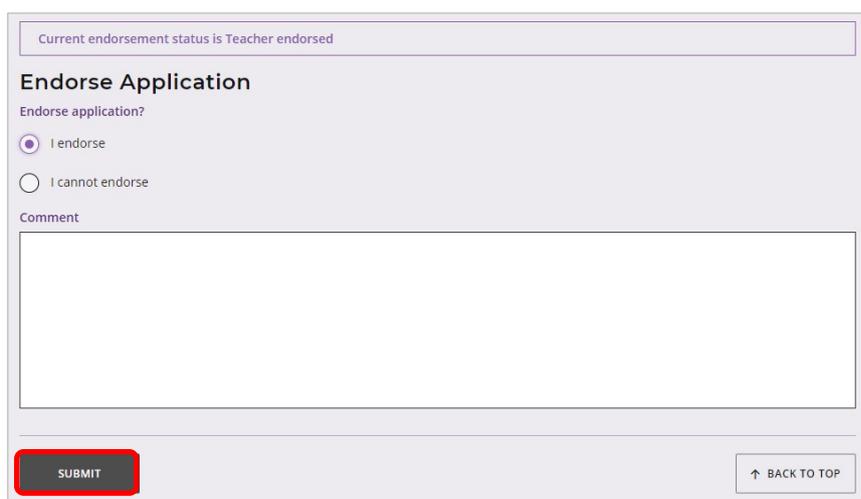
Status Action	Calendar Year	Academic Year	Name of the school you attended	International school	Country in which you attended school	Main language of course delivery* at school	Percentage** of time of course delivery in English
<input type="checkbox"/> EDIT	2021	12	Really long name to see how it i...	No	Australia	English	100%
			Really long name to see how it is displayed on the screen				
<input type="checkbox"/> EDIT	2020	11	Does this name fit in or is it abb...	No	Australia	English	100%

Step 4: Endorse students' EAL/D eligibility applications

Scroll to the bottom of the application to the **Endorse Application** section. Select either **I endorse** or **I cannot endorse**. If you choose to endorse the application, it is optional to add a comment.

Note: if you see an error in a student's application, such as an incorrect percentage in the Educational Background table, or the incorrect language/s spoken at home, add this information in the **Comment** box, but still endorse the application. The SCSA considers this information when reviewing the application and it often means that further action will not be required by the student.

Click on the **Submit** button (highlighted below) to submit your endorsement.



Current endorsement status is Teacher endorsed

Endorse Application

Endorse application?

I endorse

I cannot endorse

Comment

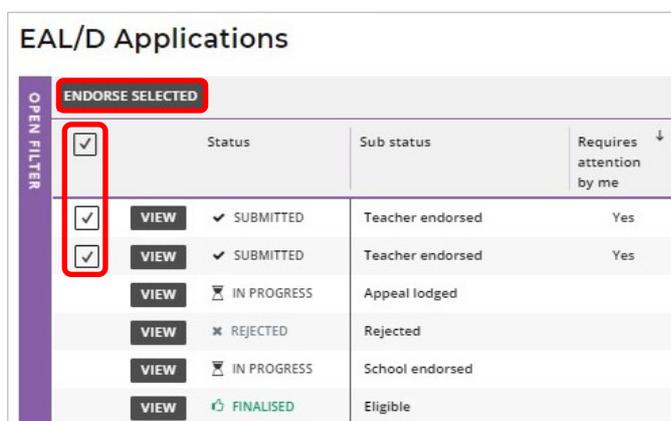
SUBMIT ↑ BACK TO TOP

Multiple endorsements

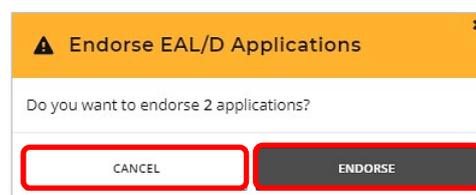
If you wish to endorse multiple applications at the same time, tick the check box underneath the **Endorse selected** button to select multiple applications (highlighted below).

Click on the **Endorse selected** button (highlighted below).

A warning will appear, asking if you wish to endorse the applications of the selected students. Click on the **Endorse** button (highlighted below) to endorse the selected applications. Alternatively, click on the **Cancel** button (highlighted below) to cancel this multiple endorsement.



EAL/D Applications			
ENDORSE SELECTED			
OPEN FILTER	Status	Sub status	Requires attention by me ↓
<input checked="" type="checkbox"/>	VIEW ✓ SUBMITTED	Teacher endorsed	Yes
<input checked="" type="checkbox"/>	VIEW ✓ SUBMITTED	Teacher endorsed	Yes
<input type="checkbox"/>	VIEW ⌚ IN PROGRESS	Appeal lodged	
<input type="checkbox"/>	VIEW ✗ REJECTED	Rejected	
<input type="checkbox"/>	VIEW ⌚ IN PROGRESS	School endorsed	
<input type="checkbox"/>	VIEW 🏆 FINALISED	Eligible	



Endorse EAL/D Applications

Do you want to endorse 2 applications?

CANCEL **ENDORSE**

If you choose not to endorse a student’s application, you must add an explanation for your decision. Click on the **Submit** button (highlighted below), to submit your endorsement.

Current endorsement status is Teacher endorsed

Endorse Application

Endorse application?

I endorse

I cannot endorse

Comment

The student does not meet the eligibility criterion.

SUBMIT
↑ BACK TO TOP

You will see a warning, advising that if you proceed the student may not be eligible to enrol in the Year 12 ATAR EAL/D course.

Click on the **Continue** button (highlighted below) to proceed. Click on the **Cancel** button if you decide to return to the **Endorse Application** panel.

⚠ Not endorsing application
✕

Please note that by choosing not to endorse this student's application, the student may not be able to enrol in Year 12 ATAR EAL/D. If you wish to endorse this student as a genuine EAL/D candidate, but have noted an error in the application, please contact SCSA about the error, but still endorse the student.

CANCEL
CONTINUE

Note: the SCSA reviews all applications that have not been endorsed by the school to determine students’ EAL/D eligibility.

You will return to the **EAL/D Applications** screen. The **Status** will show as an hourglass icon and **In progress** (highlighted below). The **Sub status** will show as **School endorsed** (highlighted below). The **Requires attention by me** column will now be blank, to show that you have completed endorsement of your students’ eligibility applications.

EAL/D Applications						
	Status	Sub status	Requires attention by me	WA student number	Given name	Family name
<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <small>FILTER EAL/D APPLICATIONS</small> Provider code <input style="width: 100%;" type="text"/> </div> <div style="border: 1px solid #ccc; padding: 2px;"> Given name <input style="width: 100%;" type="text"/> </div>	<small>VIEW</small> ⌚ IN PROGRESS	School endorsed	<small>VIEW</small> ⌚ IN PROGRESS	School endorsed		

What happens next?

When the EAL/D teacher and principal or deputy principal have endorsed their students' EAL/D eligibility applications, the SCSA will review the applications and all supporting documents.

If any amendments are required, the student will receive an email. The school cannot make any changes on a student's behalf. Any further information must be provided by the student in the student portal.

Based on the information provided in each student's application, and teacher and school endorsement, the SCSA will decide each student's eligibility to enrol in the Year 12 ATAR EAL/D course.

This determination will show as **Eligible** or **Not eligible** in the student portal. The SCSA will also email the outcome to the school.

Step 5: Check the SRMS portal for students' EAL/D eligibility status

Principals or deputy principals can check the **EAL/D Applications** screen in the SRMS portal to monitor the progress of students' applications at any time. The **EAL/D Applications** screen will update whenever an application advances through the various stages of the application process.

You will notice that the application status will update with the following definitions.

New: new, but incomplete EAL/D eligibility application

Submitted: EAL/D eligibility application has been submitted and is at the teacher endorsement stage

In progress: EAL/D eligibility application that is progressing through the approval stages

Info required: EAL/D eligibility application requires further information or amendment

Finalised: EAL/D eligibility status has been determined for this application

Cancelled: EAL/D eligibility application has been cancelled

VIEW	✓ SUBMITTED	Teacher endo...
VIEW	✓ SUBMITTED	Teacher endo...
VIEW	✓ SUBMITTED	Teacher endo...
VIEW	✓ SUBMITTED	Teacher endo...
VIEW	🔄 FINALISED	Eligible
VIEW	⌚ IN PROGRESS	School endors...
VIEW	🔄 FINALISED	Eligible
VIEW	☆ NEW	
VIEW	🔄 FINALISED	Eligible
VIEW	🔄 FINALISED	Eligible
VIEW	⚠️ INFO REQUIRED	
VIEW	🔄 FINALISED	Eligible
VIEW	🔄 FINALISED	Not eligible

Note: students can check the status of their applications by logging in to the student portal. A determination will usually be made between one and five business days after submission.

The status of students' applications will change from **In progress** to either **Eligible** or **Not eligible** in the student portal. The SCISA will also email the outcome to the school.

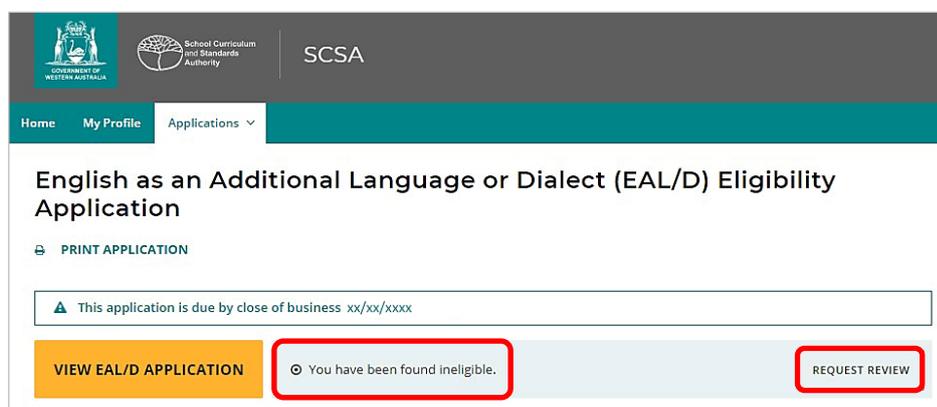
Review and appeal processes

Review

If the SCSA decides that a student is **Ineligible** to enrol, this will be shown in the student portal (highlighted below). If the student thinks that they do meet the criteria, they can request a review of their EAL/D eligibility application by the SCSA. This must be done before the due date, which is shown on the EAL/D notification screen in the student portal.

Note: the review and appeal due dates are also published in the *Activities Schedule*. If students have any questions, they should contact their school.

To request a review of their EAL/D eligibility application, the student should click on the **Request review** button (highlighted below) in the student portal. The school cannot request a review on the student's behalf.



To show that they meet the criteria, the student needs to provide additional evidence, by photographing or scanning one or more documents not previously submitted, uploading it/them and/or typing in additional information. The student should check their document/s and/or comments that they provide because, after submission of the request, they cannot upload other documents or make any changes. They can still view them in read-only mode.

Once all supporting documents have been uploaded, the student should click on the **Submit** button. If they have not attached at least one additional document, or provided a comment, the request for a review cannot be submitted.

Note: a student can only request one review.

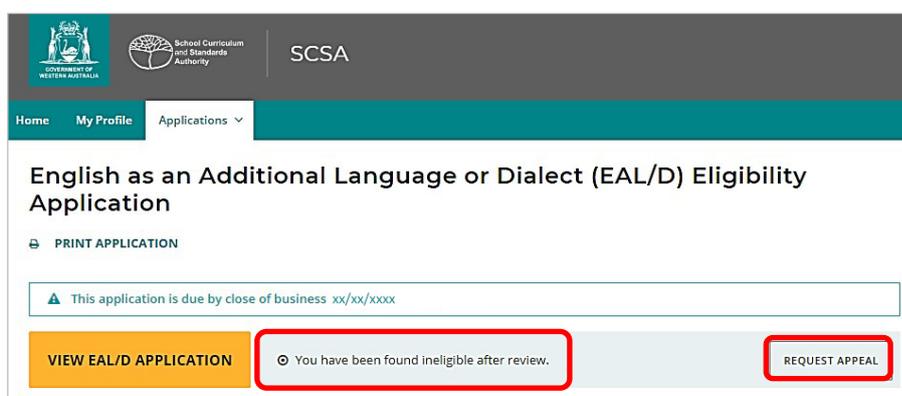
The SCSA will review the student's application and all additional documentation and/or supporting evidence provided for the review. After the review has been completed, the SCSA will notify the school by email, stating the outcome of the review. The student can also see the outcome of the review in the student portal. The review eligibility status will be either **Eligible** or **Ineligible** and the student will be able to view a comment explaining the decision.

Appeal

Following the review of the student's EAL/D eligibility application, if the SCSA decides that the student is still **Ineligible** to enrol, this will be shown in the student portal (highlighted below). After the review has been completed, the student can request an appeal of their EAL/D eligibility application by an external EAL/D Eligibility Appeal Panel. This must be done before the due date, which is shown on the EAL/D notification screen in the student portal.

Note: the review and appeal due dates are also published in the *Activities Schedule*. If students have any questions, they should contact their school.

To request an appeal of their EAL/D eligibility application, the student should click on the **Request appeal** button (highlighted below) in the student portal. The school cannot request an appeal on the student's behalf.



To show that they meet the criteria, the student needs to provide additional evidence, by photographing or scanning one or more documents not previously submitted, uploading it/them and/or typing in additional information. The student should check the document/s and/or comments that they provide because, after submission of the request, they cannot upload other documents or make any changes.

Once all supporting documents have been uploaded, the student should click on the **Submit** button. If they have not attached at least one additional document, or provided a comment, the request for an appeal cannot be submitted.

Note: a student can only request one appeal.

The EAL/D Eligibility Appeal Panel will review the student's application and all additional documentation and/or supporting evidence provided for the review and the appeal. After the appeal has been completed, the SCSA will notify the school by email, stating the outcome of the appeal. The student can also see the outcome of the appeal in the student portal. The appeal eligibility status will be either **Eligible** or **Ineligible** and the student will be able to view a comment explaining the decision. At this point, the SCSA recommends that the student contact the school to discuss their study options.

