



**School Curriculum
and Standards
Authority**

Student portal

Student 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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School Curriculum and Standards Authority

Street address: 303 Sevenoaks Street CANNINGTON WA 6107

Postal address: PO Box 816 CANNINGTON WA 6987

Phone: (08) 9273 6300

General email: info@scsa.wa.edu.au

Web: www.scsa.wa.edu.au

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Introduction

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

This user guide shows you how to submit an EAL/D eligibility application via the [student portal](https://studentportal.scsa.wa.edu.au) (<https://studentportal.scsa.wa.edu.au>).

Information about the application process for EAL/D eligibility and the submission dates for applications can be found 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>) of the SCSA website.

Five steps in the online EAL/D eligibility process

As outlined in this guide, there are five steps to follow to apply for EAL/D eligibility:

Step 1: Log in to the student portal

Step 2: Start your EAL/D eligibility application

Step 3: Upload your supporting documents

Step 4: Submit your EAL/D eligibility application

Step 5: Check the student portal for your EAL/D eligibility status

Checklist

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

1

Logging in to the student portal

To log in to the student portal, you will need your **WA student number**, which you will find on your school report/s. You will also need a **personal email address** and must be able to access your personal email account when you complete your online application.

2

Residential information

You will need to provide the following details:

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

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

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

3

Educational background

Make sure you have:

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

‡ schools that teach an international curriculum

4

Supporting documents

You will need to photograph or scan the following documents:

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

Save the supporting documents to your 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.

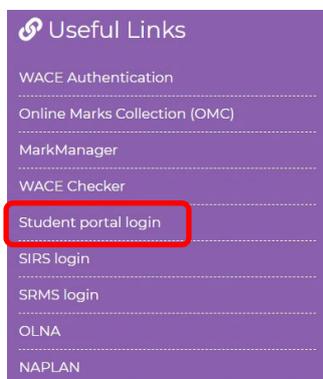
You must use English letters to name your files.



Step 1: Log in to the student portal

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

You will find this link on the SCSA website, under **Useful Links** (highlighted below).



Enter your **WA student number**, which you will find on your school report/s.

Your initial password is a combination of your family name and date of birth — **Nnddmmyyy**:

- **Nn** = the first two letters of your family name: the first as a capital letter (A–Z) and the second as a lower case letter (a–z), excluding any punctuation or spaces
- **ddmmyyy** = your date of birth in day month year format.

Tick the check box (highlighted below) to show that you have read and understand the terms of use and click on the **Login** button (highlighted below) to enter the student portal.

Login

WA student number

Username

Password

.....

I have read and understand the [terms of use](#)

LOGIN CANCEL

Login instructions for first-time users

Enter your WA student number.

Your initial password is a combination of your family name and date of birth — **Nnddmmyyy**:

- **Nn** = the first two letters of your family name: the first as a capital letter (A-Z) and the second as a lower case letter (a-z), excluding any punctuation or spaces.
- **ddmmyyy** = your date of birth in day month year format.

For example, Ms Smith, born on 5 October 2004, would be **Sm05102004**. Mr O' Pearson, born on 18 March 2002, would be **Op18032002**.

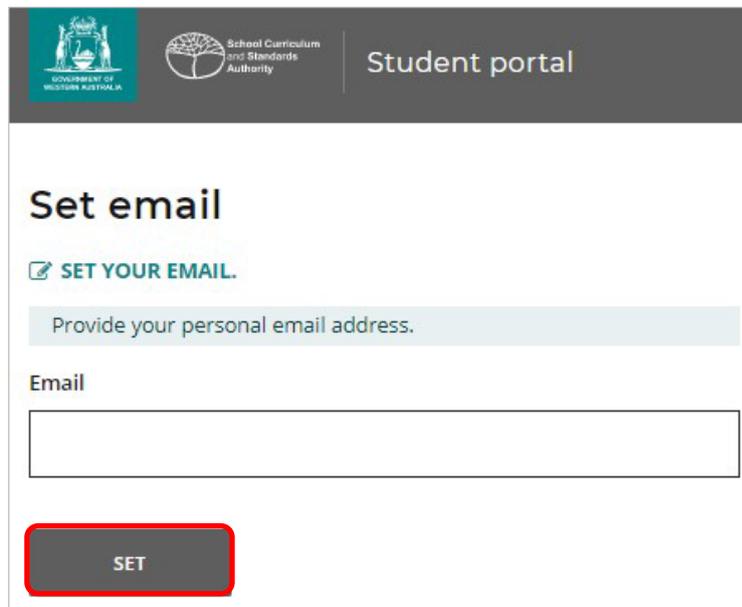
If your family name has fewer than two letters, or you do not have a family name, then use **Ab**. For example, Ms U, born on 26 June 2003, would be **Ab26062003**.

[Forgot your password?](#)

Set up your personal email address

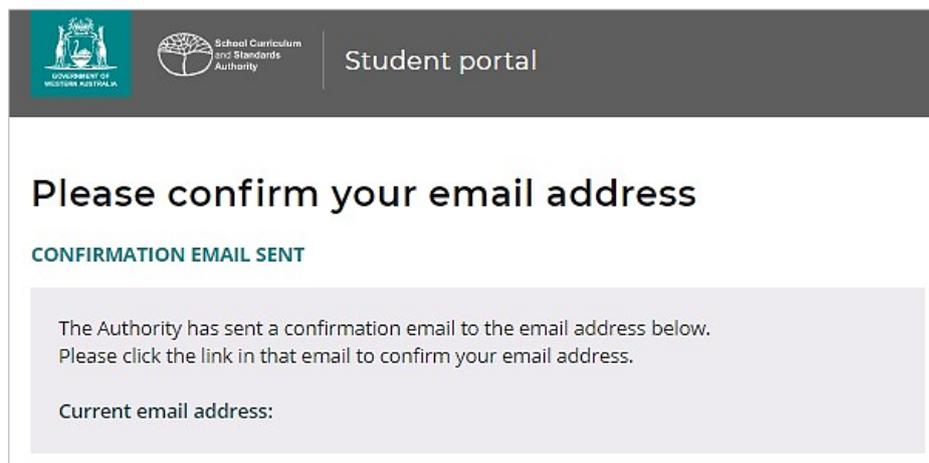
When logging in for the first time, you will be asked to enter your personal email address. Choose an email address that you use frequently and click on the **Set** button (highlighted below).

Note: you need to use a personal email address so that you will be able to receive emails after you have left school and your school email address has expired.



The screenshot shows the 'Student portal' header with the School Curriculum and Standards Authority logo. The main heading is 'Set email'. Below it is a link 'SET YOUR EMAIL.' with a pencil icon. A light blue box contains the instruction 'Provide your personal email address.' Below this is an 'Email' label and a text input field. At the bottom, a grey button labeled 'SET' is highlighted with a red border.

A confirmation email will be sent to this email address.



The screenshot shows the 'Student portal' header. The main heading is 'Please confirm your email address'. Below it is a link 'CONFIRMATION EMAIL SENT' with a checkmark icon. A light grey box contains the text: 'The Authority has sent a confirmation email to the email address below. Please click the link in that email to confirm your email address.' Below this box is the label 'Current email address:' followed by a text input field.

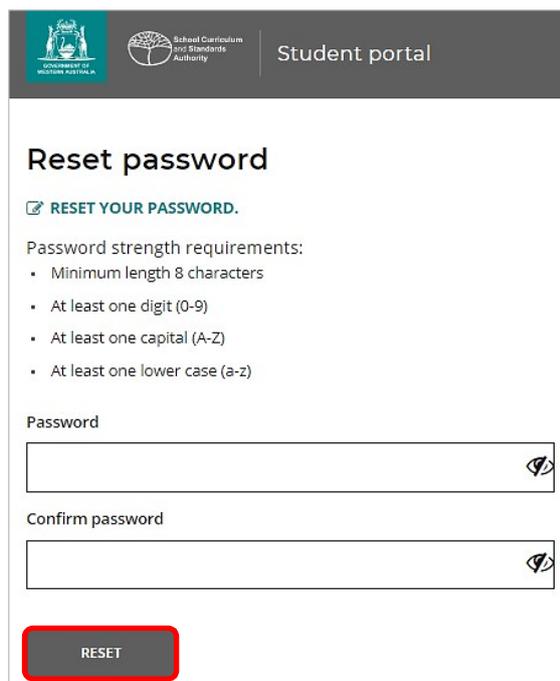
Go to your personal email account and click on the link in the email from the SCSCA to confirm your email address and complete your registration.

Set up your new password

When you have confirmed your email address, you will then be asked to reset your password.

Your new password must contain a minimum of eight characters, with at least one digit (0–9), at least one capital letter (A–Z) and at least one lower case letter (a–z). Choose a new password that is easy to remember and keep it in a secure place.

Re-enter your new password to confirm it. Click on the **Reset** button (highlighted below) to reset your new password.



GOVERNMENT OF WESTERN AUSTRALIA

School Curriculum and Standards Authority

Student portal

Reset password

RESET YOUR PASSWORD.

Password strength requirements:

- Minimum length 8 characters
- At least one digit (0-9)
- At least one capital (A-Z)
- At least one lower case (a-z)

Password

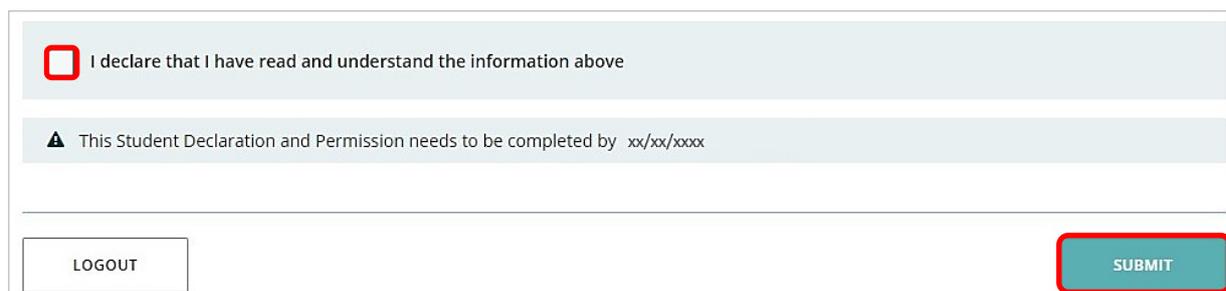
Confirm password

RESET

Complete your Student Declaration and Permission

After you have set up your new password, if you are in Year 12, you will be taken to the **Student Declaration and Permission** page, which includes information about compliance with the Western Australian Certificate of Education (WACE) requirements and rules as set out in the *Year 12 Information Handbook* and your awareness of the restrictions on eligibility to enrol in the ATAR EAL/D course.

Tick the check box (highlighted below) to confirm that you have read and understand the information, then click on the **Submit** button (highlighted below).



I declare that I have read and understand the information above

▲ This Student Declaration and Permission needs to be completed by xx/xx/xxxx

LOGOUT

SUBMIT

The SCSA also asks permission to use your results (should you win an award), and other schoolwork (without identifying who you are) in media communications.

Click on either **Yes** or **No** (highlighted below) for **each statement**.

When you have responded to each statement, click on the **Submit** button (highlighted below) to enter the student portal.

Student to complete
Please click on the appropriate response to indicate your answer. You must answer each question.

I give permission for

(a) my name to be published in the media should I win a School Curriculum and Standards Authority award.	<input type="button" value="YES"/>	<input type="button" value="NO"/>
(b) the Authority to use my school work produced during 2022 (no names used)	<input type="button" value="YES"/>	<input type="button" value="NO"/>
(c) the Authority to use my ATAR written and practical examination responses. (no names used)	<input type="button" value="YES"/>	<input type="button" value="NO"/>
I have discussed my responses to the above questions with my parents/guardians or I am 18 years of age or over.	<input type="button" value="YES"/>	<input type="button" value="NO"/>

⚠ Once you have submitted your responses, you will be unable to make changes online. If you need to make any changes to your responses at a later date, you will need to contact the Authority.

Returning to the student portal

The next time you log in to the student portal, you will only need to enter your **WA student number** and your **new password** in the login panel.



Step 2: Start your EAL/D eligibility application

To start your EAL/D application, click on the **Applications** tab in the green horizontal navigation bar and select **EAL/D application** from the drop-down list (highlighted below). This will take you to the first screen of the EAL/D eligibility application.



Your details

The personal details you will see cannot be changed as they have been provided by your school to the SCSEA. If there are any errors, you must contact your school.

Click on the **Start EAL/D application** button (highlighted below), which will take you to 1: EAL/D application type.

English as an Additional Language or Dialect (EAL/D) Eligibility Application

The EAL/D course is available to students who speak English as an additional language or dialect, and whose use of Standard Australian English (SAE) is restricted. There are two purposes for the EAL/D eligibility process. The first is for enrolment into Year 12 EAL/D courses and the second is for granting an extra 10 minutes to complete the reading, writing and numeracy components of the Online Literacy and Numeracy Assessment (OLNA).

The final date to submit your application for Year 12 EAL/D course enrolment is xx/xx/xxxx

For more information about this application and EAL/D eligibility, click [here](#).

YOUR DETAILS

Please check your details below. If there are any errors, contact your school.

WA student number	
School	
School code	
First given name	
Second given name	
Family name	
Date of birth	
Year 12 enrolment	

i Once the application has started your information will be saved when navigating next or back. You can resume or cancel your application at anytime.

▲ This application is due by close of business xx/xx/xxxx

START EAL/D APPLICATION

1: EAL/D application type

Select your EAL/D teacher's name from the **Select your EAL/D teacher** drop-down list (highlighted below). If you do not see your teacher's name, select **My teacher is not listed here**.

The purpose of the EAL/D eligibility application is pre-selected to **Both** (enrolment in Year 12 EAL/D and OLN time extension) and the course type is pre-selected to **ATAR**.

Note: if you would like to apply to enrol in a General or Foundation EAL/D course, you do not need to submit an application to the SCSA. Speak to your school.

There are two criteria for EAL/D eligibility and you must select the one that is applicable to you. Usually, the first criterion (highlighted below) will apply.

Click on the **Next** button (highlighted below), which will take you to 2: Residential information. If you have not completed all the required information on this page, you will not be able to proceed.

1 EAL/D APPLICATION TYPE

Select your EAL/D teacher

Select your teacher

Purpose for EAL/D eligibility application

Enrolment in Year 12 EAL/D

OLN time extension

Both

Select a course type

Foundation or General

ATAR

Year 12 EAL/D course eligibility criteria

I will be a final-year student whose first language is not English. I will not have been a resident in Australia or another predominantly English speaking country for a total period of more than seven years prior to 1 January of the year that I will be a final-year student. I declare that English has not been the main medium of course delivery* for a total period of more than seven years prior to the year that I will be a final-year student at the school/s which I have attended.

I will be a final-year student who is deaf or hard-of-hearing and communicates using signing, such as Auslan, as my first language.

* Delivery is defined as the language in which the course is taught and assessed and includes the language used for unit outlines/programs and textbooks and the production and completion of homework tasks, assessments, tests and examinations. Delivery is not limited to the language that a teacher uses to communicate in a classroom.

Note: in situations where a language other than English is used in a classroom to support communication, the official language of delivery is still the basis for determining eligibility.

BACK Application will be saved when navigating NEXT

Note: each time you click on the **Next** or **Back** buttons, your application will be saved automatically (highlighted below). You can stop at any time and resume your application later (highlighted below).

Home My Profile Applications

English as an Additional Language or Dialect (EAL/D) Eligibility Application

This application is due by close of business: xx/xx/xxxx

RESUME EAL/D APPLICATION ✓ Your application is saved. CANCEL APPLICATION

PRINT APPLICATION

2: Residential information

Enter your country of birth and the overall time spent in a predominantly English-speaking country, using the calendar tool to select the number of years and months.

Note: predominantly English-speaking countries are those where English is the primary and/or official language.

Enter the country of birth of your mother and father (or carer/s).

Enter the countries where you have been a resident. These are countries where you have lived and not countries that you have visited on holiday.

Enter your current nationality, and the languages that are spoken at home (in order of frequency).

Click on the **Next** button (highlighted below), which will take you to 3: Educational background.

If you have not completed all the required information on this page, you will not be able to proceed.

2 RESIDENTIAL INFORMATION

Country of birth

Overall time spent in a predominantly English speaking country

Years Months

Mother/carer 1 country of birth

Father/carer 2 country of birth

All countries where you have been a resident

[+ ADD ANOTHER](#)

Your current nationality

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

[+ ADD ANOTHER](#)

[BACK](#) ▲ Application will be saved when navigating [NEXT](#)

3: Educational background

Complete the table to provide information about all the schools you have attended.

Click on the **Add** button (highlighted below) next to a calendar year.

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
+ ADD	2021						
+ ADD	2020						
+ ADD	2019						

A school details box will appear. Select **Yes** or **No** to the question about school attendance in that calendar year.

If you select **Yes**, you must provide information for all the fields in that calendar year. Click on the **Add** button (highlighted below) to save these details for that school year.

Repeat the process until you have completed all calendar years.

School details for 2021

Did you attend school in 2021?

Yes
 No

Academic year, e.g. Year 12

Select ▼

Name of the school you attended (In full)

Is this an international school?

Yes
 No

Country in which you attended school

Main language of course delivery at school

Percentage of time of course delivery in English

Select ▼

If you did not go to school in a calendar year, select **No** and click on the **Add** button (highlighted below). This will show as **No schooling** for that calendar year.

If your school was in a country where the school year ends in June or July (e.g. the UK or the USA), enter the academic year that you **finished** in that calendar year. For example, if you were in Year 9 from January to June or July, then in Year 10 from September to December, enter Year 9 because that was the academic year that you completed.

If you went to different schools in a calendar year, enter the school you went to in the first six months of that calendar year.

If you select **Yes**, that you attended an international school in a calendar year, this means that the school teaches an international curriculum, rather than the country’s national curriculum.

If you need to add further details about schools you attended, enter the information in the text box below the table.

Check all the information that you have entered. If you want to change anything, click on the **Edit** button (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		No	Australia	English	100%
<input type="checkbox"/> EDIT	2020	11		No	Australia	English	100%
<input checked="" type="checkbox"/> EDIT	2019	10		No	Germany	German	10%

Indicate whether you plan to enrol in any other language course/s and, if so, you must provide the name and type of course (i.e. First Language, Background Language or Second Language).

Click on the **Next** button (highlighted below) to take you to 4: Supporting documents. If you do not complete all sections where indicated, you will not be able to proceed.



Step 3: Upload your supporting documents

4: Supporting documents

You are required to upload your passport identification page or identification card, and your school report/s as supporting documents.

The purpose of these supporting documents is to prove the following:

Supporting documents	Students studying in Australia	Students studying at a school outside Australia
Passport identification page or identification card	The student's identity	The student's identity
Date of entry stamp, visa or international movement record	How long the student has lived in Australia	N/A
School report	The main language of course delivery	The main language of course delivery

School reports

The school report is linked to the information provided in the educational background table.

If a student says that English was the main language of course delivery, the SCSA does not require a school report for that year. However, the SCSA does require the most recent school report from the last school attended where a language other than English was the main medium of course delivery.

A school report or academic transcript must be official and contain the name of the school, with the school stamp or seal and an authorised signature of a school representative.

The school report must also include the student's name, the academic year, the subjects studied and grades or results achieved.

If more reports are required, the SCSA will request further information.

Photograph or scan each supporting document and save the files to your computer or mobile device. Your supporting documents must be saved as **.pdf, .jpg, .jpeg or .png** files, with a **maximum size of 4MB for each file**. **Word** documents will **not** be accepted.

You must use English letters to name your files.

Please do not use spaces or unrecognisable characters or symbols, such as < > ? ! / \ " * : , # % & () { } + = @ when naming files.

Select the first document to upload from the drop-down list (highlighted below). Click on the **Browse** button (highlighted below) to select the file from your computer or mobile device and click on the **Open** button (**Upload** button on a Mac) to upload this file.

Repeat this process until you have uploaded all the required documents.

If you want to provide more information, select **Other** from the drop-down list, and upload another file. You may also enter details in the **Additional information** section (optional).

To remove a file, if you upload it by mistake, click on the **Remove** button next to the document.

Click on the **Next** button (highlighted below) to take you to Step 4: Submit your EAL/D eligibility application.

If you have not uploaded all the required documents, you will not be able to proceed.

4 SUPPORTING DOCUMENTS

Upload supporting documents

THE STUDENT IS RESPONSIBLE FOR PROVIDING THE EVIDENCE TO SUPPORT THIS APPLICATION

All students are required to upload documents. Please read the following information about which documents to upload:

- A copy of your passport identification page (photograph and personal details) or an identification card.
- A copy of a genuine report or academic transcript from the school that you most recently attended where English was not the main medium of course delivery (for example, your middle school).
- Any other documents that support this application.

+ Add a document (Select document type first, then click browse and select a file)

SELECT DOCUMENT TYPE

Passport ID page

Identity

School report

Other

BROWSE

BACK

Application will be saved when navigating

NEXT



Step 4: Submit your EAL/D eligibility application

Click on the **Print application** button to print your application and check that all the information is correct. Click on the **Back** button to make any changes, if required.

Note: after you have submitted your application, you will not be able to change anything until it is reviewed by the SCSA.

Read the student declaration and tick the check box (highlighted below) to confirm that you have provided the requested documents and that, to the best of your knowledge, all the information you have provided is true and correct.

Click on the **Submit application** button (highlighted below) so that the SCSA can assess your EAL/D eligibility.

Note: your application cannot be processed until you click on the **Submit application** button.

When you have submitted your EAL/D eligibility application, your EAL/D teacher and your school principal will endorse your application.

Note: after you have submitted your application, you can click on the **View** or **Print** buttons to read or print your application.

If you decide to cancel your application, click on the **Cancel application** button (highlighted below) before you submit it.

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Home My Profile Applications ▾

SUBMIT APPLICATION

⚠ Review your application to ensure that it is complete and correct. After you have submitted it, you will not be able to make any changes or edits.

! This application will not be processed without all the supporting documentation.

I declare that I have provided the documentation required to support my application and, to the best of my knowledge, all the information I have provided is true and correct.

⚠ This application is due by xx/xx/xxxx

SUBMIT APPLICATION PRINT APPLICATION CANCEL APPLICATION

BACK

⚠ Application will be saved when navigating

Amend your EAL/D eligibility application

The SCSA will review your EAL/D eligibility application and supporting documents. If the SCSA requires further information or amendment/s to be made to your application, you will receive an email asking you to correct the highlighted fields (highlighted below). Your school will also receive an email.

Log back in to the student portal where you will see the amendment request.

English as an Additional Language or Dialect (EAL/D) Eligibility Application

PRINT APPLICATION

AMEND EAL/D APPLICATION ⚠ The SCSA requires further information.

Your application for EAL/D eligibility has been received by SCSA; however, you need to provide further information before it can be processed.

One or more of the documents cannot be opened. Please re-upload the documents and use English letters only when naming the files.

We could not open your passport identification page. Please upload it again.

Click on the **Next** button to move through the application.

You will only be able to change the information identified by the reviewer, which will be highlighted in yellow (example highlighted below).

4 SUPPORTING DOCUMENTS

Upload supporting documents

THE STUDENT IS RESPONSIBLE FOR PROVIDING THE EVIDENCE TO SUPPORT THIS APPLICATION

All students are required to upload documents. Please read the following information about which documents to upload:

- A copy of your passport identification page (photograph and personal details) or an identification card.
- A copy of a genuine report or academic transcript from the school that you most recently attended where English was not the main medium of course delivery (for example, your middle school).
- Any other documents that support this application.

Status	Document type	File name	File size	Date uploaded	Process step	Action
✓ SAVED	Passport ID page	Passport ID page.pdf	179 KB	09/09/2021 10:07 AW...	Original	
✓ SAVED	School report	School Report 1.pdf	180 KB	09/09/2021 10:07 AW...	Original	

+ Add a document (Select document type first, then click browse and select a file)

SELECT DOCUMENT TYPE

4MB file size limit, accepted file types PDF, JPG, JPEG, PNG

When you have amended your application as requested, you will need to repeat Step 4: Submit your EAL/D eligibility application to submit your amended application.

Note: your amended application cannot be processed until you click on the **Submit application** button.



Step 5: Check the student portal for your EAL/D eligibility status

You can check the student portal for the SCSA's decision about your EAL/D eligibility status. This will usually occur between one and five business days after submission. The status of your application will change from **In progress** to either **Eligible** or **Not eligible**.

In progress (highlighted below)

The screenshot shows the SCSA student portal interface. At the top, there are logos for the Government of Western Australia and the School Curriculum and Standards Authority (SCSA). Below the logos is a navigation bar with 'Home', 'My Profile', and 'Applications'. The main heading is 'English as an Additional Language or Dialect (EAL/D) Eligibility Application'. There is a 'PRINT APPLICATION' link. A yellow button labeled 'VIEW EAL/D APPLICATION' is visible. A red box highlights a message: '✓ Your application is in progress.'

Eligible (highlighted below)

The screenshot shows the SCSA student portal interface. At the top, there are logos for the Government of Western Australia and the School Curriculum and Standards Authority (SCSA). Below the logos is a navigation bar with 'Home', 'My Profile', and 'Applications'. The main heading is 'English as an Additional Language or Dialect (EAL/D) Eligibility Application'. There is a 'PRINT APPLICATION' link. A red box highlights a message: 'You are eligible to enrol in a Year 12 EAL/D course and you have additional time to complete your OLNA.'

Not eligible (highlighted below)

The screenshot shows the SCSA student portal interface. At the top, there are logos for the Government of Western Australia and the School Curriculum and Standards Authority (SCSA). Below the logos is a navigation bar with 'Home', 'My Profile', and 'Applications'. The main heading is 'English as an Additional Language or Dialect (EAL/D) Eligibility Application'. There is a 'PRINT APPLICATION' link. A red box highlights a message: 'You are not eligible to enrol in a Year 12 EAL/D course. Please contact your school for further information.'

The SCSA will email the outcome to your school. You can contact your school for further information about this decision.

Review and appeal processes

Request a review

If the SCSA decides that you are **Ineligible** to enrol, this will be shown in the student portal (highlighted below). If you think that you do meet the criteria, you can request a review of your EAL/D eligibility application by the SCSA. You must do this 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 you have any questions, contact your school.

To request a review, click on the **Request review** button (highlighted below).

The screenshot shows the SCSA student portal interface. At the top, there are logos for the Government of Western Australia and the School Curriculum and Standards Authority (SCSA). The navigation menu includes 'Home', 'My Profile', and 'Applications'. The main heading is 'English as an Additional Language or Dialect (EAL/D) Eligibility Application'. Below the heading is a 'PRINT APPLICATION' link. A warning message states: 'This application is due by close of business xx/xx/xxxx'. The status is 'You have been found ineligible.', which is highlighted with a red box. To the right of this status is a 'REQUEST REVIEW' button, also highlighted with a red box. Below the status, it says 'You have been found ineligible to enrol in a Year 12 EAL/D course.' The reason for ineligibility is: 'The reason that you are ineligible is: English has been the main medium of course delivery for more than seven years.' At the bottom, there is a note: 'If you believe that the reason that was given for your ineligibility is incorrect, you can request to have this decision reviewed. You need to carefully consider the reason why you were found ineligible. You then need to provide some new evidence to prove that the decision made is incorrect and that you do, in fact, meet the eligibility criteria. Note: without the new evidence, an application cannot be reviewed. Once you have the new evidence, press the 'Request Review' button above and follow the process to submit your additional information.'

To show that you meet the criteria, you will need to provide additional evidence, by photographing or scanning one or more documents not previously submitted, uploading it/them, and/or typing in additional information. Carefully check your document/s and/or comment/s that you provide because, after submission, you cannot upload other documents or make changes. You can view them in read-only mode.

Once you have uploaded all supporting document/s, click on the **Submit** button. If you have not uploaded at least one additional document, or provided a comment, the request for a review cannot be submitted.

Note: you can only request one review and it cannot be processed until you click on the **Submit** button.

The SCSA will review your application and all additional documents and/or supporting evidence. After the review has been completed, the SCSA will notify your school by email, stating the outcome of the review. You can also see the outcome of the review in the student portal. The review eligibility status will be either **Eligible** or **Ineligible** and you will see a comment explaining the decision.

Request an appeal

Following the review of your EAL/D eligibility application, if the SCSA decides that you are still **Ineligible** to enrol (highlighted below), this will be shown in the student portal. After the review has been completed, you can request an appeal by an external EAL/D Eligibility Appeal Panel. You must do this 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 you have any questions, contact your school.

To request an appeal of your EAL/D eligibility application, click on the **Request appeal** button (highlighted below).

English as an Additional Language or Dialect (EAL/D) Eligibility Application

PRINT APPLICATION

This application is due by close of business xx/xx/xxxx

VIEW EAL/D APPLICATION You have been found ineligible after review. REQUEST APPEAL

After our review you have still been found ineligible to enrol in a Year 12 EAL/D course.

The reason that you are ineligible is:
English has been the main medium of course delivery for 12 years.

If you believe that the reason that was given for your ineligibility is incorrect, you can appeal the decision.

You need to carefully consider the reason why you were found ineligible. You then need to provide some new evidence to prove that the decision made is incorrect and that you do, in fact, meet the eligibility criteria. An independent appeal panel will then reassess your application and all the supporting evidence you have provided.

Once you have your new evidence, press the 'Submit Appeal' button above and follow the process to submit your new information.

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

Once you have uploaded all supporting document/s, click on the **Submit** button. If you have not uploaded at least one additional document, or provided a comment, the request for an appeal cannot be submitted.

Notes: you can only request one appeal and it cannot be processed until you click on the **Submit** button.

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

