



# Data Procedures Manual 2019

## **Section 6:** Externally set tasks

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Disclaimer: Screenshots are for illustration purposes only. Any representations that show a date prior to 2019 should be treated as examples only. Representations that display new information have been updated.

## 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

Refer to the [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, 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. Refer to the instructions below 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	WA Student Number	Student Family Name	Student Given Name	Calendar Year	Academic Year	EST Total Raw Mark
2	RSEST	1234	ELD	ELDGT	23345678	Student	Jane	2018	12	55
3	RSEST	1234	ISC	ISCGT	23345967	Jones	John	2018	12	45
4	RSEST	1234	MAE	MAEGT	23345678	Student	Jane	2018	12	0
5	RSEST	1234	ENG	ENGFT	23345967	Jones	John	2018	12	ABS

The screenshot 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 a Year 12 Foundation course.

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

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

**Table 1: Section 6 – Excel file format for EST 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>.

\*\*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	Western Australian student number (WASN)	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 Recommend using title case, not block capitals
7	G	Student given name	Mandatory (Optional if student only has a family name) Maximum field length = 30 Recommend using title case, not block capitals
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 students who sat EST Maximum field length = 3 A whole number, 0 to max EST raw score, or ABS for Absent

## 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 **.SCSV** file or 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**.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**.

### 6.4.2 Further changes

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

## 6.5 Uploading data into SIRS

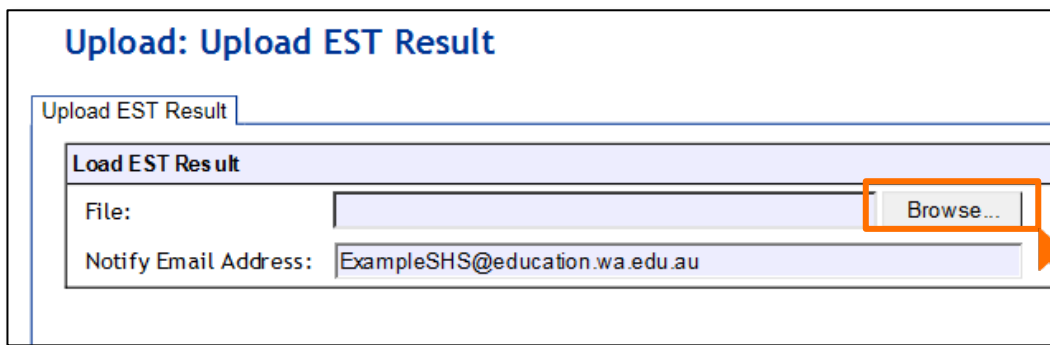
Once data has been saved as a **.SCSV** or a **.CSV** file it can be uploaded into SIRS.

To upload EST marks:

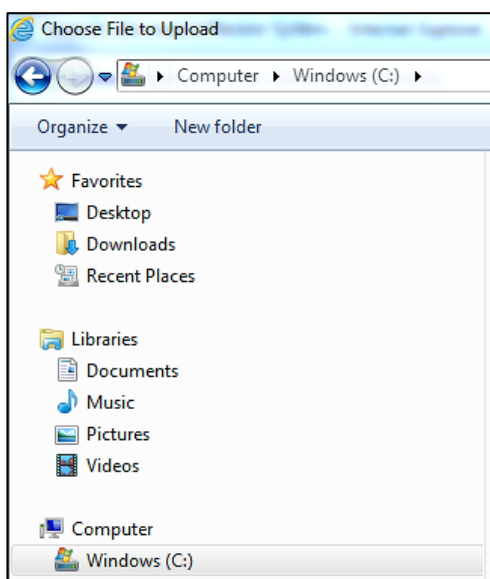
1. Hover over **Uploads > Upload EST Result** in the blue horizontal navigation bar (see screenshot below).



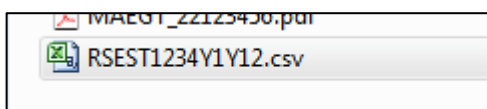
2. The **Upload EST Result** file field appears (see screenshot below).



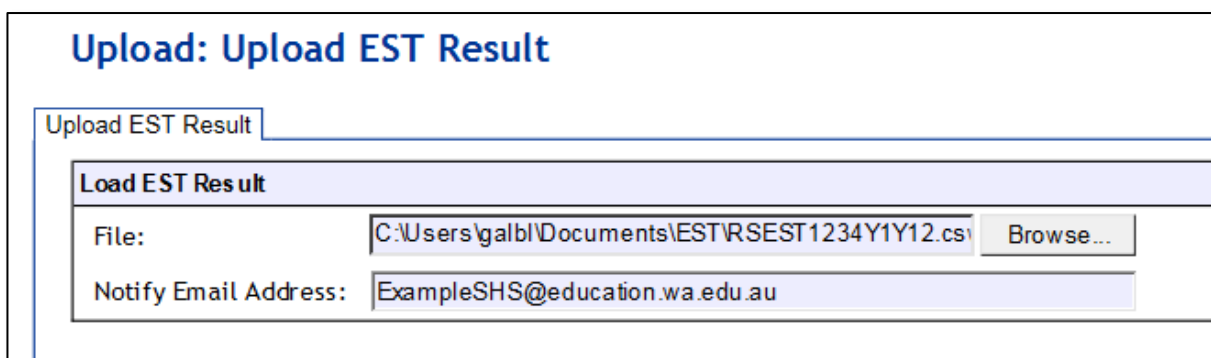
3. To locate the required file on your computer, click on the **Browse** button.
4. On a Windows computer, the **Choose File** screen appears.



5. Navigate to the folder where the required file is stored on your computer.
6. Click on the required file (see example below).



7. Click **Open**. The drive, folders path and file name will appear in the **File** field (see screenshot below).



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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 on the **Close** button 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.

### 6.5.1 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. 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. 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](mailto:dataservices@scsa.wa.edu.au) for further assistance.

#### **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.

## 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 the 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, enter ABS and upload file.

The following reports allow the EST coordinator to monitor the identification and upload of student scripts to the Authority.

- **EST004 – EST selected scripts status**

This report identifies the scripts to be uploaded/sent to the Authority. It identifies when a script has been uploaded and also lists the raw EST mark.

- **EST005 – EST missing selected scripts**

This report identifies if any scripts are missing from the requested scripts.

After the EST scripts have been marked by the external reviewer, a number of reports are available to schools for analysis. These reports include:

- **EST010 – Mean school mark vs mean SCSA marker mark graph**

This report is a dot graph representation and compares the school mean with the mean of other schools. The school is indicated by a blue dot.

- **EST011 – School mark vs SCSA marker mark**

This report uses colour coding to highlight scripts marks that are within tolerance and the scripts out of tolerance for each class.

- **EST013 – EST mark comparison by provider**

This report compares the school mark and the external reviewer mark by course.

- **EST014 – EST score chart**

This graph places the school mark for student scripts onto the state distribution of marks.

- **EST017 – EST mark breakdown by provider**

This report shows the marks breakdown by question by the external reviewer. Teachers can compare these marks to their own.

- **EST018 – EST percentage scores and grades**

This report compares the final grades allocated to students in the state to the school distribution of EST results. Note: This report is only available after final grades have been approved.

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 2019*, email the Data Services team at [dataservices@scsa.wa.edu.au](mailto:dataservices@scsa.wa.edu.au).

