Our Ref: IM0407 (2014/26643)

To the Principal
Senior Secondary Schools

STUDENT DECLARATION AND PERMISSION

Assistance required
In order to reduce paper handling and the administrative load on schools, the School Curriculum and Standards Authority has developed an online procedure for collecting student declaration and permission information in 2014 and beyond.

The Authority is now seeking your assistance in the distribution of information about the online procedure to your Year 12 students (and students other than Year 12 who have been given approval to sit the WACE examinations). The Authority requires that students complete the online process by **Friday, 29 August 2014**.

Online collection of student declaration and permission details
Year 12 students and those students other than Year 12 sitting the WACE examinations need to be aware of the requirements to achieve the WACE and for sitting the WACE examination. These requirements are listed in the *Year 12 Information Handbook* which is available on the Authority website at http://www.scsa.wa.edu.au/internet/Publications/year12_information_handbook.

Student declaration
Students are asked to declare that they have read and understood the rules and procedures governing the WACE examinations, and are aware that their marks will be provided to the Tertiary Institutions Service Centre (TISC). The questions are listed on page 3 of *Completing the Student Declaration and Permission Online* document.

Student permission
The purpose of the online student permission section is to enable students to give their permission for the release of certain personal information and the use of their written and practical examination responses and school assessments in resources produced by the Authority.

The actual questions asked of the students are listed on page 4 of *Completing the Student Declaration and Permission Online* document, which is attached. Page 4 also provides students with explanatory information about the three questions and the terms on which the student materials will be used.

Before students complete the student declaration and permission online
Before students complete their student declaration and permission details online, it is advisable that your school informs parents/guardians of:
- this 'new' online process
- the content of the declaration and permission details.

You may choose to do this through your school newsletter, or other form of communication, that will assist parents/guardians to understand that students are making decisions as to the use of their personal details, examination responses and school work. To assist with this task, please find attached details which could be included in a newsletter to them.

Students must have discussed their responses with their parents/guardians before submitting them online. It is strongly advised that students complete the online process at home where they can clarify any details with their parents/guardians. If your school directs the students to complete their responses at school, then the students must be given the opportunity to discuss their responses with their parents/guardians before the responses are submitted online to the Authority.

Completing the student declaration and permission online
Students can access the online student declaration and permission at the student information website at the following address: https://www.wace.wa.edu.au.

This site can also be accessed via the student page on the Authority website at the following address: http://www.scsa.wa.edu.au/internet/User_groups/Students.

To log in, students will need their:
- student number
- password – which has been set to the first 2 characters of their family name (in lower case) followed by their 8-digit data of birth (ddmmyyyy). Examples of passwords are given on the front page of the student information website (https://www.wace.wa.edu.au).

Instructions for completing student declaration and permission online have been attached to this letter.

Please note that once students submit their responses, they are unable to make changes online. If students need to change their responses, they need to contact the Authority to request the changes.

Checking that students have completed information online
Schools are able to check on students' response to each question. This check can be carried out in SIRS by using the following report: CSE058 – Student Release Choices by Provider.

The pathway to the report is as follows: Reports > Other reports > Report type: Students, reports.

Your school will also need to check this report to see which of your students have not submitted their responses online. These students can be identified in report CSE058 via the student category in the report criteria. In these cases, it would be appreciated if your students could be reminded of the importance of completing the student declaration and permission information online.

Queries
If you have any enquiries regarding this letter or the attached information, please contact Veronica Wimmer on 9273 6344 or by email at veronica.wimmer@scsa.wa.edu.au.

The Authority appreciates your school's assistance in obtaining this important information.

RUSSELL DYER
DIRECTOR, STANDARDS AND CERTIFICATION

28 July 2014

Enc. 1. Instructions for completing declaration and permission online.
2. Parent information – student declaration and permission online.