

Student Data Capture System

Data submission 3

Data submission 3 is due on Monday 9 October 2017.

General notes

- Use the latest 2017 SDCS software version, which can be downloaded from: www.qcaa.qld.edu.au/senior/sdcs/software.
- Set SDCS to Disk #3 status (in the current Year 12 **Cohort** > **File** menu > **Change Disk #**).
- Each data submission collects student and subject information for Years 10, 11 and 12. Ensure all data is error-free. If you are having trouble producing an error-free file, please contact the QCAA Helpdesk for further advice. Do not send a backup file without prior approval.
- Data submission 3 collects the Queensland Core Skills (QCS) Test attendance information for each Year 12 student and the initial proposal data from the Form R6 for all Year 12 Authority subjects with enrolments at your school.
- Check the eligibility of all students and ensure all repeat, re-entry, interstate, overseas, Variable Progression Rate (VPR) and Visa students are flagged correctly and that the correct units of credit have been granted.
- If you have students participating in the Queensland Certificate of Individual Achievement (QCIA), make sure you tick the **QCIA** box on the **Student Details** tab.
- Upload files using the **Submit files** facility via the QCAA website www.qcaa.qld.edu.au/senior/sdcs. Emails will not be accepted without prior approval.
- Generate the *Form A13 — Agreement to publish SAIs* via the **Reports** menu in SDCS. Alternatively, this report will be generated when creating the data files.
- Email the completed *Form A13 — Agreement To Publish SAIs* to helpdesk@qcaa.qld.edu.au with a subject line identifying:
 - the school number e.g. **Subject: 101 Brisbane College — Form A13**
 - school name
 - name of form.

To...	Helpdesk@qcaa.qld.edu.au
Cc...	
Subject:	101 Brisbane College – Form A13

Detailed help on specific situations is provided in the following pages:

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QCS Test attendance data

After the QCS Test has been conducted and before data submission 3 has been submitted, you will need to record each Year 12 student's QCS attendance.

Recording attendance

Record the QCS attendance against each student individually.

Or, from the **Students** tab in SDCS, right-click the **QCS** column title to use the automatic **Fill** function.

A student must sit *all four papers* to be recorded as present 'Y'. Go through the list and change any student who didn't sit the test to an 'N'.

Or, deselect the **Sat QCS** field in the **Student's Details** tab.

SDCS Students tab

LUI	Student Nr	Surname	Given Names	Cert	Form	G	DOB	Xf	Started	Reason	QCS
▶ 231	15 010	ALI		2016	M	18/12/98	N	20151	NORM	N	Fill

Override keys for acceptable absences

An override key will be provided to schools for students who missed the QCS Test and have provided acceptable documentary evidence for being absent.

The override key will be provided **after** data submission 3 has been received and the processing of absentee data is complete.

The *QCS Absentees* report lists QCS Test absences from your school and the corresponding override keys generated where necessary. This report will be available on the *School-specific reports* page at www.qcaa.qld.edu.au/secure_site/Login.do in the week beginning **16 October 2017**.

Who goes on the R6 and SDCS proposal?

Scenario	R6	SDCS proposals
Current Year 12 VPR — subject completed in previous year	VPR R6 to be attached to base school's R6	✓ Add 1 to subject count
Subject ceased early	✓	✓
Transfer student — non-continuing enrolment, regardless if taught or not at this school	✓	✓
SDE — where student at another school	✓	✗
Student with SDE subject — subject not taught at the school, i.e. Work program = SDE	✗ SDE provides	✗
Student with SDE subject — subject also taught at the school, i.e. Work Program = Normal	✗ SDE provides	✓ Include SDE students for proposals, to allow for #s to match the two R6s SDE advises school later Due submissions # 4/5
Left school before R6	✗	✗
Left school after R6	To be adjusted	✗
Shared campus — host school, i.e. Work Program = Normal	✓	✗
Shared campus — other school, i.e. Work Program = Normal	✗ Host provides	✓ Estimate for initial proposals Host school advises later
Visa students* — receive an Equivalent OP	✓ Circle on R6 — not to be included in group sizing Same as Non-OP	✓ Must have SAI/Rungs recorded on R6 Due submissions # 4/5

* Visa students are not included in OP rankings. Instead, they are given an Equivalent OP.

QCAA has special procedures in place to ensure that domestic students are not disadvantaged in subject-groups and school-groups with a high number of Visa students. These procedures also ensure that there is comparability between Equivalent OPs and OPs. For more information, see www.qcaa.qld.edu.au/downloads/senior/te_vis_a_procedures.pdf.

Initial Proposal data

- From the **Subjects** tab, select the **Proposals** tab.
- Enter the **Initial Proposal** totals from the *Form R6* for all Year 12 Authority subjects (subject codes 1–99) with enrolments at your school.

The screenshot shows the SDCS software interface. The 'Subjects' tab is selected, and the 'Proposals' sub-tab is active. The 'Subjects' list shows the following data:

Subj	Name	Actual
1	English	58
21	Modern History	10
24	Geography	1
29	Legal Studies	12
36	Mathematics A	47

The 'Proposals' table shows the following data:

	VH	H	S	L	VL	Total
Initial Proposal	58					
Agreed Proposal						
Exit Proposal						
Differences						
Assigned at Last Batch Validation			1	7		58

Initial Proposal due on Disk #3 at the beginning of October
 Agreed Proposal to be filled in by the end of October
 Exit Proposal due on Disk #4 and/or Disk #5 after mid-November

What to include:

- totals for each **Level of Achievement (LoA)** and **Initial Proposal** totals; no individual student results are required at this stage
- an **estimate** for the **Initial Proposal** for subjects that are studied via **School of Distance Education (SDE)**; only an estimate is required at this stage. SDE will supply the correct data at a later date
- any **Year 12 student exiting in the current year** who completed at least one semester of a subject, i.e. Sem 1 of Year 11; they must be included in the **Proposal Totals** as they will be recorded in the **Class List**.

Class Lists report — updated

The **Class Lists** report has been modified to mark students who have an override key entered.

Class List report display

Students who receive an override key for the waiving of OP-eligibility requirements only — which does not include override keys for VPR or subject errors — will now have an asterisk (*) against their name within a subject where applicable.

Example of Class List report showing a student with an override key entered

SDCS v16.5a		999 – SCHOOL NAME					Cohort: Year 12, 2016				
Class Lists											
by Name within Subject											
All Students											
Name	QCAA Student Nr	Elig	Class	LoA	SAI	UoC	Semester Units			School Student ID	
* Thorne John	15-9999-0000-1	Y				4	1	2	3	4	99991
Thompson Bob	15-9999-0000-2	Y				4	1	2	3	4	99992
Thor Cody	15-9999-0000-3	Y				4	1	2	3	4	99993

* = OP eligibility requirement has been waived

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The **Summary for Subject** table is on the last page of the **Class List report**. The class totals in this table now include those students in the class who have one or more of the three override keys waiving OP-eligibility requirements.

See 'Student Messages display' below for a list of related messages.

Summary for Subject: 1 - English

LARGE Group	OP Eligible	OP Ineligible	Total
Not Visa	56	32	88
Visa	0	0	0
Total	56	32	88

VH	H	S	L	VL	
0	0	1	3	0	88
0.0%	0.0%	1.1%	3.4%	0.0%	4.5%

Student Messages display

Students who have an override key flagged with an asterisk (*), will have one of the following messages in their **Messages** tab:

- **Message 225:** OP Eligibility Requirement to Sit QCS Test Waived
- **Message 268:** OP Eligibility Requirement (3 Authority Subjects for 4 Semesters) Waived
- **Message 269:** OP Eligibility Requirement (20 Semester Units of Authority Subjects) Waived

SDCS Checking Reports

The SDCS Checking Report is published on the school specific reports page on the QCAA website

https://www.qcaa.qld.edu.au/secure_site/secure/schools/reports/schoolSpecificReports.jsp

approximately one week after each Data Submission.

This report is produced after SDCS data collection processing to highlight SDCS data elements that may need checking and correction. This report is designed to detect common errors identified through the SDCS data collection process and to aid in the continual data flow between schools and QCAA.

It is imperative you download this report and action as required. These errors will prevent a student's learning account being populated with enrolment and result details from SDCS and may also prevent your school from becoming a student's Main Learning Provider in SLIMS.

Check the data in both SDCS and SLIMS and amend one or both to reflect the correct details **prior** to the next SDCS data submission.

Common error or warning messages

To view the error or warning message, click on the **Student Details** tab (for a particular student) then click on the **Messages** tab.

Symbol	Explanation
	Validated, no errors or warnings
	Errors exist in record; data cannot be submitted with errors
	Invalidated state; changes have been made but not validated; left-early students are always in this state
	No errors or warnings; an information message
	Warning exists; schools should check, but may not necessarily be required to fix

Solutions

Message	Explanation	Solution
 Info Message 84: Not Eligible for an OP — Absent from the QCS Test	Students who have not been marked as sitting the QCS Test will have this message.	Refer to the QCS Test Attendance Sheet and either: <ul style="list-style-type: none"> • tick the Sat QCS checkbox if the student had sat the QCS test • leave it blank if not.
 Error Message 270: Initial Proposal Missing	There are students enrolled in this subject and an Initial Proposal has not been entered.	Take note of the subject code that the error message is displayed for. On the Subjects page, select the subject and on the Proposals tab, enter the Initial Proposal totals from the <i>Form R6</i> .

Message	Explanation	Solution
 Error Message 274: Proposal not Equal to Students Enrolled	<p>The problem could stem from an error in the following places:</p> <ul style="list-style-type: none"> • totals have been entered incorrectly from <i>Form R6</i> • totals on <i>Form R6</i> are incorrect • students have left the school and have been ceased in SDCS after <i>Form R6</i> was completed. In this case, the student should be deducted from the totals in SDCS. 	<p>Take note of the subject code that the error message is displayed for.</p> <p>Check and update Initial Proposal totals with the number of students enrolled in the specified subject. Refer to Class List tab for total number of students.</p>
 Warning Message 299: SDE Group-Initial Proposal Missing	<p>There are students enrolled in this SDE subject and the Initial Proposal has not been entered.</p>	<p>If a result has not been provided by SDE than an estimate for the Initial Proposal will only be required.</p> <p>SDE will supply the correct data at a later date.</p>
 Error Message 309: Your school is not listed as participating in this restricted subject	<p>The version of SDCS you are running does not have a record of your school participating in this restricted subject. Restricted subjects are usually trial pilots.</p>	<p>You must apply to the QCAA to participate in the trial pilot.</p>
 Error Message 361: Invalid study pattern for Variable Progression Rate	<p>The subject noted needs to have the semester units showing the actual pattern of study.</p> <p>If only two semesters of the subject are to be studied, then remove the semester units that are not being studied, e.g. when Semesters 1 and 2 are being studied, delete the 3 and 4 in the columns next to the When column.</p>	<p>Check that the entries for the student in the Start Semester and Cert Year fields are correct.</p>
 Error Message 401: VPR must do at least half the workload (Authority subjects) in the final year	<p>It is a requirement for Variable Progression Rate (VPR) students to complete at least half of their Year 12 studies of Authority subjects in the final year.</p>	<p>This error indicates that this requirement has not been met. SDCS and/or the student's course of study will need to be updated to meet this requirement, e.g. if a student is studying a total of four Authority subjects, they must complete at least two in the final year of the VPR.</p>
 Error Messages 404–406: ATSI / Country of Birth / Language spoken at home may not be empty	<p>These fields appear on the Students tab and can be bulk-filled with a default value.</p>	<p>Click on the column header, e.g. Language, to get the option to Fill the column with default value.</p>
 Warning Message 413: Both home phone and home email may not be blank		<p>Enter a home phone number, a home email address or both.</p>

Message	Explanation	Solution
W Warning Message 430: Student does not have a Learner Unique Identifier (LUI)		If possible, enter the LUI for the student as created in the Registration and Banking System.
X Error Message 432: The LUI is not unique	There is a student, in any cohort on SDCS, with the same LUI .	Check the students and correct or remove the LUI .
X Error Message 433: The Local Student Number is not unique	There is a student, in any cohort on SDCS, with the same School Student ID .	Check the students, and correct or remove the Student ID .

More information

If you would like more information, visit the QCAA website www.qcaa.qld.edu.au/senior/sdcs. Alternatively, phone 07 3864 0278 or email the Helpdesk at helpdesk@qcaa.qld.edu.au.