

# Student Data Capture System

## 2017 Data submissions 4 and 5

This guide provides a list of tasks to prepare data submissions 4 and 5 for Year 12 student data.

As timelines for data processing are extremely tight, schools should ensure that they comply with the due dates and times. Schools that fail to meet the due dates and times may not have their students' records processed by the dates advertised on the QCAA's senior education profile calendar for 2017.

Task	Data submission 4	Data submission 5
Ensure your school is using the correct SDCS version.	Use SDCS version 17.2f	
Submit your data by the due date.	Data is due at QCAA by <b>12 noon Monday 20 November 2017</b> . Upload the files using the <b>Submit files</b> facility on the QCAA website.	Data is due at QCAA by <b>10 am Thursday 23 November 2017</b> . Upload the files using the <b>Submit file</b> facility on the QCAA website.
Update the disk status (in the Year 12, 2017 cohort select <b>File</b> menu > <b>Change File #</b> ).	Change the disk number to 4.	Change the disk number to 5.
Enter Agreed and Exit proposals for Authority subjects from <i>Form R6</i> on the SDCS <b>Subjects</b> tab.	Enter the proposals for small and intermediate groups.	Enter the proposals for large groups.
Enter Levels of Achievement (LoAs) on the SDCS <b>Student Details</b> or <b>Class Lists</b> screens.	Enter this data for students in each small and intermediate group (including small and intermediate, transfer and SDE subjects).	Enter this data for all students in each subject-group (including large subjects and Authority-registered /SAS subjects).
Enter Subject achievement indicators (SAIs) on the SDCS <b>Student Details</b> or <b>Class Lists</b> screens.	Enter SAIs for OP-eligible students, including visa students, in each small and intermediate group (SAIs for small and intermediate groups are the Rung position).	Enter SAIs for all OP-eligible students, including visa students, in each subject-group (SAIs for large groups are the assigned 200–400 number).
Include VET qualification and units of competency outcomes.	Recommended for all VET qualifications.	Required for all VET qualifications. From the <b>Course Completed</b> drop down menu, select: - <b>Yes</b> for a student to be awarded a Certificate. - <b>No</b> for a student to be awarded a Statement of Attainment.
Update student and subject details.	Check and update students' personal details and subject enrolments. The name contained in these data submissions will be printed on the student's SEP (Senior Education Profile) and the address is where SEPs will be posted to. Pay careful attention to student eligibility.	
<b>Create Data Submission</b> Reports are automatically	Include the following reports: • The Class Lists report, which	Include the following reports: • <i>Form R6</i> for large groups and any

<p>generated when creating data files in SDCS. Include reports in satchel and post to QCAA.</p> <p><b>Two (2)</b> x Australia Post EXPRESS POST 1kg Satchels are supplied to schools for return of Final Submissions of Forms R6, R7 and associated school materials.</p>	<p>should be stapled to the corresponding <i>Form R6</i> and any associated <i>Form R7</i> for each small and intermediate subject-group.</p> <ul style="list-style-type: none"> <li>Satchel is due at QCAA by <b>12 noon Monday 20 November 2017</b>.</li> </ul>	<p>associated <i>Form R7</i> (Class Lists <i>not</i> required)</p> <ul style="list-style-type: none"> <li><i>Form A14</i> (contact person during school summer holidays). Scan and email completed <i>Form A14</i> to <a href="mailto:helpdesk@qcaa.qld.edu.au">helpdesk@qcaa.qld.edu.au</a> with school number and name in the email Subject Line eg: 101 Brisbane College – Form A14</li> <li>Satchel is due at QCAA by <b>10 am Thursday 23 November 2017</b>.</li> </ul>
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## Class Lists

Subject class lists, to be attached to R6s, will be automatically generated when creating data files for submissions 4 and 5.

Where subject class lists are generated via the **Reports** menu and select **Class Lists** for attachment to R6s, please ensure the below filters are used.

The screenshot shows the 'Class Lists Report' dialog box with the following settings:

- Subject: [Dropdown menu]
- Class: [Dropdown menu]
- Authority Subjects Onl
- Eligibility Selection:
  - All Students
  - OP Eligible Students
  - OP Ineligible Students
- Print Groups:
  - Small / Intermediate Subject Groups only
  - Small, Intermediate and Large
- Order By:
  - LoA / SAI
  - LoA / SAI within Class
  - Name
  - Name within Class
- Content:
  - Subject Details
  - Empty Results Grid (markbook)

Buttons: OK, Cancel, Help.

## Determining group sizes

To determine group sizes:

1. Run a full batch validation (**File menu>Validation**).
2. Produce a **Subject Summary Report** (via the **Reports** menu) to see subject-group size information:

Group size	Small	Intermediate	Large
OP-eligible students (non-visa)	1–9	10–13	>13

## 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](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 / warning messages

To view the error / 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 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
 <b>Error Message 48:</b> Level of Achievement is missing		Enter the LoA for the student and subject listed.

 <b>Error Message 53:</b> SAI is missing		Enter the SAI for the student and subject listed.
 <b>Error Message 271:</b> Agreed proposal missing		Enter the agreed proposal from the <i>Form R6</i> on the <b>Subjects</b> tab against the subject.
 <b>Error Message 272:</b> Exit proposal missing		Enter the exit proposal from the <i>Form R6</i> on the <b>Subjects</b> tab against the subject
 <b>Error Message 274:</b> Proposal not Equal to Students Enrolled	The problem could stem from an error in the following places: <ul style="list-style-type: none"> <li>• totals have been entered incorrectly from <i>Form R6</i></li> <li>• totals on <i>Form R6</i> are incorrect</li> <li>• Students have left the school and have been ceased in SDCS <u>after</u> <i>Form R6</i> was completed. In this case, the student should be deducted from the totals in SDCS.</li> </ul>	Take note of the subject code that the error message is displayed for. Check and update <b>Initial Proposal</b> totals with the number of students enrolled in the specified subject. Refer to <b>Class List</b> tab for total number of students.
 <b>Error Message 300:</b> LoA numbers do not match exit proposal		Ensure the <b>Assigned at last Batch Validation</b> LoA counts do equal the <b>Exit proposal</b> LoA counts (see <b>Proposals</b> tab).
 <b>Error Message 305:</b> Overlapping LoA/SAI ranges	The incorrect SAIs have been entered or is out of the ranges.	Print the SAI ranges report to identify the problem.

<b>Error no.</b>	<b>Description</b>	<b>Solution</b>
271	Agreed proposal missing	Enter the agreed proposal from the <i>Form R6</i> on the <b>Subjects</b> tab against the subject.
272	Exit proposal missing	Enter the exit proposal from the <i>Form R6</i> on the <b>Subjects</b> tab against the subject.
48	Level of Achievement is missing	Enter the LoA for the student and subject listed.
53	SAI is missing	Enter the SAI for the student and subject listed.
274	Proposal is not equal to students enrolled	Ensure the <i>exit</i> and <i>assigned at last batch validation</i> totals (see <b>Proposals</b> tab) are equal and represent the number of students exiting from this subject.
300	LoA numbers do not match exit	Ensure the <i>assigned at last batch validation</i> LoA

	proposal	counts do equal the <i>exit proposal</i> LoA counts (see <b>Proposals</b> tab).
305	Overlapping LoA/SAI ranges	Print the SAI ranges report to identify the problem.

## Changes to LoA and SAIs after data submission 4

After data submission 4, changes to SAIs for students in small and intermediate groups may be made only after consultation between the school and the QCAA. QCAA staff will then compare the *Form R6* and allocated SAIs, and may contact the school to clarify any anomalies. Additional review material may be requested.

Changes requested by QCAA staff and agreed to by the school must be entered in SDCS by the school. However, additional exchange files do not need to be sent in this instance. Schools should check the changes when they receive the student report from the QCAA after data submission 5 is processed.

Most of the checking of small and intermediate groups will be carried out after data submission 5 is received, but checking will continue until the certificates are posted. QCAA staff will make comparisons of information recorded on data submissions 4 and 5 and will reject unauthorised changes to SAIs for small and intermediate groups.

## Ineligible students

Ineligible students are not included when group sizes are calculated. LoAs and units studied must be recorded but SAIs should not be entered.

## Transfer students

Some students may stop studying one or more subjects when they transfer to another school. In these circumstances, it is the new school's responsibility to determine SAIs. Such students must be counted when the new school determines the size of the subject group

## Visa students

### SAIs

All students, including visa students, who studied an Authority or Authority-registered subject for at least one semester must appear on data submissions. Schools must record SAIs for visa students. These SAIs are not included in scaling parameters.

### Moderation fee for 2018

Year 11 and 12 visa students are required to pay a moderation fee to the QCAA on a yearly basis unless they have a valid reason for exemption. The fee in 2018 will be **\$438.20 per student per year** (GST not applicable).

## Reporting VET outcomes for Year 12 students

Data submission 5 must include an outcome for each VET unit of competency a student has been studying during the data collection period as well as a valid start and end date.

For each VET course/qualification the course completed value *must* reflect the student's final achievement. This can be recorded in either Students Details or on the VET Students tab.

Record on either:

- **Student Details** page:
  - Course Completed** - 'Yes'. This action is only taken when a student has successfully completed all the units of competency required by the course packaging rules.
  - 'No'. Where students have *not* completed all the required units of competency.

Unit of Competency	VET Competency	Outcome	Provider	Competency Completed	Start Date	End Date
BSBADM101	Use business equipment and resources	SUCC		Yes	28/01/16	26/09/16
BSBCMM101	Apply basic communication skills	SUCC		Yes	28/01/16	26/09/16
BSBITU101	Operate a personal computer	SUCC		Yes	28/01/16	26/09/16
BSBITU102	Develop keyboard skills	SUCC		Yes	28/01/16	26/09/16
BSBLED101	Plan skills development	SUCC		Yes	28/01/16	26/09/16
BSBWHS201	Contribute to health and safety of others	SUCC		Yes	28/01/16	26/09/16

Or:

- **VET Students** tab:
  - Course Completed** = 'Y'
  - Course Completed** = 'N'

This tab is useful for checking purposes. Use the Copy Student Courses button to paste enrolment details into Excel

Student No	Surname	Given Name	Course Name	Course Completed
		Mackenzie	BSB10115 Certificate I in Business	N
		Jade	BSB10115 Certificate I in Business	Y
		Edward	BSB10115 Certificate I in Business	N
		George	BSB10115 Certificate I in Business	N
		Abbie	BSB10115 Certificate I in Business	N
		Maya	BSB10115 Certificate I in Business	N
		Jade	BSB10115 Certificate I in Business	N
		Jesse	BSB10115 Certificate I in Business	N

## Reporting VET outcomes for Years 10 and 11 students

It is essential for all Year 10 and 11 VET data to be up to date as this data is used for national reporting and also for inclusion in the Competency Completion Online System (CCOS).

# Final amendment data submission due 4 December

Final amendment data is due by 5 pm on Monday 4 December before the QCAA database closes for printing of Year 12 Senior education profiles for 2017. You should upload the files using the **Submit files** facility on the SDCS area of the QCAA website.

Student and subject reports and the final amendment notification form will be released on the 'School specific reports' section of the QCAA secure website on **Monday 27 November 2017**.

Schools are asked to use these reports to check student data and results prior to the final amendment due date. The final amendment notification form must be returned to the QCAA via scanned and emailed to [helpdesk@qcaa.qld.edu.au](mailto:helpdesk@qcaa.qld.edu.au) by 5 pm on **Monday 4 December 2017**.

The final amendment data submission should be used to make **minor** changes to students' personal details (for example, names and addresses).

QCAA staff will make comparisons of information recorded on data submissions 4 and 5 and will reject unauthorised changes to LoAs and SAIs.

## Entering notional sounds for literacy and numeracy

Notional sounds for literacy and numeracy are to be entered in SLIMS — Registration and Banking System (RABS) by 5 pm, **Thursday 23 November 2017**.

### To enter notional Sound into SLIMS

1. Log into SLIMS as a Main Learning Provider.
2. Retrieve the specific Student Learning Account.
3. On the personal details page, select the drop-down arrow for either **Literacy Notional Sound** or **Numeracy Notional Sound**. This will display a drop-down menu of the subjects and semesters the student has studied that may qualify them for literacy/numeracy.
4. Select the appropriate Subject and Semester combination for literacy and numeracy.
5. Click **Save** at the bottom of the screen.

The screenshot shows the 'Manage Learning Account' interface in SLIMS. The form is divided into several sections: Personal Details, Intended Learning Options, Enrolments & Results, and OP/J/P. The Personal Details section includes fields for LUI, Password, Last Name, Gender, Country of Birth, Indigenous Status, Given Names, Home Language, CPP, SSEC, and Year Level. The Notional Sound section has two main options: Literacy Notional Sound and Numeracy Notional Sound. The Numeracy Notional Sound dropdown menu is open, showing options for Mathematics A - Semester 1, 2, 3, and 4. There are also checkboxes to remove the notional sound and a field for Previous Names. The Contact Details section includes Home Phone and Mobile Phone fields. The Postal Address section includes Address Line 1, Address Line 2, Suburb/Town, Postcode, State (Queensland), and Country (Australia). The form has 'Cancel' and 'Save' buttons at the bottom right.

### To remove an incorrect notional Sound

1. Log into SLIMS as the Main Learning Provider.
2. Retrieve the specific Student Learning Account.
3. On the personal details page, select the checkbox **Remove Literacy Notional Sound** or **Remove Numeracy Notional Sound** and then click **Save** at the bottom of the screen.

For more information, see 'Section 4.4: Meeting literacy and numeracy requirements using a notional Sound' on page 27, of the *QCE Handbook* [www.qcaa.qld.edu.au/downloads/senior/qce\\_handbook.pdf](http://www.qcaa.qld.edu.au/downloads/senior/qce_handbook.pdf).

## VET data

Schools are required to submit complete and correct Year 10, 11 and 12 VET data on or by **Thursday 23 November 2017**.

**Note:** A reminder that the service of the printing of VET certificates and statements of attainment provided by QCAA **ceased at the end of the 2016 reporting year**.

## More information

For help or further information, email [helpdesk@qcaa.qld.edu.au](mailto:helpdesk@qcaa.qld.edu.au) or phone (07) 3864 0278.