

Memo

Queensland Curriculum and Assessment Authority

29 September 2017

Senior secondary

Number: 050/17

Subject achievement indicators (SAIs) — procedures in 2017

Purpose

To inform schools of the procedures to follow and resources available to ensure that SAIs are assigned and checked correctly.

Background

SAIs are a crucial part of the OP calculation process. Schools are required to assign SAIs to OP-eligible Year 12 students in large subject groups (those with 14 or more OP-eligible students) and submit them to QCAA via the Student Data Capture System (SDCS) as part of Data submission 5 by Thursday 23 November.

BonSAI_2014 is a tool that helps schools assign and check SAIs. The QCAA uses BonSAI_2014 to check all SAI distributions that schools submit in Data submission 5.

What you need to do

1. Install the latest version of BonSAI_2014

- a. Delete earlier versions of BonSAI and BonSAI_2014 from school computers and networks.
- b. Download and install the current version of BonSAI_2014 from <https://www.qcaa.qld.edu.au/senior/tertiary-entrance/sais-bonsai>. The QCAA expects schools to use BonSAI_2014 to assign and check SAIs. It is the only program produced or endorsed by the QCAA for this purpose.
- c. Direct all users to the BonSAI_2014 user guide, SAI factsheets and video tutorials for information, also at <https://www.qcaa.qld.edu.au/senior/tertiary-entrance/sais-bonsai>.

2. Access support resources for assigning and checking SAIs

As well as the BonSAI_2014 User Guide, five short video tutorials and six factsheets about using BonSAI_2014 are available to help schools. They include information about SAIs and BonSAI_2014, how the QCAA checks SAIs and what schools should do if they are contacted by the QCAA about SAIs.

- a. Access factsheets and tutorials at: <https://www.qcaa.qld.edu.au/senior/tertiary-entrance/sais-bonsai>.
- b. Please pay particular attention to Factsheet 5.

3. Participate in webinars on using BonSAI_2014 to check SAIs

A series of short webinars about SAIs and BonSAI_2014 will be held during Term 4, 2017. They will focus on how to use the tools in BonSAI_2014 to check SAI distributions.

- a. Inform relevant staff of the webinars to be held in Term 4 about using BonSAI_2014 for checking SAIs.
- b. Find out more and register at: <https://www.qcaa.qld.edu.au/pd-events>. Places in webinars are limited.

4. Nominate a school contact person for SAI checking

In 2017, the QCAA intends to call school moderators about SAI issues if necessary.

If school moderators wish to nominate another staff member to be the school's contact person for SAIs, the contact person must be:

- able to use BonSAI_2014 to view all the SAIs for all subjects
- available to speak to QCAA staff about SAIs until Tuesday 5 December 2017
- able to convey information to other school staff and implement decisions about SAIs.

Note that a staff member responsible only for data entry is NOT a suitable contact person and QCAA staff are unable to talk to teachers of individual subjects about SAIs.

To nominate an alternative contact person, please email analysis.reporting@qcaa.qld.edu.au by Monday 13 November 2017 to advise their name, position and contact details.

5. Submit sample SAI distributions for feedback

QCAA staff are available to check sample SAI distributions prior to their submission via SDCS, and to provide feedback to schools.

- a. Export up to five sample SAI distributions from BonSAI_2014.
- b. Email sample SAI distributions to analysis.reporting@qcaa.qld.edu.au by Wednesday 15 November for checking and feedback. One email per school is preferred with up to five SAI distributions.

Finding out more

Please email Karen Wilson, Manager, Qualitative Analysis Unit at analysis.reporting@qcaa.qld.edu.au, or phone 3864 0438.

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