




## Completing student declaration and permission

**It is strongly suggested that all students discuss all of the questions with their parents or guardians (if under 18 years of age) prior to completing the student declaration and permission.**

**Please note:** Students will be required to complete the Student Declaration and Permission when they log in to the portal before they can gain access to other important information such as their examination timetable.

1. To complete the student declaration and permission the student can either go to:
  - Student information site <https://www.wace.wa.edu.au>  
or
  - Student declaration page via School Curriculum and Standards Authority's Year 11 and 12 website <http://senior-secondary.scsa.wa.edu.au/the-wace/student-declaration>

Student to login as per instructions given.



Government of Western Australia  
School Curriculum and Standards Authority

### Student Information

**Important:**

- Year 12 students' results are available on Tuesday, 18 December 2018.
- For academic years other than Year 12, results have been sent to your postal address. These results are not available on the website.

**Student number**

Your student number is an 8 digit number which the School Curriculum and Standards Authority allocated to you. Typically, your student number would start with a 23.....

**Password**

Password changes can only be requested by the student.  
Your initial password has been set to default as the first 2 characters of your family name (in lower case) followed by your 8-digit date of birth (ddmmyyyy). A 'zero' must be entered before single digit days and months. You will be required to change your initial password. For example:

| Family Name  | Date of Birth   | Default Password |
|--------------|-----------------|------------------|
| Thomson      | 14 June 1992    | th14061992       |
| O'Day        | 6 November 1993 | o'06111993       |
| Mac Williams | 23 May 1992     | ma23051992       |
| P Chong      | 15 Feb 1975     | p15021975        |

**Login**

Student No :

Password :

[Forgot your password?](#)

After 10 failed login attempts your account will be suspended and you will need to contact the WACE helpdesk for assistance

**Marks adjustment process**

If you have any questions relating to the marks adjustment process for ATAR courses, please access the *Your Marks* brochure via <https://senior-secondary.scsa.wa.edu.au/assessment/examinations/your-marks>.

If you have any queries relating to the calculation of your ATAR, you must contact TISC via <http://www.tisc.edu.au/static/home.tisc>.

**Helpdesk**

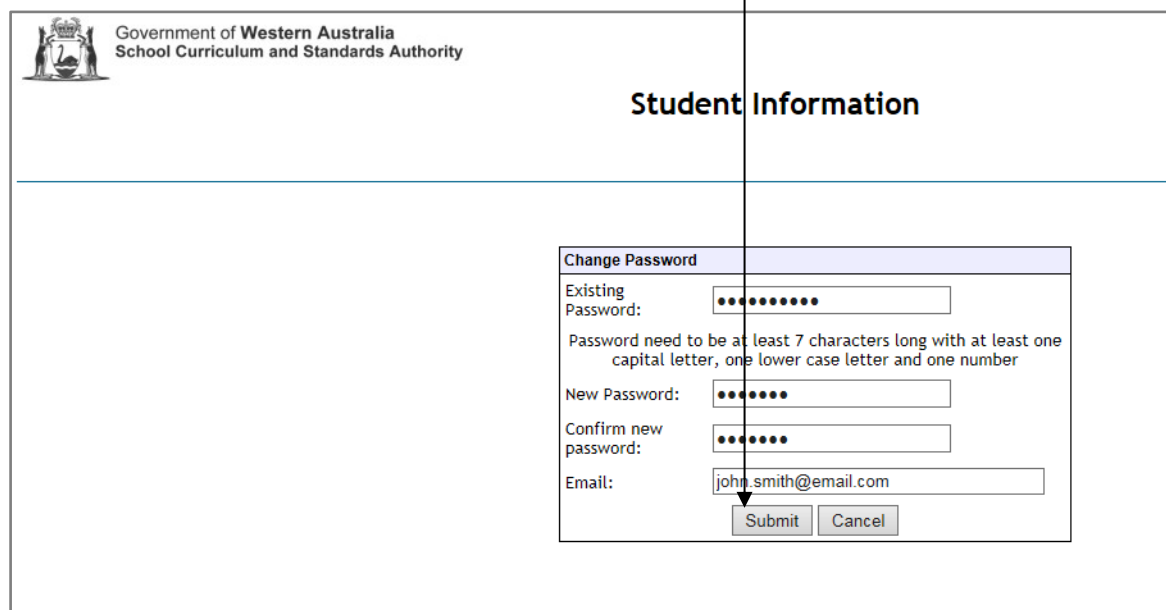
If you are unsure about your password or your account has been locked:

- try [Forgotten Password](#) function (only works with your first 10 tries); or
- email [wacehelp@scsa.wa.edu.au](mailto:wacehelp@scsa.wa.edu.au) (monitored from Monday to Friday between 8.00am to 5.00pm)
  - You must provide within your email:
    - Full name
    - Student Number and School Name
    - Date of Birth
    - Home address details as they would appear in your WACE
  - In some cases we may call you directly to confirm your details and your request.

Any changes to your student record need to be discussed with your school.

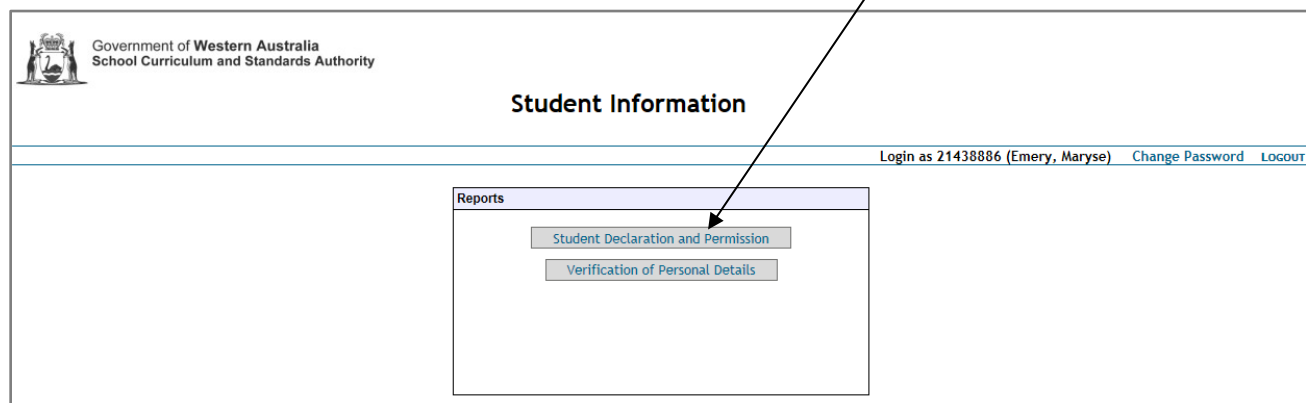
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2. Student will then need to put in a new password and submit. This only needs to be done once when logging on for the first time.



The screenshot shows the 'Student Information' page of the Government of Western Australia School Curriculum and Standards Authority. A 'Change Password' form is displayed, requiring the user to enter their existing password, a new password (at least 7 characters long with at least one capital letter, one lower case letter and one number), and confirm the new password. The email field is pre-filled with 'john.smith@email.com'. The form includes 'Submit' and 'Cancel' buttons.

Once new password is accepted – click into Student Declaration and Permission



The screenshot shows the 'Student Information' page after the password change. The 'Reports' section is visible, containing two links: 'Student Declaration and Permission' and 'Verification of Personal Details'. An arrow points from the text above to the 'Student Declaration and Permission' link. The top right of the page shows the user is logged in as '2143886 (Emery, Maryse)' with links for 'Change Password' and 'Logout'.

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3. The following page will appear. Student to read and tick – ‘*I declare that I have read and understood all the information above.*’

**You are required to complete this Student Declaration and Permission before you can proceed.**

**Declaration to be completed by the following students:**

- All Year 12 Students
- Year 11 students who are studying ATAR Unit 3 and Unit 4 and sitting the 2018 ATAR course examinations
- Year 10 students who have been given approval to study ATAR Unit 3 and Unit 4 and sit the 2018 ATAR course examinations.

All students, as listed above, will need to be aware of the requirements to achieve the Western Australian Certificate of Education (WACE) and for sitting the ATAR course examinations. These requirements are listed in the Year 12 Information Handbook which is available on the School Curriculum and Standards Authority website at <http://www.scsa.wa.edu.au/publications/year-12-information>

All students, as listed above, need to read this page and then check the box. When you check the box at the bottom of this page you are declaring that you:

- understand the requirements for the award of the Western Australian Certificate of Education (WACE);
- are aware of the restrictions on eligibility to enrol in second language courses and English as an Additional Language or Dialect;
- have read and discussed with your parent/guardian/carer the Year 12 Information Handbook, including the sections on plagiarism and malpractice;
- will comply with the examination rules set out in the Year 12 Information Handbook;
- are aware of the conditions governing the awarding of examination marks in each course;
- are aware that your marks will be forwarded to the Tertiary Institutions Service Centre (TISC);
- will attend examinations in which you are enrolled at such times and centres as may be arranged by the Authority, at your own expense;
- are aware that any major works or projects that form part of the examination in any course must be undertaken under the supervision of your class teacher and that, when submitting works, you will be required to have the work certified as your own; and
- are aware that enrolment in a VET industry specific (VETIS) course requires you to complete work placement and that failure to do so will result in the course not being reported on your Western Australian Statement of Student Achievement (WASSA).

I declare that I have read and understood all the information above. ☐

This Student Declaration and Permission needs to be completed by 21/06/2018

LOGOUT

## Completing student declaration and permission

4. This will take the student to the following page. Student to complete and click on submit.

### Student Declaration and Permission Form

You are required to complete this Student Declaration and Permission online submission before you can proceed.

#### Student Permission

The purpose of this online Student Declaration and Permission is to enable you to give your permission for the release of certain personal information and for the use of your written and practical examination responses and school assessments in resources produced by the School Curriculum and Standards Authority (Authority).

#### Explanatory information

The form gives permission for the Authority to use information as explained below:

(a) **Release of name**  
The Authority award winners are published in the media and on the Authority's website if permission to do so has been given by you.

(b) **Use of school work**  
The Authority is seeking your permission for the use of your school work produced during 2018, e.g. assignments, projects, portfolios, tests, school-based exam responses.

(c) **Use of examination responses (written and practical)**  
The Authority is seeking permission for the use of:

- ATAR course written and practical examination responses (copyright owned by the student); and
- images and sound recordings of the student in photographs, audio recordings and audio visual recordings that are made during the ATAR course practical examinations (copyright owned by the State of Western Australia).

The material will be used under the following terms:

- Anything which identifies you or your school by name will be removed from the material before use by the Authority.
- The Authority may make the resources containing the material available in whole or in part, in print and electronic formats, and on the Authority's website. The resources containing the material may be copied, or made available on an intranet, for non-commercial purposes in schools offering the WACE.
- This permission continues indefinitely until you revoke it by notifying the Authority in writing that you no longer want the material to be used by the Authority. The Authority will not provide payment for the use of the material.

Before you complete the responses below, you must discuss the contents of this page with your parent/guardian (if under 18 years of age). The same information is available on the SCSA Year 11 & 12 website at <http://wace1516.scsa.wa.edu.au/the-wace/student-declaration>

#### Student to complete

Please click on the appropriate response to indicate your answer. You must answer each question.

|   | Yes                   | No                    |
|---|-----------------------|-----------------------|
| <b>I give permission for</b>  |                       |                       |
| (a) my name to be published in the media should I win a School Curriculum and Standards Authority award.        | <input type="radio"/> | <input type="radio"/> |
| (b) the Authority to use my school work produced during 2018. (no names used)                                   | <input type="radio"/> | <input type="radio"/> |
| (c) the Authority to use my WACE written and practical examination responses. (no names used)                   | <input type="radio"/> | <input type="radio"/> |
| I have discussed my responses to the above questions with my parents/guardians or I am 18 years of age or over. |                       |                       |
|   | <input type="radio"/> | <input type="radio"/> |

Once you have submitted your responses, you will be unable to make changes online. If you need to make any changes to your responses at a later date, you will need to contact the Authority.

Submit

This Student Declaration and Permission needs to be completed by 21/06/2018

LOGOUT

Student to answer 'Yes' or 'No' to each question, then click on submit.  
*Please note:* Once submitted you will be unable to make changes.

## Completing student declaration and permission

### Student to complete

Please click on the appropriate response to indicate your answer. You must answer each question.

|   | Yes                              | No                    |
|---|----------------------------------|-----------------------|
| <b>I give permission for</b>  |                                  |                       |
| (a) my name to be published in the media should I win a School Curriculum and Standards Authority award.        | <input checked="" type="radio"/> | <input type="radio"/> |
| (b) the Authority to use my school work produced during 2018. (no names used)                                   | <input checked="" type="radio"/> | <input type="radio"/> |
| (c) the Authority to use my WACE written and practical examination responses. (no names used)                   | <input checked="" type="radio"/> | <input type="radio"/> |
| I have discussed my responses to the above questions with my parents/guardians or I am 18 years of age or over. |                                  |                       |
|   | <input checked="" type="radio"/> | <input type="radio"/> |

Once you have submitted your responses, you will be unable to make changes online. If you need to make any changes to your responses at a later date, you will need to contact the Authority.

Submitted

You have successfully submitted this Student Declaration and Permission. You can close the windows now.

Once completed correctly this message will appear.

Before you complete the responses below, you must discuss the contents of this page with your parent/guardian (if under 18 years of age). The same information is available on the SCSA Year 11 & 12 website at <http://wace1516.scsa.wa.edu.au/the-wace/student-declaration>

### Student to complete

Please click on the appropriate response to indicate your answer. You must answer each question.

|   | Yes                   | No                               |
|---|-----------------------|----------------------------------|
| <b>I give permission for</b>  |                       |                                  |
| (a) my name to be published in the media should I win a School Curriculum and Standards Authority award.        | <input type="radio"/> | <input type="radio"/>            |
| (b) the Authority to use my school work produced during 2018. (no names used)                                   | <input type="radio"/> | <input type="radio"/>            |
| (c) the Authority to use my WACE written and practical examination responses. (no names used)                   | <input type="radio"/> | <input type="radio"/>            |
| I have discussed my responses to the above questions with my parents/guardians or I am 18 years of age or over. |                       |                                  |
|   | <input type="radio"/> | <input checked="" type="radio"/> |

Once you have submitted your responses, you will be unable to make changes online. If you need to make any changes to your responses at a later date, you will need to contact the Authority.

Submit

You must discuss your responses to the questions with your parents/guardians (if under 18 years of age) before submitting this Student Declaration and Permission.

If the student does not tick 'I have discussed my responses to the above questions with my parents/guardians' they will get the message 'You must discuss your responses to the questions with your parents/guardians (if under 18 years of age) before submitting this Student Declaration and Permission'; and won't be able to proceed any further.