

SDCS

Data submissions 4 and 5 troubleshooting guide

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 2014.

Task	Data submission 4	Data submission 5
Ensure your school is using the correct SDCS version	Use SDCS version 14.2c or later	
Submit your data by the due date	Data is due at QCAA by 12 noon Monday 24 November 2014 . Upload the files using the Submit files facility on the QCAA website.	Data is due at QCAA by 10 am Thursday 27 November 2014 . Upload the files using the Submit file facility on the QCAA website.
Update the disk status (in the Year 12 2014 cohort <i>click File Menu > Change File #</i>).	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 Subjects tab.	Enter the proposals for small and intermediate groups.	Enter the proposals for all subject-groups.
Enter Levels of achievement (LoAs) on the SDCS Student Details or Class Lists screens.	Enter this data for students in each small and intermediate group (including small and intermediate, transfer, VSS 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 Student Details or Class Lists 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. Ensure Course Completed is set to 'Yes' when the VET qualification has been completed in full.
Update student and subject details.	Check and update students' personal details (particularly names and addresses) and subject enrolments. Pay careful attention to student eligibility.	
Create Data Submission. Generate and send reports (automatically created by SDCS).	Include the following reports: <ul style="list-style-type: none"> batch validation and subject summary the class list report, which should be stapled to the corresponding <i>Form R6</i> and any associated <i>Form R7</i> for each small and intermediate subject-group. 	Include the following reports: <ul style="list-style-type: none"> batch validation and <i>Form R6</i> for large groups and any associated <i>Form R7</i> (class list <i>not</i> required) <i>Form A14</i> (contact person during school summer holidays). Fax completed <i>Form A14</i> to 3221 2553 or scan and email to helpdesk@qcaa.qld.edu.au .

Determining group sizes

To determine group sizes:

1. Run a batch validation.
2. Produce a 'Subject Summary Report' to see subject-group size information:

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

Common errors

Error no.	Description	Solution
271	Agreed proposal missing	Enter the agreed proposal from the <i>Form R6</i> on the Subjects tab against the subject.
272	Exit proposal missing	Enter the exit proposal from the <i>Form R6</i> on the Subjects 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 Proposals tab) are equal and represent the number of students exiting from this subject.
300	LoA numbers do not match exit proposal	Ensure the <i>assigned at last batch validation</i> LoA counts do not equal the <i>exit proposal</i> LoA counts (see Proposals 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.

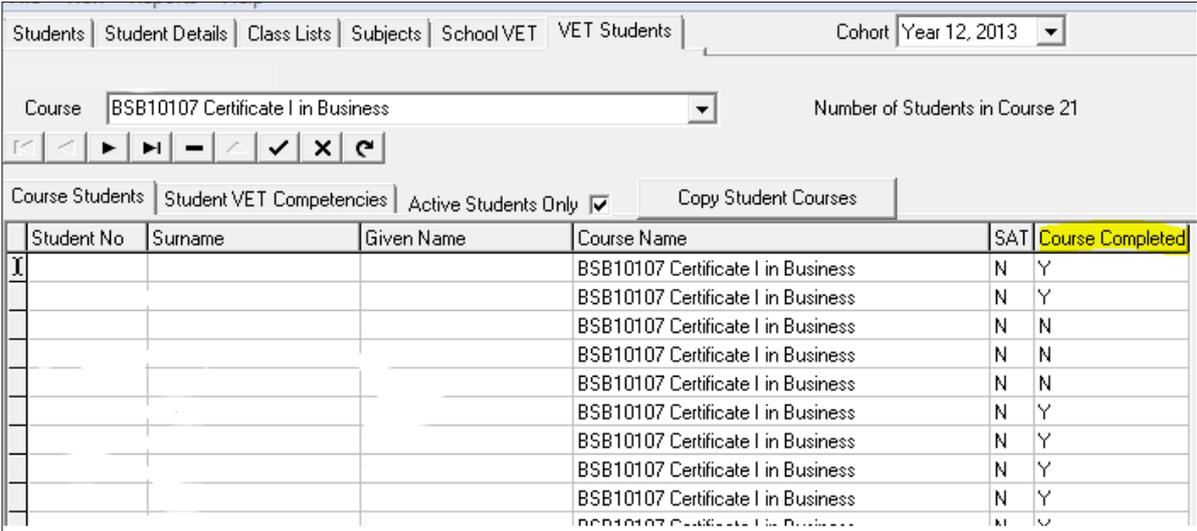
Or:

- **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



The screenshot shows a web interface for VET Students. At the top, there are tabs for 'Students', 'Student Details', 'Class Lists', 'Subjects', 'School VET', and 'VET Students'. The 'VET Students' tab is selected. A dropdown menu shows 'Course: BSB10107 Certificate I in Business' and 'Number of Students in Course 21'. Below this is a toolbar with navigation icons. A button labeled 'Copy Student Courses' is visible. The main area contains a table with the following data:

Student No	Surname	Given Name	Course Name	SAT	Course Completed
I			BSB10107 Certificate I in Business	N	Y
			BSB10107 Certificate I in Business	N	Y
			BSB10107 Certificate I in Business	N	N
			BSB10107 Certificate I in Business	N	N
			BSB10107 Certificate I in Business	N	N
			BSB10107 Certificate I in Business	N	Y
			BSB10107 Certificate I in Business	N	Y
			BSB10107 Certificate I in Business	N	Y
			BSB10107 Certificate I in Business	N	Y
			BSB10107 Certificate I in Business	N	Y

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).

Visa student moderation fee for 2015

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 2015 will be **\$395.25 per student per year** (GST not applicable).

Final amendment data submission due 8 December

Final amendment data is due by 5 pm on Monday 8 December before the QCAA database closes for printing of Year 12 Senior education profiles for 2014. 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 1 December 2014.

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 fax number 3221 2553 or scanned and emailed to helpdesk@qcaa.qld.edu.au by 5 pm on Monday 8 December 2014.

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

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, Friday 5 December 2014.

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.

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.

Further information is available on page 47, Section 8 of the *QCE Handbook* on our website at https://www.qcaa.qld.edu.au/downloads/senior/qce_handbook.pdf.

More information

If you would like more information, please visit the QCAA website www.qcaa.qld.edu.au and search for 'SDCS'. Alternatively, phone 3864 0278 or email the ICT branch at helpdesk@qcaa.qld.edu.au.