



## **STUDENT DECLARATION AND PERMISSION Information for Students**

The Authority requires all Year 12s to complete the online *Student Declaration and Permission* forms.

Students are requested to complete this online process by **Thursday, 17 June 2021**.

### ***Online collection of Student Declaration and Permission details***

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

### ***Student Declaration***

Students are required to declare that they have read and understood the rules and procedures governing the ATAR course examinations, and that they are aware that their marks will be provided to the Tertiary Institutions Service Centre (TISC). These rules are outlined on page 3 of the attached document *Completing the Student Declaration and Permission online* (Document 3).

### ***Student Permission***

The purpose of the online student permission section is to enable students to give their permission for the release of certain personal information and the use of their written and practical examination responses and school assessments in resources produced by the Authority.

**Please note:** students cannot change their responses, parent discussion should occur before completing.

**Students must (if under 18 years of age) have discussed their responses with their parents/guardians before submitting them online. It is strongly advised that students complete the online process at home**, where they can clarify any details with their parents/guardians..

### ***Completing the Student Declaration and Permission online***

To complete the *Student Declaration and Permission* online, the student will need to visit the Student portal on the Authority's website <https://studentportal.scsa.wa.edu.au>.

When logging in for the first time, students will need to enter their WA student number as the **Username**. The initial **Password** will be the first 2 letters of their family name **Nn** (the first as upper case and the second as lower case) followed by their 8-digit date of birth (ddmmyyyy). For example, Mr O'Pearson, born on 18/03/2002, would be Op18032002. Instructions for completing the *Student Declaration and Permission* online are attached.

**Please note:** Once students have submitted their responses, they will not be able to make any changes online.