The EST is an assessment task which is developed by the School Curriculum and Standards Authority.   
The EST is included in the assessment table in the Year 12 General and Foundation syllabuses as a separate assessment with a weighting of 15% for the pair of units.

After the panel identifies the Unit 3 syllabus content on which the task will be based the Authority will inform schools during Term 3, in the previous year, of the Unit 3 syllabus content on which the EST will be based. This notification enables schools to ensure that the identified content is taught prior to the administration of the EST.

The ESTs are administered in schools during Weeks 4, 5 and 6 in Term 2 under standard test conditions. The teacher/s must ensure that the identified Unit 3 syllabus content is taught prior to the administration of the EST. At the beginning of Term 2 Week 2 the Principal/school will be advised that a copy of the EST can be downloaded and printed.   
As for all school-based assessment tasks, the school:

* chooses the specific date/s and time/s, during Weeks 4 to 6 of Term 2 when each EST will be administered
* ensures absent students sit the EST at the first available opportunity prior to the date that the school is required to upload its EST marks
* applies its school assessment policy if a student is unable to sit the EST within a reasonable timeframe
* ensures internal comparability strategies are applied where more than one teacher is delivering the course and marking the EST
* ensures that reasonable adjustments are made to the EST to enable students with a diagnosed disability where their disability, impairment or medical condition will significantly affect their access to the task (Note: the Authority's *Guidelines for disability adjustments for  timed assessments* apply to ESTs).

PTO

The EST:

* is a written assessment task (not practical, performance or oral)
* is constructed to be completed in 50 minutes
* is based upon identified syllabus content from Unit 3
* can comprise several items
* is developed to provide discrimination between students of differing abilities
* is A4 in size and in black and white where possible (colour printing may be required for some courses)
* uses a combined question/answer format
* can require students to refer to stimulus material
* can require students to refer to work/activities completed (particularly in courses with a significant practical component)
* is developed in conjunction with the marking key which will be used by teachers.

From 2016, schools will be required to identify an EST Coordinator when completing their *Provider Contact  Information Update*form. This person and one other staff member must have primary log in ID to access SIRS.   
The Authority liaises with the school's EST Coordinator regarding:

* the availability of the EST, marking key and marks collection sheets
* the Authority-selected student scripts to be uploaded to SIRS.

This EST Coordinator is:

* the only person who can download from the Authority's secure web portal (SIRS) the EST, the marking key and marks collection sheet for each General or Foundation course in which the school has students enrolled
* responsible for organising the printing of the required number of copies of the ESTs for each course in which the school has students enrolled
* responsible for securely storing the ESTs until administration
* responsible for organising effective supervision of all students sitting the EST (usually the class teacher)
* responsible for providing the marking key and the marks collection sheet to the teacher/s involved once the EST has been completed
* responsible, in conjunction with the classroom teacher/s, for ensuring that all spare ESTs and all student scripts are securely held during the marking period
* responsible for collating the raw marks for each EST and uploading them into SIRS
* responsible for checking that their upload of marks has been successful and correct
* responsible for organising the scanning of a sample of student scripts, identified by the Authority, for each Authority selected course
* responsible for checking that each student script submitted to the Authority does not have any marks or notations written on it by the teacher on it and that it does not identify the school or teacher or show the student's name (only the SCSA student number)
* responsible for uploading to SIRS the scanned student scripts for each Authority-selected course
* responsible for checking that their upload of scanned student scripts has been successful and correct.

The EST is marked by the teacher/s delivering the course at the school in accordance with the marking key provided by the Authority. The marking must be completed by the date designated by the Authority.

* The teacher is responsible for the security of the student scripts and any spare copies of the EST during the marking process.
* Marks should only be awarded in whole numbers as indicated in the Authority-provided marking key.
* Teachers **must not** write marks or any notations on the EST scripts. A marks collection sheet is provided for each course.
* Teachers can inform students of their mark for the EST as soon as the marking is completed. Student access to the script and the marks collection sheet is not permitted until after the marks upload date.
* As for all school-based assessment tasks, the school must retain the student work until after the date for Year 12 student appeals against school assessment.
* As for all school-based assessment tasks, the marks for the EST are entered into the teacher's marks book. To facilitate upload to SIRS the raw mark indicated on the Authority's provided marking key needs to be recorded.
* For the determination of the school mark for the pair of units the EST mark is weighted as 15% of the total mark as indicated in the assessment table in the syllabus.
* The school uploads the EST raw total mark for each student into SIRS.

Before the end of Term 2, each school can download a SIRS report for each course. This report contains the:

* marks of the individual students
* school mean mark
* State mean mark
* standard deviation of the school marks
* State standard deviation of the school marks
* location of the students' marks relative to the state distribution of marks
* distribution of the EST marks for the school
* distribution of the EST marks for the State.

Each year, following the marking of the EST scripts by the classroom teacher/s, the Authority will review, by independently marking, a sample of EST scripts from each school delivering courses. After uploading the total marks for all students for all courses the Authority provides the school's EST Coordinator with a list of students for whom the script must be scanned and uploaded to SIRS.

Each uploaded script will be marked independently by a reviewer. Expressions of interest from teachers for this process will be sought during Term 1.

* Where there is a 'large difference' between the teacher's mark submitted by the school and the reviewer's mark, the script is re-marked by another reviewer.
* After the independent marking is completed and all data has been collected and analysed by the Authority, the school can download a SIRS report which contains the teacher's raw total mark for each selected script and the reviewer's total mark, and marks for each item for each script submitted.
* This feedback enables the teacher/s of the course to reflect on, and where appropriate, adjust their marking practice for the remainder of the assessment tasks for the pair of units. Where there is more than one teacher delivering the course, the teachers should discuss the feedback and reach a common understanding.
* The review process may indicate that marking standards for a particular course at the school may differ significantly from state-wide standards. The Authority may initiate a grading review for those schools with the largest difference between the teacher's mark and the mark of the reviewer/s. This review will typically be conducted during Term 3.