

PROCEDURES

NTCET RESULTS RELEASE PROCEDURES

Responsibility of:	Teaching and Learning 10-12 Northern Territory Board of Studies	FILE2015/173
Effective Date:	February 2015	50:D19:17944
Next Review Date:	January 2020	Version Number: 1.0
Target Audience:	Staff, Parents and Community members	

This document should be read in conjunction with [NTCET Results Release policy](#).

1. INTRODUCTION

In relation to the release of the Northern Territory Certificate of Education and Training (NTCET) results in the Northern Territory (NT), this document identifies the processes and procedures related to the NTCET Results Release policy. These procedures refer to both government and non-government schools.

2. DEFINITIONS

Consent form – ‘Consent to release NTCET information’

[Department of Education - NT Certificate of Education and Training \(NTCET\)](#)

NTCET Results Package contains Northern Territory Certificate of Education and Training Record of Achievement and information documents.

SATAC is the South Australian Tertiary Admissions Centre. It processes and assesses applications on behalf of South Australian and Northern Territory universities and TAFEs, and determines student Australian Tertiary Admissions Rank (ATAR).

University Aggregate is obtained by qualifying for an NTCET. The university aggregate is calculated from the best scaled scores from three 20 credit tertiary admission subjects (TAS) plus the best 30 credits of scaled scores or scaled score equivalents from:

- the scaled score of a 20 credit TAS
- half the scaled score of one or more 20 credit TAS
- the scaled score of one or more 10 credit TAS
- scaled score equivalents for Recognised Studies to the value of 10 or the maximum of 20 credits.

The university aggregate is the best possible score calculated from the above options, subject to counting restrictions and precluded combinations.

3. ROLES AND RESPONSIBILITIES

Quality Teaching and Learning will:

- provide the top NTCET student and top Aboriginal NTCET student results packages to Communications and Media, for provision to Secretariat
- determine the top twenty NTCET students from their university aggregate and any additional students who have gained an ATAR above or equal to the 20th students' ATAR for the first time
- provide the list of the top twenty NTCET students and additional top ATAR students in order of attainment and the school that they attended to Communications and Media, for media release
- provide story leads to Communications and Media, Department of Education for NT News result day spread
- manage all student and parent enquiries through the results enquiry service line 1800 009282
- provide contact details of the top twenty students to the Executive Officer NT Board of Studies.

Communications and Media will:

- produce a media release with the top NTCET and top Aboriginal NTCET student presentation information
- manage all media enquiries
- liaise with Secretariat to organise result presentations to top NTCET and top Aboriginal NTCET students
- develop all web content for the top twenty students and additional top ATAR students
- communicate with NT News to develop story lines on top students.

Northern Territory Board of Studies will:

- provide information to the Northern Territory Board of Studies Chair and school sector heads regarding the presentation by the Minister for Education to the top twenty, top NTCET student and the top Aboriginal student
- organise award ceremonies in Alice Springs and Darwin.

General Manager Quality Teaching and Learning will:

- confirm data with Director Teaching and Learning 10-12 prior to release to Communications and Media
- brief Department of Education Executive Services and Secretariat on NTCET results release activities.

4. GUIDELINES/PROCEDURES

Procedures

The NTCET results are released via the South Australian Certificate of Education (SACE) Board of South Australia in December of each year. Stage 2 students sign consent forms as part of the enrolment process to release their personal information to the Northern Territory Board of Studies (NTBOS), to the SACE Board, to the South Australian Tertiary Admissions Centre (SATAC) and to the media.

A written brief of NTCET results is provided to the Chief Executive, Department of Education (DoE) and DoE Communications and Media that provides the basis for any ministerial briefings.

Communications and Media develops all web content which is approved by the Director Teaching and Learning 10-12 prior to publication. Communications and Media publishes the names of the top 20 NTCET completers of that school year and additional top ATAR students on the DoE website. Director Teaching and Learning 10-12 provides NTBOS Chair, sector executives and schools with an electronic link to the website.

The top 20 NTCET students are NTCET completers for the first time in that particular school year and are determined from their University Aggregate. The top 20 NTCET students are ranked by their University Aggregate. If the final rank contains more than one student then the top 20 may include additional students. Also recognised in the NT News and on the DoE website are students with equal or higher ATARs than the 20th student and who have gained an ATAR for the first time.

The top NTCET student and the top Aboriginal NTCET student result packages are returned from the SACE Board to be presented to the respective students by the Minister for Education (or a delegate) on the morning of the results release day.

The media are invited by Communications and Media to attend the official presentation of results to the top NTCET and top Aboriginal NTCET students.

An NTCET results package is posted to the remainder of the NTCET completers at their provided address.

On the day of results release the names of the top twenty NTCET students, in order of attainment and the school that they attended is released to the media. As is the students university aggregate and Australian Tertiary Admission Rank (ATAR). Also recognised are students with equal or higher ATARs than the 20th student who have gained an ATAR for the first time.

A full list of NTCET completers (from that school year) who have provided consent to publish their surname, initials and school they attended, will be published following results release. If the students attended a community school and were enrolled through the NT School of Distance Education, both school names will be published.