Student reports: information management and archiving – guidelines

Curriculum, assessment, reporting and certification: early childhood to year 12 policy statement

The Northern Territory Board of Studies (NTBOS) approved policy sets out the legislative foundation for the provision of school education in the Northern Territory (NT) relating to curriculum, assessment, reporting and certification.

The Department of Education's (the department) Curriculum, assessment, reporting and certification: early childhood to year 12 policy, informs department staff, that is school, regional, and corporate staff about the actions they must undertake to be compliant with legislation, the NTBOS policy and the department's strategic direction.

These guidelines provide information on the actions and processes when managing and archiving student report information in all NT Government schools in all contexts.

Policy

A copy of the student report provided to parents for each enrolled learner, for each reporting period, must be appropriately archived to ensure proper preservation of the record. Further, the information from each report must be provided to the department. Student report information provided to the department must be complete, accurate and match the information provided to parents.

School principals have obligations relating to student reports:

- School principals must provide the data as reported to parents, to the department.
- School principals must archive a copy of all student reports provided to parents, in Schools Central.

School, regional and corporate staff are responsible and accountable for the security and integrity of records created by the department, which includes student reports. The management of records must be in accordance with the [Records Management Standards for Public Sector Organisations in the Northern Territory](). Records – including student reports and information – cannot be destroyed or disposed of unless in compliance with the [School records disposal schedule]() and subject to any records disposal freezes in place from time-to-time. School, regional and corporate staff have an obligation to know and understand their responsibilities under the Records Management Standards.

Roles and responsibilities

Teaching and Learning Services (TLS) as the policy owner is responsible for:

- communicating and reviewing these guidelines.

The school principal as the instructional leader of the school is responsible for:

- implementing these guidelines
- ensuring these guidelines are complied with by the end of each semester

- informing TLS of any issues with compliance via email
- record on the Student Record File any request to use a learner's preferred name to ensure the continuity and management of the student report.

Teachers are responsible for:

- recording data accurately each semester
- informing their principal if a learner's report is missing from an archive location or was not provided to parents.

Guidelines

Information management

Parents of all learners in the NT must be provided with a written report each semester in accordance with the Reporting to parents procedures.

A to E grades and English as an Additional Language or Dialect (EAL/D) phase data must be provided to the department by the end of each semester through the Student Achievement Information System – Reporting to Parents (SAIS-RTP) site. Data is provided to the department through the SAIS-RTP site.

A to E grades for English and Mathematics are to be provided for each learner each semester. EAL/D phase data is to be provided for each EAL/D learner, each semester.

A to E grades for all other Australian Curriculum learning areas must be provided for each learner at least once within each school year. An effort level must be assigned with each subject taught each semester.

Written comments about the learner's progress must be provided for English, mathematics and general each semester.

SAIS data is available to schools and the department via the Business Intelligence System (BIC) and eDash for Schools.

For Stage 1 and Stage 2 South Australian Certificate of Education (SACE) subjects, schools use Schools Online to record student learning area grades. This data is provided to the SACE Board for the certification of the Northern Territory Certificate of Education and Training as well as stored in the department's database.

Archiving

Copies of the reports of all enrolled learners, that are provided to parents, must be archived, including requests to use learners preferred name. This includes reports provided for learners on Educational Adjustment Plans.

Reports must be accessible quickly, on request. Requests for copies may come from parents, schools and the department.

Printed copies of reports and requests to use learners preferred name must be filed on the Student Record File by the end of each semester.

Electronic copies of reports must be archived to the Reports folder in the Students tab in Schools Central by the end of each semester. This is completed automatically for schools using the SAIS-RTP system.

Acronyms	Full form
BIC	Business Intelligence System
EAL/D	English as an additional language or dialect
NT	Northern Territory
NTBOS	Northern Territory Board of Studies
RMS	Records Management Standards for Public Sector Organisations in the Northern Territory
SACE	South Australian Certificate of Education
SAIS-RTP	Student Achievement Information System – Reporting to Parents
TLS	Teaching and Learning Services

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1	June 2022	Quality Teaching and Learning	First version
1.1	July 2022	Teaching and Learning Services	Minor changes made to reflect current and confirmed practice in schools
2	November 2022	Quality Standards and Regulation – Operational Policy	Administrative amendments to align roles and responsibilities to the structural alignment in effect from 1 July 2022, including NTG template and minor formatting