

# Northern Territory Board of Studies NT senior secondary data release guidelines

<b>Document title</b>	Northern Territory Board of Studies NT senior secondary data release guidelines
<b>Contact details</b>	Quality Teaching and Learning
<b>Approved by</b>	General Manager, Quality Teaching and Learning
<b>Date approved</b>	13 May 2020
<b>Document review</b>	Three years
<b>TRM number</b>	50:D20:63436

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Changes made</b>
1.0	1 May 2013	Quality Teaching and Learning	New policy
1.1	10 April 2020	Operational Policy Coordination Unit	Minor review post-reorganisation – roles and responsibilities, terminology
1.2	8 July 2020	Operational Policy Coordination Unit	Minor review of terminology, accessibility, NTG formatting and publishing standard
1.3	15 September 2020	Operational Policy Coordination Unit	Minor update to current NTG formatting standard

<b>Acronyms</b>	<b>Full form</b>
FOI	Freedom of Information
NT	Northern Territory
NTBOS	Northern Territory Board of Studies
NTCET	Northern Territory Certificate of Education and Training
SACE	South Australian Certificate of Secondary Education
TL	Teaching and Learning
TRM	Territory Records Manager
VET	Vocational Education and Training

# Contents

<b>1. Introduction</b> .....	<b>4</b>
<b>2. Senior secondary data release</b> .....	<b>4</b>
<b>3. Data sets</b> .....	<b>5</b>
3.1. Results release .....	5
3.2. Tabled data .....	5
3.3. Requested data .....	6
<b>4. Related documents</b> .....	<b>6</b>

Read this policy with the NT senior secondary data release policy which can be accessed at the Department of Education's Northern Territory Board of Studies website<sup>1</sup>.

The Northern Territory Board of Studies (NTBOS) develops and provides high quality curriculum, assessment, reporting and certification to students in the Northern Territory from Preschool to Year 12.

Student achievement in the senior secondary years is recognised through a comprehensive framework of certification that aims to ensure that every young person leaves school with appropriate documentation. NTBOS is cross-sectorial and these guidelines relate to senior secondary data from government and non-government schools.

The Department of Education – 'the department', provides education through government schools in the Northern Territory (NT) and is responsible to the NTBOS, which has a focus on Stage 1 and Stage 2 outcomes. The department's Teaching and Learning 10-12 team works with all NT schools with senior secondary school enrolments, both government and non-government.

## 1. Introduction

In 2013, amendments to the South Australian Freedom of Information Act 1991, known as the 'FOI Act' - resulted in a variation to the 'exemption status' for the South Australian Certificate of Education (SACE) Board. This has implications for Northern Territory Certificate of Education (NTCET) data. These guidelines address changes to how data is released.

Prior to making public or accessing, Freedom of Information (FOI), the requested NTCET systemic data will be released to school sectors for risk assessment. The sectors involved are Catholic Education NT; Association of Independent Schools of the Northern Territory; NT Christian Schools and the Department of Education.

Specific examples of data release include:

- systemic NTCET results release data
- scheduled systemic tabled data release
- data as requested under FOI legislation - appropriate permissions and approvals for access of data and information will be required to be obtained.

## 2. Senior secondary data release

The General Manager, Quality Teaching and Learning or delegate is responsible for ensuring that the heads of non-government school associations in the NT and NTBOS are provided with the relevant systemic NTCET data prior to general release.

---

<sup>1</sup> <https://education.nt.gov.au/committees,-regulators-and-advisory-groups/northern-territory-board-of-studies>

## 3. Data sets

### 3.1. Results release

A results release schedule is determined by the Director Teaching and Learning 10-12 and shared with NTBOS, non-government sectors and the department's Communications and Media team in late November each year.

Individual, Year 12 student results are made available to students online and in hard copy via Australia Post in December each year.

Data sets are sent to schools on the results release day. These include school summary information, NTCET register of results, register of Vocational Education and Training (VET) results, final subject grade report, merit students, school subject assessment report and final moderation effects report.

The Director, Teaching and Learning 10-12 provides a ranking table of the NTCET top twenty students. This is determined by the students' university aggregates. Students from the current year of completion and students from the previous year who did not gain an Australian Tertiary Admission Rank in that year are considered. The Director, Teaching and Learning 10-12 provides a list of students who gained A+ merit awards, including the subject name and school name. This information is embargoed until results release.

A briefing session is held in the afternoon of the day prior to results release. In attendance are the General Manager, Quality Teaching and Learning or delegate and the heads of the non-government schools' associations or their nominees. A results release questions and answers paper is provided for each attendee. The data in this paper is embargoed and confidential.

On results release day, upon agreement of all sectors, the names of the top twenty NTCET students and the top NTCET Aboriginal students are released to the media through Communications and Media only. Also released is summary data related to the NTCET results release. This is presented in a ministerial briefing and emailed to all senior secondary principals on the results release day. A media event is organised by Communications and Media to celebrate the success of the top NTCET student and top NTCET Aboriginal student on the morning of results release day.

### 3.2. Tabled data

Tabled data in the form of tables and explanations is released each year following the SACE Board clerical check period. The nature of the data in the tables will be consistent with that approved by NTBOS. The tables of data and explanations will be publically available on the NTBOS website. Data tables will be determined and populated by the SACE Board.

Prior to the publication of the data tables a briefing session will be held. Invited to attend are the General Manager Quality Teaching and Learning or delegate, and the Heads of the non-government schools associations or nominees. Tabled data and explanations will be provided for each attendee. The data provided is embargoed and confidential. Upon agreement of all sectors the data will be shared with senior secondary principals and uploaded onto the NTBOS website through Communications and Media. A media event may be organised by Communications and Media to celebrate the success of the top NTCET student and top NTCET Aboriginal student on the morning of results release day.

### 3.3. Requested data

Requests for NTCET data are to be emailed to the Director, Teaching and Learning 10-12. The Director Teaching and Learning 10-12 will then advise the head of any non-government school sector if the request relates to a school or schools in their sector, prior to the release of requested data.

Data to be released under FOI legislation will be handled by the department's Freedom of Information and Privacy officer who will advise the General Manager, Quality Teaching and Learning on the nature of the requested data. They will in turn advise the head of any non-government school sector if the request relates to a school or schools in their sector prior to the release of requested data.

## 4. Related documents

- SACE Board of South Australia - Protocols For Use of SACE Board Data<sup>2</sup>
- Memorandum of agreement – SACE Board and Department of Education
- NTBOS - Consent to Release NTCET Information for students
- NTBOS - NTCET Results Release Policy
- NTCET Results Release Calendar<sup>3</sup>.

---

<sup>2</sup> <https://www.sace.sa.edu.au/web/sace-data/using-sace-data>

<sup>3</sup> <https://www.sace.sa.edu.au/calendars/ntcet>