

Northern Territory Board of Studies NT senior secondary data release policy

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Version	Date	Author	Changes made
1.0	1 May 2013	Quality Teaching and Learning	New policy
1.1	10 April 2019	Operational Policy Coordination Unit	Minor review post-reorganisation – roles and responsibilities, terminology
1.2	7 July 2020	Operational Policy Coordination Unit	Minor review of accessibility, NTG formatting and publishing standard
1.3	15 September 2020	Operational Policy Coordination Unit	Minor update to current NTG formatting standard

Acronyms	Full form
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

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Read this policy with the NT senior secondary data release guidelines which can be accessed at the Department of Education's Northern Territory Board of Studies website¹.

The Northern Territory Board of Studies (NTBOS) develops and provides high quality curriculum, assessment, reporting and certification to students in the Northern Territory (NT) 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. This policy relates specifically to senior secondary data. NTBOS is cross-sectorial. This policy relates to senior secondary data from government and non-government schools.

The Department of Education – 'the department', provides education through government schools in the NT and is responsible to the NTBOS that has a focus on Stage 1 and Stage 2 outcomes. The department's Teaching and Learning 10-12 team – referred to as 'TL 10-12', works with all NT schools, both government and non-government.

1. Policy

Policy objectives:

- Director Teaching and Learning (TL) 10-12, as custodian of the NT Certificate of Education and Training (NTCET) data, to ensure good communication between NTBOS, the TL 10-12 team of the department and the non-government school sectors
- provision of timely information on what is to be released in all three categories of NTCET data release
- provision of information on scheduled media releases and media requests.

NT data on school, subject and student level achievement in the NTCET is generated each year and released to the Department of Education by the South Australian Certificate of Education (SACE) Board of South Australia as part of the service agreement between these agencies for the provision and certification of senior school curriculum to the NT. The service agreement includes the provision of the results of students in both government and non-government schools across the NT. Data release occurs at results release time in December of each year and as requested to fulfil data requests.

The data is owned by the students. Students give permission for schools to access this data through the Consent to Release NTCET Information form. This form also provides consent to release data to the media at the discretion of NTBOS and to release details to the South Australian Tertiary Admission Centre for calculation of an Australian Tertiary Admission Rank. Schools with SACE Board provider numbers can access their students' data via Schools Online. A confidentiality agreement is required to be submitted with a principal's signature/approval for access to Schools Online.

Since 2013, data released to all school sectors and the community via the NTBOS website includes:

- a) systemic results release data
- b) scheduled systemic data release in April - following the clerical check period
- c) data as requested under Freedom of Information (FOI) legislation. Appropriate permissions and approvals for access to data and information will be required to be obtained.

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

2. Business need

In October 2012, the Chief Minister of the NT instructed the department to make more extensive NTCET achievement data available to the public from 2013. This aligned with changes to the South Australian Freedom of Information Act 1991, known as 'the FOI Act'.

Amendments to the FOI Act resulted in a variation to the 'exemption status' for the SACE Board. As a result, a more comprehensive release of data to the NT public now occurs. The SACE Board Data and Information Policy has been adapted for the NT as approved by NTBOS and the NT Minister for Education.

3. Scope

This policy relates directly to NTCET data. Year 10 data is not in the scope of this policy. Stage 1 Personal Learning Plan is an NTCET/SACE subject.

4. Definitions

Schools Online, is the SACE Board database that stores student personal, enrolment and reporting information. Reports and data listed in this policy are derived from Schools Online.

5. Roles and responsibilities

Read the NT senior secondary data release guidelines¹

The NTBOS will:

- consider any changes to SACE Board policy and align this policy with aspects of those changes the NTBOS has endorsed
- approve tabled data for publication on the website.

The SACE Board, on advice from the TL 10-12 team, will:

- provide tabled data
- provide data as required for FOI requests.

Non-government heads will:

- provide feedback as to risk management within their schooling sector
- oversee the implementation of the policy and guidelines within their sector
- attend briefings as notified.

The Director, Teaching and Learning 10-12 will:

- accept responsibility to manage the NTCET achievement data and information in the context of its educational and ethical use and to ensure that other parties comply with these management guidelines
- undertake custodian responsibility for the annual NTCET data generated by the SACE Board and distributed to the department
- ensure the policy is current

- provide a results release schedule
- compile results release questions and answers and list of top twenty NTCET students, top Aboriginal student and students awarded with A+ merits
- liaise with Communications and Media in regard to NTCET results release media event and ministerial briefing
- ensure the provision of accurate and timely advice and support to sectors
- address all risks.

NT school systems and sectors will:

- ensure all schools and relevant office and regional personnel are aware of and have access to the policy and guidelines.

In addition, the Director, Teaching and Learning 10-12 must ensure that NTCET data and information is generated, stored, transferred and otherwise used by the department and non-government agencies, stakeholders and partners to meet the following principles:

- improvement of student educational outcomes
- enhancement of educational outcomes related to social and economic capacity
- enhancement of education practices and pedagogies
- assistance to school programs to improve student engagement and achievement
- minimisation of the risk of misuse of data and information
- ethical and appropriate use of NTCET data
- efficiency and accountability of collection, storage, evaluation and reporting of the data
- protection of security and privacy of individuals.

The General Manager, Quality Teaching and Learning has obligations under FOI legislation and other legislation governing the privacy of individuals and the use of data and information which may be confidential or otherwise protected. This will guide his/her actions in relation to all requests for data and information from any and all agencies and individuals.

6. Related policy, legislation and documents

- NT senior secondary data release guidelines¹
- SACE Board of SA - Using SACE Data²
- Service agreement – SACE Board and NT Department of Education
- NTBOS - Consent to Release NTCET Information
- NTBOS - NTCET Results Release Policy¹
- Request for Northern Territory Board of Studies Data
- NTCET Results Release Schedule

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

7. Acknowledgments

- SACE Board of South Australia
- NTBOS Senior Secondary Working Group 2012-13