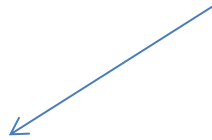**How to use the grade monitoring support materials in**
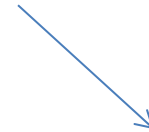*Schools Online*

October 2014

Using Grade History or Band History

Analysing and comparing patterns of results for students at your school may help confirm that your proposed patterns of Stage 5 and Stage 6 Preliminary course grades are supported.

A. Grade History

To help monitor your proposed Stage 5 or Preliminary course grades, you can use the Grade History tools

B. HSC Band History

To help monitor your proposed Preliminary course grades, you may wish to view the HSC band history for your past students

A. Using Grade History

Schools Online Administration
- ▸ Work with Schools Online Staff Profiles

Courses
- ▸ Courses Offered at Your School [TEST]
- ▸ Board Endorsed Course Proposals

Enrolments
- ▸ Generate Student Enrolments/Courses
- ▸ Load student enrolments from file
- ▸ Load student courses from a file
- ▸ Load student contact data from a file
- ▸ Add a Student Enrolment
- ▸ Change a Student Enrolment
- ▸ Transfer In a Student Enrolment
- ▸ Maintain Student Courses by Subject
- ▸ Nominate RoSA School Leavers [NEW]

Browse
- ▸ Answers to commonly asked questions
- ▸ Student Enrolments/Results [ENHANCEMENT]
- ▸ Student Performance Data

Data Collection
- ▸ Principal Certification
- ▸ HSC: All my Own Work Completion [DUE]
- ▸ Project Uploads [NEW]
- ▸ Upload Heritage Interview Sheet [NEW]
- ▸ Grades
- ▸ Assessments
- ▸ Load Assessments by file
- ▸ Non-completion of Course Requirements ("N"-Determ)
- ▸ Life Skills Outcomes
- ▸ Estimated Marks

1. Log on to **Schools Online Administration** and under the **Data Collection** heading select Grades.

Stage 5 ▼ ←

⊘ • 'Stage 5 Grades' is not open.
• 'Stage 6 (Preliminary) Grades' is not open.

For Grade Allocation Guidelines, go to Grade Allocation Guide

For grading support material, go to Awarding, Moderating and Monitoring Grades

Select a course from the list below to maintain student grade details. Click here to show only courses with missing grades.

The Board of Studies has requested that you submit work samples for the courses marked WORK SAMPLES in the list below. Click on the highlighted course and select **Submit work samples** from the menu.

🔍 Type here to search

Course	Course Name	Last Activity
4015	Australian Geography 100 hours	
4005	Australian History 100 hours	
323	Mathematics 200 hours WORK SAMPLES	
350	Science 200 hours WORK SAMPLES	

2. Use the drop-down menu to select the stage you wish to view. A list of all Stage 5 or Preliminary courses for your school will appear.

If BOSTES requests work samples from your school, this will be indicated on this page.

3. Select a course – for example, Science.

The screen will list all students studying the selected course at your school.

Science 200 hours (350)

Select an action

▶ new course

▶ grade history

Availability

Amend student grade details and **save your changes**, or you can save your changes

🔍 Type here to search

Student Number	Student Name	Grade	"N" Determination

4. View the course grade history for your school by selecting grade history.

Grades will appear in this column when entered by the school.

2013 Stage 5

English 200 hours (300)

5. To view the data in different formats, select show grade history in tabs.

The **Grade History** graph displays in percentages the grades for students at your school in recent years.

Grade History English 200 hours (300)

A Avg % 16
B Avg % 25
C Avg % 39
D Avg % 14
E Avg % 5

Percent

100%
80%
60%
40%
20%
0%

2006 (107) 2007 (103) 2008 (104) 2009 (114) 2010 (115) 2011 (96) 2012 (115)

Years (No. of students)

Key: A B C D E

The key shows the grade colours used in the graph.

The average is shown by a red line. It is based on total grade history and does not include the current year's grades.
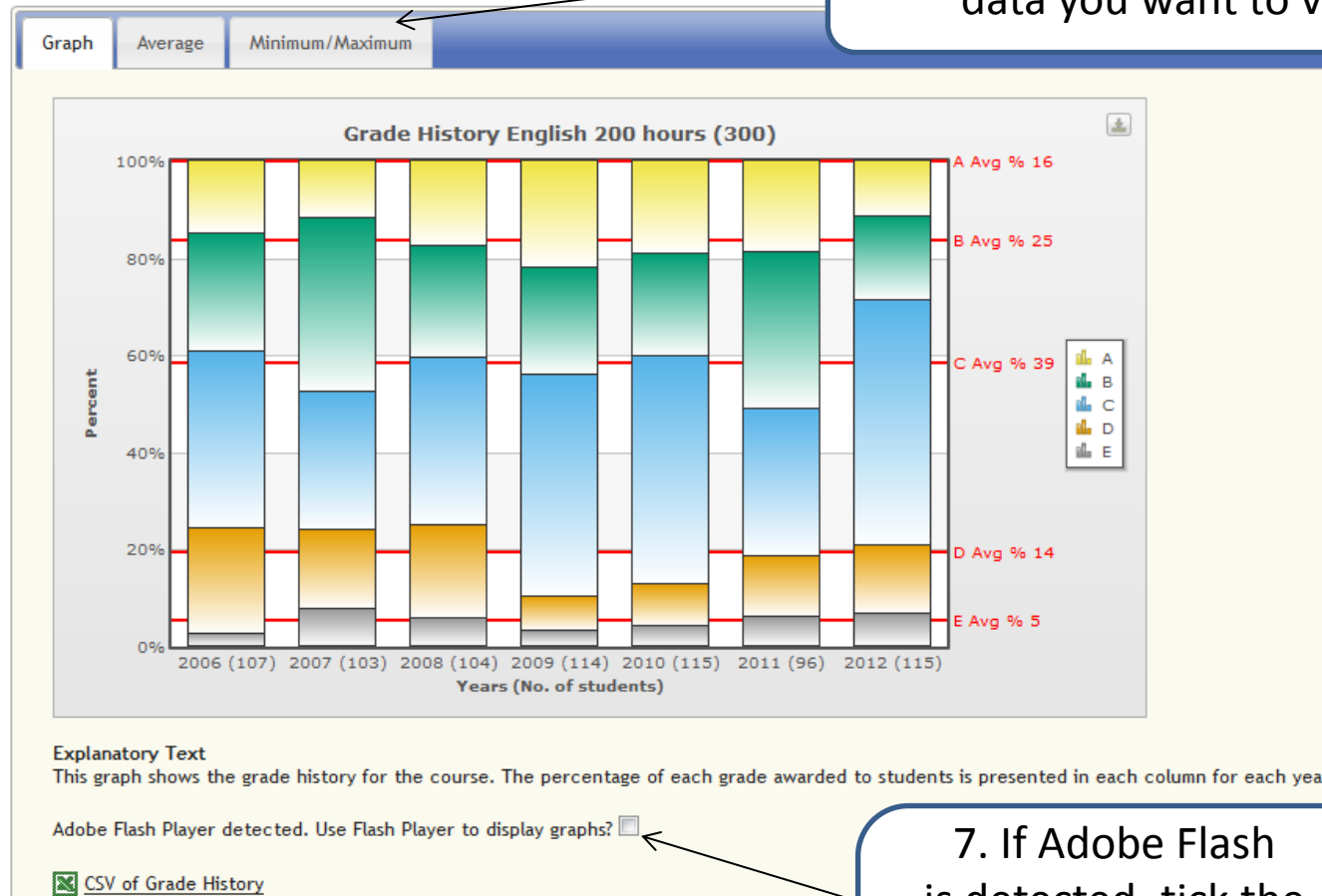
Course candidate numbers for each year.

When grades for the current year are entered in *Schools Online*, a new column will appear showing this data. This will allow an easy visual comparison of the current grade pattern with the historical pattern.

English 200 hours (300)

Schools may find this data helpful when comparing their proposed grade allocation to their

| Graph | Average | Minimum/Maximum |

Explanatory Text
This graph shows the grade history for the course. The percentage of each grade awarded to students is presented in each column for each year.

Adobe Flash Player detected. Use Flash Player to display graphs? ☐

⊠ CSV of Grade History

6. Select the tab for the historical data you want to view.

7. If Adobe Flash is detected, tick the box. The graphics will then be displayed with more clarity.

Caution should be exercised when comparing this year's grades to historical data where a course contains fewer than 25 students or has less than 4 years of data.

Industrial Technology (Engineering) 200 hours (1808)

Schools may find this data helpful when comparing their proposed grade allocation to their previous

Graph	Average	Minimum/Maximum

Grade History Industrial Technology (Engineering) 200 hours (1808)

A Avg % 26
B Avg % 44
C Avg % 30
D Avg % 0
E Avg % 0

Legend: A B C D E

Years (No. of students): 2006 (0) 2007 (0) 2008 (0) 2009 (0) 2010 (0) 2011 (9) 2012 (11)

Explanatory Text
This graph shows the grade history for the course. The percentage of each grade awarded to students is presented in each column for each year.
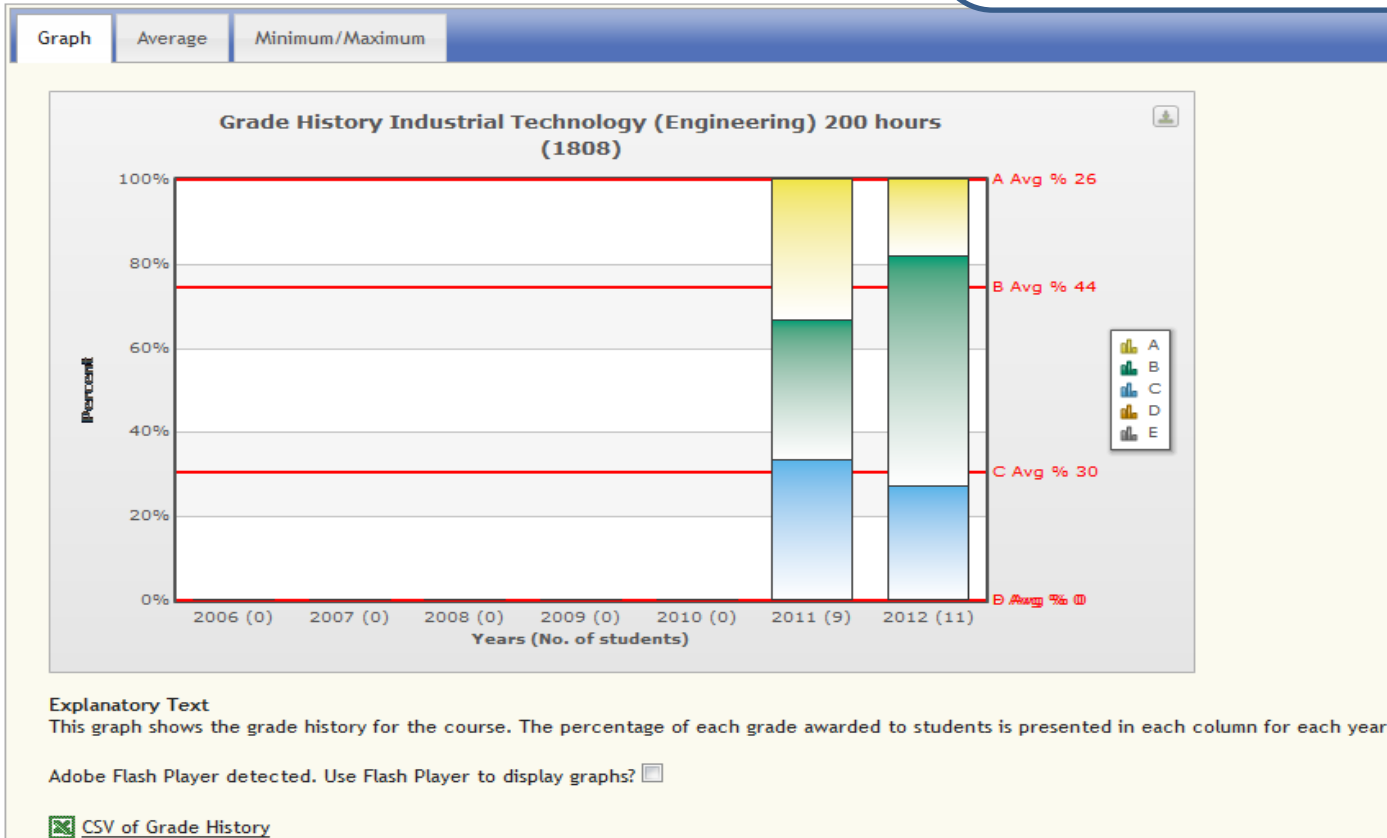
Adobe Flash Player detected. Use Flash Player to display graphs? ☐

CSV of Grade History

8. Select CSV of Grade History to export data.

T_C75DF801792F1989A89C0004AC197314_WEBS017_grade_anal_data [Read-Only]

	A	B	C	D	E	F	G	H
1	Industrial Technology (Engineering) 200 hours (1808)							
2								
3	Year	A	B	C	D	E		
4	2006	0	0	0	0	0		
5	2007	0	0	0	0	0		
6	2008	0	0	0	0	0		
7	2009	0	0	0	0	0		
8	2010	0	0	0	0	0		
9	2011	3	3	3	0	0		
10	2012	2	6	3	0	0		

The data will then be exported as an Excel file like this one.

Australian Geography 100 hours (4015)

Schools may find this data helpful when comparing

Graph	Average	Minimum/Maximum

Grade	Average %	Cumulative Average %	This Year %
A	8	8	0
B	24	31	0
C	35	66	0
D	23	90	0
E	10	100	0

Grade	Average %	This Year %
A+B	31	0
D+E	33	0

As grades are entered, information for the current year will be immediately updated.

Average percentages of grades awarded shown in two formats.

Select an action

▶ back to course
▶ show grade history in a single page

Enquiries

For technical assistance to the Schools Online service or information on the student enrolment and credentialling for students doing the Higher School Certificate, Preliminary, Year 10, or a VET qualification, please call the Students Records Unit on
▶ (02) 9367 8001.

For Marking application and appointment enquiries, please call the Marker Support Section:
▶ (02) 9367 8104.

For Disability Provisions please call Student Support Services:
▶ (02) 9367 8117

Australian Geography 100 hours (4015)

Schools may find this data helpful when comparing

| Graph | Average | Minimum/Maximum |

Grade	Grade % Low Range	Grade % High Range	This Year %
A	5	10	0
B	18	34	0
C	28	40	0
D	20	30	0
E	4	17	0

Grade	Grade % Low Range	Grade % High Range	This Year %
A+B	25	43	0
D+E	24	39	0

10. Select the Minimum/Maximum tab.

As grades are entered, the information for the current year will be immediately updated.
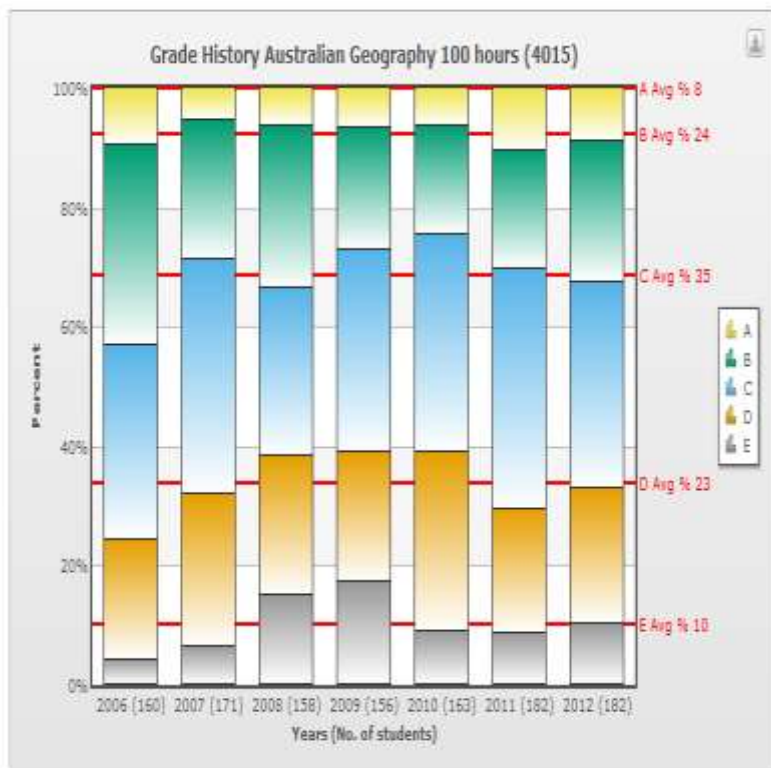
The minimum (low range) and maximum (high range) percentages of grades shown in two formats.

Select an action

▸ back to course
▸ Show analysis in a single
   page

11. To view the graph and numerical data together, select Show analysis in a single page.

Australian Geography 100 hours (4015)

The view will change from a tab format to show all the information on a single page.

Grade	Average %	Cumulative Average %	This Year %
A	8	8	0
B	24	31	0
C	35	66	0
D	23	90	0
E	10	100	0

Grade	Average %	This Year %
A+B	31	0
D+E	33	0

Grade	Grade % Low Range	Grade % High Range	This Year %
A	5	10	0
B	18	34	0
C	28	40	0
D	20	30	0
E	4	17	0

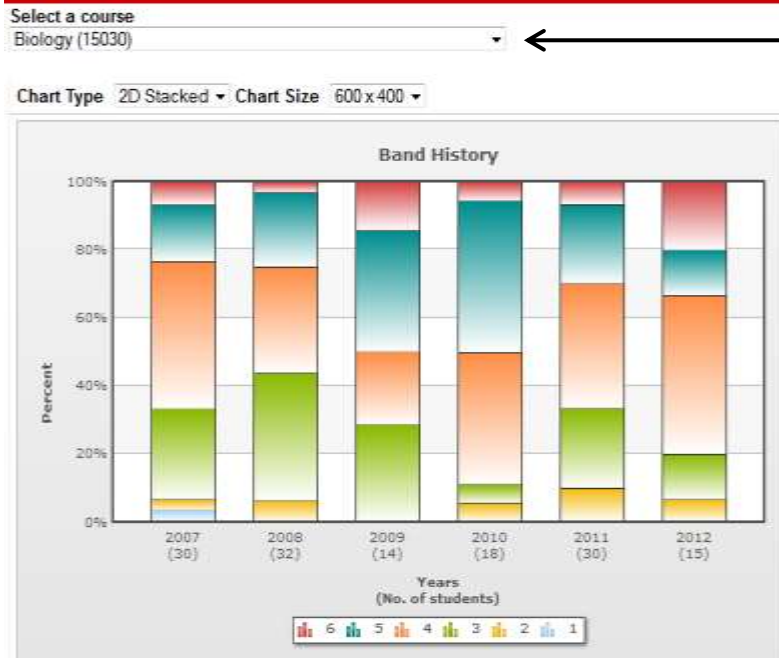| Grade	Grade % Low Range	Grade % High Range	This Year %
A+B	25	43	0
D+E	24	39	0

B. Using HSC Band History

Results

- ▶ Display a Student's Results
- ▶ Merit Lists
- ▶ School Group Statistics
- ▶ School/State Grading Pattern Comparison
- ▶ Course Z-Score Analysis
- ▶ MeritGroup Statistics
- ▶ Band History **NEW**

1. Log on to **Schools Online Administration** and select the HSC **Band History** under the Results tab.

Band History allows schools to view the past HSC performance band results for candidates from their school in graphical format.

Select a course
Biology (15030)

Chart Type 2D Stacked ▾ Chart Size 600 x 400 ▾

Band History

Percent

100%

80%

60%

40%

20%

0%

2007 (30)   2008 (32)   2009 (14)   2010 (18)   2011 (30)   2012 (15)

Years
(No. of students)

6   5   4   3   2   1

Band History shows the percentage of students in each band in the selected course over time.

In addition, the percentage of students achieving each band is displayed in a table.

more

		6	5	4	3	2	1
2007	remove	6.66	16.66	43.33	26.66	3.33	3.33
2008	remove	3.12	21.87	31.25	37.50	6.25	
2009	remove	14.28	35.71	21.42	28.57		
2010	remove	5.55	44.44	38.88	5.55	5.55	
2011	remove	6.66	23.33	36.66	23.33	10.00	
2012	remove	20.00	13.33	46.66	13.33	6.66	

save data set

2. Select the course that you wish to view.
The graph will show your HSC band history pattern over time.

If schools choose to consider their HSC performance band patterns for past students to assist in monitoring the Preliminary course grades they award, they should be mindful that there is no direct correlation between HSC performance bands and Preliminary course grades. General patterns over time, however, may provide some information about the performance of students at the school.

Further support for grading

More information on awarding, moderating and checking your Stage 5 and Preliminary course grades is available under 'Grades' in the Record of School Achievement (RoSA) section of the BOSTES website.