

UAC

Schools Recommendation Program

A GUIDE FOR RATERS



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1. Introduction

Together with schools, the University of Tasmania has introduced the Schools Recommendation Program (SRP), which allows current year 12 students to apply and receive offers much earlier in the year for a range of exciting, diverse courses. The program encourages year 12 students to apply for up to five eligible courses.

SRP applications are assessed based on the school's recommendation and year 11 results rather than their ATAR, although certain courses may be conditional upon ATAR results.

Applications are accepted from the end of June through to early October, with offers being made, in three rounds, from the end of August through to early November.

Visit utas.edu.au/srp for more information about the program.

Key dates for Principals and schools

Deadlines for schools to submit recommendations



View the ([SRP timeline](#))

1.1 Activity Flow

The process is initiated by a year 12 student submitting an online admissions application with the University of Tasmania. After creating an account, preferencing five courses and submitting their admissions application, the student can opt to be considered for the SRP. The student's school then completes an online assessment of the student on seven criteria.

The University then reviews applications and school assessments and makes conditional or unconditional offers as deemed appropriate.

1.1.1 Student

Students apply for the Schools Recommendation Program at the end of their admissions application. They can upload their year 11 school report as part of the SRP application process.

1.1.2 Principal

School Principals use the SRP Principal and Rater portal to update the account for the Rater at their school. They can also view and edit their own details and generate reports on their students.

1.1.3 Rater

Raters view and rate students who have applied for SRP on the seven specified criteria. They can also upload a student's year 11 results and provide additional information about the student in a free text field.

2. Using SRP for Raters

2.1 Initial Login

The initial Rater set up in the system will be sent an email from the University inviting them to log in to the SRP Principal and Rater Portal with an account and temporary password.

The screenshot shows the 'Principal and Rater Portal' login page. At the top, there is a header with the University of Tasmania logo and the text 'Schools Recommendation Program 2022'. The main content area is titled 'Principal and Rater Portal' and features a large image of three people standing on a rocky shore looking out at the ocean. Below the image, there is a welcome message: 'Welcome to the Principal and Rater Portal for the University of Tasmania's Schools Recommendation Program. This is where you can support your students' applications and help them secure an early offer to study in 2023.' It also includes instructions on how to access the portal and a note about school ratings submission. To the right of the image is a 'Log in' section with a 'Don't have an account?' link. It contains two input fields: 'Email address' (with the placeholder 'training@utac.edu.au') and 'Password' (with a masked password '*****'). There is a 'Forgot your password?' link and a 'Login' button. At the bottom right, there is a mouse cursor icon.

Note that if you use a password manager, such as LastPass, and use it to paste your username and password into the form you may need to position the cursor in the Email field and tab away from it to be able to progress.

The first time you log in you will be forced to change your password.

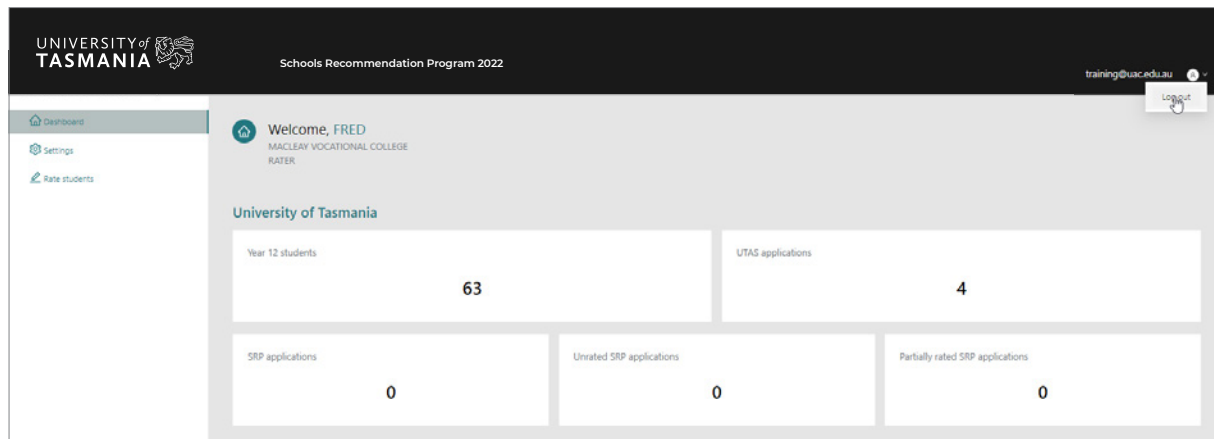
The screenshot shows the 'Set password' page. It has a title 'Set password' and a subtitle 'Enter your new password for your account'. There are two input fields: 'New password' and 'Confirm new password'. Both fields have a masked password '*****' and a 'Show/Hide' icon. Below the 'New password' field, there are four green checkmarks indicating password requirements: 'Minimum 10 characters', 'At least 1 uppercase letter', 'At least 1 lowercase letter', and 'At least 1 number'. Below the 'Confirm new password' field, there is a green message box that says 'Password is matched!'. At the bottom, there is a 'Set password' button and a 'Back to Login' link.

Clicking Set password will save your new password and take you to the Dashboard.

Subsequent logins will be via the normal process at the portal login page.

2.2 Dashboard

Once you have logged in you are taken to the Dashboard. The main screen of the dashboard displays headline information about student numbers from your school, including how many students have applied to the University of Tasmania, how many have also applied to the Schools Recommendation Program and how many of those are still unrated.



The dashboard has a few menu options for Raters including: Dashboard, Settings and Rate students. Exit the application using the 'Log out' function.

2.3 View and edit your details and change your password

The 'Settings' menu option will navigate to a page that allows you to check and update your own details and change your password.

Ensure that all the required fields (marked with an asterisk) are filled in correctly and click on 'Save'. Use the 'Change password' button in the **top right hand corner** to update your password.

Clicking the 'Reset' button will trigger an email to be sent to your registered email address. The email will provide a link to reset your password. A copy of the email is provided in section 2.5.

2.4 View and rate applicants

The main function of the SRP portal is to allow schools to easily rate students who have applied for consideration under the program based on several criteria shown in the table below.

Raters also have the option to provide additional information about the student in a free text field and upload a student's year 11 results.

2.4.1 Criteria

Literacy skills (especially writing)			
On Pathway	Satisfactory	Commendable	High Achievement
Could further develop and consolidate through a focussed pathway program.	With scaffolding/support, can communicate issues both verbally and in writing.	Communicates effectively but sometimes requires additional assistance in refining written work or referencing. (eg SA in Pre-tertiary English or English-related subject in year 11 or tracking towards in year 12; HA or above in Level 2 English).	Strong communication skills, both written and oral (CA or above in Pre-tertiary English or related subject in year 11 or tracking towards this in year 12).
Numeracy			
On Pathway	Satisfactory	Commendable	High Achievement
Could develop and/or consolidate through a focussed pathway program.	Everyday numeracy as evidenced by successful achievement of TCE numeracy standard or equivalent.	Demonstrated understanding and application of number, algebra, geometry and statistics; ability to reason, interpret and communicate numerical and statistical concepts; perform algebraic manipulations and solve problems in a systematic way. An indication would be successful completion of (or on-track to complete) pre-tertiary General Mathematics or Mathematics Methods Foundation.	Evidence of successful study of complex mathematical problem solving, including complex algebraic manipulations, trigonometry, calculating derivatives and integrals and applying probabilistic models. As a guide, successful completion of (or on-track to complete) Maths Methods or Maths Specialised would meet this.
Critical Thinking			
On Pathway	Satisfactory	Commendable	High Achievement
Could develop and consolidate through a focussed pathway program.	With some support can identify issues in a problem and explore them from more than one perspective. Can use sources of provided information to pose solutions and explore implications.	Can tackle problems by identifying issues and explore them from more than one perspective. Can identify sources of information and explain a possible implication. Success in year 11 subjects that require critical and analytical thinking or tracking towards success in year 12.	Can identify and explain issues, work through problems from different perspectives, evaluate evidence and implications. Success in level 3 or 4 subjects that require critical and analytical thinking in year 11 or tracking towards success in year 12.

2.4.1 Criteria CONT.

Time management and ability to manage workload

On Pathway	Satisfactory	Commendable	High Achievement
Could develop with support or through negotiation of reduced load.	With some support can successfully balance a full program of subjects in year 11 and/or 12 (or balancing a program of study with part-time work, extra-curricular/ leadership activities).	Ability to successfully balance a full program of subjects in year 11 and tracking towards successful completion of a full program in year 12 (or balancing study with part-time work or extra-curricular activities).	Ability to successfully balance a full program of subjects (inclusive of 5 pre-tertiary subjects over 2 years) and tracking towards successful completion of a full program in year 12 (or balancing study with part-time work or extra-curricular activities).

Collaborative Skills

On Pathway	Satisfactory	Commendable	High Achievement
Could develop and consolidate through a focussed pathway program.	With some support, can participate in, and contribute to, group work.	Demonstrates a willingness to participate and positively contributes to group work.	Contributes and participates to ensure the successful completion of group activities. Effectively adopts leadership roles as appropriate.

Ability to think independently and take responsibility for their own learning

On Pathway	Satisfactory	Commendable	High Achievement
Could develop and consolidate through a focussed pathway program.	With support, will tackle learning activities that involve independent work and see through to completion.	Participates in learning activities and assignments that involve independent work to successful completion. Able to adapt work in response to feedback.	Has confidence to successfully tackle learning activities and assignments. Actively seeks and uses feedback. Shows initiative and uses a range of strategies to consistently produce high quality work.

Interested and engaged in learning

On Pathway	Satisfactory	Commendable	High Achievement
Prefers practical, hands-on learning.	Demonstrates an interest in learning, asks questions and makes contributions.	Engages in learning, makes positive contributions and poses relevant ideas and issues in class.	Engages in learning, posits and extends ideas, readily takes on challenges, learning is focussed.

Free text field

A free text field to allow Raters to input notes that they wish for University of Tasmania to consider as part of the application. Limit 500 characters.

2.4.2 Rating

When one or more students from your school have applied for the SRP the system sends an automated email to the registered email addresses of both the Principal and the Rater overnight to inform them that at least one new application has been made. Refer to example in section 2.5.

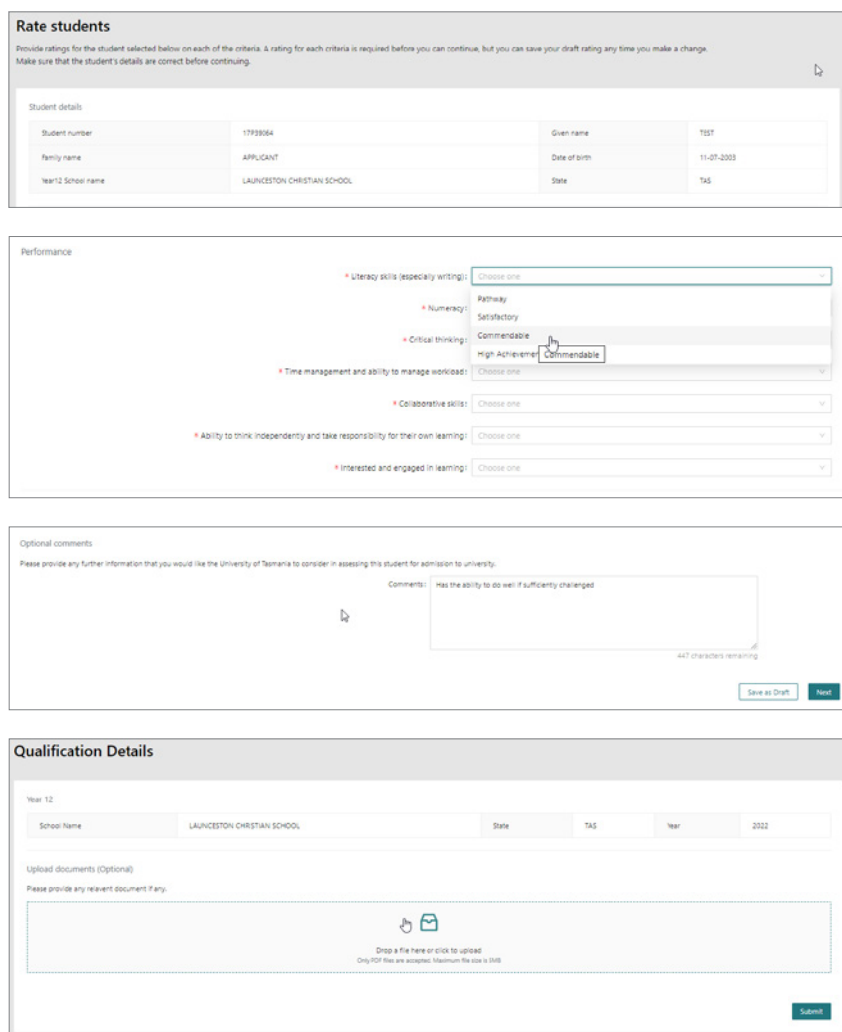
Click the 'Rate students' menu option in the left-hand navigation (Number 1 below) to open the student list.



The screenshot shows the 'Rate students' menu option in the left-hand navigation, highlighted with a red circle and the number 1. The main content area displays a table of students with columns: Student number, Family Name, Given names, Date of Birth, and Rating status. The first student listed is 17P39064, APPLICANT, TEST, 2003-07-11, and Not Rated. A red circle and the number 2 highlight the radio button next to the student number. A red circle and the number 3 highlight the 'Rate student' button at the top right of the window.

Select the radio button next to the student to be rated (Number 2), check the name and click the 'Rate student' button at the top right of the window (Number 3).

A new page will appear for you to rate the student against the seven specified criteria.



The screenshot shows the 'Rate students' form. The top section is titled 'Rate students' and includes instructions: 'Provide ratings for the student selected below on each of the criteria. A rating for each criteria is required before you can continue, but you can save your draft rating any time you make a change. Make sure that the student's details are correct before continuing.' Below this is a table of student details:

Student details	
Student number	17P39064
Family name	APPLICANT
Given name	TEST
Date of birth	11-07-2003
Year12 School name	LAUNCESTON CHRISTIAN SCHOOL
State	TAS

The next section is titled 'Performance' and contains seven criteria, each with a dropdown menu:

- Literacy skills (especially writing): Choose one
- Numeracy: Choose one
- Critical thinking: Choose one
- Time management and ability to manage workload: Choose one
- Collaborative skills: Choose one
- Ability to think independently and take responsibility for their own learning: Choose one
- Interested and engaged in learning: Choose one

The 'Critical thinking' dropdown menu is open, showing options: Pathway, Satisfactory, Commendable, and High Achievement. The 'Commendable' option is selected.

The next section is titled 'Optional comments' and includes a text area for comments. The comment entered is: 'Has the ability to do well if sufficiently challenged'. Below the text area is a character count: '447 characters remaining'. At the bottom right of this section are two buttons: 'Save as Draft' and 'Next'.


The final section is titled 'Qualification Details' and includes a table of qualification details:

Year 12			
School Name	LAUNCESTON CHRISTIAN SCHOOL	State	TAS
Year	2022		

Below the table is a section for 'Upload documents (Optional)' with the instruction: 'Please provide any relevant document if any.' There is a large dashed box for uploading documents. At the bottom right of this section is a 'Submit' button.

2.5 System Correspondence

The password reset email (below) is sent on demand when you request to reset or change your password.



Password reset

Thank you for resetting your password to the University of Tasmania Schools Recommendation Program Principal and Rater portal. Please click the below link to reset your password.

Reset your password

Please note this link will expire in 24 hours.


Any other questions or concerns, please contact us on student.recruitment@utas.edu.au.

University of Tasmania

This is an automated message, do not reply directly to it. If you have any queries about the program or rating students via this portal, please contact us on student.recruitment@utas.edu.au or 1300 363 864.

2.5 System Correspondence CONT.

Example of automated email sent to Principals and Raters overnight when one or more students have applied for SRP.



New Schools Recommendation Program application

Hi \${addressee},

One or more Year 12 students from your school (\${schoolName}) have applied to study at the University of Tasmania through our Schools Recommendation Program (SRP).

[Login to Schools Recommendation Program Principal and Rater portal](#) to view details of this and all other SRP applications from your school. You can also reset your password if required.

To rate your student/s please log in to the Schools Recommendation Program portal. If you have not nominated a person to rate your students, the Principal must register one via the portal.


Principal and Rater portal

If you need further information regarding SRP, please [visit the Schools Recommendation Program website](#).

You can email any queries to student.recruitment@utas.edu.au.

Connect with us

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