

Mandatory Elements - All Students					
Item	Data Elements	Automated update	Source	Notes	Available
Enrolment	School, enrolment date, departure date, year level.	Yes	SAMS	Enrolment data only available from enrolment episodes in NT Government schools.	now
Photo	Student photograph	School entered	New copy to be saved annually	Photographs will not be stored for students that have a "No Photograph" provision.	now
Attendance	Daily and period level attendance	Yes fortnightly	SAMS	Summary attendance only for prior terms.	now
Achievement	NAPLAN assessments	Yes annually	Department of Education and Training		November 2009
	NTCF	Yes term or semester	SAMS / CeTool or Markbook	Schools using Markbook for NTCF reporting will need to apply the standard template developed by the Department of Education and Training.	Now
	Progress reports	Yes term or semester	Markbook	Will require school to use a standard file extract.	November 2009
		School entered	PDF versions of parent reports	Teachers can post student reports in PDF format into the progress reports section of the student profile if an automated source is not available.	Now
	Vocational education competencies attained	Yes fortnightly	SAMS Vet Module	Schools will record all vet activity for their students in the SAMS VET module.	November 2009
Certificates and Awards	Any externally accredited student awards and school annual prizes	School entered	Teachers or assigned staff to enter either electronic or scanned images of awards	Example include <ul style="list-style-type: none"> • Life saving awards • First aid • Representative sports • Ministers' and community awards, • Duke of Edinburgh • Participation and achievement in literacy and numeracy competitions. 	Now

Mandatory Elements - All Middle and Senior Years Students					
Item	Data Elements	Automated update	Source	Notes	Available
Classes	Class timetable	Manual or auto download from SAMS	SAMS	<p>For middle and senior year students, class and individual student time tables will be extracted from the SAMS timetabling module once per term or semester.</p> <p>Teachers can manually add or remove students from classes and change schedules.</p> <p>Class schedules will be automatically pushed into the student's personal outlook diary.</p>	Now
	Assessment schedule	School entered	Teacher to enter as a general schedule for the whole class	<p>Layout</p> <ul style="list-style-type: none"> • Item • Scheduled or due date • % percentage of the total mark for the subject. 	Now
	Assignments and homework	School entered	Teacher to enter assessment items and the relative value for each subject	Information provided must include the assignment title, due date and link to a copy of the assignment sheet for students to download.	Now
Student Plans	Student personal learning plans	School entered	Teacher entered	Personal learning plans developed for NTCET/SACE requirements will be stored here when completed.	Now

Optional Elements - All Students					
Item	Data Elements	Automated update	Source	Notes	Available
Portfolio	Samples of students work	School entered	Teacher or student entered	Schools to set guidelines on the number of items but it could be one item per term. May require more items in senior school.	Now
Student Plans	Student individual learning and assessment plans	School entered	Teacher entered	Documents detailing any personal learning and assessment plans developed by teachers. Will include special education plans, attendance plans and education adjustment plans.	Now
	Student career plans	School entered	Career counsellors	Student learning and transition plans to be stored here by relevant staff.	Now