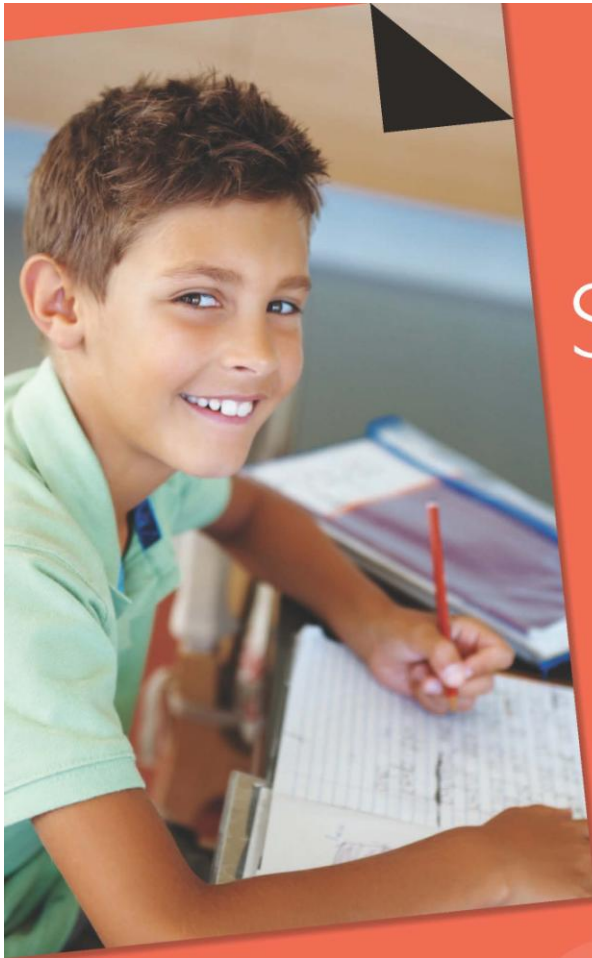


GUIDELINES FOR WEBMASTERS



ACER Scholarship Testing

Please visit

<http://www.acer.edu.au/tests/scholarship>

for more information

Australian Council for Educational Research





August 2011

Dear Colleague,

Your school is participating in one or more of ACER's four scholarship programs, and has chosen to accept online internet-based registrations from interested candidates.

To enable your school to accept registrations via your website you will need to setup a link from your website to ACER. The link is supplied by ACER and is embedded with ID codes so that when a candidate follows a link, the database already 'knows' details such as what school, scholarship program and scholarship level the candidate is applying for.

The link is easy to set up, with just a little text and/or HTML editing. The link will ensure your school can successfully accept online scholarship registrations in 2011-12.

ACER will activate the online registration system from **Friday 9 September 2011**. Your school can fulfil the criteria outlined in this guide and accept online registrations from candidates from this date, or, you can accept them at a later date by loading the HTML link pages on your website on a date of your choosing. Please discuss this with your school's scholarship administrator.

These guidelines are intended to answer most of your questions. However, please feel free to contact us if you have any further questions. It is easiest to email us onlinehelp@acer.edu.au or alternatively you can phone Susannah Good on (03) 9277 5749 or Karen Scalzo on (03) 9277 5457.

Regards,

Scholarship Team
Australian Council *for* Educational Research

Australian Council for Educational Research Limited

19 Prospect Hill Road (Private Bag 55) Camberwell VIC 3124 Australia

t +61 3 9277 5555 f +61 3 9277 5500 w www.acer.edu.au

ACN 004 398 145 ABN 19 004 398 145

Background

Scholarship Programs

ACER has four scholarship programs:

- 1) Cooperative Scholarship Testing Program (CSTP)
- 2) Australian Cooperative Entry Program (ACEP)
- 3) Primary Scholarship Program (PSP)
- 4) Scholarship Selection Test (SST)

Your school may have opted into just the one program, or as many as three programs.

Scholarship Levels

Note that the CSTP and SST programs are offered at three different levels:

- Level 1: candidates can register for entry into Year 7 or Year 8 (ACT, NSW, Sthn. NT, Tas., Vic, WA.) or Year 8 or Year 9 (Nthn. NT, Qld., SA)
- Level 2: candidates can register for entry into Year 9 or Year 10 (ACT, NSW, Sthn. NT, Tas., Vic, WA.) or Year 10 (Nthn. NT, Qld., SA)
- Level 3: entry into Year 11 (all states)

There **must** be a link to the ACER Scholarship Registration page from your school's website for **each** 'program' and **each** 'level' your school is participating in.

There are separate HTML pages for each program (CSTP, SST, ACEP, and PSP). Within the CSTP and SST html page there are separate links to Level 1, Level 2 and Level 3.

HINT: Contact your school's scholarship administrator to confirm which 'program(s)' and 'levels' your school has opted to participate in. You should only set up a link for these 'programs' and 'levels'.

WARNING: A program's link to ACER must NOT share a page with another program's link. That is, if your school is accepting online registrations for CSTP, it cannot also accept online registrations for ACEP from the **same** HTML page. The links must be on **different** HTML pages or the JavaScript will not function correctly.

The HTML files ACER provides are effectively blank templates. There are text edits to undertake on each page to personalise the page for your school. There are also small edits that need to be made to the source code so that the School ID is 'recognised' when a candidate communicates with ACER's database. Once these are done, the page needs to be posted to your school's website and checked to confirm functionality.

You can use the HTML files ACER supplies in one of two ways.

- 1). You can retain the layout of the files essentially as is, doing only basic edits to the text and School ID code as required to attain functionality, or,
- 2). You can heavily edit the page and use only the relevant JavaScript required areas so that the link to ACER looks very much a part of your school's website and appears seamless to web users.

WARNING: At all times retain the JavaScript embedded in the page. Without the complete JavaScript the link to ACER will not work and students will be unable to register online for your school.

It is up to each school to choose which style they choose to implement. In either case, if the JavaScript is retained the link to ACER will work and your school will be able to accept online registrations from scholarship candidates.

FAST FIND INDEX: ARRANGING THE LINK TO ACER

A: We have never accepted online registrations before, or, we accepted online registrations for the 2011 scholarship test and the link is no longer on our website	5
B: We accepted online registrations for the 2011 scholarship test and the link is still on our website.....	7

A: We have never accepted online registrations before, or, we accepted online registrations for the 2011 scholarship test but the link is no longer on our website

If your school has never accepted online scholarship registrations or the 2011 link has been deleted the following should occur.

- 1). Either yourself – as the nominated IT contact – or the scholarship administrator may download and save the appropriate HTML file(s) from the ‘**Information**’ page of ACER’s Scholarship Hub (www.acer.edu.au/scholarships/). Save the file(s) to your school’s network.

HINT: Confirm with your school’s scholarship administrator which ‘**program(s)**’ and ‘**level(s)**’ your school will be subscribing to for the 2012 test period.

- 2). In consultation with your school’s scholarship administrator, please make the appropriate text edits regarding dates, details, and pricing (as described on page 7 of this document) to the newly-downloaded HTML file
- 3). Locate and edit the following line of source code on the link page(s):

```
<input type="hidden" name="schoolCode" value="%%schoolCode%%">
```

Change it to this:

```
<input type="hidden" name="schoolCode" value="XXXX">
```

(# Where XXXX is a 4-digit number)

Please note – Your scholarship administrator should have a copy of the school code. If your school participates in more than one program, then there may be a separate schoolCode for each program. ACER staff will advise you of this if this is the case.

WARNING: Failure to update this line of source code with the 4-digit schoolCode will mean that the JavaScript will not function correctly and your school will be unable to accept online registrations.

- 4). If your school has opted into either the CSTEP or the SST programs, but are not accepting registrations at all three levels of either program, then delete any reference to the level(s) that your school is not accepting registrations for. Please ensure the grey-coloured button(s) in the HTML file are removed as appropriate.
- 5). You will need to set up a scholarship page on your school’s website (if one does not already exist) and create a link on the page to the ACER Scholarship HTML page(s). Alternatively, place a link directly from your school’s homepage to the scholarship link page(s).

HINT: Make it easy for visitors to access the scholarship information page by placing a link on your home page, or by placing the scholarship pages under the enrolments/admissions area of your website.

WARNING: A scholarship program link to ACER must NOT share a page with another program's link. That is, if your school is accepting online registrations for CSTEP, it cannot also accept online registrations for ACEP from the **same** HTML page. The links must be on **different** HTML pages or the JavaScript will not function correctly.

- 6). Once the pages have been edited and approved, load the new scholarship link page(s) to the new or amended scholarship section of your school's website.

Your school's scholarship administrator may also require additional forms and other information be posted to the scholarship section.

Once you have uploaded the scholarship registration page(s), please email onlinehelp@acer.edu.au. ACER staff will check the pages and switch on your registration facility. You will receive an email in response advising you that the page is functioning correctly.

B: We accepted online registrations for the 2011 scholarship test and the link is still on our website.

WARNING: Please note if you have changed the PROGRAM you are participating in (e.g. from CSTP to SST) you should follow the guidelines in **Section A: We have never accepted online registrations before, or, we accepted online registrations for the 2011 scholarship test and the link is no longer on our website.** Your website will not function correctly if you use the same HTML file as in previous years.

Either yourself – as the nominated IT contact – or the scholarship administrator may download and save the appropriate HTML files from the ‘Information’ page of ACER’s Scholarship Hub (www.acer.edu.au/scholarships.html) for each program(s) your school has opted for. Save the file(s) to your school’s network.

However, if your school accepted online scholarship registrations in 2011 and the link remains in place on your website, you can choose not to use these newly-supplied files and may, instead, only undertake the following:

- 1). Confirm with your school’s scholarship administrator that the program and ‘level’ will be the same for 2012 as they were in 2011.
- 2). Edit and upload the text on the link page to reflect the new 2012 dates and details.

PLEASE NOTE THAT WE HAVE CHANGED THE LINK EMBEDDED IN THE HTML FILES. THE NEW LINK WILL BE:

<https://scholarship.acer.edu.au/programPage.php>

You MUST edit this link in the html files, or you can choose to follow the steps above as if you have never accepted online registrations before.

NB: YOUR SCHOOL WILL BE UNABLE TO ACCEPT ONLINE REGISTRATIONS IF THE LINK IS NOT CHANGED.

HINT: Print out the existing (2011) link page(s) from your school’s website and have your school’s scholarship administrator write out/approve any changes before you implement them.

EXAMPLE OF EXISTING (2011) CSTP WEB TEXT:

Scholarship Application Requirements

If you are interested in having your child sit for a scholarship, please register by following the procedure outlined below, **no later than Friday 8 April 2011**.

Registrations received after this date will incur a late fee.

Details of Testing

The scholarship examination will be held on **Saturday 14 May**. Students need to arrive by 8.30am in the Performing Arts Centre, Trial College, and finishing at approximately 12.00 p.m. The scholarship fee is \$85.00.

EXAMPLE OF PROPOSED 2012 CSTP WEB TEXT:

Scholarship Application Requirements

If you are interested in having your child sit for a scholarship, please register by following the procedure outlined below **no later than Monday 6 February 2012**.

Registrations received prior to **Saturday 17 December 2011** will receive an early bird discount to the normal registration fee. The normal registration fee is \$\$\$ and with the early bird discount is \$\$\$.

Details of Testing

The scholarship examination will be held on **Saturday 25 February 2012**. Students need to arrive by 8.30am in the Performing Arts Centre, Trial College, and finishing at approximately 12.00 p.m.

- 3). ACER has retained all 4-digit schoolCode from 2011 and these do not need re-editing.
- 4). Once you've amended the text and updated this new page to your school's website please email onlinehelp@acer.edu.au. ACER staff will check the page(s) and switch on your online registration facility. You will receive an email in response advising you that the page is functioning correctly.

Additional (optional) Components

When you have chosen your additional components please email onlinehelp@acer.edu.au with these details.

Component 1 Application for Specialist Scholarship

This year schools have the choice of which specific specialist scholarship they are offering. You may select any of the types of specialist scholarships from the list below. Candidates are asked whether or not they are applying for one of the following types of specialist scholarships that are offered by your school:

- Music and/or
- Boarding and/or
- Foundation/Memorial and/or
- Other

Component 2 (For schools offering Music Scholarships only)

Candidates enter their preferred musical instrument and AMEB music level achieved

Component 3 Supporting Statement

Candidates are asked to write a short passage in support of their application for a scholarship. This statement will be made available to any schools that wish to receive it.

Component 4 Hobbies/Interests

Candidates are asked to write a short passage indicating what their favourite hobbies and interests are. This statement will be made available to any schools that wish to receive this information that the candidate applies to.

Component 5 Parents' Scholastic Background

Parents are asked whether they are a former student with any of the schools they are registering their children for. Years attended and their names at the time of their enrolment are confirmed.

Component 6 Referees

Candidates are asked to provide information about two referees.

Component 7 Current Scholarship Status

Candidates are asked to indicate if they have been offered a scholarship at another school.

Component 8 School Enrolment Status

Candidates are asked about their enrolment status with the school(s) applied for.

Component 9 Candidate Birthplace

Candidates are asked to indicate their country of birth.

Component 10 Extra Information

Candidates are asked how they heard about scholarships at the school