

Co-op Online Application System

Schools Assessment Page (SAP) User Guide

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Web www.co-op.unsw.edu.au

Student's nomination of SAP contact

The SAP contact is usually the schools' Careers Adviser. It is at the schools' discretion to decide who they wish to manage the completion of the SAPs. Should you wish to split the SAP to be completed by two teachers (e.g. one completes the ATAR estimate while the other completes the comments/reference section), simply nominate one as the main contact (this is who the students will have to nominate in their application). That teacher would then need to share the notification email they receive so that the other teacher can access the School's Assessment List.

Automatic notification email sent to school

The system will automatically send a notification email to the person the student nominated. Simply click on the "School Assessment" link in the email and this will open your Schools Assessment List.



If the student changes their nomination, it will override their previous nomination. This means that the link given to the previous teacher will either no longer work, or if they have other students in their list, the student who changed their nomination will no longer appear in their list.

Dear

This email contains a link to complete a Schools Assessment of an applicant for the UNSW Co-op Program. See www.co-op.unsw.edu.au for details about our program.

Applicant details

Preferred Name:

First Name:

Last Name:

School Name:

The following is a secure link:

[School Assessment](#)

UNSURE HOW TO COMPLETE THE SCHOOLS ASSESSMENT?

See [Schools Assessment User Guide \(PDF\)](#).

Please submit this Assessment online on or before our Application closing date: 5 pm, 30/09/2019. Once you submit, the applicant will receive a notification that you have submitted but WILL NOT be able to view the assessment.

You will receive a new notification for every applicant from your school. For ease of access the link will be the same and you can view all applicants for your school at the same time.

*** THIS EMAIL HAS BEEN AUTOMATICALLY GENERATED. PLEASE DO NOT REPLY. ***

Please direct any questions to the UNSW Co-op Program: cooprog@unsw.edu.au or 02 9385 5116.

Kind regards

UNSW Co-op Program



WARNING: This email contains a link to confidential information.

DO NOT under any circumstances forward or provide the link from this email to a student. ANY student from your school who submits their Schools Assessment to your email address will have their application viewable from this link (i.e. Instead of providing you with 5 links if you have 5 students applying, we provide you only with one).

Not receiving the notification emails?

If you become aware of students who are not showing in your Schools Assessment list and they have advised that they have completed the above steps, please send through their names and we will investigate this

You may also like to:


- Check your “junk mail”
- Add cooprog@unsw.edu.au in your safe senders list
- Verify the email the student used to nominate you
- Check that the student has in fact entered a nomination (Note: they will need to have uploaded a photo before they can submit their SAP nomination.)

If you still experience difficulties, please contact the [Co-op Office](#).

QUICKGUIDE

Instructions

You will notice that we have provided some brief instructions to assist you in completing the SAP. Simply click

on the  down arrow to reveal these instructions.

Preview Application

Click on the  icon under [Preview Application](#) and read the student's application.

It's at the school's discretion as to whether it is their policy to view complete (i.e. *submitted*) applications before submitting the SAP. The application will have a watermark (“DRAFT” in red text) if it has not yet been submitted.

You can choose to save the application for your records/reference; however, you will always be able to click on this link and view their application even after you submit the SAP and/or after the student has submitted their application.

Complete SAP

To complete each Schools Assessment Page (SAP), click on each student's name in the DRAFT section.

Complete the SAP in 3 simple steps:

- 1 **Ranking:** Enter the estimated ATAR and/or overall position.
- 2 **Activities / Achievements:** Confirm the student's listed activities/achievements.
- 3 **Additional Information (optional):** Add a comment and/or upload a school reference (PDF).

Remember to SAVE & SUBMIT each Schools Assessment Page. This can be done on each student's individual SAP or in bulk on the homepage. Once submitted, no further changes will be permitted. You can still view the student's application and the completed SAP under the Submitted section below.

TIPS:



Due . We advise that you encourage your students to register online and nominate you immediately. This enables you to get a head start with your Schools Assessments and allows you to keep track of who is interested in applying for the scholarship(s).

We understand that some schools may choose to have different people completing each section. For this reason we have included a "flag" to show when each section is complete – i.e. the Step # will change from red to green: **1 2 3**



Remember to SAVE & SUBMIT each Schools Assessment Page.

Preview your SAP

You can preview what the SAP will look like by clicking on the PDF icon. The SAP will load in a new window of your internet browser. You cannot make changes when previewing the SAP here.



Schools Assessment List

You have been nominated by the following students to complete a Schools Assessment as part of their eligibility for a UNSW Co-op Program Scholarship and/or a Faculty of Engineering Rural Scholarship.

The purpose of this assessment is to support the student's application by confirming their identity and authenticity as being a suitable candidate for this scholarship program. Submission of the Schools Assessment is due **30 September**. We greatly value submission of the Schools Assessment Page as early as possible however to offer more flexibility to school staff and in consideration of the school holidays, **SAPs only** will be accepted up to 5pm Friday 16th October, 2015.

HIGHLY CONFIDENTIAL DATA Please ensure that you store the email with the link to these assessments in a safe place and close this screen when you are done. Do not allow any student to access the link.

Your Details

Name:

Position:

Email:

[Save My Details](#)

Instructions

Draft Schools Assessments



Student Name	Preview Application	PREVIEW Schools Assessment	COMPLETE Schools Assessment	Completed	Submit Schools Assessment
			1 2 3	<input type="checkbox"/>	<input type="checkbox"/>

[Submit Selected Schools Assessments](#)

Submitting the SAP





Once you have completed Steps 1, 2, and 3, you can save and submit the SAP. All steps/sections must be marked as complete in order for you to enable submission of the SAP.

When you mark the steps as completed the circled number(s) will change to green and the *Completed* column will be ticked ✓ (see **Error! Reference source not found.**). You can use this *traffic light system* to keep track of what you have completed. This is especially useful for those staff sharing the task.



Draft Schools Assessments					
Student Name	Preview Application	PREVIEW Schools Assessment	COMPLETE Schools Assessment	Completed	Submit Schools Assessment
			1 2 3	✓	<input type="checkbox"/>

[Submit Selected Schools Assessments](#)

The *Completed* column will help you keep track of the SAPs of each student. It is only when Steps 1 2 3 are marked complete, this will change to a tick ✓. [Note: At this stage the SAP is still in *Draft*. You still need to press *Submit*.]

Draft Schools Assessments						
Student Name	Preview Application	Type of Schools Assessment	PREVIEW Schools Assessment	COMPLETE Schools Assessment	Completed	Submit Schools Assessment
				1 2 3	✓	<input type="checkbox"/>
				1 2 3	✗	<input type="checkbox"/>

Alternatively, you can submit the assessment, or group of assessments by selecting the relevant student(s) under “Submit Schools Assessment” and clicking on the submit button below.

Draft Schools Assessments						
Student Name	Preview Application	Type of Schools Assessment	PREVIEW Schools Assessment	COMPLETE Schools Assessment	Completed	Submit Schools Assessment
				1 2 3	✓	<input checked="" type="checkbox"/>

[Submit Selected Schools Assessments](#)

Once you have submitted the SAP, both you and the student will receive confirmation emails:

- A copy of the SAP will be attached to the email you receive;
- The student will not receive a copy of the SAP.