

Memo

25 February 2015

Senior secondary

Number: 009/15

QCS Test special provision

Purpose

To inform schools of a new online system to apply for special provision for the Queensland Core Skills (QCS) Test.

Background

Special provision is available to students who are affected by a medical condition, an impairment or exceptional circumstances that may act as a barrier to their access to the test or to their demonstration of achievement in the test.

Before the test

Type	What is it?	Available to	Due dates
Special arrangements	Practical changes to the test conditions, e.g. restbreaks, A3-size test materials, computer.	<ul style="list-style-type: none">OP-eligible studentsOP-ineligible students	Long-term impairments — applications close on 21 May 2015, unless the condition is diagnosed after this date.
Exemption	Allows a student to be absent from the test and remain eligible for an OP. Exemption will be considered in some situations. Students should apply only if they are so severely affected by their impairment/circumstances that they will be unable to sit the test with the special arrangements that are available.	<ul style="list-style-type: none">OP-eligible students	Short-term impairments — do not submit an application before the category-specific dates shown on pages 9 to 22 of the special provision handbook.

After the test

Type	What is it?	Available to	Due date
Absentee exemption	Allows a student who was absent from the test to remain eligible for an OP. The absence must have been unforeseen and unavoidable.	<ul style="list-style-type: none">OP-eligible students	Applications close on 1 October 2015 .
Declaring a test grade null and void	Allows a student who sat the test to choose not to receive a test grade. Students may apply if they believe that illness or exceptional circumstances significantly affected their performance during all or part of the test.	<ul style="list-style-type: none">OP-eligible studentsOP-ineligible students	

What's new in 2015

Application process

This year we are introducing an online application system. Faxed or emailed forms will no longer be accepted.

The principal should select two or three staff members to be responsible for applications. Suitably qualified staff members are likely to be a deputy principal, guidance officer, HOSSES, learning support teacher or the QCS Test chief supervisor.

To submit an application, access to the QCAA's restricted website is required (access level: school-specific reports/SEP). To arrange access, the principal must complete a *Request for access to QCAA's restricted website*, available from www.qcaa.qld.edu.au/request_access.html. It will be necessary for more than one staff member to have access in order to ensure continuity in the case of staff absence.

Applications open on **30 March 2015**.

To submit an application, go to the QCAA website, www.qcaa.qld.edu.au, log into the secure website and select Interactive Data Portal > Senior schooling > QCS Test > Special Provision > New application.

Documentation

Medical documentation must be provided by a suitably qualified person who is not related to the student and who is not employed by the school.

What you need to do

- Ensure that all students are aware that special provision is available (posters and brochures are enclosed). An application should be submitted for any student who believes they have a reason for applying.
- If you have students with long-term medical conditions/impairments who need to apply for special provision, encourage them to start obtaining documentation to support their application. Documentation requirements are provided in the 2015 special provision handbook (available from www.qcaa.qld.edu.au/1102.html).
- Arrange access to the QCAA secure website for staff members who will be responsible for submitting applications.

Finding out more

For further information, please email qcs.spc@qcaa.qld.edu.au or phone 3864 0227.

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