

Memo

Queensland Curriculum and Assessment Authority

18 March 2020

Senior secondary

Number: 011/20

2020 General (Senior External Examination) subjects

Purpose

To inform schools about the 2020 Senior External Examination (SEE) subjects, including:

- which subjects will be offered in 2020
- how to determine student eligibility for examinations
- how to register students
- what their responsibilities are as schools.

Background

In Term 4 2020, there will be examinations for 22 Senior External Examination (SEE) subjects provided by the QCAA across Queensland.

Each examination is based on a General (Senior External Examination) 2019 syllabus that sets out the aims, objectives, learning experiences and assessment requirements for the subject.

Only these examinations contribute to a student's subject result. Class tests and assignments completed during the year **do not** contribute towards results.

A subject result of C or better in an examination contributes four credits towards a Queensland Certificate of Education (QCE) and may contribute to an Australian Tertiary Admission Rank (ATAR).

Subjects offered

- | | | |
|-----------------------|------------------------|--------------|
| • Accounting | • Indonesian | • Physics |
| • Ancient History | • Korean | • Polish* |
| • Arabic* | • Latin* | • Punjabi* |
| • Biology | • Legal Studies | • Russian* |
| • Chemistry | • Mathematical Methods | • Vietnamese |
| • Chinese | • Modern Greek* | • Visual Art |
| • English | • Modern History | |
| • General Mathematics | • Philosophy & Reason | |

*indicates assessment materials provided by interstate jurisdictions.

Eligibility

Students in their final year of schooling are eligible to sit examinations for a maximum of two Senior External Examination (SEE) subjects. Reasons for eligibility may include:

- the subject not being taught at their school
- a timetable clash.

Registration

Process and dates

Registration opens towards the end of Term 1 2020. A memo containing further information about registration procedures will be provided before this.

Registrations will close on **Thursday 30 April 2020**. Registrations received after this date **will not** be accepted unless there are exceptional and unavoidable circumstances.

Fees and payment

The fee is \$66.95 per subject per student. If a late registration is accepted, the fee will be \$109.40 per subject per student.

Schools must collect the registration fee from each student. The QCAA will invoice schools for student registration fees in **late May**, after registrations have been received and processed. Schools do not pay the fees to the QCAA until they have received the invoice.

Confirmation of registration

Once registration is approved, the QCAA will enrol students in the subject in the Student Management application. As the main learning provider (MLP), a school will be able to see the enrolment in Student Management. A list of registered students will also be sent to each school in June and on request at any time after that.

Students will be able to see their subject enrolment in their learning account in the Student Portal on the myQCE website after registrations are processed.

If payment is not received, the student's enrolment in that subject will be cancelled.

School responsibilities

Providing information to students

The school must ensure that each student who intends to register for the 2020 Senior External Examination (SEE):

- is familiar with the requirements of the relevant General (Senior External Examination) syllabus 2019 for use from 2020
- is aware of the examination information for 2020 from the following sources:
 - Senior External Examination from 2020 webpage at www.qcaa.qld.edu.au/senior/see/senior-external-examination (will be updated during Semester 1)

- the *QCE and QCIA policy and procedures handbook* at www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook-2019
- understands that a subject result will only be awarded for the subject if they complete all syllabus requirements. For language examinations, this includes spoken and written examinations. For non-language examinations, this includes all papers, e.g. SEE 1 and SEE 2 and all component papers
- understands that no alternative arrangements will be made if a student fails to attend a scheduled examination for any reason. There are no opportunities to resit examinations. A level of achievement can only be awarded when a student sits all examinations.

Monitoring student progress

Schools must ensure that students receive an appropriate level of tuition in the Senior External Examination (SEE) subject. Tuition may be available from a student's school, an after-hours language school, a teaching centre or a tutor. Schools must monitor their students' progress.

Administering examinations

Schools are required to administer examinations for their own students. The QCAA will meet the cost of sending materials to and from schools. All other administration costs, such as supervisor payments, are the responsibility of each school.

Examinations must be held on the dates and times listed in the timetable.

Timetable

The examination period is from mid-October to mid-November as shown in the senior education profile (SEP) calendar: www.qcaa.qld.edu.au/senior/certificates-and-qualifications/sep/sep-calendar. Examinations for subjects with materials provided by interstate jurisdictions may occur outside these dates. Schools will be notified when the detailed Senior External Examination (SEE) timetable is available.

What you need to do

Schools with any Year 12 students who intend to sit the 2020 Senior External Examination (SEE) should do the following:

- Ensure the external assessment (EA) coordinator is familiar with their responsibilities for administering Senior External Examination (SEE) subjects.
- When the timetable is released, add all relevant dates from the Senior External Examination (SEE) timetable to the school calendar.
- When registration information is released, follow the instructions to register any interested students.
- Ensure they fulfil all school responsibilities listed.

Finding out more

Further information will be provided in memos and on the QCAA website.

- Check memos at www.qcaa.qld.edu.au/secure_site/memos.act.
- Visit the Senior External Examination from 2020 pages at www.qcaa.qld.edu.au/senior/see/senior-external-examination.

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