

# Memo

## Queensland Curriculum and Assessment Authority

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1 March 2023

Senior secondary

Number: 016/23

# Confirmation 2023 — Event 1

## Purpose

To outline for schools the key dates and critical activities for the first confirmation event in 2023.

## Background

Confirmation is a quality assurance process that ensures the comparability of results for summative internal assessment in General and General (Extension) subjects. QCAA-trained assessors review a selected sample of student responses to summative internal assessments to check that schools have applied the instrument-specific marking guide (ISMG) accurately and consistently.

In 2023, confirmation of a school's first summative internal assessment for Units 3 and 4 in General and General (Extension) subjects will begin in March when schools enter provisional results into the Student Management application.

Confirmation processes will continue to be reviewed after each event.

## Information

Schools are reminded that all staff involved in the confirmation process must be familiar with the following advice.

### Student responses: Gathering, storing and submitting evidence

Staff must read and be familiar with:

- [Section 9.6](#) of the [QCE and QCIA policy and procedures handbook v4.0](#)
- support resources available in the [QCAA Portal](#) Noticeboard application under the *Internal Assessment and Certification resources for schools* tile, and in the Syllabuses application resources.

Other important information is included in the attached *Preparing for the first confirmation event in 2023* factsheet.

### Provisional marks: Submitting to the QCAA

Confirmation relies on schools using the Student Management application (via the QCAA Portal) to accurately record assessment marks. Schools must indicate to QCAA that provisional results have been:

- entered into the Student Management application

- checked against the original instrument-specific marking guides (ISMGs)
- finalised, by clicking **Submit for confirmation**. (**Note: Schools cannot change results in Student Management after this has been clicked.**)

Schools must click **Submit for confirmation** on the Multiple Students results screen in the Student Management application (**Enrolments and Results > Results**) for each subject cohort by 11:59 pm on **Wednesday 29 March 2023**.

The QCAA will continue to work with schools affected by emergent circumstances that cannot meet this deadline to adjust the confirmation schedule as required.

## Review meeting schedule

Review meetings for all subjects are scheduled for Friday 28 April 2023. The QCAA will monitor emergent circumstances and notify assessors individually if it becomes necessary to schedule some subjects for review on both Friday 28 April and Saturday 29 April.

## Assessor arrangements and attendance

Assessors will be directly remunerated for work completed on Saturday 29 April.

Schools are eligible for TRS payments for staff who are assessors for confirmation if review meetings for their subjects are scheduled for Friday 28 April.

The QCAA communicates directly with each assessor about their attendance and arrangements for their work at the review meetings.

## Chief confirmers, lead confirmers and confirmers

All lead confirmers and confirmers will participate in the review meetings remotely, working at an appropriate location of their choice (such as a school or a home office).

Chief confirmers will have the option of joining the review meetings at the Royal International Convention Centre (RNA Showgrounds), Brisbane.

## Assessor training

Further information about required assessor training for newly recruited confirmers will continue to be communicated to principal's delegates and assessors as early as possible.

## Confirmation decision enhancements — criterion comment trial

As part of the response to the [New Queensland Certificate of Education system: Post-cycle process review report](#), the QCAA is conducting a trial involving the inclusion of criterion comments on confirmation decisions where mark movement occurs. This trial began at Confirmation Event 1 2022 and continues to expand. More details will be released in issues of principal's delegate updates.

## What you need to do

Principals should bring the attached factsheet, Section 9.6 of the *QCE and QCIA policy and procedures handbook* and the *Confirmation submission information* to the attention of all staff at their school. They must also monitor progress to meet confirmation timelines.

## Finding out more

For general questions about the confirmation process, email [confirmation@qcaa.qld.edu.au](mailto:confirmation@qcaa.qld.edu.au) or phone (07) 3864 0491. For subject-specific inquiries, contact the relevant QCAA learning area ([www.qcaa.qld.edu.au/about/contact/syllabus-contacts](http://www.qcaa.qld.edu.au/about/contact/syllabus-contacts)).

For questions about submitting results via the Student Management application, email [certification@qcaa.qld.edu.au](mailto:certification@qcaa.qld.edu.au) or phone (07) 3864 0425.

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# Preparing for the first confirmation event in 2023

## Important information for schools

### Purpose

Confirmation is a quality assurance process that examines the accuracy and consistency of teachers' judgments about students' responses to summative internal assessment (IA) instruments. Both General and General (Extension) subjects require confirmation to ensure comparability across Queensland and fair and reliable results for students.

### Key dates

Key dates for the confirmation of the first summative IA for Units 3 and 4 of General and General (Extension) subjects in 2023 are listed in the table below.

Schools offering a compressed curriculum have a separate confirmation schedule that starts in August 2023.

The QCAA will continue to work with schools affected by emergent circumstances as required. The timelines for confirmation of results for these cohorts will be communicated to affected schools separately.

#### Key dates for the first confirmation event in 2023

Term	Week	Date	Activity
1	9	Wednesday 29 March	Final date for schools to submit provisional marks by criteria for the first summative IA for General and General (Extension) subjects via the Student Management application.
2	1	Monday 17 April	The QCAA notifies schools who submit results by 29 March of the summative IA student samples required for confirmation via the Confirmation application.
2	1–2	Monday 17 April – Monday 24 April	Schools upload required student samples via the Confirmation application.
2	1	Friday 21 April	Variations to confirmation submission must be requested via the Confirmation application. This will allow additional or replacement samples to be identified before the due date.
2	2	Friday 28 April and Saturday 29 April	Confirmation review meetings — QCAA assessors review student samples and teacher judgments. The QCAA will advise assessors if the need arises to review subjects on both Friday 28 April and Saturday 29 April.
2	4	Monday 8 May	The QCAA notifies schools of any required supplementary samples* via the Confirmation application.
2	4–5	Monday 8 May – Monday 15 May	Schools upload required supplementary samples* via the Confirmation application.

Term	Week	Date	Activity
2	5	From Monday 15 May	The QCAA begins to publish finalised confirmed results for the first summative IA via the Confirmation application.
* Supplementary samples are only requested where more information is required to finalise a confirmation decision.			

## Gathering and storing evidence of student responses

Schools administer the endorsed summative IA, or a comparable assessment. This includes gathering and storing evidence of the student response for confirmation. For each summative IA administered, schools must be prepared to electronically submit:

- requested samples of student responses (final response, or evidence from the preparation of the response used to make provisional mark judgments)
- the marked instrument-specific marking guide (ISMG) for each requested sample student response, indicating the match of characteristics to the evidence in the student response, and the criteria or criterion mark determined by the school.

Spoken or performance responses must be filmed for confirmation purposes. If a draft has been used to make a provisional mark judgment this must also be filmed (Section 9.6.1 *QCE & QCIA policy and procedures handbook v4.0*)

Further advice on collecting and storing student responses is provided in the *QCE and QCIA policy and procedures handbook* ([Section 9.6.1](#)) and the *Confirmation submission information* published in the [QCAA Portal](#) Noticeboard application on the *IA and certification resources for schools* tile, and in the *Syllabuses* application *Resources* tab.

## Submitting provisional marks to the QCAA

All students must have a results value entered in the Student Management application for the first summative IA. This includes provisional marks, not yet administered (NYA), did not administer (DNA) or not rated (NR).

Schools must submit students' provisional marks for the first summative IA for General and General (Extension) subjects to the QCAA, via the Student Management application in the [QCAA Portal](#). Once thorough checking of marks, NYA, DNA and NR has been completed for each subject, click **Submit for confirmation** (on the Multiple Students results screen: **Enrolments & results > Results**) before **Wednesday 29 March**.

### Students with extensions of time due to principal-approved AARA

Schools with students whose provisional marks cannot be submitted by the due date because of principal-approved access arrangements and reasonable adjustments (AARA) or illness and misadventure must enter a not yet administered (NYA) result by **Wednesday 29 March**.

If, due to emergent circumstances, an entire subject cohort will be submitted as NYA by Wednesday 29 March, schools must email [confirmation@qcaa.qld.edu.au](mailto:confirmation@qcaa.qld.edu.au) for advice.

### Students who have left a subject or school prior to completing an assessment

Schools should record DNA in the following circumstances:

- if a student leaves a subject or school after completing the first summative IA, record DNA for the second summative IA
- if a student transfers into a school and has completed the first summative IA at their previous school, the receiving school should record DNA for this assessment.

If a student leaves a subject or school before completing the first summative IA, their enrolment in Unit 3 of the subject should be removed.

If a student leaves a subject or school at the end of Unit 3, before completing the third summative IA, their enrolment in Unit 4 of the subject should be removed. Do **not** enter DNA for the third IA. Situations where DNA should be recorded for the third IA are very rare.

## Students who have completed comparable assessment tasks

Where students have completed comparable assessment tasks, this must be indicated in the Student Management application. To do this:

1. search for the student, then select **View**
2. select **Subject enrolments > Edit results**
3. open the subject and check the **Comparable assessment** box.

## Checking to ensure provisional marks are correct

Provisional marks entered in the Student Management application must be accurate. Schools should rigorously check the accuracy of all results **before** the due date and ensure they allow sufficient time to perform these internal checks. Each student's provisional marks must be consistent across the Student Management application, teacher mark books and the marked ISMG. To ensure results are entered correctly in the Student Management application:

1. Enter results for each subject cohort via file import or directly into the Multiple Students results screen — **Enrolments & results > Results**.
2. Check for missing results using the exception report — **Reports > Results reports > Result item exception reports**. This report shows students with no marks entered, as well as those recorded as not yet administered (NYA), did not administer (DNA) or not rated (NR). All students with a Unit 3 enrolment must have marks, NYA, DNA or NR recorded for the first IA. Note that if students completed the first IA then left the subject or school, DNA must be recorded for the second IA.
3. Download the result item report for each subject and each IA — **Reports > Results reports > Result item report**. Provide this report to teachers/subject leaders to check all marks in Student Management against **original** student responses and ISMGs that will be used for confirmation. Amend marks in the Student Management application if required.
4. Once thorough checking of marks, NYA, DNA and NR has been completed for each subject, click **Submit for confirmation** (on the Multiple Students results screen) **before 11:59pm on Wednesday 29 March**.

Schools cannot amend or add results for the first implemented summative IA in the Student Management application after clicking **Submit for confirmation**. **Submit for confirmation** must be clicked on or before Wednesday 29 March. Any inaccuracies in provisional mark data may delay the review of samples and release of the confirmation decision. If an error is identified after results are submitted for confirmation, school principal's delegates must contact the QCAA Certification Unit via [certification@qcaa.qld.edu.au](mailto:certification@qcaa.qld.edu.au).

# Submitting required samples to the QCAA

On **Monday 17 April** the QCAA will notify schools of the student samples required for confirmation via the Confirmation application. Schools must upload files for the required samples via the Confirmation application in the [QCAA Portal](#) from **Monday 17 April to Monday 24 April 2023**.

Applications for variation to confirmation submission should be lodged by **Friday 21 April 2023** to allow replacement samples to be identified and published to schools before the due date for confirmation submission (see [Section 9.6.3](#), *QCE and QCIA policy and procedures handbook*).

Any sample student response that exceeds syllabus conditions must be clearly annotated on the response and/or ISMG to show the application of the school's assessment policy. Responses that are not annotated may delay the review of samples and release of the confirmation decision.

Further information to support schools to upload files and submit each confirmation submission is accessible via the Help menu in the Confirmation application.

## Support resources for schools

The QCAA has developed a range of resources to help schools prepare, upload and submit required samples for confirmation. They include:

- *QCE and QCIA policy and procedures handbook*, [Section 9.6](#)
- *Internal assessment and certification resources for schools* on the Noticeboard tile in the [QCAA Portal](#), including *Preparing for confirmation* and *Understanding the confirmation decision* resources
- *Confirmation submission information* accessible via the Noticeboard application and in the Syllabuses application *Resources* tab in the [QCAA Portal](#)
- key dates for confirmation and answers to frequently asked questions, published on the QCAA website at [www.qcaa.qld.edu.au/senior/assessment/quality-assurance/confirmation](http://www.qcaa.qld.edu.au/senior/assessment/quality-assurance/confirmation).

## Finding out more

If you would like more information, please visit the QCAA website at [www.qcaa.qld.edu.au/senior/assessment/quality-assurance/confirmation](http://www.qcaa.qld.edu.au/senior/assessment/quality-assurance/confirmation).

Alternatively, phone (07) 3864 0491 or email the Quality Assurance Unit at [confirmation@qcaa.qld.edu.au](mailto:confirmation@qcaa.qld.edu.au).

For questions about submitting marks via the Student Management application, please email [certification@qcaa.qld.edu.au](mailto:certification@qcaa.qld.edu.au) or phone (07) 3864 0425.



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