

Memo

Queensland Curriculum and Assessment Authority

13 March 2023

Senior secondary

Number: 021/23

Applied (Essential) quality assurance meetings 2023

Purpose

To inform schools about the Applied quality assurance (Applied QA) processes in 2023 for the Applied (Essential) subjects.

Background

As part of the current QCE processes, Applied QA meetings have been conducted for the Applied (Essential) subjects. This process will continue in 2023.

Information

In 2023, quality assurance meetings will be conducted for **Applied (Essential) subjects only**.

Applied QA meetings are scheduled from **11 July to 31 July 2023**. A future memo will detail the meeting dates and will outline the process for nominating a teacher to attend a meeting.

Attendance

The QCAA values the knowledge and experience of Queensland teachers who support this quality assurance process.

All schools must arrange for one teacher for each Applied (Essential) subject offered by the school to attend the meeting.

The teacher attending the meeting must be a teacher of the 2023 cohort for that subject. An alternative teacher for each subject should also be identified in case the nominated teacher is no longer able to attend. The alternative teacher may be a head of department/curriculum if there is only one teacher for a subject.

Submissions

The Applied QA will review judgments made for student responses to endorsed assessment completed in Unit 3 (IA1) and the common internal assessment (CIA). Therefore, schools need to maintain accurate processes for marking, collecting and storing evidence of student work, and administer internal QA processes before the Applied QA meetings as guided by the [QCE and QCIA policy and procedures handbook v4.0](#).

Detailed information about submission requirements and sampling will be provided in a future memo.

What you need to do

Schools must identify two teachers (including the alternative teacher) for each Applied (Essential) subject offered by the school to attend the relevant meeting. Advice on how to communicate this information to the QCAA will be provided in a future memo.

Finding out more

Please email the Applied QA team at appliedqa@qcaa.qld.edu.au, or phone (07) 3864 0375.

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