Memo

Queensland Curriculum and Assessment Authority

15 May 2023 **Senior secondary** Number: 029/23

QCIA verification processes for 2023

Purpose

This memo provides information about the verification process for Queensland Certificate of Individual Achievement (QCIA) in 2023.

Information

The QCAA facilitates annual verification meetings to ensure the validity and reliability of QCIA achievement information.

In 2023, QCIA verification will be conducted using a peer review process by QCIA advisors and facilitated by QCAA officers.

Schools will need to:

- ensure that QCIA Intended Learning Option (ILO) information in the Student Management application is accurate
- allocate the Student Management role — QCIA Coordinator — to enable relevant staff to record draft certificates
- record draft certificates in the Student Management application for all students with a QCIA ILO who will be exiting in 2023
- prepare a folio/s of evidence and save as a PDF file to be uploaded. Video files must be saved as an MP4 file
- respond to an email to be sent by the QCAA in Term 2 about Airtable upload procedures.

To support schools to prepare for QCIA verification:

- online webinars, *QCIA verification preparation and processes for 2023*, are now available for registration
- a list of *QCIA generated statements of achievement and participation 2021* from the Student Management application is available at Quality assurance processes on the QCAA website.

Webinar dates

Subject	Dates	Time
QCIA – verification preparation and processes for 2023	Tuesday 23 May	7:45 am – 8:30 am
QCIA – verification preparation and processes for 2023	Wednesday 24 May	7:45 am – 8:30 am
QCIA – verification preparation and processes for 2023	Wednesday 24 May	3:30 pm – 4:15 pm

Key dates for the 2023 QCIA verification process are listed below.

Key dates

Date	Action
Friday 14 July	Final date for schools to submit to the Airtable (link to be sent on 13 June 2023): • draft certificate information for all exiting students, developed in the Student Management application • a folio of evidence (including a curriculum plan) used to make judgments (for one student if fewer than 10 students are exiting, or two students if 10 or more students are exiting)
Wednesday 26 July – Thursday 27 July	QCIA verification meetings
From 11 August	Schools receive feedback on the draft certificate information and verification of evidence.
Monday 14 August – Friday 25 August	QCIA advisor consultation with schools

What you need to do

Bring this memo to the attention of the relevant staff and ensure that:

- draft certificates are prepared following Section 3.3: QCIA reporting of the *QCE and QCIA policy and procedures handbook v4.0* and each certificate saved as a PDF file
- the folio/s of evidence are prepared for submission
- the principal's delegate uploads the draft certificates and folio/s of evidence to the Airtable (link to be sent on 13 June 2023) by Friday 14 July 2023.

QCIA advisors review folios and provide feedback to schools to action.

Finding out more

Please email Julie Walklate at qcia@qcaa.qld.edu.au, or phone (07) 3864 0491.

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