

# Applied (Essential) quality assurance meetings 2023

## Purpose

To provide schools with comprehensive information about the 2023 Applied quality assurance (QA) meetings for Applied (Essential) subjects, including:

- a full schedule
- requirements for registration, attendance, and submission materials
- access to forms used to register for the meetings and upload Applied QA submissions.

This memo should be read in conjunction with [Memo 021/23](#) from 13 March 2023.

## Meeting times and formats

In 2023, Applied QA meetings for the Applied (Essential) subjects will be held from 11 July to 31 July. Most will be conducted as online meetings; however, the meetings in four districts will occur as a face-to-face meeting as a trial. The full schedule is attached to this memo.

Regardless of the format, each meeting is scheduled to run for a full day, and will open 30 minutes before the scheduled start time. Teachers will be required to attend for the duration of the meeting. Please check the attached schedule carefully for dates, times and formats.

Online meetings will be conducted using Blackboard Collaborate. Teachers registered to attend the online meetings will receive the appropriate login information prior to the meeting.

Face-to-face meetings will be held in Mackay, Rockhampton, Wide Bay and Toowoomba. The locations for these meetings are included in the attached schedule.

The allocation of schools to meetings, particularly for Brisbane meetings, has been determined by several factors including the number of schools in an area. If a school wishes to send a teacher to an alternative meeting, this must be requested in writing to the QCAA via email to [appliedqa@qcaa.qld.edu.au](mailto:appliedqa@qcaa.qld.edu.au).

In all meetings, teachers will be required to use a laptop to review electronic submissions. Teachers participating in online meetings will be required to work in a secure location where they can access a reliable internet connection. Teachers reviewing Essential English submissions will require headphones and media player software capable of viewing MP4 or M4V files.

## Teacher attendance

All schools must arrange for one teacher for each Applied (Essential) subject offered by the school to attend the relevant online or face-to-face 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 becomes unable to attend.

These meetings are a part of the QA process and are not for professional development purposes. For this reason, it is not appropriate for anyone other than the identified teacher/s to attend.

Schools must inform the QCAA **before** the meeting of any changes to their registered attendees.

## Materials required for the meeting

Schools will be required to upload submission materials for the meeting.

For each subject, the school will upload:

- a clean version of the school's endorsed 2023 IA1 instrument
- four samples of student responses to the endorsed 2023 IA1 instrument, noting that
  - together, the four samples should represent where interim grades of A, B, C and D have been awarded
  - each sample student response should include an annotated instrument-specific standard indicating how judgments were made and the awarded grade
  - if the school does not have a required sample, an alternative sample that is nearest to the relevant standard may be submitted
- four samples of student responses to the common internal assessment (CIA), noting that
  - together, the four samples should represent where interim grades of A, B, C and D have been awarded
  - each sample student response should include an annotated instrument-specific standard or an annotated marking guide (Essential Mathematics) indicating how judgments were made and the awarded grade.

If the cohort is fewer than five students, all students should be sampled. Schools will not be required to provide clean versions of the CIA response booklets, stimulus booklets or marking guides. These will be provided by the QCAA.

## File quality and accuracy

Schools are responsible for ensuring the quality and accuracy of the required files before they are submitted. All static files, including PowerPoint files (i.e. .ppt and .pptx files) should be converted to PDF to ensure the security of the file content.

PDF files should be:

- in colour (if necessary for the review)
- legible and clear
- complete — including all pages of the original student work in correct page order
- oriented correctly (no student work presented upside down or sideways)
- relevant to the confirmation of provisional marks — draft or checkpoint versions of the student work should be submitted if these were the only evidence of student work and were used to award an interim result.

When gathering evidence of spoken responses (Essential English), teachers must submit a video recording of the student response where the student is visible throughout the presentation.

**Note:**

- If the student response is delivered live, teachers should film and upload the response.
- If the response is submitted as a video recording, teachers must submit the file the student provided.

Audiovisual files should be:

- in **MP4 or MV4** file format only — schools may need to convert files to MP4 or MV4 format
- in colour (if necessary for the review)
- audible and clear
- complete, i.e. the entire performance
- relevant — camera position and movement should capture the evidence used to award the mark
- compressed to meet file size requirements (maximum size 200 MB per file). For large files, compression can be achieved using a video compression program.

## File naming

Files should be named as IA1 Sample 1, CIA Sample 1, etc. To maintain confidentiality, please do not use student names or LUIs in the file name. If the files for the annotated instrument-specific standards or CIA marking guides are separate from the files for the sample student responses, please ensure their file names show which sample and instrument they correspond to, e.g. IA1 ISS Sample 1.

Schools are not required to have entered students' results in Student Management to submit or prepare samples for the Applied QA process.

## Post-meeting advice

Following the Applied QA meeting, the QCAA will advise schools on whether judgments made about student responses to each assessment instrument are accurately matched to the A–E standards identified in the instrument-specific standards.

## Teacher relief scheme payment

The QCAA provides teacher relief scheme (TRS) payment to schools to enable teachers to be released during school hours to undertake specific duties for the QCAA. This includes releasing teachers for Applied QA.

For further information about applying for TRS, please refer to [Memo 004/23](#) from 20 January 2023.

## Travel arrangements for face-to-face meetings

For schools in a district where face-to-face meetings will be conducted, teachers may be required to travel to attend the meeting. If a teacher is required to travel more than 250 km (round trip), the school may either elect for the teacher to attend an alternative meeting (i.e. an online remote meeting) or the teacher may be able to claim some travel expenses.

Distance eligibility will be calculated using Google Maps from the attendee's school to the meeting venue (most direct route).

Eligible schools are required to organise, book and pay for all travel arrangements for each meeting attendee, e.g. flights, accommodation and/or car hire. These schools will be entitled to reimbursement of the following approved travel costs for each meeting attendee. Any other travel costs will not be reimbursed.

## Approved travel costs

Travel costs	Details	Supporting documentation required
Airfares	Economy flights only	Flight itinerary/tax invoice
Accommodation	Maximum of \$180 per night; one night's accommodation per meeting day attended	Hotel tax invoice
Meal costs	One breakfast and dinner (up to \$26.80 and \$52.75 respectively) per meeting day attended	Nil
Car hire	Maximum of two days rental per meeting day attended	Car hire tax invoice
Fuel costs	Fuel costs for hire vehicle/own vehicle	Service station tax invoice

To apply for reimbursement of eligible travel costs, schools must submit a tax invoice (schools may use the same tax invoice for claiming TRS reimbursement) to [trs@qcaa.qld.edu.au](mailto:trs@qcaa.qld.edu.au).

## What you need to do

### Teacher registration

Arrange for one teacher of the 2023 cohort for each Applied (Essential) subject offered at your school to attend each Applied QA meeting.

Provide the contact details for the attending teacher and alternative teacher for each subject via the following webform link: [Teacher registration form](#). The webform must be completed by the principal's delegate by **Wednesday 31 May 2023**.

### Submission upload

Upload school submissions for each subject by **Wednesday 21 June 2023** via the following link: [Applied QA Submission upload link](#).

If your school will be completing the Phase 4 CIA (and therefore has not yet finalised results), still aim to upload IA1 samples by the due date and CIA samples early in Term 3, Week 1.

Prior to preparing school submissions for the 2023 Applied QA meetings, review the advice provided in the 2022 *Quality assurance advice to schools* forms that were sent to schools. Another useful resource is the *Advice from 2021 Applied quality assurance meetings* recording. The recording can be accessed from the Unit 3 and 4 Resources tab (Essential English and Essential Mathematics syllabuses) in the Syllabuses application of the [QCAA Portal](#). It can also be accessed via the *Internal Assessment and Certification resources for schools* tile in the Noticeboard application.

## Finding out more

For more information, please email the Quality Assurance Unit at [appliedqa@qcaa.qld.edu.au](mailto:appliedqa@qcaa.qld.edu.au) or phone (07) 3864 0375.

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# 2023 Applied QA meetings: Schedule

All meetings are scheduled from 9:00 am to 3:00 pm, with an 8:30 am registration time.

## District: Brisbane Central

Date	Subject	Venue
Tuesday 11 July	Essential English	Online
Wednesday 12 July	Essential Mathematics	Online

## District: Brisbane East

Date	Subject	Venue
Monday 17 July	Essential English	Online
Tuesday 18 July	Essential Mathematics	Online

## District: Brisbane–Ipswich

Date	Subject	Venue
Thursday 13 July	Essential English	Online
Wednesday 19 July	Essential Mathematics	Online

## District: Brisbane North

Date	Subject	Venue
Thursday 13 July	Essential Mathematics	Online
Friday 14 July	Essential English	Online

## District: Brisbane South

Date	Subject	Venue
Tuesday 11 July	Essential Mathematics	Online
Wednesday 12 July	Essential English	Online

## District: Cairns

Date	Subject	Venue
Monday 24 July	Essential Mathematics	Online
Tuesday 25 July	Essential English	Online

## District: Gold Coast

Date	Subject	Venue
Friday 21 July	Essential English	Online
Wednesday 26 July	Essential Mathematics	Online

## District: Mackay (face-to-face meetings)

Date	Subject	Venue
Thursday 20 July	Essential English	Harrup Park 89 Juliet Street, South Mackay
Friday 21 July	Essential Mathematics	Harrup Park 89 Juliet Street, South Mackay

## District: Remote

Date	Subject	Venue
Friday 14 July	Essential Mathematics	Online
Wednesday 26 July	Essential English	Online

**Note:** Remote schools will include schools from Roma, Emerald and Longreach regions, as well as other remote regional areas across Queensland.

## District: Rockhampton (face-to-face meetings)

Date	Subject	Venue
Monday 24 July	Essential English	Mercure Hotel Rockhampton 86 Victoria Parade, Rockhampton
Tuesday 25 July	Essential Mathematics	Mercure Hotel Rockhampton 86 Victoria Parade, Rockhampton

## District: Sunshine Coast

Date	Subject	Venue
Wednesday 19 July	Essential English	Online
Thursday 20 July	Essential Mathematics	Online

## District: Toowoomba (face-to-face meetings)

Date	Subject	Venue
<b>Thursday 27 July</b>	Essential Mathematics	Picnic Point 164 Tourist Road, Toowoomba
<b>Friday 28 July</b>	Essential English	Picnic Point 164 Tourist Road, Toowoomba

## District: Townsville

Date	Subject	Venue
<b>Thursday 27 July</b>	Essential English	Online
<b>Friday 28 July</b>	Essential Mathematics	Online

## District: Wide Bay (face-to-face meetings)

Date	Subject	Venue
<b>Monday 17 July</b>	Essential Mathematics	Oaks Hervey Bay Resort and Spa 569–571 Charlton Esplanade (entry Hibiscus Street), Urangan, Hervey Bay
<b>Tuesday 18 July</b>	Essential English	Oaks Hervey Bay Resort and Spa 569–571 Charlton Esplanade (entry Hibiscus Street), Urangan, Hervey Bay