

Administering Phase 4 common internal assessment in 2023

Purpose

To inform senior secondary schools about the QCAA's processes and procedures to support schools in administering Phase 4 common internal assessment (CIA) for Essential English or Essential Mathematics.

Background

A student's exit result in Essential English or Essential Mathematics is based on their achievement in four internal assessments across Units 3 and 4. Schools develop three of these assessments. The fourth assessment — the CIA — is developed by the QCAA and marked by schools.

The CIA is delivered in four phases across Terms 1 and 2, 2023. A different version of the assessment is used in each phase. Schools can check their registered CIA phase using the Student Management application in the QCAA Portal.

The QCAA website and the *Common Internal Assessment: Guidelines for Administration (GFA)* provides further contextual information about the CIA.

Information

Assessment materials

Phase 4 CIA runs from **Monday 5 June to Friday 23 June**.

Schools registered for Phase 4 will receive the assessment materials on **Tuesday 30 May between 9 am and 3 pm**. These secure materials will be delivered by courier to a school's administration office/reception only and comprise:

- a teacher pack — including question and response books, stimulus and marking guides. The number of teacher packs distributed to each school is based on enrolment numbers. (The QCAA does not provide additional teacher packs; schools can copy and distribute additional packs if necessary). Marking guides must **not** be provided to students
- shrink-wrapped bundle/s of assessment material for Essential English — assessment materials are to be kept secure. The seen stimulus is to be distributed to students at the start of the three-week implementation phase
- shrink-wrapped bundle/s of assessment materials for Essential Mathematics — assessment materials are to be kept secure.

On the day the materials arrive, schools must check to ensure they have received the required quantity of materials for each subject. Schools must then complete an online form to confirm receipt of the materials and notify the QCAA if more are required. The QCAA will send an email to **principal's delegates** with a link to the form.

If a scheduled delivery does not arrive at your school, or you are unable to accept it, please notify the QCAA on CIA@qcaa.qld.edu.au. If a school is unable to accept a delivery and intends to proceed with administration of Phase 4 CIA, please contact the QCAA on 1300 239 227 to determine an alternative delivery method.

Alternative formats

- Schools will receive individually named assessment packs for students who require an alternative print format.
- Digital format of assessment materials for students who need assistive technology will be available on **Tuesday 30 May**. These versions will be available to schools with students who have approved access arrangements and reasonable adjustments. The QCAA will email principal's delegates the instructions on how to access these papers.
- Schools of Distance Education should notify the QCAA if they require digital format by **Friday 26 May** by contacting the External Assessment Operations Unit on 1300 239 227 or CIA@qcaa.qld.edu.au. These versions will be available to Schools of Distance Education on **Tuesday 30 May**.
- Schools will be provided with instructions about how to use the fileShare application to download the files. These instructions will be sent to the relevant principal's delegate.

Administration and security

The *Common internal assessment: Guidelines for administration (GFA)* is the key reference document for schools implementing a CIA. An electronic version of the *GFA* will be available on the Noticeboard application in the [QCAA Portal](#).

What you need to do

Schools must:

- check which CIA phase they are registered for (using the Student Management application in the QCAA Portal) at the beginning of the year
- update student numbers for their nominated phase of delivery (using the Student Management application in the QCAA Portal) at the beginning of the year
- notify the Quality Assurance Unit of any change of phase by emailing qau@qcaa.qld.edu.au
- ensure relevant staff are registered to use, and know how to use, the fileShare application
- store all CIA materials, including unused materials securely (even if unable to complete the assessment)
- contact the External Assessment Operations Unit if materials do not arrive on 30 May.

Finding out more

You can contact the External Assessment Operations Unit for more information by phone on 1300 239 227 or email at CIA@qcaa.qld.edu.au.

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