

Memo

Queensland Curriculum and Assessment Authority

10 July 2023

Senior secondary

Number: 042/23

Confirmation 2023 — Event 3

Purpose

To outline for schools the key dates and critical activities for the third 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 remaining summative internal assessment for Units 3 and 4 in General and General (Extension) subjects will occur from August, when schools enter provisional marks into the Student Management application. For schools offering a compressed curriculum, the first, or first and second internal assessments are reviewed during this event.

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:

- information in [Section 9.6](#) of the *QCE and QCIA policy and procedures handbook v4.0*.
- support resources, which are available in the [QCAA Portal](#) Noticeboard 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 third 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 marks have been:

- entered into the Student Management application
- checked against the original 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 Tuesday 15 August 2023**.

If schools are affected by emergent circumstances that impact submission of provisional marks by the due date, they should email confirmation@qcaa.qld.edu.au.

Review meeting schedule

Review meetings for all subjects are scheduled for Friday 1 and Saturday 2 September 2023. The QCAA will monitor emergent circumstances and notify assessors individually if these dates change.

Assessor arrangements and attendance

Assessors will be directly remunerated for work completed on Saturday 2 September.

The Queensland Government has made Friday 1 September a student-free day to support senior secondary quality assurance, specifically confirmation. Therefore, schools are not eligible for Teacher Relief Scheme (TRS) payments for staff who are assessors for confirmation on this day. The QCAA acknowledges the support of individual schools that have made local decisions not to have a student-free day but arrange to support the release of assessors for the confirmation review meeting.

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

Gold Coast arrangements

As outlined in previous correspondence directly to Gold Coast assessors and schools, assessors employed at schools located within the Gold Coast Council are not expected to participate in Confirmation event 3 due to the public holiday. However, assessors will be remunerated directly by the QCAA if they choose to participate.

The RSVP form (to be sent) will provide the opportunity for assessors to advise if they are not available to participate due to the public holiday. For further information, assessors should access the confirmation resources page.

Chief confirmers, lead confirmers and confirmers

Chief confirmers will have the option of joining the review meetings at the Brisbane Convention and Exhibition Centre, Brisbane.

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). Some subjects' lead

confirmers may have the opportunity to attend meetings face to face. These leads will be invited individually.

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. At Event 3, all subjects will have criterion comments when a decision has not supported provisional marks for the cohort. More details will be released in issues of principal's delegate updates.

What you need to do

Principals' delegates must bring the attached factsheet, [Section 9.6](#) of the *QCE and QCIA policy and procedures handbook v4.0*, 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 or phone (07) 3864 0491. For subject-specific inquiries, contact the relevant QCAA learning area (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.

Jo Butterworth
Executive Director, Curriculum Services Division



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Preparing for the third 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 schools and fair and reliable results for students.

Key dates

Key dates for the confirmation of all remaining summative IAs 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.

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 third confirmation event in 2023

Term	Week	Date	Activity
3	6	Tuesday 15 August	Final date for schools to submit provisional marks for the remaining summative IA/s for General and General (Extension) subjects via the Student Management application.
3	7	Monday 21 August	The QCAA notifies schools of student samples required for confirmation via the Confirmation application.
3	7–8	Monday 21 August– Monday 28 August	Schools upload required student samples via the Confirmation application.
3	7	Friday 25 August	Variations to confirmation submissions must be requested via the Confirmation application. This will allow additional or replacement samples to be identified before the due date.
3	8	Friday 1 September and Saturday 2 September	Confirmation review meetings — QCAA assessors review student samples and teacher judgments. The QCAA will advise assessors of the subject schedule when RSVPs are finalised.
3	10	Monday 11 September	The QCAA notifies schools of any required supplementary samples* via the Confirmation application.

Term	Week	Date	Activity
3	10	Monday 11 September– Friday 15 September	Schools upload required supplementary samples* via the Confirmation application.
3	10	From Tuesday 12 September	The QCAA begins to release decisions about confirmed results via the Confirmation application.
3	10	From Wednesday 13 September	The QCAA begins to publish confirmed results into the Student Management application and student learning accounts.
* 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 [section 9.6.1 of the QCE and QCIA policy and procedures handbook v4.0](#) and the *Confirmation submission information* published in the [QCAA Portal](#) Noticeboard on the *Internal assessment and certification resources for schools* tile and in the Syllabuses application *Resources* tab.

Submitting provisional marks to the QCAA

All students must have a result value entered in the Student Management application for all summative IAs. This includes provisional marks, not yet administered (NYA), did not administer (DNA) and not rated (NR).

Schools must submit students' provisional marks for all remaining IAs 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**) by **11.59 pm on Tuesday 15 August**.

Students with extensions of time due to principal-approved AARA

Schools with individual 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 NYA result by **Tuesday 15 August**.

If schools are affected by emergent circumstances that impact submission of provisional marks for multiple students in a subject cohort by the due date, they should email 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 and remove the Unit 4 enrolment
- 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
- if a student transfers into a school and has completed a summative IA at their previous school, the receiving school should record DNA for this assessment.

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 entered **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 Missing results report — **Reports > Results reports > Missing results reports**. This report shows students with no marks entered, as well as those recorded as NYA, DNA or NR.
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) **by 11:59 pm on Tuesday 15 August**.

Any inaccuracies in provisional mark data may delay review of samples and release of the confirmation decision. If an error is identified after results are submitted for confirmation, principal's delegates must contact the QCAA Certification Unit via certification@qcaa.qld.edu.au.

Submitting required samples to the QCAA

On **Monday 21 August** 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 21 August to Monday 28 August**.

Applications for variation to confirmation submissions must be lodged by **Friday 25 August** to allow replacement samples to be identified and published to schools before the due date for confirmation submission (see [Section 9.6.3](#) of the *QCE and QCIA policy and procedures handbook v4.0*).

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 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:

- [Section 9.6 of the QCE and QCIA policy and procedures handbook v4.0](#)
- *Internal assessment and certification resources for schools* on the Noticeboard tile in the [QCAA Portal](#), including the *Preparing for confirmation* and *Understanding the confirmation decision* resources
- *Confirmation submission information* accessible via the Noticeboard 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.

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.

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

For questions about submitting marks via the Student Management application, please email certification@qcaa.qld.edu.au.



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