

# Memo

## Essential English and Essential Mathematics: Common internal assessment (CIA) in 2024

### Purpose

To inform schools that in 2024, there will be only **two** phases of delivery for the Essential English and Essential Mathematics common internal assessment (CIA). The dates for the two phases of delivery, and the topics for the 2024 Essential English CIA, are also provided in this memo.

### Background

In the QCE system, a student's result in an Applied subject is based on their achievement in four internal assessments in Units 3 and 4. For Essential English and Essential Mathematics, schools develop three of these assessments. The fourth is a CIA developed by the QCAA and marked by schools. For 2024, the QCAA Board has approved schools' delivery of the CIAs in one of two five-week phases, with each phase using a different version of the CIA. Teacher judgments about student responses to assessment in Essential English and Essential Mathematics will be reviewed at annual quality assurance meetings in Term 3, 2024.

### Information

#### Phase of delivery

Schools select their phase of delivery in the Student Management application (app) in the QCAA Portal. Principal's delegates are responsible for ensuring their school has selected a phase of delivery. The 2024 CIA papers will be made available to schools at the beginning of their nominated phase. Once available, it is recommended that they are administered in a three-week period that suits the school within the selected phase. See the schedule below.

#### Two CIA phases of delivery 2024

First phase: Weeks 1–5 of Term 2, 2024		Second phase: Weeks 6–10 of Term 2, 2024	
CIA available	CIA completed by	CIA available	CIA completed by
Monday 15 April	Friday 17 May	Monday 20 May	Friday 21 June
Ancillary CIA (flexible/alternative learning centres only): Term 3			

Previously, the CIAs were delivered in four phases. For subject offerings with a completion year of 2024, schools have already selected these phases in the Student Management app and do not need to change these selections. Schools that have selected either Phase 1 or Phase 2 will automatically be placed in the first phase in 2024. Schools that have selected either Phase 3 or Phase 4 will automatically be placed in the second phase in 2024. If your school wants to select a different phase, please contact the Certification Unit. (See the 'What you need to do' section of this memo.)

## Essential English

### Description

#### Short response to seen stimulus

Students will respond to representations of a community, local and/or global issue in a seen media text by writing a response that identifies, considers and explains how the elements or components that make up the text/s shape meaning.

#### Short response to unseen stimulus

Students will respond to representations of an identity or identities, place, event or concept in an unseen media text by writing a response that identifies, considers and explains how the elements or components that make up the text communicate ideas and information.

### Topics

The topics for 2024 are representations of:

- gaming
- sport.

Schools deliver the CIA in one of two phases and will receive a 2024 CIA paper on one of these topics — either 'gaming' or 'sport' — depending on their selected phase.

*Gaming* refers to the action of playing interactive electronic games on a digital device, e.g. on smartphones, consoles, computers.

*Sport* refers to a form of activity, game or competition requiring physical exertion and skill in accordance with specific rules, either as an individual or as a team — maybe for enjoyment, a hobby or as a professional career.

### CIA materials

The QCAA provides the following materials:

- seen stimulus book — given to students at the start of the three-week administration period to enable deconstruction of only the seen stimulus in class. Teachers must ensure students do not have access to an annotated copy of the seen stimulus during the administration of the assessment
- question and response book — given to students at the start of the CIA session/s
- stimulus book — given to students at the start of the CIA session/s — includes the seen and unseen stimulus
- marking guide — used to mark student responses and guide moderation processes — not to be given to students.

# Essential Mathematics

## Description

The CIA for Essential Mathematics will representatively sample subject matter from all topics in Unit 3 only. The CIA has two parts: simple (Part A) and complex (Part B).

## CIA materials

The QCAA provides the following materials:

- question and response book — given to students at the start of the CIA session
- QCAA formula sheet — unannotated copy given to students at the start of the CIA session
- marking guide — used to mark student responses and guide moderation processes — not to be given to students.

## What you need to do

Inform Essential English and Essential Mathematics teachers, students and curriculum leaders in your school about the change from four to two CIA phases in 2024. Also, inform them about the 2024 topics for the Essential English CIA. See the previous page of this memo for information about these topics.

If your school wants to select a different phase, please email [certification@qcaa.qld.edu.au](mailto:certification@qcaa.qld.edu.au).

## Finding out more

For information about selecting your school's CIA phase in the Student Management app, please email the Certification Unit at [certification@qcaa.qld.edu.au](mailto:certification@qcaa.qld.edu.au).

For information about the Essential English CIA, please email [EssentialEnglish@qcaa.qld.edu.au](mailto:EssentialEnglish@qcaa.qld.edu.au) or phone (07) 3864 0289.

For information about the Essential Mathematics CIA, please email [EssentialMaths@qcaa.qld.edu.au](mailto:EssentialMaths@qcaa.qld.edu.au) or phone (07) 3864 0296.

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