Memo

Queensland Curriculum and Assessment Authority

Preparing for 2023 external assessment

Purpose

To inform schools about activities they need to complete to prepare for external assessment (EA) in 2023, and advise them of requirements for the use and retention of 2022 EA materials.

Background

Principals are responsible for managing their school's overall EA responsibilities and the security, storage and movement of EA materials within their school. They may delegate EA duties to EA coordinators (see Sections 10.1 and 12.1.3 of the *QCE and QCIA policy and procedures handbook*) but principals maintain responsibility for EA. The EA coordinator will be the QCAA's main point of contact for EA logistics and administration.

Preparing for EA: Key roles and applications (apps)

EA coordinator and Assistant EA coordinators roles

The EA coordinator role is required to support the administration of EA in their school. The QCAA recommends that schools also appoint one or more Assistant EA coordinators.

Access Management app

Access Management Organisation Administrators in schools use the Access Management app (accessed via the QCAA Portal) to assign the EA coordinator or Assistant EA coordinator role to appropriate staff. For support, a quick step guide is available via the Help link in the app.

EA app

The External Assessment (EA) app is accessed via the QCAA Portal, where it appears as a tile for users assigned the role of EA coordinator or Assistant EA coordinator. The EA app is used to manage EA logistics and administrative processes in the Queensland Certificate of Education (QCE) system.

Student Management app

The QCAA relies on accurate Unit 4 enrolment data in the Student Management app to supply sufficient quantities of correct EA materials to schools in a timely manner. EA materials directly affected by enrolment data include student place cards and all types of assessment books.

Use of 2022 EA materials

Schools and teachers must not post copies of past assessment online.

Schools may use leftover 2022 EA materials for student practice, including unused:

- question and response books
- additional response books
- additional diagram pages
- planning paper.

Schools should retain the following 2022 EA materials in accordance with their local records retention policies:

- used planning paper
- copies of the following administration records
  - seating plans
  - attendance rolls
  - temporary absence and AARA time records
  - incident records.

What you need to do

Principals

Bring this memo to the attention of relevant staff at your school. Inform them that the *Directions for administration: External assessment* for 2023 are now available in the Noticeboard app in the QCAA Portal.

By Friday 4 August:

- appoint one staff member to the EA coordinator role
- appoint one or more staff members to the Assistant EA coordinator role
- ensure your school's Access Management Organisation Administrator gives the EA coordinator and Assistant EA coordinator/s access to the EA app, and where relevant, removes the access of staff who are no longer performing these roles
- check student enrolment data for Unit 4 is correct in the Student Management app and update if required
- check students are enrolled in Senior External Examination (SEE) subjects if required
- check your school's physical address in the EA app by navigating to *Venue > Venue details*. If the address for the delivery and collection of assessment materials is incorrect, email the QCAA with the correct address. This is particularly important for schools with multiple campuses. Assessment materials are delivered to and collected from the school's main office or reception
- appoint at least two and a maximum of five staff who are authorised to sign for the delivery of assessment materials in the EA app, *Venue > Delivery signatories*. It is recommended authorisation includes at least one staff member who works in the main office or reception or a staff member who will be present when the deliveries arrive.

EA coordinators and Assistant EA coordinators

Log in to the EA app and review your contact details by navigating to *Venue > Venue contacts*. If necessary, update your phone number and/or email address in the My Details app in the QCAA Portal.

Review your list of students in the EA app by navigating to *Student list*. Filter by subject to review enrolments for a specific subject.

Finding out more

For help with …	Contact
assigning roles for the EA app	clientservices@qcaa.qld.edu.au
using the EA app	externalassessment@qcaa.qld.edu.au or 1300 239 227
student enrolment	certification@qcaa.qld.edu.au

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