

Memo

Queensland Curriculum and Assessment Authority

9 October 2023

Senior secondary

Number: 062/23

Release of 2023 Year 12 final subject results and Senior Education Profiles to students

Purpose

To inform schools about the release of 2023 Year 12 final subject results and Senior Education Profiles (SEPs) to students.

Information

Online release of results and SEPs

From 9 am on Friday 15 December, Year 12 students and other students who have completed a QCAA subject in 2023 can access their final subject results and SEP from their learning account in the Student Portal via the myQCE website at myqce.qcaa.qld.edu.au.

Depending on students' individual circumstances, their SEP will comprise one or more of the following documents:

- Senior Statement
- Statement of Results (students who have completed a QCAA subject who are not in Year 12)
- Queensland Certificate of Education (QCE)
- Queensland Certificate of Individual Achievement (QCIA).

SEPs are issued as electronic documents and stored in students' learning accounts. Students can save their SEP on a computer or mobile device and provide it to third parties electronically or they can download it as a secure PDF and print it.

Electronic SEP documents in students' learning accounts are **official documents**. They contain an embedded digital signature to confirm they are authentic, and they cannot be altered.

If students download or print their SEP, an employer or further education provider can scan the unique QR code on the document. This will direct the user to a unique QCAA webpage confirming the SEP's authenticity. For more information see www.qcaa.qld.edu.au/senior/assessment/results/authenticating-a-certificate.

Printing SEPs

The QCAA does not automatically print and post SEPs, except for students receiving a QCIA. Students may print their own SEP, or they may request a printed copy of their SEP from the QCAA via their learning account in the Student Portal, which they access via the [myQCE website](#).

The option to request a printed copy of their SEP will become available in the Student Portal when SEPs are issued and will close on 31 January 2024. SEPs will be posted during March 2024. Printed copies are free.

SEPs printed by the QCAA are **no different** from those that students can print for themselves and are **not official documents**. They are provided for students' convenience only.

Students who receive a QCIA will automatically receive a printed copy of their SEP in the mail after 15 December — they do not need to request a printed copy via the learning account.

Accessing the Student Portal

To access the Student Portal via the [myQCE website](#), students must first register for access using their learner unique identifier (LUI). They should do this in advance to ensure quick access when their results and SEPs are issued on 15 December. Schools are reminded that it is their responsibility to ensure students have been issued with their LUI.

After students have registered for access to the Student Portal, they can log in with their email address and nominated password.

What you need to do

Make students and relevant staff aware of the arrangements for the release of Year 12 results and the SEP in the Student Portal on the myQCE website from 9 am on Friday 15 December.

Remind students to register for the Student Portal and change their email addresses to a non-school account if required. Schools can download a Student Portal registration report from the Student Management app. Go to **Reports > Student reports > Student Portal**.

Accessing ATARs

Remind students that ATARs will be available via the Queensland Tertiary Admissions Centre (QTAC) at www.qtac.edu.au/atar. Students must sign up to QTAC's ATAR Portal to access their ATAR and need to use their name (as shown in their QCAA learning account), date of birth, LUI and email address.

Finding out more

For information about the SEP, contact certification@qcaa.qld.edu.au.

For help downloading student LUIs, contact clientservices@qcaa.qld.edu.au or phone (07) 3864 0278.

If students:

- have any questions about their results, FAQs are available on the myQCE website at <https://myqce.qcaa.qld.edu.au/assessment-and-results/2023-results-faqs>
- need help accessing the Student Portal, FAQs are available on the myQCE website at <https://myqce.qcaa.qld.edu.au/help-sp-login>.

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