Memo

Queensland Curriculum and Assessment Authority

Release of QCE and QCIA policy and procedures handbook Version 5.0

Purpose

To inform schools of the release of the *QCE and QCIA policy and procedures handbook v5.0*, which outlines the policies and procedures schools need to follow as they support students to work towards their Queensland Certificate of Education (QCE) or Queensland Certificate of Individual Achievement (QCIA).

Background

Each year, the QCAA reviews and updates the *QCE and QCIA policy and procedures handbook* to ensure it accurately reflects the necessary information for schools. Changes are approved by the QCAA Board before the updated handbook is released.

The *QCE and QCIA policy and procedures handbook v5.0* replaces Version 4.0, and is available online at www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook. A PDF version and change log summarising the key changes in each section are available via the Noticeboard in the QCAA Portal.

The handbook has been updated to reflect:

- feedback received from Queensland schools and stakeholders during 2023, particularly from principal's delegates forums in Term 3
- frequently asked questions from schools and other stakeholders
- the ongoing refinement and further development of QCE and QCIA systems and processes.

The most significant changes in Version 5.0 relate to:

- the implementation of the 2024 Applied senior syllabuses, including updates to information about duplication of learning
- advice to support academic integrity practices and school assessment policies in response to emerging artificial intelligence (AI) technologies
- updated information about medical reporting for access arrangements and reasonable adjustments (AARA).

For all Queensland schools

What you need to do

Schools should begin using the *QCE and QCIA policy and procedures handbook v5.0* as soon as possible. They should ensure all staff are aware of the handbook so they can start referring to it.

Schools should review their policies and procedures and update them to align with the *QCE and QCIA policy and procedures handbook v5.0*.

Finding out more

For more information, please email the Quality Assurance Unit at qau@qcaa.qld.edu.au, or phone (07) 3864 0375.

Jo Butterworth
Executive Director, Curriculum Services Division