

Memo

Queensland Curriculum and Assessment Authority

5 February 2024

Senior secondary

Number: 007/24

2024 General (Senior External Examination (SEE)) subjects for Year 12 students

Purpose

To inform schools about the General (Senior External Examination (SEE)) subjects offered to Year 12 students in 2024, including the full list of 13 subjects, schools' responsibilities, how students are determined to be eligible, and how they are registered for these subjects.

Background

In Term 4, 2024, the QCAA will hold examinations across Queensland for General (SEE) subjects.

Each examination will be based on a General (SEE) syllabus that sets out the aims, objectives, learning experiences and assessment requirements for the subject.

These examinations contribute 100% to a student's final subject result. Class tests and assignments completed during the year **do not** contribute towards results.

A subject result of C or better in an examination contributes four credits towards a Queensland Certificate of Education (QCE). Subject results may contribute to an Australian Tertiary Admission Rank (ATAR).

Subjects offered

- Arabic*
- Chinese
- English
- Indonesian
- Korean
- Latin*
- General Mathematics
- Modern Greek*
- Polish*
- Punjabi*
- Russian*
- Tamil*
- Vietnamese

*indicates assessment materials provided by interstate jurisdictions.

Eligibility

Students in their final year of schooling are eligible to sit examinations for a maximum of two General (SEE) subjects. Reasons for eligibility may include:

- the subject not being taught at their school
- a timetable clash.

Registration

Process and dates

Registrations for General (SEE) subjects open on 5 February 2024.

Information about the registration process is available on the QCAA website at www.qcaa.qld.edu.au/senior/see/year-12-students.

Complete registration online by:

- following the instructions to download, complete and save the spreadsheet 'SEE registration for Year 12 students'
- completing the online registration form, including uploading the completed spreadsheet
- completing details for the school's key personnel
- ticking each box in the declaration to acknowledge the school's responsibilities
- pressing the **submit** button to submit the form.

This completes the registration process. An automated reply email will be sent to the school with a reference number and summary of the submitted information.

Registrations will close on **Tuesday 30 April 2024**. Registrations received after this date **will not** be accepted unless there is an unforeseen situation, which is beyond the student's and the school's control, that stopped the school from registering the student by the closing date.

Any late registration request must be made by the principal or principal's delegate by email to SEEregistration@qcaa.qld.edu.au. The reasons for the request must be explained. The request may be granted if there is sufficient time for relevant units across the QCAA to meet timelines for external assessment and examinations. If a late registration is accepted, an additional fee is incurred by the student.

Fees and payment

The fee is \$73.46 per subject per student. If a late registration is accepted, the fee will be \$120.05 per subject per student.

Schools must collect the registration fee from each student. The QCAA will invoice schools for student registration fees after registrations have been received and processed. Schools do not pay the fees to QCAA until they have received the invoice from QCAA Finance.

Confirmation of registration

Once registration is approved, the QCAA will enrol students in the subject in the Student Management application. As the main learning provider (MLP), the school will be able to see the enrolment in Student Management. In June, schools will receive an email confirming student enrolments in General (SEE) subjects.

Students will be able to see their subject enrolment in their learning account in the Student Portal on the myQCE website after registrations are processed.

If payment is not received, the student's enrolment in that subject will be cancelled.

School responsibilities

Providing information to students

Schools must ensure each student who intends to register for a General (SEE) subject in 2024:

- is familiar with the requirements of the relevant General (SEE) syllabus
- is aware of the examination information for 2024 from the following sources
 - the Senior External Examination webpage at www.qcaa.qld.edu.au/senior/see/senior-external-examination
 - *QCE and QCIA policy and procedures handbook v5.0* at www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook
- understands a subject result will only be awarded for the subject if they complete all syllabus requirements. For language examinations, this includes spoken and written examinations. For non-language examinations, this includes all papers, e.g. SEE 1 and SEE 2 and all component papers
- understands no alternative arrangements will be made if a student fails to attend a scheduled examination for any reason. There are no opportunities to resit examinations. A subject result can only be awarded when a student sits all examinations.

Monitoring student progress

Schools must monitor their students' progress and ensure they receive an appropriate level of tuition in the General (SEE) subject. Tuition may be available from a school, after-hours language school, teaching centre or tutor.

Administering examinations

Schools are required to administer examinations for their students. The QCAA will meet the cost of sending materials to and from schools. All other administration costs, including supervisor payments, are the responsibility of each school.

Examinations must be held on the dates and times listed in the external assessment timetable.

Timetable

The examination period is from mid-October to mid-November, as shown in the Senior Education Profile (SEP) calendar at www.qcaa.qld.edu.au/senior/certificates-and-qualifications/sep/sep-calendar.

Examinations for subjects with materials provided by interstate jurisdictions may be held outside these dates. Examination times for subjects with materials provided by interstate jurisdictions are determined by, and are set in, the time zone of the interstate jurisdiction.

Schools will be notified when the detailed SEE timetable is available.

What you need to do

Schools with Year 12 students who intend to sit the SEE in 2024 should:

- ensure the external assessment (EA) coordinator is familiar with their responsibilities for administering examinations for General (SEE) subjects
- add all relevant dates from the SEE timetable to the school calendar when the SEE timetable is released
- follow the instructions to register any interested students
- ensure they fulfil all school responsibilities listed.

Finding out more

Further information will be provided in memos and on the QCAA website. To find out more:

- check memos at www.qcaa.qld.edu.au/news-data/memos
- visit the Senior External Examination webpage at www.qcaa.qld.edu.au/senior/see/senior-external-examination
- email questions to SEERegistration@qcaa.qld.edu.au.

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