

# Memo

## Queensland Curriculum and Assessment Authority

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13 March 2024

Senior secondary

Number: 013/24

# Confirmation 2024 — Event 1

## Purpose

To outline for schools the key dates and critical activities for the first confirmation event in 2024.

## Background

Confirmation is a quality assurance process that ensures the comparability of results for summative internal assessment (IA) in General and General (Extension) subjects. QCAA-trained assessors review a selected sample of student responses to summative IAs to check that schools have applied the instrument-specific marking guide (ISMG) accurately and consistently.

In 2024, confirmation of a school's first summative IA for Units 3 and 4 in General and General (Extension) subjects will begin in March, when schools enter provisional marks into the Student Management application (app).

Confirmation processes will continue to be reviewed after each event.

## Information

Schools are reminded that all staff involved in the confirmation process must be familiar with the following advice.

### Student responses: Gathering, storing and submitting evidence

Staff must read and be familiar with:

- [Section 9.7](#) of the *QCE and QCIA policy and procedures handbook v5.0*
- support resources, which are available under *Internal Assessment and Certification resources for schools* in the Noticeboard app on the [QCAA Portal](#) and under Resources in the Syllabuses app on the Units 3 and 4 tab.
- *Module 2: Quality assurance and the principal's delegate* (from the Principal's delegate professional learning series), which is available in the Learning Hub app.

Other important information is included in the attached *Preparing for the first confirmation event in 2024* factsheet.

## Provisional marks: Submitting to the QCAA

Confirmation relies on schools using the Student Management app (on the [QCAA Portal](#)) to accurately record assessment marks. Schools must indicate to QCAA that provisional marks have been:

- entered into the Student Management app
- checked against the original ISMGs
- finalised, by clicking **Submit for confirmation**. (**Note: Schools cannot change results in Student Management after this has been clicked.**)

Schools must click **Submit for confirmation** on the Multiple Students results screen in Student Management (**Enrolments and Results > Results**) for each subject cohort by **11:59 pm on Tuesday 26 March 2024**.

If schools are affected by emergent circumstances that challenge submission of provisional marks by the due date, they should email [confirmation@qcaa.qld.edu.au](mailto:confirmation@qcaa.qld.edu.au).

Other important information is included in the attached *Preparing for the first confirmation event in 2024* factsheet.

## Review meeting schedule

As per the SEP calendar, review meetings for all subjects are scheduled for Saturday 27 April. Some subjects will require two days — they will be scheduled for both Friday 26 April and Saturday 27 April 2024.

The subjects that are anticipated to be scheduled for two days are:

- Digital Solutions
- Health
- Philosophy & Reason
- Physical Education
- Engineering
- General Mathematics
- Psychology

The QCAA will monitor emergent circumstances and notify assessors individually if these dates change.

## Assessor arrangements and attendance

Assessors will be remunerated for work completed on Saturday 27 April.

Schools are eligible for Teacher Relief Scheme (TRS) payments for staff who are assessors attending confirmation review meetings, for their subjects, on Friday 26 April.

The QCAA will communicate directly with each assessor about their attendance and arrangements for their work at the review meetings.

## Chief confirmers, lead confirmers and confirmers

Chief confirmers will be invited to attend the review meetings at 400 George Street, Brisbane.

Lead confirmers and confirmers will participate in the review meetings remotely, working at an appropriate location of their choice (such as at school or home office).

## Assessor training

Further information about required assessor training for newly recruited confirmers will continue to be communicated to principal's delegates and assessors as early as possible.

## What you need to do

Principal's delegates must bring the attached factsheet along with [Section 9.7](#) of the *QCE and QCIA policy and procedures handbook v5.0* and the *Confirmation submission information* (available in the Syllabuses app) to the attention of all staff at their school. They must also monitor progress to meet confirmation timelines.

## Finding out more

For general questions about the confirmation process, email [confirmation@qcaa.qld.edu.au](mailto:confirmation@qcaa.qld.edu.au) or phone (07) 3864 0491. For subject-specific inquiries, contact the relevant QCAA learning area ([www.qcaa.qld.edu.au/about/contact/syllabus-contacts](http://www.qcaa.qld.edu.au/about/contact/syllabus-contacts)).

For questions about submitting results via the Student Management app, email [certification@qcaa.qld.edu.au](mailto:certification@qcaa.qld.edu.au).

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# Preparing for the first confirmation event in 2024

## Important information for schools

### Purpose

Confirmation is a quality assurance process that examines the accuracy and consistency of teachers' judgments about students' responses to summative internal assessment (IA) instruments. Both General and General (Extension) subjects require confirmation to ensure comparability across Queensland and fair and reliable results for students.

### Key dates

The table below shows key dates for the confirmation of the first summative IA for Units 3 and 4 of General and General (Extension) subjects in 2024.

Schools offering a compressed curriculum have a separate confirmation schedule that may start in May 2024, if the first IA has been completed. Otherwise, the confirmation schedule would commence August 2024 as per the information provided in [Memo 001/24](#).

The QCAA will continue to work with schools affected by emergent circumstances as required. The timelines for confirmation of results for these cohorts will be communicated to affected schools separately.

#### Key dates for the first confirmation event in 2024

Term	Week	Date	Activity
1	10	Tuesday 26 March	Final date for schools to submit provisional marks by criteria for the first summative IA for General and General (Extension) subjects via the Student Management application (app).
2	1	Monday 15 April	The QCAA notifies schools who submit results by 26 March of the student samples required for confirmation via the Confirmation app.
2	1–2	Monday 15 April – Monday 22 April	Schools upload required student samples via the Confirmation app.
2	1	Friday 19 April	Variations to confirmation submission must be requested via the Confirmation app. This will allow additional or replacement samples to be identified before the due date.
2	2	Saturday 27 April (Friday 26 April if required)	Confirmation review meetings — QCAA assessors review student samples and teacher judgments. The QCAA will advise assessors if the need arises to review subjects on both Friday 26 and Saturday 27 April.
2	4	From Tuesday 7 May	If necessary, schools will receive notification via the Confirmation app of any required supplementary samples*. Schools will have 4 working days to upload the required samples.

Term	Week	Date	Activity
2	5	From Tuesday 14 May	The QCAA begins to publish finalised confirmed results for the first summative IA via the Confirmation app.
* Supplementary samples are only requested if more information is required to finalise a confirmation decision.			

## Gathering and storing evidence of student responses

Schools administer the endorsed summative IA or a comparable assessment that has been printed from the Endorsement app. Schools are responsible for gathering and storing evidence of the student response for confirmation. For each summative IA administered, schools must be prepared to electronically submit:

- requested samples of student responses (final response, or evidence from the preparation of the response used to make provisional mark judgments)
- the marked instrument-specific marking guide (ISMG) for each requested sample student response, indicating the match of characteristics to the evidence in the student response, and the criteria or criterion mark determined by the school.

Spoken or performance responses must be filmed for confirmation purposes. If a draft has been used to make a provisional mark judgment, this must also be filmed ([Section 9.7.1](#) of the *QCE & QCIA policy and procedures handbook v5.0*)

Further advice on collecting and storing student responses is provided in the *QCE and QCIA policy and procedures handbook v5.0* ([Section 9.7.1](#)) and the *Confirmation submission information* published under *Internal Assessment and Certification resources for schools* in the Noticeboard app on the [QCAA Portal](#) as well as under Resources in the Syllabuses app.

## Submitting provisional marks to the QCAA

All students must have a results value entered in the Student Management app for the first summative IA. This includes provisional marks, not yet administered (NYA), did not administer (DNA) or not rated (NR).

Schools must submit students' provisional marks for the first summative IA for General and General (Extension) subjects to the QCAA, via the Student Management app on the [QCAA Portal](#). Once thorough checking of marks, NYA, DNA and NR has been completed for each subject, click **Submit for confirmation** (on the Multiple Students results screen: **Enrolments & results > Results**) before **Tuesday 26 March**.

Information about determining provisional marks is provided in [Section 9.7.1](#) of the *QCE and QCIA policy and procedures handbook v5.0*.

## Students who have left a subject or school prior to completion

Schools should record DNA if a student:

- leaves a subject or school after completing the first summative IA. The school must record the provisional mark for the IA and record DNA for the second summative IA. The student's response to the first summative IA may be sampled and the school must keep this evidence
- transfers into a school and has completed the first summative IA at their previous school. The receiving school records DNA for this assessment.

If a student leaves a subject or school before completing the first summative IA, their enrolment in Unit 3 of the subject should be removed.

If a student leaves a subject or school at the end of Unit 3, before completing the third summative IA, their enrolment in Unit 4 of the subject should be removed. Do **not** enter DNA for the third IA. Situations where DNA should be recorded for the third IA are very rare.

## Extensions of time due to principal-approved AARA

Schools with students whose provisional marks cannot be submitted by the due date because of principal-approved access arrangements and reasonable adjustments (AARA) or illness and misadventure must enter a NYA result by **Tuesday 26 March**.

If, due to emergent circumstances, the results for an entire subject cohort are unable to be finalised by Tuesday 26 March, schools must email [confirmation@qcaa.qld.edu.au](mailto:confirmation@qcaa.qld.edu.au) for advice.

## Students who have completed comparable assessment tasks

Where students have completed comparable assessment tasks, this must be indicated in the Student Management app. To do this:

1. search for the student, then select **View**
2. select **Subject enrolments > Edit results**
3. open the subject and check the **Comparable assessment** box.

## Checking to ensure provisional marks are correct

Provisional marks entered in the Student Management app must be accurate. Schools should rigorously check the accuracy of all results **before** the due date and ensure they allow sufficient time to perform these internal checks. Each student's provisional marks must be consistent across the Student Management app, teacher mark books and the marked ISMG. To ensure results are entered correctly in Student Management:

1. enter results for each subject cohort via **File import** or directly into the Multiple Students results screen — **Enrolments & results > Results**
2. check for missing results using the missing results report — **Reports > Results reports > Missing results report**. This report shows students with no marks entered, as well as those recorded as NYA, DNA or NR. All students with a Unit 3 enrolment must have marks, NYA, DNA or NR recorded for the first IA ([Section 9.7.1](#)).
3. download the result item report for each subject and each IA — **Reports > Results reports > Result item report**. Provide this report to teachers/subject leaders to check all marks in Student Management against original student responses and ISMGs that will be used for confirmation. Amend marks in the Student Management app if required
4. once thorough checking of marks, NYA, DNA and NR has been completed for each subject, click **Submit for confirmation** (on the Multiple Students results screen) before **11:59pm** on **Tuesday 26 March**.

Schools cannot amend or add results for the first implemented summative IA in the Student Management app after clicking **Submit for confirmation**.

**Submit for confirmation** must be clicked on or before **Tuesday 26 March**. Any inaccuracies in provisional mark data may delay the review of samples and release of the confirmation decision. If an error is identified after results are submitted for confirmation, school principal's delegates must contact the QCAA Certification Unit via [certification@qcaa.qld.edu.au](mailto:certification@qcaa.qld.edu.au).

## Submitting required samples to the QCAA

On **Monday 15 April** the QCAA will notify schools of the student samples required for confirmation via the Confirmation app. Schools must upload files for the required samples via the Confirmation app on the [QCAA Portal](#) from **Monday 15 April to Monday 22 April 2024**.

Applications for variation to confirmation submission should be lodged by **Friday 19 April** to allow replacement samples to be identified and published to schools before the confirmation submission due date (see [Section 9.7.3](#) of the *QCE and QCIA policy and procedures handbook v5.0*).

Any sample student response that exceeds syllabus conditions must be clearly annotated on the response and/or ISMG to show the application of the school's assessment policy. Responses that are not annotated may delay the review of samples and release of the confirmation decision.

Further information to support schools to upload files and submit each confirmation submission is accessible via the Help menu in the Confirmation app.

## Support resources for schools

The QCAA has developed a range of resources to help schools prepare, upload and submit required samples for confirmation. They include:

- *QCE and QCIA policy and procedures handbook v5.0*, [Section 9.7](#)
- *Internal Assessment and Certification resources for schools* in the Noticeboard app on the [QCAA Portal](#), including *Preparing for a confirmation event* and *Understanding the confirmation decision*
- *Confirmation submission information* in the Noticeboard app and the Syllabuses app on the [QCAA Portal](#)
- *Module 2: Quality assurance and the principal's delegate* (from the Principal's delegate professional learning series), which is available in the Learning Hub app
- QCAA Portal help, which you can find by clicking **Help** when in the Confirmation app
- key dates for confirmation and answers to frequently asked questions, published on the QCAA website at [www.qcaa.qld.edu.au/senior/assessment/quality-assurance/confirmation](http://www.qcaa.qld.edu.au/senior/assessment/quality-assurance/confirmation).

## Finding out more

If you would like more information, please visit the QCAA website at [www.qcaa.qld.edu.au/senior/assessment/quality-assurance/confirmation](http://www.qcaa.qld.edu.au/senior/assessment/quality-assurance/confirmation).

Alternatively, phone (07) 3864 0491 or email the Quality Assurance Unit at [confirmation@qcaa.qld.edu.au](mailto:confirmation@qcaa.qld.edu.au).

For questions about submitting marks via the Student Management app, please email [certification@qcaa.qld.edu.au](mailto:certification@qcaa.qld.edu.au) or phone (07) 3864 0425.



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