

# Memo

## Queensland Curriculum and Assessment Authority

3 February 2025

All schools

Number: 009/25

## Confirmation review meetings in 2025

### Purpose

To update school staff and assessors about Confirmation review meeting changes in 2025.

### Information

In late 2024, the QCAA notified stakeholders about changes to the confirmation timeframes and processes for 2025. Event 1 review meetings will run from Tuesday 6 May to Monday 12 May. It is expected that most reviews will be completed in a shorter timeline. A memo with detailed information about what schools need to do to prepare for Event 1 will be published in late February.

Enhancements to the Confirmation application (app) will change the way confirmers draw cohorts for review. This will provide more flexible opportunities for confirmers to review outside of school hours during the seven-day period. Confirmation assessors will be paid at piece rate, whereas lead and chief confirmers will be paid according to timesheets.

Some subjects may be invited to review on Friday 9 May, with a Teacher Relief Scheme (TRS) provided to schools and chief confirmers working onsite at the QCAA office.

A 90-minute online briefing and calibration activity for assessors will be scheduled for the week before Event 1 commences, from Monday 28 April to Friday 2 May (3.30 pm – 5.00 pm). More information will be provided to assessors when invitations are sent.

### Confirmer training

Online training will be provided in March and April to familiarise lead and chief confirmers and new assessors with the revised processes in the Confirmation app.

Training and participants	Date and time
<b>New assessor training</b>	<b>All sessions: 9 am – 3 pm</b>
Notionally appointed assessors	Tuesday 18 March 2025 Wednesday 26 March 2025 Friday 28 March 2025 (only if required)
<b>Lead confirmer and chief confirmer training</b>	<b>All sessions: 9 am – 3 pm</b>
Compulsory for all lead and chief confirmers in all subjects	
Literature Business Geography	Monday 10 March 2025

Training and participants	Date and time
Dance Drama Music	Tuesday 11 March 2025
Film, Television & New Media Music Extension Visual Art	Wednesday 12 March 2025
Aerospace Systems Design Food & Nutrition Health Physical Education	Thursday 13 March 2025
Aboriginal & Torres Strait Islander Studies Accounting Ancient History	Friday 14 March 2025
Agricultural Science Digital Solutions Economics Engineering Earth & Environmental Science Marine Science	Monday 17 March 2025
Biology Chemistry	Wednesday 19 March 2025
Legal Studies Physics Study of Religion	Thursday 20 March 2025
Mathematical Methods Modern History Philosophy & Reason	Friday 21 March 2025
English English & Literature Extension Psychology	Monday 24 March 2025
General Mathematics Specialist Mathematics	Tuesday 25 March 2025
English as an Additional Language French German Italian Spanish	Wednesday 2 April 2025
Chinese Chinese Extension Japanese	Thursday 3 April 2025

## Events 2 and 3

Event 2 review meetings will run from Thursday 10 July to Wednesday 16 July

Event 3 review meetings will run from Friday 5 September to Thursday 11 September. The review day for Event 3 will take place on the gazetted September Student Free Day: Friday 5 September 2025.

A review of the Event 1 meetings will inform the methodology and timelines for Event 2 and Event 3.

## Confirmer recruitment

The QCAA is recruiting Queensland teachers to join the Confirmation Team in 2025. Teachers from all subject areas are encouraged to apply, particularly teachers of:

- Aerospace systems
- Digital Solutions
- Earth & Environmental Science
- Food & Nutrition
- German
- Marine Science
- Music Extension

Applications close on Friday 7 February. More information is available on the [QCAA website](#).

## What you need to do

- Circulate this memo to relevant staff
- Note the dates for confirmation events and confirmer training in 2025 and plan for staff release.
- Encourage staff at your school to apply to become a QCAA assessor (confirmer).

## Finding out more

Please email [confirmation@qcaa.qld.edu.au](mailto:confirmation@qcaa.qld.edu.au) or phone (07) 3864 0491.

Jo Butterworth  
Executive Director, Curriculum Services Division



© State of Queensland (QCAA) 2025

**Licence:** <https://creativecommons.org/licenses/by/4.0> | **Copyright notice:** [www.qcaa.qld.edu.au/copyright](http://www.qcaa.qld.edu.au/copyright) — lists the full terms and conditions, which specify certain exceptions to the licence. |

**Attribution:** '© State of Queensland (QCAA) 2025' — please include the link to our copyright notice.