

Memo

Queensland Curriculum and Assessment Authority

29 April 2025

Senior secondary

Number: 016/25

Preparing for Applied quality assurance meetings

Purpose

This memo provides schools with information about:

- the subjects scheduled for 2025 Applied quality assurance meetings
- the process for registering teachers to participate in quality assurance meetings
- how to prepare materials for submission
- timelines.

This memo should be read in conjunction with [Memo 008/25](#).

Background

Quality assurance processes support schools to develop and administer assessment instruments, promote consistency of judgments about student responses and support the continuous improvement of assessment practices in schools. From 2025, the Applied syllabus quality assurance process will include Essential English, Essential Mathematics and a three-year implementation phase for the 2024 Applied syllabuses.

More information about the quality assurance process for Applied (Essential) subjects and Applied subjects can be found in the [QCE and QCIA policy and procedures handbook v6.0, Section 9.4 Applied quality assurance \(Units 3 and 4\)](#) and from the [Applied quality assurance webpage](#).

Information

Scheduled subjects for 2025

Applied quality assurance review meetings will be held from **16 July to 5 August 2025** for the following subjects:

- Essential English (2019)
- Essential Mathematics (2019)
- Industrial Technology Skills (2024)
- Media Arts in Practice (2024)
- Religion and Ethics (2024)
- Sport and Recreation (2024)
- Science in Practice (2024).

All meetings will be held **online**. The schedule of exact dates for each meeting is published in the new Applied QA application (app) in the [QCAA Portal](#).

Registration for Applied quality assurance meetings

All schools that offer Unit 3 for the scheduled Applied subjects in 2025 must participate in a quality assurance meeting for their subject.

Principal's delegates must nominate a subject teacher, and a reserve, to participate in the Applied quality assurance meeting and review the submissions of other schools.

Note:

- Nominations are completed in the new Applied QA app in the QCAA Portal.
- Teachers are expected to attend for the entire duration of the online meeting (9:00 am – 3:00 pm).
- If a change to the attending teacher is required, principal's delegates can update the participant's details prior to the scheduled meeting in the Applied QA app.
- It is not appropriate for anyone other than the identified teacher/s to attend the review meeting.

Preparation of materials for an Applied quality assurance meeting

Schools will upload and approve their electronic submissions through the Applied QA app in the QCAA Portal.

For all Applied subjects and Essential English and Essential Mathematics, schools must provide the two assessment instruments that were implemented in Unit 3. If a school offers more than one unit option in Unit 3 for an Applied subject, they should select materials from one unit option for their submission.

Schools must provide samples of student responses to assessment completed in Unit 3, as well as an annotated instrument-specific standard (ISS)/marking guide for each student response, to demonstrate how judgments were made. Where possible, schools should submit:

- an A, C and D standard sample for both the internal assessment 1 (IA1) and common internal assessment (CIA) for Essential English and Essential Mathematics
- an A and C standard response for each of the two Unit 3 assessment instruments for Applied subjects.

Information to support schools to develop their submissions can be found in the [QCAA Portal](#) > **Syllabuses app resources** > **Quality assurance** > **Quality assurance process information**.

A number of quick step guides are available to support schools in the use of the Applied QA app. Click the **Help** link in the [QCAA Portal](#), select **Applied QA**, and click **Show selected**.

Teacher relief scheme payment

The QCAA provides teacher relief scheme (TRS) payment to schools to enable teachers to be released during school hours to undertake specific duties for the QCAA. This includes releasing teachers for Applied quality assurance meetings.

Resources

The following information and resources have been developed for school use:

- [QCE and QCIA policy and procedures handbook, Section 9.4 Applied quality assurance \(Units 3 and 4\)](#)
- Frequently asked questions (see [Quality assurance webpages](#))
- Applied QA submission information (see [QCAA Portal](#) > **Syllabuses app** > **Resources**)
- Applied QA app quick step guides (see [QCAA Portal](#) > **Help**)
- Applied subject Quality assurance tool (see [QCAA Portal](#) > **Syllabuses app** > **Resources**)
- Quality management system and School assessment policy resources (see [QCAA Portal](#) > **Noticeboard app** > **Internal Assessment and Certification resources for schools**).

What you need to do

Principal's delegates must nominate a teacher, and a reserve, to participate in the Applied quality assurance meeting and review the submissions of other schools. Registrations are completed in the Applied QA app in the QCAA Portal. Complete registration no later than **11 June 2025**.

Schools must upload their submission/s through the Applied QA app no later than **25 June 2025**. If your school will be completing the Essential English and/or Essential Mathematics CIA in Phase 2 and may not finalise results by the upload due date, you are advised to upload IA1 samples by the due date and notify the QCAA. The QCAA will then manage the CIA response upload on your school's behalf.

For more information, including the submission requirements checklist, see the factsheet [Applied quality assurance: Preparing for review meetings](#).

Finding out more

Please email the Applied QA team at AppliedQA@qcaa.qld.edu.au, or phone (07) 3864 0375.

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 — 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.