

# Memo

## Queensland Curriculum and Assessment Authority

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20 May 2025

Senior secondary

Number: 020/25

# Confirmation 2025 — event 2 (opt-in)

## Purpose

To outline for schools the key dates and critical activities for the second confirmation event in 2025.

## 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.

If opting in, schools should enter and submit provisional marks for the second summative IA for Units 3 and 4 in General and General (Extension) subjects into the Student Management application (app) by **10 June 2025**.

The dates are published in the [Senior Education Profile \(SEP\) calendar](#).

## 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 9.6](#) of the *QCE and QCIA policy and procedures handbook v6.0*
- support resources in the Noticeboard app on the [QCAA Portal](#)
  - *Internal Assessment and Certification resources for schools* (for information relating to the Confirmation app)
  - *Student Management resources* (for information relating to the Student Management app)
- resources under the **Units 3 and 4** tabs in the Syllabuses app
- *Module 2: Quality assurance and the principal's delegate* (from the principal's delegate professional learning series in the Learning Hub app).

Other important information is included in the attached *Preparing for the second confirmation event in 2025* factsheet.

## Provisional marks: Submitting to the QCAA

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

- entered into the Student Management app
- checked against the ISMG included in the endorsed assessment
- finalised, by clicking **Submit for confirmation**. Note: Schools **cannot change results** in the Student Management app **after this has been clicked**.

Schools must enter provisional results into the Student Management app for any cohort they wish to have confirmed at event 2. After entry, these marks must be carefully checked against the original ISMGs to ensure they are accurate. No clerical errors will be corrected on behalf of schools for event 2. Any cohort where clerical errors are found will be withdrawn from this event.

Schools must click **Submit for confirmation** on the **Multiple Students** results screen in the Student Management app (**Enrolments and Results > Results**) for each subject cohort by **11:59 pm on Tuesday 10 June 2025**. Note: If **Submit for confirmation** is not clicked, the cohort will not be included in event 2.

Other important information is included in the attached *Preparing for the second confirmation event in 2025* factsheet.

## Review meeting schedule

The SEP calendar shows that all subjects will have initial samples reviewed during the period Thursday 10 to Wednesday 16 July 2025. Reviews will be performed outside school hours during this period and will not impact on teacher availability for schools during the day.

## Assessor arrangements and attendance

Assessors will be remunerated for all review work completed outside school hours.

All assessors will participate in the review meetings remotely, working at an appropriate location of their choice.

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

## What you need to do

Principal's delegates must bring to the attention of all staff at their school:

- the attached factsheet
- [Section 9.6](#) of the *QCE and QCIA policy and procedures handbook v6.0*
- the *Confirmation submission information* (available in the Syllabuses app).

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 enquiries, 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 second confirmation event in 2025

Important information for schools

## Background

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.

## Information for schools

### Key dates

The table below shows key dates for the confirmation of the second summative IA for Units 3 and 4 of General and General (Extension) subjects in 2025.

Schools offering a compressed curriculum have a separate confirmation schedule that may start in June 2025 if the first IA has been completed. Otherwise, the confirmation schedule will start in August 2025 as outlined in [Memo 001/24](#).

#### Key dates for the second confirmation event in 2025

Term	Week	Date	Activity
2	8	Tuesday 10 June*	Final date for schools to submit provisional marks for the second summative IA for General and General (Extension) subjects via the Student Management application (app). Click <b>Submit for confirmation</b> on the <b>Multiple Students results</b> screen for each subject.
2	9	Tuesday 17 June*	The QCAA notifies schools that have submitted results by 10 June of the student samples required for confirmation in the Confirmation app.
2	9, 10	Tuesday 17 June to Tuesday 24 June*	Schools upload required student samples via the Confirmation app.
2	9	Friday 20 June	Final date for requesting variations to confirmation submission in the Confirmation app. This will allow additional or replacement samples to be identified before the due date. See <a href="#">Section 9.6.3</a> of the <i>QCE and QCIA policy and procedures handbook v6.0</i> .
3	1	Thursday 10 July to Wednesday 16 July*	Confirmation review meeting window — QCAA assessors review student samples and teacher judgments in their own time.

Term	Week	Date	Activity
3	1	From Monday 14 July	If necessary, schools will receive notification in the Confirmation app of any required supplementary samples. Schools will have two working days to upload the required samples. Supplementary samples are only requested if more information is required to finalise a confirmation decision.
3	2	From Wednesday 23 July*	The QCAA begins to release confirmation decisions for the first summative IA in the Confirmation app.
*Dates included in SEP calendar.			

## 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 responses 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 9.6.1](#) of the *QCE and QCIA policy and procedures handbook v6.0*).

Further advice on collecting and storing student responses is provided in the *QCE and QCIA policy and procedures handbook v6.0* ([Section 9.6.1](#)) 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 result value entered in the Student Management app in the QCAA Portal for the second summative IA. This includes provisional marks, not yet administered (NYA), did not administer (DNA) and not rated (NR).

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**) by Tuesday 10 June. Note: If **Submit for confirmation** is not clicked, the cohort will not be included in event 2.

Information about determining provisional marks is provided in [Section 9.6.1](#) of the *QCE and QCIA policy and procedures handbook v6.0*.

More information can be found under *Student Management resources* in the Noticeboard app on the QCAA Portal.

## Students who have left a subject or school

Marks for summative internal assessment must be recorded by the school where the student completed the 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 transfers to a school and has completed the first summative IA at their previous school, the receiving school records DNA for this assessment. The previous school records DNA for the second IA.

## 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) must enter a NYA result by **Tuesday 10 June**. Recording NYA should be isolated and any student with NYA must have a corresponding record in the AARA app.

If, due to emergent circumstances, the results for all or most of a subject cohort cannot be finalised by Tuesday 10 June, schools must email [confirmation@qcaa.qld.edu.au](mailto:confirmation@qcaa.qld.edu.au) for advice as soon as possible. These cohorts will not be included in this event.

## 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. Inaccuracies in provisional marks recorded may delay the release of samples, review of samples and release of the confirmation decision. 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.

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

If an error is identified after results are submitted for confirmation, school principal's delegates must contact the QCAA Certification Unit by emailing [certification@qcaa.qld.edu.au](mailto:certification@qcaa.qld.edu.au). Any cohort where clerical errors are found will be withdrawn from this event.

## Submitting required samples to the QCAA

On **Tuesday 17 June**, the QCAA will notify schools of the student samples required for confirmation via the Confirmation app. Schools must upload files for the required samples in the Confirmation app in the [QCAA Portal](#) from **Tuesday 17 June to Tuesday 24 June 2025**. After **11.59 pm on Tuesday 24 June** schools can no longer submit files. The principal's delegate must contact [confirmation@qcaa.qld.edu.au](mailto:confirmation@qcaa.qld.edu.au) to discuss late submissions.

Applications for variation to confirmation submission must be lodged by **11:59 pm on Friday 20 June** to allow replacement samples to be identified and published to schools before the confirmation submission due date (see [Section 9.6.3](#) of the *QCE and QCIA policy and procedures handbook v6.0*).

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

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

## 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 v6.0*, [Section 9.6](#)
- *Internal assessment and certification resources for schools* in the Noticeboard app in the [QCAA Portal](#), including *Preparing for confirmation* and *Understanding the confirmation decision*
- *Student Management resources* in the Noticeboard app in the [QCAA Portal](#)
- webinars about entering and checking results for the first IA in the Student Management app (see the [PD & Events page](#) for details)
- *Confirmation submission information* in the Noticeboard app and in the *Syllabuses* app on the [QCAA Portal](#)
- *Module 2: Quality assurance and the principal's delegate* (from the principal's delegate professional learning series in the Learning Hub app)
- Help guides accessed by clicking **Help** in the Student Management or Confirmation apps
- 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).



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