

# External assessment: 2025 variation to venue application process

## Purpose

To inform schools of the 2025 external assessment variation to venue application process.

## Background

Although students are expected to sit external assessment at their main learning provider (MLP), the QCAA recognises there may be circumstances where a variation to venue is required.

## Information

A variation to venue may be required for external assessment when:

- the MLP
  - is not suitable as an external assessment venue
  - is a distance education provider\*
  - has students located across multiple campuses within a single school
  - is affected by construction or excessive noise that makes it an unsuitable assessment venue
- a student
  - is geographically isolated
  - is representing Australia or their state in an official capacity at a sporting, academic or cultural event
  - is currently residing outside Queensland
  - has a medical condition or injury preventing them from attending their MLP.

\*Students who are studying a subject through distance education, but the distance education provider is **not** their MLP, will sit their assessment at their MLP. A variation to venue is not required in this case.

# What you need to do

Schools must email [externalassessment@qcaa.qld.edu.au](mailto:externalassessment@qcaa.qld.edu.au) by 18 July if a variation to venue is required for:

- whole cohorts — schools advise the change to a single alternative venue for the cohort
- MLPs with multiple campuses — schools confirm subjects and students completing assessment at each campus
- students whose MLP is a distance education provider — schools propose Queensland secondary school venues for these students.

Schools must submit applications via the AARA app in the QCAA Portal for individual students requiring a variation to venue for any other reason. To approve a variation to venue, the QCAA must be satisfied of the reason for the application and the suitability of the nominated venue and supervisor.

**Note:** Significant preparation time is required for venues that are not Queensland secondary schools.

Applications should be submitted as early as possible, and before 1 September 2025.

## Finding out more

All information about the variation to venue application process, including information for MLPs, students, parents/carers and supervisors, is available on the QCAA website at [www.qcaa.qld.edu.au/senior/assessment/external-assessment/variation-to-venue](http://www.qcaa.qld.edu.au/senior/assessment/external-assessment/variation-to-venue).

If you have queries, please phone 1300 381 575 or email [aara@qcaa.qld.edu.au](mailto:aara@qcaa.qld.edu.au).

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