

Memo

Queensland Curriculum and Assessment Authority

23 July 2025

Senior secondary

Number: 030/25

Confirmation 2025 — event 3

Purpose

To outline for schools the critical activities for the third confirmation event in 2025.

Background

Confirmation is a quality assurance process that ensures the comparability of results for summative internal assessments (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.

Schools enter and submit provisional marks into the Student Management application (app) for all remaining summative IAs for Units 3 and 4 in General and General (Extension) subjects by **Tuesday 19 August 2025**. For schools offering a compressed curriculum (2025–2025 subject offerings) the provisional marks for the first, or the first and second IAs, are entered on this date.

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, outlined in the attached factsheet, *Preparing for the third confirmation event in 2025*.

The factsheet contains important information, including:

- key dates
- gathering and storing evidence of student responses
- submitting provisional marks to the QCAA
- submitting required samples to the QCAA
- resources for schools.

Review meeting schedule

All subjects will have initial samples reviewed during the period Wednesday 3 September concluding Tuesday 9 September. This extended period for reviewing is updated on the [SEP calendar](#) and provides assessors with the flexibility to review over a period of 7 days. 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 or phone (07) 3864 0491. For subject-specific inquiries, contact the relevant QCAA learning area (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.

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Preparing for the third 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 schools and fair and reliable results for students.

Information for schools

Key dates

The table below shows key dates for the confirmation of the remaining summative IAs 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 have started 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 third confirmation event in 2025

Term	Week	Date	Activity
3	6	Tuesday 19 August*	<ul style="list-style-type: none">• Final deadline for schools to submit provisional marks: Schools must submit provisional marks for all remaining summative IAs for Units 3 and 4 of General and General (Extension) subjects.• Final deadline for compressed curriculum cohorts: Schools offering a compressed curriculum must submit provisional marks for their first IAs.• Submissions are made via the Student Management application (app) by clicking "Submit for confirmation" on the Multiple Students results screen for each subject.• For students with principal-approved Access Arrangements and Reasonable Adjustments (AARA) preventing mark submission, "NYA" (not yet administered) must be entered, with a corresponding record in the AARA app.
3	7	Tuesday 26 August*	QCAA notifies schools of required student samples: The QCAA informs schools via the Confirmation app of which student samples are needed for the confirmation process.
3	7–8	Tuesday 26 August – Monday 1 September*	Schools upload required student samples: Schools are responsible for uploading the requested student samples (final responses or evidence used for provisional marking, including marked ISMGs) to the Confirmation app. Filming is required for

Term	Week	Date	Activity
			spoken or performance responses, and drafts if used for provisional judgments.
3	7	Friday 29 August*	Final date for requesting variations to confirmation submission: Schools must lodge requests for variations (e.g., due to lost, destroyed, or incomplete student work) in the Confirmation app to allow identification of additional or replacement samples before the submission deadline. (Note: Variations are <i>not</i> for correcting provisional mark errors). See Section 9.6.3 of the <i>QCE and QCIA policy and procedures handbook v6.0</i> .
3	8	Monday 1 September*	Submission portal closes: Schools can no longer submit files to the Confirmation app. Late submissions require contact with the QCAA Confirmation team.
3	8	Wednesday 3 – Tuesday 9 September	Confirmation review meeting window: QCAA assessors independently review the submitted student samples and teacher judgments in their own time.
		From Tuesday 9 September	Notification of supplementary samples: If more information is needed to finalise a confirmation decision, schools may receive a notification in the Confirmation app requesting supplementary samples. Schools have two working days to upload these. See Section 9.6.5: Confirmation decision process of the <i>QCE and QCIA policy and procedures handbook v6.0</i> .
3	10	From Wednesday 17 September*	Release of confirmation decisions: The QCAA begins to release confirmation decisions to schools via the Confirmation app.
*Dates included in the 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 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 9.6.1 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 all summative IAs. 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, click **Submit for confirmation** (on the **Multiple Students results** screen: **Enrolments & results > Results**) for each subject by **11:59 pm on Tuesday 19 August**. Information about determining provisional marks is provided in [Section 9.6.1](#) of the *QCE and QCIA policy and procedures handbook v6.0*.

Any inaccuracies in provisional marks data may delay the review of samples and release of the confirmation decision. If an error is identified after results are submitted for confirmation, principal's delegates must contact the QCAA Certification Unit via certification@qcaa.qld.edu.au for advice.

Students who have left a subject or school prior to completing the second IA

Marks for summative IA must be recorded by the school where the student completed the assessment. If a student leaves a subject or school before completing the second summative IA (but after completing the first summative IA), their enrolment in Unit 3 of the subject must be maintained. DNA must be recorded for the second summative IA.

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.

Students who have left a subject or school prior to completing the third IA

Schools should **not** record DNA for students who have left a subject or school prior to completing the third IA. In this circumstance, remove the student's Unit 4 enrolment from the subject.

Extensions of time due to principal-approved access arrangements and reasonable adjustments (AARA)

Schools with students whose provisional marks cannot be submitted by the due date because of principal-approved AARA must enter a NYA result by **Tuesday 19 August**. Recording NYA should be isolated and any student with NYA must have a corresponding record in the AARA app.

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.

Refer to **Record subject results** in the [Student learning account](#) help guide (available by clicking **Help** when in the Student Management app) for details.

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 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.

Submitting required samples to the QCAA

On **Tuesday 26 August** the QCAA will notify schools of the student samples required for confirmation in the Confirmation app. Schools must upload files for the required samples in the Confirmation app in the [QCAA Portal](#) from **Tuesday 26 August** to **Monday 1 September**. After **11.59pm** on **Monday 1 September** schools can no longer submit files. The principal's delegate must contact confirmation@qcaa.qld.edu.au to discuss late submissions.

Applications for variation to confirmation submissions must be lodged by **Friday 29 August** to allow replacement samples to be identified and published to the Confirmation app before the confirmation submission due date (see [Section 9.6.3](#) of the *QCE and QCIA policy and procedures handbook v6.0*). A variation must be requested when a student's work, or a significant part of the student's work, has been lost, destroyed or is incomplete. A variation must not be requested when an error has been made for a student's provisional mark.

If any sample student response exceeds syllabus conditions, this must be clearly annotated on the response and/or ISMG to show that 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 to upload files and submit 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* on the Noticeboard tile 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 in the Student Management app (see the [Professional development and events](#) page for details)
- *Confirmation submission information* in the Noticeboard 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, providing step-by-step information
- 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.

Finding out more

If you would like more information, please visit the QCAA website
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.

For questions about submitting marks via the Student Management app, please email
certification@qcaa.qld.edu.au.



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