

# Memo

## Queensland Curriculum and Assessment Authority

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8 September 2025

Senior secondary

Number: 034/25

# Release of updates: External Assessment application

## Purpose

To advise schools that updates to External Assessment application (EA app) will be released to schools through the QCAA Portal from September 2025.

## Background

The EA app is the QCAA's ICT platform for managing the administrative functions for logistics and marking operations in the new QCE system. The app will integrate with other QCAA Portal applications, including Syllabuses, Student Management, Contact Management, Access Management, Assessor Jobs and AARA. The EA app is available to existing EA Coordinators and assistant EA Coordinators. The Access Management Administrator at your organisation will process account requests and assign access roles to the EA app.

## Information

Schools will be able to access the updated EA app via the same EA app tile/icon as before within the QCAA portal. The planned updates to the logistics section of the EA app encompass:

- the coordination of assessment materials through the life cycle of printing, storage, packing, delivery, collection, scanning and reconciliation
- the interaction between QCAA and assessment venues, including administrative functions, timetable information, *Directions for administration: External assessment (DFA)* and related publications, incident reports, student attendance and invigilators.

## What you need to do

Ensure that EA coordinators and assistant EA coordinators are registered for the EA coordinators webinar scheduled for 9 September 2025. If they cannot attend, QCAA will make the recording of the webinar available inside the Noticeboard on the Portal.

Read the updated technical help guides available in the EA app in the QCAA Portal (under the Help tab) from September 2025.

Ensure all staff who have been approved by the principal to be EA Coordinators and assistant EA Coordinators have access to the EA app. See the Access Management Administrator at your school.

Ensure all staff involved in the administration of external assessment read and follow the advice in the updated *DFA*. Dispose of all hard copies of the 2024 *DFA*.

## Finding out more

Please email [externalassessment@qcaa.qld.edu.au](mailto:externalassessment@qcaa.qld.edu.au) or phone 1300 239 227.

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