Memo

Queensland Curriculum and Assessment Authority

Rehearsing use of digital stimulus and alternative format — digital files in external assessment

Purpose

To advise schools to rehearse external assessment processes between **1 September** and **19 September 2025** for:

- QCAA subjects requiring digital stimulus

- alternative format — digital files (adapted for students with QCAA-approved access arrangements and reasonable adjustments [AARA] for the use of computers and assistive technology).

Subjects requiring digital stimulus

The following subjects have digital stimulus that need to be accessed during the relevant external assessment.

	General and Alternative Sequence (AS)	Senior External Examination (SEE)
Languages (General and SEE only)	• Chinese • French • German • Italian • Japanese • Spanish	• Chinese SEE • Indonesian SEE • Korean SEE • Vietnamese SEE
		CCAFL SEE
		• Arabic SEE • Modern Greek SEE • Polish SEE • Punjabi SEE • Russian SEE • Tamil SEE
The Arts	• Dance • Film, Television & New Media • Music • Music AS • Music Extension	

QCAA
Queensland Curriculum
& Assessment Authority

Queensland Government

For all Queensland schools

The rehearsal provides staff and students with the opportunity to familiarise themselves with the processes (and contingency processes) that support the use of digital stimulus in external assessment. This includes maintaining security of stimulus files. The rehearsal is a critical opportunity for schools to resolve any logistical or technical issues that may arise.

The QCAA provides two methods of accessing the digital stimulus in these subjects:

- downloading the encrypted stimulus file from fileShare app

- decrypting the encrypted stimulus file on a USB sent with the external assessment documents.

Schools determine the most appropriate method to use for their students to access the digital stimulus. They do not need to notify the QCAA of their choice.

The method and device students use in the digital rehearsal session should be the same as the ones they use in the external assessment session.

It is recommended that external assessment coordinators (EA coordinators) familiarise themselves with both methods so they can support students if a back-up method is needed.

Depending on the subject, stimulus may include audio (MP3) and audiovisual (MP4) files. Students should be given the opportunity to rehearse with the file types relevant to the subjects they are undertaking.

For students studying SEE Language syllabuses from other jurisdictions, the provided stimulus will now be mp3 files on a labelled USB, as well as from the fileShare app. Therefore, it is especially important that schools offering these subjects engage in the rehearsal process to familiarise themselves with the processes (and contingency processes) that support the use of digital stimulus in external assessment.

Alternative format — digital files adapted for the use of assistive technology

The QCAA provides assessment in digital format (interactive PDF) for students with QCAA-approved AARA for the use of computer and/or assistive technology in external assessment. The fileShare application (app) is used to manage school access to these files.

A sample alternative format — digital file (incorporating different subject samples) will be made available to schools with students requiring digital formats in external assessment. Relevant staff should use this to:

- familiarise themselves with the PDF format and the process of accessing alternative format — digital files through the fileShare app

- provide an opportunity for students to familiarise themselves with the format they are approved to use in external assessment.

Rehearsal file availability

The QCAA provides digital rehearsal files for schools to prepare for assessments with digital stimulus/formats. Files will be available from **1 September 2025** and are accessible from the following locations:

- QCAA Portal Noticeboard
  - rehearsal information for USB and fileShare
  - rehearsal information for alternative format — digital files
- fileShare app
  - rehearsal files for subject-specific digital stimulus
  - rehearsal files for alternative formats.

What you need to do

For Languages and The Arts, EA coordinators must:

☐ access the QCAA Portal Noticeboard to download the *Digital stimulus handbook (USB)* and/or *Digital stimulus handbook (fileShare)* documents

☐ access the QCAA fileShare app to download the subject-specific digital stimulus rehearsal file

☐ conduct a rehearsal between **1 September** and **19 September 2025** to
  - plan the logistics of the use of digital stimulus in external assessment, including allocating supervisors to assessment sessions
  - practise the school's procedures for distributing assessment-related files in external assessment, including backup processes
  - familiarise students and staff with the process of decrypting and accessing files
  - ensure that school and student devices are compatible for use in external assessment

☐ evaluate the rehearsal and resolve any issues that arise.

For alternative format — digital files, EA coordinators must:

☐ access the QCAA Portal Noticeboard to download the rehearsal information for digital formats

☐ access the fileShare app to download the sample alternative format — digital file

☐ conduct a rehearsal between **1 September** and **19 September 2025** with students approved to use a computer and/or assistive technology in external assessment

☐ liaise with relevant staff to enable students approved to use a computer and/or assistive technology to become familiar with the format

☐ plan the logistics of the use of alternative format — digital files in external assessment, including the download and return of files through the fileShare app.

Students will require software that can read a PDF file. **Note:** Students must use a computer program to open the PDF file. Students must not use internet browsers to open the files as they may not have the same functionality or be able to save the student response.

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Finding out more

For subject-specific information about Languages, email EnglishandLanguages@qcaa.qld.edu.au.

For subject-specific information about The Arts, email TheArts@qcaa.qld.edu.au.

For AARA information, email aara@qcaa.qld.edu.au or phone 1300 381 575.

For logistical information, email externalassessment@qcaa.qld.edu.au or phone 1300 239 227.

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