

# Memo

## Queensland Curriculum and Assessment Authority

4 September 2025

Senior secondary

Number: 036/25

# Directions for administration: External assessment

## Purpose

To advise schools that the *Directions for administration: External assessment (DFA)* for 2025 are now available in the Noticeboard application (app) in the [QCAA Portal](#).

## Background

External assessment for General, General (Extension) and General (Senior External Examination) subjects is held annually in Term 4.

## Information

Schools should note the following *DFA* updates. These updates provide clarity about processes and procedures to support schools. The sections that have been updated for 2025 are listed below.

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# What you need to do

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