

Memo

Queensland Curriculum and Assessment Authority

18 September 2025

Senior secondary

Number: 038/25

Preparing for 2025 external assessment

Purpose

To inform schools about activities they need to complete to prepare for external assessment (EA) in 2025 and advise them of requirements for the use and retention of 2024 EA materials.

Background

Principals are responsible for managing their schools' overall EA responsibilities and the security, storage and movement of EA materials within their schools. They may delegate EA duties to EA coordinators (see Sections 10.1 and 12.1.3 of the [QCE and QCIA policy and procedures handbook v6.0](#)), but they maintain responsibility for EA. The EA coordinator will be the QCAA's main point of contact for EA logistics and administration.

Preparing for EA: Key roles and applications

EA coordinator and assistant EA coordinators

The EA coordinator is required to support the administration of EA in their school. The QCAA recommends that schools also appoint one or more assistant EA coordinators.

Access Management application (app)

Access Management Organisation Administrators in schools use the Access Management app — accessed via the [QCAA Portal](#) — to assign the EA coordinator or assistant EA coordinator roles to appropriate staff. For support, see the quick step guide available via the Help link in the app.

EA app

Users assigned the roles of EA coordinator or assistant EA coordinator can access the EA app by clicking on the tile in the [QCAA Portal](#). The EA app is used to manage EA logistics and administrative processes in the Queensland Certificate of Education (QCE) system.

Student enrolment data

The QCAA relies on accurate Unit 4 enrolment data in the Student Management app to supply the correct EA materials to schools in sufficient quantities and in a timely manner. EA materials directly affected by enrolment data include student place cards and all types of assessment books.

Use of 2024 EA materials, and retention of some 2025 EA materials

Schools/teachers must not post copies of assessment online.

Schools may use leftover 2024 EA materials for student practice, including unused:

- question and response books
- additional response books
- additional diagram pages
- planning paper.

Schools should retain the following 2025 EA materials in accordance with their local records retention policies:

- used planning paper
- copies of the following administration records
 - seating plans
 - attendance rolls
 - temporary absence and Access Arrangements and Reasonable Adjustments (AARA) time records
 - incident records.

What you need to do

Principals

Bring this memo to the attention of relevant staff at your school. Inform them that the *Directions for administration: External assessment* for 2025 are now available in the Noticeboard app in the [QCAA Portal](#).

Deliveries of materials will commence from Wednesday 8 October 2025.

By Tuesday 7 October 2025:

- appoint at least two, and a maximum of five, staff who are authorised to sign for the delivery of assessment materials in the EA app, **Venue > Delivery signatories**. It is recommended that authorisation includes at least one staff member who works in the main office/reception or a staff member who will be present when the deliveries arrive.

By Friday 10 October 2025:

- appoint one staff member to the EA coordinator role
- appoint one or more staff members to the assistant EA coordinator role/s
- ensure your school's Access Management Organisation Administrator gives the EA coordinator and assistant EA coordinator/s access to the EA app, and where relevant, removes the access of staff who are no longer performing these roles

EA coordinators and assistant EA coordinators

- Check student enrolment data for Unit 4 is correct in the Student Management app and update if required.
- Check students are enrolled in Senior External Examination (SEE) subjects if required.
- Log in to the EA app and review your contact details by navigating to **Venue > Venue details**. If necessary, update your phone number and/or email address in the My Details app in the [QCAA Portal](#).
- Check your school's delivery address is listed correctly under **Venue > Venue details** in the EA app. If the address for the delivery and collection of assessment materials is incorrect, email the QCAA with the correct address. This is particularly important for schools with multiple campuses. Assessment materials are delivered to/collected from the school's main office/administration building.

Finding out more

For help with:	Contact
assigning roles in the EA app	clientservices@qcaa.qld.edu.au
using the EA app	externalassessment@qcaa.qld.edu.au or 1300 239 227
student enrolment	certification@qcaa.qld.edu.au

Robyn Simpson
Acting Executive Director, Assessment, Reporting and ICT Systems Division



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