Memo

Queensland Curriculum and Assessment Authority

Data checking procedures for students exiting school in 2025

Purpose

To provide information to schools about data management and checking procedures for students exiting school in 2025.

Background

The Student Management application (app), accessed via the QCAA Portal, is used to manage and store student details, enrolments and results. This information is used to create Senior Education Profiles (SEPs), which may contain one or more of the following:

- Queensland Certificate of Education (QCE)
- Queensland Certificate of Individual Achievement (QCIA)
- Senior Statement.

SEPs will be issued to student learning accounts on **Wednesday 17 December 2025**. It is vital that schools check the information in the Student Management app that will be used to create SEPs is correct, and all results are reported by the due date.

Information

As per the Senior Education Profile (SEP) calendar, the final date in 2025 for schools to enter information in the Student Management app is **Thursday 27 November 2025**. After this date, no further data entry is possible in 2025 for any student (not just those exiting in 2025). It is crucial that schools carefully check all data that will be used to create SEPs before this date.

QCE credit and QCE eligibility are projected until SEPs are issued. The Student Management app and the Student Portal **My learning account** app will project credit assuming successful completion of studies in which students are enrolled until after certification. Schools can use the **Estimate QCE eligibility** tool in the Student Management app to develop a more accurate projection.

Before **Thursday 4 December 2025**, QCE and QCIA eligibility will be available to schools in the Student Management app and to students in the Student Portal **My learning account** app. The Student Management app and Student Portal will then be closed for SEP processing until **Wednesday 17 December 2025**.

Queensland Government | QCAA Queensland Curriculum & Assessment Authority

For all Queensland schools

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What you need to do

Please ask relevant staff to carefully check information is reported correctly in the Student Management app. Students should be directed to check their personal details, exit year and enrolments and results in the Student Portal **My details** and **My learning account** apps, or in *Learning account summary* documents, which schools can generate from the Student Management app.

Reports are available in the Student Management app to assist with data checking. Ensure the following are carefully checked and finalised by **Thursday 27 November 2025**:

- Personal details for students exiting in 2025

- All students expected to finish year 12 have 2025 recorded as their exit year

- All enrolments and results for QCAA subjects, VET and other QCE contributing studies are reported. **Note:** Unless schools have arranged with non-school RTOs and providers of recognised studies or higher education to report data early, they have until **Thursday 27 November 2025** to report data to QCAA as per the SEP calendar. Please direct questions to the RTO or other provider, not QCAA

- All not yet administered (NYA) results have been resolved for internal assessments (IAs) in General and General (Extension) Subjects

- Unique Student Identifiers (USIs) are reported for students completing VET with your school RTO (if your school is an RTO). USIs are not required in the Student Management app for students who complete VET with non-school RTOs.

- International Baccalaureate (IB) schools must record students' IB IDs and partially completed IB studies.

Reports for checking data

The following table outlines reports to facilitate checking in the Student Management app.

Report	Accessed from	Notes
Missing results reports	**Reports > Results reports > Missing results reports**	- Use to check for students with missing results - Reports include students with not rated (NR), did not administer (DNA) and not yet administered (NYA) - Resolve NYA results as soon as possible - Generate a report for each IA in General subjects - Generate a report for each IA and final results in Applied and Applied (Essential) subjects
Learning account summary	**Reports > Student reports > Learning account summary**	- Provide to students to check personal details, enrolments and results and projected QCE and QCIA eligibility - Can be generated until **4 December 2025**
Subject offering enrolment and results report	**Reports > Results reports > Subject offering and results report — by subject**	- Provide PDF report to teachers for checking that enrolments and results entered in each subject are correct - Generate a report for each subject

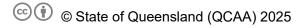| All subject offerings results reports	Reports > Results reports > All subject offerings results reports	• Generate single report for all subject offerings for selected completion year for selected subject type • Filter in Excel for each subject and provide to teachers for checking that enrolments and results entered in each subject are correct
QCE eligibility	Reports > Certification reports > QCE eligibility > 2025 Exit year	• Use to check projected QCE eligibility for all students exiting in 2025 • May be generated until **4 December 2025** • Download as PDF or CSV
QCE and QCIA eligibility	**Certification > QCE eligibility > Exit year > 2025** **Certification > QCIA eligibility > Exit year > 2025**	• Use to check projected QCE or QCIA eligibility for all students exiting in 2025 • May be generated until **4 December 2025** • Download as CSV
All student VET enrolment report (all students, all providers)	Reports > VET reports > All student VET enrolment report	• Use to check enrolment, results and current status of all VET qualifications and units of competency each student is enrolled in • Download as PDF or CSV
VET qualification report (school RTOs only)	Report > VET reports > VET qualification report	• Use to check enrolment, results and current status of VET units of competency where the school is the RTO • Download as PDF or CSV

Finding out more

For questions about:

- the Student Management app, including how to use it or find information in it, please email certification@qcaa.qld.edu.au

- QCE eligibility, including QCE credit and QCE pathways, please email QCEforSchools@qcaa.qld.edu.au

- QCIA eligibility, please email qcia@qcaa.qld.edu.au.

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