

Memo

Student Management: Recording and monitoring academic integrity course completion

Purpose

To inform schools about new functionality in the Student Management application (app) to allow schools to record and monitor academic integrity course completion as a Queensland Certificate of Education (QCE) requirement for students exiting from December 2026.

Background

- [Memo 043/25](#) advised schools the addition of an academic integrity requirement to the existing QCE eligibility requirements for students exiting Year 12 from December 2026.
- The academic integrity requirement can be met through completion of one of the following options:
 - the QCAA academic integrity course for senior secondary students (online format)
 - the QCAA academic integrity course for senior secondary students (alternative format)
 - an equivalent academic integrity course.
- Students' completion of the QCAA online academic integrity course for senior secondary students, via the My Online Learning app in the [Student Portal](#), is automatically recorded in the Student Management app in the QCAA Portal with **no action required by schools**.
- Completion of the QCAA academic integrity course for senior secondary students (alternative format) or an equivalent academic integrity course **must be recorded by schools** in the Student Management app.

Information

New functionality to record and monitor academic integrity course completion has been released in the Student Management app and allows schools to complete the following.

Function	Location	Enables users to
Record and monitor completion of the QCAA academic integrity course for senior secondary students (alternative format) or an equivalent course	Student Management > Enrolments & results > Multiple Students	<ul style="list-style-type: none">• filter by Exit year• record course completion for multiple students or single students on screen

	Academic integrity	<ul style="list-style-type: none"> download a populated import file that can be updated and uploaded into the Student Management app
Record completion of the QCAA academic integrity course (alternative format) or an equivalent course by import file	Student Management > Enrolments & results > File import Add/Update AIC	<ul style="list-style-type: none"> upload a populated import file
Monitor students' meeting of the QCE academic integrity requirement	Certification > QCE eligibility	<ul style="list-style-type: none"> filter by Exit year to view the whole cohort filter the academic integrity column to check completion status select View in a student row to check individual students' QCE eligibility screen in their learning account
Download reports to monitor students' meeting of the QCE academic integrity requirement	Reports > Student reports > Student Portal — registration and academic integrity course completion	<ul style="list-style-type: none"> select <ul style="list-style-type: none"> Exit year as 2026 or later Academic Integrity Course completion report PDF or CSV report format

What you need to do

Learn more about the new functionality in the Student Management app to record and monitor academic integrity course completion by viewing the:

- [Recording and monitoring completion of the academic integrity course \(AIC\) requirement in Student Management resource](#). This resource can also be accessed via the Student Management resources tile in the Noticeboard app.
- [Academic Integrity Completion quick step guide](#). The guide can also be accessed via the Help tab in the Student Management app.

Finding out more

Please email certification@qcaa.qld.edu.au.

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