

Memo

Queensland Curriculum and Assessment Authority

12 March 2026

Senior secondary

Number: 014/26

Confirmation 2026 — Event 1

Purpose

To outline for schools the critical activities for the first confirmation event in 2026.

Background

2026 is the first year of confirmation for the 2025 General and General (Extension) senior syllabuses. The confirmation quality assurance process continues to ensure the comparability of results for senior secondary summative internal assessment (IA) across Queensland schools.

QCAA-trained assessors review a selected sample of student responses to summative IAs to check that schools have applied the instrument-specific marking guide (ISMG) accurately and consistently.

Schools enter and submit provisional marks into the Student Management application (app) for the first summative IA for Units 3 and 4 in General and General (Extension) subjects (excluding compressed curriculum cohorts) by **21 April 2026**.

The dates are published in the [Senior Education Profile \(SEP\) calendar](#).

Information

Schools are reminded that all staff involved in the confirmation process must be familiar with the following advice, outlined in the attached factsheet, *Preparing for confirmation 2026 — Event 1*.

The factsheet contains important information, including:

- key dates
- gathering and storing evidence of student responses
- submitting provisional marks to the QCAA
- submitting required samples to the QCAA
- resources for schools.

Review meeting schedule

All subjects will have initial samples reviewed during the period Tuesday 12 May concluding Tuesday 19 May. This extended period for reviewing is published in the [SEP calendar](#) and provides assessors with the flexibility to review over a period of 7 days. Reviews will be performed outside school hours during this period and will not impact on teacher availability for schools during the day.

Assessor arrangements and attendance

Assessors will be remunerated for all review work completed outside school hours.

All assessors will participate in the review meetings remotely, working at an appropriate location of their choice.

The QCAA will communicate directly with each assessor about their attendance and arrangements for their work.

What you need to do

Principal's delegates must bring to the attention of all staff at their school:

- the attached factsheet
- [Section 9.6](#) of the *QCE and QCIA policy and procedures handbook v7.0*
- the [Confirmation submission information](#) (available in the Syllabuses app — see Memo [007/26](#) 'Confirmation submission information for 2025 General senior syllabuses', 29 January 2026).

They must also monitor progress to meet confirmation timelines.

Finding out more

For general questions about the confirmation process, email confirmation@qcaa.qld.edu.au or phone (07) 3864 0491. For subject-specific inquiries, contact the relevant QCAA learning area (www.qcaa.qld.edu.au/about/contact/syllabus-contacts).

For questions about submitting results via the Student Management app, email certification@qcaa.qld.edu.au.

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Preparing for confirmation 2026 — Event 1

Key actions for schools

Background

Confirmation is a quality assurance process that examines the accuracy and consistency of teachers' judgments about students' responses to summative internal assessment (IA) instruments. Both General and General (Extension) subjects require confirmation to ensure comparability across Queensland and fair and reliable results for students.

Key dates

Compressed curriculum

Schools offering a compressed curriculum have a separate confirmation schedule for the compressed curriculum cohort that may start in June 2026, if the first IA has been completed. Otherwise, compressed curriculum schools' confirmation schedule will start in August 2026 as outlined in the [SEP calendar](#).

Summative IA for General and General (Extension) Units 3 and 4

The table below shows the 2026 key dates for the confirmation of the first summative IA for Units 3 and 4 of the 2025 General and General (Extension) syllabuses.

Key dates for confirmation 2026 — Event 1

Term	Week	Date	Activity
2	1	Tuesday 21 April*	Final deadline for schools to submit provisional marks: <ul style="list-style-type: none">Schools must submit provisional marks for the first summative IA for General and General (Extension) subjects (excluding compressed curriculum cohorts) via the Student Management application (app) by<ul style="list-style-type: none">clicking Submit for confirmation on the Multiple Students results screen for each subjectentering NYA (not yet administered) for students with principal-approved Access Arrangements and Reasonable Adjustments (AARA) preventing mark submission — with a corresponding record in the AARA app.
2	2	Tuesday 28 April*	QCAA notifies schools of required student samples: The QCAA informs schools, via the Confirmation app, of the student samples required for the confirmation process.
2	2–3	Tuesday 28 April* – Tuesday 5 May*	Schools upload required student samples: Schools are responsible for uploading the requested student samples (final responses or evidence used for provisional marking, including marked ISMGs) to the

Term	Week	Date	Activity
			Confirmation app. Filming is required for spoken or performance responses, and drafts, if used for provisional judgments.
2	2	Friday 1 May	Final date for requesting variations to confirmation submission: Schools must lodge requests for variations (e.g. due to lost, destroyed, or incomplete student work) in the Confirmation app to allow identification of additional or replacement samples before the submission deadline. (Note: Variations are not for correcting provisional mark errors). See Section 9.6.3 of the <i>QCE and QCIA policy and procedures handbook v7.0</i> .
2	3	Tuesday 5 May*	Submission portal closes: Schools can no longer submit files to the Confirmation app. Late submissions require contact with the QCAA Confirmation team.
2	4–5	Tuesday 12 May* – Tuesday 19 May*	Confirmation review meeting window: QCAA assessors independently review the submitted student samples and teacher judgments in their own time.
2	4	From Wednesday 13 May	Notification of supplementary samples: If more information is needed to finalise a confirmation decision, schools may receive a notification in the Confirmation app requesting supplementary samples. Schools have two working days to upload these. See the <i>QCE and QCIA policy and procedures handbook v7.0</i> , Section 9.6.5: Confirmation decision process .
2	6	From Tuesday 26 May*	Release of confirmation decisions: The QCAA begins to release confirmation decisions to schools via the Confirmation app.
*Dates included in SEP calendar .			

Key actions

Gather and store evidence of student responses

Schools administer the endorsed summative IA or a comparable assessment **that has been printed from the Endorsement app**. Schools are responsible for gathering and storing evidence of the student response for confirmation. For each summative IA administered, schools must be prepared to electronically submit:

- requested samples of student responses (final response, or evidence from the preparation of the response used to make provisional mark judgments)
- the marked instrument-specific marking guide (ISMG) for each requested sample student response, indicating the match of characteristics to the evidence in the student response, and the criteria or criterion mark determined by the school.

Spoken or performance responses must be filmed for confirmation purposes. If a draft has been used to make a provisional mark judgment, this must also be filmed ([Section 9.6.1](#) of the *QCE & QCIA policy and procedures handbook v7.0*).

Resources

For more information about collecting and storing student responses, see:

- *QCE and QCIA policy and procedures handbook v7.0* ([Section 9.6.1](#))
- Confirmation submission information
 - on the [QCAA website](#) (see relevant senior syllabus > Resources > Quality assurance)
 - on the [QCAA Portal](#)
 - Syllabuses app (see Resources > Quality assurance)
 - Noticeboard app (see Internal Assessment and Certification resources for schools)

(See [memo 007/26](#) 'Confirmation submission information for 2025 General senior syllabuses', 29 January 2026).

Submit provisional marks to the QCAA

All students must have a valid result value entered in the Student Management app via the [QCAA Portal](#) for the first summative IA. This includes:

- provisional marks
- not yet administered (NYA)
- did not administer (DNA)
- not rated (NR).

Resources

More information to support schools in determining provisional marks is provided in [Section 9.6.1](#) of the *QCE and QCIA policy and procedures handbook v7.0*.

1. Ensure all values are entered into Student Management

Students who have left a subject or school

Marks for the first IA must be recorded by the school where the student completed the assessment. If a student leaves a subject or school before completing the first summative IA, their enrolment in Unit 3 of the subject should be removed.

If a student transfers to a school and has completed the first summative IA at their previous school, the receiving school records DNA for this assessment.

Extensions of time due to principal-approved AARA

Schools with students whose provisional marks cannot be submitted by the due date because of principal-approved access arrangements and reasonable adjustments (AARA) must enter a NYA

result by **Tuesday 21 April**. Recording NYA should be isolated and any student with NYA must have a corresponding record in the AARA application.

If, due to emergent circumstances, the results for all or most of a subject cohort are unable to be finalised by Tuesday 21 April, schools must email confirmation@qcaa.qld.edu.au for advice as soon as possible.

Students who have completed comparable assessment tasks

Where students have completed comparable assessment tasks, this must be indicated in the Student Management app. To do this:

1. Search for the student, then select **View**.
2. Select **Subject enrolments > Edit results**.
3. Open the subject and check the **Comparable assessment** box.

Resources

Refer to **Record subject results** in the [Student learning account](#) help guide (available from **Help** in the Student Management app on the [QCAA Portal](#)) for details.

2. Check to ensure provisional marks are correct

Provisional marks entered in the Student Management app must be accurate.

Inaccuracies in provisional marks recorded may delay the release of samples, review of samples and release of the confirmation decision. Schools should rigorously check the accuracy of all results **before** the due date and ensure they allow sufficient time to perform these internal checks. Each student's provisional marks must be consistent across the Student Management app, teacher mark books and the marked ISMG.

Schools cannot amend or add results for the first IA in the Student Management app after clicking **Submit for confirmation**.

3. Submit

By 11:59 pm on Tuesday 21 April:

- ensure the thorough checking of marks, NYA, DNA and NR for each subject is complete
- in the Student Management app, for each subject
 - on the **Multiple Students results** screen: **Enrolments & results > Results**
 - select **Submit for confirmation**.

Errors identified after submission

If an error is identified after results are submitted for confirmation, principal's delegates must contact the QCAA Certification Unit via certification@qcaa.qld.edu.au for advice. Note that this may delay confirmation decisions.

Submit required samples to the QCAA

Annotate samples

If any sample student response exceeds syllabus conditions, this must be clearly annotated on the response and/or ISMG to show that the school's assessment policy has been applied. Responses that are not annotated may delay the review of samples and release of the confirmation decision.

Upload files

On Tuesday 28 April:

The QCAA will notify schools of the student samples required for confirmation via the Confirmation app.

By 11:59 pm on Tuesday 5 May:

Schools must upload files for the required samples via the Confirmation app on the [QCAA Portal](#) from **Tuesday 28 April to 11:59 pm on Tuesday 5 May**.

Late submissions

After 11:59 pm on Tuesday 5 May, schools can no longer submit files. The principal's delegate must contact confirmation@qcaa.qld.edu.au to discuss late submissions.

Apply for variation to confirmation submission

By 11:59 pm on Friday 1 May:

Applications for variation to confirmation submission must be lodged by **11:59 pm on Friday 1 May** to allow replacement samples to be identified and published to the Confirmation app before the confirmation submission due date (see [Section 9.6.3](#) of the *QCE and QCIA policy and procedures handbook v7.0*).

A variation must be requested when a student's work, or a significant part of the student's work, has been lost, destroyed or is incomplete. A variation must not be requested when an error has been made for a student's provisional mark.

Upload supplementary samples

From Wednesday 13 May:

Schools that receive a notification in the Confirmation app to provide supplementary samples to assist a confirmation decision have two working days to upload the relevant files (see the *QCE and QCIA policy and procedures handbook v7.0*, see [Section 9.6.5](#) of the *QCE and QCIA policy and procedures handbook v7.0*).

Resources

More information to support schools in uploading files and submitting each confirmation submission is available from the **Help** menu in the Confirmation app on the [QCAA Portal](#).

Resources for schools

The QCAA has developed a range of resources to help schools prepare, upload and submit required samples for confirmation.

Title	Topic	Location
<i>QCE and QCIA policy and procedures handbook v7.0</i>	Confirmation (Units 3 and 4)	Section 9.6 (QCAA website)
<i>Preparing for a confirmation event</i> <i>Understanding the confirmation decision</i>	Internal assessment and certification	QCAA Portal Noticeboard app
<i>Student Management resources</i>	Student Management app support	QCAA Portal Noticeboard app
<i>Student Management webinars</i>	Entering and checking results for the first IA in the Student Management app	Professional development and events on the QCAA website
<i>Confirmation submission information</i>	Information about file type, format, and size requirements to help schools prepare and submit electronic evidence required for the confirmation of student results	QCAA website (see relevant senior syllabus > Resources > Quality assurance) www.qcaa.qld.edu.au/downloads/senior-qce/common/snr_qa_confirmation_submission_info.pdf
		QCAA Portal <ul style="list-style-type: none">• Syllabuses app (see Resources > Quality assurance)• Noticeboard app (see Internal Assessment and Certification resources for schools)
		Memo 007/26 'Confirmation submission information for 2025 General senior syllabuses', 29 January 2026

<i>Module 2: Quality assurance and the principal's delegate</i>	A module in the principal's delegate professional learning series	QCAA Portal Learning Hub app
<i>Help guides</i>	Student Management app and Confirmation app support	QCAA Portal Student Management or Confirmation apps > Help
<i>Confirmation FAQs</i>	Answers to frequently asked questions about confirmation	QCAA website > Senior secondary > Assessment and results > Quality assurance > Confirmation FAQs www.qcaa.qld.edu.au/senior/assessment/quality-assurance/confirmation/faqs
<i>2025 subject reports</i>	The 'Additional advice' for each IA in all 2025 subject reports outlines key differences between the 2019 and 2025 syllabuses to consider when making assessment decisions	QCAA website (see relevant senior syllabus > Resources > Subject reports)
<ul style="list-style-type: none"> • <i>Revision report</i> • <i>Syllabus familiarisation webinar</i> • <i>Making judgments webinar: [Subject] 2025 — understanding the ISMGs</i> 	Subject-specific information to support making judgments	QCAA Portal Syllabuses app (see Resources > Information)

Finding out more

If you would like more information, please visit the QCAA website at www.qcaa.qld.edu.au/senior/assessment/quality-assurance/confirmation.

Alternatively, phone (07) 3864 0491 or email the Quality Assurance Unit at confirmation@qcaa.qld.edu.au.

For questions about submitting marks via the Student Management app, please email certification@qcaa.qld.edu.au.



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