

Memo

Queensland Curriculum and Assessment Authority

8 May 2026

Senior secondary

Number: 025/26

Preparing for Applied quality assurance meetings

Purpose

This memo provides schools with information about:

- the subjects scheduled to have Applied quality assurance meetings in 2026
- the process for registering teachers to participate in quality assurance meetings
- how to prepare materials for submission
- timelines.

This memo should be read together with [Memo 049/25](#).

Background

Quality assurance processes support:

- schools' development and administration of quality assessment instruments
- consistent judgments about student responses
- the continuous improvement of schools' assessment practices.

The following resources provide useful information about the quality assurance process for Applied and Applied (Essential) subjects:

- [QCE and QCIA policy and procedures handbook v7.0, Section 9.4: Applied quality assurance \(Units 3 and 4\)](#)
- [Applied quality assurance webpage](#).

Information

Subjects scheduled to have Applied quality assurance meetings in 2026

In 2026, all Applied quality assurance meetings will be held **online** during a four-week period starting on **Thursday 16 July** and ending on **Thursday 6 August**. The schedule showing the dates for individual meetings is published in the Applied QA application (app) in the [QCAA Portal](#).

Applied quality assurance meetings will be held in 2026 (from **Thursday 16 July to Thursday 6 August**) for the following subjects:

- Aquatic Practices (2024)
- Arts in Practice (2024)
- Building and Construction Skills (2024)
- Drama in Practice (2024)
- Essential English (2025)
- Essential Mathematics (2025)
- Hospitality Practices (2024)
- Industrial Graphics Skills (2024)
- Information and Communication Technology (2024)
- Social and Community Studies (2024)
- Visual Arts in Practice (2024).

Registration for Applied quality assurance meetings

All schools that offer Unit 3 for the scheduled subjects in 2026 must participate in an Applied quality assurance meeting for their subject.

Principal's delegates must nominate a subject teacher, and a reserve, to review the submissions of other schools at the Applied quality assurance meeting.

Note:

- Nominations are completed in the Applied QA app in the [QCAA Portal](#). Nominations open on **Wednesday 27 May 2026**.
- Teachers are expected to attend for the entire duration of the online meeting (9:00 am – 3:00 pm).
- If a change to the attending teacher is required, principal's delegates can update the participant details in the Applied QA app.
- It is not appropriate for anyone other than the identified teacher/s to attend the meeting.

Preparation of materials for an Applied quality assurance meeting

Schools upload and approve their electronic submissions through the Applied QA app in the QCAA Portal.

For all Applied subjects and Essential English and Essential Mathematics, schools must provide a copy of the two assessment instruments that were implemented in Unit 3. If a school offers more than one unit option in Unit 3 for an Applied subject, they should select materials from one unit option for their submission.

Schools provide samples of student responses to assessment completed in Unit 3, as well as an annotated instrument-specific standard (ISS)/marking guide for each student response, to demonstrate how judgments were made. Where possible, schools should submit:

- an A, C and D standard response for both Internal assessment 1 (IA1) and the common internal assessment (CIA) for Essential English and Essential Mathematics
- an A and C standard response for each of the two Unit 3 assessment instruments for Applied subjects.

Please refer to the **Applied QA submission information**, published in the Syllabuses app, for more detailed information about the submission requirements, including maximum file sizes and a checklist of the expected materials. Go to [QCAA Portal](#) > **Syllabuses app resources** > **Quality assurance** > **Quality assurance process information**.

A number of quick steps are available to support schools in the use of the Applied QA app. Select the **Help** link in the [QCAA Portal](#), select **Applied QA**, and then select **Show selected**.

Teacher relief scheme payment

The QCAA provides teacher relief scheme (TRS) payment to schools to enable teachers to be released during school hours to undertake specific duties for the QCAA. This includes releasing teachers for Applied quality assurance meetings.

Resources

The following resources are available for school use:

- [QCE and QCIA policy and procedures handbook, Section 9.4 Applied quality assurance \(Units 3 and 4\)](#)
- [Applied quality assurance FAQs](#) webpage on the QCAA website
- Applied QA submission information (see [QCAA Portal](#) > **Syllabuses app** > **Resources**)
- Applied QA app quick steps (see [QCAA Portal](#) > **Help**)
- Applied subject Quality assurance tool (see [QCAA Portal](#) > **Syllabuses app** > **Resources**)
- Tips for using MS Teams (see [QCAA Portal](#) > **Help**)
- Troubleshooting in the Applied QA app (see [QCAA Portal](#) > **Help**)
- Quality management system and School assessment policy resources (see [QCAA Portal](#) > **Noticeboard app** > **Internal Assessment and Certification resources for schools**).

What you need to do

Principal's delegates must nominate a teacher, and a reserve, to review the submissions of other schools at the Applied quality assurance meeting. Schools select their preferred meeting date from the schedule in the Applied QA app in the [QCAA Portal](#).

Registration and submission uploads are completed in the Applied QA app in the [QCAA Portal](#) and must be completed no later than **Wednesday 24 June 2026**.

If your school will be completing the Essential English and/or Essential Mathematics CIA in Phase 2 and may not finalise results by the upload due date, you are advised to upload IA1 samples by the due date and notify the QCAA. The QCAA will then support the school to upload the CIA responses prior to the start of the meetings.

Finding out more

Please email the Applied QA team at AppliedQA@qcaa.qld.edu.au, or phone (07) 3864 0375.

Jo Butterworth
Executive Director, Curriculum Services Division



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