

Memo

Queensland Curriculum and Assessment Authority

27 May 2026

Senior secondary

Number: 028/26

QCIA verification processes 2026

Purpose

To inform schools of the key dates and critical activities for the Queensland Certificate of Individual Achievement (QCIA) verification process in 2026.

Background

The QCAA facilitates annual verification meetings to ensure the validity and reliability of QCIA information. Reviews are completed during a scheduled meeting by QCIA advisers and facilitated by QCAA officers.

All schools with students expected to receive a QCIA at the end of the year are required to submit QCIA draft certificates and a folio/s of student evidence of achievement for QCIA verification.

Information

All staff involved in the QCIA verification process must be familiar with the *QCE and QCIA policy and procedures handbook*, [Section 3: Queensland Certificate of Individual Achievement \(QCIA\)](#).

To prepare for the verification meeting, schools must:

- check information is reported correctly in the Student Management application (app), including personal details and enrolments.
- record draft certificates in the Student Management app for all students with a QCIA Intended Learning Outcome (ILO) exiting in 2026
- prepare a digital folio/s of student evidence of achievement
- follow the procedures in an email to be sent by the QCAA to principal's delegates in early June 2026 to upload the verification submission via [Airtable](#).

To support schools to prepare for QCIA verification:

- watch the recorded webinar *The QCIA process Part 2: Preparing for quality assurance processes in the final year of senior schooling* available in the Noticeboard app in the [QCAA Portal](#)
- a list of *QCIA Statements of Achievement and Participation* — [QCIA quality assurance processes](#) webpage for the *QCIA Statements of Achievement and Participation* list
- sample folios of evidence and folio template — [QCIA resources](#) webpage.

Recording draft certificates in the Student Management app

To prepare for verification, schools must record draft certificates in the Student Management app. To support internal quality assurance processes schools are required to submit and approve draft certificates in the Student Management app prior to submitting them for review at the verification meeting. This functionality follows the same process used to record and approve curriculum plans.

Key dates

The [Senior Education Profile calendar](#) provides key dates for QCIA quality assurance.

Date	Action
29 July 2026	Final date to upload QCIA verification submissions via Airtable (using the link provided by the QCAA via email on Tuesday 9 June), including: <ul style="list-style-type: none">• draft certificate cohort report (2026 exit)• folio/s of student evidence of achievement<ul style="list-style-type: none">– for one student if fewer than 10 students exitingor– two students if 10 or more students exiting.
5–6 August 2026	Verification meeting (online for QCIA advisers only)
14 August 2026	QCIA verification feedback released to schools
17–28 August 2026	QCIA adviser consultation with schools
1 September 2026	Final date to action QCIA verification feedback

What you need to do

Bring this memo to the attention of relevant staff and ensure:

- draft certificates and folio/s of student evidence of achievement are prepared for submission
- the principal's delegate uploads the verification submission to Airtable by Wednesday 29 July 2026.

Finding out more

Please email the QCE and QCIA Unit at qcia@qcaa.qld.edu.au, or phone (07) 3864 0375.

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