

Memo

Queensland Curriculum and Assessment Authority

27 July 2026

Senior secondary

Number: 036/26

Confirmation 2026 — Event 3

Purpose

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

Background

Confirmation is a quality assurance process that ensures the comparability of results for summative internal assessment (IA) in General and General (Extension) subjects.

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 all remaining summative IAs for Units 3 and 4 in General and General (Extension) subjects by **Tuesday 18 August 2026**.

For schools offering a compressed curriculum (2026–2026 subject offerings) the provisional marks for the first, or the first and second IAs, are entered on this date if the first IA was not already submitted as part of Confirmation event 2.

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 3*.

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 Wednesday 2 September to Wednesday 9 September. This 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 QCAA Portal via the Syllabuses app and on the QCAA website).

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 3

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 schools and fair and reliable results for students.

Key dates

Compressed curriculum

Schools offering a compressed curriculum have a separate confirmation schedule that may have started in June 2026 if the first IA has been completed. Otherwise, the 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 second summative IA for Units 3 and 4 of the 2025 General senior syllabuses and 2026 General (Extension) senior syllabuses.

Key dates for confirmation 2026 — Event 3

Term	Week	Date	Activity
3	6	Tuesday 18 August*	Final date for schools to submit provisional marks in the Student Management app: Schools must submit provisional marks for all remaining summative IAs for Units 3 and 4 of General and General (Extension) subjects. Final date for compressed curriculum cohorts: Schools offering a compressed curriculum must submit provisional marks for their first IAs. Click Submit for confirmation on the Multiple Students results screen in the Student Management app for each subject.
3	7	Tuesday 25 August*	QCAA notifies schools of required student samples: The QCAA informs schools via the Confirmation app of which student samples are needed for the confirmation process.
3	7–8	Tuesday 25 – Monday 31 August*	Schools upload required student samples in Confirmation app: Schools are responsible for uploading the requested student samples (final responses or evidence used for provisional marking, including marked ISMGs) to the Confirmation app. Filming is required for spoken or performance responses, and drafts if used for provisional judgments.

Term	Week	Date	Activity
3	7	Friday 28 August*	Final date for requesting variations to confirmation submission in Confirmation app: 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> .
3	8	Monday 31 August*	Submission via Confirmation app closes: Schools can no longer submit files to the Confirmation app. Late submissions require contact with the QCAA Confirmation team.
3	8	Wednesday 2 – Wednesday 9 September	Confirmation review meeting window: QCAA assessors independently review the submitted student samples and teacher judgments in their own time.
		From Thursday 3 September	Notification of supplementary samples via Confirmation app: 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 Section 9.6.5: Confirmation decision process of the <i>QCE and QCIA policy and procedures handbook v7.0</i> .
3	10	From Tuesday 15 September*	Release of confirmation decisions via Confirmation app: Decisions will be released to schools via the Confirmation app progressively.
*Dates included in the 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 (see [Section 9.6.1](#) of the *QCE and 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).

Submit provisional marks in Student Management

All students must have a result value entered in the Student Management app via the [QCAA Portal](#) for all summative IAs. This includes provisional marks, not yet administered (NYA), did not administer (DNA) and not rated (NR).

Once thorough checking of results has been completed for **each subject**, click **Submit for confirmation** (on the **Multiple Students results** screen: Enrolments & results > Results) for each subject by **11:59 pm on Tuesday 18 August**.

Resources

Quick step guides are available from the **Help** menu in the Student Management app on the [QCAA Portal](#).

More information is available under **Student Management resources** in the Noticeboard app on the [QCAA Portal](#).

1. Ensure all results are entered into Student Management

Students who have left a subject or school prior to completing the second IA

Marks for the second IA must be recorded by the school where the student completed the assessment.

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. The previous school records DNA for the second IA.

Students who have left a subject or school prior to completing the third IA

Schools should **not** record DNA for students who have left a subject or school prior to completing the third IA. In this circumstance, remove the student's Unit 4 enrolment from the subject.

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 18 August**. Recording NYA should be isolated and any student with NYA must have a corresponding record in the AARA app.

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.

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 in the Student Management app after clicking **Submit for confirmation**.

3. Press the Submit for confirmation button on the Multiple students results screen

By 11:59 pm on Tuesday 18 August:

- 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**
 - press **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.

Submitting 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 25 August:

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

By 11:59 pm on Monday 31 August:

Schools must upload files for the required samples in the Confirmation app in the [QCAA Portal](#) from **Tuesday 25 August to 11:59 pm on Monday 31 August**.

Late submissions

After 11:59 pm on Monday 31 August, 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 28 August:

Applications for variation to confirmation submissions must be lodged by **11:59 pm on Friday 28 August** 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 Thursday 3 September

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*, [Section 9.6.5](#)).

Resources

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

Release of confirmation decisions

Confirmation decisions will be released in the Confirmation app from **Tuesday 15 September**.

Principal's delegates access these decisions from the **Confirmation** dropdown menu, choosing either **Event confirmation decision**, for the current event, or **Confirmation decisions**, for historical decisions.

The decisions can be downloaded, when available, by clicking the download link next to the subject and IA. Note that the decisions are released progressively as they are processed.

A review of a confirmed decision may be requested by the principal's delegate, typically five days following the release of the confirmation decision (see [Section 9.6.6](#): Review of a confirmed result in the *QCE and QCIA policy and procedures handbook v7.0*). Confirmed marks will be published in the Student Management app and in students' learning accounts after the review is completed.

If the school does not wish to request a school review and would like the confirmed marks to be published in the students' learning accounts, click **No school review** next to the relevant cohort

on the decision page, and marks will be published on the next business day. This facility is only available to the principal's delegate and cannot be rescinded.

Note that the confirmed marks for cohorts with supported provisional marks will be published in the Student Management app and in students' learning accounts on the business day after the decision is released.

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)
Preparing for a confirmation event Understanding the confirmation decision	Internal assessment and certification	QCAA Portal Noticeboard app
Student Management resources	Student Management app support	QCAA Portal Noticeboard app
Student Management webinars	Entering and checking results for the second 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_confirm_submission_info.pdf
		QCAA Portal • 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
Help guides	Student Management app and Confirmation app support	QCAA Portal Student Management or Confirmation app > Help
<i>Confirmation FAQs</i>	Answers to frequently asked questions about confirmation	QCAA website > Senior secondary > Assessment and results > Quality assurance > Confirmation FAQs

Title	Topic	Location
		www.qcaa.qld.edu.au/senior/assessment/quality-assurance/confirmation/faqs
2025 subject reports	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)
• <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 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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