

Memo

Queensland Curriculum and Assessment Authority

7 August 2026

Senior secondary

Number: 038/26

Preparing for 2026 external assessment

Purpose

To advise schools what they need to do to prepare for the 2026 external assessment (EA).

Information

EA starts on Monday 26 October 2026. To ensure your school is prepared, you will need to complete the following actions by **Friday 14 August 2026**.

Nominate EA coordinators and update their access

Principals are responsible for all aspects of their schools' EA administration. However, they may delegate some EA duties to EA coordinators and assistant EA coordinators (see Sections 10.1 and 12.1.3 of the [QCE and QCIA policy and procedures handbook v7.0](#)).

Ensure:

- you have nominated at least one staff member for the EA coordinator role and, if necessary, nominated an assistant EA coordinator/s to support them. Please also ensure that the nominated staff are aware of their responsibilities (see the *Directions for administration* (DFA), which will be released in Term 3)
- your school's Access Management Organisation Administrator/s has assigned the EA coordinator role to the nominated staff in the Access Management app in the [QCAA Portal](#)
- EA coordinators have successfully accessed the EA app and familiarised themselves with other relevant apps (see the DFA)
- EA coordinators have logged in to the My Details app and checked that their phone number and email details are correct, updating them if needed
- you have removed app access from staff who are no longer EA coordinators, e.g. they have left your school or moved to another role.

Ensure your students' data is up to date

The QCAA relies on accurate Unit 4 enrolment data to supply schools with the correct number and type of EA materials, e.g. student place cards and question and response books.

To ensure your school receives the correct EA materials, please check that your students' data is accurate in the Student Management app.

Note: This also includes checking that students are enrolled in Senior External Examination (SEE) subjects, if required.

Ensure your school's contact information is current and staff are authorised to accept EA deliveries

EA materials will start arriving in schools from Monday 5 October 2026. To ensure the materials are delivered to the correct address, please:

- log in to the EA app and check that your school's delivery address is accurate. You can check this under Venue > Venue details. If the address for the delivery and collection of assessment materials is incorrect, email externalassessment@qcaa.qld.edu.au with the correct address.
Note: This check is particularly important for schools with multiple campuses
- appoint at least two, and a maximum of five, staff who are authorised to sign for the assessment materials delivery in the EA app > Venue > Delivery signatories. This authorisation should include at least one staff member who works in the main office/reception
- ensure staff are aware of the expected delivery timeframe.

Ensure staff are aware which 2025 materials can be used for EA practice

Schools may use leftover 2025 EA materials that had been retained in accordance with EA guidelines for 2026 EA practice.

The leftover 2025 materials that can be used include:

- question and response books
- additional response books
- additional diagram pages
- planning paper.

While the leftover 2025 EA materials listed above may be used, it is important to note that past external assessment papers were developed using earlier syllabus versions. For information about syllabus changes and how they relate to EA practice, see:

- [Drama external assessment: Release of example instruments for the 2026 external assessment and beyond \(memo 031/25\)](#)
- [Ancient History and Modern History external assessment format: Release of examples aligned to the 2025 syllabuses](#)
- [Geography external assessment format: Release of example stimulus book aligned to the 2025 syllabus.](#)

Finding out more

For more information, visit the app help guides at www.qcaa.qld.edu.au/logins/qcaa-portal/portal-help-search, or contact the QCAA using the information below.

For help with:	Contact
assigning roles in the EA app	clientservices@qcaa.qld.edu.au
using the EA app	externalassessment@qcaa.qld.edu.au or 1300 239 227
student enrolment	certification@qcaa.qld.edu.au

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