

Memo

Queensland Curriculum and Assessment Authority

3 September 2026

Senior secondary

Number: 045/26

Directions for administration: External assessment

Purpose

To advise schools that the *Directions for administration: External assessment* (DFA) for 2026 is now available in the Noticeboard application (app) in the [QCAA Portal](#).

Background

External assessment (EA) for General, General (Extension) and General (Senior External Examination) subjects is held annually in Term 4.

The DFA outlines the steps to administer EA.

Information

The 2026 DFA has been updated and is now available to download. Changes include:

- reordering content chronologically to help you determine when to complete which EA task
- making content easier to scan, so you can quickly identify key information and contacts
- adding timeframes at the beginning of sections to help you know when to complete each EA task
- adding checklists at the end of each section to help you confirm you've completed all tasks
- integrating the Access arrangements and reasonable adjustments (AARA), digital stimulus and Senior External Examination (SEE) content
- moving the Glossary to the end.

There are no substantive content changes.

Sections of the 2026 DFA

Section	Page
1. Key information	p. 2
Before assessment	p. 8
2. Plan	p. 8
3. Prepare	p. 14

4. Receive, secure and check materials	p. 18
5. Set up, week before	p. 20
6. Set up, day before	p. 25
Assessment day	p. 27
7. Distribute materials and admit students	p. 27
8. Run the assessment	p. 31
After the assessment	p. 40
9. Collect and return materials	p. 40
10. Follow up	p. 46
11. Glossary	p. 48
12. EA Coordinator checklist	p. 52

What you need to do

Ensure all staff involved in EA administration read and follow the 2026 DFA.

Finding out more

Please email externalassessment@qcaa.qld.edu.au, or phone 1300 239 227.

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