

Memo

Queensland Curriculum and Assessment Authority

14 September 2026

Senior secondary

Number: 046/26

Rehearsing the use of alternative format — digital files for external assessment

Purpose

To advise schools to rehearse external assessment processes for alternative format — digital files between **14 September** and **16 October 2026**.

Background

The QCAA provides assessment in a digital format for students who have QCAA-approved access arrangements and reasonable adjustments (AARA) that allow them to use a computer and/or assistive technology in external assessment (EA). The digital format is interactive PDF.

Information

A sample alternative format — digital file (incorporating different subject samples) will be available to schools from **14 September**. EA coordinators are advised to:

- download the rehearsal information from the [QCAA Portal](#) Noticeboard
- download the sample from the [QCAA Portal](#) fileShare app > **Assessment files** tab
- rehearse the use of the sample with students approved to use a computer and/or assistive technology in EA
- plan the logistics for use, including the download and return of files through the fileShare app
- ensure student devices have a PDF reader installed (Adobe Acrobat is recommended) and that students use the reader installed on their device, **not** the browser version.

What you need to do

Ensure EA coordinators, relevant staff and students rehearse EA processes for alternative format — digital files between **14 September** and **16 October 2026**.

Finding out more

For AARA information, email aara@qcaa.qld.edu.au or phone 1300 381 575.

For logistical information, email externalassessment@qcaa.qld.edu.au or phone 1300 239 227.

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