

# Examination handbook

Senior External Examination (SEE)

July 2019

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# 1 General information

This handbook sets out the policies and procedures for the Senior External Examination (SEE), which consists of 21 individual subject examinations provided across Queensland in October and November each year by the Queensland Curriculum and Assessment Authority (QCAA).

A SEE syllabus sets out the aims, objectives, learning experiences and assessment requirements for each examination subject.

Results are based solely on candidates' demonstrated achievement in examinations. Work undertaken before an examination is not assessed. This is different from externally moderated school-based assessment (the system for senior students in Queensland secondary schools), where judgments are based on demonstrated achievement in tasks set and assessed by teachers in schools.

QCAA provides the SEE as required by the *Education (Queensland Curriculum and Assessment Authority) Act 2014* (the Act) and the *Education (Queensland Curriculum and Assessment Authority) Regulation 2014* (the Regulation). The Act and the Regulation are available on the QCAA website at [www.qcaa.qld.edu.au/about/governance/legislation](http://www.qcaa.qld.edu.au/about/governance/legislation).

## 1.1 QCAA contacts

For all SEE enquiries, consult the website, or contact the Assessment Operations Unit.

Web: [www.qcaa.qld.edu.au/senior/see](http://www.qcaa.qld.edu.au/senior/see)

Phone: (07) 3120 6180

Email: [externalexams@qcaa.qld.edu.au](mailto:externalexams@qcaa.qld.edu.au)

Syllabuses, past examination papers and other resources are available on the QCAA website at [www.qcaa.qld.edu.au/senior/see/subject-resources](http://www.qcaa.qld.edu.au/senior/see/subject-resources).

## 1.2 Who the SEE is for

The SEE is for:

- Year 12 students who are enrolled in a Queensland secondary school and unable to study particular subjects at their school because the subjects are not taught or there is a timetable clash. These students may sit a maximum of two subjects in their Year 12 year of schooling
- adult students (Queensland residents) less than 17 years of age who have not completed Year 12 and do not hold a Queensland Certificate of Education (QCE) or Senior Statement. These students may sit a maximum of three subjects in one calendar year
- adult students (Queensland residents) 17 years and older who are not enrolled in a Queensland secondary school. These students may sit as many subjects as they wish
  - to meet tertiary entrance or employment requirements
  - for personal interest.

## 1.3 Subject examinations in 2019

<ul style="list-style-type: none"><li>• Accounting</li><li>• Ancient History</li><li>• Arabic</li><li>• Biology</li><li>• Chemistry</li><li>• Chinese</li><li>• English</li></ul>	<ul style="list-style-type: none"><li>• Korean</li><li>• Legal Studies</li><li>• Mathematics A</li><li>• Mathematics B</li><li>• Modern Greek</li><li>• Modern History</li><li>• Philosophy &amp; Reason</li></ul>	<ul style="list-style-type: none"><li>• Physics</li><li>• Polish</li><li>• Punjabi</li><li>• Russian</li><li>• Spanish</li><li>• Vietnamese</li><li>• Visual Art</li></ul>
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## 2 Candidate responsibilities

When registering for examination, candidates sign a student declaration acknowledging that they:

- agree to comply with the regulation, guidelines and examination rules governing the SEE
- understand that each subject examination is held only annually, and has **no alternative sitting time**
- understand that non-completion of any examination component will result in no grade being issued
- agree to allow their examination scripts to become QCAA property, which may be used in QCAA publications without reference to the candidate.

Candidates should comply with this declaration throughout their candidature.

## 3 Examination registration

### 3.1 Checking confirmation of registration

After receiving confirmation of registration notices, candidates should check their details carefully. If a candidate finds an error:

- Year 12 candidates — notify their SEE contact
- adult candidates — notify QCAA by email [externalexams@qcaa.qld.edu.au](mailto:externalexams@qcaa.qld.edu.au).

### 3.2 Year 12 student registration

Schools should read and distribute memo 010/19 published on 12 February 2019 by QCAA ([www.qcaa.qld.edu.au/memos/19/010-19.pdf](http://www.qcaa.qld.edu.au/memos/19/010-19.pdf)). This memo contains information about the eligibility and registration process, and has the following attachments:

- *SEE contact form*
- *Year 12 student registration form*
- *Year 12 student declaration form*
- *Timetable: 2019 Senior External Examination.*

## Eligibility

Year 12 students must register for examinations through their secondary school. The school principal will determine students' eligibility based on information in the QCAA memorandum.

An eligible Year 12 student can sit a maximum of two SEE subject examinations in their Year 12 year of schooling.

## Tuition

Candidates must obtain appropriate tuition in examination subjects. They must discuss tuition arrangements with school staff at the start of the school year. Tuition may be available from their secondary school, an after-hours language school, a teaching centre or a tutor. A registering school that provides tuition to a candidate must monitor the candidate's progress. It is the school's responsibility to register their students for SEE examinations. Applications from language schools or tutors will not be accepted.

## Registration closing date and fees

Registration closes on Tuesday 30 April 2019.

The registration fee is \$65.50 per subject (See [Appendix C: Price list](#)). QCAA will invoice schools for payment in late May.

Registrations received after Tuesday 30 April 2019 will not be accepted unless there are exceptional and unavoidable circumstances. If a late registration is accepted, the fee will be \$71.90 per subject.

### When QCAA processes a registration

QCAA may contact the candidate or staff at their school to discuss the registration.

When QCAA approves a registration:

- a registration notice will be sent to the candidate via their secondary school
- a list of registered candidates will be sent to each school.

## 3.3 Adult student registration

### Eligibility

Adult students must be residing in Queensland.

#### Students who will be 17 years or older at the end of 2019

These students must not be enrolled in a Queensland secondary school. They do not have to satisfy any other eligibility requirements and may register for as many SEE subjects as they wish.

#### Students who will be less than 17 years old at the end of 2019

If students have previously completed Year 12 and received a QCE or Senior Statement, they may register for as many SEE subjects as they wish.

All other students aged 16 years or younger **must** apply to establish their eligibility. If eligible, they may register for a maximum of three SEE subjects in one year.

The *SEE eligibility application* form is available at [www.qcaa.qld.edu.au/senior/see/forms-handbook](http://www.qcaa.qld.edu.au/senior/see/forms-handbook). Complete the form online.

### When QCAA processes an eligibility application

QCAA may contact the student, staff at their teaching centre, if applicable, or other relevant people if more information is required. QCAA will notify the student and teaching centre of the outcome.

### Tuition

Although adult students may sit examinations without tuition, QCAA recommends that they obtain tuition to maximise their chances of success. Students can study at an examination teaching centre, with a private tutor or independently.

### How to register for an examination

The *SEE examination registration* form will be available from Wednesday 1 May 2019 at [www.qcaa.qld.edu.au/senior/see/forms-handbook](http://www.qcaa.qld.edu.au/senior/see/forms-handbook). Students complete the online form and student declaration in June and submit to QCAA by Sunday 30 June 2019.

### Registration closing date and fees

Registration forms and fees are due by Sunday 30 June 2019. The registration fee is charged per subject (see [Appendix C: Price list](#)).

Registrations received after Sunday 30 June 2019 will not be accepted unless there are exceptional and unavoidable circumstances. If a late registration is accepted, the fee will be \$71.90 per subject (see [Appendix C: Price list](#)).

### When QCAA processes a registration

QCAA may contact the candidate, staff at their teaching centre (if applicable) or other relevant people to discuss the registration.

When QCAA approves a registration, a registration notice will be sent to the candidate. QCAA will send each teaching centre a list of registered candidates from that centre.

## 3.4 Changing registration details

If registration details (e.g. address) have changed for:

- Year 12 candidates — they must notify their SEE contact
- adult candidates — they must notify QCAA by email at [externalexams@qcaa.qld.edu.au](mailto:externalexams@qcaa.qld.edu.au).

Changes must be made by Saturday 30 November 2019.

QCAA will send confirmation of the update. It is the candidate's responsibility to check that they have received this confirmation and that the update has been made correctly.



## 3.5 Registration fee refunds

### Refunds for examination withdrawals

A candidate may withdraw their examination registration/s at any time. QCAA will refund the fees paid, less an administration fee (see [Appendix C: Price list](#)). The closing date for refunds is Friday 31 May 2019. Fees will not be refunded for withdrawals made after this date.

Refunds will be made as follows:

- for Year 12 students — fee refunds will be made to the school
- for adult students — fee refunds will be made by electronic funds transfer (EFT) or to a credit card.

### Refunds for medical reasons

Applications for refunds for medical reasons close one month after the examination date. The application must be supported by a medical certificate. Contact QCAA by email at [externalexams@qcaa.qld.edu.au](mailto:externalexams@qcaa.qld.edu.au) about making an application.

If approved, QCAA will refund the fees paid less an administration fee (see [Appendix C: Price list](#)). Fee refunds are by electronic funds transfer (EFT) or to a credit card.

## 3.6 Sitting examinations outside Queensland

In certain circumstances, QCAA may allow a registered candidate living in Queensland to sit an examination outside Queensland.

Additional fees are payable to cover administration, supervision and courier costs.

Candidates must contact QCAA by email at [externalexams@qcaa.qld.edu.au](mailto:externalexams@qcaa.qld.edu.au) as soon as possible to discuss their situation and obtain an application form.

Applications close on Saturday 31 August 2019.

## 3.7 Learning account

Following registration approval, QCAA will open a learning account for any candidate who does not already have one. The learning account records results of any completed studies that may lead to a QCE, including SEE results.

## 4 Teaching centres (adult students only)

Teaching centres and subjects offered as at January 2019

Teaching centres	Subjects offered											
	Accounting	Ancient History	Biology	Chemistry	English	Legal Studies	Mathematics A	Mathematics B	Modern History	Philosophy & Reason	Physics	Visual Art
<b>The Coorparoo Centre for Continuing Secondary Education (Coorparoo CCSE)</b> Cnr Stanley Street East & Cavendish Road Coorparoo Qld 4151 Phone: (07) 3394 8888 Email: <a href="mailto:admin@coorparoossecondarycollege.eq.edu.au">admin@coorparoossecondarycollege.eq.edu.au</a> Website: <a href="http://www.coorparooccse.eq.edu.au">www.coorparooccse.eq.edu.au</a>	•		•	•	•		•	•	•		•	
<b>Heatley Secondary College</b> Fulham Road and Hanlon Street Heatley Qld 4814 Phone: (07) 4726 8309 Email: <a href="mailto:hasc@heatleyshs.eq.edu.au">hasc@heatleyshs.eq.edu.au</a> Website: <a href="http://www.heatleyshs.eq.edu.au">www.heatleyshs.eq.edu.au</a>		•	•	•	•	•	•	•			•	•
<b>Hubbard's School (independent non-state school)</b> Level 1, 15 Lang Parade Milton Qld 4064 Phone: (07) 3371 5999 Email: <a href="mailto:admin@hubbards.qld.edu.au">admin@hubbards.qld.edu.au</a> Website: <a href="http://www.hubbards.qld.edu.au">www.hubbards.qld.edu.au</a>	•	•	•	•	•	•	•	•	•	•	•	

## 5 Preparing for examinations

### 5.1 Examination pack

After candidates have successfully registered for their examination/s, QCAA will email the following information to each adult candidate and Year 12 candidates' school coordinator:

- a confirmation of registration
- the *Examination handbook* (this document)
- subject-specific information.

If candidates have not received this information by Sunday 30 June 2019, they should check with the school first then notify QCAA by emailing [externalexams@qcaa.qld.edu.au](mailto:externalexams@qcaa.qld.edu.au).

If candidates have registered for an oral examination, details of the time, date and venue will be emailed by the end of September 2019.

## 5.2 Resource materials

QCAA does not provide teaching or course materials for SEE subjects.

The resources described below are available from the SEE section of the QCAA website at [www.qcaa.qld.edu.au/senior/see/subject-resources](http://www.qcaa.qld.edu.au/senior/see/subject-resources).

Candidates should ensure that the resources used, especially syllabuses, are those developed for the SEE.

### Syllabuses

A SEE syllabus is available for each subject. Each syllabus sets out the aims, objectives, learning experiences and assessment requirements for the subject.

### Past papers

Past papers are actual examination papers from previous years.

Examination papers are generally similar in structure from year to year, although they vary within the requirements of the syllabus.

### Assessment reports

QCAA publishes assessment reports about the previous year's examination for most subjects. The report may contain comments on overall candidate performance and sample responses to questions. These reports are available on the QCAA website at [www.qcaa.qld.edu.au/senior/see/subject-resources](http://www.qcaa.qld.edu.au/senior/see/subject-resources).

### Subject notices

During the year, QCAA publishes notices for each subject about this year's examination in addition to the information provided in each syllabus. QCAA notifies schools/teaching centres when subject notices are published on the QCAA website.

QCAA will email initial subject notices to candidates as part of their examination pack.

Candidates who have registered for an oral examination will be emailed details of the time, date and venue by the end of September 2019. Second subject notices will also be sent around this time. Schools/teaching centres must ensure that candidates receive this information.

## 5.3 Examination timetable

Candidates should familiarise themselves with the 2019 SEE examination timetable, published on the QCAA website at [www.qcaa.qld.edu.au/senior/see/timetable](http://www.qcaa.qld.edu.au/senior/see/timetable) (see [Appendix A: Timetable — 2019 SEE](#)).

### Non-language subjects (including English)

Each non-language examination consists of two papers and is held once a year. **Candidates must sit both Paper One and Paper Two.** No alternative arrangements will be made if a candidate fails to attend a scheduled examination for any reason. There are no opportunities to

resit examinations. No level of achievement can be awarded unless the candidate sits both examinations.

## Language subjects (excluding English)

Each language examination consists of an oral and a written component. **Candidates must sit both components.** No alternative arrangements will be made if a candidate fails to attend a scheduled examination for any reason. There are no opportunities to resit examinations. No level of achievement can be awarded unless the candidate sits all examinations.

### Written component (Reading, Writing and Listening)

The written component will be administered at candidates' school/teaching centre.

- An audio file will be provided for the Listening section.
- The examination supervisor/s will not need to speak the language being assessed.

### Oral component (Speaking)

The oral component will be individually assessed by a marker, either:

- in person at a central Brisbane venue, for candidates who live within a **100 kilometre** range of Brisbane
- or
- via telephone at their school/teaching centre, for candidates who
  - live outside a **100 kilometre** range of Brisbane
  - are sitting Modern Greek, Polish or Punjabi.

The date, time and location of the candidate's oral examination will be sent to them via their school/teaching centre in mid September 2019.

### Recording evidence of learning

Candidates are to be made aware that, as a condition of their enrolment, all oral examinations will be recorded.

## 5.4 Examination hints

### Before the examination

#### Candidates should:

- **familiarise themselves with**
  - the dates and times of their examinations
  - the knowledge and skills described in each syllabus
  - subject-specific words and phrases
  - the format of examination papers (by reading past examination papers, assessment reports and subject notices)
- **have a trial run with past examination papers to practise their skills in**

- responding to different types of questions (multiple choice, short or extended response, etc.)
- planning and writing responses that meet word-length requirements
- understanding the requirements of each question, e.g. when to justify a response, explain a situation, show working, argue a case
- **prepare their examination strategies by**
  - developing a plan of attack — knowing what order they will attempt the questions
  - considering time management — pacing themselves, setting deadlines, allowing time to review responses
  - highlighting important words and phrases — staying on track when responding
- **revise the requirements of oral examinations by**
  - practising speaking for the required amount of time
  - not anglicising their speech
  - using a variety of language structures (which might contain errors), rather than a series of simple repeated structures that are thoroughly accurate.

## On the day of the examination

Candidates should:

- allow plenty of time to travel to the examination centre
- check they have the required equipment, confirmation of registration and photographic identification.

## 5.5 Special provision

Schools/teaching centres should make candidates aware that they may be able to access special provision.

QCAA may approve special provision for a candidate with a recognised disability, injury or medical condition that would affect their examination performance if they were to sit an examination under standard conditions.

Table 1 in [Appendix B: Special provision](#) lists the special provision/s that QCAA may approve. This list is not exhaustive.

QCAA relies on the following information to help make fair, equitable and reasonable decisions:

- information provided by school/teaching centre staff about the impact of candidates' impairments/circumstances
- medical or other independent documentation.

## Application process

### Discussing the application

Candidates who are studying through a school/teaching centre and believe they have a reason to apply should contact the SEE contact. They should then meet with school/teaching centre staff

and parents/carers, as necessary, to discuss their need for an application for special provision/s, and the special provision/s required.

Candidates who are not studying through a school/teaching centre and believe they have a reason to apply can contact the QCAA to discuss their application.

### Obtaining supporting document/s

The application must include documentation from a healthcare professional that describes the disability, injury or medical condition and explains how it will affect the candidate's examination performance.

Candidates are responsible for obtaining current documentation (e.g. medical certificate) to support their application, but in some cases the school/teaching centre may have suitable documentation (e.g. verification documents) on file.

### Submitting the application

Schools/teaching centres submit applications on behalf of candidates after obtaining the candidate's consent.

Candidates who are not studying through a school/teaching centre apply directly to the QCAA.

Special provision applications close on Sunday 30 June 2019. QCAA will approve late applications only in exceptional circumstances.

#### Step 1

Read [Appendix B: Special provision](#) in the *Examination handbook: Senior External Examination (SEE)* available at [www.qcaa.qld.edu.au/senior/see/forms-handbook](http://www.qcaa.qld.edu.au/senior/see/forms-handbook).

#### Step 2

Complete the *Special provision application* form (available from Tuesday 2 April 2019) at [www.qcaa.qld.edu.au/senior/see/forms-handbook](http://www.qcaa.qld.edu.au/senior/see/forms-handbook).

#### Step 3

Email the *Special provision application* form, with the required supporting document/s, to QCAA at [externalexams@qcaa.qld.edu.au](mailto:externalexams@qcaa.qld.edu.au).

#### Step 4

QCAA staff may need to telephone the candidate or school/teaching centre or examination centre to discuss the application.

### Confirming special provision

If special provision is approved, the candidate should meet with the chief supervisor 1–2 weeks before the examination to confirm which provision they wish to use.

### Illness on examination days

If a candidate is ill or injured on the day of an examination (or in the days immediately before), QCAA may approve a late special provision, e.g. extra time, rest breaks or use of computer. The rescheduling of exams will not be approved.

Candidates must contact QCAA on (07) 3210 6180 as soon as possible.

If a candidate cannot contact QCAA, they should tell their chief supervisor about the injury/illness so that it can be recorded. Supervisors cannot approve special provision, but their report may support a candidate's application for special consideration of their examination scripts (Section 7.2: [Special consideration of examination scripts](#)).

## Illness on an oral examination day

If a candidate cannot attend the oral component of a SEE language examination, they must notify QCAA on (07) 3210 6180 as soon as possible. Reasons for non-attendance may include illness or misadventure. A telephone assessment may be scheduled if the grounds of application are extenuating.

The following supporting documentation is required:

- a medical certificate that covers the date of the oral examination
- for non-medical claims, written evidence from a relevant independent professional or other independent third party.

Candidates must submit the appropriate documentation to QCAA within seven days of the date of the examination.

# 6 Sitting an examination

## 6.1 Examination centres

Candidate type	Examination centre details
Year 12 candidates	Candidates sit examinations at their secondary school. QCAA may conduct the oral components of language examinations at a different venue.
Adult candidates	The main examination (teaching) centres are listed in Section 4.

Candidates must sit their examinations at the centre shown on their confirmation of registration.

## 6.2 Arriving at the examination centre

Candidates should arrive early for each examination session.

If candidates arrive after the examination has started:

- within the first 60 minutes — they will be admitted only with the approval of the chief supervisor
- after the first 60 minutes — they will be admitted only in exceptional circumstances.

### Identification requirements

Candidates must bring their confirmation of registration and photographic identification (e.g. driver licence or student card) to every examination session. Candidates sitting a language examination must also bring their *Oral examination — notice to candidates*. The notice will have been emailed by QCAA to:

- the school — for Year 12 candidates

- the nominated email address — for adult candidates.

A candidate who cannot prove their identity may not be allowed into the examination room.

## 6.3 Examination rules

### **Candidates must:**

- comply with all directions given by the supervisor
- enter the examination room only when told
- make sure their mobile phone is turned off and left outside the examination room
- take only QCAA-approved equipment into the examination room
- sit at the desk provided for them
- put their personal belongings (bags, mobile phones, unauthorised books, etc.) where directed by the chief supervisor
- follow the directions given on examination books/sheets
- raise their hand if they need to speak to a supervisor
- ensure that their conduct is appropriate. Examples of misconduct include:
  - deliberately creating a disturbance that disrupts other candidates
  - unauthorised writing during perusal time or after the examination has finished.

### **Candidates must not:**

- talk to or communicate in any way with other candidates after entering the examination room
- ask a supervisor to explain or interpret a question
- give material or equipment to other candidates
- remove any response books/sheets from an examination room
- cheat, which includes:
  - gaining prior access to examination content
  - bringing unauthorised material and/or equipment into the examination room
  - copying from another candidate
  - impersonating a candidate.

**If any of the examination rules are broken, or if misconduct is suspected, QCAA may not award a level of achievement.**

See 'Refusal to award a level of achievement' in Section 7.3: [Results](#).



## 6.4 Examination equipment

### Approved equipment

All equipment must be in a clear container. Candidates may take only the following equipment into the examination room:

- materials/equipment listed in subject notices (see [www.qcaa.qld.edu.au/senior/see/subject-resources](http://www.qcaa.qld.edu.au/senior/see/subject-resources))
- blue or black pens, 2B pencils, highlighters
- ruler, slide rule
- eraser
- calculator (see below)
- tinted glasses, magnifying glasses, earplugs
- water in plain unlabelled container
- equipment allowed as a QCAA-approved special provision.

### Non-approved equipment

The following items must **not** be taken into the examination room:

- electronic devices, e.g. iPods, translators, laptops, mobile phones, smart watches
- extra paper, books or manuscripts
- food, unless allowed as a special provision.

### Calculators

Calculators must **not** be mains-powered, attached to a printer, or have spellcheck, dictionary, or translation functions.

Subject	Calculator
<b>Accounting</b> <b>Biology</b> <b>Chemistry</b> <b>Philosophy &amp; Reason</b>	Non-programmable only
<b>Mathematics A</b>	Calculator required (graphing calculator allowed) <b>Not allowed:</b> calculators with computer algebra system (CAS) functionality
<b>Mathematics B</b>	Graphing calculator required (additional calculator allowed) <b>Not allowed:</b> calculators with computer algebra system (CAS) functionality
<b>Physics</b>	Graphing calculator required (additional calculator allowed)

## Dictionary

Dictionaries are allowed in the following subjects only:

- Arabic
- Korean
- Modern Greek
- Polish
- Punjabi
- Russian
- Spanish
- Vietnamese.

Dictionaries used in these subjects must be printed and can be monolingual or bilingual. Electronic dictionaries are not allowed.

## 6.5 Leaving the examination room

Unless ill, candidates cannot leave the examination room during:

- perusal/planning/reading time
- the first 60 minutes of working time
- the last 15 minutes of working time, even if they have completed the paper.

If a candidate needs a toilet break, they must raise their hand. They will be accompanied by a supervisor.

# 7 After the examination

## 7.1 Marking

Levels of achievement in each subject are determined by matching examination responses to the assessment standards in the syllabus. All examination scripts are marked by trained and qualified markers. Most scripts are marked a second time by a different marker to ensure that marking is of the highest quality.

Each subject has a chief examiner, who is responsible for the marking of examination scripts for the subject. The chief examiner selects qualified and experienced markers, develops marking schemes, trains markers, and awards a level of achievement to each candidate based on how well the candidate's responses meet the syllabus criteria and standards for the subject.

## 7.2 Special consideration of examination scripts

Examination results are based solely on examination performance. If, after sitting an examination, a candidate believes that illness, injury or some other relevant factor may have impaired their examination performance, they can apply for special consideration of their examination scripts. QCAA does not accept applications for special consideration before the day of the examination.

A candidate should tell the chief supervisor about their illness/injury if appropriate. Although supervisors cannot grant special consideration, the supervisor's report may support the candidate's application.

Where possible, markers will consider a candidate's circumstances when marking their scripts.

**The following will not be taken into consideration:**

- coursework assessments such as assignments and class tests completed during the year
- inability to attend classes or tuition
- absence from an examination.

Special consideration is not recorded on a Statement of Results or Senior Statement.

### Privacy of applications

QCAA keeps application details confidential. Results statements do not include any reference to special consideration.

### Applications

The *Special consideration application* form will be available from late October 2019 at [www.qcaa.qld.edu.au/senior/see/forms-handbook](http://www.qcaa.qld.edu.au/senior/see/forms-handbook).

The application must include a copy of any relevant written evidence, e.g. a medical certificate. This evidence must describe the reason for the candidate's application and explain how the candidate's examination performance was affected.

Applications close seven days after the examination has been administered.

### How QCAA processes applications

QCAA may contact a candidate's teaching centre and/or examination centre, or other relevant people, to discuss the application. QCAA will acknowledge applications by email.

QCAA will send each application to the relevant chief examiner. Assessment of a candidate's examination scripts will be based only on the standard of work demonstrated in the examination. Judgment of a candidate's achievement cannot be based on the candidate's potential or on a standard of work that has not been demonstrated.

## 7.3 Results

QCAA reports the grade achieved by each candidate for a subject as one of five levels of achievement:

- Very High Achievement (VHA)
- High Achievement (HA)
- Sound Achievement (SA)
- Limited Achievement (LA)
- Very Limited Achievement (VLA).

There are no pass or fail grades, nor are results recorded as numbers, marks or percentages. QCAA does not publish results on the QCAA website or in newspapers.

### Notification of results

Results will be posted to all candidates on Friday 13 December 2019.

Each candidate will be able to view their results in their learning account at [www.studentconnect.qcaa.qld.edu.au](http://www.studentconnect.qcaa.qld.edu.au) from Saturday 14 December 2019, using their learner unique identifier (LUI) and password.

If a candidate does not know their LUI, they can contact their school/teaching centre.

If a candidate's certificate (Statement of Results or Senior Statement) is lost or damaged in the mail, they should advise QCAA in writing by Wednesday 8 January 2020 and a replacement certificate will be sent to them. More information is available at [www.qcaa.qld.edu.au/senior/certificates-qualifications/reissue-certificates](http://www.qcaa.qld.edu.au/senior/certificates-qualifications/reissue-certificates).

### Request for a replacement results statement

Replacement copies of certificates can be requested by students. Information on how to request a replacement statement is available on the QCAA website at [www.qcaa.qld.edu.au/senior/certificates-qualifications/reissue-certificates](http://www.qcaa.qld.edu.au/senior/certificates-qualifications/reissue-certificates).

### Refusal to award a level of achievement

QCAA may refuse to award a level of achievement if misconduct is suspected.

If QCAA decides to refuse to award a level of achievement, candidates will be notified in writing (a show cause notice) and asked to respond in writing within 14 days.

QCAA will consider the candidate's response and notify them in writing of the decision.

### SEE results and the QCE

Candidates may be able to use their SEE results to gain a QCE.

A Sound Achievement or higher in a subject examination may provide four credits towards the QCE. Further information about the QCE is available at [www.qcaa.qld.edu.au/senior/certificates-qualifications/qce](http://www.qcaa.qld.edu.au/senior/certificates-qualifications/qce).

### SEE results and tertiary entrance

QCAA sends all SEE examination results to the Queensland Tertiary Admissions Centre (QTAC).

Enquiries about tertiary selection and courses should be directed to the tertiary centre concerned or to QTAC on 1300 467 822 or at [www.qtac.edu.au](http://www.qtac.edu.au).

Candidate type	How results are used
Year 12 candidates	For eligible candidates, examination results are included in the calculation of an Overall Position (OP) and Field Positions (FPs). Each external subject provides the equivalent of four semester units of credit. If a Year 12 candidate sits the same examination subject in consecutive years, QCAA uses the most recent result for OP and FP calculations. Achievement in examination subjects contributes to the calculation of OPs and FPs in the same way as achievement in internally assessed Authority subjects.
Adult candidates	QTAC will allocate a selection rank to a candidate who applies for tertiary entrance in Queensland. Adult candidates do not obtain an OP or FPs.

## 7.4 Application for reassessment of examination scripts

Candidates may apply to have their SEE examination scripts marked again if they believe an error in marking has occurred. The application form will be available from early December 2019 at [www.qcaa.qld.edu.au/senior/see/forms-handbook](http://www.qcaa.qld.edu.au/senior/see/forms-handbook).

Candidates download the form, complete it and email to QCAA at [externalexams@qcaa.qld.edu.au](mailto:externalexams@qcaa.qld.edu.au).

The fee (see [Appendix C: Price list](#)) may be paid over the counter, by EFTPOS or by credit card.

Applications close on Monday 6 January 2020. Reassessment may decrease, confirm or upgrade the level of achievement awarded.

### When QCAA processes an application for reassessment

QCAA will advise the candidate of the outcome of the reassessment by mid January 2020. If the subject chief examiner decreases or upgrades the level of achievement awarded, QCAA will:

- send the candidate a new results statement
- inform QTAC of the amended level of achievement
- refund the reassessment fee if the level of achievement is upgraded.

## 7.5 Application for script inspection

Candidates may apply to inspect their SEE examination scripts; however, the scripts cannot be returned to candidates. The application form will be available from early December 2019 at [www.qcaa.qld.edu.au/senior/see/forms-handbook](http://www.qcaa.qld.edu.au/senior/see/forms-handbook).

Candidates download the form, complete it and email to QCAA at [externalexams@qcaa.qld.edu.au](mailto:externalexams@qcaa.qld.edu.au).

The fee (see [Appendix C: Price list](#)) may be paid over the counter, by EFTPOS or by credit card. Applications close on Monday 6 January 2020.

## When QCAA processes an application for script inspection

QCAA will contact the candidate to arrange an appointment time and location for the inspection and will confirm these arrangements in writing. Script inspections will take place in January 2020 at a QCAA office. If QCAA cannot arrange a script inspection, the fee will be refunded.

### Script inspection conditions

The candidate acknowledges that they:

- are the only person allowed to inspect their scripts and that they must produce photographic identification (e.g. driver licence or student card) before inspection
- have agreed with the examination registration condition that examination scripts become QCAA property and, as such, they are not permitted to copy, write on or remove scripts, or use the process of inspection to contest the level of achievement awarded
- understand that QCAA staff members are unable to discuss the assessment of scripts, and that scripts do not generally show markers' annotations or comments.

## 8 Reviewing a QCAA decision

Under the Act, a candidate may request an internal review of a QCAA decision relating to the following circumstances:

- an application for eligibility to sit a SEE
- an application to take a SEE
- an application to take more SEEs than allowed under the legislation
- refusal to decide a level of achievement for a SEE subject
- deciding a level of achievement for a SEE subject following a reassessment
- an application to take the SEE at a venue other than a venue specified in the handbook
- an application to take a SEE under special provisions to account for a disability or medical condition.

A candidate may request an internal review in writing within 14 days of receiving the QCAA information notice outlining the decision or becoming aware of a QCAA decision. The request for an internal review must state the grounds for the review in full.

QCAA will appoint an internal review officer to conduct the review. This officer will not have been involved in making the original decision.

The internal review officer will make their decision based on the material that led to the original decision and the reasons for the original decision, and will give the candidate a reasonable opportunity to make oral or written submissions.

Within 21 days of receiving the request, QCAA will provide the candidate with a notice outlining the decision in relation to the internal review.

If the candidate is not satisfied with the internal review decision, they may apply to the Queensland Civil and Administrative Tribunal for an external review.

## 9 Appendixes

### Appendix A: Timetable — 2019 SEE

#### Language subjects

Each language examination consists of an oral and a written component. **Candidates must sit both components.** No alternative arrangements will be made if a candidate fails to attend a scheduled examination for any reason. There are no opportunities to resit examinations. No level of achievement can be awarded unless a candidate sits all examination papers.

#### Oral component (Speaking)

##### In-person examinations

Subject	Date	Details
Arabic Chinese Korean Russian Spanish Vietnamese	Oral examinations will be conducted on a Saturday in October. Candidates will be notified of their date and time once enrolments are confirmed.	Candidates within 100 kilometres of the Brisbane CBD will be individually assessed by a marker at a central Brisbane venue.  The venue address and assessment time will be sent to each candidate in mid September.  <b>Candidates outside the 100 kilometre range will be assessed by telephone.</b>

##### Telephone examinations

Subject	Date	Details
Modern Greek Polish Punjabi	Early November	Each candidate will be individually assessed by a marker by telephone at their school/teaching centre.  The assessment date and time will be sent to each candidate in late October.

#### Written component (Reading, Writing and Listening)

##### All candidates

Subject	Date	Time
Korean	Tuesday 15 October	9 am – 11:15 am
Vietnamese	Tuesday 15 October	1 pm – 3:15 pm
Chinese	Wednesday 16 October	9 am – 12:25 pm (Reading and Writing) 1.15 pm – 2:15 pm (Listening)
Polish Punjabi Russian	Wednesday 23 October	1 pm – 3:40 pm
Arabic	Wednesday 23 October	1 pm – 3:15 pm

Subject	Date	Time
Modern Greek	Monday 18 November	10:45 am – 1:00 pm
Spanish	Tuesday 19 November	10:45 am – 1:00 pm

## Non-language subjects

Each examination consists of two papers and is held once a year. **Candidates must sit both Paper One and Paper Two.** No alternative arrangements will be made if a candidate fails to attend a scheduled examination for any reason. There are no opportunities to resit examinations. No level of achievement can be awarded unless a candidate sits both examinations.

Subject	Date	Paper One	Paper Two
Visual Art	Thursday 17 October	9 am – 1:10 pm	2:15 pm – 4:25 pm
Biology	Friday 18 October	9 am – 11:40 am	1 pm – 3:10 pm
English	Tuesday 22 October	9 am – 12:10 pm	1:15 pm – 4:25 pm
Mathematics B	Thursday 24 October	9 am – 12:10 pm	1:15 pm – 4:25 pm
Chemistry	Friday 25 October	9 am – 11:40 am	1 pm – 3:10 pm
Mathematics A	Monday 28 October	9 am – 12:10 pm	1:15 pm – 4:25 pm
Legal Studies	Tuesday 29 October	9 am – 11:40 am	1 pm – 4:10 pm
Physics	Thursday 31 October	9 am – 11:40 am	1 pm – 3:10 pm
Philosophy & Reason	Friday 1 November	9 am – 12:10 pm	1:15 pm – 4:25 pm
Modern History	Monday 4 November	9 am – 11:40 am	1 pm – 3:40 pm
Accounting	Wednesday 6 November	9 am – 12:10 pm	1:15 pm – 4:25 pm
Ancient History	Thursday 7 November	9 am – 11:40 am	1 pm – 3:40 pm

## Closing dates

Date	For
<b>Tuesday 30 April</b>	Year 12 student examination registration forms
<b>Sunday 30 June</b>	Adult student examination registration forms and payments Applications for special provision
<b>Saturday 31 August</b>	Applications from registered candidates to sit outside Queensland



## Appendix B: Special provision

QCAA may approve special provision/s for a candidate with a recognised disability, injury or medical condition that would affect their examination performance if they were to sit an examination under standard conditions.

Table 1 lists special provisions that QCAA may approve. The list is not exhaustive. Table 2 clarifies some of the terms used in Table 1.

Schools/teaching centres and independent adult candidates are encouraged to contact QCAA by email at [externalexams@qcaa.qld.edu.au](mailto:externalexams@qcaa.qld.edu.au) for pre-application advice.

**Table 1: Reason for application for special provision**

Application reason	Minimum documentation	Possible special arrangements
<b>Attention deficit disorder (ADD) or Attention deficit hyperactivity disorder (ADHD)</b> (see Medication side effects)	current medical report (up to 3 years old)	<ul style="list-style-type: none"> <li>• seating out of order or separate/small group supervision</li> <li>• use of a computer without spellcheck</li> <li>• extra time and/or rest breaks</li> </ul>
<b>Autistic spectrum disorder (ASD)</b>	current medical report (up to 3 years old)	<ul style="list-style-type: none"> <li>• seating out of order or separate/small group supervision</li> <li>• use of a computer without spellcheck</li> <li>• extra time and/or rest breaks</li> </ul>
<b>Bereavement</b> (see Medication side effects)	funeral notice or death certificate	<ul style="list-style-type: none"> <li>• seating out of order or separate/small group supervision</li> <li>• rest breaks</li> </ul>
<b>Diabetes</b>	current medical report (up to 3 years old)	<ul style="list-style-type: none"> <li>• seating out of order or separate/small group supervision</li> <li>• permission to take equipment, medication, food and liquids into the examination room to test and maintain blood glucose levels</li> <li>• extra time and/or rest breaks</li> </ul>
<b>Epilepsy</b> (see Medication side effects)	current medical report (up to 3 years old)	<ul style="list-style-type: none"> <li>• seating out of order or separate/small group supervision</li> <li>• rest breaks if a seizure occurs during an examination</li> </ul>

Application reason	Minimum documentation	Possible special arrangements
<b>Hearing impairment</b>	current medical or audiology report showing degree and type of hearing loss	<ul style="list-style-type: none"> <li>• seating out of order or separate/small group supervision</li> <li>• examination instructions in writing</li> </ul>
<b>Hospitalisation</b>	current medical report	<ul style="list-style-type: none"> <li>• supervision in hospital (dependent on hospital approval)</li> <li>• extra time and/or rest breaks</li> </ul>
<b>Illegible handwriting</b>	letter of support from school/teaching centre	<ul style="list-style-type: none"> <li>• seating out of order or separate/small group supervision</li> <li>• use of a computer without spellcheck</li> </ul>
<b>Illness — infectious</b> e.g. glandular fever, chicken pox, measles (see Medication side effects)	current medical report	<ul style="list-style-type: none"> <li>• home supervision (severe cases only) or separate supervision</li> <li>• permission to stand and stretch</li> <li>• extra time and/or rest breaks</li> </ul>
<b>Illness — non-infectious</b> e.g. chronic fatigue syndrome, migraine (see Medication side effects)	current medical report	<ul style="list-style-type: none"> <li>• seating out of order or separate/small group supervision</li> <li>• permission to stand and stretch</li> <li>• extra time and/or rest breaks</li> </ul>
<b>Medication side effects</b> i.e. candidate is taking medication or undergoing treatment that may cause drowsiness and/or the inability to concentrate during the examination, e.g. medication for depression, ADHD, epilepsy, prescribed pain medication, cancer therapies	current medical report listing medication and side effects	<ul style="list-style-type: none"> <li>• seating out of order or separate/small group supervision</li> <li>• permission to stand and stretch</li> <li>• permission to take medication and food into the examination room</li> <li>• extra time and/or rest breaks</li> </ul>
<b>Neurological impairment or difficulty</b> e.g. acquired brain injury, cerebral aneurysm, cerebral tumour	current medical report (up to 3 years old)	<ul style="list-style-type: none"> <li>• seating out of order or separate/small group supervision</li> <li>• wheelchair access</li> <li>• access to toilet facilities</li> <li>• permission to stand and stretch</li> <li>• use of a computer without spellcheck</li> <li>• extra time and/or rest breaks</li> </ul>

Application reason	Minimum documentation	Possible special arrangements
<b>English as an additional language or dialect (EALD)</b>	Both of the following: <ul style="list-style-type: none"> <li>• letter of support from teaching centre</li> <li>• documentary evidence of entry into Australia</li> </ul>	<ul style="list-style-type: none"> <li>• seating out of order or separate/small group supervision</li> <li>• use of bilingual dictionary in all language subjects except Chinese (see Table 2: Use of a dictionary)</li> </ul> <b>Notes:</b> <ul style="list-style-type: none"> <li>• English is not a language subject.</li> <li>• Extra time or rest breaks will not be approved.</li> </ul>
<b>Psychological or emotional impairment or difficulty</b> e.g. panic/anxiety disorder, post-traumatic stress disorder (PTSD), inability to concentrate during examination, obsessive compulsive disorder (OCD) (see Medication side effects)	current medical or psychological report	<ul style="list-style-type: none"> <li>• seating out of order or separate/small group supervision</li> <li>• easy access to toilet facilities</li> <li>• permission to stand and stretch</li> <li>• permission to take medication and food into the examination room</li> <li>• rest breaks</li> </ul>
<b>Physical impairment through illness</b> e.g. arthritis, back/spine injury, cerebral palsy, muscular dystrophy, paraplegia, impaired motor skills, low muscle tone (see Medication side effects)	current medical report (up to 3 years old)	<ul style="list-style-type: none"> <li>• seating out of order or separate/small group supervision</li> <li>• access to toilet facilities</li> <li>• wheelchair access</li> <li>• use of special seating and/or desk</li> <li>• permission to lie down</li> <li>• permission to stand and stretch</li> <li>• permission to take medication and food into the examination room</li> <li>• use of a computer without spellcheck</li> <li>• enlarged examination materials</li> <li>• extra time and/or rest breaks</li> </ul>
<b>Physical impairment through injury</b> e.g. significant injury to arm or hand leading up to the examination	current medical report	<ul style="list-style-type: none"> <li>• seating out of order or separate/small group supervision</li> <li>• permission to stand and stretch</li> <li>• use of a computer without spellcheck</li> <li>• extra time and/or rest breaks</li> </ul>

Application reason	Minimum documentation	Possible special arrangements
<b>Pregnancy-related conditions</b>	current medical report	<ul style="list-style-type: none"> <li>• seating out of order or separate/small group supervision</li> <li>• access to toilet facilities</li> <li>• use of special seating</li> <li>• permission to stand and stretch</li> <li>• permission to take medication and food into the examination room</li> <li>• extra time and/or rest breaks</li> </ul>
<b>Specific learning difficulty (SPLD)</b> e.g. dyslexia, processing difficulty or disorder, reading and/or writing difficulty/disorder	current medical report	<ul style="list-style-type: none"> <li>• seating out of order or separate/small group supervision</li> <li>• use of a computer without spellcheck</li> <li>• extra time and/or rest breaks</li> <li>• <b>Note:</b> Use of a dictionary, reader or scribe will not be approved.</li> </ul>
<b>Speech language impairment (SLI)</b>	current medical or speech therapist report	<ul style="list-style-type: none"> <li>• seating out of order or separate/small group supervision</li> <li>• examination instructions in writing</li> <li>• extra time</li> <li>• <b>Note:</b> Use of a dictionary, reader or scribe will not be approved.</li> </ul>
<b>Visual impairment/difficulty</b> e.g. colour blindness, scotopic sensitivity	current medical or optometrist report (up to 3 years old)	<ul style="list-style-type: none"> <li>• adapted examination materials</li> <li>• transparency overlay</li> <li>• seating out of order or separate/small group supervision</li> <li>• use of special seating and/or desk</li> <li>• use of a computer without spellcheck</li> <li>• enlarged examination materials</li> <li>• low-vision aids</li> <li>• additional lighting</li> <li>• extra time and/or rest breaks</li> </ul>

**Table 2: Definitions used in special provision**

Provision	Definition
<b>Adapted examination materials</b>	<p>Adapted materials will be provided if required, and can include enlarged materials and/or black-and-white materials.</p> <p>Where colour perception is an issue, an adapted version of the appropriate pages of the examination paper will be provided where possible.</p> <p>If a candidate is approved the use of adapted examination materials, they will be supplied with a standard version of the examination materials in addition to the adapted version.</p>
<b>Enlarged examination materials</b>	<p>The standard enlargement is from A4 to A3 size (141% enlargement). Any stimulus material that would be affected (such as a scaled diagram) will be modified to compensate for the enlargement. Font enlargement occurs in enlarging from A4 to A3 size paper. The average font size in A4 size format is 11.5 pt.</p> <p>Examination materials are printed on matt-finish paper.</p>
<b>Extra time</b>	<p>Extra time is additional working time in an examination session.</p> <p>The standard amount of extra time approved is 10 minutes per hour. In exceptional circumstances, QCAA may approve up to 20 minutes per hour.</p> <p>The candidate may use extra time in part or in full.</p>
<b>Rest breaks</b>	<p>A candidate may use rest breaks to stop work and relax, use previously learned coping strategies, focus their thoughts or think about their responses. Rest breaks cannot be used as extra working/writing time.</p> <p>The standard amount of time approved for rest breaks is 10 minutes per hour. In exceptional circumstances, QCAA may approve up to 20 minutes per hour.</p> <p>A candidate may take rest breaks in part or in full at any time during the examination session.</p>
<b>Seating out of order</b>	<p>A candidate will not be seated in alphabetical order. They will be in a room with other candidates, seated at the front or back, near a door or window or separated by screens.</p>
<b>Separate/small group supervision</b>	<p>A candidate will be supervised in a separate room individually or in a small group.</p>
<b>Special equipment</b>	<p>A candidate who has approval to use special equipment must confirm the arrangements for use of the equipment with the examination centre prior to the examination.</p>
<b>Use of a computer</b>	<p>Use of a computer allows a candidate to type responses. Examination materials will not be supplied electronically.</p> <p>If a candidate has been approved use of a</p>

Provision	Definition
	<p>computer, the following procedures apply:</p> <ul style="list-style-type: none"> <li>• the examination centre is to supply the computer</li> <li>• spellcheck, voice-recognition technology or similar language-enhancement facilities are not permitted (programs that do not have spellcheck include Microsoft Notepad and Microsoft WordPad)</li> <li>• the examination centre is to provide the candidate with the standard version of the examination materials</li> <li>• the candidate is to decide whether it is appropriate to generate a particular response using the computer, e.g. for questions that require the candidate to sketch, draw or plot a graph</li> <li>• at the end of the examination session, the candidate's work must be printed and stapled inside their response book, and then deleted from the computer.</li> </ul>
<b>Use of a dictionary</b>	<p><b>Approval required</b></p> <p>For candidates for whom English is an additional language or dialect, QCAA may approve the use of a printed bilingual dictionary in Accounting, Biology, Chemistry, Physics and Visual Art.</p> <p><b>No approval required</b></p> <p>Candidates are allowed a dictionary in all language subjects except Chinese. Dictionaries must be printed and can be monolingual and/or bilingual. Electronic dictionaries are not permitted.</p>

## Appendix C: Price list

Item	Cost
Examination registration fee	\$65.50 per subject
Late examination registration fee (for registrations after closing date)	\$71.90 per subject
Administration fee (retained if a fee is refunded)	\$17.85
Expenses for a registered candidate to sit examinations outside Queensland	Contact QCAA for details
Script reassessment fee	\$27.40*
Script inspection fee	\$17.85*
Examination syllabuses and past examination papers	Available on QCAA website
Assessment reports, subject notices and language subject listening MP3 files	Available on QCAA website

\* Includes GST