

EXPLANATORY NOTES

The Queensland Curriculum and Assessment Authority (QCAA) issues Senior Education Profiles (SEPs) to eligible students each July and December. Your Senior Education Profile may contain the following:

Senior Statement – Issued to all students when they complete Year 12 at a Queensland school.

Statement of Results – Issued to eligible non-school students.

Queensland Certificate of Education (QCE) – Awarded to eligible* students in Queensland.

Tertiary Entrance Statement – Issued to eligible* students upon completion of Year 12 in Queensland.

Queensland Certificate of Individual Achievement (QCIA) – Issued to eligible* students upon completion of Year 12 in Queensland. This certificate recognises achievements of students who have impairments or learning difficulties.

You may request verification or review of information contained in any of the above certificates or statements which you receive. Your request must be in writing and be accompanied by a cheque, money order or credit card details for the application fee noted on this form (inclusive of GST). All requests must reach the QCAA by the due date. You must also enclose any relevant items set out below. Do not return any original certificates to the QCAA. We will request these later, if required.

Change of name

Enclose a Statutory Declaration stating your correct name, and a photocopy of a document (government or commercial) showing the routine use of that name. Your application fee will be refunded and new documentation issued.

Verification of results in Authority and/or Authority-registered subjects

Please include any documentary evidence about your results. The QCAA will ask your school to recheck your results in these subjects. Any assessment issues you raise will be passed on to your school. The QCAA does not re-mark your work. If there is any change to your results, we will re-issue your statements and/or certificates. We will also refund your application fee, and inform Queensland Tertiary Admissions Centre (QTAC) of the change. For end of year certification, please note QCAA may not finish its investigations until after schools resume at the end of January.

Correction of results in vocational education and training (VET) and Recognised studies

Courses, certificates and awards studied through VET or non-school providers will appear on your Senior Statement or Statement of Results only if these organisations recorded the learning on your behalf before the date specified in the Senior Education Profile Calendar*. If the data does not appear on your certificate, you must first contact the organisation to arrange for the learning/certificate/award to be recorded in your learning account. You can then request a replacement Senior Statement or Statement of Results from the QCAA.

Review of Tertiary Entrance Statement results (end of year certification only)

The QCAA has extensive procedures to check the accuracy of Overall Positions (OPs) and Field Positions (FPs), and has already checked the accuracy of your data with your school. The QCAA will make the checks of the data we hold as quickly as possible (usually within a few days), but we may not finish our investigation until after schools resume at the end of January. We will notify you of the outcome of your application and provide you with a statement of reasons for decisions made. If there is any change to your results, we will send you a new Tertiary Entrance Statement, refund your application fee, and inform QTAC of the change.

Queensland Core Skills (QCS) Test re-mark (end of year certification only)

The QCAA does not re-mark your Queensland Core Skills (QCS) Test, because all papers have been independently marked at least twice.

External review

Under the *Judicial Review Act 1991*, a person dissatisfied with the decision on their application can apply for a judicial review of the decision by the Supreme Court.

Enquiries

For questions about selection to courses in tertiary institutions, contact QTAC on 1300 467 822.

Direct any general enquiries about SEPs to the QCAA on 1800 804 991.

* For information on QCE, Tertiary Entrance Statement and QCIA eligibility requirements and the Senior Education Profile Calendar, visit the QCAA website at www.qcaa.qld.edu.au.