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| Approved variation to venue for external assessmentInformation for students |

This document outlines important information relating to the venue where you will sit your external assessment (EA).

## Your host school

| School/organisation | [Click to enter text] |
| --- | --- |
| Address (incl. building name/no. if applicable) | [Click to enter text] |
| [Click to enter text] | Postcode: | [Click to enter text] |
| Phone | [Click to enter text] |
| Email | [Click to enter text] |

## Arriving at your host school

When you arrive at your host school for external assessment, please make your way to [click to enter text].

You will find this [click to enter text].

Arrive at least 30 minutes before your assessment start time.

## Assessment start times

It is your responsibility to be aware of the [external assessment timetable](https://www.qcaa.qld.edu.au/senior/assessment/external-assessment/timetable) (which is available on [the Queensland Curriculum and Assessment Authority (QCAA) website](https://www.qcaa.qld.edu.au/)). Your main learning provider (MLP) will confirm any rescheduled sessions with you, as relevant.

Your host school has confirmed assessment start times, below.

|  | Start time |
| --- | --- |
| AM assessment session  | [Click to enter text] |
| PM assessment session | [Click to enter text] |

## What you’ll need

On the day of your assessment, you must bring:

* photo identification, which can be
	1. your school photo ID or
	2. a card issued by the Department of Transport and Main Roads
* all required equipment for assessment sessions. (See the [External assessment equipment list](https://www.qcaa.qld.edu.au/downloads/senior/snr_ea_equipment_list.pdf) and [Directions for students: External assessment](https://www.qcaa.qld.edu.au/downloads/senior/snr_ea_directions_students.pdf) on the [QCAA website](https://www.qcaa.qld.edu.au/).)

## Access arrangements and reasonable adjustments (AARA)

Your MLP will confirm any approved AARA for external assessment with your host school.

Your host school is responsible for implementing all approved AARA.

If you have approved AARA, you are not required to use all approved arrangements — you can use all, some or none. That is up to you. You may confirm your intentions with your MLP and/or host school before assessment.

If you have been approved to use a computer and/or assistive technology for your external assessment, you must take a device meeting QCAA requirements to the venue with you. Speak to your MLP prior to external assessment if you have any questions or concerns about this.

## Contacts

You may need to contact your MLP or host school in different circumstances. Please see important contact details below.

|  |  |  |  |
| --- | --- | --- | --- |
| MLP EA coordinator | [Click to enter text] | Phone | [Click to enter text] |
| Email | [Click to enter text] |
| MLP alternative contact | [Click to enter text] | Phone | [Click to enter text] |
| Email | [Click to enter text] |
| Host school EA coordinator | [Click to enter text] | Phone | [Click to enter text] |
| Email | [Click to enter text] |
| Host school alternative contact | [Click to enter text] | Phone | [Click to enter text] |
| Email | [Click to enter text] |

Contact your host school if you:

* are running late for your assessment or can’t find the assessment room
* would like to visit the venue prior to external assessment.

Contact **both** your host school and your MLP if you are feeling unwell and/or unable to attend any assessment session.

## More information

You must observe the QCAA’s [Directions for students: External assessment](https://www.qcaa.qld.edu.au/downloads/senior/snr_ea_directions_students.pdf) and your host school’s rules.

Any specific information or instructions from your MLP or host school (e.g. venue information or map) is attached/added to the following table.

| Any additional instructions |
| --- |
| [Click to enter text]. |