Senior secondary

Form A1 and SDCS due dates

Purpose
This memo accompanies Form A1 and provides schools with a notice of due dates relating to the collection of school data (SDCS data) in 2013.

Information
A due dates notice is enclosed for distribution to staff responsible for sending school data to the Queensland Studies Authority (QSA) office.

What you need to do
Please complete and return Form A1 by 8 February 2013 to (fax) 3221 2553; Attention: SEP Business Unit.

Form A1 is the agreement between your school and the QSA, required for issuing Senior Statements or Statements of Results, Queensland Certificates of Education, Queensland Certificates of Individual Achievement and Tertiary Entrance Statements to students who complete Year 12 in 2013.

By signing the Form A1, you agree to abide by the conditions outlined in the attachment, including the provision of SDCS data at specified dates throughout 2013.

More information
If you would like more information, please email sep@qsa.qld.edu.au

Peter Jordan
Acting Deputy Director
Assessment and Reporting Division

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Form A1
Agreement for Senior Education Profiles to be issued

Under the Queensland system of externally moderated school-based assessment, this school will work in close partnership with the Queensland Studies Authority (QSA), a partnership that requires each to contribute and to accept responsibilities leading to the issuing of Senior Education Profiles for students completing Year 12.

I apply for Senior Education Profiles to be issued to students completing Year 12 in 2013 while enrolled at (insert school name and code below):

<table>
<thead>
<tr>
<th>School:</th>
<th>School code:</th>
</tr>
</thead>
</table>

The Senior Education Profile may consist of any of the following (depending on a student’s eligibility):

- Senior Statement or Statement of Results (whichever is applicable)
- Queensland Certificate of Education
- Queensland Certificate of Individual Achievement
- Tertiary Entrance Statement.

For Senior Education Profiles to be issued to these students, I agree that the school will:

- follow the QSA procedures for the approval of work programs in Authority subjects and study plans in Authority-registered subjects and QSA short courses
- follow the QSA moderation procedures for assessment in Authority subjects, Authority-registered subjects and QSA short courses, based on QSA syllabuses and study area specifications (SASs)
- provide accurate student data and results to the QSA at times and in ways specified by the QSA
- use the Student Data Capture System (SDCS) provided by the QSA to submit student data for all students in the senior phase of learning, including those who leave school before completing Year 12
- ensure that the version of SDCS application used to prepare each submission is current at the time (SDCS is available on the QSA website — www.qsa.qld.edu.au — in the secure area of this site)
- ensure that all Year 12 students who are enrolled at school until Friday 15 November 2013 are recorded on the final version of SDCS as those completing Year 12
- retain exit folios of student work until the final date for amendments to 2013 Senior Education Profiles
- disclose Subject Achievement Indicators (SAIs) to students in a suitable form by Wednesday 20 November 2013. This disclosure will consist of a listing for each Authority subject, such that students will be able to see their placement in the subject relative to each of the other students in the subject. Queensland privacy legislation requires that schools must make students aware, before the event, that their personal information will be disclosed to other students as part of the process
- retain and make available on request from the QSA a copy of the SAIs in the form in which they were displayed
- ensure that all students who are eligible to receive an Overall Position (OP), by virtue of their subject choice, sit the Queensland Core Skills (QCS) Test on 3 and 4 September 2013. For appropriate provision of QCS Test materials to schools, all OP-eligible students should be recorded correctly on SDCS Data Submission #2, due on 3 June 2013 to the Office of the QSA.

______________________________
Principal’s signature

______________________________
Name

/ / 2013
Date

This information is collected so that the legislated functions of the QSA concerning information technology and communication can be carried out. Personal information is not usually disclosed to anyone other than relevant QSA staff unless required or authorised by law, permitted under the Queensland Government privacy policy, or so that the legislated function can be completed.

Queensland Studies Authority, 154 Melbourne Street, South Brisbane. PO Box 307 Spring Hill Q 4004.
Phone: (07) 3864 0299; fax: (07) 3221 2553; email: office@qsa.qld.edu.au; website: qsa.qld.edu.au.

Queensland Government
Queensland Studies Authority

ITCU
Due dates 2013

The collection of school data is essential for issuing Student Education Profiles for students completing Year 12. The dates when this information is due at the Queensland Studies Authority in 2013 are:

<table>
<thead>
<tr>
<th>Item</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment data submission</td>
<td>18 February</td>
</tr>
<tr>
<td>Data submission 1 + Visa Students Report and Moderation Fees</td>
<td>25 March</td>
</tr>
<tr>
<td><em>(Year 11 &amp; Year 12)</em></td>
<td></td>
</tr>
<tr>
<td>Data submission 1, version 2</td>
<td>29 April</td>
</tr>
<tr>
<td>Data submission 2</td>
<td>3 June</td>
</tr>
<tr>
<td>Data submission 2, version 2</td>
<td>15 July</td>
</tr>
<tr>
<td>Data submission 2, version 3</td>
<td>19 August</td>
</tr>
<tr>
<td>Data submission 3 + Form A13</td>
<td>14 October</td>
</tr>
<tr>
<td><em>(Agreement to publish SAIs)</em></td>
<td></td>
</tr>
<tr>
<td>Data submission 4 + Reports + Forms R6</td>
<td>18 November</td>
</tr>
<tr>
<td>12 pm</td>
<td></td>
</tr>
<tr>
<td>Data submission 5 + Reports + Forms R6 + Form A14</td>
<td>21 November</td>
</tr>
<tr>
<td><em>(Contact person during school summer holidays)</em></td>
<td>10 am</td>
</tr>
<tr>
<td>Final amendments</td>
<td>2 December</td>
</tr>
</tbody>
</table>