

Memo

Queensland Curriculum and Assessment Authority

7 February 2017

Senior secondary

Number: 006/17

2017 Form A1 and SDCS due dates

Purpose

To notify schools of 2017 due dates for:

- submission of Form A1
- collection of school data via the Student Data Capture System (SDCS).

Background

The **Form A1** is the agreement between your school and the QCAA required for issuing Senior Education Profiles to students who complete Year 12 in 2017.

The Senior Education Profile may consist of any of the following documents (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.

What you need to do

Please complete, sign, scan and email the Form A1 by **Monday 13 February 2017** to sep@qcaa.qld.edu.au.

By signing the Form A1, you agree to abide by the conditions outlined in the form, which includes providing data via SDCS at specified dates throughout 2017 (listed overleaf).

Data submission calendar 2017

The collection of school data is essential for issuing Senior Education Profiles for students completing Year 12. Data is due at the QCAA on the following dates in 2017:

Items for submission	Due date
Enrolment data submission	Monday 13 February
<ul style="list-style-type: none">• Data submission 1• Visa Student Report and Moderation Fees (Year 11 & Year 12)	Monday 20 March
Data submission 1, version 2	Wednesday 26 April
Data submission 2	Monday 29 May
Data submission 2, version 2	Monday 17 July
Data submission 2, version 3	Monday 21 August
<ul style="list-style-type: none">• Data submission 3• Form A13 (Agreement to publish SAIs)	Monday 9 October
<ul style="list-style-type: none">• Data submission 4• Reports• Forms R6	Monday 20 November by 12:00 pm
<ul style="list-style-type: none">• Data submission 5• Reports• Forms R6• Form A14 (Contact person during school summer holidays)	Thursday 23 November by 10:00 am
Final amendments	Monday 4 December by 5:00 pm

Finding out more

For assistance with the Form A1 please email sep@qcaa.qld.edu.au.

For help with SDCS please email helpdesk@qcaa.qld.edu.au, or phone 3864 0278.

Claude Jones
Director, Assessment and Reporting Division

2017 Form A1

Agreement for Senior Education Profiles to be issued

Please complete, scan and email this form to sep@qcaa.qld.edu.au by **Monday 13 February 2017**.

Terms of agreement

1. Under the Queensland system of externally moderated school-based assessment, this school will work in close partnership with the QCAA, a partnership that requires each to contribute and to accept responsibilities leading to the issuing of Senior Education Profiles* for students completing Year 12.
2. For Senior Education Profiles to be issued to these students, I agree that the school will:
 - a. follow the QCAA procedures for the approval of work programs in Authority subjects and study plans in Authority-registered subjects and QCAA short courses (as set out at <https://www.qcaa.qld.edu.au/senior/assessment-hub>)
 - b. follow the QCAA moderation procedures for assessment in Authority subjects, Authority-registered subjects and QCAA short courses, based on QCAA syllabuses and subject area syllabuses (SASes)
 - c. provide accurate student data and results to the QCAA at times and in ways specified by the QCAA
 - d. use the Student Data Capture System (SDCS) provided by the QCAA to submit student data for all students in the senior phase of learning, including those who leave school before completing Year 12
 - e. ensure that the version of the SDCS application used to prepare each submission is current at the time (SDCS is available on the QCAA website — <https://www.qcaa.qld.edu.au/senior/sdcs>)
 - f. ensure that all Year 12 students who are enrolled at school until Friday 17 November 2017 are recorded on the final version of SDCS as those completing Year 12
 - g. retain exit folios of student work until the final date for amendments to 2017 Senior Education Profiles
 - h. disclose Subject Achievement Indicators (SAIs) to students in a suitable form on Wednesday 22 November 2017. 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
 - i. retain and make available on request from the QCAA a copy of the SAIs in the form in which they were displayed
 - j. ensure that all students who are eligible to receive an Overall Position (OP) due to their subject choice sit the Queensland Core Skills (QCS) Test on Tuesday 29 and Wednesday 30 August 2017. For appropriate provision of QCS Test materials to schools, all OP-eligible students should be recorded correctly on SDCS Data submission 2, due at the QCAA on Monday 29 May 2017.

* 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.

Principal's agreement

I apply for Senior Education Profiles to be issued to students completing Year 12 in 2017 while enrolled at the school below, and agree to the terms of agreement above.

School name:		School code:	
Principal's name:			
Principal's signature:		Date:	/ / 2017

The information you provide on this form will be used for managing the issue of SEPs as part of legislative functions described in the *Education (Queensland Curriculum and Assessment Authority) Act 2014* (s.14–17). Personal information will be accessed by authorised QCAA staff, and handled in accordance with the *Information Privacy Act 2009*. Information held by the QCAA is subject to the *Right to Information Act 2009*.