

# Memo

Queensland Curriculum and Assessment Authority

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9 February 2017

Senior secondary

Number: 007/17

## 2017 Senior External Examination

### Purpose

To enable eligible Year 12 students to register for the 2017 Senior External Examination.

### Background

The 2017 Senior External Examination consists of 21 individual subject examinations provided across Queensland in October and November by the Queensland Curriculum and Assessment Authority (QCAA).

Each examination is based on an external syllabus that sets out the aims, objectives, learning experiences and assessment requirements for the subject.

Results are based solely on examination performance. Class tests and assignments completed during the year do not contribute towards results.

A Sound Achievement (SA) or better in an examination may contribute four credits towards a Queensland Certificate of Education (QCE) and four semester units for the calculation of an Overall Position (OP) or Field Positions (FPs).

### Eligibility

Year 12 students are eligible to sit a maximum of two examinations if they cannot study the subjects at school. Reasons for eligibility may include:

- the subject not being taught at their school
- a timetable clash.

### Closing date and fees

Registration forms are due by **30 April 2017**. The fee is \$61.15 per subject per student.

**Registrations received after this date will not be accepted unless there are exceptional and unavoidable circumstances.**

If a late registration is accepted, the fee will be \$67.10 per subject per student.

## School responsibilities

The school must ensure that each student who registers for the 2017 Senior External Examination:

- is familiar with the format of examination papers and the requirements of the external syllabus
- is aware of the general examination information available at [www.qcaa.qld.edu.au/senior/see/general-information](http://www.qcaa.qld.edu.au/senior/see/general-information) and subject-specific resources available at [www.qcaa.qld.edu.au/senior/see/subject-resources](http://www.qcaa.qld.edu.au/senior/see/subject-resources).
- knows that a level of achievement will only be awarded if they sit the examination
- understands that, for language examinations, a level of achievement will only be awarded if they sit all four sections (Reading, Writing, Listening, Oral/Speaking).

Schools must ensure that students receive an appropriate level of tuition in the examination subject. Tuition may be available from their secondary school, an after-hours language school, a teaching centre or a tutor. Secondary schools must monitor their students' progress.

Schools are required to administer examinations for their own students. QCAA will meet the cost of sending materials to and from schools. All other administration costs (e.g. any supervisor payments) are the responsibility of each school.

Examination materials and instructions will be sent to schools in early October. Examinations must be held on the dates and times listed in the timetable.

## Subjects offered

Subject name	SDCS code
Accounting	4060
Ancient History	4020
Arabic	4100
Biology	4042
Chemistry	4040
Chinese	4011
English	4001
Korean	4013
Legal Studies	4029
Mathematics A	4036
Mathematics B	4037

Subject name	SDCS code
Modern Greek	4014
Modern History	4021
Philosophy & Reason	4033
Physics	4041
Polish	4019
Punjabi	4105
Russian	4010
Spanish	4018
Vietnamese	4012
Visual Art	4080

## Language examinations

Each language examination consists of an oral and a written component. Students must sit both components.

### Oral component (Speaking)

Each student will be individually assessed by a marker, either in person at a central Brisbane venue or via telephone at their school.

The date, time and location of each student's assessment will be sent to them via their school in mid-September (details will also be provided to schools).

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

The written component will be administered at candidates' schools. A CD will be provided for the Listening section. The examination supervisor does not need to speak the language being assessed.

## What you need to do

### If you have Year 12 students intending to sit examinations

Please complete the attached forms:

- Year 12 student registrations
- School contact information and principal's declaration.

Scan and email the forms to [externalexams@qcaa.qld.edu.au](mailto:externalexams@qcaa.qld.edu.au). **Completed forms can be sent to QCAA any time during Term 1. The closing date is 30 April.**

Give each student a copy of the *Timetable* and the *Guide for Year 12 students*.

### Payment

QCAA will invoice schools for their students' registration fees after registration forms have been received and processed. Schools may collect the registration fee from each student, but not pay the fees to QCAA until they are invoiced in late May.

### Student Data Capture System (SDCS)

For each student who registers for an examination, your school must enter the examination subject in SDCS using the external subject code (see previous page).

Do not enter examination results or complete a Form R6. QCAA will ensure that results are added to students' learning accounts and included in OP and FP calculations.

### Confirmation of registration

A registration notice will be sent to each student via their school after registration forms are processed. A list of registered students will also be sent to each school in June and any time after that on request.

## Finding out more

For examination enquiries, email [externalexams@qcaa.qld.edu.au](mailto:externalexams@qcaa.qld.edu.au) or phone (07) 3864 0211.

For SDCS enquiries, email [helpdesk@qcaa.qld.edu.au](mailto:helpdesk@qcaa.qld.edu.au) or phone (07) 3864 0278.

Claude Jones

Director, Assessment and Reporting Division

Attachments:

- Year 12 student registrations
- School contact information and principal's declaration
- Timetable
- Guide for Year 12 students.



# School contact and principal's declaration

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## School contact

Please list the details of the person who will be responsible for:

- ensuring registration forms are completed and returned by 30 April 2017
- monitoring email communication from QCAA (Assessment Operations Unit)
- arranging examination supervision
- receiving and returning examination papers and materials.

<b>School name</b>	
<b>Contact person's name</b>	
<b>Position</b>	
<b>Telephone</b>	
<b>Email</b>	

## Principal's declaration

The students listed on the attached registration form are:

- in Year 12
- unable to study the examination subject at school because the subject is not taught or there is a timetable clash.

I confirm that each student is receiving an appropriate level of tuition.

I understand that this school is required to act as an examination venue, and that the school will cover all supervision costs unless it is required to supervise candidates from another school.

**Signature:** ..... **Date:**     /     /

**Principal's name**  
.....

# Timetable

## 2017 Senior External Examination

### Language subjects

Each examination consists of an oral component and a written component.

**Candidates must sit both components.**

### Oral component (Speaking)

Candidates within 100 kilometres of Brisbane CBD

Subject	Date	Details
Arabic Korean Russian Spanish Vietnamese	Saturday 14 October	Each candidate 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.
Chinese	Saturday 21 October	

### All other candidates

Subject	Date	Details
Arabic Chinese Korean Modern Greek Polish Punjabi Russian Spanish Vietnamese	Early November	Each candidate will be individually assessed by a marker by telephone at their school.  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 17 October	9 am to 11:15 am
Vietnamese	Tuesday 17 October	1 pm to 3:15 pm
Arabic	Wednesday 18 October	1 pm to 3:15 pm
Polish Punjabi Russian	Wednesday 18 October	1 pm to 3:40 pm
Chinese	Monday 23 October	9 am to 12:25 pm (Reading and Writing) 1:15 pm to 2:15 pm (Listening)
Modern Greek Spanish	Mid-November (dates and times will be confirmed in July)	

## Non-language subjects

Each examination consists of two papers.

**Candidates must sit both Paper One and Paper Two.**

Subject	Date	Paper One	Paper Two
Visual Art	Thursday 19 October	9 am to 1:10 pm	2:15 pm to 4:25 pm
Biology	Friday 20 October	9 am to 11:40 am	1 pm to 3:10 pm
English	Tuesday 24 October	9 am to 12:10 pm	1:15 pm to 4:25 pm
Mathematics A	Thursday 26 October	9 am to 12:10 pm	1:15 pm to 4:25 pm
Chemistry	Friday 27 October	9 am to 11:40 am	1 pm to 3:10 pm
Mathematics B	Monday 30 October	9 am to 12:10 pm	1:15 pm to 4:25 pm
Legal Studies	Tuesday 31 October	9 am to 11:40 am	1 pm to 4:10 pm
Physics	Thursday 2 November	9 am to 11:40 am	1 pm to 3:10 pm
Philosophy & Reason	Friday 3 November	9 am to 12:10 pm	1:15 pm to 4:25 pm
Modern History	Monday 6 November	9 am to 11:40 am	1 pm to 3:40 pm
Accounting	Wednesday 8 November	9 am to 12:10 pm	1:15 pm to 4:25 pm
Ancient History	Thursday 9 November	9 am to 11:40 am	1 pm to 3:40 pm

## Closing dates

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

## More information

**Telephone:** (07) 3864 0367

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

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



# Guide for Year 12 students

## 2017 Senior External Examination

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### What is the Senior External Examination?

The Senior External Examination consists of 21 individual subject examinations provided across Queensland in October or November. Each examination is held only once each year.

Results are based solely on examination performance. Class tests and assignments completed during the year do not contribute to results.

### Am I eligible?

If you are in Year 12 in 2017, you may sit a maximum of two examination subjects if you cannot study those subjects at your school. Reasons for eligibility may include the subject not being taught at your school or a timetable clash.

### What subjects are available?

<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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### What are the study requirements?

You must obtain an appropriate level of tuition in the examination subject/s you wish to sit. Tuition may be available from your school, an ethnic school, a teaching centre or independently. Your school will monitor your progress and arrange for any tutorial assistance that is needed.

### How do I register?

If you want to sit an examination, talk to your school at the start of the year. The registration process will be administered by your school in early 2017.

**Registration closes on 30 April. Registrations received after this date will not be accepted unless there are exceptional and unavoidable circumstances.**

### What does it cost?

**Registration fee:** \$61.15 per subject  
**Late registration fee (if accepted):** \$67.10 per subject (from 1 May)

Your registration fee is payable to your school. They will tell you when payment is due.

## When and where can I sit the examinations?

The examination timetable is on QCAA's website. Written examinations will be held at the secondary school that you attend. QCAA may conduct the oral components of language examinations at a different venue.

If you miss a written examination for any reason, you will be unable to sit the examination later or sit an alternative examination. If you miss a language examination oral/speaking component due to exceptional and unavoidable circumstances, QCAA will reschedule it for a later date.

## What if I have special needs?

Contact QCAA early in the year to see if special arrangements are available for your examinations. You should also discuss your needs with your school to find out if they can assist you during the year.

## What resource materials are available?

QCAA does not provide teaching or course materials. QCAA does provide the following resources for each examination subject:

- senior external syllabus (which sets out the aims, objectives, learning experiences and assessment requirements)
- subject notices (published throughout the year)
- past examination papers and assessment reports.

These resources are available at no cost on QCAA's website.

## How do I get my examination results?

Your results will be included on your Senior Statement, which will be posted to you on 15 December. There are five levels of achievement:

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

Your results may contribute four semester units for calculation of an Overall Position (OP) and any Field Positions (FPs).

An SA or better in a subject examination may provide four credits towards a Queensland Certificate of Education (QCE).

## Where can I obtain further information?

Assessment Operations Unit, Queensland Curriculum and Assessment Authority  
Level 7, 154 Melbourne Street, South Brisbane Qld 4101

Telephone: +61 7 3864 0211

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

Web: [www.qcaa.qld.edu.au/588.html](http://www.qcaa.qld.edu.au/588.html)