

Memo

Queensland Curriculum and Assessment Authority

3 May 2017

Senior secondary

Number: 027/17

QCIA 2017 verification meetings

Purpose

This memo provides schools with the Queensland Certificate of Individual Achievement (QCIA) 2017 district verification:

- preparation and procedure instructions
- meeting schedule
- web links to the online *Attendance form* and the *Travel booking form*.

Background

To ensure the validity and reliability of QCIA achievement information, the QCAA facilitates peer moderation at district verification meetings each year.

For information, see Memo 004/17 'Queensland Certificate of Individual Achievement (QCIA) 2017 policy and procedures', 31 January 2017, available from www.qcaa.qld.edu.au/qcaa-memos.

QCIA verification meetings

District verification meetings for the QCIA will be held in July and August 2017.

All schools with students expected to receive a QCIA at the end of 2017 are required to send one school representative to the meeting. The representative should be a Year 12 teacher responsible for QCIA, Head of Special Education Services (HOSES) or similar role.

Verification procedures

At the meeting, school representatives will review:

- the style and format of the language used for the Statements of Achievement to ensure these meet the certificate guidelines
- folios of evidence to verify that they match the draft certificate information.

Folios of evidence will be returned to schools at the end of the day and feedback on the draft certificate information will be provided to schools after the meeting.

Preparing for verification meetings

The representative must bring the following items to the meeting.

- **Draft certificate information** for *all* exiting students, including Statements of Achievement and Statements of Participation.

Prepare this information in SLIMS–RABS and print out. The *SLIMS and QCIA data user guide* is available from www.qcaa.qld.edu.au/senior/certificates-qualifications/qcia/data.

- **Curriculum plan** and **folio of evidence** used to make judgments for **one student** if fewer than 10 students are exiting, or **two students** if 10 or more students are exiting.

Include a *separate copy* of the student/s' **draft certificate information** with the folio of evidence.

Please note: While the curriculum plan is required with the folio/s of evidence, the focus of the verification meeting will be on the folio of evidence matching the draft certificate information.

Travel and attendance policies

The QCAA will meet the travel and accommodation costs for one representative from each school to attend the school's local QCIA district meeting.

If your school is unable to send a representative, please contact your QCAA District Coordinator at least two weeks before the meeting and send your school's submission for verification to the relevant QCAA district office one week before the meeting: www.qcaa.qld.edu.au/about/contact/district-offices.

What you need to do

Please bring this memo to the attention of the relevant staff. Staff then need to:

- complete the online *Attendance form* to confirm attendance by **Friday 14 July 2017**: www.qcaa.qld.edu.au/senior/certificates-qualifications/qcia/district-verification-attendance-form
- submit a *Travel booking form* to your local QCAA district office as soon as possible: www.qcaa.qld.edu.au/about/corporate-policies/travel-policy.

QCAA district office details are available from: www.qcaa.qld.edu.au/about/contact/district-offices.

Attachments

- District verification meeting schedule

Finding out more

Please email Tim Roberts at qcia@qcaa.qld.edu.au, or phone 3864 0324.

Jacqueline Wilton
Director, Curriculum Services Division

District verification meeting schedule 2017

Queensland Certificate of Individual Achievement (QCIA)

QCAA District	Date	Venue
Brisbane Central	Friday 18 August	QCAA Office, Suite G1, 449 Gympie Road, KEDRON
Brisbane East	Wednesday 26 July	QCAA Office, Suite 6.01, 433 Logan Road, STONES CORNER
Brisbane North	Wednesday 2 August	QCAA Office, Suite G1, 449 Gympie Road, KEDRON
Brisbane South	Tuesday 1 August	QCAA Office, Suite 6.01, 433 Logan Road, STONES CORNER
Brisbane–Ipswich	Thursday 3 August	The Springfield Anglican College, Secondary Campus, Multipurpose Room, Springfield Greenbank Arterial, SPRINGFIELD
Cairns	Friday 11 August	Cairns Sheridan Hotel, Sheridan Room, 295 Sheridan Street, CAIRNS
Gold Coast	Friday 4 August	QCAA Office, Suite 1, 8 Short Street, SOUTHPORT
Mackay	Tuesday 8 August	QCAA Office, Mercury House, 38 Wellington Street, MACKAY
Rockhampton	Mon 14 August	North Street Annex, corner North & West Streets, ROCKHAMPTON
Sunshine Coast	Tuesday 15 August	Kawana Waters State College, Innovation Centre Building, STIC Room, Sportsman Parade, KAWANA
Toowoomba	Thursday 17 August	All Seasons Function Centre, 302 North Street, TOOWOOMBA
Townsville	Wednesday 9 August	Heatley Secondary College, Science Centre, Hanlon Street (access via Dalrymple Service Road), HEATLEY
Wide Bay	Friday 28 July	QCAA Meeting Room 1, Z Block, Maryborough SHS, Sussex Street, MARYBOROUGH

All meetings commence at 9:00 am and finish at 3:30 pm.