

# Memo

Queensland Curriculum and Assessment Authority

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3 October 2017

Senior secondary

Number: 049/17

## Supply of QCS Test past papers

### Purpose

To advise how schools order bulk supplies of QCS Test past papers to use as practice tests for 2018 students.

### Background

Schools can complete the online order form to order bulk supplies of QCS Test past papers.

All orders must have arrived at the QCAA central office by **3 November 2017**.

Orders received after this date will not be processed, as print volumes are set on orders received by this date.

Please be aware that stock returns will only be accepted in exceptional circumstances.

### What you need to do

#### Ordering

Complete the online order form at:

[www.qcaa.qld.edu.au/publications/fees-charges-resources/purchase-order-form](http://www.qcaa.qld.edu.au/publications/fees-charges-resources/purchase-order-form).

#### Paying

Please do not send payment. Invoices will be sent to schools in February 2018.

#### Receiving

Orders will be delivered to schools by the end of February 2018. Any issues about quantity and quality of the delivered material must be reported within 30 days from date of invoice (delivery).

### Finding out more

Please email the Business Operations Unit at [office@qcaa.qld.edu.au](mailto:office@qcaa.qld.edu.au), or phone 3864 0299.

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