

Memo

Queensland Curriculum and Assessment Authority

6 October 2017

Senior secondary

Number: 051/17

Submissions for *Assessment highlights 2017*

Purpose

To invite schools to submit exemplary student work for inclusion in *Assessment highlights 2017*, and provide schools with guidelines on submission requirements.

Background

The QCAA has published two annual editions of *Assessment highlights* to showcase high-quality student work in selected senior Authority subjects from schools across Queensland. They were distributed in hard copy at QCAA forums attended by principals and school leaders.

Schools are invited to identify and submit exemplary student work for inclusion in the next edition: *Assessment highlights 2017*.

The subjects included in this year's edition will be determined by the number and quality of submissions received. Student work may be published in part or in whole.

Students whose work is published in the final document will receive a copy of the publication, in addition to each school receiving a copy.

Submission requirements

To be suitable for submission, student work should be:

- the authenticated work of a current Year 12 student, completed as school-based assessment in one of the following subjects:

Accounting	Geography	Modern History
Aerospace Studies	Health Education	Music
Chemistry	Japanese	Philosophy and Reason
Drama	Legal Studies	Physical Education
Earth Science	Marine Science	Spanish
English	Mathematics A	Visual Art
Film, Television and New Media	Mathematics B	
- of outstanding quality (a response that might appear in a better-than-typical VHA folio, with A-standard qualities for all objectives assessed)
- in alignment with syllabus conditions and requirements for the relevant assessment instrument

- appropriate for publication to a wide and varied audience (see the principles and guidelines outlined in protocol 2.1 'Appropriate materials for submission of student responses', *A–Z of Senior Moderation*, at www.qcaa.qld.edu.au/downloads/senior/snr_qa_mod_a-z.pdf)
- able to be printed in the publication, i.e. no audio or audio-visual material.

Further submission guidelines are provided in the attached document, *Guidelines for submission of student work*.

What you need to do

Bring this memo to the attention of Year 12 teachers of the subjects listed.

Schools may submit a maximum of one sample of exemplary student work for each subject.

For each submission, complete the form *Submission for Assessment highlights* and permission forms, and email them to assessmenthighlights@qcaa.qld.edu.au by **Friday 27 October 2017**. These forms can be accessed via the links in the attached *Guidelines for submission of student work*.

Finding out more

For more information, please email assessmenthighlights@qcaa.qld.edu.au, or phone (07) 3120 6150.

Jacqueline Wilton
Director, Curriculum Services Division

Guidelines for submission of student work

Assessment highlights 2017

What to submit

To be suitable for submission, student work should be:

- the authenticated work of a current Year 12 student, completed as school-based assessment in one of the following subjects:

Accounting	Geography	Modern History
Aerospace Studies	Health Education	Music
Chemistry	Japanese	Philosophy and Reason
Drama	Legal Studies	Physical Education
Earth Science	Marine Science	Spanish
English	Mathematics A	Visual Art
Film, Television and New Media	Mathematics B	

- of outstanding quality (a response that might appear in a better-than-typical VHA folio, with A-standard qualities for all objectives assessed)
- in alignment with syllabus conditions and requirements for the relevant assessment instrument
- appropriate for publication to a wide and varied audience (see the principles and guidelines outlined in protocol 2.1 'Appropriate materials for submission of student responses', A–Z of Senior Moderation, at www.qcaa.qld.edu.au/downloads/senior/snr_qa_mod_a-z.pdf)
- able to be printed in the publication, i.e. no audio or audio-visual material.

Items to submit

Submit the student work, a student portrait photograph and the forms available from the following links. More information about completing these forms is supplied in the checklist in the form *Submission for Assessment highlights*.

Forms	Link
<i>Submission for Assessment highlights form</i>	https://www.qcaa.qld.edu.au/downloads/senior/submission_assess_highlights.docx
<i>Permission form: To use an organisation's work</i>	https://www.qcaa.qld.edu.au/downloads/senior/permission_form_org_work.docx
<i>Permission form: To use an individual's work</i>	https://www.qcaa.qld.edu.au/downloads/senior/permission_form_ind_work.docx
<i>Permission form: To use an individual's name, recording or image</i>	https://www.qcaa.qld.edu.au/downloads/senior/permission_form_name.docx

How to submit

All student work must be submitted electronically. Where applicable, a word-processed file is preferred. Where this is not available or applicable to the type of student work, follow the guidelines below for scanning or photographing the work.

Scan guidelines

1. Scan work at 300ppi (pixels per inch) or 300 dpi (dots per inch).
2. Save file as high-quality jpg (images should be about 1–5MB in size).

Photograph guidelines

3. Shoot all photographs at the highest resolution of the camera (ideally on a digital camera purchased within the last 2–3 years).
4. Avoid using zoom.
5. Choose a suitable background.
6. Get close to the subject and fill the frame with the subject or subjects.
7. Take many shots with slight variations while you have the opportunity. Shoot some with a flash and some without.
8. Review the images on a large screen and select the best for forwarding.

Student portrait photographs

For all students whose work is submitted, send the official school photo (usually taken by a professional photographer), provided as a high-quality, large-format image (not a thumbnail-size one). You may need to request this from the photographer if they only provide thumbnail-size. Do not save the image into a word-processed document, as this would compress the file size.

If there is no official school photo of the student, follow the photograph guidelines above.

Sending files

Please email student work and all accompanying documentation to assessmenthighlights@qcaa.qld.edu.au by **Friday 27 October 2017**.

Contact the Quality Assurance Unit on (07) 3120 6150 if you do not receive a confirmation email within one business day indicating that your files have been received.

Do not compress files or use options such as 'save for email' or 'save a smaller version'. If the files are too large for email, save all documentation and photographs to a USB drive or CD (do not compress files) and send it to the QCAA:

- via Australia Post: QCAA, Quality Assurance Unit — Assessment Highlights, PO Box 307, Spring Hill QLD 4004
- via courier: QCAA, Quality Assurance Unit — Assessment Highlights, 154 Melbourne Street, South Brisbane QLD 4101.

Do not send original or hard copies of student work. If originals are required for publishing, the QCAA will contact individual schools.