

Memo

Queensland Curriculum and Assessment Authority

22 January 2018

Senior secondary

Number: 003/18

2018 Form A1 and SDCS due dates

Purpose

To notify schools of 2018 due dates for submission of:

- completed Form A1
- school data via the Student Data Capture System (SDCS).

Background

Form A1 contains the agreement between your school and the Queensland Curriculum and Assessment Authority (QCAA) required to issue Senior Education Profiles (SEPs) to students who complete Year 12 in 2018.

The SEP 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 (QCE)
- Queensland Certificate of Individual Achievement (QCIA)
- Tertiary Entrance (TE) Statement.

What you need to do

Print, complete, sign, scan and email Form A1 to sep@qcaa.qld.edu.au by **Monday 29 January 2018**.

By signing Form A1, you agree to abide by the conditions it outlines, which include submitting data via SDCS by the specified times and dates throughout 2018 (listed overleaf).

SDCS data submission dates 2018

The collection of school data is essential for issuing SEPs to students completing Year 12. The 2018 due dates for data submissions to the QCAA are shown in the table below.

Item	2018 due date
Enrolment data submission	Monday 12 February by 4:30 pm
Data submission 1 <ul style="list-style-type: none">• Visa student identification for moderation fees (Year 11 and Year 12)	Monday 19 March by 4:30 pm
Data submission 1, version 2	Tuesday 24 April by 4:30 pm
Data submission 2 <ul style="list-style-type: none">• OP-eligible students to be recorded for provision of QCS Test materials	Monday 28 May by 4:30 pm
Data submission 2, version 2	Monday 23 July by 4:30 pm
Data submission 2, version 3	Monday 20 August by 4:30 pm
Data submission 3 <ul style="list-style-type: none">• QCS attendance data• Authority subjects initial proposal data• Form A13 (Agreement to publish SAIs)	Wednesday 10 October by 4:30 pm
Data submission 4 <ul style="list-style-type: none">• Subject summary reports• Class lists reports (small and intermediate groups)• Forms R6	Monday 19 November by 12:00 pm
Data submission 5 <ul style="list-style-type: none">• Subject summary reports• Forms R6• Form A14 (Contact person during school summer holidays)	Thursday 22 November by 10:00 am
Final amendments	Monday 3 December by 5:00 pm

Finding out more

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

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

Claude Jones
Director, Assessment and Reporting Division

Form A1: 2018

Agreement for Senior Education Profiles to be issued

I apply for Senior Education Profiles¹ to be issued to students completing Year 12 in 2018 while enrolled at the school below, and agree to the following terms.

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

Print, complete, sign, scan and email this form to sep@qcaa.qld.edu.au by Monday 29 January 2018 with 'Form A1' in the subject.

Terms of agreement

- Under the Queensland system of externally moderated school-based assessment, this school will work in close partnership with the Queensland Curriculum and Assessment Authority (QCAA), a partnership that requires each to contribute and to accept responsibilities leading to the issuing of Senior Education Profiles (SEPs) for students completing Year 12.
- For SEPs to be issued to these students, I agree that this school will:
 - follow the QCAA procedures for approving work programs in Authority subjects and study plans in Authority-registered subjects and QCAA short courses as set out at www.qcaa.qld.edu.au/senior/assessment-hub and www.qcaa.qld.edu.au/senior/moderation-hub
 - 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 (SASs)
 - provide accurate student data and results at times and in ways specified by the QCAA
 - use the Student Data Capture System (SDCS) to submit student data for all students in the senior phase of learning, including those who leave school before completing Year 12
 - ensure that the version of the SDCS application used to prepare each submission is current (The SDCS is available on the QCAA website www.qcaa.qld.edu.au/senior/sdcs.)
 - ensure that all Year 12 students who are enrolled at school on Friday 16 November 2018 are recorded on the final version of SDCS as completing Year 12
 - retain exit folios of student work until the final date for amendments to 2018 SEPs
 - disclose Subject Achievement Indicators (SAIs) to students in a suitable form on Wednesday 21 November 2018. This disclosure will list each Authority subject such that students can see their placement in the subject relative to all 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
 - retain and make available on request from the QCAA a copy of the SAIs in the form in which they were displayed
 - 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 4 and Wednesday 5 September 2018. For appropriate provision of QCS Test materials to schools, all OP-eligible students should be recorded correctly on SDCS data submission 2 by Monday 28 May 2018.

¹ 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.

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* (ss.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*.