

Memo

Queensland Curriculum and Assessment Authority

2 February 2018

Senior secondary

Number: 005/18

2018 Senior External Examination

Purpose

To inform schools about the guidelines and procedures relevant to applying for the Senior External Examination (SEE), including:

- eligibility requirements for Year 12 students
- registration information
- dates and times of examinations.

Background

The 2018 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. 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 2018**. The fee is \$63.30 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 \$69.45 per subject per student.

School responsibilities

The school must ensure that each student who registers for the 2018 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 and subject-specific resources available at www.qcaa.qld.edu.au/senior/see/subject-resources
- knows that a level of achievement will only be awarded if they sit all the examinations
- 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.** No alternative arrangements will be made if a student fails to attend a scheduled written examination. For students who are ill on their oral examination day, QCAA's usual processes will apply. Please refer to the section on illness and misadventure in the *Candidates handbook* at www.qcaa.qld.edu.au/senior/see/forms-handbook.

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.

Oral component (Speaking)

Each student will be individually assessed by a marker, either:

- in person at a central Brisbane venue, for students who live within **100 km** of Brisbane, or
- via telephone at their school, for students who live outside a **100 km** radius of Brisbane
- via telephone at their school, for students sitting Modern Greek, Polish or Punjabi.

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).

Recording evidence of learning

QCAA may gather evidence of learning during the assessment, such as audio or visual recordings.

Timetable

The examination timetable is attached, and is also available on QCAA's website. Written examinations will be held at your secondary school. Language examinations consist of a written component and an oral component, completed on different days. Written components will be held at the candidate's school. Oral components of language examinations will be held in Brisbane or by telephone, as described above.

For non-language subjects, each examination consists of two papers, administered on the same day. **Candidates must sit both Paper One and Paper Two.**

What you need to do

If you have Year 12 students intending to sit senior external examinations

1. Appoint a SEE contact person who will be responsible for administering the SEE at your school.
2. Add all relevant dates from the Timetable to your school calendar.

3. Please complete the attached forms:
 - SEE contact — one per school
 - Year 12 student registrations — one per school
 - Year 12 student declaration — one per student
4. Scan and email the forms to externalexams@qcaa.qld.edu.au. **Completed forms can be sent to QCAA any time during Term 1. The closing date is 30 April.**
5. Give each student a copy of:
 - the *Timetable: 2018 Senior External Examination*, available at: www.qcaa.qld.edu.au/senior/see/timetable
 - and the *Guide for Year 12 students*, available at: www.qcaa.qld.edu.au/senior/see/year-12-students.

Payment

You may collect the registration fee from each student at registration. QCAA will invoice your school for your students' registration fees in **late May**, after forms have been received and processed. Do not pay the fees to QCAA until you are invoiced.

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 on request at any time after that.

Finding out more

Visit the Senior External Examination pages of the QCAA website:
www.qcaa.qld.edu.au/senior/see/year-12-students

For examination enquiries, email externalexams@qcaa.qld.edu.au or phone (07) 3120 6180.

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

Claude Jones
Director, Assessment and Reporting Division

Attachments:

- SEE contact form
- Year 12 student registrations form
- Year 12 student declaration form
- Timetable: 2018 Senior External Examination

SEE contact

2018 Senior External Examination

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

- ensuring registration forms are completed and returned by **30 April 2018**
- monitoring email communication from QCAA (Assessment Operations Unit)
- arranging examination supervision
- receiving and returning examination papers and materials.

School name	
Contact person's name	
Position	
Telephone	
Email	

Year 12 student registrations

2018 Senior External Examination

Please complete this form (with the school contact form) and then scan and email both to externalexams@qcaa.qld.edu.au. The closing date for registrations is **30 April 2018**.

Do not send payment. QCAA will invoice your school after registrations are processed.

School name	School code		
Full student name (e.g. John David CITIZEN)	LUI	Subject	Reason for eligibility (e.g. subject not offered or timetable clash)

Principal's declaration

The students listed above are in Year 12 and unable to study the examination subject at school because the subject is not taught or there is a timetable clash.

I confirm that in my view, the student/s registered to sit Senior External Examination/s are completing a course relevant to their chosen subject/s.

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: _____

The information you provide on this form will be used in administering and managing registrations as part of legislative functions described in Education (Queensland Curriculum and Assessment Authority) Regulation 2014 (s. 57). Personal information will be accessed by authorised QCAA staff, and handled in accordance with the *Information Privacy Act 2009*. Certain types of personal information will be disclosed to your secondary school and examination centres, the Queensland Tertiary Admissions Centre (QTAC) and other authorised government agencies where legally required.



Year 12 student declaration

2018 Senior External Examination

1. Administrators: Fill in the school name, your name and the date to return the form.
2. Students: Each student wishing to register for the 2018 Senior External Examination must complete and sign this declaration.
By signing this declaration, you agree to the registration conditions outlined below, and described in full in the *Candidate's handbook*. Return the form to the school contact person listed on this form.
3. Administrators: Scan and email the declaration along with the school contact form and the student registrations form to externalexams@qcaa.qld.edu.au by **30 April 2018**.

Student declaration	I agree to comply with the regulation, guidelines and examination rules governing QCAA's 2018 Senior External Examination. I understand that each subject examination is only held annually, and that there is no other time at which I can sit the examination. I agree that my examination scripts will become QCAA property and may be used in QCAA publications without reference to me.
Student's signature	
Student's full name	
LUI	
Subject/s	

Administrator	
School name	
SEE contact person	
Return this form by:	/ / 2018

The information you provide on this form will be used in administering and managing registrations as part of legislative functions described in Education (Queensland Curriculum and Assessment Authority) Regulation 2014 (s. 57). Personal information will be accessed by authorised QCAA staff, and handled in accordance with the *Information Privacy Act 2009*. Certain types of personal information will be disclosed to your secondary school and examination centres, the Queensland Tertiary Admissions Centre (QTAC) and other authorised government agencies where legally required.

Timetable

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Language subjects

Each language examination consists of an oral and a written component. **Candidates must sit both components.** No alternative arrangements will be made if you fail to attend a scheduled written examination. If you are ill on your oral examination day, QCAA's usual processes will apply. Please refer to the section on illness and misadventure in the *Candidates handbook*, which can be accessed from www.qcaa.qld.edu.au/senior/see/forms-handbook.

Oral component (Speaking)

In-person examinations

Subject	Date	Details
Arabic Chinese Korean Russian Spanish Vietnamese	Oral examinations will be conducted on a Saturday in October, you will be notified of your date and time once enrolments are confirmed.	Candidates within 100 kilometres of the Brisbane CBD 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. Students outside the 100 kilometre range will be assessed by telephone.

Telephone examinations

Subject	Date	Details
Modern Greek Polish Punjabi	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 16 October	9 am to 11:15 am
Vietnamese	Tuesday 16 October	1 pm to 3:15 pm
Chinese	Wednesday 17 October	9 am to 12:25 pm (Reading and Writing) 1:15 pm to 2:15 pm (Listening)
Polish Punjabi Russian	Tuesday 23 October	1 pm to 3:40 pm
Arabic	Tuesday 23 October	1 pm to 3:15 pm
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.** No alternative arrangements will be made if you fail to attend a scheduled examination.

Subject	Date	Paper One	Paper Two
Visual Art	Thursday 18 October	9 am to 1:10 pm	2:15 pm to 4:25 pm
Biology	Friday 19 October	9 am to 11:40 am	1 pm to 3:10 pm
English	Monday 22 October	9 am to 12:10 pm	1:15 pm to 4:25 pm
Mathematics A	Thursday 25 October	9 am to 12:10 pm	1:15 pm to 4:25 pm
Chemistry	Friday 26 October	9 am to 11:40 am	1 pm to 3:10 pm
Mathematics B	Monday 29 October	9 am to 12:10 pm	1:15 pm to 4:25 pm
Legal Studies	Tuesday 30 October	9 am to 11:40 am	1 pm to 4:10 pm
Physics	Thursday 1 November	9 am to 11:40 am	1 pm to 3:10 pm
Philosophy & Reason	Friday 2 November	9 am to 12:10 pm	1:15 pm to 4:25 pm
Modern History	Monday 5 November	9 am to 11:40 am	1 pm to 3:40 pm
Accounting	Wednesday 7 November	9 am to 12:10 pm	1:15 pm to 4:25 pm
Ancient History	Thursday 8 November	9 am to 11:40 am	1 pm to 3:40 pm

Closing dates

Date	For
Monday 30 April	Year 12 student examination registration forms
Saturday 30 June	Adult student examination registration forms and payments
Friday 31 August	Applications for special provision Applications from registered candidates to sit outside Queensland

More information

Telephone: (07) 3120 6180

Email: externalexams@qcaa.qld.edu.au

Web: www.qcaa.qld.edu.au/senior/see/timetable