Memo

Queensland Curriculum and Assessment Authority

2018 QCS Test: Special provision

Purpose

To inform schools of the special provision application process for the 2018 Queensland Core Skills (QCS) Test.

Background

Special provision is available to students who are affected by a medical condition, an impairment or exceptional circumstances that may act as a barrier for their access to the test or to their demonstration of achievement in the test.

Before the test

Special provision	Who may apply	Closing date
Special arrangements are practical adjustments to the test conditions, e.g. restbreaks, A3-size test materials, computer.	• OP-eligible students • OP-ineligible students • Private-entry candidates	**Long-term impairments** — Applications close on **21 May 2018**, unless the condition is diagnosed after this date.
Exemption allows a student to be absent from the test and remain eligible for an OP. Exemption will be considered where students are so severely affected by their impairment/circumstances that they will be unable to sit the test with the special arrangements that are available.	• OP-eligible students	**Short-term impairments** — Do not submit an application before the category-specific dates shown on pages 9 to 20 of the *2018 Special provision handbook: Queensland Core Skills (QCS) Test.*

After the test

Special provision	Who may apply	Closing date
Absentee exemption allows a student who was absent from the test to remain eligible for an OP. The absence must have been unforeseen and unavoidable.	• OP-eligible students	Applications close on **11 October 2018**.

Special provision	Who may apply	Closing date
Declaring a test grade null and void allows a student who sat the test to choose not to receive a test grade. OP-eligible students remain eligible for an OP. Students may apply if they believe that illness or exceptional circumstances significantly affected their performance during all or part of the test.	• OP-eligible students • OP-ineligible students • Private-entry candidates	Applications close on **11 October 2018**.

Application process

Applications are submitted online, usually by school staff, on behalf of students. This is done via the QCS Test special provision applications area of the QCAA secure website.

School staff require SCHOOLSEP access to view and submit special provision applications. To log in or set up access, visit www.qcaa.qld.edu.au/secure_site/Login.do. Please ensure that at least two staff members have SCHOOLSEP access to provide continuity in the case of staff absence.

A student who wishes to apply for special provision directly to the QCAA rather than through the school should phone (07) 3864 0227. Applications open on **19 March 2018**.

To submit an application

Go to the QCAA website, www.qcaa.qld.edu.au, click on 'QCAA Portal and QCAA secure' and select *QCS Test special provision applications* from the 'QCAA secure' column. Use your BIC and password to log in, read the 'Important! Authorised access only' screen, click 'Continue', then select *New application* from the menu on the left.

Documentation

Students must provide suitable documentation to support their application. Documentation should be uploaded with the application.

Medical documentation must be provided by a suitably qualified person who is not related to the student and is not employed by the school. Refer to the *2018 Special provision handbook: Queensland Core Skills (QCS) Test* available from www.qcaa.qld.edu.au/senior/qcs-test/special-provision for specific details.

What you need to do

- Ensure that all students are aware that special provision is available. An application should be submitted for any student who believes they have a reason for applying.
- If you have students with long-term medical conditions/impairments, encourage them to obtain supporting documentation as soon as possible.

Finding out more

For further information, please email qcs.spc@qcaa.qld.edu.au or phone (07) 3864 0227.

For help accessing the secure website, please email QCAA's Helpdesk at helpdesk@qcaa.qld.edu.au or phone (07) 3864 0278.

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