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Queensland Curriculum and Assessment Authority

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12 February 2019

Senior secondary

Number: 010/19

## 2019 Senior External Examination

### Purpose

To inform schools about the 2019 Senior External Examination (SEE) application guidelines and procedures, including:

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

### Background

The 2019 SEE consists of 21 individual subject examinations provided across Queensland in October and November by the 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 **Tuesday 30 April 2019**. The fee is \$65.50 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 \$71.90 per subject per student.

# School responsibilities

## Providing information to students

The school must ensure that each student who registers for the 2019 SEE:

- is familiar with the format of examination papers and the requirements of the senior external syllabus
- is aware of the general examination information [www.qcaa.qld.edu.au/senior/see/general-information](http://www.qcaa.qld.edu.au/senior/see/general-information) and subject-specific resources [www.qcaa.qld.edu.au/senior/see/subject-resources](http://www.qcaa.qld.edu.au/senior/see/subject-resources)
- understands that a level of achievement will only be awarded for language examinations if they sit all four sections (Reading, Writing, Listening, Oral/Speaking)
- understands that a level of achievement will only be awarded for non-language examinations if they sit both papers.

## Monitoring student progress

Schools must ensure that students receive an appropriate level of tuition in the examination subject. Tuition may be available from a student's school, an after-hours language school, a teaching centre or a tutor. Schools must monitor their students' progress.

## Administering examinations

Schools are required to administer examinations for their own students. The 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

# Timetable

The examination timetable is attached, and is also available on QCAA's website [www.qcaa.qld.edu.au/senior/see/timetable](http://www.qcaa.qld.edu.au/senior/see/timetable).

No alternative arrangements will be made if a student fails to attend a scheduled examination for any reason. There are no opportunities to resit examinations. No level of achievement can be awarded unless a student sits all examinations.

## Language examinations

Each language examination consists of an oral and a written component, completed on different days. **Students must sit both components.**

### Written component (Reading, Writing and Listening)

The written component will be administered at the student's school:

- An audio file will be provided for the Listening section.
- The examination supervisor/s will not need to speak the language being assessed.

### Oral component (Speaking)

The oral component will be individually assessed by a marker, either:

- in person at a central Brisbane venue, for candidates who live within a **100 kilometre** range of Brisbane
- or
- via telephone at the student's school, for students who
  - live outside a **100 kilometre** range of Brisbane
  - are sitting Modern Greek, Polish or Punjabi.

The date, time and location of the student's oral examination will be sent to schools to provide to the student in mid September.

### Recording evidence of learning

Students are to be made aware that, as a condition of their enrolment, all oral examinations will be recorded.

## Non-language examinations

For non-language subjects, each examination consists of two papers, administered on the same day. **Candidates must sit both Paper One and Paper Two.** No alternative arrangements will be made if candidates fail to attend a scheduled examination for any reason. No level of achievement can be awarded unless the candidate sits both examinations.

## What you need to do

Schools with any Year 12 students intending to sit the 2019 SEE should do the following.

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

3. Complete the attached forms:
  - a. SEE contact — one contact per school
  - b. Year 12 student registrations — one registration form per school
  - c. Year 12 student declaration — one declaration form per student.
4. Scan and email the forms to [externalexams@qcaa.qld.edu.au](mailto:externalexams@qcaa.qld.edu.au). **Completed forms can be sent to QCAA any time during Term 1. The closing date is Tuesday 30 April.**
5. Give each student a copy of the:
  - *Timetable: 2019 Senior External Examination* [www.qcaa.qld.edu.au/senior/see/timetable](http://www.qcaa.qld.edu.au/senior/see/timetable)
  - *Examination handbook* [www.qcaa.qld.edu.au/senior/see/forms-handbook](http://www.qcaa.qld.edu.au/senior/see/forms-handbook).

## Student Data Capture System (SDCS)

The school must enter the examination subject in SDCS, using the external subject code, for each student who registers for an examination. (Codes are listed on page 2.)

The school does not enter examination results or complete a Form R6. The QCAA will ensure that results are added to students' learning accounts and included in OP and FP calculations.

## Payment

The school may collect the registration fee from each student at registration. The QCAA will invoice the school for student registration fees in **late May**, after forms have been received and processed. The school does not pay the fees to QCAA until the school has received the invoice.

## Confirmation of registration

The QCAA will send a registration notice 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 SEE pages on the QCAA website: [www.qcaa.qld.edu.au/senior/see/year-12-students](http://www.qcaa.qld.edu.au/senior/see/year-12-students).

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

For SDCS enquiries, email [ClientServices@qcaa.qld.edu.au](mailto:ClientServices@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: 2019 Senior External Examination*

# SEE contact

## 2019 Senior External Examination

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Complete this form (with the *Year 12 student registrations* form and all *Year 12 student declaration* forms) then scan and email to [externalexams@qcaa.qld.edu.au](mailto:externalexams@qcaa.qld.edu.au).

Please list the details of the person who is responsible for:

- ensuring registration forms are completed and returned by **Tuesday 30 April 2019**
- monitoring email communication from the QCAA (Assessment Operations Unit)
- arranging examination supervision
- receiving and returning examination papers and materials.

<b>School name</b>	
<b>Principal's name</b>	
<b>Principal's email</b>	

<b>SEE contact's name</b>	
<b>Position</b>	
<b>Telephone</b>	
<b>Email</b>	

**Note:** The Principal will be included in the correspondence emails sent to the SEE contact.

The information you provide on this form will be used for managing student registrations for the 2019 Senior External Examination as part of legislative functions described in Education (Queensland Curriculum and Assessment Authority) Regulation 2014 (s.53-58). 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*.



# Year 12 student declaration

## 2019 Senior External Examination

1. **SEE contact:** Fill in the school name, your name and the date to return the form.
2. **Students:** Each student wishing to register for the 2019 Senior External Examination (SEE) must complete and sign this declaration.  
By signing this declaration, you agree to the registration conditions outlined below, and described in full in the *Examination handbook* [www.qcaa.qld.edu.au/senior/see/forms-handbook](http://www.qcaa.qld.edu.au/senior/see/forms-handbook). Return the form to the SEE contact person listed on this form.
3. **SEE contact:** Scan and email the declaration along with the *SEE contact* form and the *Year 12 student registrations* form to [externalexams@qcaa.qld.edu.au](mailto:externalexams@qcaa.qld.edu.au) by **Tuesday 30 April 2019**.

### Student declaration

**I agree** to comply with the regulation, guidelines and examination rules governing the QCAA 2019 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 understand** that no level of achievement can be awarded unless I sit all examination papers.

**I agree** that my examination scripts will become QCAA property and may be used in QCAA publications without reference to me.

**I understand** that as a condition of my enrolment, any oral examination I sit will be recorded.

<b>Student's full name</b>		
<b>LUI</b>		
<b>Subject/s</b>		
<b>Student's signature</b> (If over 18 years of age, or if under 18 years of age and capable of understanding and giving this consent)		<b>Date</b>
<b>Name and address of signing parent or guardian</b>		
<b>Signature of the parent or guardian</b> (Required if the individual is under 18 years of age. You must explain the form to the individual.)		<b>Date</b>

The information you provide on this form will be used for managing student registrations for the 2019 Senior External Examination as part of legislative functions described in Education (Queensland Curriculum and Assessment Authority) Regulation 2014 (s.53-58). 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*.

<b>Administrator</b>	
<b>School name</b>	
<b>SEE contact's name</b>	
<b>Return this form by</b>	<b>Tuesday 30 April 2019</b>



# Timetable

## 2019 Senior External Examination

### 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 a candidate fails to attend a scheduled examination for any reason. There are no opportunities to resit examinations. No level of achievement can be awarded unless a candidate sits all examinations.

### 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.  Candidates 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-candidate examinations

Subject	Date	Time
Korean	Tuesday 15 October	9 am – 11:15 am
Vietnamese	Tuesday 15 October	1 pm – 3:15 pm
Chinese	Wednesday 16 October	9 am – 12:25 pm (Reading and Writing) 1:15 pm – 2:15 pm (Listening)
Polish Punjabi Russian	Wednesday 23 October	1 pm – 3:40 pm
Arabic	Wednesday 23 October	1 pm – 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 and is held once a year. **Candidates must sit both Paper One and Paper Two.** No alternative arrangements will be made if a candidate fails to attend a scheduled examination for any reason. There are no opportunities to resit examinations. No level of achievement can be awarded unless a candidate sits both examinations.

### All-candidate examinations

Subject	Date	Paper One	Paper Two
Visual Art	Thursday 17 October	9 am – 1:10 pm	2:15 pm – 4:25 pm
Biology	Friday 18 October	9 am – 11:40 am	1 pm – 3:10 pm
English	Tuesday 22 October	9 am – 12:10 pm	1:15 pm – 4:25 pm
Mathematics B	Thursday 24 October	9 am – 12:10 pm	1:15 pm – 4:25 pm
Chemistry	Friday 25 October	9 am – 11:40 am	1 pm – 3:10 pm
Mathematics A	Monday 28 October	9 am – 12:10 pm	1:15 pm – 4:25 pm
Legal Studies	Tuesday 29 October	9 am – 11:40 am	1 pm – 4:10 pm
Physics	Thursday 31 October	9 am – 11:40 am	1 pm – 3:10 pm
Philosophy & Reason	Friday 1 November	9 am – 12:10 pm	1:15 pm – 4:25 pm
Modern History	Monday 4 November	9 am – 11:40 am	1 pm – 3:40 pm
Accounting	Wednesday 6 November	9 am – 12:10 pm	1:15 pm – 4:25 pm
Ancient History	Thursday 7 November	9 am – 11:40 am	1 pm – 3:40 pm

## Closing dates

Date	For
<b>Tuesday 30 April</b>	Year 12 student examination registration forms
<b>Sunday 30 June</b>	Adult student examination registration forms and payments Applications for special provision
<b>Saturday 31 August</b>	Applications from registered candidates to sit outside Queensland

## More information

If you would like more information, please visit [www.qcaa.qld.edu.au/senior/see/timetable](http://www.qcaa.qld.edu.au/senior/see/timetable). Alternatively, phone (07) 3120 6180 or email [externalexams@qcaa.qld.edu.au](mailto:externalexams@qcaa.qld.edu.au).