

# Memo

Queensland Curriculum and Assessment Authority

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9 March 2020

Senior secondary

Number: 008/20

## Preparing for the first confirmation event

### Purpose

To remind schools of key dates and critical activities for the first confirmation event to ensure all staff involved are prepared.

### Background

Confirmation is a quality assurance process that ensures the comparability of results for summative internal assessment in General and General (Extension) subjects. It involves QCAA-trained confirmers reviewing a selected sample of student responses to internal assessments to check that their teachers' application of the instrument-specific marking guide (ISMG) was accurate and consistent.

In 2020, the first confirmation event will occur from March to May. The second confirmation event will occur from August to October.

### Information

Schools are reminded that all staff involved in the confirmation process should be familiar with and follow the advice in:

- Section 9.6 of the *QCE and QCIA policy and procedures handbook* ([www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook-2019](http://www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook-2019))
- the *Confirmation submission information* available in the QCAA Portal Noticeboard ([www.qcaa.qld.edu.au/logins/qcaa-portal/landing-page](http://www.qcaa.qld.edu.au/logins/qcaa-portal/landing-page)).

Other crucial information is included in the attached *Preparing for confirmation event one* factsheet.

### Review meeting schedule

Review meetings for the first confirmation event will be held in Week 1, Term 2. Meetings will be held in Brisbane, Rockhampton and Townsville. Not every subject will have a review meeting in each location. Schools will be eligible for teacher relief scheme payments for the day/s their staff undertake work as confirmers at a review meeting. The review meeting schedule is attached.

### Preparing for confirmation webinars

To help schools prepare for confirmation, the QCAA is holding a series of webinars for Student Management administrators and principal's delegates on using the Student Management and

Confirmation applications. For more information and to register, visit the [PD and events](#) page on the QCAA website.

## What you need to do

Principals should bring the attached information sheet to the attention of all staff at their school.

## Finding out more

For questions about the confirmation process, email [confirmation@qcaa.qld.edu.au](mailto:confirmation@qcaa.qld.edu.au) or phone (07) 3864 0491.

For subject-specific enquires, contact the relevant QCAA [learning area](#).

Jacqueline Wilton  
Director, Curriculum Services Division

# Preparing for confirmation event one

## Important information for schools

Confirmation is a quality assurance process that examines the accuracy and consistency of teachers' judgments about students' responses to summative internal assessment instruments. Both General and General (Extension) subjects require confirmation to ensure comparability across Queensland. Confirmation aims to ensure fair and reliable results for students.

### Key dates

Key dates for the first confirmation event in 2020 are listed below.

Term	Week	Date	Activity
1	8	Friday 20 March 2020	Final date for schools to submit provisional marks to the QCAA via the Student Management application
1	9	Tuesday 24 March 2020	QCAA notifies schools of the student samples required
1	9 / 10	Tuesday 24 March 2020 – Monday 30 March 2020	Schools upload required samples
2	1	Tuesday 21 April 2020 – Friday 24 April 2020	QCAA assessors check samples and teacher judgments at confirmation review meetings
2	2	Monday 27 April 2020 – Friday 1 May 2020	Additional samples identified and uploaded as required
2	4	Monday 11 May – Friday 15 May 2020	QCAA releases confirmed results

### Collecting and storing student responses

Schools are responsible for developing and administering summative internal assessment. This includes collecting and storing student responses for confirmation. For each summative internal assessment instrument administered, schools should be prepared to electronically submit:

- requested samples of student responses
- the annotated instrument-specific marking guide (ISMG) for each requested student response, indicating which performance-level descriptors and criteria or criterion marks were allocated.

Advice on collecting and storing student responses is provided in the *Confirmation submission information* published in the QCAA Portal Noticeboard.

### Submitting provisional marks to the QCAA

Schools must submit students' provisional marks for the first summative internal assessment for General and General (Extension) subjects to the QCAA via the Student Management application in the QCAA Portal by Friday 20 March.

### Submitting identified samples to the QCAA

On Tuesday 24 March, the QCAA will notify schools of the samples required for confirmation. Schools are required to upload the requested samples via the Confirmation application in the QCAA Portal from Tuesday 24 March to Monday 30 March.

The Confirmation application is scheduled for release in the week commencing 9 March 2020. The QCAA will notify schools when it is available and provide instructions on how to use the application and assign access to relevant staff.

## Support resources for schools

The QCAA has developed a range of resources to help schools prepare, submit and upload identified samples for confirmation. They include:

- Section 9.6 of the *QCE and QCIA policy and procedures handbook* ([www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook-2019](http://www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook-2019))
- *Confirmation submission information* available in the QCAA Portal Noticeboard ([www.qcaa.qld.edu.au/logins/qcaa-portal/landing-page](http://www.qcaa.qld.edu.au/logins/qcaa-portal/landing-page))
- preparing for confirmation support resources published in the QCAA Portal Noticeboard — annotating ISMGs information, confirmation workflow poster, confirmation calendar and school assessment policy resources ([www.qcaa.qld.edu.au/logins/qcaa-portal/landing-page](http://www.qcaa.qld.edu.au/logins/qcaa-portal/landing-page))
- [key dates for confirmation](#) and answers to [frequently asked questions](#) published on the QCAA website ([www.qcaa.qld.edu.au](http://www.qcaa.qld.edu.au)).

## More information

For general questions about the confirmation process, email [confirmation@qcaa.qld.edu.au](mailto:confirmation@qcaa.qld.edu.au) or phone (07) 3864 0375.

For subject-specific enquires, contact the relevant QCAA [learning area](#).

# Confirmation event one

## 2020 review meeting schedule

	Day 1 Tue 21 April	Day 2 Wed 22 April	Day 3 Thu 23 April	Day 4 Fri 24 April
<b>Brisbane</b>	<ul style="list-style-type: none"> <li>• Biology</li> <li>• Business</li> <li>• Chemistry</li> <li>• English</li> <li>• General Mathematics</li> <li>• Health</li> <li>• Music Extension</li> <li>• Study of Religion</li> </ul>	<ul style="list-style-type: none"> <li>• English as an Additional Language</li> <li>• Geography</li> <li>• Legal Studies</li> <li>• Mathematical Methods</li> <li>• Modern History</li> <li>• Music</li> <li>• Physical Education</li> <li>• Physics</li> <li>• Psychology</li> <li>• Specialist Mathematics</li> <li>• Study of Religion</li> <li>• Visual Art</li> </ul>	<ul style="list-style-type: none"> <li>• Agricultural Science</li> <li>• Aerospace Systems</li> <li>• Design</li> <li>• Digital Solutions</li> <li>• Engineering</li> <li>• English &amp; Literature Extension</li> <li>• Food &amp; Nutrition</li> <li>• French and French Extension</li> <li>• German and German Extension</li> <li>• Italian</li> <li>• Japanese</li> <li>• Literature</li> <li>• Marine Science</li> </ul>	<ul style="list-style-type: none"> <li>• Accounting</li> <li>• Aerospace Systems</li> <li>• Ancient History</li> <li>• Chinese and Chinese Extension</li> <li>• Dance</li> <li>• Design</li> <li>• Digital Solutions</li> <li>• Drama</li> <li>• Earth &amp; Environmental Science</li> <li>• Economics</li> <li>• Engineering</li> <li>• Food &amp; Nutrition</li> <li>• Film, Television &amp; New Media</li> <li>• Marine Science</li> <li>• Philosophy &amp; Reason</li> <li>• Spanish</li> </ul>
<b>Rockhampton</b>	<ul style="list-style-type: none"> <li>• Biology</li> <li>• Chemistry</li> <li>• English</li> <li>• General Mathematics</li> </ul>	<ul style="list-style-type: none"> <li>• Legal Studies</li> <li>• Mathematical Methods</li> <li>• Modern History</li> <li>• Physical Education</li> <li>• Physics</li> <li>• Visual Art</li> </ul>		
<b>Townsville</b>	<ul style="list-style-type: none"> <li>• Aboriginal &amp; Torres Strait Islander Studies</li> <li>• Biology</li> <li>• Business</li> <li>• Chemistry</li> <li>• English</li> <li>• General Mathematics</li> <li>• Health</li> </ul>	<ul style="list-style-type: none"> <li>• Geography</li> <li>• Legal Studies</li> <li>• Mathematical Methods</li> <li>• Modern History</li> <li>• Music</li> <li>• Physical Education</li> <li>• Physics</li> <li>• Specialist Mathematics</li> <li>• Visual Art</li> </ul>		