Memo

Queensland Curriculum and Assessment Authority

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12 March 2020 **Senior secondary** Number: 009/20

Confirmation application release

Purpose

To tell schools about the release of the QCAA's Confirmation application, which will be used to manage the confirmation process in the new Queensland Certificate of Education (QCE) system.

This memo should be read in conjunction with QCAA memo 008/20: Preparing for the first confirmation event.

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.

Information

The Confirmation application has been released in the QCAA Portal.

Access

The Confirmation application will appear as a tile in the QCAA Portal for users assigned a Confirmation application role. The roles are as follows:

Role	Function of the role	Assign to
Uploader	View and upload samples	Teachers
Approver	View and upload samples Allocate subjects to Uploaders Approve files and send to the Submitter	Heads of Department Curriculum Leaders Subject Leaders
Submitter	View and upload student samples Allocate subjects to Uploaders and Approvers Approve files and submit samples to the QCAA Submit variation and alternative upload requests, if required	Principal's delegate

Access Management Organisation Administrators must assign the relevant Confirmation application roles to staff who will be using the application. A quick step guide explaining how to do

this is available via the Help link in the Access Management application (www.qcaa.qld.edu.au/logins/qcaa-portal/landing-page).

Once Confirmation application roles are assigned, Submitters can allocate subjects to Approvers and Uploaders via the Confirmation application.

Submitting provisional marks to the QCAA

Schools are reminded that they 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 they are required to submit for the first confirmation event. From Tuesday 24 March to Monday 30 March, schools must submit the required samples via the Confirmation application.

Support resources for schools

Resources to help schools collect, store and upload samples for confirmation 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)

- the *Confirmation submission information* available in the QCAA Portal Noticeboard and via the Help link in the Confirmation application (www.qcaa.qld.edu.au/logins/qcaa-portal/landing-page)

- preparing for confirmation support resources — annotating ISMGs information sheet, confirmation workflow poster, confirmation calendar and school assessment policy resources — available in the QCAA Portal Noticeboard

- Confirmation application user guide — available via the Help link in the Confirmation application

- answers to frequently asked questions about confirmation (www.qcaa.qld.edu.au/senior/assessment/quality-assurance/confirmation/faqs).

Finding out more

For help accessing the Confirmation application, email clientservices@qcaa.qld.edu.au or phone (07) 3864 0278.

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

For subject-specific enquiries, contact the relevant QCAA learning area.

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