

Memo

Administering the single-phase common internal assessment

Purpose

To advise senior secondary schools on the timeframe, processes and procedures for delivery and administration of the single-phase common internal assessment (CIA) for Essential English and Essential Mathematics in Term 4, 2020.

Background

Schools implement a CIA as part of the assessment requirements for Essential English and Essential Mathematics.

In response to COVID-19 teaching and learning disruptions, the CIA will now be undertaken as a single phase in Term 4, 2020 instead of four phases across Term 1 and Term 2, as originally planned. The single phase applies to schools that nominated for Phases 2, 3 and 4 and to schools that were unable to administer the Phase 1 CIA. Schools in Phase 1 had the option to complete the CIA or wait for the single phase.

Students:

- who were unable to complete the CIA in Phase 1 are also able to sit the single-phase CIA
- who did complete the CIA in Phase 1 are not required to sit the single-phase CIA.

These changes were outlined in [Memo 013/20](#), 'Advice on implementing common internal assessment in 2020', 26 March 2020.

The QCAA previously provided other contextual information to schools about CIA in [Memo 058/18](#), 'Common internal assessment in Essential English and Essential Mathematics', 25 October 2018, and [Memo 055/19](#), 'Essential English: Preparing for Common Internal Assessment in 2020', 14 November 2019.

Information

Guidelines

On **Monday 14 September** the *Common internal assessment: Guidelines for administration* will be available in the QCAA portal. These guidelines contain detailed advice about administering the single-phase common internal assessment in Term 4, 2020.

Secure materials

On **Wednesday 7 October**:

- Secure packages containing teacher packs, assessment packs and alternative print formats (AARA) will arrive in schools. These secure materials will be delivered by courier to a school's administration office or reception only.
- Electronic versions of assessment materials for students who need assistive technology will be available in the QCAA Portal. Schools will be notified by email how to access these documents.

An email outlining how to confirm receipt of materials will be sent to Principal's delegates.

Implementation timeline

The implementation of the single-phase CIA runs from **Monday 12 October** to **Friday 30 October**.

Schools can administer the CIA any time during the implementation phase. However, administering CIA in the week beginning **Monday 26 October** will provide maximum teaching, learning and preparation time. Depending on the local circumstances, schools can choose to administer the CIA in the week beginning **Monday 19 October**.

The focus of the CIA will be unchanged and cover content in Unit 3 of the syllabus.

What you need to do

Prepare staff at your school to implement the single-phase CIA for Essential English and/or Essential Mathematics with Year 12 students between **Monday 12 October** and **Friday 30 October**.

Finding out more

For questions about Essential English, please email EnglishandLanguages@qcaa.qld.edu.au or phone (07) 3120 6173.

For questions about Essential Mathematics, please email Maths@qcaa.qld.edu.au or phone (07) 3864 0444.

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