

# Developing and submitting internal assessment for endorsement

## Chapter 3: Finding help and resources

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### Transcript of video (part 3 of 3)

This video is available from [www.qcaa.qld.edu.au/senior/assessment/quality-assurance/endorsement/submitting-internal-assessment](http://www.qcaa.qld.edu.au/senior/assessment/quality-assurance/endorsement/submitting-internal-assessment)

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| Title slide                                 | Developing assessment instruments for endorsement.<br>Chapter 3: Finding help and resources.   |
| Outline                                     | <p>As mentioned in Chapters 1 and 2, this presentation is recorded in three chapters.</p> <p>Chapter 1 covered the pre-reading, familiarisation with QCAA resources, and reflection on previously developed assessment instruments that is recommended before you begin to develop assessment instruments for a new cohort of students.</p> <p>Chapter 2 explained how to access and use the assessment templates, as well as the features of the endorsement application that help you to quality assure your assessment instruments before you submit them for endorsement.</p> <p>This chapter outlines where you can find additional support and information when developing your assessment instrument, and as it progresses through the endorsement process.</p> |
| Where can I find more help and information? | <p>The home page of the Endorsement application identifies the location of some of the resources available to help you develop and quality assure assessment instruments.</p> <p>This is updated as resources move, or are added.</p>  |
| Where can I get more ICT help?              | <p>Once you have logged into the QCAA Portal you can click on any of the help links to take you to a menu of all the ICT resources available, then narrow the search by selecting <b>Endorsement</b>.</p> <p>Resources include quick steps, FAQs, hints and tips, and troubleshooting for the Endorsement application.</p> <p>If you select <b>Access management</b> you will also see help guides for giving staff access to the Endorsement application, and uploading your school logo so that it can be included in assessment templates and study plans.</p>  |

## Frequently asked questions

Resources can also be accessed from the QCAA website.

The FAQs include assessment, development, and implementation questions, links to the relevant sections of the *QCE and QCIA policy and procedures handbook*, and they outline the endorsement process, once the assessment instrument is received by the QCAA.

## Contacts

For syllabus support click on the **Contact us** link on the QCAA website to find contact details for the Principal Education Officer (PEO) for your subject.

For additional endorsement support you can email the endorsement team at [endorsement@qcaa.qld.edu.au](mailto:endorsement@qcaa.qld.edu.au).

Also available via the **Contact us** link are the details for ICT technical support, AARA, school assessment policies, QCE and QCIA policy and procedures, and a range of other topics.

## QCAA social media

The QCAA also uses social media to share information about upcoming events, activities and resources.



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