

Memo

Queensland Curriculum and Assessment Authority

1 May 2024

Senior secondary

Number: 020/24

QCIA verification processes for 2024

Purpose

This memo provides information about the verification process for the Queensland Certificate of Individual Achievement (QCIA) in 2024.

Information

The QCAA facilitates annual verification meetings to ensure validity and reliability of QCIA information.

In 2024, QCIA verification will be conducted using a peer review process by QCIA advisers and facilitated by QCAA officers.

Schools will need to:

- ensure that QCIA Intended Learning Option (ILO) information in the Student Management application (app) is accurate
- allocate the Student Management role — QCIA Coordinator — to enable relevant staff to record draft certificates
- record draft certificates in the Student Management app for all students with a QCIA ILO exiting in 2024
- prepare a folio/s of evidence and save as a PDF file to be uploaded. Video files must be saved as an MP4 file
- respond to an email to be sent by the QCAA on Tuesday 11 June 2024 about Airtable upload procedures

To support schools to prepare for QCIA verification:

- online webinars, *QCIA verification preparation and processes 2024*, are now available for [registration](#)
- a list of *QCIA generated statements of achievement and participation 2021* from the Student Management app is available at [QCIA quality assurance processes](#) on the QCAA website
- sample folios of evidence and folio templates are available at [QCIA resources](#) on the QCAA website.

Webinar dates

Subject	Dates	Time
QCIA — verification preparation and processes 2024	Tuesday 4 June	7:45 am – 8:30 am
QCIA — verification preparation and processes 2024	Wednesday 5 June	3:30 pm – 4:15 pm

Key dates for the 2024 QCIA verification process are listed below.

Key dates

Date	Action
Friday 12 July	Final date for schools to submit to Airtable (using the link to be provided by the QCAA on Tuesday 11 June 2024): <ul style="list-style-type: none">• draft certificate information for all exiting students, developed in the Student Management app• a folio of evidence (including a curriculum plan) used to make judgments (for one student if fewer than 10 students are exiting, or two students if 10 or more students are exiting)
Wednesday 24 July – Thursday 25 July	QCIA verification meetings
From Friday 9 August	Schools receive feedback on the draft certificate information and verification of evidence.
Monday 12 August – Friday 23 August	QCIA adviser consultation with schools

What you need to do

Provide the contact details for the principal's delegate/s and QCIA leader/s via the following webform link: [Contact details form](#). The webform must be completed by the principal's delegate by Wednesday 22 May 2024.

Bring this memo to the attention of the relevant staff and ensure:

- draft certificates are prepared following Section 3.3 of the *QCE and QCIA policy and procedures handbook v5.0* and each certificate is saved as a PDF file
- the folio/s of evidence are prepared for submission
- the principal's delegate uploads the draft certificates and folio/s of evidence to Airtable (using the link to be provided by the QCAA on Tuesday 11 June 2024) by Friday 12 July 2024.

QCIA advisers review folios and provide feedback to schools to action.

Finding out more

Please email Julie Walklate at qcia@qcaa.qld.edu.au, or phone (07) 3864 0375.

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