

Memo

Queensland Curriculum and Assessment Authority

9 May 2024

Senior secondary

Number: 024/24

Applied (Essential) quality assurance meetings 2024

Purpose

To provide schools with comprehensive information about the 2024 Applied quality assurance (QA) meetings for Applied (Essential) subjects, including:

- requirements for registration, attendance, and submission materials
- access to webforms used to register for the meetings and upload Applied QA submissions.

Meeting times and formats

In 2024, Applied QA meetings for the **Applied (Essential) subjects only** will be held from 9 July to 29 July and all meetings will be held online.

Each meeting is scheduled to run for a full day and will open 30 minutes before the scheduled start time. Teachers will be required to attend for the duration of the meeting.

Online meetings will be conducted using Blackboard Collaborate. Teachers registered to attend the online meetings will receive the appropriate login information prior to the meeting.

The allocation of schools to meetings has been organised differently in 2024. Schools have been allocated to meeting dates based on the common internal assessment (CIA) phase chosen by the school, not by districts. Refer to the *What you need to do* section of this memo for information about how to view and, if required, how to change the allocated meeting dates.

In all meetings, teachers will be required to use a computer to review electronic submissions. Teachers will be required to work in a secure location where they can access a reliable internet connection. Teachers reviewing Essential English submissions will require headphones and media player software capable of viewing MP4 or M4V files.

Teacher attendance

The QCAA values the knowledge and experience of Queensland teachers who support this quality assurance process.

All schools must arrange for one teacher for each Applied (Essential) subject offered by the school to attend the online meeting. The teacher attending the meeting must be a teacher of the 2024 cohort for that subject. An alternative teacher for each subject should also be identified in case the nominated teacher becomes unable to attend.

These meetings are a part of the QA process and are not for professional development purposes. For this reason, it is not appropriate for anyone other than the identified teacher/s to attend.

Materials required for the meeting

Schools will be required to upload submission materials for the meeting.

For each subject, the school will upload:

- a clean version of the school's endorsed 2024 IA1 instrument
- four samples of student responses to the endorsed 2024 IA1 instrument, noting that
 - together, the four samples should represent where interim grades of A, B, C and D have been awarded
 - each sample student response should include an annotated instrument-specific standard indicating how judgments were made and the grade awarded.
- four samples of student responses to the common internal assessment (CIA), noting that
 - together, the four samples should represent where interim grades of A, B, C and D have been awarded
 - each sample student response should include an annotated instrument-specific standard or an annotated marking guide (Essential Mathematics) indicating how judgments were made and the grade awarded.

If the school does not have a required sample for either the IA1 or CIA that meets the sampling pattern, an alternative sample that is nearest to the relevant grade may be submitted instead.

If the cohort is fewer than five students, all students should be sampled. Schools will not be required to provide clean versions of the CIA response booklets, stimulus booklets or marking guides. These will be provided by the QCAA.

File quality and accuracy

Schools are responsible for ensuring the quality and accuracy of the required files before they are submitted. All static files, including PowerPoint files (i.e. .ppt and .pptx files) should be converted to PDF to ensure the security of the file content.

PDF files should be:

- in colour — if necessary for the review
- legible and clear
- complete — including all pages of the original student work in correct page order
- oriented correctly — no student work presented upside down or sideways
- relevant to the confirmation of provisional marks — draft or checkpoint versions of the student work should be submitted if these were the only evidence of student work and were used to award an interim result.

When gathering evidence of spoken responses (Essential English), teachers must submit a video recording of the student response where the student is visible throughout the presentation.

Note:

- If the student response is delivered live, teachers should film and upload the response.

- If the response is submitted as a video recording, teachers must submit the file the student provided.

Audiovisual files should be:

- in **MP4 or MV4** file format only — schools may need to convert files to MP4 or MV4 format
- in colour — if necessary for the review
- audible and clear
- complete, i.e. the entire presentation
- relevant — camera position and movement should capture the evidence used to award the mark
- compressed to meet file size requirements (maximum size 200 MB per file). For large files, compression can be achieved using a video compression program.

File naming

Files should be named as IA1 Sample 1, CIA Sample 1, etc. To maintain confidentiality, please do not use student names or LUIs in the file name. If the files for the annotated instrument-specific standards or CIA marking guides are separate from the files for the sample student responses, please ensure their file names show which sample and instrument they correspond to, e.g., IA1 ISS Sample 1.

Schools are not required to have entered students' results in Student Management to submit or prepare samples for the Applied QA process.

Post-meeting advice

Following the Applied QA meeting, the QCAA will advise schools on whether judgments made about student responses to each assessment instrument are accurately matched to the A–E standards identified in the instrument-specific standards.

Teacher relief scheme payment

The QCAA provides teacher relief scheme (TRS) payment to schools to enable teachers to be released during school hours to undertake specific duties for the QCAA. This includes releasing teachers for Applied QA meetings.

For further information about applying for TRS, please refer to [Memo 005/24](#) from 24 January 2024.

What you need to do

Principal's delegate registration

Complete the [Principal's delegate registration form](#) to:

- identify the contact details for the principal's delegate or other nominated representative for Applied QA matters for your school
- confirm the CIA phase chosen for both Essential English and Essential Mathematics.

The webform must be completed by the principal's delegate by **Wednesday 22 May 2024**.

Once registered, a link to the **Applied (Essential) Quality Assurance Portal** will be sent to the nominated representative. This link will allow for checking and/or changing meeting dates, registering teachers, and uploading samples for the Applied QA meetings. It is advised that this Portal link is kept secure for future access.

Meeting allocation

In the **Applied (Essential) Quality Assurance Portal**, check your school's allocated date/s for the review meetings by clicking on the **My registrations** tab.

If you wish to register for an alternative meeting date, click on the **Register for QA meetings** tab and select one of the listed options. This will override the previous date.

Schools may change dates as many times as required prior to the meeting. Please be aware there are limited spaces for each meeting.

Teacher registration

Arrange for one teacher of the 2024 cohort for each Applied (Essential) subject offered at your school to attend each Applied QA meeting.

Provide the contact details for the attending teacher and alternative teacher for each subject via the **Attendees** tab in the **Applied (Essential) Quality Assurance Portal**. Designated attendees (primary and reserve) from your school must be identified by **Wednesday 22 May 2024**. Ensure that teachers' email addresses have been entered correctly when completing the registration.

If a change to the attending teacher is required, principal's delegates can update the details prior to the scheduled meeting using this portal.

Submission upload

Upload school submissions for each subject by **Wednesday 19 June 2024** via the **Submissions** tab of the **Applied (Essential) Quality Assurance Portal**.

If your school will be completing the CIA phase in Phase 2 (Term 2, Weeks 6–10) and may not finalise results by the upload due date, it is advised to upload IA1 samples by the due date and CIA samples early in Term 3, Week 1.

Submission advice

Prior to preparing school submissions for the 2024 Applied QA meetings, review the advice provided in the 2023 *Quality assurance advice to schools* forms that were sent to schools. Another useful resource is the *Advice from 2021 Applied quality assurance meetings* recording. The recording can be accessed from the [QCAA Portal](#) > Syllabuses app > Essential English and Essential Mathematics syllabuses > Unit 3 and 4 Resources tab. It can also be accessed via the *Internal Assessment and Certification resources for schools* tile in the Noticeboard app.

Finding out more

For more information, please email the Quality Assurance Unit at appliedqa@qcaa.qld.edu.au or phone (07) 3864 0375.

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