

Memo

Queensland Curriculum and Assessment Authority

31 May 2024

Senior secondary

Number: 027/24

Confirmation 2024 — Event 2 (opt-in)

Purpose

To outline for schools the key dates and critical activities for the second confirmation event in 2024.

Background

Confirmation is a quality assurance process that ensures the comparability of results for summative internal assessment (IA) in General and General (Extension) subjects. QCAA-trained assessors review a selected sample of student responses to summative IAs to check that schools have applied the instrument-specific marking guide (ISMG) accurately and consistently.

In 2024, confirmation of a school's second summative IA for Units 3 and 4 in General and General (Extension) subjects will begin in June, when schools enter provisional marks into the Student Management application (app).

Confirmation processes will continue to be reviewed after each event.

Information

Schools are reminded that all staff involved in the confirmation process must be familiar with the following advice.

Student responses: Gathering, storing and submitting evidence

Staff must read and be familiar with:

- [Section 9.7](#) of the *QCE and QCIA policy and procedures handbook v5.0*
- support resources, which are available under *Internal Assessment and Certification resources for schools* in the Noticeboard app on the [QCAA Portal](#) and under Resources in the Syllabuses app on the Units 3 and 4 tab
- *Module 2: Quality assurance and the principal's delegate* (from the Principal's delegate professional learning series), which is available in the Learning Hub app.

Other important information is included in the attached factsheet, *Preparing for the second confirmation event in 2024*.

Provisional marks: Submitting to the QCAA

Schools must enter provisional results into the Student Management app for any cohort they wish to have confirmed at Event 2. After entering, these marks must be carefully checked against the original ISMGs to ensure they are accurate. No clerical errors will be corrected on behalf of schools for Event 2. Any cohort where clerical errors are found will be withdrawn from this event.

Schools must click **Submit for confirmation** on the Multiple Students results screen in the Student Management appl (**Enrolments and Results > Results**) for each subject cohort by 11:59 pm on Tuesday 4 June 2024. Note that if **Submit for confirmation** is not clicked, the cohort will not be included in Event 2.

Review meeting schedule

As set out in the Senior Education Profile (SEP) calendar, review meetings are scheduled for Thursday 4 and Friday 5 July 2024.

The QCAA will monitor emergent circumstances and notify assessors individually if these dates change.

Assessor arrangements and attendance

Assessors will be directly remunerated for work they complete during the review meetings.

The QCAA will communicate directly with each assessor about their attendance and arrangements for their work at the review meetings.

Chief confirmers, lead confirmers and confirmers

Chief confirmers will be invited to attend the review meetings at 400 George Street, Brisbane.

Lead confirmers and confirmers will participate in the review meetings remotely, working at an appropriate location of their choice, e.g. at school or a home office.

Assessor training

Further information about required assessor training for newly recruited confirmers will continue to be communicated to principal's delegates and assessors as early as possible.

What you need to do

Principal's delegates must bring the attached factsheet, along with [Section 9.7](#) of the *QCE and QCIA policy and procedures handbook v5.0* and the *Confirmation submission information* (available in the Syllabuses app), to the attention of all relevant staff at their school. They must also monitor progress to meet confirmation timelines.

Finding out more

For general 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 (www.qcaa.qld.edu.au/about/contact/syllabus-contacts).

For questions about submitting results via the Student Management app, email certification@qcaa.qld.edu.au.

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Preparing for the second confirmation event in 2024

Important information for schools

Background

Confirmation is a quality assurance process that examines the accuracy and consistency of teachers' judgments about students' responses to summative internal assessment (IA) instruments. Both General and General (Extension) subjects require confirmation to ensure comparability across Queensland and fair and reliable results for students.

Information for schools

Key dates

The table below shows key dates for the confirmation of the second summative IA for Units 3 and 4 of General and General (Extension) subjects in 2024.

Schools offering a compressed curriculum have a separate confirmation schedule that may start in May 2024 if the first IA has been completed. Otherwise, the confirmation schedule will start in August 2024 as outlined in [Memo 001/24](#).

Key dates for the second confirmation event in 2024

Term	Week	Date	Activity
2	8	Tuesday 4 June	Final date for schools to submit provisional marks for the second summative IA for General and General (Extension) subjects via the Student Management application (app). Click Submit for confirmation on the Multiple Students results screen.
2	9	Tuesday 11 June	The QCAA notifies schools that have submitted results by 4 June of the student samples required for confirmation via the Confirmation app.
2	9, 10	Tuesday 11 June – Monday 17 June	Schools upload required student samples via the Confirmation app.
2	9	Friday 14 June	Final date for requesting variations to confirmation submission via the Confirmation app. This will allow additional or replacement samples to be identified before the due date. See Section 9.7.3 of the <i>QCE and QCIA policy and procedures handbook v5.0</i> .
		Thursday 4 July – Friday 5 July	Confirmation review meetings — QCAA assessors review student samples and teacher judgments. The QCAA will advise assessors if the need arises to review subjects on both Thursday 4 July and Friday 5 July.

Term	Week	Date	Activity
3	2	From Monday 15 July	If necessary, schools will receive notification via the Confirmation app of any required supplementary samples.* Schools will have four working days to upload the required samples.
3	2	From Tuesday 16 July	The QCAA will begin to publish finalised confirmed results for the second summative IA via the Confirmation app.
*Supplementary samples are only requested where more information is required to finalise a confirmation decision.			

Gathering and storing evidence of student responses

Schools administer the endorsed summative IA or a comparable assessment that has been printed from the Endorsement app. Schools are responsible for gathering and storing evidence of the student response for confirmation. For each summative IA administered, schools must be prepared to electronically submit:

- requested samples of student responses (final response or evidence from the preparation of the response used to make provisional mark judgments)
- the marked instrument-specific marking guide (ISMG) for each requested sample student response, indicating the match of characteristics to the evidence in the student response and the criteria or criterion mark determined by the school.

Spoken or performance responses must be filmed for confirmation purposes. If a draft has been used to make a provisional mark judgment, this must also be filmed ([Section 9.7.1](#) of the *QCE and QCIA policy and procedures handbook v5.0*).

Further advice on collecting and storing student responses is provided in [Section 9.7.1](#) of the *QCE and QCIA policy and procedures handbook v5.0* and the *Confirmation submission information* published in the [QCAA Portal](#) Noticeboard on the Internal assessment and certification resources for schools tile and in the Syllabuses app Resources tab.

Submitting provisional marks to the QCAA

All students must have a result value entered in the Student Management app for the second summative IA. This includes provisional marks, not yet administered (NYA), did not administer (DNA) and not rated (NR).

Schools must submit students' provisional marks for the second summative IA for General and General (Extension) subjects to the QCAA, via the Student Management app in the [QCAA Portal](#). Once thorough checking of marks and NYA, DNA and NR results has been completed for each subject, click **Submit for confirmation** (on the Multiple Students results screen: **Enrolments & results > Results**) before **Tuesday 4 June**. Note that if **Submit for confirmation** is not clicked, the cohort will not be included in Event 2.

Information about determining provisional marks is provided in [Section 9.7.1](#) of the *QCE and QCIA policy and procedures handbook v5.0*.

Students who have completed comparable assessment tasks

Where students have completed comparable assessment tasks, this must be indicated in the Student Management app:

1. Search for the student, then select **View**.
2. Select **Subject enrolments** > **Edit results**.
3. Open the subject and check the **Comparable assessment** box.

Submitting required samples to the QCAA

On **Tuesday 11 June** the QCAA will notify schools of the student samples required for confirmation via the Confirmation app. Schools must upload files for the required samples via the Confirmation app in the [QCAA Portal](#) from **Tuesday 11 June to Monday 17 June 2024**.

Applications for variation to confirmation submission must be lodged by **Friday 14 June** to allow replacement samples to be identified and published to schools before the confirmation submission due date (see [Section 9.7.3](#) of the *QCE and QCIA policy and procedures handbook v5.0*).

Any sample student response that exceeds syllabus conditions must be clearly annotated on the response and/or ISMG to show the application of the school's assessment policy. Responses that are not annotated may delay review of samples and release of the confirmation decision.

Further information to support schools to upload files and submit each confirmation submission is accessible via the **Help** menu in the Confirmation app.

Support resources for schools

The QCAA has developed a range of resources to help schools prepare, upload and submit required samples for confirmation. They include:

- *QCE and QCIA policy and procedures handbook v5.0*, [Section 9.7](#)
- *Internal assessment and certification resources for schools* on the Noticeboard tile in the [QCAA Portal](#), including *Preparing for confirmation* and *Understanding the confirmation decision*
- *Confirmation submission information* accessible via the Noticeboard app and in the Syllabuses app *Resources* tab in the [QCAA Portal](#)
- *Entering and checking results for Confirmation: Confirmation event 2* via the Noticeboard app for factsheets about checking accuracy of results and correctly entering non-numerical result values (NYA, DNA, NR)
- *Module 2: Quality assurance and the principal's delegate* (from the Principal's delegate professional learning series), which is available in the Learning Hub app
- QCAA Portal help, which you can find by clicking **Help** when in the Confirmation app
- key dates for confirmation and answers to frequently asked questions, published on the QCAA website at www.qcaa.qld.edu.au/senior/assessment/quality-assurance/confirmation.

Finding out more

If you would like more information, please visit the QCAA website at www.qcaa.qld.edu.au/senior/assessment/quality-assurance/confirmation.

Alternatively, phone (07) 3864 0491 or email the Quality Assurance Unit at confirmation@qcaa.qld.edu.au.

For questions about submitting marks via the Student Management app, please email certification@qcaa.qld.edu.au.



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