

Memo

Queensland Curriculum and Assessment Authority

8 July 2024

Senior secondary

Number: 032/24

External assessment: 2024 variation to venue application process

Purpose

To inform schools of the 2024 external assessment variation to venue application process.

Background

Although students are expected to sit external assessment at their main learning provider (MLP), the QCAA recognises there may be circumstances where a variation to venue is required.

Information

A variation to venue may be required for external assessment when:

- the main learning provider (MLP)
 - is not suitable as an external assessment venue
 - is a distance education provider*
 - has students located across multiple campuses within a single school
 - is affected by construction or excessive noise that makes it an unsuitable assessment venue
- a student
 - is geographically isolated
 - is representing Australia or their state in an official capacity at a sporting, academic or cultural event
 - is currently residing outside Queensland
 - has a medical condition or injury preventing them from attending their MLP.

*Students studying a subject through a school of distance education that is **not** their MLP will sit their assessment at their MLP. A variation to venue is not required in this case.

What you need to do

Variation to venue applications for external assessment require QCAA approval. The QCAA must be satisfied of the reason for the application and the suitability of nominated venues and supervisors.

Schools must email externalassessment@qcaa.qld.edu.au by 19 July if a variation to venue is required for:

- whole cohorts — schools advise the change to a single alternative venue for the cohort
- MLPs with multiple campuses — schools confirm subjects and students completing assessment at each campus
- students whose MLP is a distance education provider — schools propose Queensland secondary school venues for these students.

Schools must submit applications via the AARA application in the QCAA Portal for individual students requiring a variation to venue for any other reason. Note that significant preparation is required for venues that are not Queensland secondary schools.

Applications should be submitted as early as possible following the release of the 2024 external assessment timetable, and before 30 August 2024.

Finding out more

All information about the variation to venue application process, including information for MLPs, students, parents/carers and supervisors, is available on the QCAA website at www.qcaa.qld.edu.au/senior/assessment/external-assessment/variation-to-venue.

If you have queries, please phone 1300 381 575 or email aara@qcaa.qld.edu.au.

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