

Memo

Queensland Curriculum and Assessment Authority

23 July 2024

Senior secondary

Number: 038/24

Administering the ancillary phase of the common internal assessment in 2024

Purpose

To inform senior secondary schools about the QCAA's processes and procedures to support schools in administering the ancillary phase of the common internal assessment (CIA) for Essential English or Essential Mathematics.

Background

A student's exit result in Essential English or Essential Mathematics is based on their achievement in four internal assessments across Units 3 and 4. Schools develop three of these assessments. The fourth assessment — the CIA — is developed by the QCAA and marked by schools.

The CIA is delivered in two phases in Term 2, 2024. See [Memo 046/23](#) for further information. The ancillary phase is delivered in Term 3, 2024 for flexible learning centres or alternative learning centres that are registered for the ancillary phase, and schools that have notified the QCAA that they require a comparable assessment. A different version of the assessment is used in each phase. The QCAA website and the *Common Internal Assessment: Guidelines for Administration* (GFA) provide further contextual information about the CIA.

Information

Assessment materials

The ancillary phase of the CIA runs from **Monday 05 August** to **Friday 06 September**.

Flexible learning centres or alternative learning centres that are registered for the ancillary phase, and schools that have notified the QCAA that they require a comparable assessment, will receive the assessment materials on **Tuesday 30 July between 9 am and 3 pm**. These secure materials will be delivered by courier to a school's administration office/reception only.

The materials comprise:

- a teacher pack — including question and response books, stimulus and marking guides. The number of teacher packs distributed to each school is based on enrolment numbers. The QCAA does not provide additional teacher packs; schools can copy and distribute additional packs if necessary. Marking guides must **not** be provided to students.

- shrink-wrapped bundle/s of assessment material for Essential English — assessment materials must be kept secure. The seen stimulus is to be distributed to students at the start of the three-week implementation phase.
- shrink-wrapped bundle/s of assessment materials for Essential Mathematics — assessment materials must be kept secure.

On the day the materials arrive, schools must check to ensure they have received the required quantity of materials for each subject. Schools must then complete an online form to confirm receipt of the materials and notify the QCAA if more are required. The QCAA will send an email to **principal's delegates** with a link to the form.

If a scheduled delivery does not arrive at your school, or you are unable to accept it, please notify the QCAA on CIA@qcaa.qld.edu.au. If your school is unable to accept a delivery and intends to proceed with administration of the ancillary phase of the CIA, please contact the QCAA on 1300 239 227 to determine an alternative delivery method.

Alternative formats

- Schools will receive individually named assessment packs for students who require an alternative print format.
- Digital format of assessment materials for students who need assistive technology and have approved access arrangements and reasonable adjustments (AARA) will be available on **Tuesday 30 July**. The QCAA will email principal's delegates the instructions on how to access these papers.
- Schools of Distance Education should notify the QCAA if they require digital format by **Tuesday 23 July** by contacting the External Assessment Operations Unit on 1300 239 227 or CIA@qcaa.qld.edu.au. These versions will be available to Schools of Distance Education on **Tuesday 30 July**.
- Schools will be provided with instructions about how to use the fileShare app to download the files. These instructions will be sent to the relevant principal's delegate.

Administration and security

The GFA is the key reference document for schools implementing a CIA. An electronic version of the GFA is available on the Noticeboard app in the [QCAA Portal](#).

What you need to do

Schools must:

- check they are registered for the ancillary phase, in the case of flexible learning centres or alternative learning centres (using the Student Management app in the QCAA Portal)
- check if they have registered any student to receive a comparable assessment for the CIA for Essential English or Essential Mathematics by recording 'comparable assessment' for IA2 for the subject (using the AARA app in the QCAA Portal)
- ensure relevant staff are registered to use, and know how to use, the fileShare app
- store all CIA materials, including unused materials, securely (even if unable to complete the assessment)
- contact the External Assessment Operations Unit if materials do not arrive on **Tuesday 30 July**.

Finding out more

You can contact the External Assessment Operations Unit for more information by phone on 1300 239 227 or email at CIA@qcaa.qld.edu.au.

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