

Memo

Queensland Curriculum and Assessment Authority

29 July 2024

Senior secondary

Number: 039/24

Administering spoken assessment for Senior External Examination (SEE) languages subjects in 2024

Purpose

To advise schools and learning providers how the SEE 1 (spoken component) for Senior External Examination (SEE) languages subjects will be administered in 2024.

Background

This memo relates to General (Senior External Examination) subjects. The SEE is a program of individual subject examinations offered to adult students and a small number of eligible Year 12 students. SEE eligibility requirements are available at www.qcaa.qld.edu.au/senior/see.

Unlike General subjects, SEE subjects are 100% external examination subjects. Any class tests or assignments completed during the year do not contribute to results. Spoken and written components of the examination are assessed separately during the assessment period.

As SEE results are based solely on performance in the examination undertaken at the completion of the course, students must attend all components of the examination to receive a result. If a student is absent from either the written or spoken component of a SEE languages examination, no result is issued.

SEE languages subjects

QCAA-administered SEE languages subjects

The QCAA administers assessments for Chinese SEE, Indonesian SEE, Korean SEE and Vietnamese SEE. The SEE 1 examination for these subjects consists of:

- a prepared, individual, multimodal presentation delivered in a live, online format to a QCAA examiner (8–10 minutes duration)
- an unprepared, candidate-centred conversation with the examiner (7–8 minutes duration).

Schools download the stimulus files and assessment task for the multimodal presentation for each subject from the fileShare application (app) on the QCAA Portal. The files consist of an MP3 file and a PDF document. All assessment materials are made available to schools on **Friday 23 August 2024** and must be provided to students on **Monday 26 August**. On the day the materials are available, schools must check to ensure they have received the correct materials for each SEE subject with enrolled students. Schools must then complete the form to confirm receipt and distribution of the materials and notify the QCAA if more are required. The QCAA will also send an email to the **EA coordinator** with a link to the form.

Students enrolled in these subjects will use the Cisco Webex secure, face-to-face, web-based sharing platform to present their response for SEE 1.

SEE languages subjects from other jurisdictions

Other SEE languages subjects are administered by other jurisdictions. These include Arabic SEE, Modern Greek SEE, Polish SEE, Punjabi SEE, Russian SEE, Tamil SEE and Latin SEE. There is no SEE 1 (spoken component) for Latin. The spoken component for the remaining SEE languages subjects from other jurisdictions includes both a:

- conversation (approximately 7 minutes)
- discussion (approximately 8 minutes).

Schedule and resources

SEE 1 for QCAA-administered languages subjects will be held from Tuesday 8 October. The schedule of dates and times for SEE 1 (spoken component) for languages subjects from other jurisdictions will be provided to schools when it becomes available.

Resources, including syllabus information, a student handbook and past papers, are available from the links below:

- Chinese SEE — www.qcaa.qld.edu.au/senior/see/subject-resources/chinese
- Indonesian SEE — www.qcaa.qld.edu.au/senior/see/subject-resources/indonesian
- Korean SEE — www.qcaa.qld.edu.au/senior/see/subject-resources/korean
- Vietnamese SEE — www.qcaa.qld.edu.au/senior/see/subject-resources/vietnamese
- Arabic SEE — www.qcaa.qld.edu.au/senior/see/subject-resources/arabic
- Modern Greek SEE — www.qcaa.qld.edu.au/senior/see/subject-resources/modern-greek
- Polish SEE — www.qcaa.qld.edu.au/senior/see/subject-resources/polish
- Punjabi SEE — www.qcaa.qld.edu.au/senior/see/subject-resources/punjabi
- Russian SEE — www.qcaa.qld.edu.au/senior/see/subject-resources/russian
- Tamil SEE — www.qcaa.qld.edu.au/senior/see/subject-resources/tamil.

Platform

In 2024, SEE 1 for Chinese SEE, Korean SEE, Indonesian SEE and Vietnamese SEE will be conducted on the secure, online, face-to-face platform Cisco Webex at the student's main learning provider. Presentations will be recorded in the platform.

Testing and familiarisation of the platform will take place in **September** for schools and learning providers. The QCAA will notify schools and learning providers about specific details of the testing sessions in an email to the EA coordinator during Term 3.

School, learning provider and student requirements

Schools and learning providers will need to:

- allocate a supervisor for the session
- ensure students understand that they need to have a copy of their extended multimodal response on a USB that can be delivered as part of their presentation in the Webex application
- organise a suitable room for the administration of the SEE 1 spoken assessment. The room will need
 - sufficient bandwidth to allow video streaming software to run successfully
 - a device (e.g. laptop) that has wi-fi capability, is camera-enabled and will allow access to the Webex online platform throughout the assessment session. Each student enrolled at the school or learning provider in a SEE languages subject will use the device that is set up in the room
 - to be free from disruptions.

Students will need wired earphones or headphones consistent with the guidelines for academic integrity (wireless/bluetooth-enabled earphones and headphones are not allowed).

What you need to do

- Bring this memo to the attention of the EA coordinator at your school or learning provider.
- Identify the students who need to sit a SEE 1 (spoken component) for a SEE languages subject.
- Download the stimulus files and assessment task for Chinese SEE, Indonesian SEE, Korean SEE and Vietnamese SEE, available to schools from **Friday 23 August**.
- Provide students with the stimulus files and assessment task for Chinese SEE, Indonesian SEE, Korean SEE and Vietnamese SEE on **Monday 26 August**.
- Notify the External Assessment Operations Unit via the form to confirm receipt and distribution of materials.
- Note when the SEE 1 (spoken component) for the languages subjects are scheduled and communicate this to students (see www.qcaa.qld.edu.au/senior/assessment/external-assessment/timetable).
- Ensure students are preparing for a live spoken assessment. This spoken assessment cannot be a prepared recording.
- Arrange a suitable room and the necessary information and communication technology resources.
- Participate in testing and familiarisation of the platform in September. An online web form will become available for schools to select their preferred dates and times.
- Check that students have access to suitable wired earphones or headphones before the assessments.
- Download the Cisco Webex desktop application (www.webex.com/downloads.html).
- Ensure appropriate technical support is available on the days of the spoken assessments.

Finding out more

For subject-specific information, email EnglishandLanguages@qcaa.qld.edu.au.

For logistical information, email externalassessment@qcaa.qld.edu.au and include the words 'SEE orals' in the subject line, or phone 1300 239 227.

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