

Memo

Queensland Curriculum and Assessment Authority

1 August 2024

Senior secondary

Number: 040/24

Confirmation 2024: Event 3

Purpose

To tell schools the key dates and critical activities for the third confirmation event in 2024.

Background

Confirmation is a quality assurance process that ensures the comparability of results for summative internal assessments (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 remaining summative IAs for Units 3 and 4 in General and General (Extension) subjects will begin in August, when schools enter provisional marks into the Student Management application (app). For schools offering a compressed curriculum (2024–2024 subject offerings), the first, or first and second IAs are reviewed during this event.

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 and under Resources in the Syllabuses app on the Units 3 and 4 tab (both apps are in the [QCAA Portal](#))
- *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 Preparing for the third confirmation event in 2024 factsheet*.

Provisional marks: Submitting to the QCAA

Confirmation relies on schools using the Student Management app (in the QCAA Portal) to accurately record assessment marks. Schools must indicate that provisional marks have been:

- entered into the Student Management app
- checked against the original ISMGs
- finalised, by clicking **Submit for confirmation**. (**Note:** Schools cannot change results in Student Management after this has been clicked.)

Schools must click **Submit for confirmation** on the Multiple Students results screen in the Student Management app (Enrolments and Results > Results) for each subject cohort by **11:59 pm on Tuesday 13 August 2024**.

If schools are affected by emergent circumstances that challenge the submission of provisional marks for more than 1 or 2 students in any individual subject cohort by the due date, they should email confirmation@qcaa.qld.edu.au as soon as possible.

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

Review meeting schedule

As set out in the Senior Education Profile (SEP) calendar, review meetings are scheduled for Friday 30 and Saturday 31 August 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 completed on Saturday 31 August 2024.

The Queensland Government has made Friday 30 August a student-free day to support senior secondary quality assurance, specifically confirmation. Therefore, schools are not eligible for Teacher Relief Scheme (TRS) payments for staff who are assessors for confirmation on this day. The QCAA acknowledges the support of individual schools that have made local decisions not to have a student-free day but arrange to support the release of assessors for the confirmation review meeting.

All assessors, regardless of location, will have the choice to work on Friday 30 August or Saturday 31 August (one day), or Friday 30 and Saturday 31 August (two days).

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

Gold Coast arrangements

Assessors employed at schools located within the Gold Coast Council boundaries/area are not expected to participate in Event 3 due to the public holiday on Friday 30 August. However, assessors will be remunerated directly by the QCAA if they choose to participate. The RSVP form will include a checkbox to advise if you are currently employed at a Gold Coast school affected by the public holiday and to advise your availability.

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 from 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, [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 inquiries, 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.

Jo Butterworth
Executive Director, Curriculum Services Division

 © State of Queensland (QCAA) 2024

Licence: <https://creativecommons.org/licenses/by/4.0> | **Copyright notice:** www.qcaa.qld.edu.au/copyright — lists the full terms and conditions, which specify certain exceptions to the licence. |

Attribution: '© State of Queensland (QCAA) 2024' — please include the link to our copyright notice.

Preparing for the third confirmation event in 2024

Important information for schools

Purpose

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 schools and fair and reliable results for students.

Information for schools

Key dates

The table below shows key dates for the confirmation of the remaining 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 third confirmation event in 2024

Term	Week	Date	Activity
3	6	Tuesday 13 August	Final date for schools to submit provisional marks for the remaining summative IA for General and General (Extension) subjects via the Student Management application (app). Click Submit for confirmation on the Multiple Students results screen.
3	7	Tuesday 20 August	The QCAA notifies schools of student samples required for confirmation via the Confirmation app.
3	7–8	Tuesday 20 August – Monday 26 August	Schools upload required student samples via the Confirmation app.
3	7	Friday 23 August	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> .
3	8	Friday 30 and Saturday 31 August	Confirmation review meetings — QCAA assessors review student samples and teacher judgments. The QCAA will advise assessors of the subject schedule when RSVPs are finalised.

Term	Week	Date	Activity
			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	10	From Wednesday 11 September	The QCAA begins to publish finalised confirmed results for all remaining summative IAs (except compressed curriculum) 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. This includes 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 QCE and QCIA policy and procedures handbook v5.0](#)).

Further advice on collecting and storing student responses is provided in the [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 all summative IAs. This includes provisional marks, not yet administered (NYA), did not administer (DNA) and not rated (NR).

Schools must submit students' provisional marks for all remaining IAs for General and General (Extension) subjects (except compressed (2024–2024) subject offerings) via the Student Management app in the [QCAA Portal](#). Once thorough checking of results against original ISMGs has been completed for each subject, click **Submit for confirmation** (on the Multiple Students results screen: Enrolments & results > Results) by **11.59 pm on Tuesday 13 August**.

If schools are affected by emergent circumstances that impact submission of provisional marks for more than one or two students in a subject cohort by the due date, they should email confirmation@qcaa.qld.edu.au for advice.

Any inaccuracies in provisional mark data may delay review of samples and release of the confirmation decision. If an error is identified after results are submitted for confirmation, principal's delegates must contact the QCAA Certification Unit via certification@qcaa.qld.edu.au for advice.

Students who have left a subject or school prior to completing the third IA

Schools should not record did **not** administer (DNA) for students who have left a subject or school prior to completing the third IA. In this circumstance, remove the student's enrolment from Unit 4 in the subject.

Students who have completed comparable assessment tasks

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

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 20 August** 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 20 August** to **Monday 26 August**.

Applications for variation to confirmation submissions must be lodged by **Friday 23 August** to allow replacement samples to be identified and published to schools before the due date for confirmation submission (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:

- [Section 9.7](#) of the *QCE and QCIA policy and procedures handbook v5.0*
- *Internal assessment and certification resources for schools* on the Noticeboard tile in the QCAA Portal, including the *Preparing for confirmation and Understanding the confirmation decision* resources
- *Confirmation submission information* accessible via the Noticeboard and in the Syllabuses app *Resources tab* in the [QCAA Portal](#)
- *Student Management resources* in the Noticeboard app in the [QCAA Portal](#), including a webinar overview of best practice for entering and checking results and factsheets *Checking 2nd & 3rd IA results for completion and accuracy 2024 and Entering NR, DNA & NYA for the 2nd & 3rd IA 2024*
- 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.

More information

If you would like more information, please visit the QCAA website
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.



© State of Queensland (QCAA) 2024

Licence: <https://creativecommons.org/licenses/by/4.0> | **Copyright notice:** www.qcaa.qld.edu.au/copyright — lists the full terms and conditions, which specify certain exceptions to the licence. |

Attribution (include the link): © State of Queensland (QCAA) 2024 www.qcaa.qld.edu.au/copyright.