

# Memo

Queensland Curriculum and Assessment Authority

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29 January 2025

Senior secondary

Number: 008/25

## Applied quality assurance meetings 2025

### Purpose

To inform schools about changes to the Applied and Applied (Essential) quality assurance process commencing in 2025.

### Background

Quality assurance processes support schools to develop and administer assessment instruments, promote consistency of judgments about student responses and support the continuous improvement of assessment practices in all Queensland schools.

Applied quality assurance meetings have been conducted annually for the Applied (Essential) subjects as part of the QCE quality assurance processes. From 2025, the Applied quality assurance process will include Essential English, Essential Mathematics and all Applied subjects.

From 2025 to 2027 there will be a staged introduction of the 2024 Applied syllabuses to the quality assurance process. The QCAA will notify schools of the subjects scheduled for Applied quality assurance meetings via a memo.

### Information

#### Which subjects will be involved in Applied quality assurance meetings in 2025?

In 2025, quality assurance meetings will be conducted for:

- Essential English (2019)
- Essential Mathematics (2019)
- Industrial Technology Skills (2024)
- Media Arts in Practice (2024)
- Religion & Ethics (2024)
- Sport & Recreation (2024)
- Science in Practice (2024).

Applied quality assurance meetings will begin in early Term 3 **2025**. A future memo will detail the meeting dates and information about what schools will be required to do.

## What is involved in an Applied syllabus quality assurance review?

The Applied quality assurance process will review the:

- validity and accessibility of assessment designed for Unit 3 Applied subjects, i.e.
    - both prescribed Unit 3 assessment instruments
- Note:** Applied (Essential) subjects will continue to participate in the endorsement process
- reliability of judgments made for a sample of student responses to both prescribed assessment instruments completed in Unit 3, including
    - student responses to Internal assessment 1 (IA1) and the common internal assessment (CIA) for Applied (Essential) subjects
    - a high-level and a mid-level student response to both prescribed Unit 3 assessment items for 2024 Applied subjects.

## What are the expectations for school participation?

The QCAA values the knowledge and experience of Queensland teachers in support of this quality assurance process.

All schools that offer Unit 3 for the scheduled Applied subjects in 2025 will be required to participate in the Applied quality assurance meetings. School-nominated subject teachers will attend a one-day online meeting to review the assessment and student response submissions of other schools. (TRS is available.) Nominated teachers will receive training on the day of the meeting and have the opportunity to conduct professional consensus conversations with other subject teachers and QCAA staff.

The nominated teacher must be a teacher of the 2025 cohort for that subject.

An alternative teacher should be identified for each subject in case the nominated teacher is unable to attend.

## What resources are available to support schools?

Schools need to maintain accurate processes for marking, collecting and storing evidence of student work, and administer internal quality assurance processes before the Applied quality assurance meetings. A suite of resources and help guides have been developed for school use, including:

- Assessment templates — see the Syllabuses application (app) > Resources
- Quality assurance tool — see the Syllabuses app > Resources
- Submission requirements, including tips on gathering and storing evidence — see the Syllabuses app > Resources
- [Frequently asked questions](#) — see the QCAA website > Quality assurance > Applied QA
- Quality management system and School assessment policy resources — see the Noticeboard in the QCAA Portal > Internal Assessment and Certification resources for schools.

An Applied QA application (Applied QA app) is in development to facilitate implementation of the quality assurance process. The Applied QA app will be visible in the QCAA Portal shortly to enable the QCAA to prepare for the first event; there will be no functionality for schools at this time. Further resources will be made available in 2025 to support schools to use the new Applied QA app.

## What you need to do

Bring the information in this memo to the attention of relevant staff. Detailed information about timelines, registering your school for an Applied quality assurance meeting and using the new Applied QA app will be provided in a future memo.

## Finding out more

Please email the Applied QA team at [AppliedQA@qcaa.qld.edu.au](mailto:AppliedQA@qcaa.qld.edu.au) or phone (07) 3864 0375.

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