

# Memo

## Queensland Curriculum and Assessment Authority

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17 February 2025

Senior secondary

Number: 011/25

# Administering Phase 1 of the common internal assessment in 2025

## Purpose

To inform senior secondary schools about the QCAA's processes and procedures to support schools administer Phase 1 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, 2025. Different versions of the CIA are used in each phase. Schools can check their selected CIA phase in the Student Management application (app) in the QCAA Portal.

The QCAA website and the *Common Internal Assessment: Guidelines for Administration* (GFA) provide further contextual information about the CIA.

## Information

### Assessment materials

Phase 1 of the CIA runs from **Tuesday 22 April to Friday 23 May**.

Schools registered for Phase 1 will receive the assessment materials on **Tuesday 1 April between 9 am and 1 pm**. A courier will deliver these secure materials to a school's administration office/reception only.

On the day the materials arrive, schools must check they have received the required quantity of materials for each subject. Schools will need to acknowledge receipt of materials and notify the QCAA if more are required. The QCAA will email instructions regarding the process.

If the materials do not arrive at your school on the scheduled delivery date, please notify the QCAA on 1300 239 227.

If your school is unable to accept delivery on the scheduled date and intends to proceed with Phase 1 of the CIA, please email [CIA@qcaa.qld.edu.au](mailto:CIA@qcaa.qld.edu.au), at least one week prior to the scheduled date, to determine an alternative delivery method.

Schools will receive:

## Essential English

- a set number of teacher packs. Schools can make additional copies if needed. Teacher packs include copies of the CIA question and response book, stimulus book, and the marking guide. These are to be used for teacher preparation and to remove the need to open any shrink-wrapped materials until the day of assessment
- shrink-wrapped bundle/s of assessment materials that include/s the CIA question and response book, stimulus book and the marking guide. These must be kept secure
- bundle/s of seen stimulus to be distributed to students three weeks prior to the CIA session

## Essential Mathematics

- a set number of teacher packs. Schools can make additional copies if needed. Teacher packs include copies of the CIA question and response book, formula book and the marking guide. These are to be used for teacher preparation and to remove the need to open any shrink-wrapped materials until the day of assessment
- shrink-wrapped bundle/s of assessment materials that include/s the CIA question and response book, formula book and the marking guide. These must be kept secure.

## Alternative formats

Schools will receive:

- individually named assessment packs for students who require an alternative print format
- alternative format digital files for students with approved use of assistive technology. These documents will be available via the General files tab in the fileShare app on the same day as the scheduled delivery date. **Note:** Further instructions for downloading files can be found in the fileShare quick step guide available within the app.

Schools of Distance Education should notify the QCAA if they require digital format by **Tuesday 25 March** by contacting the External Assessment Operations Unit on 1300 239 227 or [CIA@qcaa.qld.edu.au](mailto:CIA@qcaa.qld.edu.au). These versions will be available to Schools of Distance Education in the fileShare app on **Tuesday 1 April**. **Note:** These digital files are non-interactive and designed to be printed. They are different to interactive files made available to students with approved use of computers/assistive technology.

## Administration and security

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

## What you need to do

Schools must:

- check which CIA phase they are registered for in the Student Management app in the QCAA Portal by selecting Admin > Subject offerings
- check that correct students have been enrolled in Unit 3 and 4 of Essential English (2024–2025) and Essential Mathematics (2024–2025) using the Student Management app in the QCAA Portal

- urgently request approval from the Quality Assurance Unit if any change to the CIA phase is required by emailing [qau@qcaa.qld.edu.au](mailto:qau@qcaa.qld.edu.au)
- ensure relevant staff are registered to use, and know how to use, the fileShare app
- store all CIA materials securely, including unused materials (even if unable to complete the assessment)
- contact the External Assessment Operations Unit if materials do not arrive on **Tuesday 1 April**.

## Finding out more

For information about:

- changing your school's nominated delivery phase, please email the Quality Assurance Unit at [qau@qcaa.qld.edu.au](mailto:qau@qcaa.qld.edu.au)
- delivery of materials, please contact the External Assessment Operations Unit on 1300 239 227 or [CIA@qcaa.qld.edu.au](mailto:CIA@qcaa.qld.edu.au)
- comparable assessment and requests for alternative format materials, please contact AARA on 1300 381 575 or [AARA@qcaa.qld.edu.au](mailto:AARA@qcaa.qld.edu.au)
- all other Essential English CIA enquiries, please contact the learning area on (07) 3864 0289 or [EssentialEnglish@qcaa.qld.edu.au](mailto:EssentialEnglish@qcaa.qld.edu.au)
- all other Essential Mathematics CIA enquiries, please contact the learning area on (07) 3864 0306 or [EssentialMaths@qcaa.qld.edu.au](mailto:EssentialMaths@qcaa.qld.edu.au)

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