Student details, AARA and timetable

External Assessment

Introduction

The student timetable displays all the sessions the student will complete at your venue in chronological order, including any non-standard sessions arising from a timetable clash or variation to venue. The AARA details tab displays current approved AARA for the selected student. All details are sourced from the AARA application in the QCAA Portal. If you require further information about AARA decisions for this student, contact the AARA Unit on 1300 381 575 or email aara@qcaa.qld.edu.au.

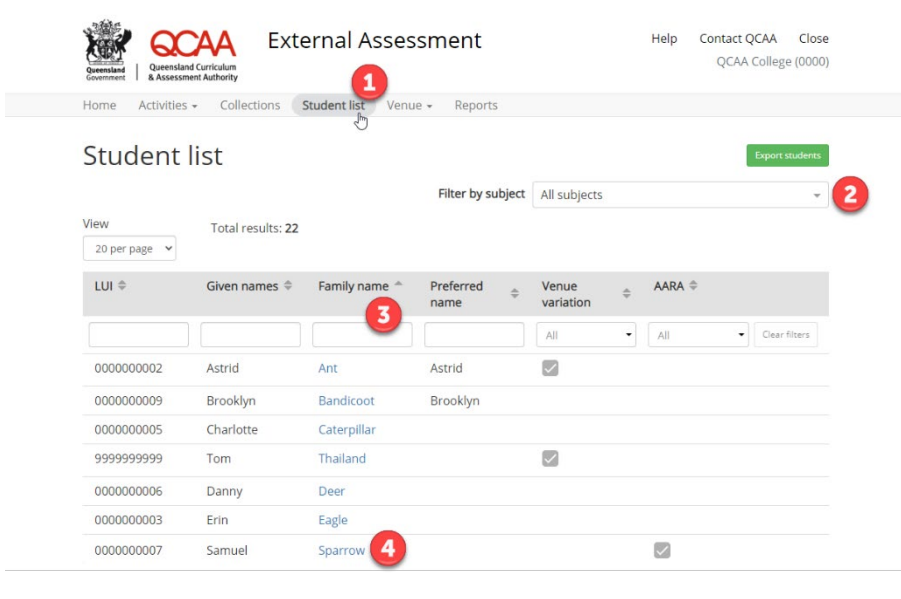This quick step demonstrates how to:

- access student list, p. 2
- view student details, p. 3
- view student timetable, p. 3
- view AARA details, p. 4
- access more information, p. 5.

Users granted access to this functionality are:

- EA Coordinator
- Assistant EA Coordinator.

Access student list

Step	Screen
Log in to the QCAA Portal and click the External Assessment application tile. **1** Select **Student list**. **2** Click dropdown and select subject to **Filter by subject** as required. **3** Click the arrows to sort table of results or type into search field to narrow results displayed. **4** Click the required student name link to view further information, including the student's timetable. **Note:** Click **Export students** to access a .csv report of the student list. The file will be delivered to your machine. • Locate the file in your file system. • If you cannot find it, check your browser settings to see where downloads are saved. • Open the file.	

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External Assessment   August 2021

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View student details

Step	Screen
Complete Access student list, p. 2. **1** Click **Student details** tab. **A** View student details.	Home / Student list / Samuel Sparrow Samuel Sparrow LUI 0000000007 **1** Student details Student timetable AARA details Student details LUI 0000000007 Given names Samuel Middle names Family name Sparrow **A** Preferred name Date of birth 01/01/2001 Sex Male

View student timetable

Step	Screen
Complete Access student list, p. 2. **1** Click **Student timetable** tab. **A** View student timetable.	Home / Student list / Samuel Sparrow Samuel Sparrow **1** LUI 0000000007 Student details Student timetable AARA details Student timetable Show instructions | Date	Assessment	Start	Duration (Min) ⓘ	Rest breaks ⓘ	AARA
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Mon 27/07/20...	Accounting	PM	160		☑
Mon 03/08/20...	Japanese	AM	135		☑
Fri 07/08/2020	Biology	PM	175		☑
Tue 01/09/2020	General Mathematics	AM	85		☑
Fri 04/09/2020	English	AM	85		☑
Tue 06/10/2020	Economics	AM	105		☑	

View AARA details

Step	Screen
Complete Access student list, p. 2. **1** Click **AARA details** tab. **2** Click the arrows to sort table of results or type into search field to narrow results displayed. **A** View student details.	

More information

For more information, refer to the following quick steps:

- Logging in to the QCAA Portal
- My Details
- Venue timetable
- Resources for assessment
- Attendance roll

- Session AARA details
- Venue details, contact and delivery signatories
- Acknowledge timetable clash resolution
- Variation to venue
- Incident record.

Quick steps can be accessed via the **Help** link on the top right-hand side of your screen and are application specific.

If your questions are not answered in one of the listed quick steps, contact the Assessment Operations Unit on (07) 3074 7570 or email externalassessment@qcaa.qld.edu.au.