

# Student details, AARA and timetable

## External Assessment

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### 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](mailto:aara@qcaa.qld.edu.au).

This quick step demonstrates how to:

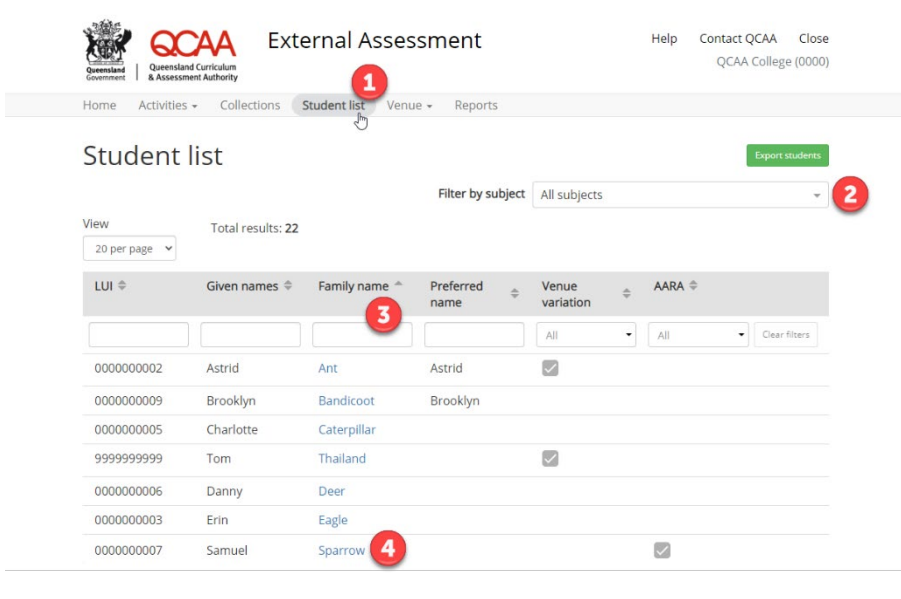
- access student list, p. 2
- view student details, p. 3
- view student timetable, p. 3
- view AARA details, p. 4
- access more information, p. 5.

Users granted access to this functionality are:

- EA Coordinator
- Assistant EA Coordinator.



# Access student list

Step	Screen																																																
<p data-bbox="197 300 1079 354"><b>Log in to the QCAA Portal and click the External Assessment application tile.</b></p> <ol data-bbox="219 405 1034 635" style="list-style-type: none"><li><b>1</b> Select <b>Student list</b>.</li><li><b>2</b> Click dropdown and select subject to <b>Filter by subject</b> as required.</li><li><b>3</b> Click the arrows to sort table of results or type into search field to narrow results displayed.</li><li><b>4</b> Click the required student name link to view further information, including the student's timetable.</li></ol> <div data-bbox="273 641 1093 865" style="background-color: #f0f0f0; padding: 5px;"><p><b>Note:</b> Click <b>Export students</b> to access a .csv report of the student list. The file will be delivered to your machine.</p><ul style="list-style-type: none"><li>• Locate the file in your file system.</li><li>• If you cannot find it, check your browser settings to see where downloads are saved.</li><li>• Open the file.</li></ul></div>	 <p data-bbox="1214 316 1960 367">The screenshot shows the QCAA External Assessment portal. At the top, there is a navigation bar with 'Home', 'Activities', 'Collections', 'Student list' (1), 'Venue', and 'Reports'. The 'Student list' page is displayed, featuring an 'Export students' button (2) and a 'Filter by subject' dropdown menu. Below this is a table with columns: LUI, Given names, Family name (3), Preferred name, Venue variation, and AARA. The table lists several students, with 'Sparrow' (4) highlighted in the 'Family name' column.</p> <table border="1" data-bbox="1214 566 1960 869"><thead><tr><th>LUI</th><th>Given names</th><th>Family name</th><th>Preferred name</th><th>Venue variation</th><th>AARA</th></tr></thead><tbody><tr><td>000000002</td><td>Astrid</td><td>Ant</td><td>Astrid</td><td><input checked="" type="checkbox"/></td><td>All</td></tr><tr><td>000000009</td><td>Brooklyn</td><td>Bandicoot</td><td>Brooklyn</td><td></td><td>All</td></tr><tr><td>000000005</td><td>Charlotte</td><td>Caterpillar</td><td></td><td></td><td>All</td></tr><tr><td>999999999</td><td>Tom</td><td>Thailand</td><td></td><td><input checked="" type="checkbox"/></td><td>All</td></tr><tr><td>000000006</td><td>Danny</td><td>Deer</td><td></td><td></td><td>All</td></tr><tr><td>000000003</td><td>Erin</td><td>Eagle</td><td></td><td></td><td>All</td></tr><tr><td>000000007</td><td>Samuel</td><td>Sparrow</td><td></td><td></td><td>All</td></tr></tbody></table>	LUI	Given names	Family name	Preferred name	Venue variation	AARA	000000002	Astrid	Ant	Astrid	<input checked="" type="checkbox"/>	All	000000009	Brooklyn	Bandicoot	Brooklyn		All	000000005	Charlotte	Caterpillar			All	999999999	Tom	Thailand		<input checked="" type="checkbox"/>	All	000000006	Danny	Deer			All	000000003	Erin	Eagle			All	000000007	Samuel	Sparrow			All
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## View student details

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## View student timetable

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# View AARA details

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## 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.



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External Assessment

Help Contact QCAA Close  
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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](mailto:externalassessment@qcaa.qld.edu.au).