

# Memo

Queensland Curriculum and Assessment Authority

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6 February 2015

Senior secondary

Number: 007/15

## 2015 Senior External Examination

### Purpose

To enable eligible Year 12 students to register for the 2015 Senior External Examination.

### Background

The 2015 Senior External Examination consists of 21 individual subject examinations provided across Queensland in October and November by the Queensland Curriculum and Assessment Authority (QCAA).

Each examination is based on an external syllabus that sets out the aims, objectives, learning experiences and assessment requirements for the subject.

Results are based solely on examination performance. Class tests and assignments completed during the year do not contribute towards results.

A Sound Achievement or better in an examination may contribute four credits towards a Queensland Certificate of Education (QCE) and four semester units for the calculation of an Overall Position (OP) or Field Positions (FPs).

### Eligibility

Year 12 students are eligible to sit a maximum of two examinations if they cannot study the subjects at school. Reasons for eligibility may include:

- the subject not being taught at their school
- a timetable clash.

### Closing date and fees

Registration forms are due by **30 April 2015**. The fee is \$57.10 per subject per student.

Registration forms received after this date may not be accepted. If a late registration is accepted, the fee will be \$62.65 per subject per student.

### Responsibilities of schools

The school must ensure that each student who registers for the 2015 Senior External Examination:

- receives an appropriate level of tuition in the examination subject

- is familiar with the format of examination papers and the requirements of the external syllabus
- is aware of the general examination information and subject-specific resources available on QCAA's website at [www.qcaa.qld.edu.au/2427.html](http://www.qcaa.qld.edu.au/2427.html).
- knows that a level of achievement will only be awarded if they sit the examination
- understands that, for language examinations, a level of achievement will only be awarded if they sit all four sections (Reading, Writing, Listening, Oral/Speaking).

Schools are required to administer examinations for their own students. QCAA will meet the cost of sending materials to and from schools. All other administration costs (e.g. any supervisor payments) are the responsibility of each school.

Examination materials and instructions will be sent to schools in early October. Examinations must be held on the dates and times listed in the timetable.

## Subjects offered

Subject name	SDCS code
Accounting	4060
Ancient History	4020
Arabic	4100
Biology	4042
Chemistry	4040
Chinese	4011
English	4001
Korean	4013
Legal Studies	4029
Mathematics A	4036
Mathematics B	4037

Subject name	SDCS code
Modern Greek	4014
Modern History	4021
Philosophy & Reason	4033
Physics	4041
Polish	4019
Punjabi	4105
Russian	4010
Spanish	4018
Vietnamese	4012
Visual Art	4080

## LOTE subjects

Each LOTE subject examination consists of an oral and a written component. Students must sit both components.

### Oral component (Speaking)

Each student will be individually assessed by a marker either in person at a central Brisbane venue or by telephone at their school.

The date, time and location of each student's assessment will be sent to them via their school in mid-September (details will also be provided to schools).

### Written component (Reading, Writing and Listening)

The written component will be administered at candidates' schools. A CD will be provided for the Listening section. The examination supervisor does not need to speak the language being assessed.

# What you need to do

## If you have Year 12 students intending to sit examinations

Complete the attached forms:

- *Year 12 student registrations*
- *School contact information and principal's declaration.*

Scan and email the forms to [externalexams@qcaa.qld.edu.au](mailto:externalexams@qcaa.qld.edu.au) or fax them to (07) 3864 0213.

**Completed forms can be sent to QCAA any time during Term 1. The closing date is 30 April.**

Give each student a copy of the *Timetable* and the *Guide for Year 12 students*.

## Payment

QCAA will invoice schools for their students' registration fees after registration forms have been received and processed. Collect the registration fee from each student but do not pay the fees to QCAA until your school is invoiced in late May.

## Student Data Capture System (SDCS)

For each student who registers for an examination, your school must enter the examination subject in SDCS using the external subject code (see previous page).

Do not enter examination results or complete a Form R6. QCAA will ensure that results are added to students' learning accounts and included in OP and FP calculations.

## Confirmation of registration

A registration notice will be sent to each student via their school after registration forms are processed.

A list of registered students will also be sent to each school in June.

## Finding out more

For examination enquiries, email [externalexams@qcaa.qld.edu.au](mailto:externalexams@qcaa.qld.edu.au) or phone (07) 3864 0211.

For SDCS enquiries, email [helpdesk@qcaa.qld.edu.au](mailto:helpdesk@qcaa.qld.edu.au) or phone (07) 3864 0278.

Claude Jones  
Director  
Assessment and Reporting Division

Attachments:

- Year 12 student registrations
- School contact information and principal's declaration
- Timetable
- Guide for Year 12 students

# Year 12 student registrations

## 2015 Senior External Examination

Complete this form (with the *School contact information and principal's declaration*) then scan and email to [externalexams@qcaa.qld.edu.au](mailto:externalexams@qcaa.qld.edu.au). The closing date for registrations is **30 April 2015**.

Do not send payment. QCAA will invoice your school after registrations are processed.

<b>School name</b>		<b>School code</b>			
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<b>Full name of student</b> (e.g. John David CITIZEN)	<b>LUI</b>	<b>Subject</b>	<b>Reason for eligibility</b> (e.g. subject not offered or timetable clash)	<b>Student's signature</b> accepting registration conditions*

**\* Student declaration — registration conditions:**

I agree to comply with the regulation, guidelines and examination rules governing QCAA's 2015 Senior External Examination.

I understand that each subject examination is only held annually, and that there is no other time at which I can sit the examination. I agree that my examination scripts will become QCAA property and may be used in QCAA publications without reference to me.

The information you provide on this form will be used in administering and managing registrations as part of legislative functions described in Education (Queensland Curriculum and Assessment Authority) Regulation 2014 (s.57). Personal information will be accessed by authorised QCAA staff, and handled in accordance with the Information Privacy Act 2009. Certain types of personal information will be disclosed to your secondary school and examination centres, the Queensland Tertiary Admissions Centre (QTAC) and other authorised government agencies where legally required.



# School contact and principal's declaration

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## School contact

List the details of the person who will be responsible for:

- ensuring registration forms are completed and returned by 30 April 2015
- monitoring email communication from QCAA (External Examinations Unit)
- arranging examination supervision
- receiving and returning examination papers and materials.

<b>School name</b>	
<b>Contact person's name</b>	
<b>Position</b>	
<b>Telephone</b>	
<b>Email</b>	

## Principal's declaration

The students listed on the attached registration form are:

- in Year 12
- unable to study the examination subject at school because the subject is not taught or there is a timetable clash.

I confirm that the students are receiving an appropriate level of tuition.

I understand that this school is required to act as an examination venue, and that the school will cover all supervision costs unless it is required to supervise candidates from another school.

**Signature:**

**Date:**     /     /

**Principal's  
name**

# Timetable

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### Language subjects

Each examination consists of an oral and a written component.

**Candidates must sit both components.**

### Oral component (Speaking)

Candidates within 100 kilometres of Brisbane CBD

Subject	Date	Details
Arabic, Korean, Russian, Spanish, Vietnamese	Saturday 17 October	Each candidate will be individually assessed by a marker at a central Brisbane venue.
Chinese	Saturday 24 October	The venue address and assessment time will be sent to each candidate in mid-September.

### All other candidates

Subject	Date	Details
Arabic, Korean, Chinese, Modern Greek, Polish, Punjabi, Russian, Spanish, Vietnamese	Early November	Each candidate will be individually assessed by a marker by telephone at their school.  The assessment date and time will be sent to each candidate in mid-September.

### Written component (Reading, Writing and Listening)

#### All candidates

Subject	Date	Time
Arabic	Tuesday 20 October	1 pm to 3:15 pm
Polish Punjabi Russian	Tuesday 20 October	1 pm to 3:40 pm
Korean Vietnamese	Wednesday 21 October	1 pm to 3:15 pm
Chinese	Monday 26 October	9 am to 12:25 pm (Reading and Writing) 1:15 pm to 2:15 pm (Listening)
Modern Greek	Mid-November (dates and times will be confirmed in July)	
Spanish		

## Non-language subjects

Each examination consists of two papers.

**Candidates must sit both Paper One and Paper Two.**

Subject	Date	Paper One	Paper Two
Visual Art	Friday 23 October	9 am to 1:10 pm	2:15 pm to 4:25 pm
Accounting	Monday 26 October	9 am to 12:10 pm	1:15 pm to 4:25 pm
English	Tuesday 27 October	9 am to 12:10 pm	1:15 pm to 4:25 pm
Mathematics A	Thursday 29 October	9 am to 12:10 pm	1:15 pm to 4:25 pm
Chemistry	Friday 30 October	9 am to 11:40 am	1 pm to 3:10 pm
Mathematics B	Monday 2 November	9 am to 12:10 pm	1:15 pm to 4:25 pm
Legal Studies	Wednesday 4 November	9 am to 11:40 am	1 pm to 4:10 pm
Philosophy & Reason	Friday 6 November	9 am to 12:10 pm	1:15 pm to 4:25 pm
Biology	Monday 9 November	9 am to 11:40 am	1 pm to 3:10 pm
Modern History	Tuesday 10 November	9 am to 11:40 am	1 pm to 3:40 pm
Physics	Thursday 12 November	9 am to 11:40 am	1 pm to 3:10 pm
Ancient History	Friday 13 November	9 am to 11:40 am	1 pm to 3:40 pm

## Closing dates

Date	For
Thursday 30 April	Year 12 student registration forms
Tuesday 30 June	Adult student registration forms and payments
Monday 31 August	Applications for special provision Applications from registered candidates to sit outside Queensland

## More information

Telephone: (07) 3864 0211

Email: [externalexams@qcaa.qld.edu.au](mailto:externalexams@qcaa.qld.edu.au)

Web: [www.qcaa.qld.edu.au/588.html](http://www.qcaa.qld.edu.au/588.html)

# Guide for Year 12 students

## 2015 Senior External Examination

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### What is the Senior External Examination?

The Senior External Examination consists of 21 individual subject examinations provided across Queensland in October or November. Each examination is held only once each year.

Results are based solely on examination performance. Class tests and assignments completed during the year do not contribute to results.

### Am I eligible?

If you are in Year 12 in 2015, you may sit a maximum of two examination subjects if you cannot study the subjects at your school. Reasons for eligibility may include:

- the subject not being taught at your school
- a timetable clash.

### What subjects are available?

<ul style="list-style-type: none"><li>• Accounting</li><li>• Ancient History</li><li>• Arabic</li><li>• Biology</li><li>• Chemistry</li><li>• Chinese</li><li>• English</li></ul>	<ul style="list-style-type: none"><li>• Korean</li><li>• Legal Studies</li><li>• Mathematics A</li><li>• Mathematics B</li><li>• Modern Greek</li><li>• Modern History</li><li>• Philosophy &amp; Reason</li></ul>	<ul style="list-style-type: none"><li>• Physics</li><li>• Polish</li><li>• Punjabi</li><li>• Russian</li><li>• Spanish</li><li>• Vietnamese</li><li>• Visual Art</li></ul>
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### What are the study requirements?

You must obtain an appropriate level of tuition in the examination subject/s you wish to sit. Tuition may be available from your school, an ethnic school, a teaching centre or independently. Your school will monitor your progress and arrange for any tutorial assistance that is needed.

### How do I register?

If you want to sit an examination, talk to your school at the start of the year. The registration process will be handled by your school in early 2015.

Registration closes on 30 April. Registrations received after this date may not be accepted.

### What does it cost?

**Registration fee:** \$57.10 per subject

**Late registration fee:** \$62.65 per subject (from 1 May)



## When and where can I sit the examinations?

The examination timetable is on QCAA's website. Examinations will be held at the secondary school that you attend.

## What if I have special needs?

Contact QCAA early in the year to see if special arrangements are available for your examinations.

Also discuss your needs with your school to find out if they can assist you during the year.

## What resource materials are available?

QCAA does not provide teaching or course materials. QCAA does provide the following resources for each examination subject:

- senior external syllabus (which sets out the aims, objectives, learning experiences and assessment requirements)
- subject notices (published throughout the year)
- past examination papers and assessment reports.

Most of these resources are available on QCAA's website or for purchase from QCAA.

## How do I get my examination results?

Your results will be included on your Senior Statement, which will be posted to you on 18 December.

There are five levels of achievement:

- Very High Achievement
- High Achievement
- Sound Achievement
- Limited Achievement
- Very Limited Achievement.

Your results may contribute four semester units for calculation of an Overall Position (OP) and any Field Positions (FPs).

A Sound Achievement or better in a subject examination may provide four credits towards a Queensland Certificate of Education (QCE).

## Where can I obtain further information?

Assessment Operations Unit  
Queensland Curriculum and Assessment Authority  
Level 7, 154 Melbourne Street,  
South Brisbane Qld 4101  
PO Box 307, Spring Hill Qld 4004

Telephone: +61 7 3864 0211

Email: [externalexams@qcaa.qld.edu.au](mailto:externalexams@qcaa.qld.edu.au)

Web: [www.qcaa.qld.edu.au/588.html](http://www.qcaa.qld.edu.au/588.html)