

Access Management

Roles

| Application | Role | Description |
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| AARA | AARA Editor | Create, view and edit AARA applications. View QCAA responses. |
| AARA | AARA Submitter | Create, view, edit and submit AARA applications. View QCAA responses. |
| AARA | Read only | AARA View Access only |
| Analytical Dashboard | Subject Administrator | Assign subject/s to users |
| Analytical Dashboard | Subject Viewer | View subject data for assigned subject/s |
| Assessment Literacy | Reporting | Enables Senior Leaders and administrative staff at a School to view which of their staff members has attempted and successfully completed the online courses that form part of the accreditation program. |
| Assessment Literacy | Training Participant | Complete online courses and assessments from the accreditation professional learning program. This role is for teaching staff who want to build a strong conceptual understanding of the assessment process for the new QCE system or prepare for a role as a QCAA Assessor. |
| Confirmation | Confirmation Approver | When a subject is assigned in the Confirmation application this role can, view, upload and approve student samples for submission to QCAA; view outcomes and assign subjects to Uploaders for their assigned subjects |
| Confirmation | Confirmation Submitter | View, upload, approve and submit student samples; view outcomes; submit variation requests and assign subjects to Uploaders and Approvers. |
| Confirmation | Confirmation Uploader | When a subject is assigned in the Confirmation application this role can view and upload student samples. |
| Endorsement | Endorsement Approver | When a subject is assigned in the Endorsement application this role can view, create and approve summative assessment instruments for submission to QCAA; view evaluation outcomes and directives for instruments submitted for endorsement; and assign subjects to Editors for their assigned subjects. |
| Endorsement | Endorsement Editor | When a subject is assigned in the Endorsement application this role can view and create summative assessment instruments, view evaluation outcomes and directives for instruments submitted for endorsement. |
| Endorsement | Endorsement Submitter | View, create, approve, submit and recall summative assessment instruments; view evaluation outcomes and directives for instruments submitted for endorsement; assign subjects to Editors and Approvers. |
| External Assessment Logistics (EAL) | Assistant EA Coordinator | The substitute EA Coordinator responsible for the conduct of external assessment activities at a venue |
| External Assessment Logistics (EAL) | EA Coordinator | The primary EA Coordinator responsible for the conduct of external assessment activities at a venue |
| Kindergarten Transition Statement | Kindergarten Viewer | View submitted kindergarten transition statements |

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| Learning Hub | Prep – 6 Training Participant | Undertake courses online. Including the Prep-6 courses. |
| Learning Hub | Principal's Delegate (QCE) Training Participant | Undertake courses online. Courses enable a Principal's Delegate QCE to learn about the role. |
| Learning Hub | Reporting | Enables Senior Leaders and administrative staff at a School to view which of their staff members has attempted and successfully completed the Learning Hub courses. |
| Learning Hub | Years 7-12 Training Participant | Undertake courses online. Courses enable teachers to learn about concepts such as introducing the importance of academic integrity to senior students. |
| NAPLAN AARA | NAPLAN AARA Submitter | Submit and view NAPLAN Adjustment requests for students. |
| NAPLAN Administration | NAPLAN Coordinator | NAPLAN Coordinator |
| Noticeboard | Senior Leader | View noticeboard items targeted at senior leaders at schools. |
| P-10 Planning | Application administrator | Manage school subjects. Allocate subjects to teachers. View, create, review and approve year level/band plans and assessment tasks. |
| P-10 Planning | Data Summaries Viewer | View data summaries for my school in P–10 Planning app |
| P-10 Planning | Teacher | Allocate subjects to self. View, create, review and approve year level/band plans and assessment tasks. |
| Prescribed Lists | Prescribed lists editor | Enables school staff to nominate the prescribed lists the school is teaching. |
| Prescribed Lists | Prescribed lists submitter | Enables school staff to nominate and submit to QCAA the prescribed lists the school is teaching. |
| Student Management | Administrator | View, search, import, export and edit student records; download the LUI report; and receive notifications. |
| Student Management | QCIA Coordinator | Creates and edits curriculum plans and statements for QCIA students |
| Student Management | QCIA Leader | Reviews and approves curriculum plans and statements for QCIA students |
| Student Management | Read only | Search and view student records regardless of registration status. |
| Study Plans | Editor | Create, view and edit approved study plans. View in progress study plans. |
| Study Plans | Submitter | Create, view and edit study plans. Unlock any study plan and submit completed study plans. |
| Study Plans | Viewer | View sample study plans and own school's approved study plans. |
| Syllabuses | Syllabus viewer | View syllabuses and associated resources only for subjects that the learning provider offers. This role can also view syllabuses for offerings awaiting principal approval. |
| Syllabuses | Viewer including all syllabuses | View all available syllabuses and associated resources including those subjects not offered by the organisation. |
| VET | School RTO CEO | School RTO Chief Executive with access to manage the RTO's operations and perform specific actions as the legally responsible person. |
| VET | School RTO manager | School RTO manager with access to manage the RTO's operations by interacting with the QCAA. |
| VET | School RTO user | School RTO user with access to view RTO scope, create draft scope modification activities and submit VET questions to the QCAA. |

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| fileShare | Application administrator | View assessment files and allocate fileShare Viewers to subjects. Upload AARA returns. View general files. View file requests and submit files. View reporting files. |
| fileShare | fileShare Submitter | View general files. View file requests and submit files. View reporting files. |
| fileShare | fileShare Viewer (External Assessment) | View external assessment files for allocated subjects. |
| fileShare | fileShare Viewer (Internal Assessment) | View internal assessment files for allocated subjects. |

More information

If you would like more information, please visit the QCAA website www.qcaa.qld.edu.au. Alternatively, phone (07) 3864 0278 or email the QCAA Client Services at ClientServices@qcaa.qld.edu.au.