

# Memo

Queensland Curriculum and Assessment Authority

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6 February 2024

Senior secondary

Number: 009/24

## Senior secondary certification agreement 2024

### Purpose

To inform principals in senior secondary schools about requirements for completing the senior secondary certification agreement for 2024.

### Background

The senior secondary certification agreement defines a school's role in supporting Queensland's senior secondary curriculum, assessment and certification system. Each year, principals are required to confirm their agreement with its terms so that their exiting students can be issued with Senior Education Profiles (SEPs).

### What you need to do

The principal must access, complete and submit the senior secondary certification agreement **via the Student Management application** (app) on the QCAA Portal by Friday 22 March 2024. The agreement is accessed via **Admin > Senior secondary certification agreement 2024**.

**Note:** only the principal may complete and submit the agreement — this responsibility cannot be delegated. Principals automatically have the required Student Management access.

If there has been a recent change in the school's principal, Access Management Organisation Administrators should update the position of principal in the Access Management app on the QCAA Portal.

Student Management administrators may access the agreement and check that the agreement has been submitted by the principal via **Admin > Senior secondary certification agreement**.

### Finding out more

For further information or assistance with the agreement or the Student Management app, please email [certification@qcaa.qld.edu.au](mailto:certification@qcaa.qld.edu.au).

For assistance with using the Access Management app to update the position of principal, please email [ClientServices@qcaa.qld.edu.au](mailto:ClientServices@qcaa.qld.edu.au).

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