

# Memo

Queensland Curriculum and Assessment Authority

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12 March 2024

Senior secondary

Number: 012/24

## Administering the first phase of the common internal assessment in 2024

### Purpose

To inform senior secondary schools about the QCAA's processes and procedures to support schools in administering the first phase common internal assessment (CIA) for Essential English or Essential Mathematics.

### Background

A student's exit result in Essential English or Essential Mathematics is based on their achievement in four internal assessments across Units 3 and 4. Schools develop three of these assessments. The fourth assessment — the CIA — is developed by the QCAA and marked by schools.

The CIA is delivered in two phases in Term 2, 2024. A different version of the assessment is used in each phase. [Memo 046/23](#) advised schools of the change from four CIA phases to two CIA phases for 2024. Schools can check their selected CIA phase in the Student Management application (app) in the QCAA Portal.

If you selected phase 1 or 2 in the Student Management app, you are registered for the first phase of implementation. If you selected phase 3 or 4 in the Student Management app, you are registered for second phase of implementation. For further information, see [Memo 046/23](#).

The QCAA website and the *Common Internal Assessment: Guidelines for Administration* (GFA) provide further contextual information about the CIA.

### Information

#### Assessment materials

The first phase of the CIA runs from **Monday 15 April to Friday 17 May**.

Schools registered for first phase will receive the assessment materials on **Monday 25 March between 9 am and 3 pm**. These secure materials will be delivered by courier to a school's administration office/reception only and comprise:

- a teacher pack — including question and response books, stimulus and marking guides. The number of teacher packs distributed to each school is based on enrolment numbers. The QCAA does not provide additional teacher packs; schools can copy and distribute additional packs if necessary. Marking guides must **not** be provided to students.

- shrink-wrapped bundle/s of assessment material for Essential English — assessment materials must be kept secure. The seen stimulus is to be distributed to students at the start of the three-week implementation phase.
- shrink-wrapped bundle/s of assessment materials for Essential Mathematics — assessment materials must be kept secure.

On the day the materials arrive, schools must check to ensure they have received the required quantity of materials for each subject. Schools must then complete an online form to confirm receipt of the materials and notify the QCAA if more are required. The QCAA will send an email to **principal's delegates** with a link to the form.

If a scheduled delivery does not arrive at your school, or you are unable to accept it, please notify the QCAA on [CIA@qcaa.qld.edu.au](mailto:CIA@qcaa.qld.edu.au). If a school is unable to accept a delivery and intends to proceed with administration of the first phase of the CIA, please contact the QCAA on 1300 239 227 to determine an alternative delivery method.

## Alternative formats

- Schools will receive individually named assessment packs for students who require an alternative print format.
- Digital format of assessment materials for students who need assistive technology and have approved access arrangements and reasonable adjustments (AARA) will be available on **Monday 25 March**. The QCAA will email principal's delegates the instructions on how to access these papers.
- Schools of Distance Education should notify the QCAA if they require digital format by **Monday 18 March** by contacting the External Assessment Operations Unit on 1300 239 227 or [CIA@qcaa.qld.edu.au](mailto:CIA@qcaa.qld.edu.au). These versions will be available to Schools of Distance Education on **Monday 25 March**.
- Schools will be provided with instructions about how to use the fileShare app to download the files. These instructions will be sent to the relevant principal's delegate.

## Administration and security

The GFA is the key reference document for schools implementing a CIA. An electronic version of the GFA will be available on the Noticeboard app in the [QCAA Portal](#).

## What you need to do

Schools must:

- check which CIA phase they are registered for in the Student Management app in the QCAA Portal by selecting Admin > Subject offerings
- check that correct students have been enrolled in Unit 3 and 4 of Essential English (2023–2024) and Essential Mathematics (2023–2024) (using the Student Management app in the QCAA Portal)
- if any change to the CIA phase should be required, urgently request approval for this from the Quality Assurance Unit by emailing [qau@qcaa.qld.edu.au](mailto:qau@qcaa.qld.edu.au)
- ensure relevant staff are registered to use, and know how to use, the fileShare app
- store all CIA materials, including unused materials, securely (even if unable to complete the assessment)
- contact the External Assessment Operations Unit if materials do not arrive on 25 March.

## Finding out more

You can contact the External Assessment Operations Unit for more information by phone on 1300 239 227 or email at [CIA@qcaa.qld.edu.au](mailto:CIA@qcaa.qld.edu.au).

Claude Jones

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