

Form A1 and SDCS due dates

Purpose

To provide schools with Form A1 and dates for provision of SDCS data throughout 2014.

Background

Form A1 is the agreement between your school and the QSA, required for issuing Senior Statements or Statements of Results, Queensland Certificates of Education, Queensland Certificates of Individual Achievement and Tertiary Entrance Statements to students who complete Year 12 in 2014.

By signing the Form A1, you agree to abide by the conditions outlined in the form, including the provision of SDCS data at specified dates throughout 2014.

What you need to do

- Please complete and return Form A1 to the QSA by **14 February 2014** via fax 3221 2553 or email sep@qsa.qld.edu.au.
- Ensure those responsible for providing SDCS data to the QSA are aware of SDCS due dates for 2014.

Attachments

- Form A1
- Student Data Capture System due dates 2014

Finding out more

Visit the QSA website for information on:

- the SDCS system at www.qsa.qld.edu.au/647.html
- the Senior education profile at www.qsa.qld.edu.au/10092.html
- the Senior education profile calendar at www.qsa.qld.edu.au/6339.html.

Alternatively, email the Senior Education Profile Business Unit at sep@qsa.qld.edu.au.

Brian Nott
Acting Deputy Director
Assessment and Reporting Division

Form A1

Agreement for Senior Education Profiles to be issued

Under the Queensland system of externally moderated school-based assessment, this school will work in close partnership with the Queensland Studies Authority (QSA), a partnership that requires each to contribute and to accept responsibilities leading to the issuing of Senior Education Profiles for students completing Year 12.

I apply for Senior Education Profiles to be issued to students completing Year 12 in 2014 while enrolled at:

School:		School code:			
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The Senior Education Profile may consist of any of the following (depending on a student's eligibility):

- Senior Statement or Statement of Results (whichever is applicable)
- Queensland Certificate of Education
- Queensland Certificate of Individual Achievement
- Tertiary Entrance Statement.

For Senior Education Profiles to be issued to these students, I agree that the school will:

- follow the QSA procedures for the approval of work programs in Authority subjects and study plans in Authority-registered subjects and QSA short courses
- follow the QSA moderation procedures for assessment in Authority subjects, Authority-registered subjects and QSA short courses, based on QSA syllabuses and study area specifications (SAs)
- provide accurate student data and results to the QSA at times and in ways specified by the QSA
- use the Student Data Capture System (SDCS) provided by the QSA to submit student data for all students in the senior phase of learning, including those who leave school before completing Year 12
- ensure that the version of SDCS application used to prepare each submission is current at the time (SDCS is available on the QSA website — www.qsa.qld.edu.au — in the secure area of this site)
- ensure that all Year 12 students who are enrolled at school until 21 November 2014 are recorded on the final version of SDCS as those completing Year 12
- retain exit folios of student work until the final date for amendments to 2014 Senior Education Profiles
- disclose Subject Achievement Indicators (SAIs) to students in a suitable form by 26 November 2014. This disclosure will consist of a listing for each Authority subject, such that students will be able to see their placement in the subject relative to each of the other students in the subject. Queensland privacy legislation requires that schools must make students aware, before the event, that their personal information will be disclosed to other students as part of the process
- retain and make available on request from the QSA a copy of the SAIs in the form in which they were displayed
- ensure that all students who are eligible to receive an Overall Position (OP), by virtue of their subject choice, sit the Queensland Core Skills (QCS) Test on 2 and 3 September 2014. For appropriate provision of QCS Test materials to schools, all OP-eligible students should be recorded correctly on SDCS data Submission #2, due on 2 June 2014 to the Office of the QSA.

/ Feb / 2014

Principal's signature

Name

Date

Please complete and return by **14 February 2014** via fax number 3221 2553 or email sep@qsa.qld.edu.au.

This information is collected so that the legislated functions of the QSA concerning information technology and communication can be carried out. Personal information is not disclosed to anyone other than relevant QSA staff unless required or authorised by law, permitted under the Information Privacy Act 2009, or so that the legislated function can be completed.



www.qsa.qld.edu.au

Queensland Studies Authority

Student Data Capture System (SDCS)

Due dates in 2014

SDSC due dates in 2014

The collection of school data is essential for issuing Senior Education Profiles for students completing Year 12. The dates when this information is due at the Queensland Studies Authority in 2014 are listed in the table below.

Item	Due date
Enrolment data submission	17 Feb
Data submission 1 + Visa Students Report and Moderation Fees (Year 11 & Year 12)	24 Mar
Data submission 1, version 2	28 Apr
Data submission 2	2 Jun
Data submission 2, version 2	21 Jul
Data submission 2, version 3	25 Aug
Data submission 3 + Form A13 (<i>Agreement to publish SAs</i>)	13 Oct
Data submission 4 + Reports + Forms R6	24 Nov 12 noon
Data submission 5 + Reports + Forms R6 + Form A14 (<i>Contact person during school summer holidays</i>)	27 Nov 10 am
Final amendments	8 Dec