

Session announcements: Business

External assessment 2024

Session details

Timing information

Session date	Wednesday 9 November (afternoon)
Session window	12:15 pm – 12:45 pm
Session times	Planning time: 15 minutes
	Working time: 120 minutes

Materials

Materials to be placed on students' desks	Materials to be available on request
<ul style="list-style-type: none">• place card• 2 sheets of planning paper• question and response book• stimulus book	<ul style="list-style-type: none">• additional response books• planning paper

Approved equipment

Students may use a clear plastic container or zip lock bag to carry their equipment. No notes are allowed.

All subjects	Subject-specific
<ul style="list-style-type: none">• black or blue pens• 2B pencils, sharpener and eraser• highlighters• clear plastic ruler• water in a clear unlabelled bottle• asthma inhalers	nil

Preparing for the session

Ensure:

- all required assessment materials are distributed on students' desks
- there is an adequate supply of additional response books, additional diagram pages (if applicable) and planning pages available, in case students need them.

Write or digitally project the perusal/planning start time, the working start time, the 10-minute warning time and the working finish time on the whiteboard or other surface visible to students when instructed in the *Session announcements* section.

See the next page for the timing information. Adjust the table according to the school's circumstances.

Late arrivals

Students who arrive within 40 minutes of the scheduled start time (in 2024, before 9:40 am for a morning session and before 1:10 pm for an afternoon session) are admitted to the assessment room and given the full amount of working time as prescribed by the assessment conditions if possible. If students arrive after the end of perusal/planning time, do not provide perusal time or planning time.

Students who arrive more than 40 minutes after the scheduled start time must obtain permission from the EA coordinator or the principal to be admitted to the assessment. In general, students should be allowed entry (and accommodated in a separate room if possible). Give the student the full amount of working time as prescribed by the assessment conditions if possible. Do not provide perusal time or planning time.

For all late arrivals an *Incident record* needs to be completed. Refer to the *Directions for administration (DFA)* Section 3.2.12 for more information.

Timing information: Business

Scheduled start time: 12:30 pm

Earliest start time: 12:15 pm

Latest start time: 12:45 pm

Session window	
Start time	[Enter time]
Planning time	15 minutes
Working start time	[Enter time]
Working time	120 minutes
10-minute warning time	[Enter time]
Working finish time	[Enter time]

Session announcements

Reading announcements

Announcements **must** be read aloud as written. Do not paraphrase. Any text that must be read aloud is indicated by this icon:



Before students enter the room

Read as students assemble outside the room



Listen to the following instructions.

Mobile phones*, smart watches*, any other communication devices, notes, paper or other prohibited materials are not permitted in the assessment room. Show your student ID to the supervisor as you enter the room.

Present your approved equipment for checking when requested.

Once you are inside the room, do not talk to anyone other than a supervisor. If you need to talk to a supervisor, raise your hand and wait for them to approach you. Do not handle the materials on your desk until you are told you may do so.

Before the start of planning time

Read when students are seated and settled



Welcome to the external assessment for Business.

Do not handle the materials in front of you until you are told you may do so. Do not talk to or communicate with anyone other than a supervisor.

Mobile phones*, smart watches*, any other communication devices, notes, paper or other prohibited materials must not be in your possession in the assessment room. Any device must not have a SIM card inserted. If you have accidentally brought any prohibited items, there is no penalty if you hand them in now. If you have a prohibited device, put your hand up and switch off the device before handing it to a supervisor. Any items you hand in to a supervisor will be returned to you when the session is finished.

If you do not hand in prohibited items now, this will be treated as academic misconduct and you may face a penalty.

If you are wearing a permitted watch, please remove it and place it face up in clear view on your desk.

Allow time for students to remove watches and surrender prohibited items.

Collect prohibited items, ensuring devices are switched off. Return items to students at the end of the session (and complete an *Incident record*).

* except for an approved access arrangement or reasonable adjustment (AARA)



Remember to read the instructions and each question carefully.

If you run out of space, use the additional response space at the back of the book first. Clearly indicate the question you are responding to.

If you run out of additional space in your question and response book, raise your hand and wait for a supervisor. The supervisor will give you an additional response book. Attach a barcode ID label to any additional response books you use. Only respond to one question in each additional response book.

If you need to leave the room for any reason, raise your hand and wait for a supervisor. All movements will be recorded.

You are not permitted to leave the room before 1:10 pm or during the last 10 minutes of working time.* If you wish to leave after 1:10 pm and do not intend to return, raise your hand and wait quietly for a supervisor to collect your assessment materials. Once your materials have been checked and collected, you will be allowed to leave. Do not disturb other students as you leave. Do not remain near the assessment room after you have left.

You are not allowed to borrow any equipment from another student once the assessment has started. Please read the cover of the assessment book for any approved equipment. If you do not have all of your approved equipment, please raise your hand now.

Place your water bottle on the floor.

Pause briefly while students do this.



Check that the place card on your desk has your name, LUI and the correct session on it. The place card should contain six barcode stickers.

Raise your hand if any of the information is incorrect.

Allow time for students to check their place cards.

If a student is incorrectly seated, direct them to the correct desk.

If a place card has incorrect details, use a blank place card (supplied with the printed place cards) to record the student's name, LUI, the subject, the main learning provider (MLP) and the session name and give it to the student. Complete an incident report.

* except for approved rest breaks

Checking materials



Check that the materials required for this assessment are on your desk. You should have one question and response book, one stimulus book and two sheets of blue planning paper.

Check that you have the correct paper for Business.

Raise your hand if you are missing any of these materials.

Allow time for students to check that they have all required materials. Provide missing materials to students who raise their hands.



Now check that your assessment materials are complete. You may turn the pages of your books to ensure they have the correct number of pages.

Your question and response book should have 13 numbered pages. Your stimulus book should have 8 numbered pages.

Raise your hand if any book does not have the correct number of pages. Raise your hand if any book looks defective in any way or if any pages have no markings at all.

Allow time for students to check that their materials are complete. Replace any faulty books.



During this session, if you think you have found an error in the content of the assessment materials, answer the question to the best of your ability and move on to the next question. At the end of the session, notify a supervisor of the error.

During the session, supervisors should not answer queries from students regarding possible errors in content. Tell the student/s to answer the question/item to the best of their ability and that they will not be disadvantaged by any error. Do not stop the assessment or make any announcements unless directed to by the QCAA.

Refer to the *Directions for administration (DFA)* Section 2.1.6 for more information.

Barcode labels



Peel the top left barcode ID label from your place card and attach it to the front cover of your question and response book. Fill in the details on the front cover of the book, as shown on your place card.

Allow time for students to do this.



Put your pens down.

Planning time



You are allowed 15 minutes planning time. Use this time to read the assessment materials and make notes if you wish.

You may only make notes on the planning paper and on the stimulus book. You must not write in the question and response book during planning time. Writing on the question and response book during planning time is considered academic misconduct.

Unless otherwise specified, the number of lines for each question is indicative of the expected response length.

Planning time starts now.

Supervisors

Write or digitally project the planning start time on a whiteboard or other surface visible to students.

Allow the specified amount of planning time.

During planning time, supervisors must ensure students do not write on the question and response book.

At the end of planning time



That is the end of planning time. Listen to the following instructions.

Answer all questions to the best of your ability. Manage your time so that you give yourself every opportunity to finish the assessment.

You are allowed 120 minutes working time.

You may start working now.

Write or digitally project the start time, 10-minute warning time and finish time on the whiteboard or other surface visible to students.

Use of additional response materials

Additional response books

Students may need extra space to complete their assessment. Extra pages are provided at the back of the question and response book. After they have used these extra pages, they can be given an additional response book.

Ten minutes before the finish time



There are ten minutes remaining.

At the finish time



Stop writing now and put your pens down. Close your question and response book.

Ensure students have stopped working.



Stay seated until you are told to leave. Do not talk to other students until after you have left the room. You must not take any assessment materials from the room, including planning paper and stimulus material.

Check the front cover of your question and response book. Make sure that your barcode ID label is attached and you have written your details on the front cover.

There is a space on the front cover of your question and response book to record the number of books you have used. Below your student ID barcode label is the section that reads 'Book *space* of *space* books used'. The second space or box is to indicate the total number of response books you have used, including any additional response books as separate books in your count. Count your total number of response books.

The first space or box allows you to indicate the order in which your response books should be read. Your subject question and response book should have a 1 in this box. Any additional response books should be numbered consecutively, for example 2 of 3 and 3 of 3.

Pick up your pens and complete these boxes.

If you used any additional books, check that your barcode ID label is attached and your details are also written on the books.

Put your pens down.

Do not leave any planning paper in your question and response book.

Please wait quietly while your assessment materials are collected.

Before students leave

Collect all assessment materials from students, including place cards and planning paper. Students are not permitted to take any assessment materials with them.

Refer to the *DFA* Section 3.5.1 for instructions about collecting and checking assessment materials.

Materials to be packed and returned for marking

- **completed question and response book**
- **any additional response books or pages students used (inside the first response book each student used)**
- **do not return printed copies of digital response books — digital files are returned via fileShare**

Store all other used and unused assessment materials in the designated secure room until the end of the secure period for external assessment.

After response books have been collected and checked



If you handed in any items before the session, see a supervisor as you leave to collect your items.

You may now leave the room quietly. Remember that assessments in other rooms may still be in progress. Take your equipment with you.

Pack materials as soon as students have left the room. Refer to the *DFA* Section 3.5.1 for instructions about packing and returning materials.



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Session announcements: Digital Solutions

External assessment 2024

Session details

Timing information

Session date	Tuesday 1 November (morning)
Session window	8:45 am – 9:15 am
Session times	Perusal time: 15 minutes
	Working time: 120 minutes

Materials

Materials to be placed on students' desks	Materials to be available on request
<ul style="list-style-type: none">• place card• 2 sheets of planning paper• question and response book• multiple choice question book• stimulus book	<ul style="list-style-type: none">• additional response books• planning paper

Approved equipment

Students may use a clear plastic container or zip lock bag to carry their equipment. No notes are allowed.

All subjects	Subject-specific
<ul style="list-style-type: none">• black or blue pens• 2B pencils, sharpener and eraser• highlighters• clear plastic ruler• water in a clear unlabelled bottle• asthma inhalers	nil

Preparing for the session

Ensure:

- all required assessment materials are distributed on students' desks
- there is an adequate supply of additional response books, additional diagram pages (if applicable) and planning pages available, in case students need them.

Write or digitally project the perusal/planning start time, the working start time, the 10-minute warning time and the working finish time on the whiteboard or other surface visible to students when instructed in the *Session announcements* section.

See the next page for the timing information. Adjust the table according to the school's circumstances.

Late arrivals

Students who arrive within 40 minutes of the scheduled start time (in 2024, before 9:40 am for a morning session and before 1:10 pm for an afternoon session) are admitted to the assessment room and given the full amount of working time as prescribed by the assessment conditions if possible. If students arrive after the end of perusal/planning time, do not provide perusal time or planning time.

Students who arrive more than 40 minutes after the scheduled start time must obtain permission from the EA coordinator or the principal to be admitted to the assessment. In general, students should be allowed entry (and accommodated in a separate room if possible). Give the student the full amount of working time as prescribed by the assessment conditions if possible. Do not provide perusal time or planning time.

For all late arrivals an *Incident record* needs to be completed. Refer to the *Directions for administration (DFA)* Section 3.2.12 for more information.

Timing information: Digital Solutions

Scheduled start time: 9:00 am

Earliest start time: 8:45 am

Latest start time: 9:15 am

Session window	
Start time	[Enter time]
Perusal time	15 minutes
Working start time	[Enter time]
Working time	120 minutes
10-minute warning time	[Enter time]
Working finish time	[Enter time]

Session announcements

Reading announcements

Announcements **must** be read aloud as written. Do not paraphrase. Any text that must be read aloud is indicated by this icon:



Before students enter the room

Read as students assemble outside the room



Listen to the following instructions.

Mobile phones*, smart watches*, any other communication devices, notes, paper or other prohibited materials are not permitted in the assessment room. Show your student ID to the supervisor as you enter the room.

Present your approved equipment for checking when requested.

Once you are inside the room, do not talk to anyone other than a supervisor. If you need to talk to a supervisor, raise your hand and wait for them to approach you. Do not handle the materials on your desk until you are told you may do so.

Before the start of perusal time

Read when students are seated and settled



Welcome to the external assessment for Digital Solutions.

Do not handle the materials in front of you until you are told you may do so. Do not talk to or communicate with anyone other than a supervisor.

Mobile phones*, smart watches*, any other communication devices, notes, paper or other prohibited materials must not be in your possession in the assessment room. Any device must not have a SIM card inserted. If you have accidentally brought any prohibited items, there is no penalty if you hand them in now. If you have a prohibited device, put your hand up and switch off the device before handing it to a supervisor. Any items you hand in to a supervisor will be returned to you when the session is finished.

If you do not hand in prohibited items now, this will be treated as academic misconduct and you may face a penalty.

If you are wearing a permitted watch, please remove it and place it face up in clear view on your desk.

Allow time for students to remove watches and surrender prohibited items.

Collect prohibited items, ensuring devices are switched off. Return items to students at the end of the session (and complete an *Incident record*).

* except for an approved access arrangement or reasonable adjustment (AARA)



Remember to read the instructions and each question carefully.

If you run out of space, use the additional response space at the back of the book first. Clearly indicate the question you are responding to.

If you run out of additional space in your question and response book, raise your hand and wait for a supervisor. The supervisor will give you an additional response book. Attach a barcode ID label to any additional response books you use. Only respond to one question in each additional response book.

If you need to leave the room for any reason, raise your hand and wait for a supervisor. All movements will be recorded.

You are not permitted to leave the room before 9:40 am or during the last 10 minutes of working time.* If you wish to leave after 9:40 am and do not intend to return, raise your hand and wait quietly for a supervisor to collect your assessment materials. Once your materials have been checked and collected, you will be allowed to leave. Do not disturb other students as you leave. Do not remain near the assessment room after you have left.

You are not allowed to borrow any equipment from another student once the assessment has started. Please read the cover of the assessment book for any approved equipment. If you do not have all of your approved equipment, please raise your hand now.

Place your water bottle on the floor.

Pause briefly while students do this.



Check that the place card on your desk has your name, LUI and the correct session on it. The place card should contain six barcode stickers.

Raise your hand if any of the information is incorrect.

Allow time for students to check their place cards.

If a student is incorrectly seated, direct them to the correct desk.

If a place card has incorrect details, use a blank place card (supplied with the printed place cards) to record the student's name, LUI, the subject, the main learning provider (MLP) and the session name and give it to the student. Complete an incident report.

* except for approved rest breaks

Checking materials



Check that the materials required for this assessment are on your desk. You should have one question and response book, one multiple choice question book, one stimulus book and two sheets of blue planning paper.

Check that you have the correct paper for Digital Solutions.

Raise your hand if you are missing any of these materials.

Allow time for students to check that they have all required materials. Provide missing materials to students who raise their hands.



Now check that your assessment materials are complete. You may turn the pages of your books to ensure they have the correct number of pages.

Your question and response book should have 17 numbered pages. Your multiple choice question book should have 6 numbered pages. Your stimulus book should have 3 numbered pages.

Raise your hand if any book does not have the correct number of pages. Raise your hand if any book looks defective in any way or if any pages have no markings at all.

Allow time for students to check that their materials are complete. Replace any faulty books.



During this session, if you think you have found an error in the content of the assessment materials, answer the question to the best of your ability and move on to the next question. At the end of the session, notify a supervisor of the error.

During the session, supervisors should not answer queries from students regarding possible errors in content. Tell the student/s to answer the question/item to the best of their ability and that they will not be disadvantaged by any error. Do not stop the assessment or make any announcements unless directed to by the QCAA.

Refer to the *Directions for administration (DFA)* Section 2.1.6 for more information.

Barcode labels



Peel the top left barcode ID label from your place card and attach it to the front cover of your question and response book. Fill in the details on the front cover of the book, as shown on your place card.

Allow time for students to do this.



Put your pens down.

Perusal time



You are allowed 15 minutes perusal time. Use this time to read the assessment materials. You must not write anything during perusal time. Writing during perusal time is considered academic misconduct.

Unless otherwise specified, the number of lines for each question is indicative of the expected response length.

Perusal time starts now.

Supervisors

Write or digitally project the perusal start time on a whiteboard or other surface visible to students.

Allow the specified amount of perusal time.

During perusal time, supervisors must ensure students do not write anything.

At the end of perusal time



That is the end of perusal time. Listen to the following instructions.

Answer all questions to the best of your ability. Manage your time so that you give yourself every opportunity to finish the assessment.

You are allowed 120 minutes working time.

You may start working now.

Write or digitally project the start time, 10-minute warning time and finish time on the whiteboard or other surface visible to students.

Use of additional response materials

Additional response books

Students may need extra space to complete their assessment. Extra pages are provided at the back of the question and response book. After they have used these extra pages, they can be given an additional response book.

Ten minutes before the finish time



There are ten minutes remaining.

At the finish time



Stop writing now and put your pens down. Close your question and response book.

Ensure students have stopped working.



Stay seated until you are told to leave. Do not talk to other students until after you have left the room. You must not take any assessment materials from the room, including planning paper and stimulus material.

Check the front cover of your question and response book. Make sure that your barcode ID label is attached and you have written your details on the front cover.

There is a space on the front cover of your question and response book to record the number of books you have used. Below your student ID barcode label is the section that reads 'Book *space* of *space* books used'. The second space or box is to indicate the total number of response books you have used, including any additional response books as separate books in your count. Count your total number of response books.

The first space or box allows you to indicate the order in which your response books should be read. Your subject question and response book should have a 1 in this box. Any additional response books should be numbered consecutively, for example 2 of 3 and 3 of 3.

Pick up your pens and complete these boxes.

If you used any additional books, check that your barcode ID label is attached and your details are also written on the books.

Put your pens down.

Do not leave any planning paper in your question and response book.

Please wait quietly while your assessment materials are collected.

Before students leave

Collect all assessment materials from students, including place cards and planning paper. Students are not permitted to take any assessment materials with them.

Refer to the *DFA* Section 3.5.1 for instructions about collecting and checking assessment materials.

Materials to be packed and returned for marking

- **completed question and response book**
- **any additional response books or pages students used (inside the first response book each student used)**
- **do not return printed copies of digital response books — digital files are returned via fileShare**

Store all other used and unused assessment materials in the designated secure room until the end of the secure period for external assessment.

After response books have been collected and checked



If you handed in any items before the session, see a supervisor as you leave to collect your items.

You may now leave the room quietly. Remember that assessments in other rooms may still be in progress. Take your equipment with you.

Pack materials as soon as students have left the room. Refer to the *DFA* Section 3.5.1 for instructions about packing and returning materials.



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Session announcements: English

External assessment 2024

Session details

Timing information

Session date	Monday 24 October (morning)
Session window	8:45 am – 9:15 am
Session times	Planning time: 15 minutes
	Working time: 120 minutes

Materials

Materials to be placed on students' desks	Materials to be available on request
<ul style="list-style-type: none">• place card• 2 sheets of planning paper• question book• response book	<ul style="list-style-type: none">• additional response books• planning paper

Approved equipment

Students may use a clear plastic container or zip lock bag to carry their equipment. No notes are allowed.

All subjects	Subject-specific
<ul style="list-style-type: none">• black or blue pens• 2B pencils, sharpener and eraser• highlighters• clear plastic ruler• water in a clear unlabelled bottle• asthma inhalers	nil

Preparing for the session

Ensure:

- all required assessment materials are distributed on students' desks
- there is an adequate supply of additional response books, additional diagram pages (if applicable) and planning pages available, in case students need them.

Write or digitally project the perusal/planning start time, the working start time, the 10-minute warning time and the working finish time on the whiteboard or other surface visible to students when instructed in the *Session announcements* section.

See the next page for the timing information. Adjust the table according to the school's circumstances.

Late arrivals

Students who arrive within 40 minutes of the scheduled start time (in 2024, before 9:40 am for a morning session and before 1:10 pm for an afternoon session) are admitted to the assessment room and given the full amount of working time as prescribed by the assessment conditions if possible. If students arrive after the end of perusal/planning time, do not provide perusal time or planning time.

Students who arrive more than 40 minutes after the scheduled start time must obtain permission from the EA coordinator or the principal to be admitted to the assessment. In general, students should be allowed entry (and accommodated in a separate room if possible). Give the student the full amount of working time as prescribed by the assessment conditions if possible. Do not provide perusal time or planning time.

For all late arrivals an *Incident record* needs to be completed. Refer to the *Directions for administration (DFA)* Section 3.2.12 for more information.

Timing information: English

Scheduled start time: 9:00 am

Earliest start time: 8:45 am

Latest start time: 9:15 am

Session window	
Start time	[Enter time]
Planning time	15 minutes
Working start time	[Enter time]
Working time	120 minutes
10-minute warning time	[Enter time]
Working finish time	[Enter time]

Session announcements

Reading announcements

Announcements **must** be read aloud as written. Do not paraphrase. Any text that must be read aloud is indicated by this icon:



Before students enter the room

Read as students assemble outside the room



Listen to the following instructions.

Mobile phones*, smart watches*, any other communication devices, notes, paper or other prohibited materials are not permitted in the assessment room. Show your student ID to the supervisor as you enter the room.

Present your approved equipment for checking when requested.

Once you are inside the room, do not talk to anyone other than a supervisor. If you need to talk to a supervisor, raise your hand and wait for them to approach you. Do not handle the materials on your desk until you are told you may do so.

Before the start of planning time

Read when students are seated and settled



Welcome to the external assessment for English.

Do not handle the materials in front of you until you are told you may do so. Do not talk to or communicate with anyone other than a supervisor.

Mobile phones*, smart watches*, any other communication devices, notes, paper or other prohibited materials must not be in your possession in the assessment room. Any device must not have a SIM card inserted. If you have accidentally brought any prohibited items, there is no penalty if you hand them in now. If you have a prohibited device, put your hand up and switch off the device before handing it to a supervisor. Any items you hand in to a supervisor will be returned to you when the session is finished.

If you do not hand in prohibited items now, this will be treated as academic misconduct and you may face a penalty.

If you are wearing a permitted watch, please remove it and place it face up in clear view on your desk.

Allow time for students to remove watches and surrender prohibited items.

Collect prohibited items, ensuring devices are switched off. Return items to students at the end of the session (and complete an *Incident record*).

* except for an approved access arrangement or reasonable adjustment (AARA)



Remember to read the instructions and each question carefully.

If this paper asks you to respond to one of multiple questions, respond to one question only. If you do not follow this instruction, only your first response will be marked.

If you run out of space in your response book, raise your hand and wait for a supervisor. The supervisor will give you an additional response book. Attach a barcode ID label to any additional response books you use. Only respond to one question in each additional response book.

If you need to leave the room for any reason, raise your hand and wait for a supervisor. All movements will be recorded.

You are not permitted to leave the room before 9:40 am or during the last 10 minutes of working time.* If you wish to leave after 9:40 am and do not intend to return, raise your hand and wait quietly for a supervisor to collect your assessment materials. Once your materials have been checked and collected, you will be allowed to leave. Do not disturb other students as you leave. Do not remain near the assessment room after you have left.

You are not allowed to borrow any equipment from another student once the assessment has started. Please read the cover of the assessment book for any approved equipment. If you do not have all of your approved equipment, please raise your hand now.

Place your water bottle on the floor.

Pause briefly while students do this.



Check that the place card on your desk has your name, LUI and the correct session on it. The place card should contain six barcode stickers.

Raise your hand if any of the information is incorrect.

Allow time for students to check their place cards.

If a student is incorrectly seated, direct them to the correct desk.

If a place card has incorrect details, use a blank place card (supplied with the printed place cards) to record the student's name, LUI, the subject, the main learning provider (MLP) and the session name and give it to the student. Complete an incident report.

* except for approved rest breaks

Checking materials



Check that the materials required for this assessment are on your desk. You should have one question book, one response book and two sheets of blue planning paper.

Check that you have the correct paper for English.

Raise your hand if you are missing any of these materials.

Allow time for students to check that they have all required materials. Provide missing materials to students who raise their hands.



Now check that your assessment materials are complete. You may turn the pages of your books to ensure they have the correct number of pages.

Your question book should have 2 numbered pages. Your response book should have 9 numbered pages.

Raise your hand if any book does not have the correct number of pages. Raise your hand if any book looks defective in any way or if any pages have no markings at all.

Allow time for students to check that their materials are complete. Replace any faulty books.



During this session, if you think you have found an error in the content of the assessment materials, answer the question to the best of your ability. At the end of the session, notify a supervisor of the error.

During the session, supervisors should not answer queries from students regarding possible errors in content. Tell the student/s to answer the question/item to the best of their ability and that they will not be disadvantaged by any error. Do not stop the assessment or make any announcements unless directed to by the QCAA.

Refer to the *Directions for administration (DFA)* Section 2.1.6 for more information.

Barcode labels



Peel the top left barcode ID label from your place card and attach it to the front cover of your response book. Fill in the details on the front cover of the book, as shown on your place card.

Allow time for students to do this.



Put your pens down.

Planning time



You are allowed 15 minutes planning time. Use this time to read the assessment materials and make notes if you wish.

You must not write in the response book during planning time. Writing on the response book during planning time is considered academic misconduct.

Unless otherwise specified, the number of lines for each question is indicative of the expected response length.

Planning time starts now.

Supervisors

Write or digitally project the planning start time on a whiteboard or other surface visible to students.

Allow the specified amount of planning time.

During planning time, supervisors must ensure students do not write on the response book.

At the end of planning time



That is the end of planning time. Listen to the following instructions.

Answer all questions to the best of your ability. Manage your time so that you give yourself every opportunity to finish the assessment.

You are allowed 120 minutes working time.

You may start working now.

Write or digitally project the start time, 10-minute warning time and finish time on the whiteboard or other surface visible to students.

Use of additional response materials

Additional response books

Students may need extra space to complete their assessment. After they have used the space provided in their response book, they can be given an additional response book.

Ten minutes before the finish time



There are ten minutes remaining.

At the finish time



Stop writing now and put your pens down. Close your response book.

Ensure students have stopped working.



Stay seated until you are told to leave. Do not talk to other students until after you have left the room. You must not take any assessment materials from the room, including planning paper.

Check the front cover of your response book. Make sure that your barcode ID label is attached and you have written your details on the front cover.

There is a space on the front cover of your response book to record the number of books you have used. Below your student ID barcode label is the section that reads 'Book *space* of *space* books used'. The second space or box is to indicate the total number of response books you have used, including any additional response books as separate books in your count. Count your total number of response books.

The first space or box allows you to indicate the order in which your response books should be read. Your subject response book should have a 1 in this box. Any additional response books should be numbered consecutively, for example 2 of 3 and 3 of 3.

Pick up your pens and complete these boxes.

This assessment required you to select response options. Check that your selected options have been appropriately indicated by filling in the bubbles.

If you used any additional books, check that your barcode ID label is attached and your details are also written on the books.

Put your pens down.

Do not leave any planning paper in your response book.

Please wait quietly while your assessment materials are collected.

Before students leave

Collect all assessment materials from students, including place cards and planning paper. Students are not permitted to take any assessment materials with them.

Refer to the *DFA* Section 3.5.1 for instructions about collecting and checking assessment materials.

Materials to be packed and returned for marking

- completed response book
- any additional response books or pages students used (inside the first response book each student used)
- do not return printed copies of digital response books — digital files are returned via fileShare

Store all other used and unused assessment materials in the designated secure room until the end of the secure period for external assessment.

After response books have been collected and checked



If you handed in any items before the session, see a supervisor as you leave to collect your items.

You may now leave the room quietly. Remember that assessments in other rooms may still be in progress. Take your equipment with you.

Pack materials as soon as students have left the room. Refer to the *DFA* Section 3.5.1 for instructions about packing and returning materials.



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Session announcements: Film, Television & New Media

External assessment 2024

Session details

Timing information

Session date	Thursday 3 November (afternoon)
Session window	12:15 pm – 12:45 pm
Session times	Planning time: 20 minutes
	Working time: 120 minutes

Materials

For information about preparing digital stimulus on the morning of assessment, see the *Directions for administration (DFA) Section 7*.

Materials to be placed on students' desks	Materials to be available on request
<ul style="list-style-type: none">• place card• 2 sheets of planning paper• question book• response book• USB (for USB schools only)• <i>Student instructions and password sheet</i> (for USB schools only)	<ul style="list-style-type: none">• additional response books• planning paper• backup devices

Approved equipment

Students may use a clear plastic container or zip lock bag to carry their equipment. No notes are allowed.

All subjects	Subject-specific
<ul style="list-style-type: none">• black or blue pens• 2B pencils, sharpener and eraser• highlighters• clear plastic ruler• water in a clear unlabelled bottle• asthma inhalers	<ul style="list-style-type: none">• suitable wired earphones/headphones (cannot be Bluetooth)• student device

Preparing for the session

Ensure:

- all required assessment materials are distributed on students' desks
- there is an adequate supply of additional response books, additional diagram pages (if applicable) and planning pages available, in case students need them.

Write or digitally project the perusal/planning start time, the working start time, the 10-minute warning time and the working finish time on the whiteboard or other surface visible to students when instructed in the *Session announcements* section.

See the next page for the timing information. Adjust the table according to the school's circumstances.

Late arrivals

Students who arrive within 40 minutes of the scheduled start time (in 2024, before 9:40 am for a morning session and before 1:10 pm for an afternoon session) are admitted to the assessment room and given the full amount of working time as prescribed by the assessment conditions if possible. If students arrive after the end of perusal/planning time, do not provide perusal time or planning time.

Students who arrive more than 40 minutes after the scheduled start time must obtain permission from the EA coordinator or the principal to be admitted to the assessment. In general, students should be allowed entry (and accommodated in a separate room if possible). Give the student the full amount of working time as prescribed by the assessment conditions if possible. Do not provide perusal time or planning time.

For all late arrivals an *Incident record* needs to be completed. Refer to the *Directions for administration (DFA)* Section 3.2.12 for more information.

Timing information: Film, Television & New Media

Scheduled start time: 12:30 pm

Earliest start time: 12:15 pm

Latest start time: 12:45 pm

Session window	
Start time	[Enter time]
Planning time	20 minutes
Working start time	[Enter time]
Working time	120 minutes
10-minute warning time	[Enter time]
Working finish time	[Enter time]

Session announcements

Reading announcements

Announcements **must** be read aloud as written. Do not paraphrase. Any text that must be read aloud is indicated by this icon:



Before students enter the room

Read as students assemble outside the room



Listen to the following instructions.

Mobile phones*, smart watches*, any other communication devices, notes, paper or other prohibited materials are not permitted in the assessment room. Show your student ID to the supervisor as you enter the room.

Present your approved equipment for checking when requested.

Once you are inside the room, do not talk to anyone other than a supervisor. If you need to talk to a supervisor, raise your hand and wait for them to approach you. Do not handle the materials on your desk until you are told you may do so.

Before the start of planning time

Read when students are seated and settled



Welcome to the external assessment for Film, Television & New Media.

Do not handle the materials in front of you until you are told you may do so. Do not talk to or communicate with anyone other than a supervisor.

Mobile phones*, smart watches*, any other communication devices, notes, paper or other prohibited materials must not be in your possession in the assessment room. Any device must not have a SIM card inserted. If you have accidentally brought any prohibited items, there is no penalty if you hand them in now. If you have a prohibited device, put your hand up and switch off the device before handing it to a supervisor. Any items you hand in to a supervisor will be returned to you when the session is finished.

If you do not hand in prohibited items now, this will be treated as academic misconduct and you may face a penalty.

If you are wearing a permitted watch, please remove it and place it face up in clear view on your desk.

Allow time for students to remove watches and surrender prohibited items.

Collect prohibited items, ensuring devices are switched off. Return items to students at the end of the session (and complete an *Incident record*).

* except for an approved access arrangement or reasonable adjustment (AARA)

Digital stimulus



You are now going to access your digital stimulus. Follow these instructions carefully. Do not play the stimulus until instructed to do so.

Turn on your device and ensure all programs, applications and folders are closed.

Read only for USB schools



Turn on 'flight mode' on your device or manually disconnect mobile data, wi-fi, network and Bluetooth. Connect your headphones.

Read and follow the instructions in Steps 1 and 2 of the *Student instructions and password* sheet. Check that the USB is labelled 'Film, Television & New Media — 2022'. Insert the USB into your device and open the USB drive. It should contain a zip file named '2022 FTVNM Stimulus.zip'.

Save the unzipped file back onto the USB. If you are prompted for a save location, select the USB drive.

Allow students a few minutes to complete the steps above, then move on when students are ready.



Open the new folder saved on your USB drive. Read and follow the instructions in Step 3 of the *Student instructions and password* sheet. To check each file, press 'play', press 'pause' and drag the progress bar to the end of the file.

Read only for non-USB schools

Instruct students to download the file or folder from your school's shared location. Save the file or folder to a location where you can easily retrieve and delete it.



Turn on 'flight mode' on your device or manually disconnect mobile data, wi-fi, network and Bluetooth. Connect your headphones.

Open the folder containing the stimulus. Check that the filename matches the assessment.

Check each file individually for 3 seconds. To check each file, press 'play', press 'pause' and drag the progress bar to the end of the file.

Read to all students



You must not copy or share these files. They must be permanently removed from all locations on your device at the end of the assessment.

You must notify the supervisor immediately by raising your hand if you experience any technical issues or if your device's battery is lower than 15% or has insufficient battery life to complete the assessment.

Only the media player and folder containing the file are allowed to be open during this assessment. No other programs or applications are allowed to be open.

Once planning time has started, you may play the files as often as required.



Remember to read the instructions and each question carefully.

If this paper asks you to respond to one of multiple questions, respond to one question only. If you do not follow this instruction, only your first response will be marked.

If you run out of space in your response book, raise your hand and wait for a supervisor. The supervisor will give you an additional response book. Attach a barcode ID label to any additional response books you use. Only respond to one question in each additional response book.

If you need to leave the room for any reason, raise your hand and wait for a supervisor. All movements will be recorded.

You are not permitted to leave the room before 1:10 pm or during the last 10 minutes of working time.* If you wish to leave after 1:10 pm and do not intend to return, raise your hand and wait quietly for a supervisor to collect your assessment materials. Once your materials have been checked and collected, you will be allowed to leave. Do not disturb other students as you leave. Do not remain near the assessment room after you have left.

You are not allowed to borrow any equipment from another student once the assessment has started. Please read the cover of the assessment book for any approved equipment. If you do not have all of your approved equipment, please raise your hand now.

Place your water bottle on the floor.

Pause briefly while students do this.



Check that the place card on your desk has your name, LUI and the correct session on it. The place card should contain six barcode stickers.

Raise your hand if any of the information is incorrect.

Allow time for students to check their place cards.

If a student is incorrectly seated, direct them to the correct desk.

If a place card has incorrect details, use a blank place card (supplied with the printed place cards) to record the student's name, LUI, the subject, the main learning provider (MLP) and the session name and give it to the student. Complete an incident report.

* except for approved rest breaks

Checking materials



Check that the materials required for this assessment are on your desk. You should have one question book, one response book and two sheets of blue planning paper.

Check that you have the correct paper for Film, Television & New Media.

Raise your hand if you are missing any of these materials.

Allow time for students to check that they have all required materials. Provide missing materials to students who raise their hands.



Now check that your assessment materials are complete. You may turn the pages of your books to ensure they have the correct number of pages.

Your question book should have 2 numbered pages. Your response book should have 9 numbered pages.

Raise your hand if any book does not have the correct number of pages. Raise your hand if any book looks defective in any way or if any pages have no markings at all.

Allow time for students to check that their materials are complete. Replace any faulty books.



During this session, if you think you have found an error in the content of the assessment materials, answer the question to the best of your ability. At the end of the session, notify a supervisor of the error.

During the session, supervisors should not answer queries from students regarding possible errors in content. Tell the student/s to answer the question/item to the best of their ability and that they will not be disadvantaged by any error. Do not stop the assessment or make any announcements unless directed to by the QCAA.

Refer to the *Directions for administration (DFA)* Section 2.1.6 for more information.

Barcode labels



Peel the top left barcode ID label from your place card and attach it to the front cover of your response book. Fill in the details on the front cover of the book, as shown on your place card.

Allow time for students to do this.



Put your pens down.

Planning time



You are allowed 20 minutes planning time. Use this time to read the assessment materials and make notes if you wish.

You must not write in the response book during planning time. Writing on the response book during planning time is considered academic misconduct.

Unless otherwise specified, the number of lines for each question is indicative of the expected response length.

Planning time starts now.

Supervisors

Write or digitally project the planning start time on a whiteboard or other surface visible to students.

Allow the specified amount of planning time.

During planning time, supervisors must ensure students do not write on the response book.

At the end of planning time



That is the end of planning time. Listen to the following instructions.

Answer all questions to the best of your ability. Manage your time so that you give yourself every opportunity to finish the assessment.

You are allowed 120 minutes working time.

You may start working now.

Write or digitally project the start time, 10-minute warning time and finish time on the whiteboard or other surface visible to students.

Use of additional response materials

Additional response books

Students may need extra space to complete their assessment. After they have used the space provided in their response book, they can be given an additional response book.

Ten minutes before the finish time



There are ten minutes remaining.

At the finish time



Stop writing now and put your pens down. Close your response book.

Ensure students have stopped working.



Stay seated until you are told to leave. Do not talk to other students until after you have left the room. You must not take any assessment materials from the room, including planning paper.

Check the front cover of your response book. Make sure that your barcode ID label is attached and you have written your details on the front cover.

There is a space on the front cover of your response book to record the number of books you have used. Below your student ID barcode label is the section that reads 'Book *space* of *space* books used'. The second space or box is to indicate the total number of response books you have used, including any additional response books as separate books in your count. Count your total number of response books.

The first space or box allows you to indicate the order in which your response books should be read. Your subject response book should have a 1 in this box. Any additional response books should be numbered consecutively, for example 2 of 3 and 3 of 3.

Pick up your pens and complete these boxes.

This assessment required you to select response options. Check that your selected options have been appropriately indicated by filling in the bubbles.

If you used any additional books, check that your barcode ID label is attached and your details are also written on the books.

Put your pens down.

Do not leave any planning paper in your response book.

Please wait quietly while your assessment materials are collected.

Before students leave

Collect all assessment materials from students, including place cards and planning paper. Check digital stimulus files have been removed from all devices. Students are not permitted to take any assessment materials with them.

Verify that digital stimulus files have been removed from devices.

Refer to the *DFA* Section 3.5.1 for instructions about collecting and checking assessment materials.

Materials to be packed and returned for marking

- completed response book
- any additional response books or pages students used (inside the first response book each student used)
- do not return printed copies of digital response books — digital files are returned via fileShare
- USBs must be returned in a labelled envelope in the same box or envelope as the completed responses

Store all other used and unused assessment materials in the designated secure room until the end of the secure period for external assessment.

After response books have been collected and checked



If you handed in any items before the session, see a supervisor as you leave to collect your items.

You may now leave the room quietly. Remember that assessments in other rooms may still be in progress. Take your equipment with you.

Pack materials as soon as students have left the room. Refer to the *DFA* Section 3.5.1 for instructions about packing and returning materials.



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Session announcements: General Mathematics Paper 1

External assessment 2024

Session details

Timing information

Session date	Wednesday 2 November (afternoon)
Session window	12:15 pm – 12:45 pm
Session times	Perusal time: 5 minutes
	Working time: 90 minutes

Materials

Materials to be placed on students' desks	Materials to be available on request
<ul style="list-style-type: none">• place card• 2 sheets of planning paper• question and response book• multiple choice question book• formula book	<ul style="list-style-type: none">• additional response books• planning paper

Approved equipment

Students may use a clear plastic container or zip lock bag to carry their equipment. No notes are allowed.

All subjects	Subject-specific
<ul style="list-style-type: none">• black or blue pens• 2B pencils, sharpener and eraser• highlighters• clear plastic ruler• water in a clear unlabelled bottle• asthma inhalers	<ul style="list-style-type: none">• QCAA-approved scientific calculator

No graphics calculators are allowed in this session. If students bring scientific calculators into the session, supervisors must check before the assessment starts that the calculators meet the specifications in the [Scientific calculator list](#) on the QCAA website.

Preparing for the session

Ensure:

- all required assessment materials are distributed on students' desks
- there is an adequate supply of additional response books, additional diagram pages (if applicable) and planning pages available, in case students need them.

Write or digitally project the perusal/planning start time, the working start time, the 10-minute warning time and the working finish time on the whiteboard or other surface visible to students when instructed in the *Session announcements* section.

See the next page for the timing information. Adjust the table according to the school's circumstances.

Late arrivals

Students who arrive within 40 minutes of the scheduled start time (in 2024, before 9:40 am for a morning session and before 1:10 pm for an afternoon session) are admitted to the assessment room and given the full amount of working time as prescribed by the assessment conditions if possible. If students arrive after the end of perusal/planning time, do not provide perusal time or planning time.

Students who arrive more than 40 minutes after the scheduled start time must obtain permission from the EA coordinator or the principal to be admitted to the assessment. In general, students should be allowed entry (and accommodated in a separate room if possible). Give the student the full amount of working time as prescribed by the assessment conditions if possible. Do not provide perusal time or planning time.

For all late arrivals an *Incident record* needs to be completed. Refer to the *Directions for administration (DFA)* Section 3.2.12 for more information.

Timing information: General Mathematics Paper 1

Scheduled start time: 12:30 pm

Earliest start time: 12:15 pm

Latest start time: 12:45 pm

Session window	
Start time	[Enter time]
Perusal time	5 minutes
Working start time	[Enter time]
Working time	90 minutes
10-minute warning time	[Enter time]
Working finish time	[Enter time]

Session announcements

Reading announcements

Announcements **must** be read aloud as written. Do not paraphrase. Any text that must be read aloud is indicated by this icon:



Before students enter the room

Read as students assemble outside the room



Listen to the following instructions.

Mobile phones*, smart watches*, any other communication devices, notes, paper or other prohibited materials are not permitted in the assessment room. Show your student ID to the supervisor as you enter the room.

Present your approved equipment for checking when requested.

Once you are inside the room, do not talk to anyone other than a supervisor. If you need to talk to a supervisor, raise your hand and wait for them to approach you. Do not handle the materials on your desk until you are told you may do so.

Before the start of perusal time

Read when students are seated and settled



Welcome to the external assessment for General Mathematics Paper 1.

Do not handle the materials in front of you until you are told you may do so. Do not talk to or communicate with anyone other than a supervisor.

Mobile phones*, smart watches*, any other communication devices, notes, paper or other prohibited materials must not be in your possession in the assessment room. Any device must not have a SIM card inserted. If you have accidentally brought any prohibited items, there is no penalty if you hand them in now. If you have a prohibited device, put your hand up and switch off the device before handing it to a supervisor. Any items you hand in to a supervisor will be returned to you when the session is finished.

If you do not hand in prohibited items now, this will be treated as academic misconduct and you may face a penalty.

If you are wearing a permitted watch, please remove it and place it face up in clear view on your desk.

Allow time for students to remove watches and surrender prohibited items.

Collect prohibited items, ensuring devices are switched off. Return items to students at the end of the session (and complete an *Incident record*).

* except for an approved access arrangement or reasonable adjustment (AARA)



Remember to read the instructions and each question carefully.

If you run out of space, use the additional response space at the back of the book first. Clearly indicate the question you are responding to.

If you run out of additional space in your question and response book, raise your hand and wait for a supervisor. The supervisor will give you an additional response book. Attach a barcode ID label to any additional response books you use. Only respond to one question in each additional response book.

If you need to leave the room for any reason, raise your hand and wait for a supervisor. All movements will be recorded.

You are not permitted to leave the room before 1:10 pm or during the last 10 minutes of working time.* If you wish to leave after 1:10 pm and do not intend to return, raise your hand and wait quietly for a supervisor to collect your assessment materials. Once your materials have been checked and collected, you will be allowed to leave. Do not disturb other students as you leave. Do not remain near the assessment room after you have left.

You are not allowed to borrow any equipment from another student once the assessment has started. Please read the cover of the assessment book for any approved equipment. If you do not have all of your approved equipment, please raise your hand now.

Place your water bottle on the floor.

Pause briefly while students do this.



Check that the place card on your desk has your name, LUI and the correct session on it. The place card should contain six barcode stickers.

Raise your hand if any of the information is incorrect.

Allow time for students to check their place cards.

If a student is incorrectly seated, direct them to the correct desk.

If a place card has incorrect details, use a blank place card (supplied with the printed place cards) to record the student's name, LUI, the subject, the main learning provider (MLP) and the session name and give it to the student. Complete an incident report.

* except for approved rest breaks

Checking materials



Check that the materials required for this assessment are on your desk. You should have one question and response book, one multiple choice question book, one formula book and two sheets of blue planning paper.

Check that you have the correct paper for General Mathematics Paper 1.

Raise your hand if you are missing any of these materials.

Allow time for students to check that they have all required materials. Provide missing materials to students who raise their hands.



Now check that your assessment materials are complete. You may turn the pages of your books to ensure they have the correct number of pages.

Your question and response book should have 21 numbered pages. Your multiple choice question book should have 8 numbered pages. Your formula book should have 2 numbered pages.

Raise your hand if any book does not have the correct number of pages. Raise your hand if any book looks defective in any way or if any pages have no markings at all.

Allow time for students to check that their materials are complete. Replace any faulty books.



During this session, if you think you have found an error in the content of the assessment materials, answer the question to the best of your ability and move on to the next question. At the end of the session, notify a supervisor of the error.

During the session, supervisors should not answer queries from students regarding possible errors in content. Tell the student/s to answer the question/item to the best of their ability and that they will not be disadvantaged by any error. Do not stop the assessment or make any announcements unless directed to by the QCAA.

Refer to the *Directions for administration (DFA)* Section 2.1.6 for more information.

Barcode labels



Peel the top left barcode ID label from your place card and attach it to the front cover of your question and response book. Fill in the details on the front cover of the book, as shown on your place card.

Allow time for students to do this.



Put your pens down.

Perusal time



You are allowed 5 minutes perusal time. Use this time to read the assessment materials. You must not write anything or use a calculator during perusal time. Writing or using a calculator during perusal time is considered academic misconduct.

Unless otherwise specified, the number of lines for each question is indicative of the expected response length.

Perusal time starts now.

Supervisors

Write or digitally project the perusal start time on a whiteboard or other surface visible to students.

Allow the specified amount of perusal time.

During perusal time, supervisors must ensure students do not write anything or use a calculator.

At the end of perusal time



That is the end of perusal time. Listen to the following instructions.

Answer all questions to the best of your ability. Manage your time so that you give yourself every opportunity to finish the assessment.

You are allowed 90 minutes working time.

You may start working now.

Write or digitally project the start time, 10-minute warning time and finish time on the whiteboard or other surface visible to students.

Use of additional response materials

Additional response books

Students may need extra space to complete their assessment. Extra pages are provided at the back of the question and response book. After they have used these extra pages, they can be given an additional response book.

Ten minutes before the finish time



There are ten minutes remaining.

At the finish time



Stop writing now and put your pens down. Close your question and response book.

Ensure students have stopped working.



Stay seated until you are told to leave. Do not talk to other students until after you have left the room. You must not take any assessment materials from the room, including planning paper.

Check the front cover of your question and response book. Make sure that your barcode ID label is attached and you have written your details on the front cover.

There is a space on the front cover of your question and response book to record the number of books you have used. Below your student ID barcode label is the section that reads 'Book space of *space* books used'. The second space or box is to indicate the total number of response books you have used, including any additional response books as separate books in your count. Count your total number of response books.

The first space or box allows you to indicate the order in which your response books should be read. Your subject question and response book should have a 1 in this box. Any additional response books should be numbered consecutively, for example 2 of 3 and 3 of 3.

Pick up your pens and complete these boxes.

If you used any additional books, check that your barcode ID label is attached and your details are also written on the books.

Put your pens down.

Do not leave any planning paper in your question and response book.

Please wait quietly while your assessment materials are collected.

Before students leave

Collect all assessment materials from students, including place cards and planning paper. Students are not permitted to take any assessment materials with them.

Refer to the *DFA* Section 3.5.1 for instructions about collecting and checking assessment materials.

Materials to be packed and returned for marking

- completed question and response book
- any additional response books or pages students used (inside the first response book each student used)
- do not return printed copies of digital response books — digital files are returned via fileShare

Store all other used and unused assessment materials in the designated secure room until the end of the secure period for external assessment.

After response books have been collected and checked



If you handed in any items before the session, see a supervisor as you leave to collect your items.

You may now leave the room quietly. Remember that assessments in other rooms may still be in progress. Take your equipment with you.

Pack materials as soon as students have left the room. Refer to the *DFA* Section 3.5.1 for instructions about packing and returning materials.



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Session announcements: General Mathematics Paper 2

External assessment 2024

Session details

Timing information

Session date	Thursday 3 November (morning)
Session window	8:45 am – 9:15 am
Session times	Perusal time: 5 minutes
	Working time: 90 minutes

Materials

Materials to be placed on students' desks	Materials to be available on request
<ul style="list-style-type: none">• place card• 2 sheets of planning paper• question and response book• formula book	<ul style="list-style-type: none">• additional response books• planning paper

Approved equipment

Students may use a clear plastic container or zip lock bag to carry their equipment. No notes are allowed.

All subjects	Subject-specific
<ul style="list-style-type: none">• black or blue pens• 2B pencils, sharpener and eraser• highlighters• clear plastic ruler• water in a clear unlabelled bottle• asthma inhalers	<ul style="list-style-type: none">• QCAA-approved scientific calculator

No graphics calculators are allowed in this session. If students bring scientific calculators into the session, supervisors must check before the assessment starts that the calculators meet the specifications in the [Scientific calculator list](#) on the QCAA website.

Preparing for the session

Ensure:

- all required assessment materials are distributed on students' desks
- there is an adequate supply of additional response books, additional diagram pages (if applicable) and planning pages available, in case students need them.

Write or digitally project the perusal/planning start time, the working start time, the 10-minute warning time and the working finish time on the whiteboard or other surface visible to students when instructed in the *Session announcements* section.

See the next page for the timing information. Adjust the table according to the school's circumstances.

Late arrivals

Students who arrive within 40 minutes of the scheduled start time (in 2024, before 9:40 am for a morning session and before 1:10 pm for an afternoon session) are admitted to the assessment room and given the full amount of working time as prescribed by the assessment conditions if possible. If students arrive after the end of perusal/planning time, do not provide perusal time or planning time.

Students who arrive more than 40 minutes after the scheduled start time must obtain permission from the EA coordinator or the principal to be admitted to the assessment. In general, students should be allowed entry (and accommodated in a separate room if possible). Give the student the full amount of working time as prescribed by the assessment conditions if possible. Do not provide perusal time or planning time.

For all late arrivals an *Incident record* needs to be completed. Refer to the *Directions for administration (DFA)* Section 3.2.12 for more information.

Timing information: General Mathematics Paper 2

Scheduled start time: 9:00 am

Earliest start time: 8:45 am

Latest start time: 9:15 am

Session window	
Start time	[Enter time]
Perusal time	5 minutes
Working start time	[Enter time]
Working time	90 minutes
10-minute warning time	[Enter time]
Working finish time	[Enter time]

Session announcements

Reading announcements

Announcements **must** be read aloud as written. Do not paraphrase. Any text that must be read aloud is indicated by this icon:



Before students enter the room

Read as students assemble outside the room



Listen to the following instructions.

Mobile phones*, smart watches*, any other communication devices, notes, paper or other prohibited materials are not permitted in the assessment room. Show your student ID to the supervisor as you enter the room.

Present your approved equipment for checking when requested.

Once you are inside the room, do not talk to anyone other than a supervisor. If you need to talk to a supervisor, raise your hand and wait for them to approach you. Do not handle the materials on your desk until you are told you may do so.

Before the start of perusal time

Read when students are seated and settled



Welcome to the external assessment for General Mathematics Paper 2.

Do not handle the materials in front of you until you are told you may do so. Do not talk to or communicate with anyone other than a supervisor.

Mobile phones*, smart watches*, any other communication devices, notes, paper or other prohibited materials must not be in your possession in the assessment room. Any device must not have a SIM card inserted. If you have accidentally brought any prohibited items, there is no penalty if you hand them in now. If you have a prohibited device, put your hand up and switch off the device before handing it to a supervisor. Any items you hand in to a supervisor will be returned to you when the session is finished.

If you do not hand in prohibited items now, this will be treated as academic misconduct and you may face a penalty.

If you are wearing a permitted watch, please remove it and place it face up in clear view on your desk.

Allow time for students to remove watches and surrender prohibited items.

Collect prohibited items, ensuring devices are switched off. Return items to students at the end of the session (and complete an *Incident record*).

* except for an approved access arrangement or reasonable adjustment (AARA)



Remember to read the instructions and each question carefully.

If you run out of space, use the additional response space at the back of the book first. Clearly indicate the question you are responding to.

If you run out of additional space in your question and response book, raise your hand and wait for a supervisor. The supervisor will give you an additional response book. Attach a barcode ID label to any additional response books you use. Only respond to one question in each additional response book.

If you need to leave the room for any reason, raise your hand and wait for a supervisor. All movements will be recorded.

You are not permitted to leave the room before 9:40 am or during the last 10 minutes of working time.* If you wish to leave after 9:40 am and do not intend to return, raise your hand and wait quietly for a supervisor to collect your assessment materials. Once your materials have been checked and collected, you will be allowed to leave. Do not disturb other students as you leave. Do not remain near the assessment room after you have left.

You are not allowed to borrow any equipment from another student once the assessment has started. Please read the cover of the assessment book for any approved equipment. If you do not have all of your approved equipment, please raise your hand now.

Place your water bottle on the floor.

Pause briefly while students do this.



Check that the place card on your desk has your name, LUI and the correct session on it. The place card should contain six barcode stickers.

Raise your hand if any of the information is incorrect.

Allow time for students to check their place cards.

If a student is incorrectly seated, direct them to the correct desk.

If a place card has incorrect details, use a blank place card (supplied with the printed place cards) to record the student's name, LUI, the subject, the main learning provider (MLP) and the session name and give it to the student. Complete an incident report.

* except for approved rest breaks

Checking materials



Check that the materials required for this assessment are on your desk. You should have one question and response book, one formula book and two sheets of blue planning paper.

Check that you have the correct paper for General Mathematics Paper 2.

Raise your hand if you are missing any of these materials.

Allow time for students to check that they have all required materials. Provide missing materials to students who raise their hands.



Now check that your assessment materials are complete. You may turn the pages of your books to ensure they have the correct number of pages.

Your question and response book should have 17 numbered pages. Your formula book should have 2 numbered pages.

Raise your hand if any book does not have the correct number of pages. Raise your hand if any book looks defective in any way or if any pages have no markings at all.

Allow time for students to check that their materials are complete. Replace any faulty books.



During this session, if you think you have found an error in the content of the assessment materials, answer the question to the best of your ability and move on to the next question. At the end of the session, notify a supervisor of the error.

During the session, supervisors should not answer queries from students regarding possible errors in content. Tell the student/s to answer the question/item to the best of their ability and that they will not be disadvantaged by any error. Do not stop the assessment or make any announcements unless directed to by the QCAA.

Refer to the *Directions for administration (DFA)* Section 2.1.6 for more information.

Barcode labels



Peel the top left barcode ID label from your place card and attach it to the front cover of your question and response book. Fill in the details on the front cover of the book, as shown on your place card.

Allow time for students to do this.



Put your pens down.

Perusal time



You are allowed 5 minutes perusal time. Use this time to read the assessment materials. You must not write anything or use a calculator during perusal time. Writing or using a calculator during perusal time is considered academic misconduct.

Unless otherwise specified, the number of lines for each question is indicative of the expected response length.

Perusal time starts now.

Supervisors

Write or digitally project the perusal start time on a whiteboard or other surface visible to students.

Allow the specified amount of perusal time.

During perusal time, supervisors must ensure students do not write anything or use a calculator.

At the end of perusal time



That is the end of perusal time. Listen to the following instructions.

Answer all questions to the best of your ability. Manage your time so that you give yourself every opportunity to finish the assessment.

You are allowed 90 minutes working time.

You may start working now.

Write or digitally project the start time, 10-minute warning time and finish time on the whiteboard or other surface visible to students.

Use of additional response materials

Additional response books

Students may need extra space to complete their assessment. Extra pages are provided at the back of the question and response book. After they have used these extra pages, they can be given an additional response book.

Ten minutes before the finish time



There are ten minutes remaining.

At the finish time



Stop writing now and put your pens down. Close your question and response book.

Ensure students have stopped working.



Stay seated until you are told to leave. Do not talk to other students until after you have left the room. You must not take any assessment materials from the room, including planning paper.

Check the front cover of your question and response book. Make sure that your barcode ID label is attached and you have written your details on the front cover.

There is a space on the front cover of your question and response book to record the number of books you have used. Below your student ID barcode label is the section that reads 'Book space of *space* books used'. The second space or box is to indicate the total number of response books you have used, including any additional response books as separate books in your count. Count your total number of response books.

The first space or box allows you to indicate the order in which your response books should be read. Your subject question and response book should have a 1 in this box. Any additional response books should be numbered consecutively, for example 2 of 3 and 3 of 3.

Pick up your pens and complete these boxes.

If you used any additional books, check that your barcode ID label is attached and your details are also written on the books.

Put your pens down.

Do not leave any planning paper in your question and response book.

Please wait quietly while your assessment materials are collected.

Before students leave

Collect all assessment materials from students, including place cards and planning paper. Students are not permitted to take any assessment materials with them.

Refer to the *DFA* Section 3.5.1 for instructions about collecting and checking assessment materials.

Materials to be packed and returned for marking

- completed question and response book
- any additional response books or pages students used (inside the first response book each student used)
- do not return printed copies of digital response books — digital files are returned via fileShare

Store all other used and unused assessment materials in the designated secure room until the end of the secure period for external assessment.

After response books have been collected and checked



If you handed in any items before the session, see a supervisor as you leave to collect your items.

You may now leave the room quietly. Remember that assessments in other rooms may still be in progress. Take your equipment with you.

Pack materials as soon as students have left the room. Refer to the *DFA* Section 3.5.1 for instructions about packing and returning materials.



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Session announcements: Legal Studies

External assessment 2024

Session details

Timing information

Session date	Wednesday 26 October (afternoon)
Session window	12:15 pm – 12:45 pm
Session times	Planning time: 15 minutes
	Working time: 120 minutes

Materials

Materials to be placed on students' desks	Materials to be available on request
<ul style="list-style-type: none">• place card• 2 sheets of planning paper• question and response book• stimulus book	<ul style="list-style-type: none">• additional response books• planning paper

Approved equipment

Students may use a clear plastic container or zip lock bag to carry their equipment. No notes are allowed.

All subjects	Subject-specific
<ul style="list-style-type: none">• black or blue pens• 2B pencils, sharpener and eraser• highlighters• clear plastic ruler• water in a clear unlabelled bottle• asthma inhalers	<ul style="list-style-type: none">• non-programmable calculator

If students bring non-programmable calculators into the session, supervisors must check before the assessment starts that the calculator is handheld and solar or battery powered. The calculator must meet the requirements set out in the [Scientific calculator list](#) on the QCAA website.

Preparing for the session

Ensure:

- all required assessment materials are distributed on students' desks
- there is an adequate supply of additional response books, additional diagram pages (if applicable) and planning pages available, in case students need them.

Write or digitally project the perusal/planning start time, the working start time, the 10-minute warning time and the working finish time on the whiteboard or other surface visible to students when instructed in the *Session announcements* section.

See the next page for the timing information. Adjust the table according to the school's circumstances.

Late arrivals

Students who arrive within 40 minutes of the scheduled start time (in 2024, before 9:40 am for a morning session and before 1:10 pm for an afternoon session) are admitted to the assessment room and given the full amount of working time as prescribed by the assessment conditions if possible. If students arrive after the end of perusal/planning time, do not provide perusal time or planning time.

Students who arrive more than 40 minutes after the scheduled start time must obtain permission from the EA coordinator or the principal to be admitted to the assessment. In general, students should be allowed entry (and accommodated in a separate room if possible). Give the student the full amount of working time as prescribed by the assessment conditions if possible. Do not provide perusal time or planning time.

For all late arrivals an *Incident record* needs to be completed. Refer to the *Directions for administration (DFA)* Section 3.2.12 for more information.

Timing information: Legal Studies

Scheduled start time: 12:30 pm

Earliest start time: 12:15 pm

Latest start time: 12:45 pm

Session window	
Start time	[Enter time]
Planning time	15 minutes
Working start time	[Enter time]
Working time	120 minutes
10-minute warning time	[Enter time]
Working finish time	[Enter time]

Session announcements

Reading announcements

Announcements **must** be read aloud as written. Do not paraphrase. Any text that must be read aloud is indicated by this icon:



Before students enter the room

Read as students assemble outside the room



Listen to the following instructions.

Mobile phones*, smart watches*, any other communication devices, notes, paper or other prohibited materials are not permitted in the assessment room. Show your student ID to the supervisor as you enter the room.

Present your approved equipment for checking when requested.

Once you are inside the room, do not talk to anyone other than a supervisor. If you need to talk to a supervisor, raise your hand and wait for them to approach you. Do not handle the materials on your desk until you are told you may do so.

Before the start of planning time

Read when students are seated and settled



Welcome to the external assessment for Legal Studies.

Do not handle the materials in front of you until you are told you may do so. Do not talk to or communicate with anyone other than a supervisor.

Mobile phones*, smart watches*, any other communication devices, notes, paper or other prohibited materials must not be in your possession in the assessment room. Any device must not have a SIM card inserted. If you have accidentally brought any prohibited items, there is no penalty if you hand them in now. If you have a prohibited device, put your hand up and switch off the device before handing it to a supervisor. Any items you hand in to a supervisor will be returned to you when the session is finished.

If you do not hand in prohibited items now, this will be treated as academic misconduct and you may face a penalty.

If you are wearing a permitted watch, please remove it and place it face up in clear view on your desk.

Allow time for students to remove watches and surrender prohibited items.

Collect prohibited items, ensuring devices are switched off. Return items to students at the end of the session (and complete an *Incident record*).

* except for an approved access arrangement or reasonable adjustment (AARA)



Remember to read the instructions and each question carefully.

If you run out of space, use the additional response space at the back of the book first. Clearly indicate the question you are responding to.

If you run out of additional space in your question and response book, raise your hand and wait for a supervisor. The supervisor will give you an additional response book. Attach a barcode ID label to any additional response books you use. Only respond to one question in each additional response book.

If you need to leave the room for any reason, raise your hand and wait for a supervisor. All movements will be recorded.

You are not permitted to leave the room before 1:10 pm or during the last 10 minutes of working time.* If you wish to leave after 1:10 pm and do not intend to return, raise your hand and wait quietly for a supervisor to collect your assessment materials. Once your materials have been checked and collected, you will be allowed to leave. Do not disturb other students as you leave. Do not remain near the assessment room after you have left.

You are not allowed to borrow any equipment from another student once the assessment has started. Please read the cover of the assessment book for any approved equipment. If you do not have all of your approved equipment, please raise your hand now.

Place your water bottle on the floor.

Pause briefly while students do this.



Check that the place card on your desk has your name, LUI and the correct session on it. The place card should contain six barcode stickers.

Raise your hand if any of the information is incorrect.

Allow time for students to check their place cards.

If a student is incorrectly seated, direct them to the correct desk.

If a place card has incorrect details, use a blank place card (supplied with the printed place cards) to record the student's name, LUI, the subject, the main learning provider (MLP) and the session name and give it to the student. Complete an incident report.

* except for approved rest breaks

Checking materials



Check that the materials required for this assessment are on your desk. You should have one question and response book, one stimulus book and two sheets of blue planning paper.

Check that you have the correct paper for Legal Studies.

Raise your hand if you are missing any of these materials.

Allow time for students to check that they have all required materials. Provide missing materials to students who raise their hands.



Now check that your assessment materials are complete. You may turn the pages of your books to ensure they have the correct number of pages.

Your question and response book should have 13 numbered pages. Your stimulus book should have 4 numbered pages.

Raise your hand if any book does not have the correct number of pages. Raise your hand if any book looks defective in any way or if any pages have no markings at all.

Allow time for students to check that their materials are complete. Replace any faulty books.



During this session, if you think you have found an error in the content of the assessment materials, answer the question to the best of your ability and move on to the next question. At the end of the session, notify a supervisor of the error.

During the session, supervisors should not answer queries from students regarding possible errors in content. Tell the student/s to answer the question/item to the best of their ability and that they will not be disadvantaged by any error. Do not stop the assessment or make any announcements unless directed to by the QCAA.

Refer to the *Directions for administration (DFA)* Section 2.1.6 for more information.

Barcode labels



Peel the top left barcode ID label from your place card and attach it to the front cover of your question and response book. Fill in the details on the front cover of the book, as shown on your place card.

Allow time for students to do this.



Put your pens down.

Planning time



You are allowed 15 minutes planning time. Use this time to read the assessment materials and make notes if you wish.

You may only make notes on the planning paper and on the stimulus book. You must not write in the question and response book or use a calculator during planning time. Writing on the question and response book or using a calculator during planning time is considered academic misconduct.

Unless otherwise specified, the number of lines for each question is indicative of the expected response length.

Planning time starts now.

Supervisors

Write or digitally project the planning start time on a whiteboard or other surface visible to students.

Allow the specified amount of planning time.

During planning time, supervisors must ensure students do not write on the question and response book or use a calculator.

At the end of planning time



That is the end of planning time. Listen to the following instructions.

Answer all questions to the best of your ability. Manage your time so that you give yourself every opportunity to finish the assessment.

You are allowed 120 minutes working time.

You may start working now.

Write or digitally project the start time, 10-minute warning time and finish time on the whiteboard or other surface visible to students.

Use of additional response materials

Additional response books

Students may need extra space to complete their assessment. Extra pages are provided at the back of the question and response book. After they have used these extra pages, they can be given an additional response book.

Ten minutes before the finish time



There are ten minutes remaining.

At the finish time



Stop writing now and put your pens down. Close your question and response book.

Ensure students have stopped working.



Stay seated until you are told to leave. Do not talk to other students until after you have left the room. You must not take any assessment materials from the room, including planning paper and stimulus material.

Check the front cover of your question and response book. Make sure that your barcode ID label is attached and you have written your details on the front cover.

There is a space on the front cover of your question and response book to record the number of books you have used. Below your student ID barcode label is the section that reads 'Book *space* of *space* books used'. The second space or box is to indicate the total number of response books you have used, including any additional response books as separate books in your count. Count your total number of response books.

The first space or box allows you to indicate the order in which your response books should be read. Your subject question and response book should have a 1 in this box. Any additional response books should be numbered consecutively, for example 2 of 3 and 3 of 3.

Pick up your pens and complete these boxes.

If you used any additional books, check that your barcode ID label is attached and your details are also written on the books.

Put your pens down.

Do not leave any planning paper in your question and response book.

Please wait quietly while your assessment materials are collected.

Before students leave

Collect all assessment materials from students, including place cards and planning paper. Students are not permitted to take any assessment materials with them.

Refer to the *DFA* Section 3.5.1 for instructions about collecting and checking assessment materials.

Materials to be packed and returned for marking

- completed question and response book
- any additional response books or pages students used (inside the first response book each student used)
- do not return printed copies of digital response books — digital files are returned via fileShare

Store all other used and unused assessment materials in the designated secure room until the end of the secure period for external assessment.

After response books have been collected and checked



If you handed in any items before the session, see a supervisor as you leave to collect your items.

You may now leave the room quietly. Remember that assessments in other rooms may still be in progress. Take your equipment with you.

Pack materials as soon as students have left the room. Refer to the *DFA* Section 3.5.1 for instructions about packing and returning materials.



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Session announcements: Literature

External assessment 2024

Session details

Timing information

Session date	Wednesday 9 November (morning)
Session window	8:45 am – 9:15 am
Session times	Planning time: 15 minutes
	Working time: 120 minutes

Materials

Materials to be placed on students' desks	Materials to be available on request
<ul style="list-style-type: none">• place card• 2 sheets of planning paper• question book• response book	<ul style="list-style-type: none">• additional response books• planning paper

Approved equipment

Students may use a clear plastic container or zip lock bag to carry their equipment. No notes are allowed.

All subjects	Subject-specific
<ul style="list-style-type: none">• black or blue pens• 2B pencils, sharpener and eraser• highlighters• clear plastic ruler• water in a clear unlabelled bottle• asthma inhalers	nil

Preparing for the session

Ensure:

- all required assessment materials are distributed on students' desks
- there is an adequate supply of additional response books, additional diagram pages (if applicable) and planning pages available, in case students need them.

Write or digitally project the perusal/planning start time, the working start time, the 10-minute warning time and the working finish time on the whiteboard or other surface visible to students when instructed in the *Session announcements* section.

See the next page for the timing information. Adjust the table according to the school's circumstances.

Late arrivals

Students who arrive within 40 minutes of the scheduled start time (in 2024, before 9:40 am for a morning session and before 1:10 pm for an afternoon session) are admitted to the assessment room and given the full amount of working time as prescribed by the assessment conditions if possible. If students arrive after the end of perusal/planning time, do not provide perusal time or planning time.

Students who arrive more than 40 minutes after the scheduled start time must obtain permission from the EA coordinator or the principal to be admitted to the assessment. In general, students should be allowed entry (and accommodated in a separate room if possible). Give the student the full amount of working time as prescribed by the assessment conditions if possible. Do not provide perusal time or planning time.

For all late arrivals an *Incident record* needs to be completed. Refer to the *Directions for administration (DFA)* Section 3.2.12 for more information.

Timing information: Literature

Scheduled start time: 9:00 am

Earliest start time: 8:45 am

Latest start time: 9:15 am

Session window	
Start time	[Enter time]
Planning time	15 minutes
Working start time	[Enter time]
Working time	120 minutes
10-minute warning time	[Enter time]
Working finish time	[Enter time]

Session announcements

Reading announcements

Announcements **must** be read aloud as written. Do not paraphrase. Any text that must be read aloud is indicated by this icon:



Before students enter the room

Read as students assemble outside the room



Listen to the following instructions.

Mobile phones*, smart watches*, any other communication devices, notes, paper or other prohibited materials are not permitted in the assessment room. Show your student ID to the supervisor as you enter the room.

Present your approved equipment for checking when requested.

Once you are inside the room, do not talk to anyone other than a supervisor. If you need to talk to a supervisor, raise your hand and wait for them to approach you. Do not handle the materials on your desk until you are told you may do so.

Before the start of planning time

Read when students are seated and settled



Welcome to the external assessment for Literature.

Do not handle the materials in front of you until you are told you may do so. Do not talk to or communicate with anyone other than a supervisor.

Mobile phones*, smart watches*, any other communication devices, notes, paper or other prohibited materials must not be in your possession in the assessment room. Any device must not have a SIM card inserted. If you have accidentally brought any prohibited items, there is no penalty if you hand them in now. If you have a prohibited device, put your hand up and switch off the device before handing it to a supervisor. Any items you hand in to a supervisor will be returned to you when the session is finished.

If you do not hand in prohibited items now, this will be treated as academic misconduct and you may face a penalty.

If you are wearing a permitted watch, please remove it and place it face up in clear view on your desk.

Allow time for students to remove watches and surrender prohibited items.

Collect prohibited items, ensuring devices are switched off. Return items to students at the end of the session (and complete an *Incident record*).

* except for an approved access arrangement or reasonable adjustment (AARA)



Remember to read the instructions and each question carefully.

If this paper asks you to respond to one of multiple questions, respond to one question only. If you do not follow this instruction, only your first response will be marked.

If you run out of space in your response book, raise your hand and wait for a supervisor. The supervisor will give you an additional response book. Attach a barcode ID label to any additional response books you use. Only respond to one question in each additional response book.

If you need to leave the room for any reason, raise your hand and wait for a supervisor. All movements will be recorded.

You are not permitted to leave the room before 9:40 am or during the last 10 minutes of working time.* If you wish to leave after 9:40 am and do not intend to return, raise your hand and wait quietly for a supervisor to collect your assessment materials. Once your materials have been checked and collected, you will be allowed to leave. Do not disturb other students as you leave. Do not remain near the assessment room after you have left.

You are not allowed to borrow any equipment from another student once the assessment has started. Please read the cover of the assessment book for any approved equipment. If you do not have all of your approved equipment, please raise your hand now.

Place your water bottle on the floor.

Pause briefly while students do this.



Check that the place card on your desk has your name, LUI and the correct session on it. The place card should contain six barcode stickers.

Raise your hand if any of the information is incorrect.

Allow time for students to check their place cards.

If a student is incorrectly seated, direct them to the correct desk.

If a place card has incorrect details, use a blank place card (supplied with the printed place cards) to record the student's name, LUI, the subject, the main learning provider (MLP) and the session name and give it to the student. Complete an incident report.

* except for approved rest breaks

Checking materials



Check that the materials required for this assessment are on your desk. You should have one question book, one response book and two sheets of blue planning paper.

Check that you have the correct paper for Literature.

Raise your hand if you are missing any of these materials.

Allow time for students to check that they have all required materials. Provide missing materials to students who raise their hands.



Now check that your assessment materials are complete. You may turn the pages of your books to ensure they have the correct number of pages.

Your question book should have 2 numbered pages. Your response book should have 9 numbered pages.

Raise your hand if any book does not have the correct number of pages. Raise your hand if any book looks defective in any way or if any pages have no markings at all.

Allow time for students to check that their materials are complete. Replace any faulty books.



During this session, if you think you have found an error in the content of the assessment materials, answer the question to the best of your ability. At the end of the session, notify a supervisor of the error.

During the session, supervisors should not answer queries from students regarding possible errors in content. Tell the student/s to answer the question/item to the best of their ability and that they will not be disadvantaged by any error. Do not stop the assessment or make any announcements unless directed to by the QCAA.

Refer to the *Directions for administration (DFA)* Section 2.1.6 for more information.

Barcode labels



Peel the top left barcode ID label from your place card and attach it to the front cover of your response book. Fill in the details on the front cover of the book, as shown on your place card.

Allow time for students to do this.



Put your pens down.

Planning time



You are allowed 15 minutes planning time. Use this time to read the assessment materials and make notes if you wish.

You must not write in the response book during planning time. Writing on the response book during planning time is considered academic misconduct.

Unless otherwise specified, the number of lines for each question is indicative of the expected response length.

Planning time starts now.

Supervisors

Write or digitally project the planning start time on a whiteboard or other surface visible to students.

Allow the specified amount of planning time.

During planning time, supervisors must ensure students do not write on the response book.

At the end of planning time



That is the end of planning time. Listen to the following instructions.

Answer all questions to the best of your ability. Manage your time so that you give yourself every opportunity to finish the assessment.

You are allowed 120 minutes working time.

You may start working now.

Write or digitally project the start time, 10-minute warning time and finish time on the whiteboard or other surface visible to students.

Use of additional response materials

Additional response books

Students may need extra space to complete their assessment. After they have used the space provided in their response book, they can be given an additional response book.

Ten minutes before the finish time



There are ten minutes remaining.

At the finish time



Stop writing now and put your pens down. Close your response book.

Ensure students have stopped working.



Stay seated until you are told to leave. Do not talk to other students until after you have left the room. You must not take any assessment materials from the room, including planning paper.

Check the front cover of your response book. Make sure that your barcode ID label is attached and you have written your details on the front cover.

There is a space on the front cover of your response book to record the number of books you have used. Below your student ID barcode label is the section that reads 'Book *space* of *space* books used'. The second space or box is to indicate the total number of response books you have used, including any additional response books as separate books in your count. Count your total number of response books.

The first space or box allows you to indicate the order in which your response books should be read. Your subject response book should have a 1 in this box. Any additional response books should be numbered consecutively, for example 2 of 3 and 3 of 3.

Pick up your pens and complete these boxes.

This assessment required you to select response options. Check that your selected options have been appropriately indicated by filling in the bubbles.

If you used any additional books, check that your barcode ID label is attached and your details are also written on the books.

Put your pens down.

Do not leave any planning paper in your response book.

Please wait quietly while your assessment materials are collected.

Before students leave

Collect all assessment materials from students, including place cards and planning paper. Students are not permitted to take any assessment materials with them.

Refer to the *DFA* Section 3.5.1 for instructions about collecting and checking assessment materials.

Materials to be packed and returned for marking

- completed response book
- any additional response books or pages students used (inside the first response book each student used)
- do not return printed copies of digital response books — digital files are returned via fileShare

Store all other used and unused assessment materials in the designated secure room until the end of the secure period for external assessment.

After response books have been collected and checked



If you handed in any items before the session, see a supervisor as you leave to collect your items.

You may now leave the room quietly. Remember that assessments in other rooms may still be in progress. Take your equipment with you.

Pack materials as soon as students have left the room. Refer to the *DFA* Section 3.5.1 for instructions about packing and returning materials.



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Session announcements: Mathematical Methods Paper 1

External assessment 2024

Session details

Timing information

Session date	Thursday 27 October (morning)
Session window	8:45 am – 9:15 am
Session times	Perusal time: 5 minutes
	Working time: 90 minutes

Materials

Materials to be placed on students' desks	Materials to be available on request
<ul style="list-style-type: none">• place card• 2 sheets of planning paper• question and response book• multiple choice question book• formula book	<ul style="list-style-type: none">• additional response books• planning paper• additional diagram pages

Approved equipment

Students may use a clear plastic container or zip lock bag to carry their equipment. No notes are allowed.

All subjects	Subject-specific
<ul style="list-style-type: none">• black or blue pens• 2B pencils, sharpener and eraser• highlighters• clear plastic ruler• water in a clear unlabelled bottle• asthma inhalers	nil

Preparing for the session

Ensure:

- all required assessment materials are distributed on students' desks
- there is an adequate supply of additional response books, additional diagram pages (if applicable) and planning pages available, in case students need them.

Write or digitally project the perusal/planning start time, the working start time, the 10-minute warning time and the working finish time on the whiteboard or other surface visible to students when instructed in the *Session announcements* section.

See the next page for the timing information. Adjust the table according to the school's circumstances.

Late arrivals

Students who arrive within 40 minutes of the scheduled start time (in 2024, before 9:40 am for a morning session and before 1:10 pm for an afternoon session) are admitted to the assessment room and given the full amount of working time as prescribed by the assessment conditions if possible. If students arrive after the end of perusal/planning time, do not provide perusal time or planning time.

Students who arrive more than 40 minutes after the scheduled start time must obtain permission from the EA coordinator or the principal to be admitted to the assessment. In general, students should be allowed entry (and accommodated in a separate room if possible). Give the student the full amount of working time as prescribed by the assessment conditions if possible. Do not provide perusal time or planning time.

For all late arrivals an *Incident record* needs to be completed. Refer to the *Directions for administration (DFA)* Section 3.2.12 for more information.

Timing information: Mathematical Methods Paper 1

Scheduled start time: 9:00 am

Earliest start time: 8:45 am

Latest start time: 9:15 am

Session window	
Start time	[Enter time]
Perusal time	5 minutes
Working start time	[Enter time]
Working time	90 minutes
10-minute warning time	[Enter time]
Working finish time	[Enter time]

Session announcements

Reading announcements

Announcements **must** be read aloud as written. Do not paraphrase. Any text that must be read aloud is indicated by this icon:



Before students enter the room

Read as students assemble outside the room



Listen to the following instructions.

Mobile phones*, smart watches*, any other communication devices, notes, paper or other prohibited materials are not permitted in the assessment room. You are not allowed to bring calculators into this session. Show your student ID to the supervisor as you enter the room.

Present your approved equipment for checking when requested.

Once you are inside the room, do not talk to anyone other than a supervisor. If you need to talk to a supervisor, raise your hand and wait for them to approach you. Do not handle the materials on your desk until you are told you may do so.

Before the start of perusal time

Read when students are seated and settled



Welcome to the external assessment for Mathematical Methods Paper 1.

Do not handle the materials in front of you until you are told you may do so. Do not talk to or communicate with anyone other than a supervisor.

Mobile phones*, smart watches*, any other communication devices, calculators, notes, paper or other prohibited materials must not be in your possession in the assessment room. Any device must not have a SIM card inserted. If you have accidentally brought any prohibited items, there is no penalty if you hand them in now. If you have a prohibited device, put your hand up and switch off the device before handing it to a supervisor. Any items you hand in to a supervisor will be returned to you when the session is finished.

If you do not hand in prohibited items now, this will be treated as academic misconduct and you may face a penalty.

If you are wearing a permitted watch, please remove it and place it face up in clear view on your desk.

Allow time for students to remove watches and surrender prohibited items.

Students are not allowed to bring calculators into this session.

Collect prohibited items, ensuring devices are switched off. Return items to students at the end of the session (and complete an *Incident record*).

* except for an approved access arrangement or reasonable adjustment (AARA)



Remember to read the instructions and each question carefully.

If you run out of space, use the additional response space at the back of the book first. Clearly indicate the question you are responding to.

If you run out of additional space in your question and response book, raise your hand and wait for a supervisor. The supervisor will give you an additional response book. Attach a barcode ID label to any additional response books you use. Only respond to one question in each additional response book.

If you need to leave the room for any reason, raise your hand and wait for a supervisor. All movements will be recorded.

You are not permitted to leave the room before 9:40 am or during the last 10 minutes of working time.* If you wish to leave after 9:40 am and do not intend to return, raise your hand and wait quietly for a supervisor to collect your assessment materials. Once your materials have been checked and collected, you will be allowed to leave. Do not disturb other students as you leave. Do not remain near the assessment room after you have left.

You are not allowed to borrow any equipment from another student once the assessment has started. Please read the cover of the assessment book for any approved equipment. If you do not have all of your approved equipment, please raise your hand now.

Place your water bottle on the floor.

Pause briefly while students do this.



Check that the place card on your desk has your name, LUI and the correct session on it. The place card should contain six barcode stickers.

Raise your hand if any of the information is incorrect.

Allow time for students to check their place cards.

If a student is incorrectly seated, direct them to the correct desk.

If a place card has incorrect details, use a blank place card (supplied with the printed place cards) to record the student's name, LUI, the subject, the main learning provider (MLP) and the session name and give it to the student. Complete an incident report.

* except for approved rest breaks

Checking materials



Check that the materials required for this assessment are on your desk. You should have one question and response book, one multiple choice question book, one formula book and two sheets of blue planning paper.

Check that you have the correct paper for Mathematical Methods Paper 1.

Raise your hand if you are missing any of these materials.

Allow time for students to check that they have all required materials. Provide missing materials to students who raise their hands.



Now check that your assessment materials are complete. You may turn the pages of your books to ensure they have the correct number of pages.

Your question and response book should have 17 numbered pages. Your multiple choice question book should have 6 numbered pages. Your formula book should have 3 numbered pages.

Raise your hand if any book does not have the correct number of pages. Raise your hand if any book looks defective in any way or if any pages have no markings at all.

Allow time for students to check that their materials are complete. Replace any faulty books.



During this session, if you think you have found an error in the content of the assessment materials, answer the question to the best of your ability and move on to the next question. At the end of the session, notify a supervisor of the error.

During the session, supervisors should not answer queries from students regarding possible errors in content. Tell the student/s to answer the question/item to the best of their ability and that they will not be disadvantaged by any error. Do not stop the assessment or make any announcements unless directed to by the QCAA.

Refer to the *Directions for administration (DFA)* Section 2.1.6 for more information.

Barcode labels



Peel the top left barcode ID label from your place card and attach it to the front cover of your question and response book. Fill in the details on the front cover of the book, as shown on your place card.

Allow time for students to do this.



Put your pens down.

Perusal time



You are allowed 5 minutes perusal time. Use this time to read the assessment materials. You must not write anything during perusal time. Writing during perusal time is considered academic misconduct.

Unless otherwise specified, the number of lines for each question is indicative of the expected response length.

Perusal time starts now.

Supervisors

Write or digitally project the perusal start time on a whiteboard or other surface visible to students.

Allow the specified amount of perusal time.

During perusal time, supervisors must ensure students do not write anything.

At the end of perusal time



That is the end of perusal time. Listen to the following instructions.

Answer all questions to the best of your ability. Manage your time so that you give yourself every opportunity to finish the assessment.

You are allowed 90 minutes working time.

You may start working now.

Write or digitally project the start time, 10-minute warning time and finish time on the whiteboard or other surface visible to students.

Use of additional response materials

Additional response books

Students may need extra space to complete their assessment. Extra pages are provided at the back of the question and response book. After they have used these extra pages, they can be given an additional response book.

Diagrams

Students may need extra space to complete their assessment. Extra response space for diagrams is provided at the back of the question and response book. When a student asks for an extra diagram, give them an additional diagram page if they have used the additional diagram page at the back of the book.

Ten minutes before the finish time



There are ten minutes remaining.

At the finish time



Stop writing now and put your pens down. Close your question and response book.

Ensure students have stopped working.



Stay seated until you are told to leave. Do not talk to other students until after you have left the room. You must not take any assessment materials from the room, including planning paper.

Check the front cover of your question and response book. Make sure that your barcode ID label is attached and you have written your details on the front cover.

There is a space on the front cover of your question and response book to record the number of books you have used. Below your student ID barcode label is the section that reads 'Book space of *space* books used'. The second space or box is to indicate the total number of response books you have used, including any additional response books or diagram pages as separate books in your count. Count your total number of response books.

The first space or box allows you to indicate the order in which your response books should be read. Your subject question and response book should have a 1 in this box. Any additional response books or diagram pages should be numbered consecutively, for example 2 of 3 and 3 of 3.

Pick up your pens and complete these boxes.

If you used any additional books or diagram pages, check that your barcode ID label is attached and your details are also written on the books or pages.

Put your pens down.

Do not leave any planning paper in your question and response book.

Please wait quietly while your assessment materials are collected.

Before students leave

Collect all assessment materials from students, including place cards and planning paper. Students are not permitted to take any assessment materials with them.

Refer to the *DFA* Section 3.5.1 for instructions about collecting and checking assessment materials.

Materials to be packed and returned for marking

- completed question and response book
- any additional response books or pages students used (inside the first response book each student used)
- do not return printed copies of digital response books — digital files are returned via fileShare

Store all other used and unused assessment materials in the designated secure room until the end of the secure period for external assessment.

After response books have been collected and checked



If you handed in any items before the session, see a supervisor as you leave to collect your items.

You may now leave the room quietly. Remember that assessments in other rooms may still be in progress. Take your equipment with you.

Pack materials as soon as students have left the room. Refer to the *DFA* Section 3.5.1 for instructions about packing and returning materials.



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Session announcements: Mathematical Methods Paper 2

External assessment 2024

Session details

Timing information

Session date	Thursday 27 October (afternoon)
Session window	12:15 pm – 12:45 pm
Session times	Perusal time: 5 minutes
	Working time: 90 minutes

Materials

Materials to be placed on students' desks	Materials to be available on request
<ul style="list-style-type: none">• place card• 2 sheets of planning paper• question and response book• multiple choice question book• formula book	<ul style="list-style-type: none">• additional response books• planning paper

Approved equipment

Students may use a clear plastic container or zip lock bag to carry their equipment. No notes are allowed.

All subjects	Subject-specific
<ul style="list-style-type: none">• black or blue pens• 2B pencils, sharpener and eraser• highlighters• clear plastic ruler• water in a clear unlabelled bottle• asthma inhalers	<ul style="list-style-type: none">• QCAA-approved scientific calculator• QCAA-approved graphics calculator

If students bring graphics or scientific calculators into the session, supervisors must check before the assessment starts that the calculators meet the specifications in the [Graphics calculator list](#) or [Scientific calculator list](#) on the QCAA website.

Preparing for the session

Ensure:

- all required assessment materials are distributed on students' desks
- there is an adequate supply of additional response books, additional diagram pages (if applicable) and planning pages available, in case students need them.

Write or digitally project the perusal/planning start time, the working start time, the 10-minute warning time and the working finish time on the whiteboard or other surface visible to students when instructed in the *Session announcements* section.

See the next page for the timing information. Adjust the table according to the school's circumstances.

Late arrivals

Students who arrive within 40 minutes of the scheduled start time (in 2024, before 9:40 am for a morning session and before 1:10 pm for an afternoon session) are admitted to the assessment room and given the full amount of working time as prescribed by the assessment conditions if possible. If students arrive after the end of perusal/planning time, do not provide perusal time or planning time.

Students who arrive more than 40 minutes after the scheduled start time must obtain permission from the EA coordinator or the principal to be admitted to the assessment. In general, students should be allowed entry (and accommodated in a separate room if possible). Give the student the full amount of working time as prescribed by the assessment conditions if possible. Do not provide perusal time or planning time.

For all late arrivals an *Incident record* needs to be completed. Refer to the *Directions for administration (DFA)* Section 3.2.12 for more information.

Timing information: Mathematical Methods Paper 2

Scheduled start time: 12:30 pm

Earliest start time: 12:15 pm

Latest start time: 12:45 pm

Session window	
Start time	[Enter time]
Perusal time	5 minutes
Working start time	[Enter time]
Working time	90 minutes
10-minute warning time	[Enter time]
Working finish time	[Enter time]

Session announcements

Reading announcements

Announcements **must** be read aloud as written. Do not paraphrase. Any text that must be read aloud is indicated by this icon:



Before students enter the room

Read as students assemble outside the room



Listen to the following instructions.

Mobile phones*, smart watches*, any other communication devices, notes, paper or other prohibited materials are not permitted in the assessment room. Show your student ID to the supervisor as you enter the room.

Present your approved equipment for checking when requested.

Once you are inside the room, do not talk to anyone other than a supervisor. If you need to talk to a supervisor, raise your hand and wait for them to approach you. Do not handle the materials on your desk until you are told you may do so.

Before the start of perusal time

Read when students are seated and settled



Welcome to the external assessment for Mathematical Methods Paper 2.

Do not handle the materials in front of you until you are told you may do so. Do not talk to or communicate with anyone other than a supervisor.

Mobile phones*, smart watches*, any other communication devices, notes, paper or other prohibited materials must not be in your possession in the assessment room. Any device must not have a SIM card inserted. If you have accidentally brought any prohibited items, there is no penalty if you hand them in now. If you have a prohibited device, put your hand up and switch off the device before handing it to a supervisor. Any items you hand in to a supervisor will be returned to you when the session is finished.

If you do not hand in prohibited items now, this will be treated as academic misconduct and you may face a penalty.

If you are wearing a permitted watch, please remove it and place it face up in clear view on your desk.

Allow time for students to remove watches and surrender prohibited items.

Collect prohibited items, ensuring devices are switched off. Return items to students at the end of the session (and complete an *Incident record*).

* except for an approved access arrangement or reasonable adjustment (AARA)



Remember to read the instructions and each question carefully.

If you run out of space, use the additional response space at the back of the book first. Clearly indicate the question you are responding to.

If you run out of additional space in your question and response book, raise your hand and wait for a supervisor. The supervisor will give you an additional response book. Attach a barcode ID label to any additional response books you use. Only respond to one question in each additional response book.

If you need to leave the room for any reason, raise your hand and wait for a supervisor. All movements will be recorded.

You are not permitted to leave the room before 1:10 pm or during the last 10 minutes of working time.* If you wish to leave after 1:10 pm and do not intend to return, raise your hand and wait quietly for a supervisor to collect your assessment materials. Once your materials have been checked and collected, you will be allowed to leave. Do not disturb other students as you leave. Do not remain near the assessment room after you have left.

You are not allowed to borrow any equipment from another student once the assessment has started. Please read the cover of the assessment book for any approved equipment. If you do not have all of your approved equipment, please raise your hand now.

Place your water bottle on the floor.

Pause briefly while students do this.



Check that the place card on your desk has your name, LUI and the correct session on it. The place card should contain six barcode stickers.

Raise your hand if any of the information is incorrect.

Allow time for students to check their place cards.

If a student is incorrectly seated, direct them to the correct desk.

If a place card has incorrect details, use a blank place card (supplied with the printed place cards) to record the student's name, LUI, the subject, the main learning provider (MLP) and the session name and give it to the student. Complete an incident report.

* except for approved rest breaks

Checking materials



Check that the materials required for this assessment are on your desk. You should have one question and response book, one multiple choice question book, one formula book and two sheets of blue planning paper.

Check that you have the correct paper for Mathematical Methods Paper 2.

Raise your hand if you are missing any of these materials.

Allow time for students to check that they have all required materials. Provide missing materials to students who raise their hands.



Now check that your assessment materials are complete. You may turn the pages of your books to ensure they have the correct number of pages.

Your question and response book should have 17 numbered pages. Your multiple choice question book should have 4 numbered pages. Your formula book should have 3 numbered pages.

Raise your hand if any book does not have the correct number of pages. Raise your hand if any book looks defective in any way or if any pages have no markings at all.

Allow time for students to check that their materials are complete. Replace any faulty books.



During this session, if you think you have found an error in the content of the assessment materials, answer the question to the best of your ability and move on to the next question. At the end of the session, notify a supervisor of the error.

During the session, supervisors should not answer queries from students regarding possible errors in content. Tell the student/s to answer the question/item to the best of their ability and that they will not be disadvantaged by any error. Do not stop the assessment or make any announcements unless directed to by the QCAA.

Refer to the *Directions for administration (DFA)* Section 2.1.6 for more information.

Barcode labels



Peel the top left barcode ID label from your place card and attach it to the front cover of your question and response book. Fill in the details on the front cover of the book, as shown on your place card.

Allow time for students to do this.



Put your pens down.

Perusal time



You are allowed 5 minutes perusal time. Use this time to read the assessment materials. You must not write anything or use a calculator during perusal time. Writing or using a calculator during perusal time is considered academic misconduct.

Unless otherwise specified, the number of lines for each question is indicative of the expected response length.

Perusal time starts now.

Supervisors

Write or digitally project the perusal start time on a whiteboard or other surface visible to students.

Allow the specified amount of perusal time.

During perusal time, supervisors must ensure students do not write anything or use a calculator.

At the end of perusal time



That is the end of perusal time. Listen to the following instructions.

Answer all questions to the best of your ability. Manage your time so that you give yourself every opportunity to finish the assessment.

You are allowed 90 minutes working time.

You may start working now.

Write or digitally project the start time, 10-minute warning time and finish time on the whiteboard or other surface visible to students.

Use of additional response materials

Additional response books

Students may need extra space to complete their assessment. Extra pages are provided at the back of the question and response book. After they have used these extra pages, they can be given an additional response book.

Ten minutes before the finish time



There are ten minutes remaining.

At the finish time



Stop writing now and put your pens down. Close your question and response book.

Ensure students have stopped working.



Stay seated until you are told to leave. Do not talk to other students until after you have left the room. You must not take any assessment materials from the room, including planning paper.

Check the front cover of your question and response book. Make sure that your barcode ID label is attached and you have written your details on the front cover.

There is a space on the front cover of your question and response book to record the number of books you have used. Below your student ID barcode label is the section that reads 'Book space of *space* books used'. The second space or box is to indicate the total number of response books you have used, including any additional response books as separate books in your count. Count your total number of response books.

The first space or box allows you to indicate the order in which your response books should be read. Your subject question and response book should have a 1 in this box. Any additional response books should be numbered consecutively, for example 2 of 3 and 3 of 3.

Pick up your pens and complete these boxes.

If you used any additional books, check that your barcode ID label is attached and your details are also written on the books.

Put your pens down.

Do not leave any planning paper in your question and response book.

Please wait quietly while your assessment materials are collected.

Before students leave

Collect all assessment materials from students, including place cards and planning paper. Students are not permitted to take any assessment materials with them.

Refer to the *DFA* Section 3.5.1 for instructions about collecting and checking assessment materials.

Materials to be packed and returned for marking

- completed question and response book
- any additional response books or pages students used (inside the first response book each student used)
- do not return printed copies of digital response books — digital files are returned via fileShare

Store all other used and unused assessment materials in the designated secure room until the end of the secure period for external assessment.

After response books have been collected and checked



If you handed in any items before the session, see a supervisor as you leave to collect your items.

You may now leave the room quietly. Remember that assessments in other rooms may still be in progress. Take your equipment with you.

Pack materials as soon as students have left the room. Refer to the *DFA* Section 3.5.1 for instructions about packing and returning materials.



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Session announcements: Specialist Mathematics Paper 1

External assessment 2024

Session details

Timing information

Session date	Wednesday 2 November (afternoon)
Session window	12:15 pm – 12:45 pm
Session times	Perusal time: 5 minutes
	Working time: 90 minutes

Materials

Materials to be placed on students' desks	Materials to be available on request
<ul style="list-style-type: none">• place card• 2 sheets of planning paper• question and response book• multiple choice question book• formula book	<ul style="list-style-type: none">• additional response books• planning paper• additional diagram pages

Approved equipment

Students may use a clear plastic container or zip lock bag to carry their equipment. No notes are allowed.

All subjects	Subject-specific
<ul style="list-style-type: none">• black or blue pens• 2B pencils, sharpener and eraser• highlighters• clear plastic ruler• water in a clear unlabelled bottle• asthma inhalers	nil

Preparing for the session

Ensure:

- all required assessment materials are distributed on students' desks
- there is an adequate supply of additional response books, additional diagram pages (if applicable) and planning pages available, in case students need them.

Write or digitally project the perusal/planning start time, the working start time, the 10-minute warning time and the working finish time on the whiteboard or other surface visible to students when instructed in the *Session announcements* section.

See the next page for the timing information. Adjust the table according to the school's circumstances.

Late arrivals

Students who arrive within 40 minutes of the scheduled start time (in 2024, before 9:40 am for a morning session and before 1:10 pm for an afternoon session) are admitted to the assessment room and given the full amount of working time as prescribed by the assessment conditions if possible. If students arrive after the end of perusal/planning time, do not provide perusal time or planning time.

Students who arrive more than 40 minutes after the scheduled start time must obtain permission from the EA coordinator or the principal to be admitted to the assessment. In general, students should be allowed entry (and accommodated in a separate room if possible). Give the student the full amount of working time as prescribed by the assessment conditions if possible. Do not provide perusal time or planning time.

For all late arrivals an *Incident record* needs to be completed. Refer to the *Directions for administration (DFA)* Section 3.2.12 for more information.

Timing information: Specialist Mathematics Paper 1

Scheduled start time: 12:30 pm

Earliest start time: 12:15 pm

Latest start time: 12:45 pm

Session window	
Start time	[Enter time]
Perusal time	5 minutes
Working start time	[Enter time]
Working time	90 minutes
10-minute warning time	[Enter time]
Working finish time	[Enter time]

Session announcements

Reading announcements

Announcements **must** be read aloud as written. Do not paraphrase. Any text that must be read aloud is indicated by this icon:



Before students enter the room

Read as students assemble outside the room



Listen to the following instructions.

Mobile phones*, smart watches*, any other communication devices, notes, paper or other prohibited materials are not permitted in the assessment room. You are not allowed to bring calculators into this session. Show your student ID to the supervisor as you enter the room.

Present your approved equipment for checking when requested.

Once you are inside the room, do not talk to anyone other than a supervisor. If you need to talk to a supervisor, raise your hand and wait for them to approach you. Do not handle the materials on your desk until you are told you may do so.

Before the start of perusal time

Read when students are seated and settled



Welcome to the external assessment for Specialist Mathematics Paper 1.

Do not handle the materials in front of you until you are told you may do so. Do not talk to or communicate with anyone other than a supervisor.

Mobile phones*, smart watches*, any other communication devices, calculators, notes, paper or other prohibited materials must not be in your possession in the assessment room. Any device must not have a SIM card inserted. If you have accidentally brought any prohibited items, there is no penalty if you hand them in now. If you have a prohibited device, put your hand up and switch off the device before handing it to a supervisor. Any items you hand in to a supervisor will be returned to you when the session is finished.

If you do not hand in prohibited items now, this will be treated as academic misconduct and you may face a penalty.

If you are wearing a permitted watch, please remove it and place it face up in clear view on your desk.

Allow time for students to remove watches and surrender prohibited items.

Students are not allowed to bring calculators into this session.

Collect prohibited items, ensuring devices are switched off. Return items to students at the end of the session (and complete an *Incident record*).

* except for an approved access arrangement or reasonable adjustment (AARA)



Remember to read the instructions and each question carefully.

If you run out of space, use the additional response space at the back of the book first. Clearly indicate the question you are responding to.

If you run out of additional space in your question and response book, raise your hand and wait for a supervisor. The supervisor will give you an additional response book. Attach a barcode ID label to any additional response books you use. Only respond to one question in each additional response book.

If you need to leave the room for any reason, raise your hand and wait for a supervisor. All movements will be recorded.

You are not permitted to leave the room before 1:10 pm or during the last 10 minutes of working time.* If you wish to leave after 1:10 pm and do not intend to return, raise your hand and wait quietly for a supervisor to collect your assessment materials. Once your materials have been checked and collected, you will be allowed to leave. Do not disturb other students as you leave. Do not remain near the assessment room after you have left.

You are not allowed to borrow any equipment from another student once the assessment has started. Please read the cover of the assessment book for any approved equipment. If you do not have all of your approved equipment, please raise your hand now.

Place your water bottle on the floor.

Pause briefly while students do this.



Check that the place card on your desk has your name, LUI and the correct session on it. The place card should contain six barcode stickers.

Raise your hand if any of the information is incorrect.

Allow time for students to check their place cards.

If a student is incorrectly seated, direct them to the correct desk.

If a place card has incorrect details, use a blank place card (supplied with the printed place cards) to record the student's name, LUI, the subject, the main learning provider (MLP) and the session name and give it to the student. Complete an incident report.

* except for approved rest breaks

Checking materials



Check that the materials required for this assessment are on your desk. You should have one question and response book, one multiple choice question book, one formula book and two sheets of blue planning paper.

Check that you have the correct paper for Specialist Mathematics Paper 1.

Raise your hand if you are missing any of these materials.

Allow time for students to check that they have all required materials. Provide missing materials to students who raise their hands.



Now check that your assessment materials are complete. You may turn the pages of your books to ensure they have the correct number of pages.

Your question and response book should have 22 numbered pages. Your multiple choice question book should have 4 numbered pages. Your formula book should have 4 numbered pages.

Raise your hand if any book does not have the correct number of pages. Raise your hand if any book looks defective in any way or if any pages have no markings at all.

Allow time for students to check that their materials are complete. Replace any faulty books.



During this session, if you think you have found an error in the content of the assessment materials, answer the question to the best of your ability and move on to the next question. At the end of the session, notify a supervisor of the error.

During the session, supervisors should not answer queries from students regarding possible errors in content. Tell the student/s to answer the question/item to the best of their ability and that they will not be disadvantaged by any error. Do not stop the assessment or make any announcements unless directed to by the QCAA.

Refer to the *Directions for administration (DFA)* Section 2.1.6 for more information.

Barcode labels



Peel the top left barcode ID label from your place card and attach it to the front cover of your question and response book. Fill in the details on the front cover of the book, as shown on your place card.

Allow time for students to do this.



Put your pens down.

Perusal time



You are allowed 5 minutes perusal time. Use this time to read the assessment materials. You must not write anything during perusal time. Writing during perusal time is considered academic misconduct.

Unless otherwise specified, the number of lines for each question is indicative of the expected response length.

Perusal time starts now.

Supervisors

Write or digitally project the perusal start time on a whiteboard or other surface visible to students.

Allow the specified amount of perusal time.

During perusal time, supervisors must ensure students do not write anything.

At the end of perusal time



That is the end of perusal time. Listen to the following instructions.

Answer all questions to the best of your ability. Manage your time so that you give yourself every opportunity to finish the assessment.

You are allowed 90 minutes working time.

You may start working now.

Write or digitally project the start time, 10-minute warning time and finish time on the whiteboard or other surface visible to students.

Use of additional response materials

Additional response books

Students may need extra space to complete their assessment. Extra pages are provided at the back of the question and response book. After they have used these extra pages, they can be given an additional response book.

Diagrams

Students may need extra space to complete their assessment. Extra response space for diagrams is provided at the back of the question and response book. When a student asks for an extra diagram, give them an additional diagram page if they have used the additional diagram page at the back of the book.

Ten minutes before the finish time



There are ten minutes remaining.

At the finish time



Stop writing now and put your pens down. Close your question and response book.

Ensure students have stopped working.



Stay seated until you are told to leave. Do not talk to other students until after you have left the room. You must not take any assessment materials from the room, including planning paper.

Check the front cover of your question and response book. Make sure that your barcode ID label is attached and you have written your details on the front cover.

There is a space on the front cover of your question and response book to record the number of books you have used. Below your student ID barcode label is the section that reads 'Book space of *space* books used'. The second space or box is to indicate the total number of response books you have used, including any additional response books or diagram pages as separate books in your count. Count your total number of response books.

The first space or box allows you to indicate the order in which your response books should be read. Your subject question and response book should have a 1 in this box. Any additional response books or diagram pages should be numbered consecutively, for example 2 of 3 and 3 of 3.

Pick up your pens and complete these boxes.

If you used any additional books or diagram pages, check that your barcode ID label is attached and your details are also written on the books or pages.

Put your pens down.

Do not leave any planning paper in your question and response book.

Please wait quietly while your assessment materials are collected.

Before students leave

Collect all assessment materials from students, including place cards and planning paper. Students are not permitted to take any assessment materials with them.

Refer to the *DFA* Section 3.5.1 for instructions about collecting and checking assessment materials.

Materials to be packed and returned for marking

- completed question and response book
- any additional response books or pages students used (inside the first response book each student used)
- do not return printed copies of digital response books — digital files are returned via fileShare

Store all other used and unused assessment materials in the designated secure room until the end of the secure period for external assessment.

After response books have been collected and checked



If you handed in any items before the session, see a supervisor as you leave to collect your items.

You may now leave the room quietly. Remember that assessments in other rooms may still be in progress. Take your equipment with you.

Pack materials as soon as students have left the room. Refer to the *DFA* Section 3.5.1 for instructions about packing and returning materials.



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Session announcements: Specialist Mathematics Paper 2

External assessment 2024

Session details

Timing information

Session date	Thursday 3 November (morning)
Session window	8:45 am – 9:15 am
Session times	Perusal time: 5 minutes
	Working time: 90 minutes

Materials

Materials to be placed on students' desks	Materials to be available on request
<ul style="list-style-type: none">• place card• 2 sheets of planning paper• question and response book• multiple choice question book• formula book	<ul style="list-style-type: none">• additional response books• planning paper

Approved equipment

Students may use a clear plastic container or zip lock bag to carry their equipment. No notes are allowed.

All subjects	Subject-specific
<ul style="list-style-type: none">• black or blue pens• 2B pencils, sharpener and eraser• highlighters• clear plastic ruler• water in a clear unlabelled bottle• asthma inhalers	<ul style="list-style-type: none">• QCAA-approved scientific calculator• QCAA-approved graphics calculator

If students bring graphics or scientific calculators into the session, supervisors must check before the assessment starts that the calculators meet the specifications in the [Graphics calculator list](#) or [Scientific calculator list](#) on the QCAA website.

Preparing for the session

Ensure:

- all required assessment materials are distributed on students' desks
- there is an adequate supply of additional response books, additional diagram pages (if applicable) and planning pages available, in case students need them.

Write or digitally project the perusal/planning start time, the working start time, the 10-minute warning time and the working finish time on the whiteboard or other surface visible to students when instructed in the *Session announcements* section.

See the next page for the timing information. Adjust the table according to the school's circumstances.

Late arrivals

Students who arrive within 40 minutes of the scheduled start time (in 2024, before 9:40 am for a morning session and before 1:10 pm for an afternoon session) are admitted to the assessment room and given the full amount of working time as prescribed by the assessment conditions if possible. If students arrive after the end of perusal/planning time, do not provide perusal time or planning time.

Students who arrive more than 40 minutes after the scheduled start time must obtain permission from the EA coordinator or the principal to be admitted to the assessment. In general, students should be allowed entry (and accommodated in a separate room if possible). Give the student the full amount of working time as prescribed by the assessment conditions if possible. Do not provide perusal time or planning time.

For all late arrivals an *Incident record* needs to be completed. Refer to the *Directions for administration (DFA)* Section 3.2.12 for more information.

Timing information: Specialist Mathematics Paper 2

Scheduled start time: 9:00 am

Earliest start time: 8:45 am

Latest start time: 9:15 am

Session window	
Start time	[Enter time]
Perusal time	5 minutes
Working start time	[Enter time]
Working time	90 minutes
10-minute warning time	[Enter time]
Working finish time	[Enter time]

Session announcements

Reading announcements

Announcements **must** be read aloud as written. Do not paraphrase. Any text that must be read aloud is indicated by this icon:



Before students enter the room

Read as students assemble outside the room



Listen to the following instructions.

Mobile phones*, smart watches*, any other communication devices, notes, paper or other prohibited materials are not permitted in the assessment room. Show your student ID to the supervisor as you enter the room.

Present your approved equipment for checking when requested.

Once you are inside the room, do not talk to anyone other than a supervisor. If you need to talk to a supervisor, raise your hand and wait for them to approach you. Do not handle the materials on your desk until you are told you may do so.

Before the start of perusal time

Read when students are seated and settled



Welcome to the external assessment for Specialist Mathematics Paper 2.

Do not handle the materials in front of you until you are told you may do so. Do not talk to or communicate with anyone other than a supervisor.

Mobile phones*, smart watches*, any other communication devices, notes, paper or other prohibited materials must not be in your possession in the assessment room. Any device must not have a SIM card inserted. If you have accidentally brought any prohibited items, there is no penalty if you hand them in now. If you have a prohibited device, put your hand up and switch off the device before handing it to a supervisor. Any items you hand in to a supervisor will be returned to you when the session is finished.

If you do not hand in prohibited items now, this will be treated as academic misconduct and you may face a penalty.

If you are wearing a permitted watch, please remove it and place it face up in clear view on your desk.

Allow time for students to remove watches and surrender prohibited items.

Collect prohibited items, ensuring devices are switched off. Return items to students at the end of the session (and complete an *Incident record*).

* except for an approved access arrangement or reasonable adjustment (AARA)



Remember to read the instructions and each question carefully.

If you run out of space, use the additional response space at the back of the book first. Clearly indicate the question you are responding to.

If you run out of additional space in your question and response book, raise your hand and wait for a supervisor. The supervisor will give you an additional response book. Attach a barcode ID label to any additional response books you use. Only respond to one question in each additional response book.

If you need to leave the room for any reason, raise your hand and wait for a supervisor. All movements will be recorded.

You are not permitted to leave the room before 9:40 am or during the last 10 minutes of working time.* If you wish to leave after 9:40 am and do not intend to return, raise your hand and wait quietly for a supervisor to collect your assessment materials. Once your materials have been checked and collected, you will be allowed to leave. Do not disturb other students as you leave. Do not remain near the assessment room after you have left.

You are not allowed to borrow any equipment from another student once the assessment has started. Please read the cover of the assessment book for any approved equipment. If you do not have all of your approved equipment, please raise your hand now.

Place your water bottle on the floor.

Pause briefly while students do this.



Check that the place card on your desk has your name, LUI and the correct session on it. The place card should contain six barcode stickers.

Raise your hand if any of the information is incorrect.

Allow time for students to check their place cards.

If a student is incorrectly seated, direct them to the correct desk.

If a place card has incorrect details, use a blank place card (supplied with the printed place cards) to record the student's name, LUI, the subject, the main learning provider (MLP) and the session name and give it to the student. Complete an incident report.

* except for approved rest breaks

Checking materials



Check that the materials required for this assessment are on your desk. You should have one question and response book, one multiple choice question book, one formula book and two sheets of blue planning paper.

Check that you have the correct paper for Specialist Mathematics Paper 2.

Raise your hand if you are missing any of these materials.

Allow time for students to check that they have all required materials. Provide missing materials to students who raise their hands.



Now check that your assessment materials are complete. You may turn the pages of your books to ensure they have the correct number of pages.

Your question and response book should have 22 numbered pages. Your multiple choice question book should have 4 numbered pages. Your formula book should have 4 numbered pages.

Raise your hand if any book does not have the correct number of pages. Raise your hand if any book looks defective in any way or if any pages have no markings at all.

Allow time for students to check that their materials are complete. Replace any faulty books.



During this session, if you think you have found an error in the content of the assessment materials, answer the question to the best of your ability and move on to the next question. At the end of the session, notify a supervisor of the error.

During the session, supervisors should not answer queries from students regarding possible errors in content. Tell the student/s to answer the question/item to the best of their ability and that they will not be disadvantaged by any error. Do not stop the assessment or make any announcements unless directed to by the QCAA.

Refer to the *Directions for administration (DFA)* Section 2.1.6 for more information.

Barcode labels



Peel the top left barcode ID label from your place card and attach it to the front cover of your question and response book. Fill in the details on the front cover of the book, as shown on your place card.

Allow time for students to do this.



Put your pens down.

Perusal time



You are allowed 5 minutes perusal time. Use this time to read the assessment materials. You must not write anything or use a calculator during perusal time. Writing or using a calculator during perusal time is considered academic misconduct.

Unless otherwise specified, the number of lines for each question is indicative of the expected response length.

Perusal time starts now.

Supervisors

Write or digitally project the perusal start time on a whiteboard or other surface visible to students.

Allow the specified amount of perusal time.

During perusal time, supervisors must ensure students do not write anything or use a calculator.

At the end of perusal time



That is the end of perusal time. Listen to the following instructions.

Answer all questions to the best of your ability. Manage your time so that you give yourself every opportunity to finish the assessment.

You are allowed 90 minutes working time.

You may start working now.

Write or digitally project the start time, 10-minute warning time and finish time on the whiteboard or other surface visible to students.

Use of additional response materials

Additional response books

Students may need extra space to complete their assessment. Extra pages are provided at the back of the question and response book. After they have used these extra pages, they can be given an additional response book.

Ten minutes before the finish time



There are ten minutes remaining.

At the finish time



Stop writing now and put your pens down. Close your question and response book.

Ensure students have stopped working.



Stay seated until you are told to leave. Do not talk to other students until after you have left the room. You must not take any assessment materials from the room, including planning paper.

Check the front cover of your question and response book. Make sure that your barcode ID label is attached and you have written your details on the front cover.

There is a space on the front cover of your question and response book to record the number of books you have used. Below your student ID barcode label is the section that reads 'Book space of *space* books used'. The second space or box is to indicate the total number of response books you have used, including any additional response books as separate books in your count. Count your total number of response books.

The first space or box allows you to indicate the order in which your response books should be read. Your subject question and response book should have a 1 in this box. Any additional response books should be numbered consecutively, for example 2 of 3 and 3 of 3.

Pick up your pens and complete these boxes.

If you used any additional books, check that your barcode ID label is attached and your details are also written on the books.

Put your pens down.

Do not leave any planning paper in your question and response book.

Please wait quietly while your assessment materials are collected.

Before students leave

Collect all assessment materials from students, including place cards and planning paper. Students are not permitted to take any assessment materials with them.

Refer to the *DFA* Section 3.5.1 for instructions about collecting and checking assessment materials.

Materials to be packed and returned for marking

- completed question and response book
- any additional response books or pages students used (inside the first response book each student used)
- do not return printed copies of digital response books — digital files are returned via fileShare

Store all other used and unused assessment materials in the designated secure room until the end of the secure period for external assessment.

After response books have been collected and checked



If you handed in any items before the session, see a supervisor as you leave to collect your items.

You may now leave the room quietly. Remember that assessments in other rooms may still be in progress. Take your equipment with you.

Pack materials as soon as students have left the room. Refer to the *DFA* Section 3.5.1 for instructions about packing and returning materials.



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