



Responsible Public Authority : Queensland Studies Authority

Queensland Disposal Authority Number (QDAN)

: 408

Version: 3

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Approved by State Archivist

: Janet Prowse

(Signature)

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Scope of disposal schedule

This Schedule applies to the core business records of the Queensland Studies Authority, and covers the functions of developing and accrediting syllabuses and guidelines, implementing testing, assessment and moderation programs, issuing certificates of achievement, facilitating tertiary entrance procedures and the accreditation of vocational education and training programs for schools.

It also covers certain legacy records, including those relating to the administration of Australian Scholastic Aptitude Tests (ASAT).

This Schedule is to be used in conjunction with the *General Retention and Disposal Schedule for Administrative Records (GRDS)*.

References to repealed legislation within this Schedule may be taken to be a reference to current legislation if the context permits.

Authority

Authorisation for the disposal of public records is given under, and subject to, the provisions of s.13 of the *Public Records Act 2002* (the Act). Public records must not be disposed of if disposal would amount to a contravention of s.13.

Revocation of previously issued disposal authorities

Any previously issued disposal authority which applied to disposal classes described in this Schedule are revoked. Queensland Studies Authority should take measures to withdraw revoked disposal authorities from circulation.



This includes, but is not limited to:

- QDAN 408 version 2 – issued to Queensland Studies Authority (October 2006)
- QDAN 408 version 1 – issued to Board of Secondary School Studies (April 1999)

About this Schedule

All of the retention periods in this approved Schedule are the minimum period for which the sentenced records must be maintained.

Additionally, any class may be required to be retained longer if subject to any of the following requirements:

- (i) for any civil or criminal court action which involves or may involve the State of Queensland or an agency of the State
- (ii) because the public records may be obtained by a party to litigation under the relevant Rules of Court, whether or not the State is a party to that litigation
- (iii) pursuant to the *Evidence Act 1977*, or
- (iv) for any other purpose required by law.

This list is not exhaustive.

Records which are subject to a Right to Information application are to be retained for a period greater than the approved retention period to ensure that all appeal processes have been exhausted under the legislation, even though the records may be due for destruction according to this Schedule at the time of the application (see [General Retention and Disposal Schedule for Administrative Records](#)).

All record classes in this Schedule can be applied to records in all formats, unless otherwise specified.

For further information on how to apply this Schedule please refer to the [Guideline for the Implementation of Retention and Disposal Schedules](#), available from the Queensland State Archives' website.

Transfer of public records to Queensland State Archives

Records covered by a class with the disposal action of 'Retain permanently' should be transferred to Queensland State Archives with the approval of the State Archivist. Records covered by a class with the disposal action of 'Retain permanently by agency' are not eligible for transfer to Queensland State Archives unless re-appraised and assigned a disposal action of 'Retain permanently'.



Agencies are required to submit a transfer proposal containing details of the records under consideration for transfer. Queensland State Archives will assess the transfer proposal before formal approval to transfer is issued. Please refer to the Guideline on [Transferring Public Records to Queensland State Archives](#) available from the Queensland State Archives' website. The State Archivist reserves the right to revise any previous decisions made with regard to the appraisal and transfer of records. Contact Agency Services at Queensland State Archives on telephone (07) 3131 7777 for further details.

Revision history

QDAN	Date of Approval	Extent of revision
QDAN 408 version 1	April 1999	First release – issued to Board of Secondary School Studies
QDAN 408 version 2	October 2006	Interim Schedule – issued to Queensland Studies Authority
QDAN 408 version 3	27 July 2010	Full review



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1. ASSESSMENT

The function of assessing persons in an area of learning for which the results may be recorded on a certificate of achievement, in accordance with the Education (Queensland Studies Authority) Act 2002.

See Section 2: CERTIFICATION for records relating to processing student results and issuing certificates of achievement.

See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to:

- *Committees*
- *Enquiries*
- *Fees and payments*
- *Policy*
- *Procedures*
- *Publications*
- *Reporting*
- *Travel arrangements.*



Reference	Description of records	Status	Disposal Action
1.1	<p>MODERATION</p> <p><i>The activity of developing and implementing processes to ensure that the levels of achievement in Authority subjects recorded on the Queensland Certificate of Education (QCE) are consistent with the requirements of syllabuses, in accordance with s.12 of the Education (Queensland Studies Authority) Act 2002.</i></p> <p><i>This involves the moderation of teacher judgments that are based on evidence of student achievement matched to syllabus criteria and standards.</i></p>		
1.1.1	<p>Monitoring</p> <p>Records relating to monitoring how well schools have implemented a course of study in a particular Authority subject.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• monitoring submissions and forms• copies of student folios of work• copies of school's approved work program• copies of assessment instruments• review panel comments and advice.	Temporary	Retain for 1 year after student cohort exit date.



Reference	Description of records	Status	Disposal Action
1.1.2	<p>Verification of school judgements</p> <p>Records relating to substantiating school judgments for student achievement in Authority subjects.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• verification submissions and forms• copies of student folios of work• copies of school's approved work program• copies of assessment instruments• review panel comments and advice. <p><i>See reference numbers 2.5.1 and 2.5.2 for records relating to applications for the verification of student results.</i></p>	Temporary	Retain for 1 year after student cohort exit date and conclusion of all appeals processes.
1.1.3	<p>Random sampling</p> <p>Records relating to random sampling of schools undertaken by Queensland Studies Authority to assess the standards in final and complete exit folios for Authority subjects.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• submissions• exit folios of student work• copies of assessment instruments.	Temporary	Retain for 1 year after student cohort exit date.



Reference	Description of records	Status	Disposal Action
1.1.4	<p><i>Moderation meetings</i></p> <p>Records relating to moderation meetings conducted by review panels to discuss school monitoring and verification submissions.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• agendas• minutes• meeting requests.	Temporary	Retain for 1 year after student cohort exit date and conclusion of all appeals processes.
1.2	<p>REVIEW PANELS</p> <p><i>The activities involved in the management of state and district review panels which assess and approve school work programs and provide expert advice and assistance to schools in specific subject areas during the moderation process.</i></p>		



Reference	Description of records	Status	Disposal Action
1.2.1	<p><i>Appointments and administration</i></p> <p>Records relating to the administration of subject based state and district review panels, including selections, appointments, resignations and training of review panel members.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• advertisements• applications• selection reports• notices. <p><i>See reference number 1.1.4 for records relating to moderation meetings conducted by review panels.</i></p>	Temporary	Retain for 1 year after cessation of appointment.
1.2.2	<p><i>Unsuccessful applications</i></p> <p>Records relating to unsuccessful applications to state and district review panels.</p>	Temporary	Retain for 1 year after last action.
1.3	<p>STUDENT ADMINISTRATIVE ARRANGEMENTS</p> <p><i>The activity of managing services, programs and activities for diverse student populations. Also includes addressing the particular needs of student groups to allow equitable participation and outcomes under s.11 of the Education (Queensland Studies Authority) Act 2002.</i></p>		



Reference	Description of records	Status	Disposal Action
1.3.1	Shared campus arrangements Records relating to approvals of shared campus arrangements between schools. Records may include, but are not limited to: <ul style="list-style-type: none">• requests• forms• approvals.	Temporary	Retain for 1 year after student cohort exit date.
1.3.2	Dual cohorts Records relating to student requests to study a subject through a provider other than their own school.	Temporary	Retain for 1 year after student completes studies.
1.3.3	Variable progression Records relating to student requests to obtain a senior certificate at the end of a three-year program of study, or to study more than one semester unit of a subject in a single semester.	Temporary	Retain for 1 year after student completes studies.
1.3.4	Special provision Records relating to requests from students seeking advice regarding special provisions for school-based assessment.	Temporary	Retain for 1 year after the student cohort exit date.
1.3.5	Visa students Records relating to students who live temporarily in Australia under a short-term visa or a similar authority issued by the Australian Government.	Temporary	Retain for 1 year after student completes studies.



Reference	Description of records	Status	Disposal Action
1.3.6	Curriculum plans Records relating to applications to receive the Queensland Certificate of Individual Achievement (QCIA) for studies undertaken as part of an individualised learning program. Records may include, but are not limited to, eligibility forms, curriculum plans and approvals.	Temporary	Retain for 1 year after student completes studies.
1.3.7	Learning projects Records relating to the approval of student plans for specific work, community and self directed learning projects. Records may include, but are not limited to, project proposals and evidence.	Temporary	Retain for 1 year after student completes studies.
1.4	WORK PROGRAM APPROVAL <i>The activity of assessing and approving school work programs, in accordance with s.13(2) of the Education (Queensland Studies Authority) Act 2002.</i>		
1.4.1	School work programs Records relating to the approval of school work programs for an area of learning. Records may include, but are not limited to: <ul style="list-style-type: none">• approvals• forms• correspondence.	Temporary	Retain for 7 years after last action.



2. CERTIFICATION

The function of issuing a certificate of the type provided for under s.13 of the Education (Queensland Studies Authority) Act 2002. It includes processing student results and verifying information on certificates of achievement. It also includes the recognition of studies and educational equivalencies from interstate or overseas jurisdictions.

See Section 1: ASSESSMENT for records relating to the assessment of persons in an area of learning.

See the General Retention and Disposal Schedule for Administrative Records (GRDS) for:

- *Committees*
- *Enquiries*
- *Fees and payments*
- *Policy*
- *Procedures*
- *Publications*
- *Reporting*



Reference	Description of records	Status	Disposal Action
2.1	EDUCATIONAL EQUIVALENCE <i>The activity of providing an Education Statement for school qualifications that have been awarded by recognised interstate or overseas institutions. The statements give the Queensland secondary school level equivalent of the submitted qualifications under s.58 of the Education (Queensland Studies Authority) Regulation 2002.</i>		
2.1.1	Applications for educational equivalence Records relating to applications for equivalency from individuals who have completed all or part of Senior Secondary qualifications interstate or overseas.	Temporary	Retain for 2 years after last action.
2.2	CERTIFICATE AND RESULTS PROCESSING <i>The activities associated with managing and processing student results, which are recorded on a certificate of achievement, including the Queensland Certificate of Education (QCE).</i> <i>Also includes responding to requests for copies of certificates and student enrolment.</i>		
2.2.1	Master record of results Master record of student results from which a certificate may be produced. Includes master record of all student result data. Information may include, but is not limited to: <ul style="list-style-type: none">• student name• date certificate issued• assessment results• name of qualification issued.	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
2.2.2	Copies of certificates and results Records relating to requests for copies of certificates and results, in accordance with s.49A and s.57 of the <i>Education (Queensland Studies Authority) Regulation 2002</i> .	Temporary	Retain for 1 year after last action.
2.2.3	Unclaimed certificates Records relating to unclaimed certificates returned to the Authority.	Temporary	Retain for 1 year after date of return.
2.3	RECOGNISED STUDIES <i>The activities associated with the recognition of courses of study offered by learning providers (other than schools) that may contribute to a Queensland Certificate of Education.</i> <i>See reference number 1.3.2 for records relating to student requests to study a subject through a provider, other than their own school.</i>		
2.3.1	Successful applications Records relating to successful applications for recognition of a course of study offered by a provider. Includes records relating to the approval, cancellation, amendment, renewal, suspension and withdrawal of recognition.	Temporary	Retain for 7 years after expiry or cancellation of recognition.
2.3.2	Unsuccessful applications Records relating to unsuccessful applications for recognition of a course of study offered by a provider.	Temporary	Retain for 1 year after expiry of appeal period and conclusion of all appeals processes.



Reference	Description of records	Status	Disposal Action
2.3.3	<i>Credit transfer (from overseas and interstate)</i> Records relating to applications from individuals to obtain credit on the basis of previously completed or partially completed senior secondary studies from interstate or overseas.	Temporary	Retain for 2 years after last action.
2.4	STUDENT REGISTRATION <i>The activity of registering students for the purposes of recording results in certification studies, in accordance with Part 2A of the Education (Queensland Studies Authority) Act 2002.</i>		
2.4.1	<i>Master record of registered students</i> Master record of student registrations that detail student enrolments and learning account information. Information includes, but is not limited to: <ul style="list-style-type: none">• student name• date of birth• address• school• gender• ethnicity• spoken language.	Permanent	Retain permanently.



Reference	Description of records	Status	Disposal Action
2.4.2	<p>Registration processing</p> <p>Records relating to the receipt and processing of forms and notices relating to student registration and learning accounts.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• registration forms• notifications from schools and other education providers, including notice of student death• amendments, such as change of personal details.	Temporary	Retain for 2 years after last action.
2.5	<p>VERIFICATION AND REVIEW</p> <p><i>The activities associated with the process of checking information contained in certificates issued to students of the type provided for under Part 4 of the Education (Queensland Studies Authority) Regulation 2002.</i></p> <p><i>See reference number 2.2.2 for records relating to issuing copies of certificates of achievement and student results.</i></p>		
2.5.1	<p>Verification of results</p> <p>Records relating to applications from students and schools to check and confirm that the student's result was correctly determined, in accordance with s.56A of the <i>Education (Queensland Studies Authority) Regulation 2002</i>.</p> <p>Includes records relating to formal internal review of Queensland Studies Authority's decision, under Part 9 of the <i>Education (Queensland Studies Authority) Regulation 2002</i>.</p>	Temporary	Retain for 2 years after expiry of appeal period and conclusion of all appeals processes.



Reference	Description of records	Status	Disposal Action
2.5.2	<p>Revaluation of achievement in examination</p> <p>Records relating to applications for revaluation of levels of achievement in external senior examinations, in accordance with s.20 of the <i>Education (Queensland Studies Authority) Regulation 2002</i>.</p> <p>Includes records relating to formal internal review of Queensland Studies Authority's decision, under Part 9 of the <i>Education (Queensland Studies Authority) Regulation 2002</i>.</p>	Temporary	Retain for 2 years after expiry of appeals period and conclusion of all appeals processes.
2.5.3	<p>Change of name</p> <p>Records relating to requests for changes to a certificate, such as a change of name, made under s.57 of the <i>Education (Queensland Studies Authority) Regulation 2002</i>.</p>	Temporary	Retain for 2 years after last action.
2.5.4	<p>Information and advice</p> <p>Records relating to the provision of routine information or advice to students or schools about certification and the verification of student results.</p>	Temporary	Retain for 2 years after last action.



3. SYLLABUS DEVELOPMENT AND ACCREDITATION

The function of planning, coordinating and managing the development and implementation of syllabuses and guidelines that are offered and assessed in schools, in accordance with the Education (Queensland Studies Authority) Act 2002. Includes the accreditation of syllabuses and guidelines developed externally from the Queensland Studies Authority.

See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to:

- *Committees*
- *Fees and payments*
- *Policy*
- *Procedures*
- *Publications*
- *Submissions*



Reference	Description of records	Status	Disposal Action
3.1	ACCREDITATION <i>The activity of accrediting syllabuses, preparatory guidelines and kindergarten guidelines developed by entities other than Queensland Studies Authority, in accordance with Part 1A of the Education (Queensland Studies Authority) Regulation 2002.</i> <i>See section 3.2 for records relating to the development and approval of syllabuses and guidelines issued by Queensland Studies Authority.</i>		
3.1.1	Syllabus and guidelines – approved Records relating to applications for accreditation of syllabuses, preparatory guidelines and kindergarten guidelines developed by other entities that are approved, in accordance with s.3F of the <i>Education (Queensland Studies Authority) Regulation 2002</i> . Records may include, but are not limited to: <ul style="list-style-type: none">• application forms• copies of syllabuses and guidelines• certificate of accreditation• application for renewal of accreditation• application for changes to accreditation• cancellations.	Temporary	Retain for 5 years after accreditation ceases.



Reference	Description of records	Status	Disposal Action
3.1.2	<p>Syllabus and guidelines – withdrawn</p> <p>Records relating to applications for accreditation of syllabuses, preparatory guidelines and kindergarten guidelines developed by other entities that are withdrawn, in accordance with s.31 of the <i>Education (Queensland Studies Authority) Regulation 2002</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• application forms• notice of withdrawal.	Temporary	Retain for 2 years after last action.
3.1.3	<p>Syllabus and guidelines – refused</p> <p>Records relating to applications for accreditation of syllabuses, preparatory guidelines and kindergarten guidelines developed by other entities that are refused.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• application forms• notice of refusal.	Temporary	Retain for 1 year after expiry of appeals period and conclusion of all appeals processes.



Reference	Description of records	Status	Disposal Action
3.1.4	<p>Syllabus Accreditation Register</p> <p>Entries in the register of accredited syllabuses and guidelines, kept in accordance with s.3ZR of the <i>Education (Queensland Studies Authority) Regulation 2002</i>.</p> <p>Information includes, but is not limited to:</p> <ul style="list-style-type: none">• title and description of syllabus or guideline• name of the nominee• business address of the nominee• name of syllabus or guideline owner• year or years of schooling provided for in syllabus or guideline• current accreditation period.	Temporary	Retain for 5 years after accreditation ceases.
3.2	<p>DEVELOPMENT AND APPROVAL</p> <p><i>The activity of designing, developing, trialling and approving syllabuses, preparatory guidelines and kindergarten guidelines by Queensland Studies Authority.</i></p>		
3.2.1	<p>Approved syllabus package</p> <p>Master set of approved syllabus packages, including syllabuses, preparatory guidelines and kindergarten guidelines, implementation guides, resource kits and in-service material.</p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for legal deposit requirements relating to publications.</i></p>	Permanent	Retain permanently by Queensland Studies Authority.



Reference	Description of records	Status	Disposal Action
3.2.2	<p><i>Development of new syllabuses and guidelines</i></p> <p>Records relating to the development of new syllabuses, preparatory guidelines and kindergarten guidelines by Queensland Studies Authority.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• draft syllabuses, preparatory guidelines and kindergarten guidelines• preparation for trial process• trials• pilots• preparations for publication• notices.	Temporary	Retain for 7 years after last action.
3.3	<p>REVISION</p> <p><i>The activity of planning for and evaluating approved syllabuses, preparatory guidelines and kindergarten guidelines by Queensland Studies Authority.</i></p>		



Reference	Description of records	Status	Disposal Action
3.3.1	<p>Approved syllabuses and guidelines</p> <p>Records relating to the evaluation and revision of approved syllabuses, preparatory guidelines and kindergarten guidelines.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none">• research and consultation• project plans• draft syllabuses, preparatory guidelines and kindergarten guidelines• preparation for trial process• trials• pilots• preparations for publication.	Temporary	Retain for 7 years after last action.
3.4	<p>PROFESSIONAL DEVELOPMENT</p> <p><i>The activity of providing professional development workshops, seminars, forums and information sessions to assist schools with the implementation of syllabuses and guidelines.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for other records relating to conferences and events coordinated or attended by Queensland Studies Authority.</i></p>		
3.4.1	<p>Training arrangements</p> <p>Records relating to arrangements for professional development events. Includes bookings and attendance list, agendas, training materials and speaking notes.</p>	Temporary	Retain for 5 years after last action.



4. TESTING

The function of developing and implementing testing programs to support the process of senior school certification in accordance with the Education (Queensland Studies Authority) Act 2002, including the administration of senior external examinations and the Queensland Core Skills Test.

Also includes the development, revision and implementation of Years 3, 5, 7 and 9 literacy and numeracy tests under the National Assessment Program – Literacy and Numeracy (NAPLAN).

See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to:

- *Contracts*
- *Fees and payments*
- *Policy*
- *Procedures*
- *Publications*
- *Reporting*



Reference	Description of records	Status	Disposal Action
4.1	DEVELOPMENT <i>The activity of developing, constructing and trialling tests administered by Queensland Studies Authority, in accordance with Part 3 of the Education (Queensland Studies Authority) Regulation 2002.</i>		
4.1.1	Master set of testing materials Master set of testing materials developed by Queensland Studies Authority, including Core Skills Test booklets, senior external examination papers and Queensland Comparable Assessment Tasks (QCATs). <i>See reference number 4.5.2 for Chief Examiner reports.</i> <i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for legal deposit requirements relating to publications.</i>	Permanent	Retain permanently by Queensland Studies Authority.
4.1.2	Testing materials Records relating to the design, preparation and trialling of testing materials for tests administered by Queensland Studies Authority. Records may include, but are not limited to: <ul style="list-style-type: none">• test preparation materials• trial papers• instructional manuals• test administration handbooks• notices• printing arrangements.	Temporary	Retain for 5 years after test completed.



Reference	Description of records	Status	Disposal Action
4.2	IMPLEMENTATION <i>The activity of managing and administering tests and examinations.</i>		
4.2.1	Administrative arrangements Records relating to administrative arrangements for tests and examinations conducted by Queensland Studies Authority. Records may include, but are not limited to: <ul style="list-style-type: none">• delivery and collection of test materials• attendance rolls/seating plans/absentee lists• test centres• printing arrangements• test administration handbooks• security arrangements.	Temporary	Retain for 5 years after test completed.



Reference	Description of records	Status	Disposal Action
4.2.2	<p><i>Appointment of examiners and panellists</i></p> <p>Records relating to the appointment of examiners and panellists for senior external examinations, in accordance with s.22 of the <i>Education (Queensland Studies Authority) Regulation 2002</i>. Includes the appointment of chief examiners, assistant examiners and assessors.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• application forms• change of details• notices.	Temporary	Retain for 5 years after test completed.
4.2.3	<p><i>Appointment of test venue officials</i></p> <p>Records relating to the appointment of officials to supervise the conduct of tests and examinations, in accordance with s.34 of the <i>Education (Queensland Studies Authority) Regulation 2002</i>.</p> <p>Includes the appointment of:</p> <ul style="list-style-type: none">• Core Skills Test chief supervisors• community and chief community representatives• senior external examination chief supervisors.	Temporary	Retain for 5 years after test completed.



Reference	Description of records	Status	Disposal Action
4.2.4	<p>Candidates</p> <p>Records relating to applications from candidates to take tests and examinations, in accordance with Part 2 and Part 3 of the <i>Education (Queensland Studies Authority) Regulation 2002</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• applications for eligibility to sit examinations and tests• applications to sit examinations and tests• applications to sit examination or test at another location• applications for exemption from requirement to take examination or test.	Temporary	Retain for 3 years after expiry of appeal period and conclusion of all appeals processes.
4.2.5	<p>Special provision requests</p> <p>Records relating to special provision requests from candidates with a disability or medical condition which would adversely affect the candidate's ability to perform in an external senior examination or Core Skills Test under standard conditions, in accordance with s.14 and s.31 of the <i>Education (Queensland Studies Authority) Regulation 2002</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• applications from candidates• notice of Authority's decision.	Temporary	Retain for 3 years after expiry of appeals period and conclusion of appeals process.



Reference	Description of records	Status	Disposal Action
4.2.6	<p>Medical condition notices</p> <p>Records relating to notices from candidates who believe their performance in an external senior examination was adversely affected by a medical condition or circumstances beyond their control, in accordance with s.19 of the <i>Education (Queensland Studies Authority) Regulation 2002</i>.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• applications from candidates• notice of Authority's decision.	Temporary	Retain for 3 years after expiry of appeals period and conclusion of appeals process.
4.3	<p>MARKING</p> <p><i>The activity of making judgements about the quality of responses, which lead to grades or marks.</i></p> <p><i>See reference numbers 2.5.1 and 2.5.2 for records relating to the verification of results from the Core Skills Test and external senior examinations.</i></p>		
4.3.1	<p>Marking of tests</p> <p>Records relating to the marking of tests.</p> <p>Records include, but are not limited to:</p> <ul style="list-style-type: none">• marker training documentation, including Core Skills Test marker manual• writing task criteria and standards marking guide• short response marking schemes• external senior examination marking schemes.	Temporary	Retain for 5 years after test completed.



Reference	Description of records	Status	Disposal Action
4.3.2	<i>Appointment of markers</i> Records relating to the appointment and engagement of external senior examination markers and Core Skills Test markers.	Temporary	Retain for 5 years after test completed.
4.3.3	<i>Query of results</i> Records relating to the querying of student results from the National Assessment Program – Literacy and Numeracy (NAPLAN) tests administered by Queensland Studies Authority. Records may include, but are not limited to: <ul style="list-style-type: none">• requests from school principals• records of rechecking marks.	Temporary	Retain for 1 year after date of assessment.
4.4	STUDENT TEST SCRIPT ASSESSMENT <i>The activity of assessing completed student responses to examination tasks including multiple choice, short response and writing task papers.</i> <i>See reference numbers 2.5.1 and 2.5.2 for records relating to verification and revaluation of student results from the Core Skills Test and external senior examinations, and reference number 4.3.3 for queries relating to NAPLAN results.</i> <i>See section 6 for legacy records relating to Australian Scholastic Aptitude Test (ASAT) exams.</i>		
4.4.1	<i>External senior examinations – reviewed/appealed</i> Student assessments for external senior examinations, conducted in accordance with s.4 of the <i>Education (Queensland Studies Authority) Regulation 2002</i> , which were subject to a formal internal review or external appeal under Part 9 of the <i>Education (Queensland Studies Authority) Regulation 2002</i> .	Temporary	Retain for 1 year after conclusion of appeals process.



Reference	Description of records	Status	Disposal Action
4.4.2	<p>External senior examinations – other</p> <p>Student assessments for external senior examinations conducted in accordance with s.4 of the <i>Education (Queensland Studies Authority) Regulation 2002</i>, excluding those described in reference number 4.4.1.</p> <p>This includes student assessments which were subject to an application for revaluation of achievement under s.20 of the <i>Education (Queensland Studies Authority) Regulation 2002</i>.</p>	Temporary	Retain for 9 months after date of assessment.
4.4.3	<p>Core Skills Test – multiple choice answers</p> <p>Multiple choice student answer sheets produced as part of the Core Skills Test under s.24 of the <i>Education (Queensland Studies Authority) Regulation 2002</i>.</p>	Temporary	Retain for 9 months after date of assessment.
4.4.4	<p>Core Skills Test – short response and writing task answers – random sample</p> <p>Records comprising a yearly random sample of one percent of student answers to the short response and writing task components of the Core Skills Test developed under s.24 of the <i>Education (Queensland Studies Authority) Regulation 2002</i>.</p> <p>This may include student assessments which were subject to an application for verification under s.56A of the <i>Education (Queensland Studies Authority) Regulation 2002</i>.</p>	Temporary	Retain for 20 years after date of assessment.



Reference	Description of records	Status	Disposal Action
4.4.5	<p>Core Skills Test – short response and writing task answers – reviewed/appealed</p> <p>Student answers to the short response and writing task components of the Core Skills Test, conducted in accordance with s.24 of the <i>Education (Queensland Studies Authority) Regulation 2002</i>, which were subject to a formal internal review or external appeal under Part 9 of the <i>Education (Queensland Studies Authority) Regulation 2002</i>.</p> <p>This excludes those described in reference number 4.4.4.</p>	Temporary	Retain for 5 years after conclusion of appeals process.
4.4.6	<p>Core Skills Test – short response and writing task answers – other</p> <p>Student answers to the short response and writing task components of the Core Skills Test, conducted in accordance with s.24 of the <i>Education (Queensland Studies Authority) Regulation 2002</i>, excluding those described in Reference Numbers 4.4.4 and 4.4.5.</p> <p>This includes student assessments which were subject to an application for verification under s.56A of the <i>Education (Queensland Studies Authority) Regulation 2002</i>.</p>	Temporary	Retain for 5 years after date of assessment.
4.4.7	<p>National Assessment Program – Literacy and Numeracy (NAPLAN) script assessments</p> <p>Student answers to the components of the Years 3, 5, 7 and 9 tests under the National Assessment Program – Literacy and Numeracy (NAPLAN), conducted in accordance with s.10A of the <i>Education (Queensland Studies Authority) Act 2002</i>.</p> <p>Includes student assessments which were queried by schools.</p>	Temporary	Retain for 1 year after date of assessment.



Reference	Description of records	Status	Disposal Action
4.5	<p>TEST ANALYSIS AND EVALUATION</p> <p><i>The activity of analysing systemic information about the performance of persons who undertook tests to enable Queensland Studies Authority to meet its state and national reporting requirements. Benchmark data is forwarded to the Ministerial Council on Education, Employment, Training and Youth Affairs (MCEETYA) for inclusion in the annual national report on schooling in Australia.</i></p> <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for legal deposit requirements relating to publications, including Retrospectives, and Ministerial submissions and reports.</i></p>		
4.5.1	<p>Tests administered by Queensland Studies Authority</p> <p>Records relating to the analysis and evaluation of performance of persons who undertook tests administered by Queensland Studies Authority.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• benchmarking data• random sampling data (selected schools and students, grading and fielding decisions)• scaling anomalies• calculations about the weighting of subjects in a particular field of study.	Temporary	Retain for 10 years after last action.



Reference	Description of records	Status	Disposal Action
4.5.2	<p><i>Evaluation reports – final version</i></p> <p>Final versions of reports regarding the analysis and evaluation of data from tests administered by Queensland Studies Authority.</p> <p>Reports may include, but are not limited to:</p> <ul style="list-style-type: none">• NAPLAN test results, in accordance with s.10A(d) of the <i>Education (Queensland Studies Authority) Act 2002</i>• Core Skills Test results, in accordance with s.10(c) of the <i>Education (Queensland Studies Authority) Act 2002</i>• Chief Examiner reports• subject enrolments and levels of achievement• state distribution of Overall Positions (OPs) and Field Positions (FPs). <p><i>See the General Retention and Disposal Schedule for Administrative Records (GRDS) for legal deposit requirements relating to publications.</i></p>	Temporary	Retain for 20 years after last action.
4.5.3	<p><i>Evaluation reports – development</i></p> <p>Records relating to the development of analytical and evaluation reports.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none">• background research• consultations with stakeholders• draft reports.	Temporary	Retain for 5 years after last action.



Reference	Description of records	Status	Disposal Action
4.5.4	<i>Scripts of interest</i> Student answers to the short response and writing task components of the Core Skills Test, or student assessments for external senior examinations that raise concerns about the situation of the candidate which might lead to legal activity.	Temporary	Retain for 10 years after test completed.



5. VOCATIONAL EDUCATION AND TRAINING

The function of exercising powers delegated to Queensland Studies Authority by the Training and Employment Recognition Council, in accordance with s.186 of the Vocational Education, Training and Employment Act 2000. Includes the registration of Registered Training Organisations and the accreditation of training courses.

See the General Retention and Disposal Schedule for Administrative Records (GRDS) for records relating to:

- Committees
- Enquiries
- Fees and payments
- Policies and procedures

Reference	Description of records	Status	Disposal Action
5.1	COURSE ACCREDITATION <i>The activity of approving training courses to be delivered by Registered Training Organisations (RTOs), in accordance with s.47 of the Vocational Education, Training and Employment Act 2000.</i>		
5.1.1	Records relating to the accreditation of vocational education and training courses. Records may include, but are not limited to: <ul style="list-style-type: none">• successful and unsuccessful applications for accreditation and reaccreditation• cancellations, amendments, suspensions and investigations• copies of courses.	Temporary	Retain for 5 years after the refusal, expiry or cancellation of accreditation.



Reference	Description of records	Status	Disposal Action
5.2	REGISTRATION <i>The activity of registering schools as Registered Training Organisations (RTOs), to ensure their compliance with the national Australian Quality Training Framework (AQTF) "Essential Standards for Registration".</i>		
5.2.1	Registered Training Organisations (RTOs) Records relating to the registration of schools to operate as Registered Training Organisations (RTOs), in accordance with s.23 of the <i>Vocational Education, Training and Employment Act 2000</i> . Records may include, but are not limited to: <ul style="list-style-type: none">• application forms• renewals• amendments• audits• cancellations.	Temporary	Retain for 5 years after the refusal, expiry or cancellation of accreditation.
5.2.2	Register of qualifications/statements of attainment Register of qualifications and statements of attainment issued to individual students.	Temporary	Retain for 30 years after last action.
5.2.3	Student requests Records relating to student requests for copies of statements of attainment. Includes copies of statements of attainment.	Temporary	Retain for 1 year after last action.



6. LEGACY RECORDS

This section covers legacy records of Queensland Studies Authority and predecessor agencies, including the Board of Senior Secondary School Studies and the Queensland School Curriculum Council.

Contact Queensland State Archives for legacy records not covered under this section.

Reference	Description	Date Range	Status	Disposal Action
6.1	AWARDS AND SCHOLARSHIPS <i>The activity of issuing awards and scholarships to candidates.</i>			
6.1.1	<i>Medals and scholarships</i> Legacy records relating to awards and scholarships issued to students, such as the Byrnes, McDonnell and Lilley Medals and the Gowrie Scholarship.	1966 – 1967	Permanent	Retain permanently.
6.1.2	<i>Commonwealth Technical Scholarship</i> Legacy records relating to Queensland winners of the Commonwealth Technical Scholarship Examination.	1967	Permanent	Retain permanently.
6.2	EXAM RESULTS PROCESSING AND ANALYSIS <i>The activity of processing and analysing results from exams.</i>			
6.2.1	<i>ACER Exam Statistics</i> Legacy records relating to Australian Council of Educational Research exam statistics of scholarship awards.	1966 – 1967	Permanent	Retain permanently.



Reference	Description	Date Range	Status	Disposal Action
6.2.2	Adult Matriculation Examination Results Legacy records relating to Adult Matriculation Examination Results.	1957 – 1966	Permanent	Retain permanently.
6.2.3	Commonwealth Secondary Scholarship Examinations Legacy records relating to Queensland student results for the Commonwealth Secondary Scholarship Examination.	1967	Permanent	Retain permanently.
6.2.4	Commonwealth Technical Scholarship Examination Legacy records relating to Queensland student results for the Commonwealth Technical Scholarship Examination.	1967	Permanent	Retain permanently.
6.2.5	Junior Public Examinations Legacy records relating to student results in Junior Public Examinations.	1919 – 1970	Permanent	Retain permanently.
6.2.6	Post Junior Office Training Courses Legacy records relating to student results in Post Junior Office Training Course examinations.	1973 – 1976	Permanent	Retain permanently.
6.2.7	Queensland Institute of Technology/Technical Education Centre Legacy records relating to student results for annual Technical Education Centre examinations and Queensland Institute of Technology (QIT) courses.	1965 – 1974	Permanent	Retain permanently.



Reference	Description	Date Range	Status	Disposal Action
6.2.8	Senior Education Assessments Legacy records relating to student results in Senior Education Assessments.	1973 – 1983	Permanent	Retain permanently.
6.2.9	Senior Public Examinations Legacy records relating to student results in Senior Public Examinations. Includes supplementary Senior Public Examinations (senior matriculation examinations).	1919 – 1972	Permanent	Retain permanently.
6.2.10	State High School Entrance Examinations Legacy records relating to student results to examinations for admission to state high schools. Includes: <ul style="list-style-type: none">• State High School Entrance Examinations• Concession Scholarship Examinations• Intermediate School Qualifying Examinations• State Scholarship Examinations.	1876 – 1957	Permanent	Retain permanently.
6.3	GENERAL CORRESPONDENCE <i>This section covers general correspondence of predecessor agencies.</i>			
6.3.1	Board of Secondary School Studies Legacy records relating to inwards and outwards correspondence of the Board of Secondary School Studies.	1988 - 1989	Permanent	Retain permanently.



Reference	Description	Date Range	Status	Disposal Action
6.3.2	Department of Public Instruction Legacy records relating to inwards and outwards correspondence of the Department of Public Instruction, and the Research and Guidance Branch of the Education Department.	1931 – 1972	Permanent	Retain permanently.
6.4	STUDENT TEST SCRIPT ASSESSMENT <i>The activity of assessing completed student responses to examination tasks including multiple choice, short response and writing task papers.</i>			
6.4.1	Australian Scholastic Aptitude Test (ASAT) Legacy records relating to student answer sheets for the Australian Scholastic Aptitude Test (ASAT).	1976 – 1991	Temporary	Retain for 5 years after date of assessment.
6.4.2	Years 3, 5 and 7 Tests Legacy records relating to student answer sheets for the Years 3, 5 and 7 literacy and numeracy tests.	1997 – 2007	Temporary	Retain for 1 year after date of assessment.



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Note: References to GRDS in the index refer to the General Retention and Disposal Schedule for Administrative Records.

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