

Student Portal applications explained

QCAA Student Portal

Introduction

The Student Portal gives you secure access to your personal learning information. It currently includes five applications:

- **My Details** — where you will see your personal details and can update your email address and/or mobile phone number
- **My Learning Account** — where you will find your subject and course enrolments and learning providers, get your final results at the end of Year 12 and access statements and certificates. Unit results and assessment results will be displayed as they become available. You will also see results for any vocational education and training (VET) qualifications and QCE-recognised studies, once they have been entered by the relevant learning provider. You can access and print statements and certificates from 19 December 2020.
- **My Online Learning** — where you can complete the QCAA academic integrity course and print a certificate of completion
- **My AARA** — where you will see any access arrangements and reasonable adjustments (AARA) your school has sent to the QCAA
- **My Timetable** — where you will see your external assessment timetable when it is available.

More applications will be added to the Student Portal in the future.

This quick step demonstrates how to:

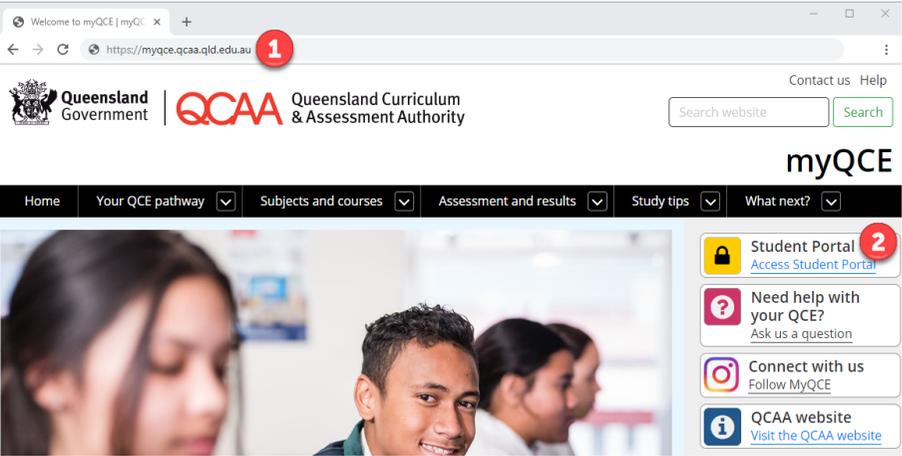
- access the Student Portal, p. 2
- access the My Details application, p. 3
- access the My Learning Account application, p. 7
- access the My Online Learning application, p. 14
- access the My AARA application, p. 15
- access the My Timetable application, p. 17
- access more information, p. 18.

Users granted access to this functionality are:

- Queensland school students.



Access the Student Portal

Step	Screen
<ol style="list-style-type: none"> 1 Go to myqce.qcaa.qld.edu.au in your internet browser. 2 Click Access Student Portal. 	
<ol style="list-style-type: none"> 3 Enter your Email address and Password. 4 Click Continue. <p>Note: Register for an account if you do not already have one. Click the Help link at the top of the page for further support.</p>	

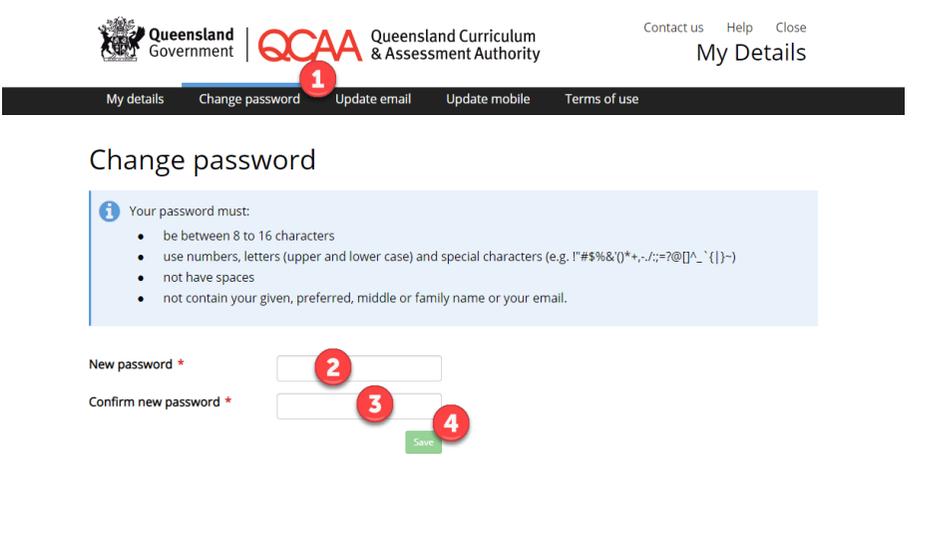
Access the My Details application

Step	Screen
<p>Access the Student Portal.</p> <p>1 Select the My Details application tile.</p>	

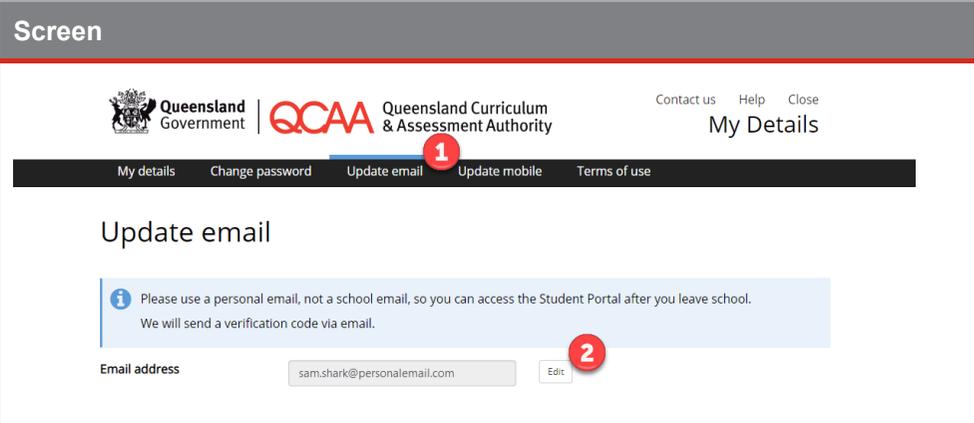
View your details

Step	Screen																		
<p>Access the My Details application.</p> <p>1 Select My details.</p> <p>2 Click Expand all or the + Expand icon to view your details.</p> <p>3 Click Edit if changes are required.</p> <p>Note: If you are still at school, contact your school to make any necessary updates. If you have finished school, you are able to edit your contact details only. For all other updates to personal and demographic details, email the QCAA Certification Unit at certification@qcaa.qld.edu.au.</p>	<table border="1"> <thead> <tr> <th colspan="2">Personal details</th> </tr> </thead> <tbody> <tr> <td>LUI</td> <td>0000000000</td> </tr> <tr> <td>Given names</td> <td>Sam</td> </tr> <tr> <td>Middle names</td> <td></td> </tr> <tr> <td>Family name</td> <td>Shark</td> </tr> <tr> <td>Preferred name</td> <td></td> </tr> <tr> <td>Date of birth</td> <td>15/04/2003</td> </tr> <tr> <td>Sex</td> <td>Female</td> </tr> <tr> <td>Terms of use</td> <td>Accepted — 14/04/2020</td> </tr> </tbody> </table>	Personal details		LUI	0000000000	Given names	Sam	Middle names		Family name	Shark	Preferred name		Date of birth	15/04/2003	Sex	Female	Terms of use	Accepted — 14/04/2020
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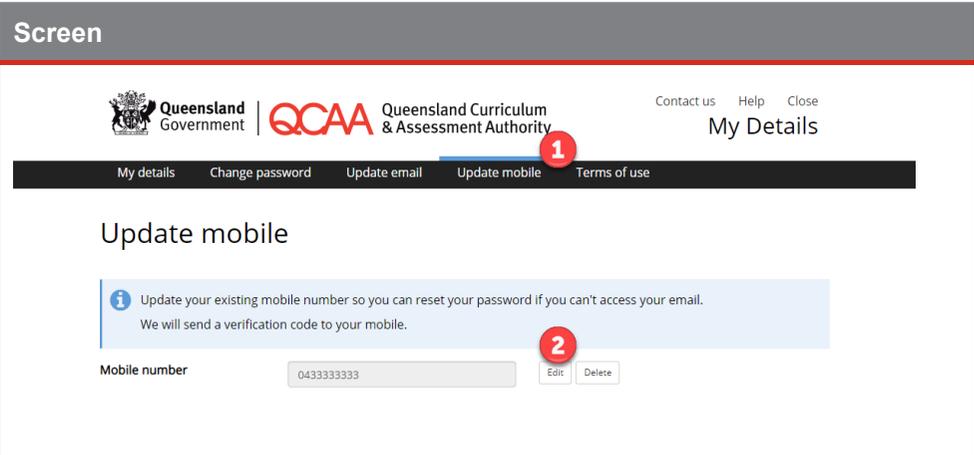
Change your password

Step	Screen
<p>Access the My Details application.</p> <ol style="list-style-type: none"> 1 Select Change password. 2 Enter New password. 3 Confirm new password. <p>Note: Your password must:</p> <ul style="list-style-type: none"> • be between 8 to 16 characters • use numbers, letters (upper and lower case) and special characters (e.g. !"#\$\$%&'()*+,-./:;=?@[^_`{ }~) • not have spaces • not contain your given, preferred, middle or family name, or your email. <ol style="list-style-type: none"> 4 Click Save. 	

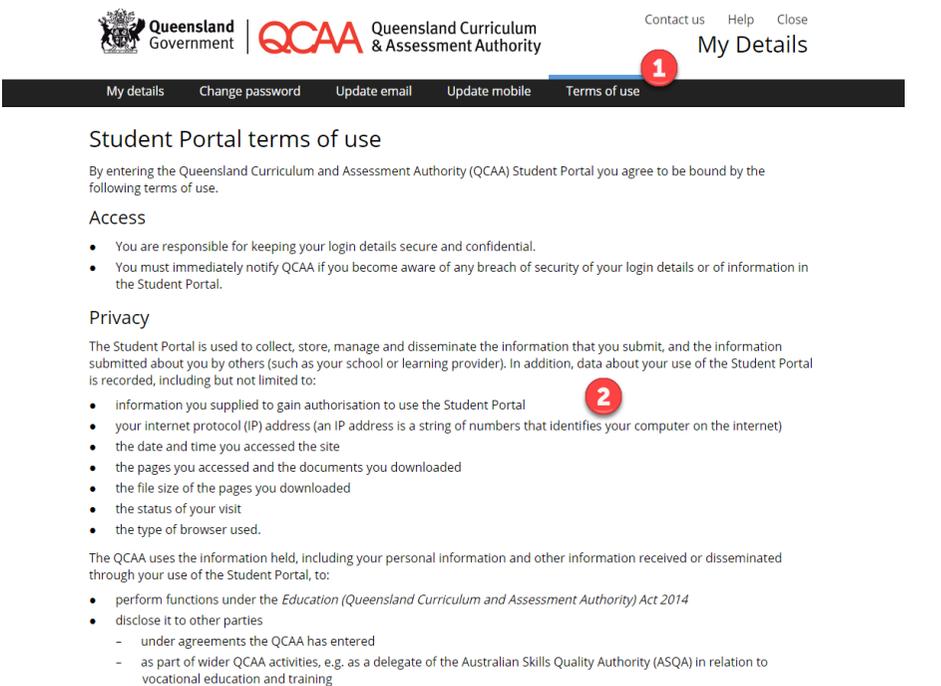
Update your email address

Step	Screen
<p>Access the My Details application.</p> <ol style="list-style-type: none">1 Select Update email.2 Click Edit. <p>Note: Enter your new personal email address, then click the Get verification code button that appears. The verification code will be sent to your new email address. Enter the verification code and click Save.</p>	

Update your mobile number

Step	Screen
<p>Access the My Details application.</p> <ol style="list-style-type: none">1 Select Update mobile.2 Click Edit. <p>Notes:</p> <ul style="list-style-type: none">• If you have not added a mobile number, click Add.• Enter your new mobile number, then click Get verification code button that appears. The verification code will be sent to your new mobile number. Enter the verification code and click Save.	

Review the Student Portal terms of use

Step	Screen
<p>Access the My Details application.</p> <ol style="list-style-type: none"> 1 Select Terms of use. 2 Review the Student Portal terms of use. 	 <p>The screenshot shows the QCAA My Details page. At the top, there are logos for Queensland Government and QCAA Queensland Curriculum & Assessment Authority, along with links for Contact us, Help, and Close. A navigation bar contains links for My details, Change password, Update email, Update mobile, and Terms of use. The 'Terms of use' link is highlighted with a red circle containing the number '1'. Below the navigation bar, the page title is 'Student Portal terms of use'. The main content area includes a paragraph stating that by entering the QCAA Student Portal, users agree to be bound by the following terms of use. It then lists sections for 'Access' and 'Privacy'. Under 'Access', there are two bullet points: 'You are responsible for keeping your login details secure and confidential.' and 'You must immediately notify QCAA if you become aware of any breach of security of your login details or of information in the Student Portal.' Under 'Privacy', there is a paragraph explaining that the Student Portal is used to collect, store, manage, and disseminate information. It lists several types of information recorded, including: information supplied to gain authorisation to use the Student Portal, internet protocol (IP) address, date and time accessed, pages accessed and documents downloaded, file size of pages downloaded, status of visit, and type of browser used. A red circle containing the number '2' is placed next to the first bullet point in the 'Privacy' section. At the bottom, it states that the QCAA uses the information held, including personal information, and lists functions such as performing functions under the Education Act 2014 and disclosing it to other parties.</p>

Access the My Learning Account application

Step	Screen
<p>Access the Student Portal.</p> <p>1 Select the My Learning Account application tile.</p>	

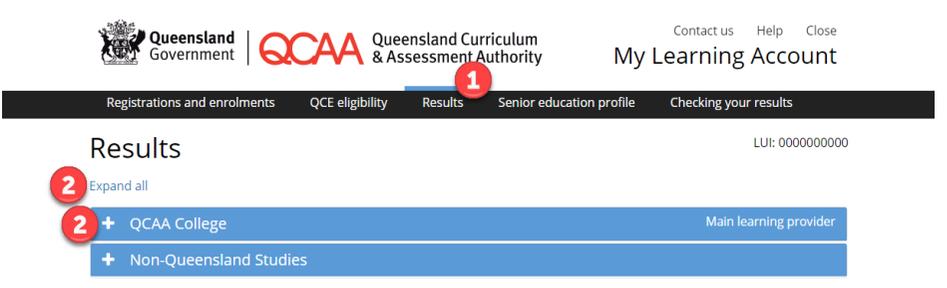
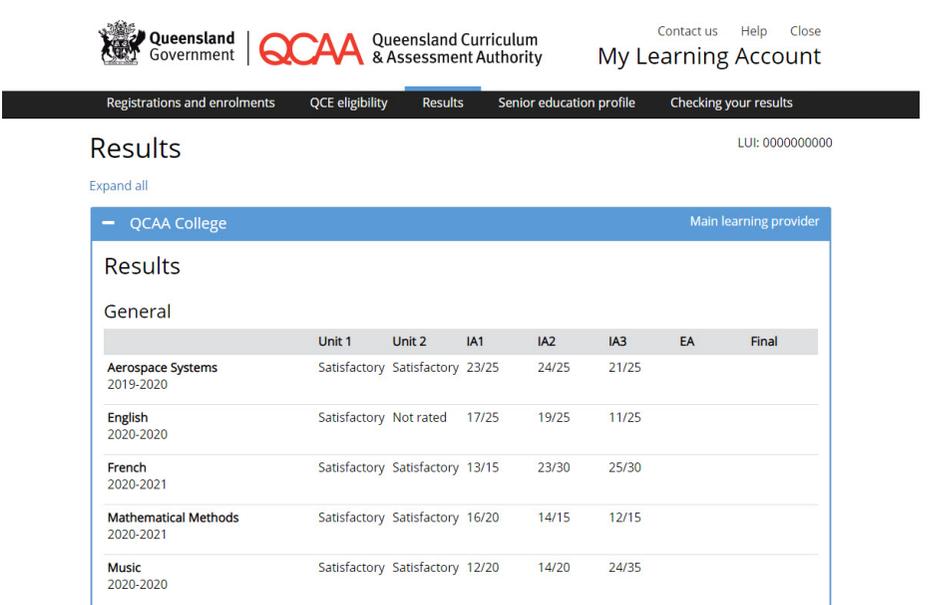
View your registrations and enrolments

Step	Screen
<p>Access the My Learning Account application.</p> <p>1 Select Registrations and enrolments.</p> <p>2 Click Expand all or the + Expand icon to view your registrations and enrolments.</p>	

View your QCE eligibility

Step	Screen																																																												
<p>Access the My Learning Account application.</p> <p>1 Select QCE eligibility.</p>	<p>Queensland Government QCAA Queensland Curriculum & Assessment Authority</p> <p>Contact us Help Close</p> <p>My Learning Account</p> <p>Registrations and enrolments QCE eligibility Results Senior education profile Checking your results</p> <h3>QCE eligibility</h3> <p>Eligible (projected)</p> <p><i>This screen displays the possible maximum credits based on your enrolments before all QCE eligibility requirements are applied.</i></p> <p>QCE credit is treated as projected and displayed with a light blue indicator. QCE credit is banked and displayed with a green indicator once results are finalised and, where required, confirmed by QCAA.</p> <p>Refer to Section 2 of the QCE and QCIA policy and procedures handbook for QCE eligibility requirements.</p> <table border="1"> <thead> <tr> <th>Requirements</th> <th></th> <th>Credit</th> <th></th> </tr> </thead> <tbody> <tr> <td>Completed core</td> <td>✓ Yes</td> <td>Core</td> <td>16</td> </tr> <tr> <td>Set pattern met</td> <td>✓ Yes</td> <td>Preparatory</td> <td>2</td> </tr> <tr> <td>Literacy</td> <td>✓ Yes</td> <td>Complementary</td> <td>3</td> </tr> <tr> <td>Numeracy</td> <td>✓ Yes</td> <td>Total</td> <td>21</td> </tr> </tbody> </table> <h3>Details</h3> <table border="1"> <thead> <tr> <th>Course of study name</th> <th>QCE category</th> <th>Maximum credit</th> <th>Your credit</th> </tr> </thead> <tbody> <tr> <td>Aerospace Systems - General</td> <td>Core</td> <td>4</td> <td>4 Projected</td> </tr> <tr> <td>Aquatic Practices - Applied</td> <td>Core</td> <td>4</td> <td>4 Projected</td> </tr> <tr> <td>BSB20115 - Certificate II in Business</td> <td>Core</td> <td>4</td> <td>4 Projected</td> </tr> <tr> <td>Music - General</td> <td>Core</td> <td>4</td> <td>4 Projected</td> </tr> <tr> <td>Music Extension (Composition) - General Extension</td> <td>Core</td> <td>2</td> <td>2 Projected</td> </tr> <tr> <td>Aboriginal & Torres Strait Islander Languages - Short course</td> <td>Complementary</td> <td>1</td> <td>1 Completed</td> </tr> <tr> <td>Career Education - Short course</td> <td>Complementary</td> <td>1</td> <td>1 Completed</td> </tr> <tr> <td>ICT10115 - Certificate I in Information, Digital Media and Technology</td> <td>Preparatory</td> <td>2</td> <td>2 Projected</td> </tr> <tr> <td>Literacy - Short course</td> <td>Preparatory</td> <td>1</td> <td>1 Completed</td> </tr> </tbody> </table>	Requirements		Credit		Completed core	✓ Yes	Core	16	Set pattern met	✓ Yes	Preparatory	2	Literacy	✓ Yes	Complementary	3	Numeracy	✓ Yes	Total	21	Course of study name	QCE category	Maximum credit	Your credit	Aerospace Systems - General	Core	4	4 Projected	Aquatic Practices - Applied	Core	4	4 Projected	BSB20115 - Certificate II in Business	Core	4	4 Projected	Music - General	Core	4	4 Projected	Music Extension (Composition) - General Extension	Core	2	2 Projected	Aboriginal & Torres Strait Islander Languages - Short course	Complementary	1	1 Completed	Career Education - Short course	Complementary	1	1 Completed	ICT10115 - Certificate I in Information, Digital Media and Technology	Preparatory	2	2 Projected	Literacy - Short course	Preparatory	1	1 Completed
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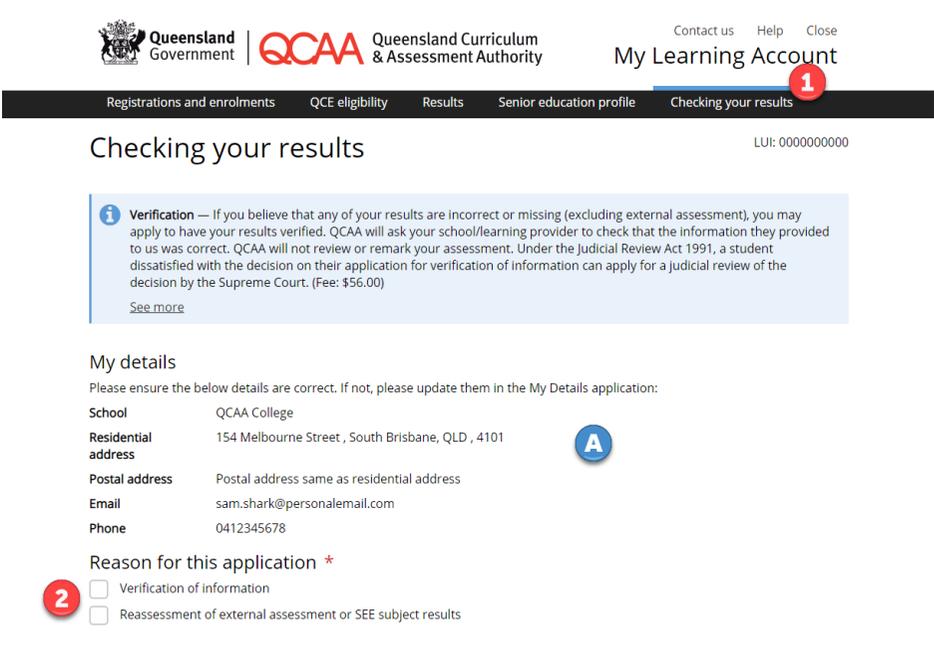
View your results

Step	Screen																																																
<p>Access the My Learning Account application.</p> <ol style="list-style-type: none"> 1 Select Results. 2 Click Expand all or the + Expand icon to view your results. 																																																	
<p>Results displayed include:</p> <ul style="list-style-type: none"> • Unit 1 and Unit 2 results — after you have completed all course requirements and your school has entered your results • summative internal assessment results (Units 3 and 4) for General subjects — after they have been confirmed by the QCAA • summative internal assessment results (Units 3 and 4) for Applied subjects — in December • final results — in December • results for non-QCAA subjects — VET, non-Queensland studies, higher education, recognised studies, International Baccalaureate (IB) and previous QCE. 	 <table border="1" data-bbox="1176 917 1915 1189"> <thead> <tr> <th></th> <th>Unit 1</th> <th>Unit 2</th> <th>IA1</th> <th>IA2</th> <th>IA3</th> <th>EA</th> <th>Final</th> </tr> </thead> <tbody> <tr> <td>Aerospace Systems 2019-2020</td> <td>Satisfactory</td> <td>Satisfactory</td> <td>23/25</td> <td>24/25</td> <td>21/25</td> <td></td> <td></td> </tr> <tr> <td>English 2020-2020</td> <td>Satisfactory</td> <td>Not rated</td> <td>17/25</td> <td>19/25</td> <td>11/25</td> <td></td> <td></td> </tr> <tr> <td>French 2020-2021</td> <td>Satisfactory</td> <td>Satisfactory</td> <td>13/15</td> <td>23/30</td> <td>25/30</td> <td></td> <td></td> </tr> <tr> <td>Mathematical Methods 2020-2021</td> <td>Satisfactory</td> <td>Satisfactory</td> <td>16/20</td> <td>14/15</td> <td>12/15</td> <td></td> <td></td> </tr> <tr> <td>Music 2020-2020</td> <td>Satisfactory</td> <td>Satisfactory</td> <td>12/20</td> <td>14/20</td> <td>24/35</td> <td></td> <td></td> </tr> </tbody> </table>		Unit 1	Unit 2	IA1	IA2	IA3	EA	Final	Aerospace Systems 2019-2020	Satisfactory	Satisfactory	23/25	24/25	21/25			English 2020-2020	Satisfactory	Not rated	17/25	19/25	11/25			French 2020-2021	Satisfactory	Satisfactory	13/15	23/30	25/30			Mathematical Methods 2020-2021	Satisfactory	Satisfactory	16/20	14/15	12/15			Music 2020-2020	Satisfactory	Satisfactory	12/20	14/20	24/35		
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View your senior education profile

Step	Screen
<p>Access the My Learning Account application.</p> <ol style="list-style-type: none"> 1 Select Senior education profile. 2 Click the Download certificate or Download statement button for the required certificate or statement. <p>Note: Only certificates and statements relevant to your learning will be displayed. This example is showing all certificates and statements.</p> <ol style="list-style-type: none"> 3 Click No to change to Yes if you would like your certificates and statements posted to you. <p>Note: <input checked="" type="checkbox"/> Print and post my 2020 certificates and statements</p> <p>This option is only available for one year after certificates and statements are issued.</p>	<p>The screenshot shows the 'My Learning Account' interface. At the top, there are navigation links for 'Contact us', 'Help', and 'Close'. The main navigation bar includes 'Registrations and enrolments', 'QCE eligibility', 'Results', 'Senior education profile', and 'Checking your results'. The 'Senior education profile' page displays the user's LU#: 0000000000 and a 'Show help text' link. The '2020 issue year' is currently set to 'No', with a 'Print and post my 2020 certificates and statements' option. Below this, there are four sections, each with a 'Download' button:</p> <ul style="list-style-type: none"> Queensland Certificate of Education (QCE): The Queensland Certificate of Education (QCE) is Queensland's senior schooling qualification. It is awarded to eligible students, usually at the end of Year 12. The QCE is a qualification recognised within the Australian Qualifications Framework. Statement of Results: The Statement of Results shows all QCE-contributing studies and the results achieved that may contribute to the award of a QCE. It is issued when you complete a QCAA-developed course of study (prior to completion of Year 12), or if you become eligible for a QCE after you have left school. Senior statement: The Senior Statement is issued when you complete Year 12. It is an official transcript of your learning account and shows all studies and the results achieved that may contribute to the award of a Queensland Certificate of Education (QCE). Queensland Certificate of Individual Achievement (QCIA): The Queensland Certificate of Individual Achievement (QCIA) is issued to eligible students who complete Year 12 on individualised learning programs.

Check your results

Step	Screen
<p>Access the My Learning Account application.</p> <ol style="list-style-type: none">1 Select Checking your results.A Review your details. If you have any corrections, make them in the My Details application. See p. 3 for further support.2 Select the Reason for this application. <p>Notes:</p> <ul style="list-style-type: none">For further support, see<ul style="list-style-type: none">– Verification of information, p. 12– Reassessment of external assessment or SEE subject results, p. 13.The last day on which applications will be accepted at the QCAA is 18 January 2021.	 <p>Queensland Government QCAA Queensland Curriculum & Assessment Authority</p> <p>Contact us Help Close</p> <p>My Learning Account</p> <p>Registrations and enrolments QCE eligibility Results Senior education profile Checking your results</p> <p>Checking your results LUI: 0000000000</p> <p>i Verification — If you believe that any of your results are incorrect or missing (excluding external assessment), you may apply to have your results verified. QCAA will ask your school/learning provider to check that the information they provided to us was correct. QCAA will not review or remark your assessment. Under the Judicial Review Act 1991, a student dissatisfied with the decision on their application for verification of information can apply for a judicial review of the decision by the Supreme Court. (Fee: \$56.00)</p> <p>See more</p> <p>My details</p> <p>Please ensure the below details are correct. If not, please update them in the My Details application:</p> <p>School QCAA College</p> <p>Residential address 154 Melbourne Street, South Brisbane, QLD, 4101</p> <p>Postal address Postal address same as residential address</p> <p>Email sam.shark@personalemail.com</p> <p>Phone 0412345678</p> <p>Reason for this application *</p> <p><input type="checkbox"/> Verification of information</p> <p><input type="checkbox"/> Reassessment of external assessment or SEE subject results</p>

Verification of information

Step	Screen
<p>Complete Check your results, p. 11.</p> <ol style="list-style-type: none"> 1 Select Verification of information. 2 Select the required Verification of information. 3 Enter Application details. 4 Click Choose file to add Supporting documentation as required. Navigate to where you saved the file and select it. <div style="background-color: #e0e0e0; padding: 5px; margin-top: 5px;">Note: Allowable file types: .pdf, .jpeg, .png. Maximum of five files (2MB per file).</div> 5 Enter Payment Details. 6 Click the Pay and submit button. 	<p>The screenshot shows the 'Reason for this application' section with 'Verification of information' selected. Below is the 'Verification of information' section with several checkboxes. The 'Application details' section has a large text input field. The 'Supporting documentation' section has a 'Choose file' button. The 'Payment Required' section shows 'VISA' as the selected card type. The 'Payment Details' section includes fields for 'Card number', 'Expiry date', and 'CW code', followed by a 'Pay and submit' button.</p>

Reassessment of external assessment or SEE subject results

Step	Screen
<p>Complete Check your results, p. 11.</p> <ol style="list-style-type: none"> 1 Select Reassessment of external assessment or SEE subject results. 2 Select the required Reassessment of external assessment or SEE subject results. 3 Enter Application details. 4 Click Choose file to add Supporting documentation as required. Navigate to where you saved the file and select it. <div style="background-color: #f0f0f0; padding: 5px; margin-top: 5px;">Note: Allowable file types: .pdf, .jpeg, .png. Maximum of five files (2MB per file).</div> 5 Enter Payment Details. 6 Click the Pay and submit button. 	<p>Reason for this application *</p> <p><input type="checkbox"/> Verification of information</p> <p><input checked="" type="checkbox"/> Reassessment of external assessment or SEE subject results</p> <p>Reassessment of external assessment or SEE subject results *</p> <p>Please choose at least one of the following.</p> <p><input type="checkbox"/> English (General)</p> <p><input type="checkbox"/> Aerospace Systems (General)</p> <p><input type="checkbox"/> Music (General)</p> <p><input type="checkbox"/> Music Extension (Composition) (General - Extension)</p> <p><input type="checkbox"/> Mathematical Methods (Senior external examination)</p> <p>Application details *</p> <p>Please provide details to accompany your application.</p> <p>Supporting documentation</p> <p>Allowable file types: PDF, JPEG, PNG. Maximum of five files (2MB per file).</p> <p>Payment Required</p> <p>Card Type * <input type="radio"/> VISA <input type="radio"/> Mastercard</p> <p>Payment Details</p> <p>Card number *</p> <p>Valid Card Number <input type="text"/></p> <p>Expiry date * MM <input type="text"/> YY <input type="text"/> CW code * CW <input type="text"/></p> <p>Pay and submit</p>

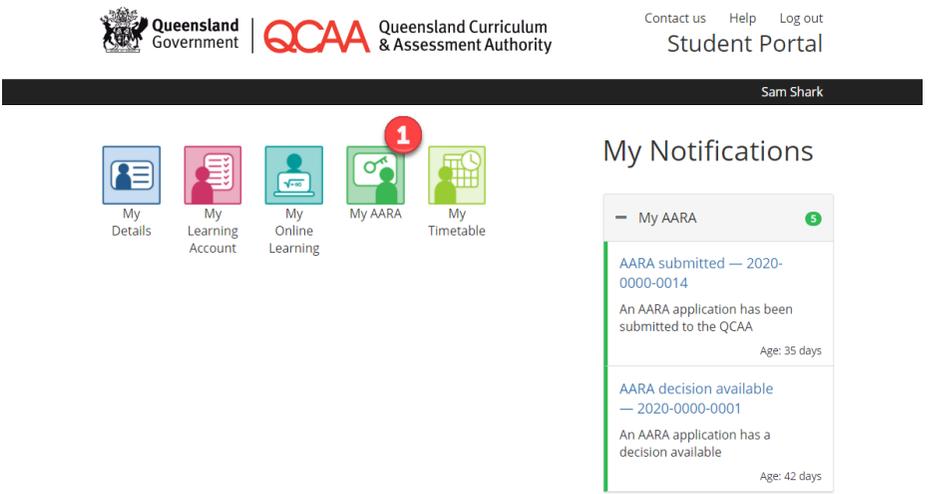
Access the My Online Learning application

Step	Screen
<p>Access the Student Portal.</p> <p>1 Select the My Online Learning application tile.</p>	

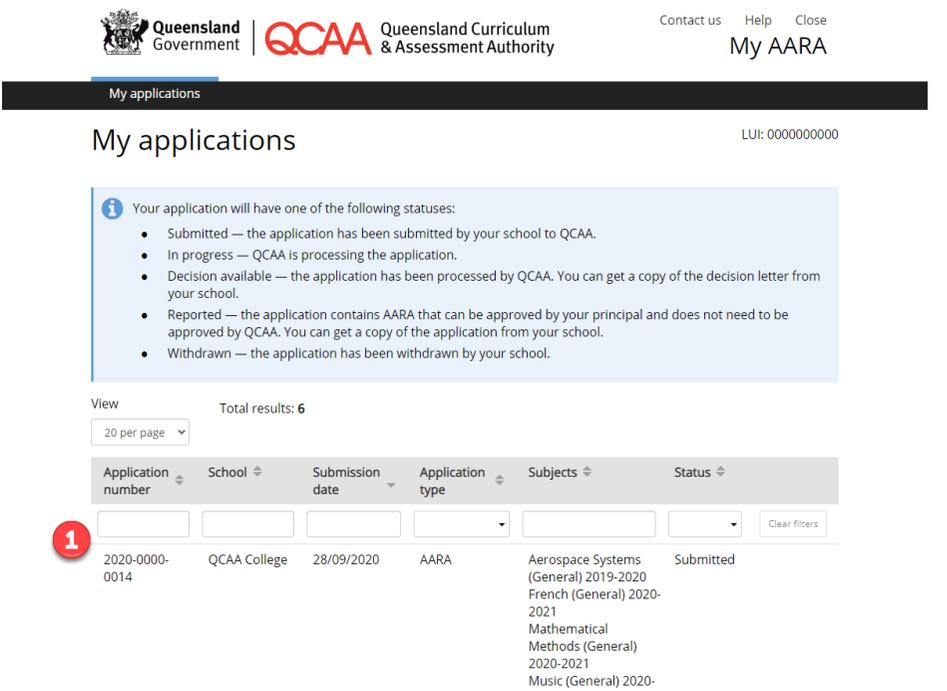
View and complete your online learning

Step	Screen
<p>Access the My Online Learning application.</p> <p>1 Click View course and then click Open course.</p> <p>Note: Click the Download certificate button when you have completed the course.</p>	

Access the My AARA application

Step	Screen
<p>Access the Student Portal.</p> <p>1 Select the My AARA application tile.</p> <p>Note: Notifications will display on the right-hand side of the screen. Click the blue link to open the My AARA application.</p>	 <p>The screenshot shows the QCAA Student Portal interface. At the top, there are logos for Queensland Government and QCAA (Queensland Curriculum & Assessment Authority), along with links for Contact us, Help, and Log out. The user's name, Sam Shark, is displayed in the top right. Below the navigation bar, there are five application tiles: My Details, My Learning Account, My Online Learning, My AARA, and My Timetable. The My AARA tile is highlighted with a red circle and a red '1' in the top right corner. On the right side of the screen, there is a 'My Notifications' panel with two notifications: 'AARA submitted — 2020-0000-0014' (Age: 35 days) and 'AARA decision available — 2020-0000-0001' (Age: 42 days).</p>

View your AARA applications

Step	Screen												
<p>Access the My AARA application.</p> <p>1 View your AARA applications.</p> <p>Note: Type into filter fields or click arrows to sort displayed AARA applications.</p>	 <p>The screenshot shows the 'My applications' page. At the top, there are logos for Queensland Government and QCAA, along with navigation links for 'Contact us', 'Help', and 'Close'. The page title is 'My applications' with a user ID 'LU: 0000000000'. An information box explains application statuses: Submitted, In progress, Decision available, Reported, and Withdrawn. Below this, there are filters for 'View' (set to 20 per page) and 'Total results: 6'. A table lists the applications with columns: Application number, School, Submission date, Application type, Subjects, and Status. A red circle with the number '1' highlights the first application row.</p> <table border="1"> <thead> <tr> <th>Application number</th> <th>School</th> <th>Submission date</th> <th>Application type</th> <th>Subjects</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>2020-0000-0014</td> <td>QCAA College</td> <td>28/09/2020</td> <td>AARA</td> <td>Aerospace Systems (General) 2019-2020 French (General) 2020-2021 Mathematical Methods (General) 2020-2021 Music (General) 2020-</td> <td>Submitted</td> </tr> </tbody> </table>	Application number	School	Submission date	Application type	Subjects	Status	2020-0000-0014	QCAA College	28/09/2020	AARA	Aerospace Systems (General) 2019-2020 French (General) 2020-2021 Mathematical Methods (General) 2020-2021 Music (General) 2020-	Submitted
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Access the My Timetable application

Step	Screen
<p>Access the Student Portal.</p> <p>1 Select the My Timetable application tile.</p>	

View your timetable

Step	Screen																																			
<p>Access the My Timetable application.</p> <p>1 View your external assessment timetable.</p>	<table border="1"> <thead> <tr> <th>Date</th> <th>Subject</th> <th>Session time</th> <th>Duration (Min)</th> <th>Rest breaks</th> </tr> </thead> <tbody> <tr> <td>Friday 25 September</td> <td>English — Paper 1</td> <td>AM</td> <td>240</td> <td></td> </tr> <tr> <td>Monday 05 October</td> <td>Mathematical Methods — Paper 1</td> <td>AM</td> <td>150</td> <td></td> </tr> <tr> <td>Monday 05 October</td> <td>Music — Paper 2</td> <td>AM</td> <td>180</td> <td></td> </tr> <tr> <td>Tuesday 06 October</td> <td>Music Extension (Composition) — Paper 1</td> <td>PM</td> <td>120</td> <td></td> </tr> <tr> <td>Sunday 18 October</td> <td>Music — Paper 1</td> <td>AM</td> <td>180</td> <td></td> </tr> <tr> <td>Thursday 22 October</td> <td>English — Paper 2</td> <td>AM</td> <td>470</td> <td></td> </tr> </tbody> </table>	Date	Subject	Session time	Duration (Min)	Rest breaks	Friday 25 September	English — Paper 1	AM	240		Monday 05 October	Mathematical Methods — Paper 1	AM	150		Monday 05 October	Music — Paper 2	AM	180		Tuesday 06 October	Music Extension (Composition) — Paper 1	PM	120		Sunday 18 October	Music — Paper 1	AM	180		Thursday 22 October	English — Paper 2	AM	470	
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More information

If your questions have not been answered, phone QCAA Client Services on (07) 3864 0278 or email clientservices@qcaa.qld.edu.au.