

# Student Portal applications explained

## QCAA Student Portal

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### Introduction

The Student Portal gives you secure access to your personal learning information.

- **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.
- **My Online Assessment** — where you can complete your online assessment using a unique code.

This quick step demonstrates how to:

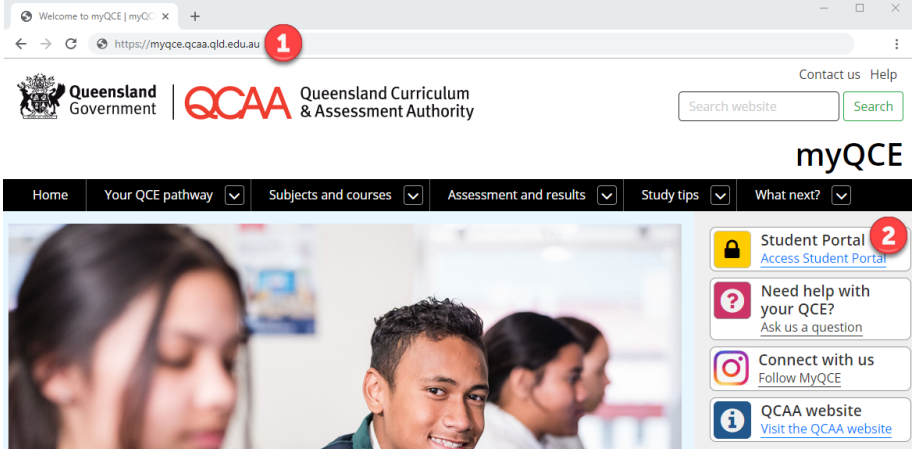

- access the Student Portal, p. 2
- acknowledge notifications, p. 3
- access the My Details application, p. 4
- access the My Learning Account application, p. 8
- access the My Online Learning application, p. 15
- access the My AARA application, p. 16
- access the My Timetable application, p. 18
- access the My Online Assessment application, p. 19
- access more information, p. 22.

Users granted access to this functionality are:

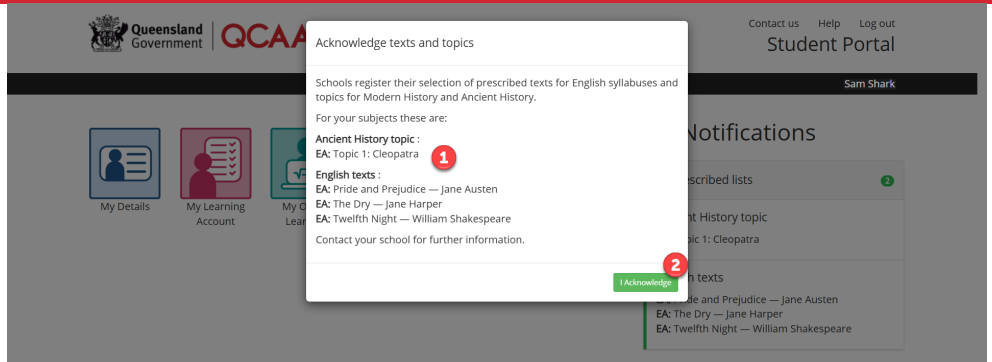
- Queensland school students.



# Access the Student Portal

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

# Acknowledge notifications

Step	Screen
<p data-bbox="190 280 577 316"><b>Log in to the Student Portal.</b></p> <ol data-bbox="219 357 869 466" style="list-style-type: none"><li data-bbox="219 357 616 392">1 Review the details on screen.</li><li data-bbox="219 405 869 466">2 Click <b>I Acknowledge</b> to agree and acknowledge the notification.</li></ol>	 <p>The screenshot shows the QCAA Student Portal interface. A modal window titled "Acknowledge texts and topics" is displayed in the foreground. The modal contains the following text: "Schools register their selection of prescribed texts for English syllabuses and topics for Modern History and Ancient History. For your subjects these are: Ancient History topic : EA: Topic 1: Cleopatra (marked with a red 1). English texts : EA: Pride and Prejudice — Jane Austen, EA: The Dry — Jane Harper, EA: Twelfth Night — William Shakespeare. Contact your school for further information." At the bottom of the modal is a green button labeled "I Acknowledge" (marked with a red 2). The background shows the portal header with "Queensland Government   QCAA" and "Student Portal" with user "Sam Shark". Navigation icons for "My Details", "My Learning Account", and "My Q Learning" are visible. A "Notifications" section is partially visible in the background.</p>


# Access the My Details application

Step	Screen
<p><b>Log in to the Student Portal.</b></p> <p><b>1</b> Select the <b>My Details</b> app tile.</p>	

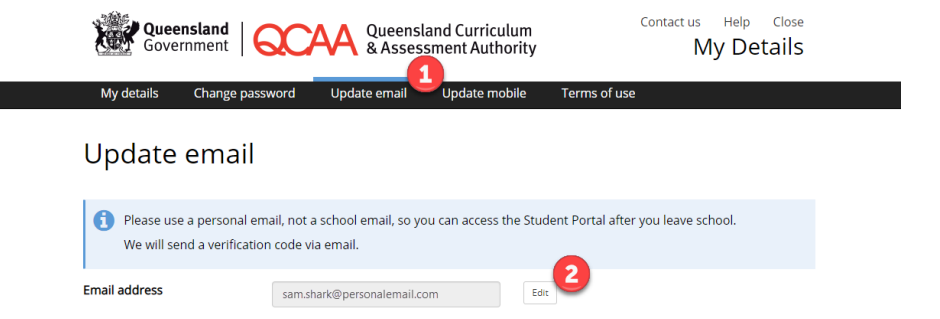
## View your details

Step	Screen
<p><b>Log into the Student Portal and select the My Details app tile.</b></p> <p><b>1</b> Select <b>My details</b>.</p> <p><b>2</b> Click <b>Expand all</b> or the <b>+</b> Expand icon to view your details.</p> <p><b>3</b> Click <b>Edit</b> if changes are required.</p> <p><b>Note:</b> 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 <a href="mailto:certification@qcaa.qld.edu.au">certification@qcaa.qld.edu.au</a>.</p>	

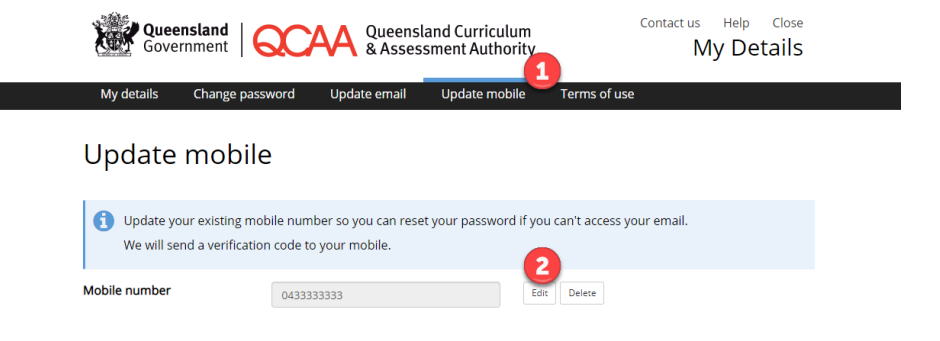
## Change your password

Step	Screen
<p><b>Log into the Student Portal and select the My Details app tile.</b></p> <ol style="list-style-type: none"> <li><b>1</b> Select <b>Change password</b>.</li> <li><b>2</b> Enter <b>New password</b>.</li> <li><b>3</b> <b>Confirm new password</b>.</li> </ol> <p><b>Note:</b> Your password must:</p> <ul style="list-style-type: none"> <li>• be between 8 to 16 characters</li> <li>• use numbers, letters (upper and lower case) and special characters (e.g. !"#\$%&amp;'()*+,-./:;=?@[^_`{ }~)</li> <li>• not have spaces</li> <li>• not contain your given, preferred, middle or family name, or your email.</li> </ul> <ol style="list-style-type: none"> <li><b>4</b> Click <b>Save</b>.</li> </ol>	 <p>The screenshot shows the QCAA Student Portal interface. At the top, there are logos for Queensland Government and QCAA (Queensland Curriculum &amp; Assessment Authority). A navigation bar contains links for 'My details', 'Change password', 'Update email', 'Update mobile', and 'Terms of use'. The 'Change password' link is highlighted with a red circle '1'. Below the navigation bar, the page title is 'Change password'. A blue information box contains the following text: 'Your password must: be between 8 to 16 characters, use numbers, letters (upper and lower case) and special characters (e.g. !"#\$%&amp;'()*+,-./:;=?@[^_`{ }~), not have spaces, not contain your given, preferred, middle or family name or your email.' Below this, there are two input fields: 'New password *' and 'Confirm new password *'. The 'New password' field is highlighted with a red circle '2', and the 'Confirm new password' field is highlighted with a red circle '3'. A green 'Save' button is located below the 'Confirm new password' field, highlighted with a red circle '4'.</p>

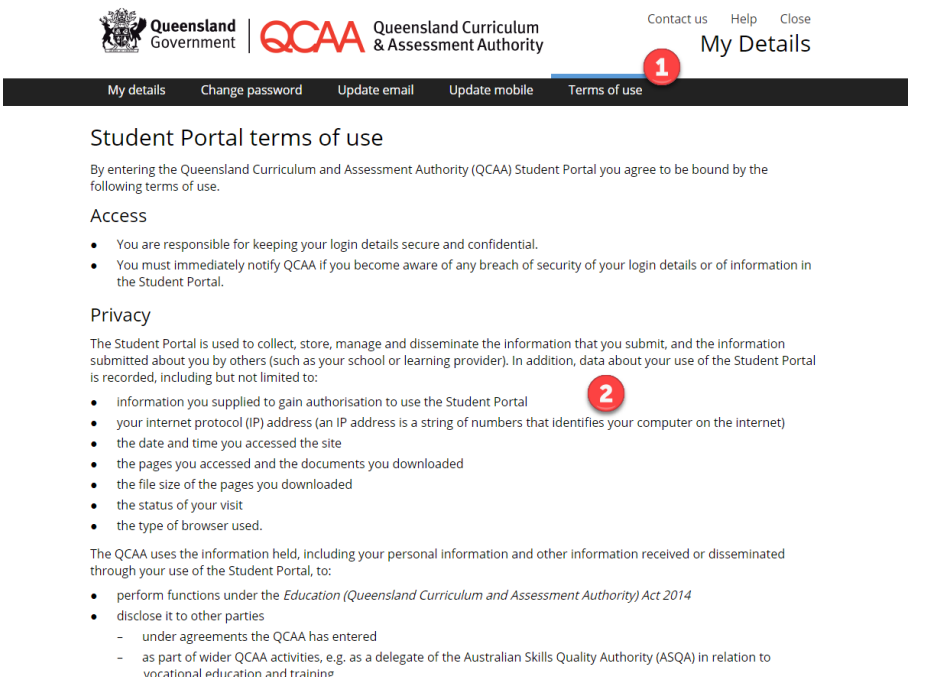
## Update your email address

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


## Update your mobile number

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


## Review the Student Portal terms of use

Step	Screen
<p><b>Log into the Student Portal and select the My Details app tile.</b></p> <ol style="list-style-type: none"> <li><b>1</b> Select <b>Terms of use</b>.</li> <li><b>2</b> Review the Student Portal terms of use.</li> </ol>	 <p>The screenshot shows the 'My Details' page of the QCAA Student Portal. At the top, there are logos for the Queensland Government and QCAA (Queensland Curriculum &amp; Assessment Authority). Navigation links include '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 contains the following text:</p> <p>By entering the Queensland Curriculum and Assessment Authority (QCAA) Student Portal you agree to be bound by the following terms of use.</p> <p><b>Access</b></p> <ul style="list-style-type: none"> <li>You are responsible for keeping your login details secure and confidential.</li> <li>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.</li> </ul> <p><b>Privacy</b></p> <p>The Student Portal is used to collect, store, manage and disseminate the information that you submit, and the information submitted about you by others (such as your school or learning provider). In addition, data about your use of the Student Portal is recorded, including but not limited to:</p> <ul style="list-style-type: none"> <li>information you supplied to gain authorisation to use the Student Portal</li> <li>your internet protocol (IP) address (an IP address is a string of numbers that identifies your computer on the internet)</li> <li>the date and time you accessed the site</li> <li>the pages you accessed and the documents you downloaded</li> <li>the file size of the pages you downloaded</li> <li>the status of your visit</li> <li>the type of browser used.</li> </ul> <p>The QCAA uses the information held, including your personal information and other information received or disseminated through your use of the Student Portal, to:</p> <ul style="list-style-type: none"> <li>perform functions under the <i>Education (Queensland Curriculum and Assessment Authority) Act 2014</i></li> <li>disclose it to other parties             <ul style="list-style-type: none"> <li>under agreements the QCAA has entered</li> <li>as part of wider QCAA activities, e.g. as a delegate of the Australian Skills Quality Authority (ASQA) in relation to vocational education and training</li> </ul> </li> </ul>

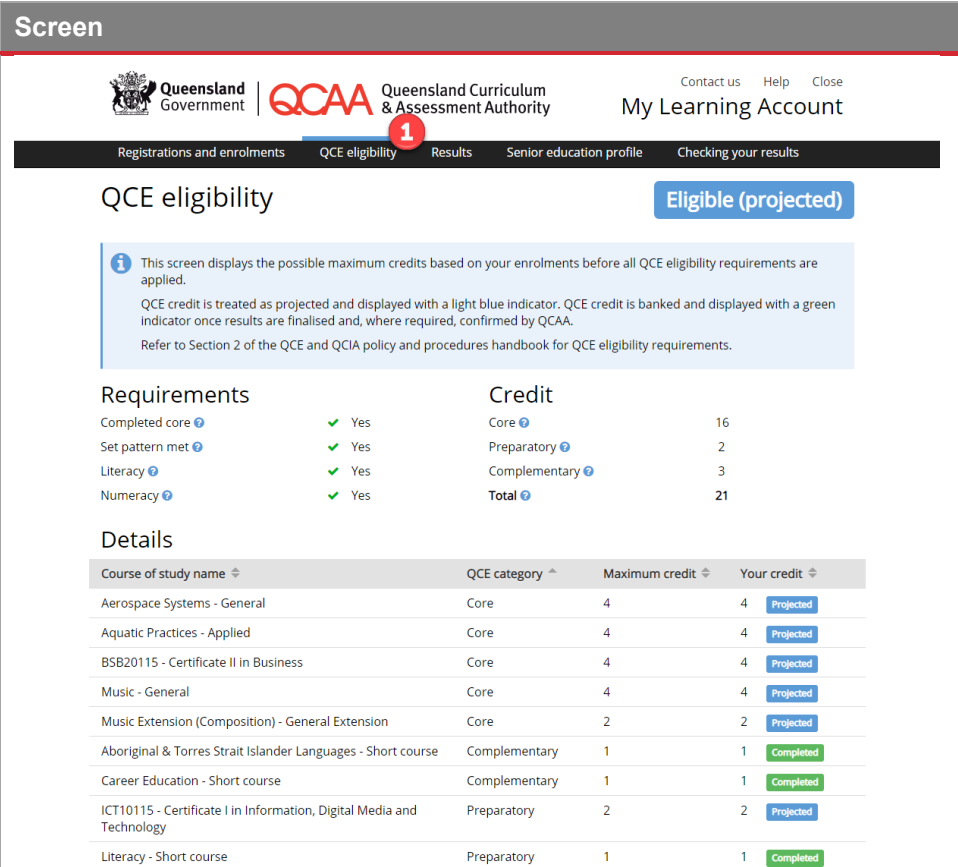
# Access the My Learning Account application

Step	Screen
<p><b>Log in to the Student Portal.</b></p> <p><b>1</b> Select the <b>My Learning Account</b> app tile.</p>	

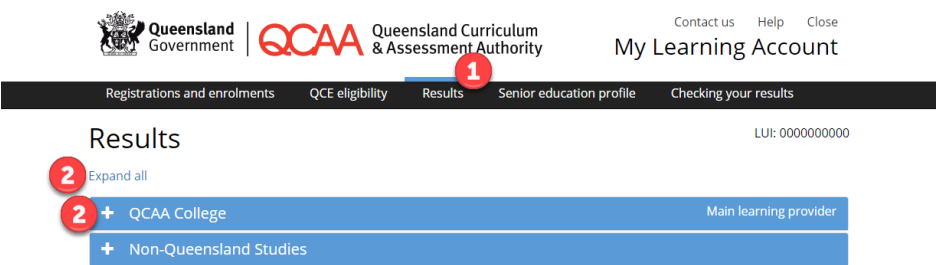
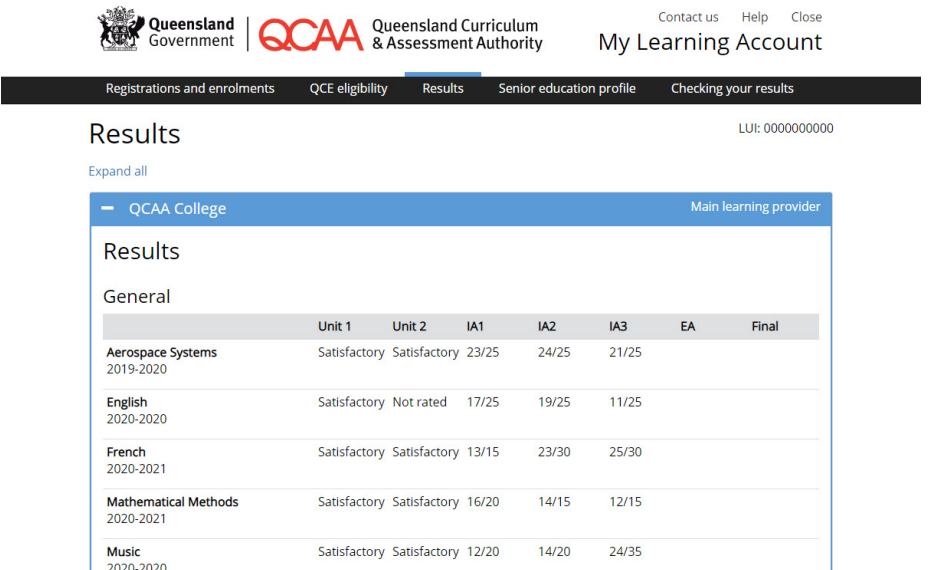
## View your registrations and enrolments

Step	Screen
<p><b>Log into the Student Portal and select the My Learning Account app tile.</b></p> <p><b>1</b> Select <b>Registrations and enrolments</b>.</p> <p><b>2</b> Click <b>Expand all</b> or the <b>+ Expand</b> icon to view your registrations and enrolments.</p>	

## View your QCE eligibility

Step	Screen																																																												
<p><b>Log into the Student Portal and select the My Learning Account app tile.</b></p> <p><b>1</b> Select QCE eligibility.</p>	 <p>Queensland Government   <b>QCAA</b> Queensland Curriculum &amp; Assessment Authority</p> <p>Contact us Help Close</p> <p>My Learning Account</p> <p>Registrations and enrolments <b>QCE eligibility</b> Results Senior education profile Checking your results</p> <h3>QCE eligibility <span>Eligible (projected)</span></h3> <p><i>i</i> This screen displays the possible maximum credits based on your enrolments before all QCE eligibility requirements are applied.</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>Yes/No</th> <th>Credit</th> <th>Value</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><b>Total</b></td> <td><b>21</b></td> </tr> </tbody> </table> <h4>Details</h4> <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 <span>Projected</span></td> </tr> <tr> <td>Aquatic Practices - Applied</td> <td>Core</td> <td>4</td> <td>4 <span>Projected</span></td> </tr> <tr> <td>BSB20115 - Certificate II in Business</td> <td>Core</td> <td>4</td> <td>4 <span>Projected</span></td> </tr> <tr> <td>Music - General</td> <td>Core</td> <td>4</td> <td>4 <span>Projected</span></td> </tr> <tr> <td>Music Extension (Composition) - General Extension</td> <td>Core</td> <td>2</td> <td>2 <span>Projected</span></td> </tr> <tr> <td>Aboriginal &amp; Torres Strait Islander Languages - Short course</td> <td>Complementary</td> <td>1</td> <td>1 <span>Completed</span></td> </tr> <tr> <td>Career Education - Short course</td> <td>Complementary</td> <td>1</td> <td>1 <span>Completed</span></td> </tr> <tr> <td>ICT10115 - Certificate I in Information, Digital Media and Technology</td> <td>Preparatory</td> <td>2</td> <td>2 <span>Projected</span></td> </tr> <tr> <td>Literacy - Short course</td> <td>Preparatory</td> <td>1</td> <td>1 <span>Completed</span></td> </tr> </tbody> </table>	Requirements	Yes/No	Credit	Value	Completed core	✓ Yes	Core	16	Set pattern met	✓ Yes	Preparatory	2	Literacy	✓ Yes	Complementary	3	Numeracy	✓ Yes	<b>Total</b>	<b>21</b>	Course of study name	QCE category	Maximum credit	Your credit	Aerospace Systems - General	Core	4	4 <span>Projected</span>	Aquatic Practices - Applied	Core	4	4 <span>Projected</span>	BSB20115 - Certificate II in Business	Core	4	4 <span>Projected</span>	Music - General	Core	4	4 <span>Projected</span>	Music Extension (Composition) - General Extension	Core	2	2 <span>Projected</span>	Aboriginal & Torres Strait Islander Languages - Short course	Complementary	1	1 <span>Completed</span>	Career Education - Short course	Complementary	1	1 <span>Completed</span>	ICT10115 - Certificate I in Information, Digital Media and Technology	Preparatory	2	2 <span>Projected</span>	Literacy - Short course	Preparatory	1	1 <span>Completed</span>
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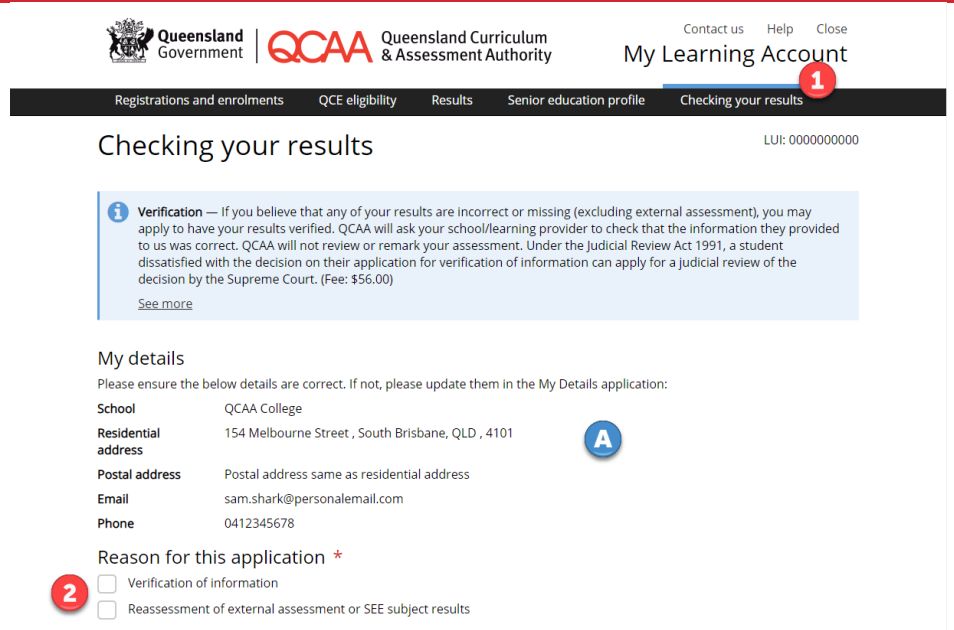
## View your results

Step	Screen																																																
<p><b>Log into the Student Portal and select the My Learning Account app tile.</b></p> <ol style="list-style-type: none"> <li>1 Select <b>Results</b>.</li> <li>2 Click <b>Expand all</b> or the <b>+ Expand</b> icon to view your results.</li> </ol>	 <p>The screenshot shows the QCAA My Learning Account interface. At the top, there are logos for Queensland Government and QCAA (Queensland Curriculum &amp; Assessment Authority). A navigation bar contains links for 'Registrations and enrolments', 'QCE eligibility', 'Results' (highlighted with a red circle '1'), 'Senior education profile', and 'Checking your results'. Below the navigation bar, the 'Results' section is displayed with a sub-header 'Expand all' (highlighted with a red circle '2') and two expandable items: '+ QCAA College' and '+ Non-Queensland Studies', both marked as 'Main learning provider'. The user ID 'LUI: 0000000000' is visible in the top right corner.</p>																																																
<p>Results displayed include:</p> <ul style="list-style-type: none"> <li>• Unit 1 and Unit 2 results — after you have completed all course requirements and your school has entered your results</li> <li>• summative internal assessment results (Units 3 and 4) for General subjects — after they have been confirmed by the QCAA</li> <li>• summative internal assessment results (Units 3 and 4) for Applied subjects — in December</li> <li>• final results — in December</li> <li>• results for non-QCAA subjects — VET, non-Queensland studies, higher education, recognised studies, International Baccalaureate (IB) and previous QCE.</li> </ul>	 <p>The screenshot shows a detailed view of results for 'QCAA College'. It features a table with the following columns: Unit 1, Unit 2, IA1, IA2, IA3, EA, and Final. The subjects listed are Aerospace Systems (2019-2020), English (2020-2020), French (2020-2021), Mathematical Methods (2020-2021), and Music (2020-2020). The 'Expand all' link is visible above the table.</p> <table border="1" data-bbox="1182 874 1912 1137"> <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><b>Aerospace Systems</b> 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><b>English</b> 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><b>French</b> 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><b>Mathematical Methods</b> 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><b>Music</b> 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	<b>Aerospace Systems</b> 2019-2020	Satisfactory	Satisfactory	23/25	24/25	21/25			<b>English</b> 2020-2020	Satisfactory	Not rated	17/25	19/25	11/25			<b>French</b> 2020-2021	Satisfactory	Satisfactory	13/15	23/30	25/30			<b>Mathematical Methods</b> 2020-2021	Satisfactory	Satisfactory	16/20	14/15	12/15			<b>Music</b> 2020-2020	Satisfactory	Satisfactory	12/20	14/20	24/35		
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## View your senior education profile

Step	Screen
<p><b>Log into the Student Portal and select the My Learning Account app tile.</b></p> <ol style="list-style-type: none"> <li>1 Select <b>Senior education profile</b>.</li> <li>2 Click the <b>Download certificate</b> or <b>Download statement</b> button for the required certificate or statement.</li> </ol> <p><b>Note:</b> 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"> <li>3 Click <b>No</b> to change to <b>Yes</b> if you would like your certificates and statements posted to you.</li> </ol> <p><b>Note:</b> <input checked="" type="checkbox"/> Print and post my 2020 certificates and statements This option is only available for one year after certificates and statements are issued.</p>	<p>The screenshot shows the 'Senior education profile' page. At the top, there is a navigation bar with 'My Learning Account' highlighted (callout 1). Below this is a sub-navigation bar with 'Senior education profile' selected. The main content area is titled 'Senior education profile' and includes a '2020 issue year' section with a 'Print and post my 2020 certificates and statements' checkbox (callout 3). Below this are four sections: 'Queensland Certificate of Education (QCE)', 'Statement of Results', 'Senior statement', and 'Queensland Certificate of Individual Achievement (QCIA)'. Each section has a 'Download certificate' or 'Download statement' button (callout 2).</p>

## Check your results

Step	Screen
<p><b>Log into the Student Portal and select the My Learning Account app tile.</b></p> <ol style="list-style-type: none"><li><b>1</b> Select <b>Checking your results</b>.</li><li><b>A</b> Review your details. If you have any corrections, make them in the My Details application. See p. 3 for further support.</li><li><b>2</b> Select the <b>Reason for this application</b>.</li></ol> <p><b>Notes:</b></p> <ul style="list-style-type: none"><li>For further support, see<ul style="list-style-type: none"><li>– Verification of information, p. 13</li><li>– Reassessment of external assessment or SEE subject results, p. 14.</li></ul></li><li>The last day on which applications will be accepted at the QCAA is <b>18 January 2021</b>.</li></ul>	 <p>Queensland Government   QCAA Queensland Curriculum &amp; Assessment Authority</p> <p>Contact us Help Close</p> <p>My Learning Account <b>1</b></p> <p>Registrations and enrolments QCE eligibility Results Senior education profile <b>Checking your results</b></p> <p>Checking your results LUI: 0000000000</p> <p><b>i</b> <b>Verification</b> — 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><a href="#">See more</a></p> <p><b>My details</b></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 <b>A</b></p> <p>Postal address Postal address same as residential address</p> <p>Email sam.shark@personalemail.com</p> <p>Phone 0412345678</p> <p><b>Reason for this application *</b></p> <p><b>2</b> <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><b>Complete Check your results, p. 12.</b></p> <ol style="list-style-type: none"> <li><b>1</b> Select <b>Verification of information</b>.</li> <li><b>2</b> Select the required <b>Verification of information</b>.</li> <li><b>3</b> Enter <b>Application details</b>.</li> <li><b>4</b> Click <b>Choose file to add Supporting documentation as required</b>. Navigate to where you saved the file and select it. <b>Note:</b> Allowable file types: .pdf, .jpeg, .png. Maximum of five files (2MB per file).</li> <li><b>5</b> Enter <b>Payment Details</b>.</li> <li><b>6</b> Click the <b>Pay and submit</b> button.</li> </ol>	<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 text input field. The 'Supporting documentation' section has a 'Choose file' button. The 'Payment Required' section shows 'Card Type' with VISA and Mastercard options. 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><b>Complete Check your results, p. 12.</b></p> <ol style="list-style-type: none"> <li><b>1</b> Select <b>Reassessment of external assessment or SEE subject results</b>.</li> <li><b>2</b> Select the required <b>Reassessment of external assessment or SEE subject results</b>.</li> <li><b>3</b> Enter <b>Application details</b>.</li> <li><b>4</b> Click <b>Choose file to add Supporting documentation as required</b>. Navigate to where you saved the file and select it. <b>Note:</b> Allowable file types: .pdf, .jpeg, .png. Maximum of five files (2MB per file).</li> <li><b>5</b> Enter <b>Payment Details</b>.</li> <li><b>6</b> Click the <b>Pay and submit</b> button.</li> </ol>	<p>Reason for this application *</p> <p><input type="checkbox"/> Verification of Information</p> <p><b>1</b> <input checked="" type="checkbox"/> Reassessment of external assessment or SEE subject results</p> <p>Reassessment of external assessment or SEE subject results *</p> <p><b>2</b> 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><b>3</b> <input type="text"/></p> <p>Supporting documentation</p> <p>Allowable file types: PDF, JPEG, PNG. Maximum of five files (2MB per file).</p> <p><b>4</b> <input type="button" value="Choose file"/></p> <p>Payment Required</p> <p><b>5</b> Card Type * <input type="radio"/> VISA <input type="radio"/> Mastercard</p> <p>Payment Details</p> <p>Card number *</p> <p><input type="text" value="Valid Card Number"/></p> <p>Expiry date * <input type="text" value="MM"/> <input type="text" value="YY"/></p> <p>CW code * <input type="text" value="CVV"/></p> <p><input type="button" value="Pay and submit"/> <b>6</b></p>

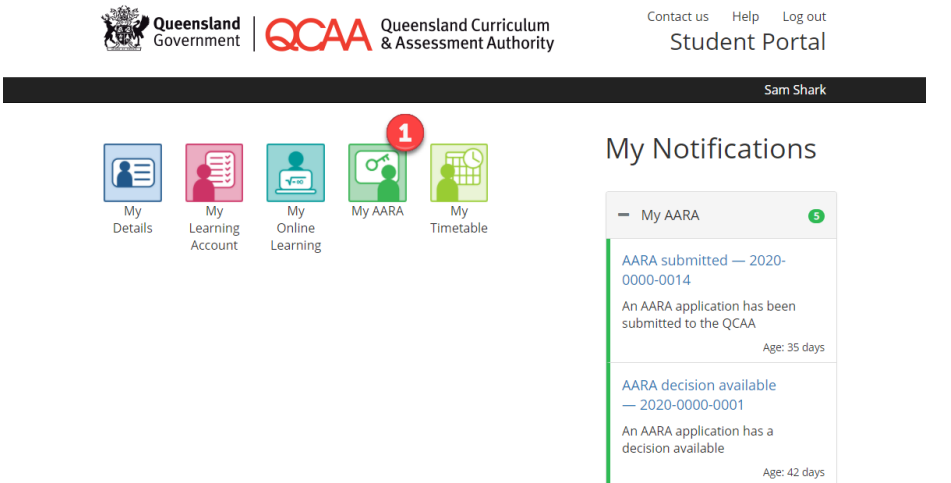
# Access the My Online Learning application

Step	Screen
<p><b>Log in to the Student Portal.</b></p> <p><b>1</b> Select the <b>My Online Learning</b> app tile.</p>	

## View and complete your online learning

Step	Screen
<p><b>Log into the Student Portal and select the My Online Learning app tile.</b></p> <p><b>1</b> Click <b>View course</b> and then click <b>Open course</b>.</p> <p><b>Note:</b> Click the <b>Download certificate</b> button when you have completed the course.</p>	

# Access the My AARA application

Step	Screen
<p><b>Log in to the Student Portal.</b></p> <p><b>1</b> Select the <b>My AARA</b> app tile.</p> <p><b>Note:</b> 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 &amp; Assessment Authority), along with links for Contact us, Help, and Log out. The user name 'Sam Shark' is displayed in the top right. Below the navigation bar, there are five app tiles: My Details, My Learning Account, My Online Learning, My AARA (highlighted with a red '1'), and My Timetable. On the right side, 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><b>Log into the Student Portal and select the My AARA app tile.</b></p> <p><b>1</b> View your AARA applications.</p> <p><b>Note:</b> Type into filter fields or click arrows to sort displayed AARA applications.</p>	<p>Queensland Government   QCAA Queensland Curriculum &amp; Assessment Authority</p> <p>Contact us Help Close My AARA</p> <p>My applications LU: 0000000000</p> <p>Your application will have one of the following statuses:</p> <ul style="list-style-type: none"> <li>Submitted — the application has been submitted by your school to QCAA.</li> <li>In progress — QCAA is processing the application.</li> <li>Decision available — the application has been processed by QCAA. You can get a copy of the decision letter from your school.</li> <li>Reported — the application contains AARA that can be approved by your principal and does not need to be approved by QCAA. You can get a copy of the application from your school.</li> <li>Withdrawn — the application has been withdrawn by your school.</li> </ul> <p>View Total results: 6</p> <p>20 per page</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><b>Log in to the Student Portal.</b></p> <p><b>1</b> Select the <b>My Timetable</b> app tile.</p>	

# View your timetable

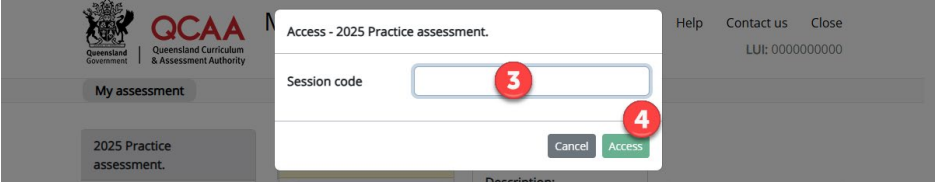
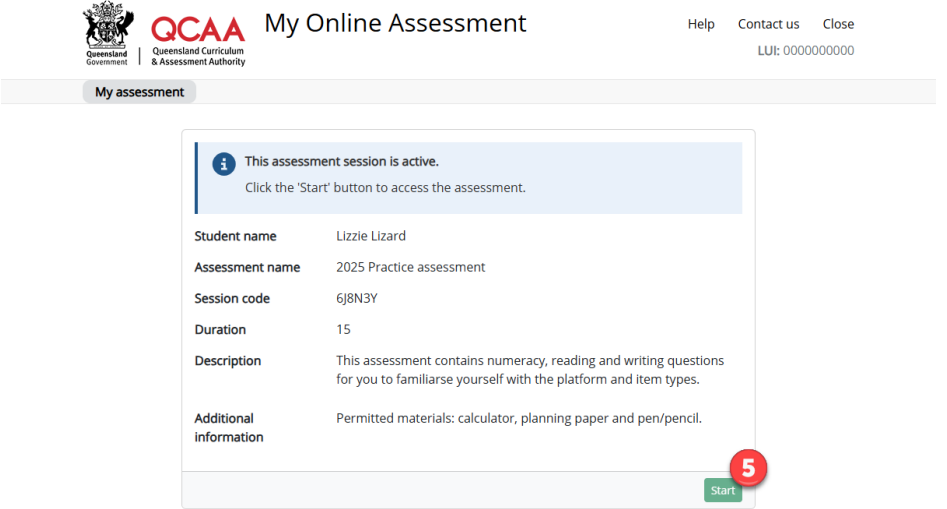
Step	Screen																																			
<p><b>Log into the Student Portal and select the My Timetable app tile.</b></p> <p><b>1</b> View your external assessment timetable.</p>	<table border="1"> <thead> <tr> <th>Date</th> <th>Subject</th> <th>Session time</th> <th>Duration (Min)</th> <th>Rest 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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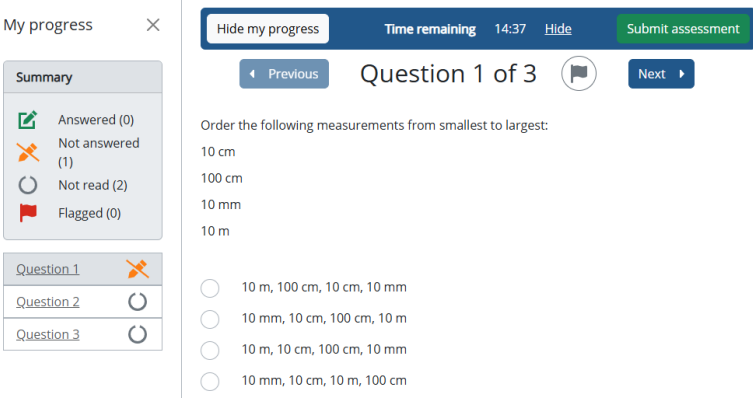
# Access the My Online Assessment application

Step	Screen
<p><b>Log in to the Student Portal.</b></p> <p><b>1</b> Select the <b>My Online Assessment</b> app tile.</p>	

## View your assessments

Step	Screen
<p><b>Log into the Student Portal and select the My Online Assessment app tile.</b></p> <p><b>1</b> Select <b>My assessment</b>.</p> <p><b>2</b> Click <b>Access</b>.</p> <p><b>Note:</b> If you are currently completing an online assessment, click <b>Resume</b> to continue.</p>	

Step	Screen														
<p><b>3</b> Enter <b>Session code</b>.</p> <p><b>4</b> Click <b>Access</b>.</p>															
<p><b>5</b> Click <b>Start</b>.</p> <p><b>Note:</b> <b>Start</b> won't be active until the Supervisor opens the session.</p>	 <table border="1" data-bbox="1267 549 1839 928"> <tr> <td colspan="2"> <p><b>i</b> This assessment session is active. Click the 'Start' button to access the assessment.</p> </td> </tr> <tr> <td>Student name</td> <td>Lizzie Lizard</td> </tr> <tr> <td>Assessment name</td> <td>2025 Practice assessment</td> </tr> <tr> <td>Session code</td> <td>6J8N3Y</td> </tr> <tr> <td>Duration</td> <td>15</td> </tr> <tr> <td>Description</td> <td>This assessment contains numeracy, reading and writing questions for you to familiarise yourself with the platform and item types.</td> </tr> <tr> <td>Additional information</td> <td>Permitted materials: calculator, planning paper and pen/pencil.</td> </tr> </table>	<p><b>i</b> This assessment session is active. Click the 'Start' button to access the assessment.</p>		Student name	Lizzie Lizard	Assessment name	2025 Practice assessment	Session code	6J8N3Y	Duration	15	Description	This assessment contains numeracy, reading and writing questions for you to familiarise yourself with the platform and item types.	Additional information	Permitted materials: calculator, planning paper and pen/pencil.
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Step	Screen
<p><b>Sample online assessment question.</b></p>	 <p>The screenshot shows an online assessment interface. At the top, there is a 'My progress' section with a close button. Below it is a 'Summary' box showing: Answered (0), Not answered (1), Not read (2), and Flagged (0). A list of questions follows: Question 1 (Not answered), Question 2 (Not read), and Question 3 (Not read). The main question area displays 'Question 1 of 3' with 'Previous' and 'Next' buttons. The question text is 'Order the following measurements from smallest to largest: 10 cm, 100 cm, 10 mm, 10 m'. Below the text are four radio button options: <ul style="list-style-type: none"> <li><input type="radio"/> 10 m, 100 cm, 10 cm, 10 mm</li> <li><input type="radio"/> 10 mm, 10 cm, 100 cm, 10 m</li> <li><input type="radio"/> 10 m, 10 cm, 100 cm, 10 mm</li> <li><input type="radio"/> 10 mm, 10 cm, 10 m, 100 cm</li> </ul> </p>

## More information

If you would like more information, please visit the QCAA website [www.qcaa.qld.edu.au](http://www.qcaa.qld.edu.au) and search for Student Portal. Alternatively, phone (07) 3864 0299 or email QCAA Client Services at [clientservices@qcaa.qld.edu.au](mailto:clientservices@qcaa.qld.edu.au).



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