Access Management

Roles

Application	Role	Description
AARA	AARA Editor	Create, view and edit AARA applications. View QCAA responses.
AARA	AARA Submitter	Create, view, edit and submit AARA applications. View QCAA responses.
AARA	Read only	AARA View Access only
Analytical Dashboard	Subject Administrator	Assign subject/s to users
Analytical Dashboard	Subject Viewer	View subject data for assigned subject/s
Applied QA	Applied QA School Reviewer	External role (School, teacher) — Attend subject specific review meeting. Can view meeting information, including submissions, review forms and consensus forms for the school they are allocated.
Applied QA	Applied QA School Submission Approver	External role (School, all subjects) — Can view, edit and approve all school submissions.
Applied QA	Applied QA School Submission Uploader	External role (School, subject specific) — Can view, upload and submit for approval school files for the specific subject assigned.
Assessment Literacy	Reporting	Enables Senior Leaders and administrative staff at a School to view which of their staff members has attempted and successfully completed the online courses that form part of the accreditation program.
Assessment Literacy	Training Participant	Complete online courses and assessments from the accreditation professional learning program. This role is for teaching staff who want to build a strong conceptual understanding of the assessment process for the new QCE system or prepare for a role as a QCAA Assessor.
Assessor Jobs	Principal Authorisation Viewer	School role with read-only view of principal authorisations
Confirmation	Confirmation Approver	When a subject is assigned in the Confirmation application this role can, view, upload and approve student samples for submission to QCAA; view outcomes and assign subjects to Uploaders for their assigned subjects
Confirmation	Confirmation Submitter	View, upload, approve and submit student samples; view outcomes; submit variation requests and assign subjects to Uploaders and Approvers.
Confirmation	Confirmation Uploader	When a subject is assigned in the Confirmation application this role can view and upload student samples.
Endorsement	Endorsement Approver	When a subject is assigned in the Endorsement application this role can view, create and approve summative assessment instruments for submission to QCAA; view evaluation outcomes and directives for instruments submitted for endorsement; and assign subjects to Editors for their assigned subjects.
Endorsement	Endorsement Editor	When a subject is assigned in the Endorsement application this role can view and create summative assessment instruments, view evaluation outcomes and directives for instruments submitted for endorsement.

Endorsement	Endorsement Submitter	View, create, approve, submit and recall summative assessment instruments; view evaluation outcomes and directives for instruments submitted for endorsement; assign subjects to Editors and Approvers.
External Assessment	Assistant EA Coordinator	Assistant EA Coordinator at a school external assessment venue
External Assessment	EA Coordinator	EA Coordinator at a school external assessment venue
Kindergarten Transition Statement	Kindergarten Viewer	View submitted kindergarten transition statements
Learning Hub	Prep – 6 Training Participant	Undertake courses online. Including the Prep-6 courses.
Learning Hub	Principal's Delegate (QCE) Training Participant	Undertake courses online. Courses enable a Principal's Delegate QCE to learn about the role.
Learning Hub	Reporting	Enables Senior Leaders and administrative staff at a School to view which of their staff members has attempted and successfully completed the Learning Hub courses.
Learning Hub	Years 7-12 Training Participant	Undertake courses online. Courses enable teachers to learn about concepts such as introducing the importance of academic integrity to senior students.
NAPLAN AARA	NAPLAN AARA Submitter	Submit and view NAPLAN Adjustment requests for students.
NAPLAN Administration	NAPLAN Coordinator	NAPLAN Coordinator
Noticeboard	Senior Leader	View noticeboard items targeted at senior leaders at schools.
Online Assessment	Application administrator	Application administer can create, monitor and action adjustments to their organisations OA sessions
Online Assessment	Supervisor	Supervisor can create, monitor and action adjustments to their own OA sessions
P-10 Planning	Application administrator	Manage school subjects. Allocate subjects to teachers. View, create, review and approve year level/band plans and assessment tasks.
P-10 Planning	Data Summaries Viewer	View data summaries for my school in P–10 Planning app
P-10 Planning	Teacher	Allocate subjects to self. View, create, review and approve year level/band plans and assessment tasks.
Prescribed Lists	Prescribed lists editor	Enables school staff to nominate the prescribed lists the school is teaching.
Prescribed Lists	Prescribed lists submitter	Enables school staff to nominate and submit to QCAA the prescribed lists the school is teaching.
Student Management	Administrator	View, search, import, export and edit student records; download the LUI report; and receive notifications.
Student Management	QCIA Coordinator	Creates and edits curriculum plans and statements for QCIA students
Student Management	QCIA Leader	Reviews and approves curriculum plans and statements for QCIA students
Student Management	Read only	Search and view student records regardless of registration status.
Syllabuses	Syllabus viewer	View syllabuses and associated resources only for subjects that the learning provider offers. This role can also view syllabuses for offerings awaiting principal approval.

Syllabuses	Viewer including all syllabuses	View all available syllabuses and associated resources including those subjects not offered by the organisation.
VET	School RTO CEO	School RTO Chief Executive with access to manage the RTO's operations and perform specific actions as the legally responsible person.
VET	School RTO manager	School RTO manager with access to manage the RTO's operations by interacting with the QCAA.
VET	School RTO user	School RTO user with access to view RTO scope, create draft scope modification activities and submit VET questions to the QCAA.
fileShare	Application administrator	View assessment files and allocate fileShare Viewers to subjects. Upload AARA returns. View general files. View file requests and submit files. View reporting files.
fileShare	fileShare Submitter	View general files. View file requests and submit files. View reporting files.
fileShare	fileShare Viewer (External Assessment)	View external assessment files for allocated subjects.
fileShare	fileShare Viewer (Internal Assessment)	View internal assessment files for allocated subjects.

More information

If you would like more information, please visit the QCAA website www.qcaa.qld.edu.au. Alternatively, phone (07) 3864 0278 or email the QCAA Client Services at ClientServices@qcaa.qld.edu.au.