




Role description

Chief marker, Lead marker and Marker, Online Assessment Unit


**Location**
Brisbane CBD


**Role type and duration**
Casual


**Remuneration**

Role	Hourly rate
Marker	\$70.69
Lead marker	\$79.60
Chief marker	\$89.02

Markers will be paid an hourly rate.

**Branch and division**
Online Assessment Branch,
Assessment, Reporting and ICT
Systems Division

**Contact**
Online Assessment Unit
Email:
externalassessment@qcaa.qld.edu.au
Phone: 1300 239 227

**Closing date**
15 August 2025

About the role

The Queensland Curriculum and Assessment Authority (QCAA) is currently seeking casual external assessment (EA) markers to join the Online Assessment Unit in the roles of Chief marker, Lead marker and Marker. The Online Assessment Unit manages the marking of the online assessment trial writing task.

Conditions

The QCAA appoints EA markers annually. For the online assessment trial, all markers, including chief and lead markers, must:

- have relevant literacy teaching and/or employment experience
- have experience marking National Assessment Program — Literacy and Numeracy (NAPLAN) tasks or external assessment for the QCAA within the past two years
- understand that a casual appointment can be ceased if an identified trend in the quality, consistency or accuracy of an appointee's work cannot be resolved quickly
- be able to complete all in-person training
- be able to complete full-day (9 am – 4 pm) in-person marking in Brisbane CBD until all scripts are marked, starting on Monday 22 September
- be able to use computers and their programs for training and marking
- be able to bring along a laptop computer that meets the ICT requirements listed in Table 1.

What you will do

In the **Chief marker**, **Lead marker** or **Marker** role, you will:

- maintain security and confidentiality of all aspects of training and marking, and privacy of information accessed
- be objective when matching evidence in student responses to qualities in external assessment marking guides.

In the **Marker** role, you will also:

- attend in-person training in Brisbane CBD on 22 September
- meet marking targets, as advised, until marking is completed
- understand that marking performance is monitored and reviewed, with feedback and support given and appropriate actions taken as necessary. This ensures fairness to students and maintains public accountability and confidence
- action the advice of QCAA officers, the chief marker and lead marker.

In the **Lead marker** role, you will also:

- attend in-person role-specific training in Brisbane CBD on Saturday 6 September
- attend in-person sessions on Wednesday 17 September and Thursday 18 September to select and categorise scripts and develop materials for monitoring, training and marking
- lead and manage a team of markers to deliver results to a specified deadline
- monitor the performance data of your allocated marking group, as directed, until marking is completed
- undertake standard marking to meet marking quotas, as directed
- action the advice of QCAA officers and the chief marker
- undertake and document duties daily.

In the **Chief marker** role, you will also:

- attend in-person role-specific training in Brisbane CBD on Saturday 6 September
- attend in-person sessions on Wednesday 17 September and Thursday 18 September to select and categorise scripts and develop materials for monitoring, training and marking
- lead and manage a team of lead markers to deliver results to a specified deadline
- oversee and coordinate the monitoring of marking progress, as directed, until marking is completed
- action the advice of QCAA officers
- undertake and document daily duties in chief marker diaries.

Reporting relationships

EA markers report to a lead marker who manages, monitors and supports their allocated marking group. Each lead marker liaises with and reports to a chief marker who oversees the monitoring of the marking progress, statistics, marker reliability and accuracy. Chief markers report to the Manager of Marking (MoM). QCAA staff perform the role of MoM and oversee the marking operation.

What we are looking for

The QCAA is committed to selecting the person best suited to the role and to furthering equity and diversity. We strongly encourage applications from all gender groups, Aboriginal people, Torres Strait Islander people, people from culturally diverse backgrounds and people with all abilities.

Table 1: Minimum device requirements

	PC laptop	Mac laptop
Processor	Intel Core i3, i5 or i7	
RAM	4 GB minimum	
Operating system	Windows 10 or later	OS 10.6 or later
Screen resolution	1024 x 768 pixels or higher Screen size: 15 inches or greater	
Internet browsers	Google Chrome version 94 or later Microsoft Edge (IE version) 94 or later Mozilla Firefox version 91 or later	Google Chrome version 94 or later Safari version 15 or later Mozilla Firefox version 91 or later
Accessories	Charging cord Optional: keyboard and/or mouse	

Note: Tablet devices, such as iPads, are not compatible with the Online Marking Platform.

Working with us

The QCAA is a statutory body of the Queensland Government.

Our vision: Leading curriculum and assessment for a future-ready Queensland.

Our purpose: To provide high-quality curriculum, assessment and reporting services that enable equity, excellence, public confidence, and lifelong learning.

Our culture: The QCAA has an inclusive culture that promotes the skills and insights of all people and embraces their differences, and we are committed to achieving an inclusive and diverse workforce.

We continue to build cultural capability across the QCAA, equipping ourselves to better support Aboriginal peoples and Torres Strait Islander peoples in our work as part of Queensland's education community.

All QCAA employees are subject to the Code of Conduct for the Queensland public service. If you would like to view the code and other important information on ethics in the Queensland public sector, please refer to the website: www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/public-service-values-and-conduct.

The QCAA offers choice of superannuation fund and will make contributions at the superannuation guarantee rate.

See www.qcaa.qld.edu.au.

How to apply

Applications for 2025 external assessment (online assessment) marking roles close on 15 August 2025. Please direct all enquiries to externalassessment@qcaa.qld.edu.au.

For further information and how to apply, see 'Marking online assessment trial':

www.qcaa.qld.edu.au/about/initiatives-reviews/year10-11-numeracy-literacy-online-assessment-trial.