

Role description

Casual, Assessor (Assessment Writing Panels)

Online Assessment Unit

 Location	Brisbane CBD	 Role type and duration	Casual
 Pay rate	\$81.98	 Branch and division	Online Assessment Branch, Assessment, Reporting and ICT Systems Division
 Vacancy ID		 Contact	
 Closing date	4 February 2026		Online Assessment Unit Email: online.assessment@qcaa.qld.edu.au Phone: 1300 239 227

About the role

The Queensland Curriculum and Assessment Authority (QCAA) is seeking Assessors (Assessment Writing Panels) to join the Online Assessment Unit.

The Online Assessment Unit is responsible for managing the development of online assessments. The unit works with external assessment writers to develop online assessment instruments and supplementary resources. It also supports the subject expert panels, writing development panels and scrutiny panels that provide advice and evaluation of online assessment materials.

You can indicate a preference for literacy — reading, literacy — writing or numeracy panel roles by selecting the appropriate role in the pre-selection question when submitting your application.

Writing panel members require a comprehensive understanding of the Australian Core Skills Framework (ACSF) and the attributes of quality assessment. Writing panel members cannot participate as Scrutiny panel members in the 2026 online assessment period.

What you will do

Responsibilities for the writing panel role are provided below.

Writing panel members:

- work in teams to develop online assessment items, sample responses, marking guides and associated materials following QCAA quality assurance processes
- receive and act on professional advice from QCAA officers
- maintain confidentiality and the security of all online assessment materials and writing panel processes
- maintain currency with developments in relevant curriculum
- undertake other tasks as required to support the development of quality online assessment.

Conditions

- Appointees' work will be monitored and reviewed, with feedback and support given and appropriate actions taken as necessary.
- 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/pay-benefits-and-policy/public-service-values-and-conduct.
- QCAA offers choice of superannuation fund and will make contributions at the superannuation guarantee rate.

Reporting relationships

No role reports directly to this role.

What we are looking for

To be eligible for the writing panel role, applicants must:

- be registered with the Queensland College of Teachers (QCT)
- be teaching in a Queensland school context and have experience in literacy and/or numeracy assessment
- have successfully completed the following courses, which may be accessed at any time in the QCAA Portal in the Assessment Literacy application (app)
 - 1 — Attributes of quality assessment
 - 2 — Developing valid and accessible assessment
 - 6 — External assessment writing
- obtain principal's agreement to support an application and release during school hours.

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.

See www.qcaa.qld.edu.au.

How to apply

Apply online at www.qcaa.qld.edu.au/portal in the Assessor Jobs app. Select the **Assessor (Assessment Writing Panels)** position.

For further information, visit [QCAA assessors: Writing external assessment](#) or phone 1300 239 227.