

# Memo

Queensland Curriculum and Assessment Authority

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23 August 2021

Senior secondary

Number: 041/21

## External assessment invigilators for QCAA

### Purpose

To notify schools that the QCAA is now seeking applications from Queensland community members for external assessment invigilator positions.

### Background

The QCAA appoints members of the Queensland community to observe the administration of assessments. The invigilator role is independent; they are appointed to observe and report on the administration of the external assessments.

Invigilators play an important role in promoting public confidence in the Queensland Certificate of Education (QCE) system and ensuring that proper and fair administrative procedures are implemented.

### Invigilator roles

Applications from Queensland community members for invigilator roles are now open. Invigilators are appointed as casual employees.

### Role summary

Invigilator duties and eligibility requirements are detailed in the *External Assessment invigilator: Position description* located at <https://www.qcaa.qld.edu.au/senior/assessment/external-assessment/external-assessment-invigilators>.

In brief, invigilators are required to attend allocated assessment sessions at assessment venues to observe the administration of assessments. Invigilators report their observations to the QCAA after each assessment session by completing an online *Invigilator report*.

Invigilators do not move or distribute materials, participate in or assist with any aspect of the administration of assessments, supervise or have any contact with students, or provide advice or feedback to staff at assessment venues about any aspect of the administration of the assessment.

### Eligibility

To be eligible to apply for a QCAA invigilator role, community members must hold a current, paid blue card, **or**, for teachers with a current Queensland College of Teachers (QCT) registration, an exemption card from Blue Card Services. Applicants must be at least 18 years old and eligible to work in Australia. They must possess personal attributes of discretion, tact, attention to detail,

and an ability to maintain confidentiality, as well as meeting straightforward requirements for identification and access to technology.

## School responsibilities

Invigilator details will be provided to schools in late Term 3. A venue may have several invigilators during the assessment period.

Schools should provide a suitable room for invigilators who are present for the whole day (AM and PM sessions) to take a break between assessment sessions.

## What you need to do

### Principals

Please promote the invigilator positions within your school community and encourage suitable people to apply. Remind anyone who worked as an invigilator in 2020 that they need to reapply for 2021.

### Prospective applicants

1. Read the attached *External assessment invigilator: Position description* and the frequently asked questions, available on the QCAA website at: <https://www.qcaa.qld.edu.au/senior/assessment/external-assessment/external-assessment-invigilators/external-assessment-invigilators-faqs>.
2. Obtain your paid blue card (or exemption card for teachers) from [Blue Card Services](#).
3. If necessary, register for a QCAA Portal account, following the instructions in the *External assessment invigilator: Position description*.
4. Submit your application for a QCAA invigilator role via the Assessor Jobs app in the QCAA Portal.

## Finding out more

Please email [externalassessment@qcaa.qld.edu.au](mailto:externalassessment@qcaa.qld.edu.au) or phone (07) 3074 7570

Claude Jones  
Executive Director, Assessment, Reporting and ICT Systems Division



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