

# Memo

## Queensland Curriculum and Assessment Authority

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19 April 2023

Senior secondary

Number: 025/23

# External assessment invigilators: registrations of interest

## Purpose

To notify schools that the QCAA is seeking registrations of interest from Queensland community members for paid Year 12 external assessment invigilator positions.

## Background

The QCAA appoints members of the Queensland community to observe and report on the administration of Year 12 assessments throughout the state, from October to mid-November.

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.

The invigilator role is independent. They are paid to undertake training and for the external assessment sessions they observe and report on.

## Information

Registrations of interest are now open for community members who wish to become an invigilator. Prospective applicants who register their interest will be notified when invigilator applications open in Term 2 (early June).

Past external assessment invigilators who wish to reapply are also encouraged to register their interest in advance.

Invigilators must:

- be at least 18 years of age
- be eligible to work in Australia
- have photographic identification
- have a valid email address
- have access to a computer, the internet and a printer
- supply names and contact details of two referees
- hold a paid blue card or an exemption card or, if you are a teacher, a current Queensland College of Teachers registration.

# What you need to do

## Principals

Promote invigilator positions within your school community and encourage suitable people to register their interest now.

A communications kit to help your school promote this opportunity can be accessed at: [www.qcaa.qld.edu.au/senior/assessment/external-assessment/external-assessment-invigilators/communications-kit/](http://www.qcaa.qld.edu.au/senior/assessment/external-assessment/external-assessment-invigilators/communications-kit/)

## Prospective applicants

- Familiarise yourself with the position description and FAQs on the QCAA website: [www.qcaa.qld.edu.au/senior/assessment/external-assessment/external-assessment-invigilators](http://www.qcaa.qld.edu.au/senior/assessment/external-assessment/external-assessment-invigilators)
- Register your interest now to become a QCAA invigilator via the QCAA website at: <https://www.qcaa.qld.edu.au/senior/assessment/external-assessment/external-assessment-invigilators/register-interest-invigilators>
- Start organising your documentation and be ready to submit your application in early June.

## Finding out more

- Visit the QCAA External assessment invigilators webpage: [www.qcaa.qld.edu.au/senior/assessment/external-assessment/external-assessment-invigilators](http://www.qcaa.qld.edu.au/senior/assessment/external-assessment/external-assessment-invigilators)
- Email [externalassessment@qcaa.qld.edu.au](mailto:externalassessment@qcaa.qld.edu.au) or phone 1300 239 227.

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