

# Position description

## Marker, National Assessment Program — Literacy and Numeracy (NAPLAN)

<b>Employment</b>	Casual	<b>Closing date</b>	10 November 2023
<b>Location</b>	Online	<b>Last reviewed</b>	August 2023
<b>Branch &amp; Division</b>	External Assessment Branch, Assessment, Reporting and ICT Division		
<b>Contact</b>	National Assessment Program — Literacy and Numeracy (NAPLAN) Unit Email: <a href="mailto:naplan@qcaa.qld.edu.au">naplan@qcaa.qld.edu.au</a> Phone: 1300 214 452		

### Queensland Curriculum and Assessment Authority

The Queensland Curriculum and Assessment Authority (QCAA) is a statutory body of the Queensland Government established under the *Education (Queensland Curriculum and Assessment Authority) Act 2014*. In collaboration with a broad range of stakeholders and partner agencies, the QCAA plays a critical role in the design and delivery of education in Queensland.

The QCAA is responsible for kindergarten guideline and senior secondary syllabus development, and for providing resources and services to help teachers develop curriculum, teaching and learning programs from kindergarten to Year 12. It also provides testing, assessment, moderation, certification, and vocational education and training services to Queensland's education community.

**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.

### Your team: NAPLAN marking operation

The NAPLAN Unit is part of the QCAA's Assessment, Reporting and ICT Systems Division. The QCAA employs and trains casual employees to mark student responses for the annual NAPLAN writing test, using an online marking platform.

### Reporting relationships

All NAPLAN writing test markers work within assigned groups, under the guidance and support of a group leader. Each group leader reports to a professional leader for guidance and support. Professional leaders report directly to the manager of marking. QCAA staff perform the role of manager of marking and oversee the marking operation.

### Major responsibilities

Applications are invited from practising Queensland teachers, and non-practising or retired teachers, from all areas of Queensland to mark in the 2024 NAPLAN writing test marking operation.

As a marker you are required to:

- be available to mark from the start of the marking operation
- be able to work from home in a secure way that ensures the confidentiality and security of student writing scripts, assessment information and materials
- successfully complete all required training in accordance with QCAA procedures and instructions
- mark all scripts accurately in accordance with training delivered by the QCAA and ACARA, applying the marking rubric consistently
- be receptive to ongoing support and instruction from group leaders and professional leaders as part of quality assurance protocols
- mark for the minimum number of days each week of the marking operation (at least five days, including a minimum of four weekdays)
- mark for the minimum number of hours for each marking day (at least two hours each marking day)
- be available for online meetings during your nominated two-hour meeting window each weekday you mark. Markers are required to check for booked meetings at the start of their nominated meeting window each marking weekday and may be contacted with a request to attend a meeting at any time while marking
- maintain a consistent rate of script marking in line with targets communicated
- follow marking operation procedures as detailed in the *Handbook for markers*.

## Training and marking

Once appointed, all markers will be required to:

- successfully complete an online ACARA NAPLAN writing marking course (three modules)
- attend a four-hour procedure training webinar on Saturday 9 March 2024
- attend a full-day marker training webinar on Saturday 16 March 2024, covering the 2024 NAPLAN writing prompts and application of the ACARA marking guide to student scripts
- score and submit five compliance scripts at the conclusion of the full-day marker training webinar on Saturday 16 March 2024.

All training must be successfully completed in order to mark student responses in the live marking operation.

Please note that training webinars will not be repeated, so it is imperative that you are present for all sessions on the required dates. Attendance is required for the entire duration of each of the training sessions.

The marking of all NAPLAN writing tests will be completed remotely (online) using a marking platform. Live marking is expected to commence on Tuesday 19 March 2024.

## Marking commitment

The NAPLAN marking operation will run for approximately four weeks or until all student scripts have been marked. Successful candidates are required to be available to mark from the start of the marking operation and may nominate an end date for their appointment upon accepting their offer.

No marking is conducted over the Easter long weekend.

Markers have flexibility to determine their own marking hours provided they meet the following minimum requirements:

- mark for a minimum of two hours each marking day
- mark for **at least five days** (minimum of four weekdays) during each week of the marking operation between the hours of 5 am and 11 pm
- log into the marking platform to check for booked meetings at the start of their nominated two-hour meeting window for each weekday they mark, and be available to attend any scheduled meetings within their nominated two-hour meeting window.

Markers are encouraged to mark for more hours than this if they are able to do so.

When submitting your application, you may nominate your preferred meeting window from the following options:

- Meeting window A (marker): 4 pm – 6 pm
- Meeting window B (marker): 6 pm – 8 pm.

All markers are expected to be present until their indicated end date. This is vital for ensuring consistency of marking and for planning the overall marking operation.

## What we are looking for

Markers are required to:

- complete and submit a NAPLAN marker application in the Assessor Jobs app ([QCAA Portal](#))
- have a current Queensland teacher registration number (or have previously held a Queensland teacher registration number, e.g. retired teachers) that has not been suspended or cancelled
- have demonstrated an understanding of assessment based on criteria and standards
- successfully complete all required training
- be able to accurately mark NAPLAN student writing scripts using the criteria in the NAPLAN marking guide and marking framework presented in training
- have sufficient computer literacy skills to navigate the marking software program, online meeting software and [QCAA Portal](#) applications (apps) in order to independently complete all required marker tasks
- have ongoing access to a computer that meets the ICT requirements listed in the table on p. 4 of this document.

## Practising Queensland teachers

Practising Queensland teachers (PQTs) are required to have principal approval to mark. Before submitting their application, PQTs should ensure that their principal will provide this approval. After the application has been submitted by the applicant, the principal will receive an email with a link to action their approval in the Assessor Jobs app ([QCAA Portal](#)). This must be completed before the application can be processed by the QCAA.

## Other eligible applicants, e.g. non-practising and retired teachers

As part of their application, other eligible applicants (OEAs — e.g. non-practising and retired teachers) are required to:

- have been employed as a marker, group leader or professional leader for the 2022 or 2023 NAPLAN marking operation

or

- successfully complete the NAPLAN Accreditation course and assessment via the link in the Assessor Jobs app home page ([QCAA Portal](#)) if they have not already done so, and
- mark and submit scores for five compliance scripts. An email containing the scripts, resources and instructions will be sent to relevant applicants after the application has been submitted.

Please note that the completion of the NAPLAN Accreditation course and submission of the compliance scripts are part of the application process and **not** paid for by the QCAA.

## Minimum ICT requirements

All marking applicants must meet the QCAA's minimum ICT requirements on their home desktop computers or personal laptops. Tablets (including iPads) and phones are not suitable for marking student scripts.

Minimum device requirements		
Platform	PC	Mac
Processor	Intel Core i3, i5 or i7	
RAM	4GB minimum	
Operating system	Windows 8.1 or later	MacOSX Catalina 10.15.7 or later OS High Sierra 10.13.6 or later
Screen resolution	1024 x 768 pixels or higher Screen size — monitor: 17 inches Screen size — laptop: 15 inches	
Internet browsers	Google Chrome version 88 or later Microsoft Edge (IE version) 44 or later Microsoft Edge (based on Chromium) version 88 or later	Safari — version 14.0.3 Google Chrome — version 88 or later Microsoft Edge (based on Chromium) version 88 or later
Broadband connection	ADSL 2/NBN <b>Note:</b> weak internet connection may prevent script scores from uploading to the marking platform, causing them to be re-queued. Markers are only paid once for each individual student script they score and submit.	
Microphone	Devices require sound capabilities and a microphone for online communication.	

## Remuneration

The remuneration for markers is paid as either an hourly rate or piece rate, depending on the activity undertaken.

Payment method	Activity
<b>Paid at an hourly rate of \$53.13</b>	<ul style="list-style-type: none"><li>• ACARA NAPLAN writing marking course</li><li>• Marker training webinars</li><li>• Online meetings with group leaders, professional leaders, manager of marking</li></ul> <p><b>Note:</b> any scripts marked as part of these training activities are included in the hourly rate of pay.</p>
<b>Paid at a piece rate of \$6.64 per script</b>	<ul style="list-style-type: none"><li>• Scripts marked during the live marking operation from Tuesday 19 March 2024</li></ul>

## Conditions and benefits of the role

All QCAA employees are subject to the *Code of Conduct for the Queensland public service*. Please refer to the following website if you would like to view the code and other important information on ethics in the Queensland public sector: [www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/public-service-values-and-conduct](http://www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/public-service-values-and-conduct).

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

Within one month of commencing employment, all employees are required to disclose any employment as a lobbyist in the preceding two years in line with the Queensland Government's *Disclosure of previous employment as a lobbyist* policy.

## More information

For further information, visit [www.qcaa.qld.edu.au/p-10/naplan/marker-information](http://www.qcaa.qld.edu.au/p-10/naplan/marker-information).