

# QCS Test supervisors and community representatives

## Transcript of video

This video is available for viewing at: <http://www.qsa.qld.edu.au/2324.html>

Thank you for joining the Queensland Core Skills Test administration team.

The QCS Test is an important milestone for approximately 30,000 Year 12 students each year

The Queensland Studies Authority uses the test to compare the achievements of OP-eligible students studying different subjects at schools across Queensland.

We ensure the administration of the test is consistent and fair —and that it is seen to be so.

To do this, we rely on school coordinators and community representatives to fulfil the roles and responsibilities outlined in the Directions for Administration handbook.

The handbook contains everything you need to know about administering the test. This includes:

- the rules for conducting the test
- the duties of key personnel
- detailed instructions for school coordinators and community representatives, and sample materials.

The handbook is sent to all QCS Test administrators in July. It is also available on the QSA website.

So what is your role?

There are four administrative roles:

- Chief supervisor
- Supervisor
- Chief community representative
- and in some schools, Community representative.

A chief supervisor is responsible for conducting the test and for the security of the test materials at a school – before, during, and after the test.

A supervisor is responsible for administering the test and supervising students during test sessions.

A chief community representative has a number of important tasks.

These are:

- Being responsible for the key to the cases that contain the secure test materials.
- Making sure the test materials are received at the test centre according to the instructions given by the QSA.
- Unlocking and locking all cases.
- Assisting with checking of secure materials.

- Being independent observers and reporting to the QSA on the administration of the test.
- Completing and returning forms to the QSA verifying the processes carried out by the chief supervisors.

Community representatives are appointed to test centres with more than 150 students sitting the test. They work under the supervision of the chief community representative.

A community representative helps to ensure accountability by observing the test's administration and reporting to the chief community representative any concerns about the administration of the test.

Chief supervisors and supervisors are teaching staff. Chief community representatives and community representatives are not.

Both chief community representatives and community representatives are appointed and paid by the QSA. They are our eyes and ears.

We rely on them to report to us any concerns they have about the administration of the test, and to help us ensure accountability.

Whatever your role, it's vital that you're familiar with your duties as outlined in the Directions for Administration handbook and that you follow – to the letter – the detailed instructions in the handbook.

In doing so, you will be helping to ensure the security, fair administration and integrity of the test across the state.

If you have any questions about your role and responsibilities or the instructions in the handbook, please contact us.