

# 2023 NAPLAN Marking Operation Information Session

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## Transcript of video

This video is available from <https://www.qcaa.qld.edu.au/p-10/naplan/marker-information>.

## Voiceover

### 2023 NAPLAN Marking Operation Information Session

This session will provide information about the 2023 NAPLAN marking operation. Please note that viewing this recording is not mandatory. Its intention is to share application, procedural and training requirements for the marking operation in 2023, for new and past markers. It is not a requirement for applying, does not guarantee approval for applications and is not paid for by the QCAA.

### Acknowledgment of Country

We acknowledge the Traditional Owners of this land and pay our respects to Elders past and present, for they hold the memories, traditions and cultures of Aboriginal peoples and Torres Strait Islander peoples throughout Australia.

### Session overview

The first half of this session will give an overview of the 2023 NAPLAN marking operation, including application requirements, marker roles and payment, flexible marker commitment, training and how to apply. The second half will explain 2023 Group Leader and Professional Leader roles, including commitment, payment and training. Please refer to the marker information webpage, frequently asked questions and position descriptions for more detailed information. If you cannot find an answer to your question in these locations, please email [naplan@qcaa.qld.edu.au](mailto:naplan@qcaa.qld.edu.au).

### Mark NAPLAN from home!

Applications to mark in the 2023 NAPLAN marking operation are now open and can be accessed via the Assessor Jobs app in the QCAA Portal. I'll talk more about where to go to apply on the next slide, but if you do not yet have a Portal account, the instructions and links will be on the NAPLAN marking information webpage or frequently asked questions.

Within the NAPLAN marker application, there is an area where applicants can indicate their interest in applying for a Group Leader or Professional Leader role. If you are an experienced marker, we encourage you to consider applying for a Group Leader role and if you are an experienced Group Leader we encourage you to consider applying for a Professional Leader role. We will discuss these roles in more detail towards the end of this session.

There are two vacancies available: the 'NAPLAN Marker — Practising Queensland Teacher' vacancy and the 'NAPLAN Marker — Other Eligible Applicant' vacancy.

The Practising Queensland Teacher or PQT vacancy is for those teachers (whether full time, part time, or on contract) who will be assigned to a school during the 2023 marking operation window. These applicants are required to obtain verbal principal permission before lodging their application.

After the application has been lodged, the principal will receive an email requesting them to confirm their approval in Assessor Jobs. If the principal does not complete this approval process, the application will not be processed by the QCAA. It is important, when speaking to your principal, that you check they are the confirmed principal in the QCAA Portal. For more information on how to do this, please refer to the frequently asked questions section of the NAPLAN marker information webpage.

Teachers who are not currently assigned to a school and therefore unable to attain principal approval, should apply using the NAPLAN Marker — Other Eligible Applicants vacancy.

Other eligible applicants or OEAs, are applicants who hold or have held a Queensland College of Teachers registration number, but who will not be assigned to a school during the 2023 marking operation. These applicants may include supply teachers, non-practising teachers and retired teachers. Practising teachers require principal approval as a quality assurance measure. In alignment with External Assessment, the quality assurance measure for our OEAs is the completion of the NAPLAN accreditation course as part of the application process. This is a very short course and should take a maximum of about 45 minutes to complete including the assessment. Returning markers should complete it in a much shorter time.

OEAs who completed the course earlier in 2022 will already have their completion recorded, so they won't need to complete it again and will be able to proceed straight to their application. The course is always based on the previous year's genre. The 2022 NAPLAN writing test genre was narrative, which is why the current accreditation course is based on the narrative genre. This is in no way an indication of the genre for the 2023 NAPLAN writing test.

The accreditation course covers marker reliability and the NAPLAN marking rubric. Completion of the NAPLAN accreditation course and at least 80% accuracy in the 10-question quiz at the end are an application prerequisite and you won't be able to access the vacancy until this is achieved.

New OEAs (those who did not mark in the 2022 NAPLAN marking operation) will also be required to mark and submit scores for five compliance scripts. These will be emailed to relevant applicants after their application has been submitted. Please note that these

will be sent out periodically in rounds throughout the rest of the year, so they may take a couple of weeks to arrive in your inbox.

The NAPLAN accreditation course and the five compliance scripts form part of the application process and are therefore not paid for by the QCAA.

All marking for 2023 will take place online

All marking for 2023 will take place online. Online marking provides the opportunity for applicants from across all areas of Queensland to apply to mark. The main applications used by markers will include the QCAA Portal, the online marking platform, and Blackboard Collaborate. Device and browser requirements can be found on the QCAA NAPLAN marker information page.

We have no face-to-face marking venue and no school-released markers for 2023. An online marking platform will be used to mark all student scripts. There will be an environment used during training, and a production environment for when live marking begins in March. The links to these environments will be made available in the NAPLAN Markers app in the QCAA Portal when they are required. Daily announcements and messages between markers and Group Leaders or Professional Leaders will be sent within the online marking platform.

Blackboard Collaborate will be used for training, online meetings between markers and Group Leaders or Professional Leaders and for 15-minute recalibration trainings as required. The links for these sessions will also be made available in the NAPLAN Markers app in the QCAA Portal.

Marker roles and payment

There are three roles appointed in the NAPLAN marking operation: marker, Group Leader and Professional Leader. Markers are organised into groups according to their nominated 2-hour contact window, which is selected in the application. Each group is led by a Group Leader, and each group of Group Leaders is led by a Professional Leader. Managers of Marking are QCAA employees who work with quality assurance measures, communication and Group Leader and Professional Leader support during the operation.

We have more Group Leader and Professional Leader roles available this year, so we encourage experienced markers to apply for Group Leader roles and experienced Group Leaders to apply for Professional Leader roles. To apply for these roles please indicate your interest within your marker application in Assessor Jobs.

Markers are paid either an hourly rate of \$53.13 or a piece rate of \$6.64 per script. The hourly rate is paid for ACARA NAPLAN writing training modules, role-specific training, online meetings between markers, Group Leaders, Professional Leaders and Managers of Marking, and 15-minute recalibration trainings.

Please note that any scripts marked as part of these training activities are included in the hourly rate of pay for training.

The piece rate (which is applicable to markers only) is paid for scripts marked during the live marking operation from Tuesday the 21st of March. Please note that scripts are paid at a piece rate per individual student script. Reassessments of the same script are not paid with an additional piece rate.

#### Flexible marking hours available for markers in 2023

We are pleased to announce that we have more flexible hours available for markers in 2023. We'll talk more about Group Leader and Professional Leader commitments towards the end of the information session.

All markers are expected to mark for a minimum of two hours continuously each marking day; mark for at least five days, including a minimum of four weekdays and one weekend day, for each week of the marking operation; mark for a minimum of 15 hours per week (although markers are encouraged to mark for more hours if possible); and be available for online meetings during their nominated two-hour meeting window.

It is expected that a minimum of two hours of marking be completed each marking day, however the weekly minimum of 15 hours can be managed in whatever way best suits the marker. For example, you may choose to mark two hours on four days during the week and then seven hours on the weekend. We encourage markers to complete more than the two hours per day and 15 hours per week minimum if they are able to do so. The minimum hours may suit a PQT during the school term, who then chooses to extend their hours over the holidays.

#### Marker meeting window

While every effort will be made to assign markers to their preferred meeting window, group numbers may require this to change. Your assigned meeting contact window will appear in your offer of appointment.

Please note that it may be necessary to contact you outside of these times and/or on the weekend. These windows are for organisation purposes to assist Group Leaders to support their markers.

The mandatory meeting window is so that your Group Leader can contact you to provide support or clarification on specific areas of the marking rubric. These online meetings should be seen as a learning opportunity. We want all markers to feel confident in their ability to quickly and accurately apply the rubric and mark scripts.

These meeting windows are only applicable to weekdays.

#### Marking operation — 2023

Due to the placement of NAPLAN in relation to the school holidays, 2023 applicants may decide how long they wish to participate in the marking operation.

All markers will begin on the same date. Live marking is expected to commence on Tuesday the 21st of March.

Markers who wish to only mark during the school term may choose to mark up until Friday the 31st of March. Some markers may choose to mark up until Easter and then withdraw. Others may wish to keep going until the very end of the operation. Successful applicants will be able to nominate an end date for their appointment when accepting their offer. No marking will be conducted during the Easter long weekend.

Marker training (paid at hourly rate)

Training for appointed markers will commence in early 2023. Markers must successfully complete all required training before they may begin marking live student scripts.

The non-genre specific ACARA module will be available from the end of February and is to be completed by the 10th of March (before role-specific training on the 11th). The prompt-specific ACARA module will be available on Friday the 17th of March and is to be completed by Sunday the 19th of March. These modules are self-paced. The length of time allowed for completion of these modules at the hourly rate will be released in 2023.

All markers complete role-specific training on Saturday the 11th of March, which includes instructions about marking requirements, procedures, and using the online marking platform.

In addition to this, new markers (those who did not mark in 2022), will be required to attend a two-hour training webinar on the first day of live marking. This will occur during their nominated meeting window.

Please note that the training webinar sessions will not be repeated, so it is imperative that you are present on the required dates.

How to apply: QCAA Portal

All applications are to be submitted through the Assessor Jobs app in the QCAA Portal. You can access the QCAA Portal by heading to the QCAA website and clicking on the 'QCAA Portal' link in the Logins section.

On the next screen, click the green button to 'Continue to login' to the QCAA Portal.

If you have forgotten your password, click on the 'reset your password' link under the log in section.

If you are a practising teacher with a school and do not have a QCAA Portal account, click on the 'register for an account' link under the login section.

If you are an other eligible applicant (so not currently connected to a school), and you do not have a QCAA Portal account, you will be required to click on a different link to register for an account.

Please refer to the frequently asked questions on the marker information webpage to locate this link.

If you are a past NAPLAN or EA marker, you will receive another email when applications open and the special link for those OEAs new to the Portal will be included in this email.

Once you click the link to register for a Portal account, you will need to complete and submit the registration form. Once you submit the form, your registration will then be processed by the QCAA's Client Services team. Your Portal account may take a few days to become active, so we recommend completing your registration early.

#### QCAA Portal tiles for NAPLAN

The QCAA Portal is the entry point for all marker activity during the marking operation.

The **Assessor Jobs** app is where you will apply to be a marker. Remember that if you are interested in applying to be a Group Leader or Professional Leader, you can indicate this within your NAPLAN marker application.

The **My Details** app is where you can update your details and access your timesheet.

The **Assessment Literacy** app is where the NAPLAN accreditation course for OEAs is located.

If you are appointed as a marker you will also see the **NAPLAN Markers** app. This is where you will access training and resources for the marking operation, access the online marking platform and receive links to online meetings with your Group Leader or Professional Leader.

To submit your application, first open the *Assessor Jobs* app. If you are an 'Other Eligible Applicant', and haven't already completed the NAPLAN accreditation course, you will need to do this before you can apply. This link can be found on the home page of the *Assessor Jobs* app. Once you have completed the course and passed the assessment, you will automatically be allowed access to submit your application. If you are an OEA who completed the NAPLAN accreditation course earlier in 2022, your course completion will be retained by the system and you should be able to locate and access the NAPLAN OEA marker vacancy immediately.

To locate the NAPLAN marker vacancy (for both OEAs and PQTs), click on the *Vacancies* tab at the top of the *Assessor Jobs* screen. Locate the relevant vacancy (either *NAPLAN marker — Practising Queensland Teacher* or *NAPLAN Marker — Other Eligible Applicant*) by scrolling down or typing 'NAPLAN' into the *Position* field.

Click the *Select* button next to the relevant vacancy and then click *Apply for vacancy*. Complete your application by following the instructions on each page.

Make sure to provide as much information as possible, especially regarding your teaching history if you have worked at more than one school. Throughout your application you will see green 'Add' buttons that you can click to add further information to some sections.

Review and confirm your application details, then click the *Finish* button to submit your application. You will receive an email to confirm that your application has been submitted.

OEAs who do not already have the Assessment Literacy app in the QCAA portal can access the NAPLAN accreditation course through Assessor Jobs.

When you first open the Assessor Jobs app, you will be on the 'Home' screen. This screen lists current vacancies that can be applied for — not just NAPLAN vacancies. Scroll down that page until you see the heading NAPLAN marking — OEA. Underneath that heading there will be a message advising whether or not you have completed the required course.

If you have not completed the course and assessment, there will be a button you can click that will take you to the Assessment Literacy app, where you can complete the course and assessment.

Assessment Literacy  
message for Other  
Eligible Applicants

If you did not already have access to the Assessment Literacy app, when you click the link in Assessor Jobs you might see this message. If this occurs, you will need to log out and back in again for the Assessment Literacy application to be active.

Assessment Literacy  
course

Once you open Assessment Literacy, click on the Modules tab and select 'NAPLAN Accreditation Course' from the drop down menu.

Please note that there are two parts to the NAPLAN accreditation course. You will need to first click on the 'Take Course' bar under 'Course progress'. After completing the course to 100%, you will need to go back in and click on the 'Take assessment' button under the 'Assessment status' heading and complete the assessment.

OEAs who completed the course earlier this year may find that their course progress shows as 0%. As long as your Assessment status shows as 'Passed', you will still be able to apply. There is no need to progress through the course again if you completed the assessment earlier this year.

Contact us

If you are applying for the role of NAPLAN marker and have further questions please refer to our NAPLAN marker information or frequently asked questions webpages on the QCAA website. If you are unable to find the information you are looking for there, please feel welcome to phone or email the NAPLAN help desk.

The remainder of this information session will be about the Group Leader and Professional Leader roles.

Group Leader and Professional Leader roles

‘Group Leader’ and ‘Professional Leader’ are the leadership roles in the NAPLAN Marking Operation. Our experienced NAPLAN markers may wish to apply for a Group Leader role, which involves monitoring and supporting markers. Group Leaders report to Professional Leaders. Both roles are also involved in marking, back-marking and spot-checking. Experienced Group Leaders may wish to apply for a Professional Leader role, which also involves monitoring and supporting markers and Group Leaders. Professional Leaders report to the Managers of Marking and may also be involved in retraining sessions for marker recalibration.

More detailed information about these roles can be found on our marker information webpage and in the position descriptions.

Benefits of being a Group Leader or Professional Leader

Group Leaders and Professional Leaders perform a vital role within the NAPLAN marking operation, ensuring all students receive fair and consistent scoring of their writing scripts.

Some benefits include a higher hourly rate, leadership and professional development experience, experience in mentoring and training markers and Group Leaders, insight into operational management and quality assurance measures, and opportunities to collaborate with, provide feedback and contribute ideas, with other Group Leaders, Professional Leaders and Managers of Marking.

Group Leader and Professional Leader commitment

Due to the responsibilities of the roles and the hourly pay requirement, Group Leaders and Professional Leaders have a different minimum commitment requirement to markers.

Group Leaders and Professional Leaders are expected to: work Monday to Friday and one nominated weekend day; work a minimum of five hours per weekday and seven hours on one weekend day to complete Group Leader and Professional Leader duties; and work one nominated three-hour meeting window each weekday. They may complete regular marking or back-marking during additional hours.

Group Leaders and Professional Leaders have a set three-hour window when they are required to run and attend online meetings. However, in 2023, Group Leaders and Professional Leaders will have the choice of when to complete their remaining hours. This allows more flexibility for those in this role, and also allows Group Leaders and Professional Leaders to adjust your working hours to best suit your needs and your group's unique context. Group Leaders will be allocated markers with the same meeting window for ease of scheduling online meetings. Professional Leaders will be working with Group Leaders, and therefore markers, with the same meeting window as well.



For pay processing and auditor requirements, the QCAA will be monitoring measurable online activity to verify the timesheets completed. This includes marking, back-marking, spot-checking, online meetings and sending messages to markers.

Marker monitoring requirements, including spot-checking and back-marking targets are to be completed by Group Leaders and Professional Leaders before any regular marking, which is also paid at the hourly rate. This is new for 2023, and allows the extra opportunity for Group Leaders and Professional Leaders to mark more and earn more.

On the weekend there are no scheduled online meetings. This is so that Group Leaders and Professional Leaders have a minimum of seven hours to catch up on tasks such as back-marking, spot-checking, or analysing marker data. In some instances, though, it may still be necessary to contact a marker on the weekend to address a problem.

#### Group Leader pay

Group Leaders are paid an hourly rate of \$63.99 for all work completed. The QCAA offers a choice of superannuation fund and will make contributions at the superannuation guarantee rate.

Group Leaders are required to complete and submit a timesheet each week that includes the hours worked and meal breaks.

QCAA pay staff use online marking activity to verify your timesheets for auditing purposes.

Please note that even though Group Leaders and Professional Leaders are encouraged to complete additional marking if able to do so, the hourly rate still applies. The piece rate is only applicable to markers.

#### Professional Leader pay

Professional Leaders are paid an hourly rate of \$73.94 for work completed.

Professional Leaders are engaged as contractors. All Professional Leaders are required to provide the QCAA with a valid tax invoice at the completion of the marking operation.

If an ABN is not provided with your tax invoice, tax will be withheld from your payment at the top marginal rate.

#### Group Leader and Professional Leader training

Training for appointed markers, Group Leaders and Professional Leaders will begin in early 2023. Group Leaders and Professional Leaders must successfully complete all required training before they commence their duties.

Role-specific training takes place on Saturday the 11th of March, which covers administrative instructions, marker monitoring duties and role-specific procedures.

In addition to this, Group Leaders and Professional Leaders who are new to the role will be required to attend a one-hour training

webinar on the first day of live marking within their nominated meeting window.

Please note that the training webinar sessions will not be repeated, so it is imperative that you are present on the required dates.

#### How to apply: Group Leader/Professional Leader

Applicants wishing to be considered for Group Leader or Professional Leader roles access the NAPLAN marker vacancies through Assessor Jobs in exactly the same way as outlined earlier in this session.

To indicate your interest in a Group Leader or Professional Leader role, tick the box next to the role you would like to be considered for. You may select one or both. You will then have access to a panel allowing you to select your meeting contact window for these roles.

#### Contact us

Thank you for viewing this information session.

If you are interested in applying to join the 2023 NAPLAN marking operation and would like more information, please refer to our NAPLAN marker information and frequently asked questions webpages on the QCAA website. If you are unable to find the information you are looking for there, please feel welcome to phone or email the NAPLAN help desk.

#### Acknowledgments

(No audio)

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