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|  | Application for review panel position  Review panel chair position |

171756

## Section 1. Applicant details

Appointment to the position of review panel chair is for a term of six years. This can be extended at the discretion of the QCAA.

For information to help you complete this form, see: [www.qcaa.qld.edu.au/senior/moderation-hub/panels](https://www.qcaa.qld.edu.au/senior/moderation-hub/panels).

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| Position details | | | | | |
| State or district: | State review panel | District review panel | | Select a QCAA district: | |
| Subject: |  | | Panel code: *(see* [*page 5*](#_Subjects_and_panel) *for codes)* | |  |

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| Contact details | | | | | | | | | | | | | | | |
| Title: |  | **Family name:** | |  | | | **Former name** (if applicable): | | | | |  | | | |
| Given name/s: |  | | | | | | **Preferred name:** | | | | |  | | | |
| **Your BIC:** | Your BIC (Brief Identification Code) commences with 4 numerals followed by 4 letters.  If you do not currently have a BIC, please create one using four numerals and four letters. This will become your BIC. | | | | | | | | | | | | | | |
|  | |  | |  |  | |  | |  | | |  | |  |
| Residential address: |  | | | | | | | | | | Postcode: | | |  | |
| Postal address:  (if different) |  | | | | | | | | | | **Postcode:** | | |  | |
| Home phone: |  | | | | | | | | **Mobile**: | |  | | | | |
| Work email: |  | | | | | | | | | | | | | | |

Section 1 continues over page

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| Relevant experience | | | |
| Current school or educational institution: |  | | |
| Current position: |  | | |
| **Are you currently teaching the subject of the panel you are applying for?** | Yes  No | **If no**, explain: | |
| Do you have experience as a panellist? | Yes  No | If Yes, name of panel and district:  (see [*pages 5 and 6*](#_Subjects_and_panel)) | **Year/s:** |
| Total teaching experience in Qld schools: | **Year/s:** | Experience relevant to this application (minimum two years required): | **Years:** |
| Comment (optional): |  | | |

## Section 2. Roles of review panel chairs

A review panel chair:

* demonstrates knowledge of the subject and syllabus
* provides advice about, leads and manages moderation processes and procedures
* supports the principles of externally moderated school-based assessment and implements a standards-based approach to assessment
* accepts the flexibility schools have to develop syllabus-based courses of study and assessment to match their unique contexts, cohorts and resources
* is able to develop syllabus standards-based positions in relation to evidence presented by schools in sample folios when conferencing
* supports and implements review panel decisions
* conducts professional conversations at moderation meetings and in consultations with school personnel in a respectful, confidential and collegial manner
* is constructive when preparing moderation advice for schools
* ensures review panel confidentiality in materials viewed, discussions held and decisions made
* knows, understands and applies QCAA senior moderation policies, protocols, procedures and strategies.

## Section 3. Key attributes

An applicant for the position of review panel chair will demonstrate the following:

* effective use of QCAA syllabuses and related documentation to design effective assessment, make appropriate judgments, inform reviewing and complete review notes and consensus forms
* a collegial and professional approach to external moderation of school-based assessment decisions
* capacity to lead and manage review processes to provide quality advice to schools.

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| Please answer the following questions, using examples from your role as a panellist  and/or teacher. |
| How do you use QCAA syllabuses and related documentation to design effective assessment and make appropriate judgments, inform reviewing and complete review notes and consensus forms? |
| How have you demonstrated a collegial and professional approach to the external moderation of school-based assessment decisions? |
| How you would ensure that consistent and quality advice is provided to schools, through your leadership and management of review processes? |

## Section 4. Principal’s endorsement

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| **Applicant’s name:** |  | | | | |
| As principal, I endorse the applicant’s response to the key attributes. | | | | | |
| Key attributes | | Endorsed | Comment | | |
| Effective use of QCAA syllabuses and related documentation to design effective assessment, make appropriate judgments, inform reviewing and complete review notes and consensus form. | | Yes  No |  | | |
| A collegial and professional approach to external moderation of school-based assessment decisions. | | Yes  No |  | | |
| The capacity to lead and manage review processes to provide quality advice to schools. | | Yes  No |  | | |
| Other comments | | | | | |
|  | | | | | |
| I agree that if appointed as a review panel chair,       , will be released for moderation and training as required. | | | | | |
| **Principal’s** **name:** |  | | | | |
| **Principal’s signature:** |  | | | **Date:** | /    / |

## Section 5. Applicant agreement

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| If this application is successful, I undertake to:   * work within the scope of my role and responsibilities and the system of externally moderated school-based assessment to quality assure school assessment decisions * support and implement review panel decisions * meet the timelines for approval of work programs and review of submissions * commit to punctual attendance at all meetings and training of the review panel * comply with the Queensland Government privacy policies, the principles of confidentiality, the Code of Conduct for the Queensland Public Service, January 2011. Policies are available on the QCAA’s website, [www.qcaa.qld.edu.au](https://www.qcaa.qld.edu.au/). | | | |
| **Applicant’s signature:** |  | **Date:** | /    / |

**The completed application form should be emailed to the relevant district office   
(see** QCAA district offices**).**

The information that you provide on this form will be used for administering and managing membership of review panels as part of legislative functions described in the *Education (Queensland Curriculum and Assessment Authority) Act 2014* (s.14). Personal information will be accessed by authorised QCAA staff, including panel staff, and handled in accordance with the *Information Privacy Act 2009*. Information held by the QCAA is subject to the *Right to Information Act 2009*.

### Subjects and panel codes

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| Code | Subject |  | Code | Subject |
| **A06** | Biology |  | **B05** | Japanese |
| **A07** | Earth Science |  | **B11** | Study of Society |
| **A13** | Graphics |  | **B12** | Accounting |
| **A14** | Philosophy and Reason |  | **B14** | Visual Art |
| **A16** | Information Processing & Technology |  | **B19** | Dance |
| **A18** | Engineering Technology |  | **B20** | Study of Religion |
| **A19** | Health Education |  | **B21** | Legal Studies |
| **A21** | Agricultural Science |  | **B22** | Drama |
| **A22** | Hospitality Studies |  | **B23** | Chinese and Extension (Mandarin) (trial) |
| **A23** | Technology Studies |  | **B26** | Music |
| **A24** | Physical Education |  | **B28** | Business Communication & Technologies |
| **A25** | Home Economics |  | **B29** | Economics |
| **A26** | Information Technology Systems |  | **B31** | Aboriginal & Torres Strait Islander Studies |
| **A36** | Mathematics A |  | **B32** | Other Languages |
| **A37** | Mathematics B |  | **B34** | Geography |
| **A38** | Mathematics C |  | **B36** | Music Extension |
| **A39** | Aerospace Studies |  | **B37** | English Extension |
| **A43** | Science21 |  | **B38** | Ancient History |
| **A44** | Chemistry |  | **B39** | Modern History |
| **A45** | Physics |  | **B40** | Film, Television and New Media |
| **A47** | Marine Science |  | **B42** | English for ESL Learners (trial) |
| **B02** | French and French Extension |  | **B45** | English |
| **B03** | German and German Extension |  | **B52** | Spanish |
| **B04** | Italian (state only panel) |  | **B55** | Business Management |

### QCAA district offices

Applications for:

* **district** review panel positions are emailed to the relevant QCAA district office
* **state** review panel positions are emailed directly to the QCAA, head office.

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| District | Phone | Email |
| **Brisbane Central** | (07) 3359 6131 | [BrisbaneCentral@qcaa.qld.edu.au](mailto:BrisbaneCentral@qcaa.qld.edu.au) |
| **Brisbane East** | (07) 3324 1072 | [BrisbaneEast@qcaa.qld.edu.au](mailto:BrisbaneEast@qcaa.qld.edu.au) |
| **Brisbane South** | (07) 3397 3955 | [BrisbaneSouth@qcaa.qld.edu.au](mailto:BrisbaneSouth@qcaa.qld.edu.au) |
| **Gold Coast** | (07) 5591 4255 | [GoldCoast@qcaa.qld.edu.au](mailto:GoldCoast@qcaa.qld.edu.au) |
| **Brisbane-Ipswich** | (07) 3202 3325 | [BrisbaneIpswich@qcaa.qld.edu.au](mailto:BrisbaneIpswich@qcaa.qld.edu.au) |
| **Brisbane North** | (07) 3359 6132 | [BrisbaneNorth@qcaa.qld.edu.au](mailto:BrisbaneNorth@qcaa.qld.edu.au) |
| **Sunshine Coast** | (07) 5493 9452 | [SunshineCoast@qcaa.qld.edu.au](mailto:SunshineCoast@qcaa.qld.edu.au) |
| **Toowoomba** | (07) 4638 3699 | [Toowoomba@qcaa.qld.edu.au](mailto:Toowoomba@qcaa.qld.edu.au) |
| **Wide Bay** | (07) 4123 1612 | [WideBay@qcaa.qld.edu.au](mailto:WideBay@qcaa.qld.edu.au) |
| **Rockhampton** | (07) 4927 7279 | [Rockhampton@qcaa.qld.edu.au](mailto:Rockhampton@qcaa.qld.edu.au) |
| **Mackay** | (07) 4953 0977 | [Mackay@qcaa.qld.edu.au](mailto:Mackay@qcaa.qld.edu.au) |
| **Townsville** | (07) 4771 6732 | [Townsville@qcaa.qld.edu.au](mailto:Townsville@qcaa.qld.edu.au) |
| **Cairns** | (07) 4771 6732 | [Cairns@qcaa.qld.edu.au](mailto:Cairns@qcaa.qld.edu.au) |
| **State** | (07) 3864 0282 | [scu@qcaa.qld.edu.au](mailto:scu@qcaa.qld.edu.au) |