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