

Position information: Community representatives

2016 Queensland Core Skills (QCS) Test

The Queensland Curriculum and Assessment Authority (QCAA) invites applications from community members for the positions of chief community representative (CCR) and community representative (CR) in order to maintain the integrity, security and conduct of the 2016 QCS Test.

A test centre is a secondary school or another place approved by the QCAA where students sit the QCS Test. All test centres are located within Queensland and have a chief supervisor to administer the test.

QCAA appoints CCRs and CRs to observe and report on the administration of the test. They do not supervise students.

This year's QCS Test will be held on Tuesday 30 August and Wednesday 31 August.

Applications for CCR and CR positions close on **Friday 20 May 2016**.

Chief community representative (CCR)	Community representative (CR)
<p>Role</p> <ul style="list-style-type: none"> To observe and report on the administration of the QCS Test. 	<p>Role</p> <ul style="list-style-type: none"> To observe and report on the administration of the QCS Test.
<p>Responsibilities</p> <ul style="list-style-type: none"> Perform administrative functions as described in <i>QCS Test: Directions for administration</i>. Ensure that all test materials are received at the test centre as per QCAA instructions. Be a custodian of the security case key. Observe the administration of the test. Observe the collection of completed test materials at the end of each test session. Report on the administration of the test to the QCAA. 	<p>Responsibilities</p> <ul style="list-style-type: none"> Observe the administration of the QCS Test as described in <i>QCS Test: Directions for administration</i>. Report any issues or concerns to the CCR.
<p>Availability</p> <p>The CCR must be available for each of the following sessions:</p> <ol style="list-style-type: none"> two weeks before the test to receive the security case key (30 minutes) the week before the test to receive the security cases (60 minutes) Tuesday 30 August (Day 1 of the test) <ul style="list-style-type: none"> starting between 8:10 am and 8:40 am finishing between 2:40 pm and 3:10 pm Wednesday 31 August (Day 2 of the test) <ul style="list-style-type: none"> starting between 8:10 am and 8:40 am finishing between 2:40 pm and 3:10 pm. 	<p>Availability</p> <p>The CR must be available for each of the following sessions:</p> <ol style="list-style-type: none"> Tuesday 30 August (Day 1 of the test) <ul style="list-style-type: none"> starting between 8:10 am and 8:40 am finishing between 2:40 pm and 3:10 pm Wednesday 31 August (Day 2 of the test) <ul style="list-style-type: none"> starting between 8:10 am and 8:40 am finishing between 2:40 pm and 3:10 pm.

Number of positions available at each test centre

Number of students sitting the test	Number of CCRs	Number of CRs
1–150	2 mandatory plus 1 optional reserve	Nil
151–250	2 mandatory plus 1 optional reserve	1 mandatory plus 1 optional reserve
Over 250	2 mandatory plus 1 optional reserve	2 mandatory plus 1 optional reserve

Selection criteria

The chief supervisor of a test centre will select and nominate CCRs and CRs who meet the following criteria:

- personal attributes of discretion, tact, observation and thoroughness
- current driver's licence (desirable)
- an email address.

Appointments

Based on the nominations submitted by the chief supervisor, the QCAA will appoint people to the following positions at a test centre:

- CCR **A** (appointed to the nominating test centre)
- CCR **B** (appointed to a neighbouring test centre except where distance is prohibitive)
- Reserve CCR **C** (appointed to the nominating test centre)
- CRs **V** or **W** (if applicable)
- Reserve CR **Z** (if applicable).

The QCAA will email appointment notices to successful applicants from June onwards.

An appointee:

- will be paid a set fee for attending all sessions, if applicable
- must ensure that the security of the testpapers is maintained
- must tell the chief supervisor if they have a relative sitting the QCS Test this year
- must not make any public comment on any matter relating to the QCS Test without prior approval from the QCAA
- must have easy access to the test centre.

If you are not selected for a position, you may ask the school to forward your application form to the QCAA so that your information can be sent to another school that needs more applicants.

Note: Any person who has previously taken a separation package from the Queensland Government (e.g. a redundancy, retrenchment or early retirement package) needs to be aware of the re-engagement and repayment conditions attached to their separation if they are subsequently re-employed by a Queensland Government agency in any capacity.

It is your responsibility to notify QCAA if you have accepted a separation package and are unsure whether any re-engagement or repayment conditions still apply that may affect QCAA's ability to appoint you as a casual employee to support the QCS Test.

Payment

The amounts shown below are for a person who attends **all sessions**. A pro-rata amount will be calculated for a person who does not attend all sessions. People appointed to C and Z reserve positions do not receive payment unless they perform the duties of a paid position.

Payments will be made by mid-October.

Chief community representative (CCR)	Community representative (CR)
<ul style="list-style-type: none">• \$468.85 (less than 150 students sitting the test)• \$542.85 (more than 150 students sitting the test)	<ul style="list-style-type: none">• \$303.80

How to apply

Complete the *Application: Community representative* form and return it to the school as soon as possible. Applications close **Friday 20 May 2016**.

Finding out more

Email the Assessment Operations Unit at qcs.admin@qcaa.qld.edu.au or phone (07) 3864 0242.