

# Position information: Community representatives

## 2018 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 2018 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 in Queensland and have a chief supervisor to administer the test.

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

This year's QCS Test will be held on Tuesday 4 September and Wednesday 5 September.

Applications for the CCR and CR positions close on **Friday 18 May 2018**.

CCR	CR
<p><b>Role</b></p> <ul style="list-style-type: none"> <li>To <b>observe</b> and <b>report</b> on the administration of the QCS Test.</li> </ul>	<p><b>Role</b></p> <ul style="list-style-type: none"> <li>To <b>observe</b> and <b>report</b> on the administration of the QCS Test.</li> </ul>
<p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>Perform administrative functions as described in <i>QCS Test: Directions for Administration</i>.</li> <li>Ensure that all test materials are received at the test centre as per QCAA instructions.</li> <li>Be a custodian of the security case key.</li> <li>Observe the administration of the test.</li> <li>Observe the collection of completed test materials at the end of each test session.</li> <li>Report on the administration of the test to the QCAA.</li> </ul>	<p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>Observe the administration of the QCS Test as described in <i>QCS Test: Directions for Administration</i>.</li> <li>Report any issues or concerns to the CCRs.</li> </ul>
<p><b>Availability</b></p> <p>Each CCR must be available for the following sessions:</p> <ol style="list-style-type: none"> <li><b>two weeks before the test</b> — collect their key for the security cases the day after it is delivered to the school (30 minutes)</li> <li><b>the week before the test</b> — receive the security cases at the time they are delivered to the school (up to 60 minutes)</li> <li><b>Tuesday 4 September</b> (Day 1 of the test) <ul style="list-style-type: none"> <li>start between 8:10 am and 8:40 am</li> <li>finish between 2:40 pm and 3:10 pm</li> </ul> </li> <li><b>Wednesday 5 September</b> (Day 2 of the test) <ul style="list-style-type: none"> <li>start between 8:10 am and 8:40 am</li> <li>finish between 2:40 pm and 3:10 pm.</li> </ul> </li> </ol>	<p><b>Availability</b></p> <p>The CR must be available for the following sessions:</p> <ol style="list-style-type: none"> <li><b>Tuesday 4 September</b> (Day 1 of the test) <ul style="list-style-type: none"> <li>start between 8:10 am and 8:40 am</li> <li>finish between 2:40 pm and 3:10 pm</li> </ul> </li> <li><b>Wednesday 5 September</b> (Day 2 of the test) <ul style="list-style-type: none"> <li>start between 8:10 am and 8:40 am</li> <li>finish between 2:40 pm and 3:10 pm.</li> </ul> </li> </ol>

## Number of positions available at each test centre

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

## Selection criteria

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

- personal attributes of discretion, tact, observation and thoroughness
- current driver 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 each 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)
- **CR-V** or **CR-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 are a parent/guardian, relative or tutor of a student sitting the QCS Test this year
  - if they or a relative are employed by the school to which they are appointed
- 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 at your chosen test centre, 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.

If you are unable to find a school where you can submit an application, you can email your application to [qcs.admin@qcaa.qld.edu.au](mailto:qcs.admin@qcaa.qld.edu.au) and ask to be placed on the reserve list. The QCAA will contact you if a position close to your residential address becomes vacant.

**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 the QCAA if you have accepted a separation package and are unsure whether any re-engagement or repayment conditions still apply that may impact on the 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 will only be paid if they replace a previously appointed CCR or CR.

Payments will be made by mid-October.

CCR	CR
<ul style="list-style-type: none"><li>• \$492.65 (less than 150 students sitting the test)</li><li>• \$570.47 (more than 150 students sitting the test)</li></ul>	<ul style="list-style-type: none"><li>• \$319.00</li></ul>

## How to apply

Complete the *Application: Community representative* form and return it to the chief supervisor as soon as possible. **Applications close Friday 18 May 2018.**

## Finding out more

Email the Assessment Operations Unit at [qcs.admin@qcaa.qld.edu.au](mailto:qcs.admin@qcaa.qld.edu.au) or phone (07) 3864 0227.