

Chief supervisor responsibilities

2018 Queensland Core Skills (QCS) Test

The chief supervisor is responsible for conducting the QCS Test at a test centre. The principal of a school participating in the test is the chief supervisor of the test for their school/test centre, unless they nominate another member of the teaching staff to be chief supervisor in their place.

In either case, the principal must provide the Queensland Curriculum and Assessment Authority (QCAA) with the **details of the chief supervisor by Friday 9 March 2018**. The chief supervisor nomination form is available at www.qcaa.qld.edu.au/senior/qcs-test/nomination-of-the-chief-supervisor-qcs-test. If the chief supervisor changes during the year, the principal may use the same form to inform the QCAA of the change.

It is vital that the chief supervisor keeps their details current in the [QCS Test administration database](#) to ensure they receive email updates throughout the year.

The table below outlines the main responsibilities and duties performed by the chief supervisor. The *Directions for Administration* (DFA) documents all responsibilities and duties.

During July, the DFA will be sent to all test centres and published on our website at www.qcaa.qld.edu.au/senior/qcs-test/administration.

Responsibility	Notes
Online registration and management	
QCS Test administration database <i>February–October</i>	<ul style="list-style-type: none">• The QCS Test administration database is QCAA’s secure system, used by chief supervisors to manage many aspects of the QCS Test www.qcaa.qld.edu.au/senior/qcs-test/administration/database.• If you do not have access, either a staff member with ORGADMIN access or the principal can grant access via the QCAA School Portal www.qcaa.qld.edu.au/schoolportal/login.• Update your details in the database as required.• Refer to the QCS Test website for test administration information at www.qcaa.qld.edu.au/senior/qcs-test.
Before the test	
Confirm student numbers sitting at your test centre <i>Late March – early April</i>	<ul style="list-style-type: none">• When calculating numbers:<ul style="list-style-type: none">– note that all OP-eligible students must sit the test– consult with your Year 12 OP-ineligible students to find out how many intend to sit the test.• Confirm or update numbers in the QCS Test administration database at www.qcaa.qld.edu.au/senior/qcs-test/administration/database.• We may contact you to discuss student numbers.

Responsibility	Notes
<p>Manage community representatives Late March to the conclusion of the test</p>	<ul style="list-style-type: none"> • Advertise positions for chief community representatives (CCRs) and, if applicable, community representatives (CRs) in the school's newsletter and/or on a noticeboard. • Distribute application forms to interested members of the community. • Accept completed application forms. • Select nominees for CCR and CR positions (where applicable), on behalf of the QCAA. • Submit nominations using the QCS Test administration database. www.qcaa.qld.edu.au/senior/qcs-test/administration/database. • Keep all completed application forms at the school. • Arrange for replacements if any nominated CCRs or CRs become unavailable. • Update any changes in the QCS Test administration database. www.qcaa.qld.edu.au/senior/qcs-test/administration/database.
<p>Allocate test rooms</p>	<ul style="list-style-type: none"> • Check test room specifications detailed in the DFA. • If a test room is not part of a school designated as a test centre, request a variation in location using the form <i>Application to vary the location of the test centre</i> at www.qcaa.qld.edu.au/senior/qcs-test/administration.
<p>Manage special provision</p>	<ul style="list-style-type: none"> • Ensure that a staff member helps students requiring special provision to complete applications at www.qcaa.qld.edu.au/senior/qcs-test/special-provision. • Responses to applications for special provision will be sent to the school. Ensure that a copy of the letter is given to the student. • For students with approved special arrangements: <ul style="list-style-type: none"> – meet with each student 1–2 weeks before the test to discuss which of the approved arrangements they wish to use – arrange suitable supervision and access to any approved equipment or material (e.g. computer). • Follow the procedures for special provision outlined in the DFA.
<p>Organise supervisors August to conclusion of the test</p>	<ul style="list-style-type: none"> • Appoint sufficient supervisors from the school's teaching staff as indicated in the DFA. • Brief all supervisors on their responsibilities and duties as outlined in the DFA.
<p>Inform students July to conclusion of the test</p>	<ul style="list-style-type: none"> • Distribute the <i>Instructions to students</i> to all students sitting the test. • Check the calculators to be used by students. Ensure that all students have signed the <i>Calculator declaration</i>. Return forms in one of the MCII purple metal security cases after the last test session. • Remind students: <ul style="list-style-type: none"> – of the dates and times for the test – to bring all essential equipment for each test session (see page 7 of the <i>Student Information Bulletin 2018</i> www.qcaa.qld.edu.au/senior/qcs-test/publications) – that their calculators will be checked – that supervisors do not supply equipment during a test session – that, if they are absent for all or part of the test and want to continue to be eligible for an OP, they must seek exemption – that checks will be made to identify instances of cheating – that bringing prohibited equipment or materials (including mobile phones or other communication devices) into a test session is considered academic misconduct, and that such items will be confiscated – that students who engage in academic misconduct will not receive a QCS Test grade.

Responsibility	Notes
<p>Receive non-secure test materials Mid-August</p>	<ul style="list-style-type: none"> • Wear the 'Chief supervisor's ID card' at all times when dealing with test materials. • Ensure that the test centre's administration staff are aware of the delivery of the non-secure test materials. • Give the enclosed CCR satchels to your CCRs. • Check the materials received against the <i>Non-secure materials supply list</i>, ensuring that the quantities supplied are sufficient to cater for the number of students intending to sit the test. • Complete the <i>Non-secure materials supply list</i>, and upload it immediately to the QCS Test administration database at www.qcaa.qld.edu.au/senior/qcs-test/administration/database. • Store the non-secure test materials in a safe place. <p>Note: It is <i>not</i> the responsibility of the CCR to help you reconcile and verify the receipt of the non-secure test materials.</p>
<p>Receive secure test materials Late August</p>	<ul style="list-style-type: none"> • Wear the 'Chief supervisor's ID card' at all times when dealing with test materials. • Ensure that CCRs: <ul style="list-style-type: none"> – are in attendance and wear their 'ID card' for the delivery – sign for the delivery of the metal security cases containing the secure test materials – open the metal security cases in your presence. • When all of the metal security cases are opened, check that: <ul style="list-style-type: none"> – you have the correct number of testpapers (in shrink-wrapped packages) as indicated on the <i>Secure materials supply list</i> – the quantity of testpapers supplied is enough to cater for the number of students intending to sit the test. • Do not under any circumstances open the testpaper packages. • Ensure that the CCRs lock each metal security case in your presence before they leave. • Store the metal security cases in a secure place and maintain the security of the cases. • Complete the <i>Secure materials supply list</i> and upload it immediately to the QCS Test administration database www.qcaa.qld.edu.au/senior/qcs-test/administration/database.
<p>Check corrections instructions The day before the first test</p>	<ul style="list-style-type: none"> • Access <i>Corrections instructions</i> for all testpapers by lunchtime on the Monday before the test. <i>Corrections instructions</i> are available from the QCS Test administration database www.qcaa.qld.edu.au/senior/qcs-test/administration/database. • Print copies of the <i>Corrections instructions</i> for supervisors and the CCRs.

Responsibility	Notes
On the days of the test	
Prepare test rooms	<ul style="list-style-type: none"> • Ensure that each test room has been prepared as specified in the DFA. • Update the <i>Attendance roll</i> as specified in the DFA. • Prepare place cards for any students you added to the <i>Attendance roll</i>. • Ensure that students are seated: <ul style="list-style-type: none"> – at least 1.5 metres apart in each direction – in alphabetical order starting from the front across the room (and from room to room, if multiple rooms are used) by category of student separately, that is Year 12 students from your school, Year 12 students from other schools, School of Distance Education students, private-entry candidates. • Position a place card on the top of each desk. The place card will identify the place where each student must sit during the four test sessions. • Ensure the <i>Seating plan</i> has been completed, including marking the front of the room, and return it after the last test session in one of the MCII purple metal security cases.
Distribute testpapers and materials	<ul style="list-style-type: none"> • Wear the 'Chief supervisor's ID card' at all times when dealing with test materials. • Ask a CCR to open the appropriate metal security cases 25–40 minutes before the start of the test session. • Open the testpaper packages in the presence of the CCR. • Place testpapers and response books/sheets on the desks that have place cards, before admitting students to the test room. • Follow correct procedures for distributing, retaining, discarding and returning test materials before, during and after the test. • Ensure that no-one other than a student sitting the test reads and/or works through the testpaper until after the test session. • Ensure that no test materials are left on unoccupied desks for more than 40 minutes after the start of perusal time. • Keep surplus testpapers and materials in each test room during the test session.
Admit students to the test room	<ul style="list-style-type: none"> • Ensure that supervisors: <ul style="list-style-type: none"> – admit students to the test room only after the testpapers and response books/sheets have been distributed – check that students bring into the test room only the equipment allowed for the test session – place any unauthorised materials collected from students in a safe place.
During each test session	
Record student attendance	<ul style="list-style-type: none"> • Record absent students for each test session on the <i>Attendance roll</i>. • Clearly indicate, in the space provided, the reason for the absence. • Complete the absence summary for each category of students on the last page of the <i>Attendance roll</i>.

Responsibility	Notes
Supervise test sessions	<ul style="list-style-type: none"> • Give copies of the <i>Corrections instructions</i> to the supervisors and CCR. • Ensure any changes noted in the <i>Corrections instructions</i> are actioned. • Ensure that directions given to students are strictly in accordance with the DFA. • Ensure that all supervisors supervise actively. • Allow late students to be admitted up to 40 minutes after the start of perusal time. • Provide a written report to the Manager, Assessment Operations Unit: <ul style="list-style-type: none"> – listing any late students – recording any unusual circumstances reported by supervisors, CCRs or CRs. • Do not phone the QCAA about an alleged error in a testpaper. After the test session, tell students that the QCAA will take corrective measures if necessary. Report the incident in writing to the Manager, QCS Test. • Do not allow the test to be suspended or interrupted.
After the test	
Secure test materials	<ul style="list-style-type: none"> • Ensure that: <ul style="list-style-type: none"> – supervisors collect one student response from each student – the number of student responses collected is the same as the number of students present for the test session – all response books/response sheets/testpapers are securely stored until they are collected by the courier service.
Pack and return test materials	<ul style="list-style-type: none"> • Pack completed Writing Task response books into the appropriately labelled satchels, ensuring that no loose sheets of paper are included. The blue metal security cases are the only cases to be collected on Tuesday. • Pack the completed Multiple Choice response sheets into the designated boxes. • Pack the completed Short Response testpapers into the designated satchels. • Make a copy of the <i>Attendance roll</i> for the school to retain. Return the <i>Attendance roll</i>, ID cards, completed reports and forms with the MC II materials in a purple metal security case. • Ensure that the metal security cases are securely stored in the administration area of the school for collection by the courier service.
Finalise record of attendance	<ul style="list-style-type: none"> • Finalise the record of attendance of CCRs and, if applicable, CRs in the QCS Test administration database www.qcaa.qld.edu.au/senior/qcs-test/administration/database.
Submit applications for special provision after the test	<ul style="list-style-type: none"> • Ensure a staff member helps students requiring special provision to complete an application. • Follow the procedures for special provision in the DFA. Do not put application forms or supporting documentation in the metal cases.

More information

If you would like more information, please email the Assessment Operations Unit at qcs.admin@qcaa.qld.edu.au or phone (07) 3864 0227.