

# Directions for Administration (DFA)

2019 Queensland Core Skills (QCS) Test



**QCAA**

Queensland Curriculum  
& Assessment Authority

*For all Queensland schools*



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# Introduction

The Queensland Core Skills (QCS) Test is developed, published, administered, marked and reported on by the Queensland Curriculum and Assessment Authority (QCAA).

This test is one component of the Student Education Profile for Year 12 students, and has been administered across the state each year since its introduction in 1992. The 2019 QCS Test will be the final QCS Test.

The QCS Test is designed to test achievement in the common curriculum elements (CCEs) of the senior curriculum in Queensland. It is not subject-specific, although certain assumptions are made about students' command of Standard Australian English, mathematical language and mathematical operations.

The QCAA sets and amends the rules for the test under its powers and functions listed in the *Education (Queensland Curriculum and Assessment Authority) Act 2014* and the associated Regulation.

It is important that the administration of this test be consistent and fair — and that it be seen to be so.

The QCAA is responsible to students, to authorities that use the rank order information and/or individual results, to parents and to the general public for maintaining the security of the test. The QCAA must also ensure that students sit the test under comparable conditions at all test centres.

This handbook provides information to help ensure the security, fair administration and integrity of the test by:

- defining the parameters for test security
- making sure the test is administered under comparable conditions in each test centre
- making sure students are well supervised during the test
- avoiding any disturbances during the administration of the test.

Testpapers may be referred to in this handbook by their initials:

- WT: Writing Task (Paper 1)
- MC I: Multiple Choice I (Paper 2)
- SR: Short Response (Paper 3)
- MC II: Multiple Choice II (Paper 4).

## Contact details

For matters related to	Contact	Phone number
Delivery and collection of materials by the courier	Courier service (Toll Priority)	(07) 3635 4915
Provision of materials	QCS Test Operations Team	(07) 3864 0227
Corrections instructions		(07) 3864 0213
Administration of the test		(07) 3864 0242
Special provision		
Conduct of students	Manager, QCS Test Unit	(07) 3864 0270
Content of the test		

## Definitions (specific to the QCS Test)

- **the test** or **the QCS Test** is the Queensland Core Skills Test, which comprises four testpapers
- **QCAA** is the Queensland Curriculum and Assessment Authority
- **testpaper** refers to the Writing Task (WT) testpaper, the Multiple Choice I (MC I) testbook, the Multiple Choice II (MC II) testbook, or the Short Response (SR) testpaper, as appropriate
- **test centre** is a Queensland secondary school, or another place approved by the QCAA, where, in any given year, there are students sitting any session of the test
- **test room** is any room in a test centre designated by the chief supervisor of that centre
- **student**, for the purposes of this document, is a person who is a candidate for the test
- **chief supervisor** is the person responsible for the proper conduct of the test at an approved test centre. This person is also responsible for the security of the test materials while the materials are at the test centre before, during and after the administration of the test
- **supervisor** is a person (and could include the chief supervisor) who administers the test and supervises students in a test room
- **chief community representative (CCR)** is a person appointed by the QCAA to observe and report on the conduct of the test at the test centre. Two chief community representatives are appointed to each test centre (a CCR-A and a CCR-B)
- **community representative (CR)** is a person appointed by the QCAA to observe the conduct of the test at test centres with more than 150 students
- **cardboard box** refers to the flat cardboard box that MC response sheets are delivered and returned in
- **case** refers to a colour-coded metal security case containing testpapers (secure materials)
- **key** is the key issued to each chief community representative of a test centre to lock and unlock the cases for that particular test centre
- **student response** refers to a completed response book, response sheet or testpaper as appropriate
- **Senior Data Capture System (SDCS)** is the data collection system used by schools for reporting student details, including enrolments and assessments, to the QCAA
- **QCS Test administration database (CommReps)** is used by chief supervisors to manage community representative nominations. It also gives chief supervisors information on the movement of test materials and access to the corrections instructions.

Note: Throughout this document, 'we', 'our' and 'us' refer to the QCAA, and 'you' and 'your' refer to the chief supervisor, supervisor, chief community representative and community representative, as appropriate.

# Administering the test

## Key personnel

### Chief supervisor

The chief supervisor is responsible for the conduct of the test at an approved test centre, and for the security of the test materials while the materials are at the approved test centre before, during and after the administration of the test.

The chief supervisor is the principal of a school that is a test centre. However, the principal may delegate the chief supervisor's responsibilities to another member of the permanent teaching staff.

### Chief community representatives

The QCAA appoints two chief community representatives (CCRs) to each test centre to:

- keep custody of the key for the cases
- make sure that the secure and non-secure test materials are received and stored at the test centre in accordance with instructions given by the QCAA
- unlock and lock all cases
- assist with checking all secure materials
- be **independent observers** and report to the QCAA on the administration of the test
- ensure accountability
- supervise community representatives during the administration of the test.

### Community representatives

The QCAA appoints community representatives (CRs) to test centres with more than 150 students sitting the test to:

- **observe** the administration of the test
- report to a chief community representative any concerns about the administration of the test
- ensure accountability.

Community representatives work under the supervision of the chief community representatives. CCRs and CRs should not assist supervisors with test administration or supervision requirements. Their role is to observe and report on the administration of the test to the QCAA.

### Supervisors

The chief supervisor selects supervisors from the teaching staff of the school that is a test centre to:

- administer the test
- supervise students during test sessions.

## Timing of the test

The test is conducted on the Tuesday and Wednesday of the third-last week of school in Term 3 before the start of the September school holidays, as approved by the Department of Education and Training.

The dates for the test this year are Tuesday 3 September and Wednesday 4 September.

Each test session must start no earlier and no later than the times shown below.

Within these times, the chief supervisor sets the actual starting time for each test session to suit local circumstances.

### Mornings

Day 1	Writing Task (WT)	Perusal time: 10 minutes Working time: 2 hours	Begin the perusal time no earlier than 8:50 am and no later than 9:20 am.
Day 2	Short Response (SR)		

### Afternoons

Day 1	Multiple Choice I (MC I)	Perusal time: 10 minutes Working time: 1 hour 30 minutes	Begin the perusal time no earlier than 12:30 pm and no later than 1 pm.
Day 2	Multiple Choice II (MC II)		

## Location of test centre

The QCAA expects that each test centre will be a Queensland secondary school with students enrolled in Year 12.

If the test room is not part of a secondary school that has been designated as a test centre, approval to vary the location of the test room for this year must be sought well in advance of the test. Complete the *Application to vary the location of the test centre* and email to the QCAA as soon as possible. This form is available on our website: [www.qcaa.qld.edu.au/senior/qcs-test/administration](http://www.qcaa.qld.edu.au/senior/qcs-test/administration).

## Candidates for the test

Every student has a right to sit the QCS Test in the year they exit Year 12.

All Year 12 students who are eligible for an Overall Position (OP) by virtue of their subject choice **must** sit the test. In addition, Year 12 students who are not eligible for an OP **may choose** to sit the test.

People who have completed Year 12 previously, or who are at least 18 years of age in the year in which the test is taken, may apply to the QCAA to sit the test at an approved test centre. On approval of their applications, they become private-entry candidates.

# Security of test materials

Only the chief supervisor, supervisors, chief community representatives and community representatives are to have access to testpapers before and after the test sessions.

**Nobody** is to read or work a testpaper before a test session begins. **Only students** are to read or work testpapers during the test sessions.

During the administration of the test, the chief supervisor and supervisors are to have access to the testpapers only to check whether a student has a faulty testpaper — that is, a testpaper where a paper or page is incomplete or where the print is illegible. A supervisor is to replace such a testpaper.

To maintain security of the test, the chief supervisor is to:

- store in a secure place, such as a locked, solidly constructed room, all cases containing the testpapers until the time to prepare for each test session
- make sure that the number of testpapers received is sufficient for the number of students sitting the test and advise QCAA if more testpapers are required; this must be done immediately after the secure materials arrive at the school but without opening the plastic packaging
- open the plastic packaging containing the testpapers in the test room only when ready to distribute the papers and not before
- count the number of student responses collected at the end of each test session and verify that it is the same as the number of students present for the session. This count-and-verify process must occur in the presence of at least one chief community representative
- pack the student responses immediately after each test session, and then store them in a secure place until they are collected by the courier.

## Access to the test room

The following people may be present in a test room:

- during the 45 minutes immediately before or after a test session — chief supervisor, supervisors, chief community representatives, community representatives, other authorised persons
- during a test session — chief supervisor, supervisors, chief community representatives, community representatives, other authorised persons and students.

## Entering the test room

A student must not enter a test room after the test session has started, except with permission from the chief supervisor or the supervisor in charge of the test in that room.

### Late arrival

If a student arrives **up to 40 minutes** after the start of perusal time, the student should be allowed entry to the test room. The student may have an extension of working time up to but not exceeding the length of time allocated for the working of the testpaper.

If a student arrives **later than 40 minutes** after the start of perusal time, the student must be referred to the chief supervisor. The chief supervisor may allow the student to be admitted if there are special circumstances and a satisfactory explanation. The chief supervisor may allow an extension of working time up to but not exceeding the length of time allocated for the working of the testpaper.

## Leaving the test room

If a student leaves a test room without permission from a supervisor, the QCAA may withhold the student's test results.

## Temporary absence

A student may be allowed to leave the test room temporarily (e.g. emergency, illness, toilet break) **only if accompanied by a supervisor**. The student must finish the test session at the designated time, that is, no extra time is allowed. At any one time, no more than two students (one male, one female) may be allowed to go to the toilet.

## Withdrawing from a test session because of illness or emergency

A student who, because of illness or emergency, is unable to continue working on a testpaper should be given permission to leave the test room.

If the student leaves the test room in the first 40 minutes after the start of perusal time, the chief supervisor must take all reasonable precautions to ensure that no communication occurs, in any way, between that student and any other student sitting the test at the test centre or any outside agency.

The student must hand in their responses and testpapers and must not return to the test room during the test session. However, once the test session has ended, they may return to collect the relevant testpaper.

## Early departure

A student is **not allowed** to leave the test room:

- within 40 minutes of the start of perusal time
- within 10 minutes of the end of the test session

except in the case of illness or emergency.

The chief supervisor may decide to allow a student to leave 40 minutes after the start of perusal time and up to 10 minutes before the end of the test session.

The student must hand in their response and testpaper and must not return to the test room during the test session. However, once the test session has ended, they may return to collect the relevant testpaper.

## Student conduct

Test conditions begin when the chief supervisor instructs students to enter the test room and end when the chief supervisor instructs all students to leave the test room.

A student must obey all reasonable directions given by a supervisor.

A student must sit at the desk allocated for the test and may not leave that desk except with the permission of a supervisor, or at the direction of a supervisor.

A supervisor may ask a student to move and sit in another place.

A student who wishes to speak with a supervisor must raise their hand and wait quietly.

During any test session, a student must not:

- communicate with anyone except a supervisor
- help anyone else to communicate with another person
- willingly receive a communication from anyone (except a supervisor)
- ask for help with the test, in whole or in part
- cheat or attempt to cheat.

## Student equipment and materials

A student must not take any unauthorised equipment into a test room. This includes extra paper, books or manuscripts and any equipment not listed as essential or optional for that test session (see page 13). It is immaterial that the unauthorised equipment is unrelated to the test.

The Writing Task test session is the **only** session in which students will be supplied with loose sheets of paper which are provided by the QCAA.

Do **not** supply students with loose sheets of paper in any other test session.

Students must not share equipment or materials.

Unless approved under special provision arrangements, students must not take food into the test room.

In response to requests from individual students, the chief supervisor may allow them to take the following materials into a test room:

- tinted glasses
- coloured transparency/overlay
- plain folded tissues
- cough lollies (in clear wrappings) if required
- spare batteries for calculators, hearing aids, etc.
- plain hand towel
- heat/cold pack
- earplugs.

If a container is used to take any of the items listed above into the test room, it must be checked by a supervisor.

## Electronic devices

Electronic devices (e.g. iPads, laptops, mobile phones and smart watches) must **not** be taken into the test room except by:

- the chief supervisor
- chief community representatives
- supervisors who have been given prior permission by the chief supervisor
- community representatives who have been given prior permission by a chief community representative
- a student who has been granted the special arrangement of use of a computer for the Writing Task and Short Response subtests

- A student who has been approved special arrangement of a mobile phone with a CGM app as part of blood glucose monitoring for diabetes.

**All phones must be kept on silent** and must be used only in emergencies or for matters related to the administration of the test. Calls may only be received or made outside the test room.

# Duties of the chief supervisor

The following instructions are provided for the chief supervisor.

## Before the days of the test

### Organising chief community representatives (CCRs)

Contact the appointed chief community representatives and community representatives (if applicable) to confirm their availability for the test sessions and materials collection times. If necessary, arrange for replacements, then update your nominations in the QCS Test administration database.

### Receiving non-secure materials

About two weeks before the test, the non-secure materials (e.g. response books, satchels for returning student responses) will be delivered to the test centre by courier. The QCAA will tell you the date when the materials are to be delivered.

The materials will be delivered to the administration area of the school. If the courier has not arrived by 3 pm on the date of delivery, phone Toll Priority on (07) 3635 4915.

Sign for and accept delivery of the materials.

Meet with the chief community representatives at 9 am the day after non-secure materials are delivered. Contact the CCRs to reschedule the meeting if the date and time does not suit everyone.

Included in the non-secure materials will be an envelope for each of the chief community representatives of your test centre. Give the envelopes to the chief community representatives. Each envelope contains:

- an ID card
- a key for the metal cases containing the secure materials
- *Chief community representative report* (see pages 70–71)
- *Directions for Administration*.

Ask each chief community representative to sign the relevant section of the *Non-secure materials supply list* (see pages 65–66) to confirm receipt of their key and ID card.

### Checking supply of materials

Open the plastic sleeve containing the materials supply lists. Store the *Secure materials supply list* (see page 67) in a safe place until the delivery of the secure materials.

Use the *Non-secure materials supply list* to check that you have received all your materials. Record the time of delivery on the supply list.

Count the materials to verify that the quantities received agree with the quantities indicated on the supply list. If the quantities agree, indicate with a tick (✓) on the supply list.

If the quantities are:

- short-supplied — circle and indicate on the supply list the extra quantities needed
- insufficient to cater for the number of students expected to sit the test — immediately phone the Assessment Operations Officer on (07) 3864 0213.

Store the materials in a safe place. Scan and email the completed *Non-secure materials supply list* to [qcs.admin@qcaa.qld.edu.au](mailto:qcs.admin@qcaa.qld.edu.au) as soon as possible.

## Test session instructions in writing

This document is an extract from the *Directions for Administration* that provides the verbal instructions that supervisors will read to students during test sessions.

Any student who wishes to view this document may do so. Ensure that all students sitting the test are aware of this and have the opportunity to read it at least two working days before the days of the test. If required, you may arrange for the document to be explained or interpreted (but not during a test session).

If a student has been approved the use of this document as part of special provision, see page 36 for instructions.

## Receiving secure materials

Wear the chief supervisor's ID card for the receipt of materials. The chief community representatives must also wear their ID cards.

Within one week of the test, cases containing the secure materials (i.e. testpapers) will be delivered to the test centre by courier. We will tell you and both chief community representatives the date and time of delivery of the materials. We will ask the chief community representatives to arrive 20 minutes before the scheduled delivery time.

The cases will be delivered to the administration area of the school. If the courier has not arrived by 20 minutes after the scheduled time, phone Toll Priority on (07) 3635 4915.

The chief community representatives are to accept delivery of the cases in your presence. Do not move the cases to another area for checking until the delivery process between the courier and the chief community representatives has been completed.

## Checking supply of materials

The testpapers will be packed in locked, colour-coded metal cases:

- blue — WT
- green — MC I
- red — SR and SR miniature
- purple — MC II.

The testpapers will be shrink-wrapped in tamper-evident packaging in packs of 20, 80 or 100. The front of each package will provide a description of the contents and the plastic on the back will display the QCAA logo (see SR example below). If you believe that your testpapers have been tampered with, or if the packaging has been damaged, phone the Team Leader (QCS Test Operations) on (07) 3864 0227 immediately.



Retrieve the *Secure materials supply list* that you received earlier with the non-secure materials.

After the delivery process has been completed, ask the chief community representatives to unlock the cases in your presence and help you verify that the number of testpapers received matches the quantities indicated on the *Secure materials supply list* (see page 67). On the supply list, record the number of testpapers received and the time of delivery.

**Do not open the plastic packaging at this time for any reason.**

To verify that both keys work satisfactorily, make sure that each chief community representative opens at least one case. **Remove the place cards from the blue secure case and store them with the other non-secure materials.** The place card package can be opened and checked.

If the number of testpapers received is not enough to cater for the number of students sitting the test, phone the Assessment Operations Officer on (07) 3864 0213 immediately.

Ask the chief community representatives to lock all the cases.

Store the cases in a secure place and maintain their security.

Scan and email the completed *Secure materials supply list* to [qcs.admin@qcaa.qld.edu.au](mailto:qcs.admin@qcaa.qld.edu.au) immediately.

## Distributing *Instructions to students*

By the end of July we will send you copies of the *Instructions to students* (see pages 78-79).

As soon as possible after receiving them, and no later than 9 August, distribute them to all Year 12 students who may sit the test.

When distributing the *Instructions to students*, emphasise to the students that:

- they must take all of the essential equipment for the particular paper into the test room and any of the optional equipment they think necessary (see page 13)
- they should not rely on supervisors to supply equipment such as pens, pencils, rulers, coloured pencils, erasers, drawing compasses, protractors or approved calculators during a test session
- the calculators for use in the test will be checked by the chief supervisor to make sure they meet the requirements for approval. See Note on the handout for the requirements. Each student is required to sign the *Calculator declaration* to certify that they agree to use an approved calculator only, and to acknowledge that the use of any other calculator is an act of academic misconduct in terms of sitting the QCS Test (see pages 68-69)
- a student who, for medical reasons, is unable to sit all or part of the test must submit a medical certificate as part of the special provision process in order to remain eligible for an OP. A medical certificate acceptable to the QCAA is one in which a registered medical practitioner certifies the existence of a specific medical condition that prevents the student from sitting all or part of the test.

## Checking student equipment

Ensure that students have signed the *Calculator declaration* to certify that their calculators meet the requirements for approval (see pages 68-69). Sign the declaration to certify the calculators have been checked and return it to QCAA after the last test session.

QCS Test items are developed on the basis that the type of calculator used should not constitute an advantage or disadvantage for a student. Calculators to be used during the QCS Test **must** be hand held and able to perform addition, subtraction, multiplication, division, square roots and powers.

Calculators **must not** allow access, during the QCS Test sessions, to the following functions: Computer Algebra System (CAS), spellchecker, dictionary, thesaurus, or translator.

A calculator that has any of these functions — whether inbuilt or downloaded — must be in test mode during the QCS Test sessions. The test mode must prohibit access to the functions. If the calculator cannot be put into test mode, a different calculator that meets the stated requirements must be used. Graphing calculators without CAS functions may be used.

Mobile phones and smart watches are not permitted. Hence, students will not be able to depend on using the calculator facility of a mobile phone or smart watch during the test.

Other electronic devices (e.g. iPads, translators, laptops, handheld gaming devices) are not permitted (unless special arrangements have been approved by QCAA, see page 8). Having such a device is considered to be an act of academic misconduct.

Remind students of the essential equipment for the test (below) and tell them that they must not lend to, or borrow from, other students during the test.

Decide whether students are allowed to take other materials into the test room (see page 8). Tell your supervisors and chief community representatives about your decision to allow or not allow students to take other materials into the test room.

### Equipment that students provide for themselves

Test session	Permitted		Not permitted
	Essential	Optional	
Writing Task	pens (black ink)	pencils, pencil sharpener eraser, correcting fluid/tape highlighter transparent container to carry equipment water in clear unlabelled container other approved items as permitted by the chief supervisor (see page 8) tinted glasses coloured transparency/overlay	own paper dictionary thesaurus electronic devices any other items
Multiple Choice I and Multiple Choice II	2B pencils pencil sharpener eraser ruler approved calculator (see pages 68–69)	highlighter transparent container to carry equipment water in clear unlabelled container other approved items as permitted by the chief supervisor (see page 8) tinted glasses coloured transparency/overlay	own paper dictionary thesaurus protractor drawing compass electronic devices any other items
Short Response	pens (black ink) pencils eraser ruler protractor drawing compass coloured pencils approved calculator (see pages 68–69)	pencil sharpener correcting fluid/tape highlighter transparent container to carry equipment water in clear unlabelled container other approved items as permitted by the chief supervisor (see page 8) tinted glasses coloured transparency/overlay	own paper dictionary thesaurus electronic devices any other items

Have on hand, in each test room, a supply of pens (black ink), 2B pencils, coloured pencils, pencil sharpeners, erasers, approved calculators, rulers, protractors, drawing compasses and tissues.

## Checking and updating the attendance roll

Two copies of the QCS Test *Attendance roll* are provided to each test centre. You must either make all changes to both copies, or use only one copy and photocopy the roll at the conclusion of the last test session. You will then:

- return one copy to the QCAA
- use your copy to enter attendance information into SDCS.

The roll is printed from the data provided by schools in July (SDCS data submission 2 version 2). **Students who enrol at the school after this data submission will not be listed on the roll. Enter the students' details into SDCS, then manually add their details to the roll.**

A student transferring from another Queensland school will already have a QCAA student number. You must use the existing number for a transferred student. Obtain the transferred student's details, number, etc. by contacting the previous school's SDCS operator and requesting the *Form S1 — Student transfer* report generated from their previous school's SDCS.

The QCS Test *Attendance roll* shows the family name, given names, student number and OP-eligibility status for each Year 12 student enrolled at the school. The roll is sorted alphabetically by family name. The roll could also include students in the following categories:

- students enrolled at other schools who are unable to sit the test at their home test centre
- students enrolled at a School of Distance Education centre who are unable to sit the test at their home test centre
- private-entry candidates.

If necessary, amend the roll:

- for each additional Year 12 student enrolled at the school — add the family name, given names, student number and OP-eligibility status
- for any student who is no longer enrolled in Year 12 at the school — rule a line through the name, student number and OP-eligibility status. Across the attendance field, print 'LEFT SCHOOL'.

## Checking and preparing place cards

Place cards are printed in alphabetical order of student's family name from data provided by schools in July (SDCS data submission 2 version 2).

A place card is supplied for each student on the school roll. It provides a barcode ID label for each of the four test sessions (see page 63).

Students who enrol at a school after the submission of the SDCS data or who, for some other reason, have not been included in the submission, will not have place cards. Prepare place cards for these students before the test. Blank place cards are provided for this purpose (see page 64).

When preparing a place card ensure that:

- **only the student number** (SDCS number) is entered on each of the adhesive labels
- the format for the student name is the same as that used for other students, that is, family name followed by given names
- the information is printed clearly in black ballpoint pen.

We will provide printed place cards for students in the following categories as applicable:

- students unable to sit the test at their home test centre
- School of Distance Education students
- private-entry candidates.

Discard place cards for students who have definitely left school or who have transferred to other schools. Do not forward a place card to a student's new school or return place cards to the QCAA.

## Special provision

Special provision can be approved only by the QCAA. Two weeks before the test we will send a summary of approved applications to the chief supervisor.

For students approved:

- exemption — the student is not required to attend any of the four test sessions and is to be marked absent on the attendance roll
- special arrangements — special arrangements approved by the QCAA must be implemented by the test centre, except for those arrangements that the student has decided they do not wish to use. This decision must be made by the student. No one else may make the decision.

One to two weeks before the test, the chief supervisor must speak with each student who has been approved special arrangements to determine which of the arrangements they wish to use.

Some special arrangements may require preparation by the chief supervisor, e.g. separate supervision (additional supervisor/s); computer; special chair.

See page 36 for instructions on administering special arrangements.

## Arranging seating

Use the place cards, QCS Test *Attendance roll* and your knowledge about how many of your students are expected to sit the test to work out the number of seats you need to provide in your test room/s. All students sitting the test, regardless of their OP-eligibility, **must** be seated in strict alphabetical order. If you know that particular OP-ineligible students are not going to sit the test, do not provide seats for these students. Do not leave a seat for a student who has left school or who has transferred to another school.

Plan seating for students so that:

- **they are at least 1.5 metres apart in each direction (from head to head)**
- they all face the same way (normally towards the front of the test room)
- supervisors have direct and easy access **to** and **around** every student and can observe all students at all times. Do not seat students against a wall or other structure. If students are close to a wall they must not be able to lean on the wall. Supervisors must be able to move around every student. **Students must sit at separate desks**
- students in different categories are seated separately, that is, students from your school, students from other schools, School of Distance Education students, private-entry candidates
- students within each category are seated in alphabetical order. Start at the front and work across the room (and then from room to room, if multiple rooms are used)
- students with QCAA-approved special arrangements are seated as instructed (see page 36).

The chief supervisor can change a student's seating if necessary – e.g. due to draught, poor lighting.

Complete the *Seating plan* (see pages 74–75) to identify where each student is sitting in the test room/s. If more copies are required, photocopy the blank form or download it from our website.

The seating arrangements must be the same for all four test sessions. Sign the seating plan and return it to QCAA after the last test session.

## Arranging supervision

Select supervisors for the test from your teaching staff.

When determining the number of supervisors needed, **exclude the chief community representatives, community representatives, and yourself**. Allocate supervisors in a ratio of one to a maximum of 25 students. You may change the ratio to one supervisor to a maximum of 35 students if you have more than 75 students seated in a single area such as a school hall.

Conduct briefing sessions, as necessary, to instruct supervisors on their responsibilities and duties at least a week before the test (see page 30).

Make sure each supervisor has read and, during the test, has access to a copy of this handbook.

## Preparing the test room

Plan to conduct the test under favourable conditions, free from interruptions, noise and other distractions.

Ensure that:

- there is adequate lighting
- every student is able to see a whiteboard or other display on which the starting, warning and finishing times of the test session are shown. Erase all other marks
- every student is able to see the time on a clock or projected display. If multiple clocks are used, ensure they are synchronised.

Remove, reverse or cover all wall charts, maps, posters, artwork, etc.

Clear desks ready for distributing test materials (reverse any desks with shelves).

Put a place card on each desk to identify where each student **must** sit (as per the seating plan). You may attach the place card using the adhesive strip on the back to prevent it from being moved, blown away or accidentally taken out of the test room.

## Corrections instructions

Details of any corrections to the testpapers or changes to the administration of the test will be available to you from 7 am on Monday 2 September, the day before the first test day. You must access the QCS Test administration database to print these instructions.

**Phone (07) 3864 0213 before 12:30 pm on Monday 2 September if you have any problems accessing these instructions.**

You **must** access and print the instructions, even if there are no corrections to be made. The instructions will provide essential information about the SR test session (see page 57).

Make sufficient copies of the *Corrections instructions* for all your supervisors and the chief community representatives.

## On the days of the test

Wear your chief supervisor's ID card.

Take the following items into the test room:

- test session-specific materials:
  - Writing Task — metal cases containing testpapers; response books; ruled pads of blue paper; white satchels for returning student responses
  - Multiple Choice I and II — metal cases containing testpapers; cardboard boxes containing response sheets
  - Short Response — metal cases containing testpapers and miniature testpapers; white satchels for returning student responses
- attendance roll
- plastic sleeve containing forms, e.g. *Seating plan*, *Temporary absence register*
- any stationery required, e.g. pens, pencils, scissors for opening the testpaper packaging.

Give each of the supervisors and chief community representatives a copy of:

- the *Corrections instructions*
- the latest summary of special arrangements approvals (if applicable).

Make sure that test materials are distributed as described in the administration instructions beginning on pages 43, 50 and 57. After the testpapers have been distributed to students, keep surplus materials in a stack in each test room.

## During each test session

Make sure that:

- supervisors follow the rules and directions for administering the test
- students follow the rules and directions for sitting the test
- the *Corrections instructions* are acted upon, as necessary
- supervisors actively supervise by constantly moving quietly around and between students rather than standing in one spot or sitting (see page 30)
- supervisors record temporary absences of students
- only students read or work through testpapers
- the QCS Test *Attendance roll* is marked 40 minutes after the start of perusal time
- no test materials are left on unoccupied desks for more than 40 minutes after the start of perusal time
- the test is not suspended or interrupted (see page 20).

Record any unusual circumstances reported by supervisors, chief community representatives or community representatives. Phone the Manager, QCS Test Unit, on (07) 3864 0270 for urgent enquiries about the testpaper.

## Admitting students to the test room

Make sure that supervisors:

- admit students to the test room only **after** the testpapers and response books/sheets have been distributed
- check that students take into the test room only the equipment permitted for that session
- place any unauthorised materials in a safe place.

You may ask any student present in the test room to show proof of identity. If a student has failed to prove their identity, note this on the *Chief supervisor report* (see pages 72–73). Tell the student that they will be allowed to sit the test, but a ruling will be made later by the QCAA on the student's eligibility. The QCAA may, after appropriate investigation, withhold the student's test result.

## Late arrival

See page 6.

If a student arrives after the start of perusal time, record the student's name and number, the test session and the starting and finishing times on the *Chief supervisor report*.

## Private-entry candidates

Check that each candidate has:

- this year's candidate identification form
- suitable photographic identification.

If a candidate cannot provide both forms of identification or presents at the wrong test centre, you are to:

- tell the candidate that they will be allowed to sit the test, but a ruling will be made later by the QCAA on their eligibility
- have the candidate provide in writing, before sitting the test, sufficient details to satisfy the QCAA of their identity, for example, date of birth, school last attended
- ask the candidate to explain in writing, before sitting the test, why they are unable to provide suitable identification
- note this on the *Chief supervisor report*.

## Marking the attendance roll

1. For each test session:
  - students who are present — tick the applicable test session
  - students who are absent — leave the applicable test session blank
  - students who have left the school — write 'Left school' across all four test sessions.
2. Add to the roll any student who has transferred to your school or does not appear on the roll. QCIA students do not need to be added to the roll unless they choose to sit the test.  
  
Notification will be printed below the name of any student previously granted exemption from sitting the test. Leave all four test sessions blank.
3. Calculate and record the revised total number of students.
4. Create a copy of the completed attendance roll for your SDCS operator.
5. Return the completed attendance roll in one of the purple cases.

Note: If an OP-eligible student is unavoidably absent from all or part of the test and wants to remain eligible for an OP, a teacher or guidance officer should lodge an *Application for absentee exemption* on behalf of the student using the QCAA's secure website.

The application must be lodged by 10 October. Medical certificates must cover the days of the test and must provide details of the medical condition (e.g. chicken pox) and not simply say 'a medical condition'.

## Ensuring appropriate academic conduct

Ensure students do not cheat. Cheating includes, but is not confined to:

- taking unauthorised equipment or materials into the test room
- having written words on their body, clothing or on any item taken into the test room
- writing during the perusal time, or continuing to write after the instruction to stop work
- communicating with any person other than a supervisor, e.g. through talking, whispering, passing notes, making gestures, sharing equipment
- looking at another student's work
- deliberately or knowingly making it possible for another student to copy their responses
- plagiarising someone else's work.

During the WT and SR sessions, students must cover their work when possible. During the MC sessions students must turn their response sheets face down or cover them when possible.

Carry out random checks for possession of unauthorised equipment by students. Confiscate any unauthorised equipment. Allow the student to complete the test after appropriate but minimal intervention. At the end of the test session, tell the student that they have breached the rules for sitting the test and that the QCAA will decide any punitive measures. Do not pre-empt any judgment. Only the QCAA has punitive powers for the test. Use the *Chief supervisor report* to record these incidents.

## Dealing with an alleged error in the test

**Do not vary test conditions in any way (see page 34).** After the test session, tell students that the QCAA will take corrective measures if necessary. Use the *Chief supervisor report* to record these incidents.

## Dealing with a disturbance to the administration of the test

Make every effort to complete the administration of the test, even if the test session must be greatly extended. A second sitting of the test is extraordinarily difficult to arrange, potentially traumatic for students, and immensely inconvenient for schools. It also presents serious technical and administrative problems.

In the event of disturbances to the total group of students in a test centre (e.g. a bomb threat):

- tell students to leave all materials in the room
- evacuate students
- make a note of the time
- closely supervise students during the disturbance, making every effort to restrict communication between them
- contact the Manager, QCS Test Unit, telephone (07) 3864 0270. Decisions about modification to the administration of the test session will be made progressively
- unless otherwise determined, when the 'all clear' is given, tell students to return to the test room to complete the testpaper
- adjust the finishing time appropriately
- provide a written record of the incident to the Manager, QCS Test Unit, after the test session.

After the test we will review the circumstances to determine what action, if any, is needed to ensure fair treatment for all concerned.

In the case of unintentional disturbances caused by a single person within the test room (e.g. uncontrolled crying or coughing), or from outside (e.g. jackhammers on nearby construction sites), the chief supervisor has the right and duty to act as they see fit. The first priority must be to enable all students to concentrate undisturbed on completing the test. For example, a person in the test room causing a disturbance should be asked to leave. In the case of a severe disturbance (e.g. use of force), call the police. Record the nature of the disturbance, the period of the disturbance and your assessment of its effect on students. Email this record to the Manager, QCS Test Unit after the test session.

## Temporary absence

See page 7.

Record all temporary absences on the *Temporary absence register* (see pages 76–77).

## Withdrawing from a test session because of illness or emergency

See page 7.

Collect the student's response and testpaper and return the response in the usual way (i.e. not in a special provision satchel).

Record and retain details of the student's name and number, the test session, the time and the reason for withdrawing from the test session. These details may be required if the student needs to apply for special provision.

## Early departure

See page 7.

Collect the student's response and testpaper.

## At the end of each test session

Collect all student responses.

Make sure that each student hands in only one student response.

Check that the number of student responses collected is the same as the number of students present for the test session. **Do not allow students to leave until the numbers match.**

If a student has used a second WT response book or a second SR testpaper, staple the second one inside the back cover of the first response book/testpaper. Do this in the presence of a chief community representative.

At the end of the WT, MC I and MC II test sessions, allow students to take their testpapers from the test room.

At the end of the SR test session, allow students to take the SR miniature testpaper from the test room.

Allow students to leave the test room.

## Packing of materials

Start packing immediately after the students have left the test room. With assistance from the chief community representatives, follow the packing instructions for each session — Writing Task (see page 48), Multiple Choice (see page 55), Short Response (see page 62).

## Summary of what to do with test materials

Place on each desk	Have on hand	Collect after test session	Retain after test session	Discard	Send to QCAA	Pack in
<b>Writing Task</b> 1 place card (remains on desk for all four test sessions) 3 loose sheets of paper with QCAA logo and imprint 1 testpaper 1 response book	pens (black ink) pencils erasers pencil sharpener tissues	response books	place cards spare testpapers (students retain own testpapers)	loose sheets of paper unused/spoiled response books plastic packaging	completed response books (collection 1)	white satchels inside <b>blue</b> case/s
<b>Multiple Choice I</b> 1 testpaper 1 response sheet	2B pencils erasers pencil sharpener rulers approved calculators tissues	response sheets	place cards spare testpapers (students retain own testpapers)	unused/spoiled response sheets plastic packaging	completed response sheets (collection 2)	cardboard boxes inside <b>green</b> case/s
<b>Short Response</b> 1 testpaper	pens (black ink) pencils coloured pencils erasers pencil sharpener rulers protractors compasses approved calculators tissues	testpapers	place cards spare testpapers and spare SR miniatures (students given SR miniatures after test session)	spoiled testpapers plastic packaging	completed testpapers (collection 2)	white satchels inside <b>red</b> case/s
<b>Multiple Choice II</b> 1 testpaper 1 response sheet	2B pencils erasers pencil sharpener rulers approved calculators tissues	response sheets	place cards spare testpapers (students retain own testpapers)	unused/spoiled response sheets place cards plastic packaging	completed response sheets (collection 3)	cardboard boxes inside <b>purple</b> case/s
					attendance roll and forms, ID card for chief supervisor (and community representatives if applicable) (collection 3)	plastic sleeve inside zip wallet inside a <b>purple</b> case

## Case collections after test sessions

The courier will collect the metal cases from the administration area of the school.

The QCAA will inform you of the scheduled dates and times for collection. This information will also be available through the QCS Test administration database.

You need not be present at collection times. However, you must inform the appropriate school staff of collection details (colour and number of cases, and collection time) and instruct them to phone Toll Priority on (07) 3635 4915 if the courier does not arrive within 20 minutes of the scheduled time.

Collection	Area	Range of collection times	Cases
1	Brisbane and provincial cities	Between 1 pm and 4 pm on Tuesday	Blue only
	Queensland country areas	Between 1 pm and 4 pm on Tuesday or Between 8 am and 11 am on Wednesday	
2	Brisbane and provincial cities	Between 1 pm and 4 pm on Wednesday	Green and red
	Queensland country areas	Between 1 pm and 4 pm on Wednesday or Between 8 am and 11 am on Thursday	
3	All areas	Between 8 am and 4 pm on Thursday	Purple

If the second collection is made between 3:15 pm and 4 pm on the Wednesday, the green, red and purple cases will be collected, making a third collection unnecessary.

## After the last test session

Make sure that the following documents have been completed:

- QCS Test *Attendance roll* (one copy only; school retains duplicate/photocopy)
- *Chief supervisor report*
- *Seating plan*
- *Calculator declaration*
- *Temporary absence register*.

Put the documents in the zip wallet provided, along with:

- Chief supervisor ID card and community representative ID cards, if applicable
- empty plastic sleeves that contained the documents you received.

Pack the zip wallet in one of the purple cases.

Give the pre-paid and pre-addressed Parcel Post satchel received with the non-secure materials to the chief community representatives, who will use this to return their key and ID card to QCAA.

**By Friday of the week of the test, access the QCS Test administration database to finalise the record of attendance of chief community representatives and community representatives. If you do not do this, they will not be paid.**

# Duties of chief community representatives

The role of a chief community representative is to act as an **independent observer** on behalf of the QCAA and report on the conduct and administration of the test.

**Chief community representatives do not supervise students sitting the test.**

The following instructions are provided for chief community representatives.

## Before the days of the test

We email appointment information in late July. If you cannot accept the appointment, or you become unavailable for any of the duties, immediately contact the chief supervisor of the school to which you are appointed. The chief supervisor will make suitable arrangements.

Become familiar with the administrative procedures for the test as outlined in this handbook.

## Receiving key and ID card

The non-secure materials will be delivered to the school by courier about two weeks before the test. The QCAA will email you the date and time you are required to attend the school to collect the items listed below.

The chief supervisor will open the materials and give you the envelope matching your position code (A or B).

The envelope will contain:

- a key for the metal cases containing the secure materials
- an ID card
- *Chief community representative report* (see pages 70–71)
- *Directions for Administration*.

Open your envelope immediately to check that all the listed items are enclosed. Check that the code on the key and ID card matches the position code in your appointment email.

Sign the relevant section of the *Non-secure materials supply list* (see pages 65–66) to confirm that you have received the key and ID card.

Keep the key and ID card secure at all times.

Confirm with the chief supervisor that you will attend the school to receive the secure materials. If, after the key delivery you become unavailable, contact the chief supervisor immediately. The chief supervisor will arrange:

- a person to replace you
- a meeting with your replacement for you to hand over the key at the school or at an agreed place.

The chief supervisor will ask you to complete a *Transfer of key and ID card* form available from the Assessment Operations Unit, phone (07) 3864 0242.

## Receiving secure materials

The secure materials will be delivered to the school by courier during the week before the test. You must arrive at the school 20 minutes before the scheduled delivery time to receive the cases containing the test materials. The QCAA will email you the date and time of delivery. Confirm your availability with the chief supervisor.

Both of the chief community representatives must be present when the materials are delivered.

The chief supervisor will be present and will be wearing a blue ID badge. You are required to:

- wear the chief community representative's ID card for the receipt of materials
- receive all of the cases in the presence of the chief supervisor
- ask the chief supervisor for the *Secure materials supply list* (see page 67)
- before the courier leaves, check that the number of cases delivered matches the number listed on the *Secure materials supply list*
- record the time of delivery on the *Secure materials supply list*
- unlock the cases for the chief supervisor; each chief community representative is to open at least one case to make sure that both keys work satisfactorily
- assist the chief supervisor to check the contents of each case and to check that the quantities of testpapers agree with the quantities indicated on the *Secure materials supply list*
- **ensure the test material packaging is not opened at this time for any reason**
- lock the cases after the contents have been checked
- keep the key secure at all times; do not leave the key at the school
- witness the secure storage of the cases
- sign the *Secure materials supply list*
- phone the Team Leader (QCS Test Operations) on (07) 3864 0227 if you have any concerns about the actions listed here
- confirm with the chief supervisor that you will be able to attend all four test sessions
- urgently contact the chief supervisor of the school to which you have been appointed, if you become unable to attend any of the test sessions.

## On the days of the test

Wear your chief community representative's ID card.

Attend all test sessions.

Arrive at the test centre at least 40 minutes before the starting time for each session.

Unlock the appropriate metal cases when asked by the chief supervisor.

Obtain from the chief supervisor:

- a copy of the *Corrections instructions*
- the latest summary of special arrangements approvals (if applicable)

Make sure that:

- wall charts, maps, posters, etc. in the test room/s have been removed, reversed or covered
- the test centre environment is not unduly distracting to students
- students are seated at least 1.5 metres apart in each direction (from head to head) and are seated one per desk
- the students' seating positions agree with the way the student numbers are shown on the *Seating plan*. Comment in writing if necessary and sign the form/s
- the metal cases are opened no earlier than necessary
- the testpaper packaging has not been tampered with and is opened in your presence
- no one other than the chief supervisor, supervisors, chief community representatives and community representatives has access to the materials, and then only to check contents. Record any discrepancies on the *Chief community representative report* (see pages 70–71)
- surplus copies of testpapers / response books / response sheets are placed in one stack in each test room after the testpapers have been distributed to students
- you keep a record of the number of faulty testpapers, if any, that have been issued to students and the nature of the faults for recording later on the *Chief community representative report*.

## During each test session

Observe and record any concerns about the conduct and administration of the test.

Supervise community representatives (if applicable).

Remain separate from other community representatives. Limit conversation to what is necessary for the observation and administration of the test session.

Wear soft-soled shoes.

Do not disturb students.

Move quietly around the test room/s.

Ensure that you observe students and supervisors from different locations in the test room/s.

**Do not read or work through the testpapers during the administration of the test.**

Check that:

- the test is conducted and administered according to the directions in this document
- any special arrangements are made — those that apply to your test centre or to students who have been approved special provision by the QCAA
- the test starts within the designated times (see page 5). Phone the Manager, QCS Test Unit on (07) 3864 0270 if you become aware of any irregularity
- the starting and finishing times for the test session given by the supervisor allow students the correct amount of time
- the supervisors carry out their duties actively
- there are sufficient supervisors (one per maximum of 25 students sitting the test, excluding the chief community representatives, community representatives and the chief supervisor, or one supervisor per maximum of 35 students if there are more than 75 students seated in a single area)

- the supervisors randomly check a minimum of 25% of the students for unauthorised materials (see pages 8, 19 and 33)
- the supervisors respond appropriately to alleged errors in the testpaper, that is, that they make notes to report to the QCAA afterwards
- a supervisor accompanies any student given permission to temporarily leave the test room or their seat
- a supervisor records the details of the students who temporarily leave the test room or their seat for reporting on the *Temporary absence register* (see pages 76–77)
- there is no evidence of cheating or other academic misconduct as far as you can ascertain
- supervisors respond appropriately to incidents during the test sessions (e.g evidence of cheating, academic misconduct, possession of unauthorised equipment, alleged errors in the testpaper).

If a breach in any of the areas above is detected by community representatives or by you, report this **immediately** to the chief supervisor.

Record all incidents involving possible academic misconduct — including cheating and possession or use of unauthorised equipment — for reporting later on the *Chief community representative report*.

## At the end of each test session

Make sure that the chief supervisor has verified that the total number of responses collected from the students is the same as the number of students present. If a student has used a second WT response book or a second SR testpaper, make sure the second one is stapled inside the back cover of the first response book/testpaper.

Check the packing of student responses.

Sign the label on each satchel/box to certify that a particular number of completed student responses are enclosed.

Make sure that all sealed satchels/boxes are placed in the correct metal cases and that each case is locked by one of the chief community representatives.

Keep the key secure.

Witness the storage of the metal cases in a safe and secure place. They are to be kept there until the courier collects them.

## After the last test session

Countersign the QCS Test *Attendance roll*.

Lock the metal cases.

Complete the *Chief community representative report*. If it is necessary to make a detailed statement about any aspect of the test, staple a signed statement to the report.

Use the pre-paid Parcel Post satchel provided with the non-secure materials to post your ID card, key and report to the QCAA. Ask the chief supervisor for the satchel. Both chief community representatives use the same satchel.

One of the chief community representatives should sign the satchel's dangerous goods declaration and retain the tracking sticker.

Post the satchel at any Australia Post retail outlet or any red street-posting box. **Do not put the satchel in a metal case.**

# Duties of community representatives

The role of a community representative is to act as an **independent observer** on behalf of the QCAA and report to the chief community representatives any concerns about the administration of the test.

**Community representatives do not supervise students sitting the test.**

The following instructions are provided for community representatives.

## Before the days of the test

We email appointment information in late July. If you cannot accept the appointment, or you become unavailable for any of the duties, immediately contact the chief supervisor of the school. The chief supervisor will make suitable arrangements.

Become familiar with the administrative procedures for the test as outlined in this handbook.

## On the days of the test

Ask the chief supervisor for your community representative's ID card and make sure you wear the ID card during each test session.

Attend all test sessions. Arrive at the test centre at least 20 minutes before the starting time for each test session.

## During each test session

Observe the administration of the test. Tell a chief community representative immediately if you have concerns about any aspect of the administration of the test.

Remain separate from other community representatives. Limit conversation to what is necessary for the administration of the test session.

Wear soft-soled shoes.

Move quietly around the test room/s.

Do not disturb students.

Ensure that you observe students and supervisors from different locations in the test room/s.

**Do not read or work through any testpapers during the administration of the test.**

Check that:

- supervisors carry out their duties actively
- supervisors respond appropriately to incidents during the test sessions (e.g. evidence of cheating, academic misconduct, possession of unauthorised equipment, alleged errors in the testpaper)
- a supervisor accompanies any student given permission to temporarily leave the test room or their seat.

## **At the end of each test session**

Tell a chief community representative if a supervisor did not respond appropriately to:

- alleged errors in the content of the testpaper
- incidents of cheating or suspected cheating
- possession of unauthorised equipment by students
- incidents that indicate that the test was not administered according to directions given by the QCAA.

## **After the last test session**

Hand your ID card to the chief supervisor for return to the QCAA.

# Duties of supervisors

The following instructions are provided for supervisors.

## Before the days of the test

Prepare for your supervision of test sessions by:

- attending briefing sessions conducted by the chief supervisor
- reading the relevant sections of this handbook.

## On the days of the test

Arrive on time for your supervision duties.

Carry out duties as required by the chief supervisor.

Take into the test room only materials considered by the chief supervisor to be necessary for the test session.

**Do not read or work through any testpapers before or during test sessions.**

## During each test session

### Supervising the test

Follow the directions for the administration of each test session.

- Writing Task (see page 42)
- Multiple Choice (see page 49)
- Short Response (see page 56).

All instructions indicated by the symbol  must be read to the students. Read these instructions exactly as printed within the shaded rectangles. Do not paraphrase.

Wear soft-soled shoes.

Supervise actively by constantly moving quietly around and between students. Do not sit down.

Do not disturb students.

Remain separate from other supervisors. Limit conversation to what is necessary for the administration of the test session.

Monitor students closely for:

- requests for assistance
- signs of misconduct
- evidence of cheating.

Make sure that:

- **no-one, other than students, reads or works through testpapers**

- students follow the rules of the test (see *Instructions to students* on pages 78–79)
- students cover their work where possible during the WT and SR test sessions and cover or turn their response sheets face down where possible during the MC test sessions
- no test materials are left on unoccupied desks for more than 40 minutes after the start of perusal time.

Speak to students only when reading the test session instructions, when they **raise their hand** to indicate they need help or when warning them about their conduct.

If a student asks for help of any kind with the test, tell them to re-read the directions and the test item and to keep working. **Do not give any other advice or assistance, and take no other action.**

Supply permitted equipment (such as pens, pencils, coloured pencils, erasers or calculators) to students on request. Do not supply any equipment that is not permitted for a particular test session.

For the WT test session **only**, supply extra loose sheets of paper (with QCAA logo and imprint) and extra response books to students on request.

After the testpapers have been distributed to students, keep surplus materials in a stack in the test room.

Replace and destroy any spoiled response sheets (MC I and MC II).

Do not allow the test to be suspended or interrupted. Signal to students outside the test room to leave the area near the test room if they are close enough to disturb the students sitting the test.

You may make any decision necessary to ensure the proper and efficient conduct of the test and to make certain that no student breaches any rule relating to sitting the test.

## Dealing with misconduct

If a student	A supervisor is to give a warning to the student	If the incident recurs,
speaks to another student or makes any other form of contact with another student after admission to the test room, but before the test starts	by telling them not to communicate with other students	repeat the warning, and record the student's name, student number and nature of incident. Report the incident to the chief supervisor.
opens the testpaper before being told to do so	by telling them to close the testpaper.	repeat the warning, and record the student's name, student number and nature of incident. Report the incident to the chief supervisor.
does not adhere to instructions about perusal time (e.g. uses a calculator, starts writing)	by telling them to cease what they are doing.	repeat the warning, and record the student's name, student number and nature of incident. Allow the student to continue perusing the test. Report the incident to the chief supervisor.
during the course of the test session (e.g.) attempts/appears to cheat or communicates with another student	by telling them to cease what they are doing. Report the incident to the chief supervisor and take action to prevent a repetition, which may include the chief supervisor deciding to shift the student. Allow the student to continue working on the test.	repeat the warning, and record the student's name, student number and nature of incident. Allow the student to continue working on the test. Report the incident to the chief supervisor. At the end of the session, formally tell the student that the QCAA will rule on any punitive measures. Do not pre-empt any judgment in a case of suspected cheating.
has equipment that is not permitted	and remove the equipment. Report the incident to the chief supervisor	repeat the warning, and record the student's name, student number and nature of incident. Allow the student to continue working on the test. Report the incident to the chief supervisor. At the end of the session, formally tell the student that the QCAA will rule on any punitive measures. Do not pre-empt any judgment in a case of suspected cheating.
intentionally causes a disruption in the test room	by telling them to cease what they are doing. Report the incident to the chief supervisor and take action to prevent a repetition, which may include the chief supervisor deciding to shift the student. Allow the student to continue working on the test.	report the incident to the chief supervisor, who should follow the procedure for dealing with a disruption (page 20)
does not stop writing when finishing time is announced	by telling them to stop writing.	tell the student to stop writing immediately and collect the student's response. Report the incident to the chief supervisor and ensure that the chief supervisor knows the response has been collected.

## Replacing faulty testpapers

Examine testpapers only to check when a student indicates that a testpaper is faulty, that is, a testpaper that is incomplete or where the print is illegible. Replace the testpaper if necessary.

### Before students start work

If a faulty testpaper (e.g. missing pages, illegible print) is discovered before students start work, immediately hand out a replacement copy of the testpaper and retrieve the faulty copy. Give the faulty copy to the chief supervisor.

### During the test session

If a faulty testpaper is discovered during the test session (this applies particularly to the SR testpaper), the faulty copy of the testpaper is to remain with the student so the student will not have to rewrite responses. The student is to write their student number on the replacement SR testpaper. Both testpapers are to be handed in. Place the replacement testpaper inside the back cover of the original testpaper and staple the two back covers together.

Keep a record of the incident: name, student number, test session, time and type of problem, reaction, any loss of time. Staple one copy of this record to the student's testpaper and give another copy to the chief supervisor. Return such testpapers in a yellow special provision satchel.

## Checking student equipment

Check students' equipment and materials as they enter the test room.

Test session	Permitted		Not permitted
	Essential	Optional	
Writing Task	pens (black ink)	pencils, pencil sharpener eraser, correcting fluid/tape highlighter transparent container to carry equipment water in plain unlabelled container tinted glasses coloured transparency/overlay other approved items as permitted by the chief supervisor (see page 8)	own paper dictionary thesaurus electronic devices any other items
Multiple Choice I and Multiple Choice II	2B pencils pencil sharpener eraser ruler approved calculator (see pages 68–69)	highlighter transparent container to carry equipment water in plain unlabelled container tinted glasses coloured transparency/overlay other approved items as permitted by the chief supervisor (see page 8)	own paper dictionary thesaurus protractor drawing compass electronic devices any other items
Short Response	pens (black ink) pencils eraser ruler protractor drawing compass coloured pencils approved calculator (see pages 68–69)	pencil sharpener correcting fluid/tape highlighter transparent container to carry equipment water in plain unlabelled container tinted glasses coloured transparency/overlay other approved items as permitted by the chief supervisor (see page 8)	own paper dictionary thesaurus electronic devices any other items

Make sure that any water containers are placed on the floor.

During the test, look for any materials that are not permitted or are unauthorised, including mobile phones, smart watches or other electronic devices.

Throughout each test session, randomly check for unauthorised materials. Check without being disruptive. Report any incidents to the chief supervisor as soon as possible.

You may require students to show that they do not have any unauthorised material in their possession.

Make sure that any unauthorised material or equipment brought into the test room is handed in and reported to the chief supervisor.

Look for any evidence of cheating.

If a student uses unauthorised equipment despite earlier checks, confiscate the equipment. The student is to be allowed to continue to work on the test. Record the student's name and number, and the time and type of warning. At the end of the test session, formally tell the student that they have breached the rules for sitting the test and that the QCAA will rule on any punitive measures. Tell the chief supervisor about the incident.

## Dealing with alleged errors discovered in the test

Take no action to check on suggestions of errors (as opposed to faulty printing).

### Before students start work

Errors discovered after testpapers have been printed will be detailed in the *Corrections instructions* available to test centres on Monday 2 September — the day before the first test day.

### During the test session

If students believe they have discovered real or supposed errors (e.g. typographical errors, an MC item with apparently more than one correct response, an unsolvable problem) during the test session, do **not** decide on and announce possible corrections and do **not** change the time available for the test session. Any variation in test conditions across test centres invalidates the test statewide. Make notes and tell the chief supervisor about the incident. The nature of corrective measures, if any, will be decided at a later date.

## Late arrival

See page 6.

If a student arrives after the start of perusal time, keep a record of the student's name and number, the test session and the starting and finishing times, for reporting to the chief supervisor.

## Temporary absence

You **must** keep a record of the absence of any student from the test room or their seat and report it to the chief supervisor at the end of the test session. The record must include the student's name, the test session, the time the student left the test room or their seat and the time the student returned, the reason for the absence and the name of the person who accompanied the student.

If you are concerned about the time a student has been out of the room, tell the chief supervisor immediately.

## Withdrawing from a test session because of illness or emergency

See page 7.

Collect the student's response and testpaper and return the response in the usual way (i.e. not in a special provision satchel).

Keep a record of the incident and report it to the chief supervisor. The record must include the student's name and number, the test session, the time and the reason for withdrawing from the test session.

## Early departure

See page 7.

Collect the student's response and testpaper (if applicable).

## At the end of each test session

Before students leave:

- check that each student has attached their barcode ID label to their response
- check that each student has written their student number on their response
- collect all student responses.

Assist the chief supervisor to check that the number of student responses collected is the same as the number of students present for the test session. Do this in the presence of at least one chief community representative. **Account for any discrepancies before students are allowed to leave the test room.**

Tell the chief supervisor and both of the chief community representatives about any reported errors in the testpapers and about replacing any faulty testpapers.

If a student has used two SR testpapers or WT response books, return them with the second copy stapled inside the original, in a yellow special provision satchel.

Assist the chief supervisor to pack the student responses and store them in a secure place.

## After the last test session

Assist the chief supervisor to finalise and check:

- *Temporary absence register*
- *Seating plan*
- *QCS Test Attendance roll* (includes attendance report).

# Administering special arrangements

## Test session instructions

When a student is approved special arrangements, the chief supervisor may modify the spoken instructions for test sessions to help the student understand how an approved special arrangement is to be used.

### Examples of acceptable variations to spoken instructions

Special provision approved	Spoken instruction	Examples of acceptable variations
Use of a computer	The final version of your response must be written in the response book in front of you.	You may type the final version of your response or you may write it in the response book in front of you.
Extra time	The time allowed for you to respond to this testpaper is 2 hours.	The time allowed for you to respond to this testpaper is 2 hours and 20 minutes.

## Seating out of order or separate supervision

When students are approved *seating out of order or separate supervision*, the chief supervisor is to determine the most appropriate arrangement for students, for example:

- one student and one supervisor in a room separate from the main group
- all students approved this arrangement and one supervisor in a room separate from the main group (no more than 25 students per supervisor)
- students approved this arrangement seated in the same room as the main group but seated at the back/front/side of the test room and separated from the main group by partitions or screens.

Before the days of the test, the chief supervisor is to:

- discuss the seating arrangements with students who have been approved this arrangement
- appoint an additional supervisor or seat the students in such a way that a supervisor can observe the students easily
- consider possible noise distractions when arranging supervision and seating.

## Restbreaks and extra time

The chief supervisor must take into account any *restbreaks or extra time* when deciding the starting times for students who have been approved these arrangements to ensure that materials to be returned are ready at the courier collection times. The test session starting times for these students:

- must fall within the times stated on page 5
- may differ from the starting times for students not approved restbreaks or extra time.

Students approved restbreaks or extra time may:

- have a shorter break between morning and afternoon test sessions

- be distracted by noise generated by other students who are starting or finishing the test at the normal time. If a student thinks they might be distracted by noise they may use earplugs (except during the spoken instructions from a supervisor). A supervisor may inspect the earplugs at any time before and during a test session, or immediately after, if necessary.

The chief supervisor must explain the arrangements for session starting and finishing times to the student before the days of the test.

During each test session, the chief supervisor must write each student's name and their starting, warning and finishing times on a whiteboard (visible to the student).

## Restbreak

*Restbreaks* allow a student to stop working during a test session. They temporarily 'stop the clock'. They do not affect the working time allowed. However, if a student takes restbreaks, their finishing time will be later than the finishing time for other students.

For example, a student approved restbreaks of 20 minutes for the Writing Task subtest will be allowed 2 hours to work the test and may use up to 20 minutes for restbreaks. If the student uses the full 20 minutes, their test session will last 2 hours and 20 minutes.

Students may use restbreaks to:

- stop working and relax
- stand and stretch
- use toilet facilities
- use previously learned coping strategies
- focus their thoughts.

The chief supervisor must:

- arrange a signalling system between the student and the supervisor to indicate the beginning and the end of a restbreak
- explain the signalling system and session start and finish times to the student and the supervisor before the days of the test.

The supervisor must:

- make sure that the student does not work on the testpaper during restbreaks
- record the time used for restbreaks on a whiteboard (visible to the student) to make sure that the time allowed for working on the testpaper and for restbreaks is not exceeded
- as the student uses restbreak time, adjust the warning and finishing times on the whiteboard.

The student:

- must **not** use restbreaks as extra working time
- may take restbreaks in part or in full at any time during the test session.

If a student is approved *restbreaks if ill during a test session*, they may use the restbreaks only if they are affected by a medical condition or impairment during the test, e.g. asthma attack, migraine, symptoms related to Crohn's disease.

## Extra time

*Extra time* allows additional working time for a testpaper.

For example, a student approved extra time of 20 minutes for the Writing Task subtest will be allowed 2 hours and 20 minutes to work the test.

The student may use the extra time as working time or restbreaks.

If a student is approved *extra time if ill during a test session*, they may use the extra time only if they are affected by a medical condition or impairment during the test, e.g. asthma attack, migraine, symptoms related to Crohn's disease.

## Test session instructions in writing

*Test session instructions in writing* is an extract from the *Directions for Administration* and provides the spoken instructions that supervisors will read to all students during all test sessions.

The instructions must not be explained, translated or signed for students during a test session, but, before the test days, instructions may be:

- explained for students with specific learning difficulties, speech language impairment or other impairments
- translated for students from a non-English-speaking background
- signed for students with a hearing impairment.

The chief supervisor is to appoint someone to go through the session instructions with these students before the days of the test and make sure the students understand them.

Two weeks before the test, QCAA will send each test centre:

- one copy of *Test session instructions in writing* for use by all students
- two copies of *Test session instructions in writing* for each student approved this arrangement (a take-home copy and a test-room copy).

The chief supervisor must read pages 1 and 2 of the *Test session instructions in writing* for instructions on administering this arrangement.

## Special equipment

Examples of special equipment:

- low-vision aids
- transparency overlay
- medical equipment (e.g. blood glucose monitoring equipment which may include a mobile phone)
- liquids and bite-sized food
- medication
- special chair
- portable writing aids (e.g. sloped writing board).

If a student has been approved special equipment:

- the chief supervisor must inspect the special equipment before it is taken into a test room

- the chief supervisor is to tell the student that any special equipment that is small enough is to be in a clear container. If this is not possible, the equipment will need close inspection by a supervisor before it is taken into a test room
- if the special equipment is an item of furniture (e.g. special chair), the chief supervisor must determine whether the item will be supplied by the test centre or the student
- the use of the special equipment must not disturb other students.

## Computer

### General information

- The test centre is to supply the computer (desktop or laptop). If a laptop is used, it should be plugged in. If this is not possible, the battery must be fully charged before the test session.
- Tablets and similar devices must not be used.
- The computer must not be connected to a network or the internet.
- The computer is to be used for the WT and SR subtests only. Testpapers will not be provided electronically. The student is to read the hard copy of the testpapers and use the computer to type their responses.
- The student must use Microsoft Notepad or Microsoft WordPad. These programs have been chosen because they do not have spellcheck, voice recognition or other language-enhancement facilities that could give the student an unfair advantage over other students. All other word-processing programs (e.g. Microsoft Word) must be removed from the computer — administrator rights are required to do this.
- The student must be seated in a place where:
  - the noise of the keyboard will not disturb other students
  - the supervisor can view the computer screen
  - other students are not able to view the screen.

### During the Writing Task and Short Response test sessions

- Give the student a hard copy of the testpapers.
- The supervisor must make sure that the student does not attempt to access the internet, import data or access files on the computer. If the student attempts to do this, refer to *Ensuring appropriate academic conduct* on page 19.
- The student is required to:
  - type their student number at the top of the page
  - use a font that is easy to read, such as Arial, and a point size not smaller than 11
  - clearly identify SR unit and item numbers
  - decide when it is appropriate to use the computer (if SR items require the student to sketch, draw, plot a graph, etc., it will be necessary to respond on the hard copy of the testpaper)
  - save their work regularly to the computer's hard drive (not to a USB flash drive).

## At the end of the Writing Task and Short Response test sessions

- At the end of the allocated time, the supervisor must print the student's work in the presence of a chief community representative. Make sure that a satisfactory hard copy has been made before closing the file on the computer. If required, a USB flash drive may be used to transfer the student's work to another computer for printing. The flash drive must:
  - be supplied by the test centre
  - not contain other files.
- The student must check that all of their responses have printed correctly and initial the last page. Return only the hard copy to the QCAA. Do not return the student's work on a USB flash drive or similar device.
- Delete the student's work from the computer and USB flash drive after a satisfactory hard copy has been made. Also, delete the file from the computer's recycle bin.
- Staple the hard copy of the student's work to the front of the first page of the WT response book or the SR testpaper. Make sure that the student's barcode label is attached.
- Follow the instructions to return the response materials to the QCAA (see page 41).

## Modified test materials

*Modified test materials* refers to any non-standard materials, for example, materials that have been enlarged, printed in black-and-white or printed on coloured paper.

We will send modified test materials in separate satchels in the metal cases with the standard test materials.

The test centre is to give the student the standard version of the test materials in addition to the approved modified test materials. A larger than normal desk (or two desks pushed together) may be needed to accommodate the additional test materials.

Please note: A student who has been approved *annotated colour page/s of the testpaper* will be sent these materials only if a correct response to an item is dependent on the perception of colour.

Follow the instructions to return the response materials to the QCAA (see page 41).

## Returning response materials

If a student is approved an arrangement that alters the format of their response materials, the materials must be returned to us in the appropriate yellow special provision satchel. There is a satchel for each test session.

Special arrangement approved	How to return student responses
Computer	In a yellow special provision satchel (WT and SR only)
Modified test materials (e.g. black-and-white print, coloured paper, A3 size)	In a yellow special provision satchel
Crossing/stroking/highlighting MC responses	In a yellow special provision satchel (MC I and MC II only)
All other arrangements (e.g. extra time, separate supervision)	In the usual way, i.e. in a white satchel in a metal case for that test session.

Four yellow special provision satchels (one for each test session) will be sent to the test centre with the non-secure materials. Complete the relevant sections on the label, seal each student's response materials inside the satchel and place it in the last metal case for the test session.

If a student is approved a computer or modified test materials and chooses to write their responses in a standard response book/sheet, return their responses in the usual way, i.e. in a white satchel in a metal case for that test session.

Unused test materials may be retained or discarded. Discard any unused yellow special provision satchels.

## Applying for special provision after the test

**Online application period: 4 September — 10 October 2019.**

Applications may only be submitted online. SCHOOLSEP access to the QCAA's secure website is required.

Go to the QCAA secure site, [www.qcaa.qld.edu.au/secure\\_site/Login.do](http://www.qcaa.qld.edu.au/secure_site/Login.do). Use your BIC and password to log in and read the 'Important! Authorised access only' screen. Click **Continue**. Select **Special provision applications** from the list > **apply for QCS Test special provision** on the left > **Special provision** > **New application**.

Type	Description	Available to	Due date
Absentee exemption	Allows a student who was absent from the test to remain OP-eligible. The absence must have been unforeseen and unavoidable.	<ul style="list-style-type: none"> <li>OP-eligible students</li> </ul>	Applications close on <b>10 October 2019</b> through the QCAA secure website.
Declaring a test grade null and void	Allows a student who sat the test to apply to not receive a test grade. OP-eligible students will retain OP-eligibility. Students may apply if they believe that illness or exceptional circumstances significantly affected their performance during all or part of the test.	<ul style="list-style-type: none"> <li>OP-eligible students</li> <li>OP-ineligible students</li> <li>Private-entry candidates</li> </ul>	See the 2019 <i>Special provision handbook</i> , page 27 for details of documentation requirements.

# Administration of the Writing Task test session

Students sit the Writing Task testpaper on Tuesday morning.

The chief supervisor decides and sets the actual starting time to suit local circumstances. However, the time at which students start perusal is to be no earlier than 8:50 am and no later than 9:20 am.

Allow 10 minutes for perusal time and 2 hours for working the testpaper. Keep strictly to these times.

## At a suitable time before the test session

**The chief supervisor** makes sure that the following materials are distributed to each desk that has a place card:

- one WT response book, face up
- three loose sheets of paper (with QCAA logo and imprint).

## 25–40 minutes before the start of the test session

**The chief supervisor:**

- transports the blue case/s from secure storage to one test room
- asks a chief community representative to unlock the blue case/s
- in the presence of a chief community representative, removes the testpapers from their packaging
- makes sure security is maintained, especially if some testpapers are moved into other test rooms
- makes sure that one WT testpaper is placed face up on each desk that has a place card
- acts upon any *Corrections instructions* for changes to the testpaper or to its administration.

This procedure may take longer than 40 minutes, depending on the number of students sitting and the number of test rooms being used.

**The following instructions are provided for the supervisor in a test room.**

## 15–20 minutes before the start of the test session

Admit students to the test room/s.

Tell students not to communicate with other students inside the test room/s.

Tell students to sit at the desk identified by their place card.

Check that students do not take any unauthorised equipment into the test room.

Place unauthorised equipment in a safe place as directed by the chief supervisor (make sure any surrendered mobile phones or other electronic devices collected are turned off).



Please do not touch the materials in front of you until you are told that you may do so.

If you have any prohibited items, for example, a dictionary, thesaurus, translator, mobile phone, smart watch, iPad or other electronic device, raise your hand now. Switch off your mobile phone or electronic device before handing it to a supervisor. These items can be retrieved at the end of the test session.

If you have a water container, put it on the floor. Don't leave it on your desk during the test session.

Before we begin, please check that you have pens with black ink. If you need to borrow a pen raise your hand now. Borrowed equipment must be returned at the end of the test session.

## 10–15 minutes before the start of the test session

Hold up a testpaper (do not open it out).



Your task is to write a response to the topic or concept and the stimulus materials provided in the Writing Task testpaper in front of you.

You have three loose sheets of paper to make notes on and to write a first draft of your response. Note that these pages are labelled: '**Draft only**' and '**This page will not be marked**'. More paper is available from the supervisors if you need it.

You will not be allowed to include the loose sheets of paper in your response book when it is collected at the end of the test session. You may keep your draft on the loose sheets of paper at the end of this session.

Put down the testpaper and hold up a response book.



The final version of your response must be written in the response book in front of you.

Write on the ruled pages only within the response book.

Use a pen with black ink.

When writing the final version of your response, you may use correcting fluid or tape to make small changes. Make sure you write your changes over the fluid or tape.

You should not need an additional response book. However, if you do, raise your hand and wait quietly.

Put down the response book and hold up a place card.



Peel the barcode ID label for the Writing Task test session from your place card and attach it to the front cover of your response book in the space provided.

Do not remove the other labels.

Use your pen to write your student number as it appears on your barcode ID label in the spaces provided on the cover of your response book. Note that the first two numbers have been pre-printed.

Allow time for students to do this.



Put your pen down.

Put down the place card.



Now read the directions on the front cover of your Writing Task testpaper. Do not open out the testpaper.

Allow time for students to do this. Make sure that no student opens a testpaper.

Hold up a testpaper and open it out.



You will soon examine the pages of your testpaper to check that there is no faulty printing and that your testpaper folds out to reveal *three* pages of material.

Check your testpaper now but do not start perusing or writing until you are told to do so.

If you have a faulty testpaper, raise your hand and wait quietly.

Allow time for students to check their testpapers. Replace faulty testpapers as required.

Put down the testpaper.



Close your testpaper.

You may not borrow equipment from another student, or talk to or communicate with anyone other than a supervisor. Remember that, if you have a water container, you must store it on the floor to avoid any damage to your test materials.

Where possible, keep your response covered.

If you wish to speak to a supervisor or need to leave the room temporarily, raise your hand and wait quietly for a supervisor to come to you.

Pause briefly.



When you open your testpaper, read carefully the section *Your task is to ...*

It includes very important instructions about what you must do.

You are allowed 10 minutes perusal time. During this time, you may read the testpaper but you are not allowed to touch any writing instrument or other equipment.

You may peruse the testpaper now.

## Allow 10 minutes exactly

Make sure that:

- no student picks up any writing or marking instrument
- no student talks to themselves or to others
- there is no communication in any form between students
- there is no borrowing or lending of equipment between students.

## After 10 minutes exactly



Close your testpaper.

The time allowed for you to respond to this testpaper is 2 hours.

You are not allowed to leave the test room in the first 30 minutes or in the last 10 minutes.

Do not ask for interpretation or explanation of the stimulus materials on the testpaper.

Do not ask for help if you think there is an error in the content of the stimulus materials.

Do not communicate in any way with any person other than a supervisor during this test session.

Do not cheat.

Make sure that the response you submit is your own work. Do not copy from another student or plagiarise someone else's work.

You may open your testpaper.

You may start writing now.

Immediately, make a visible written record (on a whiteboard or similar) of the starting, warning and finishing times.

- Starting time .....
- 45-minute warning time .....
- 30-minute warning time .....
- 10-minute warning time .....
- Finishing time .....

Students who arrive after the start of the test session may be allowed to enter the test room up to 40 minutes after the start of perusal time (see page 6).

## 40 minutes after the start of perusal time

The chief supervisor marks both copies of the QCS Test *Attendance roll* for the WT test session.

Collect all materials other than place cards from unoccupied desks.

## 45 minutes before finishing time



You have 45 minutes left in this session.

If you have not yet started writing the final version of your response in the response book, you should do so now. Use a pen with black ink.

As you move amongst the students, signal a reminder to any who have not started writing in the response book to do so.

## 30 minutes before finishing time



You have 30 minutes left in this session.

Remember that the final version of your response must be written in the response book, not on the loose sheets of paper. Use a pen with black ink.

Also, check that you have ticked the appropriate outline (or outlines) of the stimulus pieces on the front cover of your response book.

## 10 minutes before finishing time



You have 10 minutes left in this session. You are not allowed to leave the room between now and the end of the session.

## At finishing time



Stop work now.

## Students must stop work immediately



Stay seated until you are told to leave.

Do not talk to other students until after you have left the test room.

Do not leave any loose sheets of paper in your response book. You must take all the loose sheets of paper with you out of the room.

Do not leave your testpaper inside your response book. You must take your testpaper with you out of the room.

Check that your barcode ID label is attached to the front cover of your response book. Also check that your student number is correctly recorded on the front cover of your response book.

If you used a second response book, record your student number on the front cover of this response book.

Allow time for students to do this.



A supervisor will collect your response book now.

## Before students leave

Collect all response books.

If a student has used two response books, place the second one (no barcode ID label) inside the back cover of the first response book as you collect them. Keep these books aside for stapling together later. Check that the student wrote their student number on the front cover of the second book.

Remove and destroy any loose sheets of paper left in the response books. Do not attach any loose sheets of paper into the response books.

Remove any testpapers left in the response books.

Carefully count the number of completed response books collected from the students to verify that the number of books is the same as the number of students present for the test session.

**Do not allow students to leave the test room until the numbers are the same.**



Leave your place card on the desk. Take your testpaper, loose sheets of paper and your equipment with you.

You may leave now.

## After students have left

Start packing **immediately**. The chief supervisor and chief community representatives **must** follow the instructions for packing the WT response books (see page 48).

If you have students who have been approved special arrangements, follow the instructions for returning their responses (see page 41).

## Packing the Writing Task response books (✓)

1. Dispose of the plastic packaging in which the test materials were received.
2. If a student has used two response books, staple the first and second books together.
3. Make sure that any loose sheets of paper left in the response books are removed and destroyed.
4. Make sure that any testpapers left in the response books are removed.
5. Count and pack the completed response books into the white satchels provided. Every satchel provided must be returned. Do not return unused/spoiled response books.
6. Complete the label on the white satchels. If no response books are enclosed in a particular satchel, write 'Nil' on the label. **Do not allow the satchels to be taken from the test room for signature.**
7. Seal the satchel/s.
8. Place the satchel/s (side by side, if necessary) in the **blue** case/s in which the WT testpapers were received. All blue cases must be returned.
9. Place the yellow special provision satchel (if applicable) in the last case for this test session.
10. **Ensure that each case is locked by a chief community representative.**
11. Store the cases in a safe and secure place for collection by the courier.
12. Maintain responsibility for the safety and security of the response books until the courier collects the **blue** cases.
13. Make sure that the appropriate staff at the school are aware of the collection details, namely, the colour (blue), the number of cases and the collection schedule.

Only the **blue** cases containing the WT response books will be collected by the courier during the **first pick-up** between 1 pm and 4 pm on Tuesday (first day of test) or between 8 am and 11 am on Wednesday (second day of test). The QCAA will tell you the specific date and time of the collection of your cases.

# Administration of the Multiple Choice I and Multiple Choice II test sessions

Students sit the MC I testpaper (green) on Tuesday afternoon and the MC II testpaper (purple) on Wednesday afternoon.

The chief supervisor decides and sets the actual starting time to suit local circumstances. However, the time at which students start perusal is to be no earlier than 12:30 pm and no later than 1 pm.

Allow 10 minutes for perusal time and 1 hour 30 minutes for working the testpaper. Keep strictly to these times.

**Note:** Unless otherwise indicated, the instructions that follow apply for both the MC I testpaper (green) and the MC II testpaper (purple).

## At a suitable time before the test session

**The chief supervisor** makes sure that the following materials are distributed to each desk that has a place card:

- one MC response sheet.

## 25–40 minutes before the start of the test session

**The chief supervisor:**

- transports the green (MC I) or purple (MC II) case/s from secure storage to one test room
- asks a chief community representative to unlock the green (MC I) or purple (MC II) case/s
- in the presence of a chief community representative, removes the testpapers from their packaging
- makes sure security is maintained, especially if some testpapers are moved into other test rooms
- makes sure that each student's place card remains in its correct place from the morning session
- makes sure that one MC testpaper is placed face up on each desk that has a place card
- acts upon any *Corrections instructions* for changes to the testpaper or to the administration
- makes sure that students do not have access to writing paper or loose sheets of paper during this test session.

This procedure may take longer than 40 minutes, depending on the number of students sitting and the number of test rooms being used.

**The following instructions are provided for the supervisor in a test room.**

## 15–20 minutes before the start of the test session

Admit students to the test room/s.

Tell students not to communicate with other students inside the test room/s.

Tell students to sit at the desk identified by their place card.

Check that students do not take any unauthorised equipment into the test room.

Place unauthorised equipment in a safe place as directed by the chief supervisor (make sure any surrendered mobile phones or other electronic devices collected are turned off).



Please do not touch the materials in front of you until you are told that you may do so.

If you have any prohibited items, for example, a dictionary, thesaurus, translator, protractor, drawing compass, mobile phone, smart watch, iPad or other electronic device, raise your hand now. Switch off your mobile phone or electronic device before handing it to a supervisor. These items can be retrieved at the end of the test session.

If you have a water container, put it on the floor. Don't leave it on your desk during the test session.

Before we begin, please check that you have essential equipment such as 2B pencils, a pencil sharpener, an eraser, a ruler and an approved calculator. Remember that any calculator that allows access, during the test session, to CAS, spellchecker, dictionary, thesaurus or translator, is not permitted. If you need to borrow any essential equipment raise your hand now. Borrowed equipment must be returned at the end of the test session.

## 10–15 minutes before the start of the test session

Hold up a response sheet (MC I or MC II).



You have a response sheet in front of you. Remember that the response sheet will be marked electronically. Use only 2B pencils to record your responses to the items in the testpaper. You must not mark the response sheet with pens. Do not bend or fold your response sheet and do not make any stray marks on it. Rough work must be done in the testpaper.

You may choose to use a highlighter to identify parts of your testpaper. **Do not** use a highlighter on your response sheet.

### EITHER



The Multiple Choice I testpaper has items numbered from 1 to 50.

Check your response sheet now to see that all item numbers are present.

Do not touch the testpaper.

If you have a faulty response sheet, raise your hand and wait quietly.

Allow time for students to check their response sheets.

Replace faulty response sheets as required.

Put down the response sheet and hold up a place card.

### OR



The Multiple Choice II testpaper has items numbered from 51 to 100.

Check your response sheet now to see that all item numbers are present.

Do not touch the testpaper.

If you have a faulty response sheet, raise your hand and wait quietly.

Allow time for students to check their response sheets.

Replace faulty response sheets as required.

Put down the response sheet and hold up a place card.



Peel the barcode ID label for **EITHER** the Multiple Choice I **OR** the Multiple Choice II test session from your place card and attach it to your response sheet in the space provided.

Do not remove the other labels.

Use your pencil to write your student number as it appears on your barcode ID label in the spaces provided on your response sheet. Note that the first two numbers have been pre-printed.

Allow time for students to do this.



Put your pencil down.

Put down the place card and hold up a testpaper.



You have a Multiple Choice testpaper in front of you. Read the directions on the front cover of your testpaper.

Do not open the testpaper.

Allow time for students to do this. Make sure that no student opens the testpaper.

Put down the testpaper.



To record each of your responses, use your 2B pencil to colour in the bubble representing your response (A, B, C, or D) on the response sheet. Do not mark the response sheet in any other way, for example with a pen or highlighter.

Remember to respond to every item.

Read the directions on the response sheet.

Allow time for students to do this.



You will soon be told to turn over the pages of your Multiple Choice testpaper to check that there are no pages missing, that there are no printing faults and that there are fifty items numbered **EITHER** 1 to 50 **OR** 51 to 100.



**It is most important that you do this checking thoroughly.**

If you have a faulty or incomplete testpaper, raise your hand and wait quietly.

Check your testpaper now but do not start perusing or writing until you are told to do so.

Allow time for students to check their testpapers. Replace faulty testpapers as required.



Close your testpaper.



You may not borrow equipment from another student, or talk to or communicate with anyone other than a supervisor. Remember that, if you have a water container, you must store it on the floor to avoid any damage to your test materials.

Keep your responses covered. If you are not working on the testpaper turn your response sheet face down on your desk.

If you wish to speak to a supervisor or need to leave the room temporarily, raise your hand and wait quietly for a supervisor to come to you.

Pause briefly.



You are allowed 10 minutes perusal time. During this time, you may read the testpaper but you are not allowed to touch any writing instrument or other equipment, including your calculator.

## Allow 10 minutes exactly

Make sure that:

- no student picks up any writing or marking instrument or touches a calculator
- no student talks to themselves or to others
- there is no communication in any form between students
- there is no borrowing or lending of equipment between students.

## After 10 minutes exactly



Close your testpaper.

The time allowed for you to respond to this testpaper is 1 hour 30 minutes.

You are not allowed to leave the test room in the first 30 minutes or in the last 10 minutes.

Do not ask for interpretation or explanation of the items in the testpaper.

Do not ask for help if you think there is an error in the content of the testpaper.

If you need to write notes or calculations, you must do so on your testpaper. Do not ask for extra paper.

Do not cheat. Do not look at or copy another student's work, communicate in any manner with any person other than a supervisor, make it possible for another person to see your work or have any unauthorised equipment with you during this test session. Make sure that you cover your response sheet.

You may start work now.

Immediately, make a visible written record (on a whiteboard or similar) of the starting, warning and finishing times.

	MC I (green)	MC II (purple)
• Starting time	.....	.....
• 30-minute warning time	.....	.....
• 10-minute warning time	.....	.....
• Finishing time	.....	.....

Students who arrive after the start of the test session may be allowed to enter the test room up to 40 minutes after the start of perusal time (see page 6).

### 40 minutes after the start of perusal time

The chief supervisor marks both copies of the QCS Test *Attendance roll* for the appropriate MC test session.

Collect all materials other than place cards from unoccupied desks.

### 30 minutes before finishing time



You have 30 minutes left in this session.

### 10 minutes before finishing time



You have 10 minutes left in this session. You are not allowed to leave the room between now and the end of the session.

### At finishing time



Stop work now.

### Students must stop work immediately



Stay seated until you are told to leave.

Do not talk to other students until after you have left the test room.

Check that your barcode ID label is attached to your response sheet. Also check that your student number is correctly recorded on your response sheet.

Allow time for students to do this.



A supervisor will collect your response sheet now.

## Before students leave

Collect all response sheets.

Organise the response sheets so that the **cut-off corners coincide**.

Carefully count the number of completed response sheets collected from the students to verify that the number of response sheets is the same as the number of students present for the test session. When counting the response sheets, take care not to damage the corners and not to crease the sheets in any way.

**Do not allow students to leave the test room until the numbers are the same.**



Leave your place card on the desk. Take your testpaper and your equipment with you.  
You may leave now.

## After students have left

Start packing **immediately**. The chief supervisor and chief community representatives **must** follow the instructions for packing the MC response sheets (see page 55). If you have students who have been approved special arrangements, follow the instructions for returning their responses (see page 41).

## Packing the Multiple Choice response sheets

MC I  
(✓)    MC II  
(✓)

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 1. Dispose of the plastic packaging in which the testpapers were received.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. If a student has used two response sheets, ensure that they have written their student number on both. Staple the first and second sheets together.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Count and pack the completed MC response sheets into the cardboard boxes in which they were received to protect sheets against creasing or other damage. Every cardboard box received must be returned. Destroy spoiled response sheets.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Complete the label on the boxes. If no response books are enclosed in a particular box, write 'Nil' on the label. <b>Do not allow the cardboard box to be taken from the test room for signature.</b>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Place one rubber band around each cardboard box.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Place one cardboard box into each of the <b>green</b> or <b>purple</b> cases in which the testpapers were received. All <b>green</b> and <b>purple</b> cases must be returned.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Place the yellow special provisions satchel (if applicable) in the last case for this test session.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. After the MC II test session has been completed, place the empty plastic sleeves and zip wallet containing the reports, attendance roll (keep one copy for SDCS attendance records) and the chief supervisor ID card (and community representative ID card if applicable) into a purple case. | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. <b>Ensure that each case is locked by a chief community representative.</b>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Store the case/s in a safe and secure place for collection by the courier.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Maintain responsibility for the safety and security of the response sheets until the courier collects the <b>green</b> or <b>purple</b> case/s.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Make sure that the appropriate staff at the school are aware of the collection details, namely, the colour (green or purple), the number of cases and the collection schedule.   | <input type="checkbox"/> | <input type="checkbox"/> |

The **green** case/s containing the MC I response sheets will be collected by the courier during the **second pick-up** between 1 pm and 4 pm on Wednesday (second day of test) or between 8 am and 11 am on Thursday (day after the test). The QCAA will tell you the specific date and time of the collection of your cases.

The **purple** case/s containing the MC II response sheets and the various reports and forms will be collected by the courier during the **third pick-up** between 3:15 pm and 4 pm on Wednesday (second day of test) or between 8 am and 4 pm on Thursday (day after the test). The QCAA will tell you the specific date and time of the collection of your cases.

# Administration of the Short Response test session

Students sit the Short Response testpaper on Wednesday morning.

The chief supervisor decides and sets the actual starting time to suit local circumstances. However, the time at which students start perusal is to be no earlier than 8:50 am and no later than 9:20 am.

Allow 10 minutes for perusal time and 2 hours for working the testpaper. Keep strictly to these times.

## At a suitable time before the test session

Use the information provided in the *Corrections instructions* to complete the number of pages and the number of items left blank within the shaded rectangles on page 58.

Decide how the SR miniature testpapers will be distributed and finalise the instructions within the shaded rectangle on page 61. Do not distribute the SR miniature testpapers to students until the end of the test session.

## 25–40 minutes before the start of the test session

### The chief supervisor:

- transports the red case/s from secure storage to one test room
- asks a chief community representative to unlock the red case/s
- in the presence of a chief community representative, removes the testpapers and the miniature testpapers from their packaging
- makes sure security is maintained after the testpapers have been unwrapped, especially if some testpapers are moved into other test rooms
- makes sure that each student's place card remains in its correct place from the day before
- makes sure that one SR testpaper is placed face up on each desk that has a place card
- acts upon any *Corrections instructions* for changes to the testpaper or to the administration
- makes sure that students do not have access to writing paper or loose sheets of paper during this test session.

This procedure may take longer than 40 minutes, depending on the number of students sitting and the number of test rooms being used.

### The following instructions are provided for the supervisor in a test room.

## 15–20 minutes before the start of the test session

Admit students to the test room/s.

Tell students not to communicate with other students inside the test room/s.

Tell students to sit at the desk identified by their place card.

Check that students do not take any unauthorised equipment into the test room.

Place unauthorised equipment in a safe place as directed by the chief supervisor (make sure any mobile phones or other electronic devices collected are turned off).



Please do not touch the materials in front of you until you are told that you may do so.

If you have any prohibited items, for example, a dictionary, thesaurus, translator, mobile phone, smart watch, iPad or other electronic device, raise your hand now. Switch off your mobile phone or electronic device before handing it to a supervisor. These items can be retrieved at the end of the test session.

If you have a water container, put it on the floor. Don't leave it on your desk during the test session.

Before we begin, please check that you have essential equipment such as pens with black ink, pencils, a protractor, a drawing compass, an eraser, coloured pencils, a ruler and an approved calculator. Remember that any calculator that allows access, during the test session, to CAS, spellchecker, dictionary, thesaurus or translator, is not permitted. If you need to borrow any essential equipment raise your hand now. Borrowed equipment must be returned at the end of the test session.

## 10–15 minutes before the start of the test session

Hold up a testpaper.



You have a testpaper in front of you. You are to write your responses to items in the testpaper in the spaces provided. If you need more space, use the spare pages at the back of the testpaper. Direction 11 on the front cover of your testpaper will tell you how to use these pages.

Use a pen with black ink for written responses that you wish to be marked.

You may use pencils for drawing and sketching.

You may use correcting fluid or tape to make small changes. Make sure you write your changes over the fluid or tape.



Read the directions on the front cover of your Short Response testpaper. Do not open the testpaper.

Allow time for students to do this. Make sure that no student opens the testpaper.

Continue to hold up a testpaper.



You will soon be told to turn over the pages of your testpaper to check that there are no pages missing and no printing faults.

**It is most important that you do this checking thoroughly.**

Do not start perusing or writing until you are told to do so.

Say the following as students look at their testpapers.



Now turn over the pages of your testpaper. Check that your testpaper consists of pages numbered \_\_\_\_ to \_\_\_\_, with spare pages from \_\_\_\_ to \_\_\_\_\_. Some of the spare pages are blank and some have repeated response areas on them.

If you have a faulty or incomplete testpaper, raise your hand and wait quietly.

**Note:** The paragraph above and the paragraph below will be reproduced with numbers instead of blanks in the *Corrections instructions* available to test centres from 7 am on Monday 2 September — the day before the first test day.

Allow time for students to check their testpapers. Replace faulty testpapers as required.



Now check that your testpaper contains items 1 to \_\_\_\_ in order.

If you have a faulty testpaper, raise your hand and wait quietly.

Allow time for students to check their testpapers. Replace faulty testpapers as required.



Now open out the fold-out page at the back of your testpaper. It contains the item and star-value distribution. This is designed to assist you in pacing yourself as you work through the testpaper.

Allow time for students to locate the fold-out page.



Close your testpaper.

Put down the testpaper.

Hold up a place card.



Peel the barcode ID label for the Short Response test session from your place card and attach it to the front cover of your testpaper in the space provided.

Do not remove the other label.

Use your pen to write your student number as it appears on your barcode ID label in the spaces provided on the front cover of your testpaper. Note that the first two numbers have been pre-printed.

Allow time for students to do this.



Put your pen down.

Put down the place card.



You may not borrow equipment from another student, or talk to or communicate with anyone other than a supervisor. Remember that if you have a water container, store it on the floor to avoid any damage to your test materials.

Where possible, keep your responses covered.

You should not need a second testpaper. However, if you find during the test that there is a page missing or a printing fault, raise your hand and wait quietly for a supervisor.

If you wish to speak to a supervisor or need to leave the room temporarily, raise your hand and wait quietly for a supervisor to come to you.

Pause briefly.



You are allowed 10 minutes perusal time. During this time, you may read the testpaper but you are not permitted to touch any writing instrument or other equipment, including your calculator.

You might find it useful to open out the fold-out page containing the star-value distribution while you peruse the testpaper.

You may peruse the testpaper now.

## Allow 10 minutes exactly

Make sure that:

- no student picks up any writing or marking instrument or touches a calculator
- no student talks to themselves or to others
- there is no communication in any form between students
- there is no borrowing or lending of equipment between students.

## After 10 minutes exactly



Close your testpaper.

The time allowed for you to respond to this testpaper is 2 hours.

You are not allowed to leave the test room in the first 30 minutes or in the last 10 minutes.

Do not ask for interpretation or explanation of the items in the testpaper.

Do not ask for help if you think there is an error in the content of the testpaper.

If you need to write notes or calculations, you must do so on your testpaper. Do not ask for extra paper.

Do not cheat. Do not look at or copy another student's work, communicate in any manner with any person other than a supervisor, make it possible for another person to see your work, plagiarise someone else's work or have any unauthorised equipment with you during this test session. Cover your work whenever possible.

You may start work now.





A supervisor will collect your testpaper now.

## Before students leave

Collect all testpapers.

If a student has used two testpapers, place the second one (no barcode ID label) inside the back cover of the first testpaper as you collect them. Keep these aside for stapling together later. Check that the student wrote their student number on the front cover of the second testpaper.

Carefully count the number of completed testpapers collected from the students to verify that the number of testpapers is the same as the number of students present for the test session.

**Do not allow students to leave the test room until the numbers are the same.**

Make sure that the SR miniature testpapers are ready for distribution.

Hold up an SR miniature testpaper.



Because your Short Response testpaper has been collected, a miniature version is provided for you to take with you.

Continue to hold up an SR miniature testpaper.

Say one of the following:



It will be given to you as you leave.

**OR**

It is available for you to collect as you leave.

**OR**

It will be distributed to you now.

**OR**

.....

.....

.....

Insert your own instructions for your method of distribution.

Allow appropriate time.

Put down the SR miniature testpaper.



Leave your place card on the desk. Take your equipment with you.  
You may leave now.

## After students have left

Start packing **immediately**. The chief supervisor and chief community representatives **must** follow the instructions for packing the SR testpapers (see below).

If you have students who have been approved special arrangements, follow the instructions for returning their responses (see page 41).

### Packing the Short Response testpapers

(✓)

1. Dispose of the plastic packaging in which the test materials were received.
2. If a student has used two testpapers, staple the first and second testpapers together.
3. Count and pack the completed testpapers into the white satchel/s provided. Every satchel provided must be returned. Do not return unused/spoiled testpapers.
4. Complete the label on the white satchels. If no response books are enclosed in a particular satchel, write 'Nil' on the label. **Do not allow the satchels to be taken from the test room for signature.**
5. Seal the satchel/s.
6. Place the satchel/s (side by side, if necessary) in the red case/s in which the testpapers were received. All **red** case/s must be returned.
7. Place the yellow special provision satchel (if applicable) in the last case for this test session.
8. **Ensure that each case is locked by a chief community representative.**
9. Store the case/s in a safe and secure place for collection by the courier.
10. Maintain responsibility for the safety and security of the testpapers until the courier collects the **red** case/s.
11. Make sure that the appropriate staff at the school are aware of the collection details, namely, the colour (red), the number of cases and the collection schedule.

The **red** case/s containing the SR testpapers will be collected by the courier during the **second pick-up** between 1 pm and 4 pm on Wednesday (second day of test) or between 8 am and 4 pm on Thursday (day after the test). The **green** case/s containing the MC I response sheets will also be collected during this pick-up. The QCAA will tell you the specific date and time of collection of your cases.

# Sample materials

## Place card (with name printed)

### Queensland Core Skills Test 2019 PLACE CARD



Name: **JOHNSON, PATRICIA ANNE**

Number: **18-1001-0013-8**

Test Centre: **900 SUNSHINE COLLEGE**

When asked to do so, please remove the appropriate barcode label and attach it to the corresponding response book/response sheet/testpaper in the space provided.



**Tuesday am  
Paper 1 – WT**



**Tuesday pm  
Paper 2 – MC I**



**Wednesday am  
Paper 3 – SR**



**Wednesday pm  
Paper 4 – MC II**

## Place card (blank)

# Queensland Core Skills Test 2019 PLACE CARD



**QCAA**  
Queensland Curriculum  
& Assessment Authority

Name: .....

Number: **18-**.....

Test Centre: **900 SUNSHINE COLLEGE**

When asked to do so, please remove the appropriate barcode label and attach it to the corresponding response book/response sheet/testpaper in the space provided.

Number: **18-**.....

**Tuesday am**  
**Paper 1 – WT**

Number: **18-**.....

**Tuesday pm**  
**Paper 2 – MC I**

Number: **18-**.....

**Wednesday am**  
**Paper 3 – SR**

Number: **18-**.....

**Wednesday pm**  
**Paper 4 – MC II**

# Non-secure materials supply list

2019 Queensland Core Skills (QCS) Test

Test centre	Centre code	
<b>Instructions</b>		
<p>As <b>chief supervisor</b>, you must:</p> <ul style="list-style-type: none"> <li>• check the quantity of materials received against the <b>Quantity issued</b> column, and enter actual quantities received in the <b>Quantity received</b> column</li> <li>• complete the <b>Declaration of receipt of materials</b> overleaf</li> <li>• ensure chief community representatives sign and date the <b>Chief community representatives declaration</b> overleaf to confirm they have received their ID card and keys</li> <li>• scan and email the completed form to <a href="mailto:qcs.admin@qcaa.qld.edu.au">qcs.admin@qcaa.qld.edu.au</a>.</li> </ul> <p>For assistance please contact the Assessment Operations Unit on (07) 3864 0213 or email <a href="mailto:qcs.admin@qcaa.qld.edu.au">qcs.admin@qcaa.qld.edu.au</a>.</p>		
Materials list	Quantity issued	Quantity received
An envelope for each chief community representative (A and B)		
Zip wallet containing:		
• Non-secure materials supply list (this document)		
• Secure materials supply list		
• Attendance roll		
• Temporary absence register		
• Seating plan		
• Chief supervisor report		
<i>Directions for Administration (DFA): 2019 QCS Test</i>		
Test session instructions in writing		
Paper 1 (WT) response books		
Paper 2 (MC I) response sheets		
Paper 4 (MC II) response sheets		
White satchels for return of completed Paper 1 (WT) response books		
White satchels for return of completed Paper 3 (SR) testpapers		
Pads of ruled sheets of paper for WT session only (100 sheets per pad)		
White satchel containing special provisions materials		
Australia Post satchel for return of both keys and both ID badges		



**QCAA**

Queensland Curriculum  
& Assessment Authority

1905/14

For all Queensland schools

**Declaration of receipt of materials**

I certify that the materials listed were received on    /    8    / 2019.

<b>Chief supervisor</b>	Name:			
	Signature:		Date:	/    / 2019

**Chief community representatives declaration**

I acknowledge that I have received the applicable key and ID card and that I am responsible for both items until I return them to QCAA after the completion of the test.

<b>Chief community representative A</b>	Name:			
	Signature:		Date:	/    / 2019
<b>Chief community representative B</b>	Name:			
	Signature:		Date:	/    / 2019

The information you provide on this form will be used for managing the administration of the QCS Test as part of legislative functions described in the *Education (Queensland Curriculum and Assessment Authority) Act 2014* (s.13). Personal information will be accessed by authorised QCAA staff, and handled in accordance with the *Information Privacy Act 2009*. Your name and signature will be provided to the appointed chief supervisor of the test centre. Information held by the QCAA is subject to the *Right to Information Act 2009*.

# Secure materials supply list

2019 Queensland Core Skills (QCS) Test

Test centre	Centre code

## Instructions — to be completed within one hour of delivery

As **chief supervisor**, you must:

- check cases and quantity of materials received against the **Quantity issued** columns, and enter actual quantities in the **Quantity received** columns
- ensure chief community representatives sign and date the **Declaration of receipt of materials** below
- scan and email the completed form to [qcs.admin@qcaa.qld.edu.au](mailto:qcs.admin@qcaa.qld.edu.au).

If there are not enough testpapers to cater for the number of students sitting the test, phone the Assessment Operations Unit on (07) 3864 0213 **immediately**.

- **Remove the placards from the blue case when the cases are delivered, check that they are for your school and then store them with the non-secure materials.**
- **Do not open the plastic packaging or distribute any other test materials listed below until test day.**

Cases	Quantity issued	Quantity received	Materials list	Quantity issued	Quantity received
<b>Blue</b>			Place cards for all test sessions		
			Paper 1 – WT testpapers		
<b>Green</b>			Paper 2 – MC I testpapers		
<b>Red</b>			Paper 3 – SR testpapers		
			Paper 3 – SR miniature testpapers		
<b>Purple</b>			Paper 4 – MC II testpapers		

## Declaration of receipt of materials

I certify that the materials listed were received at : am/pm on / / 2019.

<b>Chief supervisor</b>	Name:				
	Signature:			Date:	/ / 2019
<b>Chief community representative A</b>	Name:				
	Signature:			Date:	/ / 2019
<b>Chief community representative B</b>	Name:				
	Signature:			Date:	/ / 2019

The information you provide on this form will be used for managing the administration of the QCS Test as part of legislative functions described in the *Education (Queensland Curriculum and Assessment Authority) Act 2014* (s.13). Personal information will be accessed by authorised QCAA staff, and handled in accordance with the *Information Privacy Act 2009*. Your name and signature will be provided to the appointed chief supervisor of the test centre. Information held by the QCAA is subject to the *Right to Information Act 2009*.



**QCAA**  
Queensland Curriculum  
& Assessment Authority

For all Queensland schools

19/05/15

# Calculator declaration

2019 Queensland Core Skills (QCS) Test

Test centre	Centre code
<b>Instructions</b>	
<ul style="list-style-type: none"><li>The <b>chief supervisor</b> must sign and date the declaration below. After the last test session, place this <i>Calculator declaration</i> in the zip wallet and return it in one of the purple MC II cases.</li><li><b>All students</b> sitting the QCS Test at this test centre (including students from other schools) must sign the declaration overleaf.</li></ul>	
<b>Calculators for the QCS Test</b>	
<b>Background</b> QCS Test items are developed on the basis that the type of calculator used should not provide an advantage or disadvantage for a student.	
<b>Approved calculators</b> Calculators to be used by students in the QCS Test must be handheld and solar- or battery-powered. They should be able to perform addition, subtraction, multiplication, division, square roots and powers. Calculators <b>must not</b> allow access, during the QCS Test sessions, to the following functions: <ul style="list-style-type: none"><li>computer algebra system (CAS)</li><li>spellchecker</li><li>dictionary</li><li>thesaurus</li><li>translator.</li></ul> A calculator that has any of these functions — whether inbuilt or downloaded — <b>must be in test mode</b> during the QCS Test sessions. The test mode must prohibit access to the functions. If the calculator cannot be put into test mode, a different calculator that meets the requirements must be used instead.	
<b>Other electronic devices</b> All other electronic devices — such as mobile phones, laptops, tablets and wearable devices — are not permitted in the QCS Test unless permission has been granted under special provision arrangements. If such permission has been granted, students cannot rely on the calculator function in any of these electronic devices (including mobile phones) during the test.	
<b>Chief supervisor declaration</b>	
I certify that: <ul style="list-style-type: none"><li>the calculator of each student whose name appears on the following sheets has been checked and meets the criteria for an approved calculator listed on this form</li><li>each signature is that of the student whose name appears to the left of the signature.</li></ul>	
Name:	
Signature:	Date:     /     / 2019



For all Queensland schools

18/0061



# Chief community representative report

## 2019 Queensland Core Skills (QCS) Test

Test centre	Centre code	Position code

### Instructions — to be completed immediately after the last test session

As a **chief community representative**, you must:

- mark Yes or No for each question
- provide any comments overleaf (attach additional sheets if required)
- sign and date the declaration overleaf
- place the completed report in the envelope provided, then place the envelope, your key and ID card in the pre-paid Parcel Post satchel (both chief community representatives use the same satchel)

If you are **unable to complete** the report immediately after the last test session:

- place your key and ID card in the pre-paid Parcel Post satchel (both chief community representatives use the same satchel)
- post the report to the QCAA in the envelope provided.

Questions	Yes	No
1. Were the metal security cases and testpapers delivered securely (i.e. no tampering was evident)?	<input type="checkbox"/>	<input type="checkbox"/>
2. Were all secure materials opened when you were present?	<input type="checkbox"/>	<input type="checkbox"/>
3. Were all students seated at least 1.5 metres apart?	<input type="checkbox"/>	<input type="checkbox"/>
4. Was there only one student per desk?	<input type="checkbox"/>	<input type="checkbox"/>
5. Did all students comply with directions given by supervisors?	<input type="checkbox"/>	<input type="checkbox"/>
6. Were all test sessions administered without interruption?	<input type="checkbox"/>	<input type="checkbox"/>
7. Did the test centre receive any faulty testpapers?	<input type="checkbox"/>	<input type="checkbox"/>
8. Did anyone other than students read or work through a testpaper during any test session?	<input type="checkbox"/>	<input type="checkbox"/>
9. Did you observe any evidence of academic misconduct?	<input type="checkbox"/>	<input type="checkbox"/>
10. Were there any unusual incidents before, during or after any of the test sessions?	<input type="checkbox"/>	<input type="checkbox"/>



Queensland Curriculum & Assessment Authority

For all Queensland schools

180425



# Chief supervisor report

## 2019 Queensland Core Skills (QCS) Test

Test centre	Centre code

### Instructions — to be completed immediately after the last test session

As **chief supervisor**, you must:

- mark Yes or No for each question
- provide any comments overleaf (attach additional sheets if required)
- sign and date the declaration overleaf
- place the completed report in the zip wallet and return the wallet in one of the purple cases.

Questions	Yes	No
1. Were the metal security cases and testpapers delivered securely (i.e. no tampering was evident)?	<input type="checkbox"/>	<input type="checkbox"/>
2. Were all test sessions conducted on your school premises?	<input type="checkbox"/>	<input type="checkbox"/>
3. Did all test sessions start within the QCAA timelines?	<input type="checkbox"/>	<input type="checkbox"/>
4. Were all students seated at least 1.5 metres apart?	<input type="checkbox"/>	<input type="checkbox"/>
5. Was there only one student per desk?	<input type="checkbox"/>	<input type="checkbox"/>
6. Did all students comply with directions given by supervisors?	<input type="checkbox"/>	<input type="checkbox"/>
7. Were all students who temporarily left the test room accompanied by a supervisor?	<input type="checkbox"/>	<input type="checkbox"/>
8. Were all test sessions administered without interruption?	<input type="checkbox"/>	<input type="checkbox"/>
9. Did the test centre receive any faulty testpapers?	<input type="checkbox"/>	<input type="checkbox"/>
10. Did any students arrive more than 40 minutes after the start of perusal time for any test session?	<input type="checkbox"/>	<input type="checkbox"/>
11. Did anyone other than students read or work through a testpaper during any test session?	<input type="checkbox"/>	<input type="checkbox"/>
12. Did any students suggest there was an error in a testpaper?	<input type="checkbox"/>	<input type="checkbox"/>
13. Did you observe any evidence of academic misconduct?	<input type="checkbox"/>	<input type="checkbox"/>
14. Were there any unusual incidents before, during or after any of the test sessions?	<input type="checkbox"/>	<input type="checkbox"/>



Queensland Curriculum & Assessment Authority

For all Queensland schools

18/04/20



# Seating plan

## 2019 Queensland Core Skills (QCS) Test

Test centre	Centre code

### Arranging seating

- Use the attendance roll to work out the number of seats required.
- Plan seating so that students:
  - sit at separate desks
  - all face the same way (normally towards the front of the test room)
  - are at least 1.5 metres apart in each direction (from head to head)
  - sit in alphabetical order — start at the front and work across the room, and then from room to room if multiple rooms are used.
- Seat students in different categories separately — that is, students from your school, students from other schools, School of Distance Education students, private-entry candidates.
- Only students who have approval for seating out of order or for separate supervision may be seated in another room or section.
- All students who have approval for the same amount of extra time may be seated together and supervised by the same supervisor.
- When planning your seating, remember that:
  - supervisors must have direct and easy access to and around every student and be able to observe all students at all times
  - students must not be seated against a wall or other structure
  - the seating plan must be the same for all four test sessions.

### Completing your seating plan

- Start a new page for each location, and describe the location at the top of the form (e.g. room number, hall name).
- Number each page at the top right corner of the form and indicate how pages are to be joined.
- Add arrows to show the direction/s students were facing.
- If more pages are required, photocopy a page that has not been used.
- To complete the seating plan electronically, download it from [www.qcaa.qld.edu.au/senior/qcs-test/administration](http://www.qcaa.qld.edu.au/senior/qcs-test/administration).
- Place the completed seating plan in the zip wallet provided and return it in one of the purple cases.

### Chief supervisor declaration

I certify that this plan accurately records the way students were seated for all four test sessions.

Name:			
Signature:		Date:	/ / 2019

The information you provide on this form will be used for managing the administration of the QCS Test as part of legislative functions described in the *Education (Queensland Curriculum and Assessment Authority) Act 2014* (s.13). Personal information will be accessed by authorised QCAA 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*.



For all Queensland schools

180429

Test centre:		Centre code:	
Location (e.g. hall/room number):		Page	of

▼Front of room▼

	Row 1 Family name, first name OR student #	Row 2 Family name, first name OR student #	Row 3 Family name, first name OR student #
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
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# Instructions to students

## Instructions to students

### 2019 Queensland Core Skills (QCS) Test

The following instructions apply to all students sitting the QCS Test.

**If you do not follow these instructions you could have your QCS Test result withheld (and if OP-eligible, you may have your eligibility for an OP and FPs cancelled).**

1. Arrive at your test centre in time for each test session as directed by the chief supervisor (or, if you are a private-entry candidate, as directed by the QCAA).
2. Make sure that you have all of your own essential equipment and any of the optional equipment you think necessary.
3. Do not bring a mobile phone or a smart watch into the test room. Bring only permitted (i.e. essential and optional) equipment into the test room (see below). Be aware that your equipment may be inspected by a supervisor at any time before, during and after a test session.

Test session	Permitted		Not permitted
	Essential	Optional	
Writing Task	pens (black ink)	pencils, pencil sharpener eraser, correcting fluid/tape highlighter transparent container to carry equipment water in clear unlabelled container tinted glasses coloured transparency/overlay other approved items as permitted by the chief supervisor	own paper dictionary thesaurus electronic devices any other items
Multiple Choice I and Multiple Choice II	2B pencils pencil sharpener eraser ruler approved calculator — see <b>Note</b>	highlighter transparent container to carry equipment water in clear unlabelled container tinted glasses coloured transparency/overlay other approved items as permitted by the chief supervisor	own paper dictionary thesaurus protractor drawing compass electronic devices any other items
Short Response	pens (black ink) pencils eraser ruler protractor drawing compass coloured pencils approved calculator — see <b>Note</b>	pencil sharpener correcting fluid/tape highlighter transparent container to carry equipment water in clear unlabelled container tinted glasses coloured transparency/overlay other approved items as permitted by the chief supervisor	own paper dictionary thesaurus electronic devices any other items

4. Do not bring food into the test room (unless approved under special provision arrangements).
5. Follow all directions given by the chief supervisor and supervisors.
6. Enter the test room only when the chief supervisor tells you to do so.
7. Sit at the desk identified by your place card.
8. Do not talk — to other students or to yourself — after you have been admitted to the test room.
9. Do not communicate in any way with other students after you have been admitted to the test room.



Queensland Curriculum & Assessment Authority

*For all Queensland schools*

10. Do not call out at any time, for any reason.
11. Do not pass material or equipment to another student.
12. When asked to do so, attach the correct barcode ID label and write your student number accurately onto the Writing Task (WT) response book, the Multiple Choice (MC) response sheets, or the Short Response (SR) testpaper.
13. Do not pick up any writing equipment or touch a calculator during perusal time. Do not start work until told to do so.
14. Carefully follow the directions given on **all** your test materials.
15. Do not ask anyone to explain or interpret a test item.
16. Do not ask anyone about any possible error in the content of a testpaper.
17. Raise your hand and wait quietly if you:
  - find that there is faulty printing, duplicate page/s, or page/s missing in your testpaper / response sheet / response book
  - need a pen / pencil / eraser / calculator
  - need additional loose sheets of paper (WT session only)
  - need an extra WT response book
  - need an extra SR testpaper
  - need help because you have become ill
  - need to leave the room or your seat temporarily.
18. Keep your WT response book and SR testpaper intact. Do not detach any pages or parts of pages.
19. Keep your WT and SR responses covered where possible.
20. Keep your MC response sheets covered and turn them face down unless you are completing a response.
21. When you finish working on an MC testpaper, turn your response sheet face down.
22. Do not cheat. If you are found to have cheated, you will not receive a QCS Test result. The QCAA conducts a comprehensive review of all students' performances to identify possible instances of cheating.
23. Do not continue working after you have been told to stop work. If you continue to work you have committed an act of academic misconduct and your QCS Test result may be withheld.
24. Do not seek to hand in your response book / response sheet / testpaper or to leave in the first 40 minutes after the start of perusal time or in the last 10 minutes of the test session. The chief supervisor will tell you if you may hand in your response book / response sheet / testpaper and leave between 40 minutes after the start of perusal time and the last 10 minutes of the test session.
25. Do not leave the test room at the end of the test session until a supervisor tells you that you may do so.
26. At the end of the relevant test session, a supervisor will collect your WT response book, MC I or MC II response sheet, or SR testpaper.
27. At the end of each test session, take the relevant testpaper with you — WT testpaper, MC I or MC II testpaper, or SR miniature testpaper.
28. If you are unavoidably absent from all or part of any test session and you want to remain OP-eligible, you must ask a teacher or guidance officer to complete an *Application for absentee exemption* on your behalf using the QCAA's interactive data portal. The application must be lodged by 10 October 2019. Medical certificates must provide details of your medical condition (e.g. chicken pox) and must not simply say 'a medical condition'.

**Note: Approved calculator** — QCS Test items are developed on the basis that the type of calculator used should not constitute an advantage or a disadvantage for a student. The calculator you use is to be handheld and solar- or battery-powered. The calculator should be able to perform addition, subtraction, multiplication, division, square roots and powers. Mobile phones and smart watches are not permitted; therefore, you will not be able to depend on using the calculator facility of a mobile phone or smart watch during the test.

**The calculator must NOT allow access, during the QCS Test sessions, to the following functions: computer algebra system (CAS), spellchecker, dictionary, thesaurus or translator.** A calculator that has any of these functions — whether inbuilt or downloaded — must be in test mode during the QCS Test sessions. The test mode must prohibit access to the functions. If the calculator cannot be put into test mode, a different calculator that meets the requirements must be used instead.

You must sign the *Calculator declaration* form to certify that the calculator you will use in the test meets the criteria for an approved calculator and to acknowledge that the use of any other calculator is an act of academic misconduct in terms of sitting the QCS Test. This form will be provided by the chief supervisor. Your calculator will be checked before the test.





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## **Queensland Curriculum & Assessment Authority**

PO Box 307, Spring Hill QLD 4004 Australia  
Level 7, 154 Melbourne Street, South Brisbane  
T + 61 7 3864 0299  
[www.qcaa.qld.edu.au](http://www.qcaa.qld.edu.au)