

# Role description

## Casual, Assessor (Assessment Writing), Assessment Services Unit

**Location**

Brisbane CBD

**Role type and duration**

Casual until 30 September 2025

**Pay rate**

\$76.53

**Branch and division**

Senior Curriculum and Assessment Branch, Curriculum Services Division

**Vacancy ID**

188

**Contact**

Assessment Services Unit

Email: [externalassessment@qcaa.qld.edu.au](mailto:externalassessment@qcaa.qld.edu.au)

Phone: 1300 239 227

**Closing date**

18 October 2024

### About the role

The Queensland Curriculum and Assessment Authority (QCAA) is seeking Assessors (Assessment Writing) to join the Assessment Services Unit.

The Assessment Services Unit is responsible for managing the development of senior external assessments. The unit works with external assessment writers to develop external assessment instruments and supplementary resources. It also supports the subject expert panels, writing development panels and scrutiny panels that provide advice and evaluation of external assessment materials.

The Assessor (Assessment Writing) roles include writing panel member and scrutiny panel member positions. You may be eligible for both roles, but you can indicate a preference by selecting the appropriate box when submitting your application. Both roles require a comprehensive understanding of the relevant senior syllabus and the attributes of quality assessment.

### What you will do

Responsibilities for each role are provided below.

#### Writing panel

Writing panel members:

- work in teams to develop the external assessment instrument, sample responses, marking guides and associated materials following QCAA quality assurance processes
- receive and act on professional advice from QCAA officers
- maintain confidentiality and the security of all external assessment materials and writing panel processes
- maintain currency with developments in curriculum
- undertake other tasks as required to support the development of quality external assessment.

#### Scrutiny panel

Scrutiny panel members:

- respond to the instrument under assessment conditions similar to those that will apply when students complete the assessment
- provide expert subject matter advice about the validity and accessibility of the assessment instrument and the effectiveness of the marking guide as a tool for ensuring the reliability of student results
- participate in scrutiny panel meeting/s and contribute to the panel's independent review of all assessment materials and synthesis of recommendations
- maintain confidentiality and the security of all external assessment materials and scrutiny panel processes
- undertake other tasks as required to support the development of quality external assessment.

## Conditions

- Appointees' work will be monitored and reviewed, with feedback and support given and appropriate actions taken as necessary.
- All QCAA employees are subject to the Code of Conduct for the Queensland public service. If you would like to view the code and other important information on ethics in the Queensland public sector, please refer to the website:  
[www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/public-service-values-and-conduct](http://www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/public-service-values-and-conduct).
- QCAA offers choice of superannuation fund and will make contributions at the superannuation guarantee rate.

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## Working with us

The QCAA is a statutory body of the Queensland Government.

**Our vision:** Leading curriculum and assessment for a future-ready Queensland.

**Our purpose:** To provide high-quality curriculum, assessment and reporting services that enable equity, excellence, public confidence, and lifelong learning.

**Our culture:** The QCAA has an inclusive culture that promotes the skills and insights of all people and embraces their differences, and we are committed to achieving an inclusive and diverse workforce.

We continue to build cultural capability across the QCAA, equipping ourselves to better support Aboriginal peoples and Torres Strait Islander peoples in our work as part of Queensland's education community.

See [www.qcaa.qld.edu.au](http://www.qcaa.qld.edu.au).

## Reporting relationships

No role reports directly to this role.

## What we are looking for

To be eligible for the roles, applicants must:

- be registered with the Queensland College of Teachers (QCT)
- be teaching in a Queensland secondary school context and have experience in the senior phase of schooling
- have successfully completed the following courses, which may be accessed at any time in the QCAA Portal in the Assessment Literacy application:
  - 1 — Attributes of quality assessment
  - 2 — Developing valid and accessible assessment
  - 6 — External assessment writing
- obtain principal's agreement to support an application and release during school hours.

To be eligible for a scrutiny panel role, applicants must:

- not intend to teach Units 3 and 4 to Year 12 students in the year the assessment will be used. This includes tutoring students or providing feedback on drafts and practice assessments
- not be related to any person sitting the external assessment in the year the assessment will be used with Year 12 students.

## How to apply

**Apply online at [www.qcaa.qld.edu.au/portal](http://www.qcaa.qld.edu.au/portal)** in the Assessor Jobs application. Select the **Assessor (Assessment Writing)** position.

For further information, visit [QCAA assessors: Writing external assessment](#) or call 1300 239 227.