

Position description

Assessor (assessment writing)

Duration	Casual	Closing dates	
		Common Internal Assessment subjects:	20 October 2023
		General subjects:	3 November 2023
Location	Brisbane	Last reviewed	September 2023
Branch & Division	Senior Curriculum and Assessment Branch, Curriculum Services Division		
Contact	Assessment Services Unit Email: externalassessment@qcaa.qld.edu.au Phone: 1300 239 227		

Queensland Curriculum and Assessment Authority

The Queensland Curriculum and Assessment Authority (QCAA) is a statutory body of the Queensland Government established under the *Education (Queensland Curriculum and Assessment Authority) Act 2014*. In collaboration with a broad range of stakeholders and partner agencies, the QCAA plays a critical role in the design and delivery of education in Queensland.

The QCAA is responsible for kindergarten guideline and senior secondary syllabus development, and for providing resources and services to help teachers develop curriculum, teaching and learning programs from kindergarten to Year 12. It also provides testing, assessment, moderation, certification and vocational education and training services to Queensland's education community.

Our vision: Supporting Queensland's world-class education system through excellence in curriculum and assessment.

Our purpose: To provide curriculum and assessment leadership that enables schools to achieve quality learning outcomes for their students, and to maintain public confidence in the integrity of senior certification.

Your team: Assessment Services

The Assessment Services Unit manages 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.

Your role

Assessor (external assessment writing) roles are available and include writing panel member and scrutiny panel member positions. You may be selected for either role, 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.

Major responsibilities

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 critical friends, scrutiny panels and QCAA committees
- 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 to the writing team 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.

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.

Selection process

- All roles will be filled with suitable applicants.
- Applicants who do not satisfy all mandatory eligibility requirements for a role will be considered unsuitable. All other applicants will be considered potentially suitable.
- Information provided by applicants will be reviewed to consider teaching experience and other experience gained from related roles with the QCAA and/or an equivalent interstate or overseas agency.
- Prior to any appointment being finalised, the principal (or their delegate) must approve the appointment. This includes confirming that the applicant has the skills and experience to perform the role to a high level and that they can be released during their normal school working hours, if required.

Remuneration

Assessors (external assessment writing) are paid an hourly rate of \$59.83 for work completed on weekends and/or outside of school hours. For work completed during school hours assessors will continue to receive their standard salary from the school.

Conditions and benefits of the role

- Appointees' work will be monitored and reviewed, with feedback and support given and appropriate actions taken as necessary.
- A casual appointment may be ceased if an identified trend in the quality, consistency or accuracy of an appointee's work is unable to be resolved quickly.
- 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.

- QCAA offers choice of superannuation fund and will make contributions at the superannuation guarantee rate.

Interested in applying?

Complete an application through the QCAA Portal (www.qcaa.qld.edu.au/portal) in the Assessor Jobs application. Select the Assessor (external assessment writing) position.

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