

QCAA invigilators

Frequently asked questions

Role of the invigilator

What do invigilators do?

The QCAA appoints members of the Queensland community to observe and report on the administration of external assessment sessions at secondary schools and approved assessment venues throughout Queensland.

Invigilators play an important role in promoting public confidence in the new Queensland Certificate of Education (QCE) system and ensuring that proper and fair administrative procedures are implemented.

Daily duties:

- show photo ID and blue card and sign in at the administration office on arrival at the assessment venue
- wear the visitor badge supplied by the venue at all times when on site
- arrive prior to the assessment start time to observe the opening of shrink-wrapped materials in the assessment room
- observe the administration of the assessment
- complete the QCAA checklist
- observe the collection, counting and packing of materials ready for collection by the courier, if possible
- use the checklist to complete an invigilator report.

Personal attributes of discretion, tact, attention to detail, and an ability to maintain confidentiality are essential to the role.

When will I be required to work?

If selected as a QCAA invigilator, you will nominate availability during the assessment period of **October to November 2020**, excluding weekends. You will be asked which days you are available, choosing morning and/or afternoon sessions.

Assessment start times vary between venues. Invigilators may need to arrive between 7:45 am and 8:15 am (morning sessions) and 11:15 am and 11:45 am (afternoon sessions). You will need to confirm start times with your assessment venue's EA coordinator in early October.

Invigilators must be able to be contacted by telephone during the assessment period.

Application process

Who can apply?

To be eligible to be an invigilator, you must:

- hold a blue card or a current Queensland College of Teachers (QCT) registration
- be at least 18 years of age

- be eligible to work in Australia
- have photographic identification
- have a personal email address
- have access to a computer, the internet and a printer
- supply names and contact details of two referees.

Are there any technology requirements?

Invigilators need a personal email address and access to a computer, the internet and a printer.

What about training?

You will be provided with an invigilator handbook with your appointment information.

How do I apply?

To apply for a QCAA invigilator position:

- read the position description, available on the [QCAA website](#), and these FAQs to ensure you understand the role and its requirements
- complete the application form in the Assessor jobs application in the QCAA Portal.

If you have ever had a QCAA Portal account (or are unsure if you have an account), email clientservices@qcaa.qld.edu.au. Once you have access:

- log in to the [QCAA Portal](#) using your account
- navigate to the Assessor jobs tile
- complete the invigilator application form.

If you have never had a QCAA Portal account:

- [create a QCAA Portal account](#)
- log in to the QCAA Portal using your account
- navigate to the Assessor jobs tile
- complete the invigilator application form.

After you have completed your application, the QCAA will email you a referee and blue card/QCT registration details form to complete.

The QCAA will complete referee checks to determine applicants' suitability.

If you are successful, the QCAA will email appointment information to you in September.

What are the new blue card requirements from 31 August?

The No Card, No Start law means you will need a blue card before starting work as an invigilator. The blue card application process will be online from 31 August. Information regarding these changes is available on the [Blue Card Services website](#).

If you currently hold a blue card, once appointed, no further forms are required.

If you do not hold a blue card, you will need to:

- apply for a blue card at [Blue Card Services website](#)
- notify the QCAA of the account and/or blue card number you receive.

Once the QCAA has received your application and performed referee checks, if vacancies exist the QCAA will send your confirmed appointment information and schedule to you. You will then need to accept or decline the appointment.

When do applications open and close?

Applications open in August 2020 and will close when all vacancies are filled. Please submit your application as soon as possible to allow sufficient time for blue card application requirements to be met.

I have a daughter, son, other relative or friend completing Year 12 this year. Do I need to declare this?

Yes. When submitting your application, you will be required to disclose details of any conflicts of interest. You will be able to work at other venues, but unable to work at a venue where you have a conflict of interest.

Selection and appointment

I have submitted my application. What happens now?

Appointment will be based on eligibility, satisfactory referee checks, your location and availability, and the requirements of assessment venues/sessions.

Invigilators may be allocated to assessment sessions at more than one venue.

What if I am not appointed?

If you are not appointed, you will be placed on a standby list. Every effort will be made to appoint standby applicants to invigilator positions if vacancies become available. A blue card is required before appointment.

What is an invigilator checklist?

You will be sent a checklist to complete during each external assessment session you invigilate. You will need to print a checklist to take with you for each session. The checklist will help you observe if the sessions are conducted according to the QCAA requirements and will inform the invigilator report you write at the end of each day.

What is an invigilator report?

The invigilator report is a record of the conduct of an assessment according to the QCAA requirements. It is one of the processes the QCAA uses to ensure the integrity of external assessment. The invigilator must complete the online report, using the invigilator checklist, at the end of each assessment day.

What if I need to cease my appointment prior to, or during, the assessment period?

As soon as possible, contact the:

- QCAA at eainvigilators@qcaa.qld.edu.au or on (07) 3074 7574
- EA coordinator at your assigned assessment venue/s.

Remuneration and employment conditions

How much will I be paid?

Invigilator payments are based on sessional rates approved by the *Governor in Council* on 1 September 2016 (\$29 per hour).

For a 1.5-hour session, invigilators will be paid for 3 hours of work (\$87.00).

For a 2-hour session, invigilators will be paid for 3.5 hours of work (\$101.50).

These rates include payment for observation undertaken before and after the assessment session and submission of an online report.

Will I be paid for travel to and from assessment venues?

No. The QCAA does not pay for travel to and from assessment venues.

What should I wear and bring?

You should wear school-appropriate, smart casual clothing and enclosed footwear that is both comfortable and quiet (to minimise noise in the assessment room). Please don't wear strong fragrances. You must bring photographic identification, your blue card and your printed checklist with you.

Are there lunch breaks?

One 30-minute unpaid break is allocated for anyone appointed to invigilate morning and afternoon sessions on the same day. Lunch is not provided.

What are the workplace health and safety conditions at assessment venues?

Each assessment venue has its own policies and procedures. In the event of an emergency, follow the directions provided by the venue.

More information

If you would like more information, please:

- read the invigilators position description available at www.qcaa.qld.edu.au/senior/assessment/external-assessment/qcaa-invigilators
- contact the QCAA at eainvigilators@qcaa.qld.edu.au or phone (07) 3074 7574.