

# External assessment invigilators: Frequently asked questions

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## What do invigilators do?

Invigilators **observe** and **report** on the administration of external assessment sessions at venues throughout Queensland. The invigilator's role is **independent**; they do not supervise students or assist venues with the administration of assessments.

The purpose of the invigilator role is to maintain public confidence in the Queensland Certificate of Education (QCE) system.

For a detailed description of the role and its responsibilities, see:

- External assessment invigilator: [Position description \(PDF\)](#).

## What does effective invigilation look like?

Invigilation must not disrupt the assessment session or students in any way. This means:

- observing the assessment session **discreetly**, i.e. position yourself in a location that will not disturb the work of supervisors or students
- not interfering or assisting with the administration of the assessment
- not talking to supervisors or students.

Invigilators record and provide their observations on the administration of the assessments via an online invigilator report. These reports assist with ensuring that the administration of the QCE is of the highest standard and consistent across all Queensland schools.

Invigilators will be required to observe and report on their observations only during their appointed session times. Morning sessions begin at 8:15 am and afternoon sessions at 11:45 am, with a minimum session duration of 3 hours and a maximum of 4.5 hours. Invigilators who work both morning and afternoon sessions will need to take a 30-minute lunch break between sessions.

## What training is involved?

If appointed, you will be required to undertake and complete online invigilator training. This training is self-paced and will be accessible in the QCAA portal. Training should take no more than one hour. You will be paid for this training for one hour only. You will also be provided with a *Handbook for invigilators*, which contains important information that will assist you to complete your role and duties.

Each assessment venue has its own workplace health and safety policies and procedures. As an invigilator, you will be responsible for contacting each assessment venue before the assessment period to confirm workplace health and safety requirements, such as signing in and out, and wearing a visitor badge while on site. You may be required to complete an induction at the venue when you first arrive.

## How are assessments administered?

Invigilators are required to observe how the assessment venue administers the assessments. The layout of assessment rooms is different at each venue. Some common scenarios are outlined below.

- In large schools with large student cohorts, assessments may be administered in a large hall or across several classrooms.
- In small to medium-sized schools, more than one subject may be assessed concurrently during a session. Invigilators are required (where practical) to observe these subjects being assessed in the same session.
- If some students require access arrangements (extra time, separate room, rest breaks, alternative format materials), invigilators will need to observe these arrangements.

## What is an invigilator checklist?

You will receive 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 record your observations on the QCAA's requirements and enable you to complete and submit your online invigilator report at the end of each assessment day.

## What is an invigilator report?

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

## Why do I need a blue card?

Holding a valid blue card is a mandatory legal requirement set out by the Queensland Government for anyone who works or volunteers with children: the blue card is Queensland's Working with Children Check.

The Blue Card Services agency administers the blue card system. For more information about blue card requirements and how to apply, please visit [Blue Card Services](#). The 'No Card, No Start' law means you **must** have a valid blue card before you start work.

The blue card is valid for two years.

## Why do I need a paid blue card?

As you will be observing school students undertaking assessments over a period of up to four weeks, by law, you are required to obtain a paid blue card as you are being paid to fulfil the invigilator role.

## Can I use my volunteer blue card?

No. You are required to have a paid blue card when undertaking paid work involving children and young people.

## **Am I guaranteed a position if I pay for my blue card?**

We cannot guarantee that everyone who applies with a valid paid blue card, or an exemption card, will be offered a position as an invigilator. Appointments are made taking into consideration several factors, such as:

- suitability of the applicant — including paid blue card/exemption card, positive reference checks
- QCAA requirements — availability over the assessment period, location, number of invigilators required, assessment venue needs (student numbers).

As part of our recruitment process, we conduct checks with Blue Card Services to verify that your blue card is a valid, paid blue card. This requires us to link your card in the Blue Card Services organisation portal. When this happens, you will receive an email notification from Blue Card Services. This does not constitute an offer of employment from the QCAA. Suitable applicants will receive an official offer of employment from the QCAA once all recruitment checks have been satisfactorily completed.

## **I am a teacher with current QCT registration. Do I still need a blue card?**

No. Teachers who are currently registered with the Queensland College of Teachers do not need a blue card. However, teachers will need to provide their current Queensland College of Teachers (QCT) registration details in the application. These details will be checked during the recruitment process. If appointed, you will need to take proof of your registration when you attend the schools you work at. You can contact QCT if you do not have proof of registration.

## **How do I apply?**

### **When do applications open and close?**

Applications open in August 2022 and close 7 September 2022 (or earlier if all positions are filled). Please submit your application as early as possible to allow sufficient time for QCAA staff to check references.

### **I have a child, other relative or friend completing Year 12 this year. Do I need to declare this?**

Yes. In your application you will be required to disclose details of any conflicts of interest. Potential conflicts of interest include family relationships to staff and/or students at assessment venues, or any other work you may undertake at assessment venues.

You will not be able to work at any venue where you have a conflict of interest but may be eligible to work at other venues.

## **I worked as an invigilator last year. Do I need to re-apply?**

Yes. Everyone needs to apply each year, regardless of whether they were employed the previous year. Operational requirements may change from year to year, and as this work involves students and young people, we need to ensure checks are conducted each year to ensure their safety.

## **What do I need to supply?**

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

## **Who are suitable referees? Can I provide personal referees?**

You must provide two referees in your application. They may be work referees (e.g. previous/current employer or supervisor, colleague) or personal referees (e.g. a friend), but must not be related to you.

Please ensure that you contact your referees before listing them in your application.

## **What happens after I apply?**

Offers of appointment will be made to applicants deemed suitable based on satisfactory reference checks and blue card requirements being met. Offers of appointment will go out in September.

Invigilators who are offered an appointment will be added to the pool of invigilators that may be offered sessions. Sessions will be assigned based on operational requirements such as location, availability of invigilators and requirements at each locality.

Unsuccessful applicants will be notified by email. An unsuccessful application will not prevent you from applying for future invigilator positions or for any other QCAA positions.

## **How will I be paid?**

Invigilators will be paid a piece rate for each session they invigilate. Payment will be made after verification of attendance and receipt of invigilator reports has been confirmed.

## **How much will I be paid?**

Invigilators are paid as either an hourly rate or session rate depending on the activity undertaken. The hourly rate for this year's operation is \$33.93.

Session rates can include more than one subject running concurrently. Each session includes a time allowance of 90 minutes for observation undertaken before and after the assessment session and for submission of an online report.

Invigilators will be paid to undertake and complete online invigilator training (1 hour).

Session length	Total time paid (including 90-minute allowance)	Session rate
1 hour 30 minutes	3 hours	\$101.79
2 hours	3 hours 30 minutes	\$118.76
2 hours 30 minutes	4 hours	\$135.72
3 hours	4 hours 30 minutes	\$152.69

Training	Time paid	Rate
Online module	1 hour	\$33.93

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

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

## Will I be reimbursed for any parking fees at an assessment venue?

No. The QCAA does not pay for or reimburse parking fees. Please discuss parking options with the assessment venue/s before the assessment period.

## What are the employment conditions?

### When will I be required to work?

External assessments will be administered from 24 October to 15 November 2022, excluding weekends. Invigilators must be contactable by mobile phone during the assessment period and regularly check their emails for updates.

In your application, you will be asked to nominate which days you are available, choosing morning sessions (beginning at 8:15 am) and/or afternoon sessions (beginning at 11:45 am).

The length of a session varies from 3 to 4.5 hours, which includes 90 minutes allowance for pre- and post-assessment observations, and for submitting an online report.

If you are appointed sessions, you will be sent an email advising you have sessions on offer. All start and finish times will be specified. You will have the opportunity to accept or decline individual sessions, and to accept others if they become available.

Invigilators will work only for the hours specified in their schedules.

## **What should I wear and bring?**

Invigilators should wear school-appropriate, smart casual clothing with enclosed footwear (a workplace health and safety requirement). Select shoes that are quiet to minimise noise in assessment rooms and comfortable as you will be on your feet.

Please do **not** wear strong fragrances as these can cause allergic reactions in others.

You will need to bring your lunch and a drink bottle if you are invigilating for the full day, as well as your paperwork (photographic identification, your blue/exemption card and your printed invigilator checklist).

Bring your mobile phone, switched to silent, as you must be contactable during the assessment period.

## **Will lunch be provided?**

Lunch and drinks are not provided; you will need to take your own food and drink.

A 30-minute unpaid break will be allocated if you are appointed to invigilate for more than 5 hours on a single day.

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

Each assessment venue has its own policies and procedures. As an invigilator, you are responsible for following workplace health and safety directions as required. Check with the EA coordinator if you need further details.

## **What if I need to stop work as an invigilator before or during the assessment period?**

Contact the QCAA as soon as possible by email at [externalassessment@qcaa.qld.edu.au](mailto:externalassessment@qcaa.qld.edu.au) or on 1300 239 227.