

Position description

External assessment invigilator

Employment	Casual	Closing date	15 July 2024
Location	Various	Last reviewed	May 2024
Branch & Division	Program Delivery Branch, Strategy, Planning and Corporate Support Division		
Contact	External Assessment Operations 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: 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.

The QCAA actively supports creating an inclusive culture that promotes the skills and insights of all people irrespective of differences, and we are committed to achieving an inclusive and diverse workforce. We strongly encourage applications from all gender groups, Aboriginal and Torres Strait Islander people, people from culturally diverse backgrounds, and people with all abilities.

Your team: External assessment

The External Assessment Operations Unit is part of the Program Delivery Branch. For General, General (Extension) and General (Senior External Examination) (SEE) syllabuses, the unit employs and trains casual employees to invigilate the external assessment (EA) sessions.

Main responsibilities

Applications are invited to invigilate the 2024 external assessments.

As an invigilator you are required to:

- complete online invigilator training
- print an invigilator checklist in preparation for each assigned assessment session
- contact your appointed school/s before assessments to confirm workplace health and safety requirements, arrival location and other administrative details
- attend allocated assessment sessions at assessment venues during set times. Bring photo identification, e.g. driver licence or proof of identity card, as well as your paid blue card/exemption card or proof of Queensland College of Teachers (QCT) registration
- wear the visitor badge supplied by the venue at all times on site
- where time permits, verify that the shrink-wrapped materials for an assessment have not been tampered with, damaged or opened before distribution onto students' desks
- observe the administration of assessments discreetly, without disrupting the assessment session or students in any way
- complete the invigilator checklist during the session
- where time permits, observe the collection, counting and packing of materials at the end of assessments
- report your observations to the QCAA after each assessment session by completing an online *Invigilator report*.

The invigilator's role is independent; they **do not supervise students** or **assist with any administration** or assessment set-up tasks.

What we are looking for

To apply for an external assessment invigilator role, you must:

- hold a current, paid blue card/exemption card, or, if you are a teacher, hold a current Queensland College of Teachers (QCT) registration
- be at least 18 years old
- be eligible to work in Australia
- have photographic identification
- supply a personal email address
- have a mobile phone
- be able to access a computer, the internet and a black-and-white printer
- possess personal attributes of discretion, tact and attention to detail, reliability and an ability to maintain confidentiality
- supply names and contact details of two referees (who are not related to you).

Selection process

All roles will be filled with suitable applicants.

- Offers of appointment will be made to applicants deemed suitable, based on satisfactory reference checks and blue card or QCT requirements being met.
- Invigilators that are offered an appointment will be added to the **pool of invigilators** that **may be offered sessions**, based on operational requirements such as location, availability of applicants and requirements at each locality.
- Invigilators that are not initially offered sessions will be added to our pool of **reserve invigilators**, who may be assigned sessions during the assessment period if sessions become available.
- Suitability checks will also be conducted with schools before sessions are allocated to suitable applicants.
- Invigilators may be allocated assessment sessions at more than one venue.
- You must disclose any conflicts of interest in your application. This includes family relationships to staff and/or students at assessment venues, or any other work you may undertake at assessment venues. You may not be able to work as an invigilator at a venue where you have a conflict of interest but may be able to work at other venues.
- If you are appointed to an invigilator position, the QCAA will email you appointment information in August. Unsuccessful applicants will be notified by email.

Remuneration

Invigilators are paid either an hourly rate or session rate depending on the activity undertaken. The hourly rate for this year's operation is \$43.40.

Session rates are outlined in the table below. A session 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 the online report.

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

Assessment length	Total time paid (session time, including 90 minute allowance)	Session rate
1 hour 30 minutes	3 hours	\$130.20
2 hours	3 hours 30 minutes	\$151.90
2 hours 30 minutes	4 hours	\$173.60
3 hours	4 hours 30 minutes	\$195.30

Training	Time paid	Rate
Online module	1 hour only	\$43.40

Conditions and benefits of the role

- Invigilators will be appointed for the period of 21 October to 12 November 2024.
- Appointees' work will be monitored and reviewed, with feedback and support given and appropriate actions taken as necessary.
- The QCAA may cease a casual appointment at any time if any issues arise that compromise the integrity of the external assessment or involve any form of misconduct.
- 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
- The QCAA offers choice of superannuation fund and will make contributions at the superannuation guarantee rate.
- Within one month of commencing employment, all employees are required to disclose any employment as a lobbyist in the preceding two years in line with the Queensland Government's *Disclosure of previous employment as a lobbyist* policy.

Interested in applying?

Read [External assessment invigilators: Frequently asked questions](#) for more information.

Complete an application through the QCAA Portal (www.qcaa.qld.edu.au/portal) via the Assessor Jobs application. Select the *External assessment invigilators* position. For further information, including how to register for a QCAA Portal account, visit the External assessment invigilators page.



© State of Queensland (QCAA) 2024

Licence: <https://creativecommons.org/licenses/by/4.0> | **Copyright notice:** www.qcaa.qld.edu.au/copyright — lists the full terms and conditions, which specify certain exceptions to the licence. |

Attribution: '© State of Queensland (QCAA) 2024' — please include the link to our copyright notice.