

Queensland Curriculum and Assessment Authority

Position description

Position title:	QCAA invigilator
Applicants:	Queensland community members
Closing date:	30 September 2020 (or once all positions are filled)
Further enquiries:	eainvigilators@qcaa.qld.edu.au

To maintain public confidence in the external assessment process, the Queensland Curriculum and Assessment Authority (QCAA) appoints invigilators to observe and report on the administration of external assessment sessions at secondary schools and approved assessment venues throughout Queensland.

The QCAA employs eligible members of the community as casual employees to fill this role.

External assessments will be administered from October to November 2020.

Role and responsibilities of the invigilator

What does an invigilator do?

Invigilators must:

- 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
- possess personal attributes of discretion, tact, attention to detail, and an ability to maintain confidentiality.

Eligibility requirements

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 a mobile phone
- have access to a computer, the internet and a printer
- supply names and contact details of two referees.

Application process

How do I apply?

To apply to be a QCAA invigilator:

- read this position description and *Invigilator frequently asked questions*, available on the [QCAA website](#), 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.

When do applications open and close?

Applications open in August 2020 and will close on 30 September or when all vacancies are filled. Please submit your application as soon as possible.

Selection process

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.

Payment

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

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

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.