

External assessment markers

Frequently asked questions: Other eligible applicants

The following questions relate to other eligible applicants (OEAs) who are not currently teaching in a Queensland school, e.g. retired teachers, academics or teachers from other jurisdictions.

For further information, see *QCAA assessors: Marking external assessment* www.qcaa.qld.edu.au/senior/assessment/quality-assurance/qcaa-assessors/external-assessment-marking.

EA Markers: Key dates

What are the key dates for the application process?

- Vacancy for OEA applicants opens in **May**.
- Round 1: Successful applicant offers will be sent from **10 July**.
- Round 2: Successful applicant offers will be sent from **7 August**.
- Applications for external assessment markers close at midnight on **7 August**.
- All unsuccessful applicants will be notified by **4 October** in the EA markers application.

When does training need to be completed?

Successful applicants must complete relevant role-specific training modules and submit associated timesheets no later than **Friday 6 October**.

When is the external assessment marking operation?

The marking operation runs from **late October** to the **end of November** or until marking is complete.

Application process and requirements

What are the eligibility requirements?

The eligibility requirements are outlined in the position description on the QCAA website www.qcaa.qld.edu.au/senior/assessment/qcaa-assessors/external-assessment-marking/practising-queensland-teachers.

What is the application process for new OEAs?

New OEA applicants need to submit an *Expression of Interest* (EOI) via the Assessor Jobs application in the QCAA Portal.

If you have never had a QCAA Portal account:

1. create a QCAA Portal account for this vacancy

www.qcaa.qld.edu.au/portal/home/landing/#!/register-non-school

Please follow this link and **do not use** the 'Register for the new account' link on the QCAA Portal landing page.

2. once you have access, log in to the QCAA Portal using your newly created login and password www.qcaa.qld.edu.au/logins/qcaa-portal
3. complete your **EOI application** located in the Assessor Jobs application listed under the **Current Vacancies** heading
4. once your EOI has been reviewed and assessed as suitable, you will be asked to complete the initial training. You will need to complete the composite Module 7 Assessment literacy course and assessment for your application to progress. This course will be available via the Assessment Literacy application in QCAA Portal
5. submit your OEA application via the QCAA Portal, Assessor Jobs application, under **Current Vacancies** heading
6. complete an online recruitment marking test. The QCAA will email a link to this test once you have submitted your OEA application.

If your application is successful, the QCAA will send you an offer of appointment, which you can access via your **My Offers** tab in the Assessor Jobs application.

Note: If you are a teacher in another jurisdiction, you must obtain agreement from your school principal that you will be released for training and marking during school hours, if required.

Who needs to complete an EOI in the Assessor Jobs application?

All OEAs who did not hold an OEA marker position in 2022 must complete an EOI.

You will also need to complete an EOI if you applied last year but did not:

- continue past the EOI part of the application process
- complete all the prerequisite Assessment literacy modules and assessment and/or recruitment marking test.

Why do I need a QCAA Portal account?

The QCAA Portal is the online environment through which the QCAA manages secure activities for schools as well as the following activities for all QCAA-appointed casuals:

- recruitment
- Assessment literacy course
- training
- management of personal information (My Details application)
- travel bookings and claims submissions.

New OEA applicants need a QCAA Portal account to submit an EOI, the first step in the application process.

How do I submit an EOI?

To submit an EOI, you need to:

1. register for a QCAA Portal account
2. log in to the QCAA Portal
3. click on the Assessor Jobs application
4. click on the EOI vacancy for external assessment marking

5. complete the EOI
6. review and submit the EOI.

The EOI will step you through each section. Dropdown options and free text boxes will assist you to provide relevant information.

You can stop, save and return to your EOI at any time before you click **Submit**.

What information do I need to include in my EOI?

Your EOI needs to include the following information:

- contact details
- relevant employment and teaching experience
- relevant QCAA experience, e.g. NAPLAN marking, panel appointments
- other jurisdictional experience, if applicable
- subject preferences for marking.

What happens after I submit my EOI?

If you have sufficient relevant experience for an external assessment marking role, you will be sent an offer to continue the application process.

Note: This is not an offer to mark but an offer to continue the application process.

You will then need to successfully complete the:

- composite Module 7 Assessment literacy course and assessment
- OEA application in Assessor Jobs. The application form will pre-fill with information you have already provided in your EOI. There are additional questions in addition to these pre-filled answers.

What is assessment literacy?

Assessment literacy in the QCE system is a program of professional learning developed by the QCAA for teachers. It supports quality assurance processes for senior assessment. Teachers are eligible to apply for QCAA assessor roles once they have successfully completed the requisite courses.

As part of the application process for an external assessment marking role, **new OEAs** must complete an Assessment literacy course that is equivalent to role-specific learning and assessment for practising teachers. For more information, see *The QCE Assessment literacy program* www.qcaa.qld.edu.au/senior/assessment/qcaa-assessors/qce-assessment-literacy-program.

I have successfully completed my Assessment literacy module and submitted my OEA application. What happens now?

Once you have submitted your OEA application, you will be emailed information about how to access and complete your recruitment marking test.

If your application meets the mandatory eligibility requirements, you will be allocated to a subject pool. The eligibility requirements are outlined in the position description.

QCAA reviews and shortlists applicants for marker, lead marker and chief marker roles based on the information provided in your application.

Successful applicants will be sent an offer of appointment via the **My Offers** tab in Assessor Jobs.

When will offers be made?

The first round of offers will commence on 10 July and a second round of offers will start on 7 August. Once you have accepted the offer, you will automatically be appointed to that position.

How do I start the application process as a returning OEA marker?

To start the application process as a **returning OEA**:

- check if you currently have an active QCAA Portal account by logging in to the QCAA Portal www.qcaa.qld.edu.au/logins/qcaa-portal. If you do not remember your password, you can reset it. If you have any further difficulty accessing the Portal, please contact ClientServices@qcaa.qld.edu.au for assistance
- go to the Assessor Jobs application. When you open it, you will see the OEA application under the **Current Vacancies** heading
- complete and submit your application.

If I was an OEA marker in 2022, do I need to complete the Assessment literacy course and recruitment marking test again?

No. If you are a returning marker from 2022, you only need to apply for the role. You do not need to submit an EOI.

What do I need to do to be considered for a chief marker or a lead marker role?

If you wish to be considered for a chief marker or a lead marker role, tick the relevant box when you apply. Ensure your application provides details of relevant leadership roles you have undertaken in your school, for the QCAA and/or other jurisdictions. Where dropdown options and pre-populated fields do not capture your experience, there is a free text field where you can include a brief statement.

What does the reserve marker role mean?

Suitable applicants are appointed as reserve markers when the required number of marker, lead marker and chief marker roles are filled for a subject. All reserve markers may be promoted to markers, if required. To be eligible, all reserve markers must complete their role-specific training.

If appointed to a marker role, you will be required to complete the mandatory subject-specific training prior to marking.

Who will mark external written assessment for Senior External Examination (SEE) syllabuses?

Indonesian SEE, Korean SEE, and Vietnamese SEE, which do not have a parent syllabus in the new QCE system, will recruit markers for the marking operation. All other SEE syllabuses will

draw on the marker pool for the parent syllabus, e.g. a selection of Biology markers will also be trained to mark the Biology SEE external assessment.

Are there any special ICT requirements?

All marking applicants must meet the QCAA's minimum ICT requirements on their home desktop computer or personal laptop.

Minimum device requirements		
Platform	PC	Mac
Processor	Intel Core i3, i5 or i7	
RAM	4 GB minimum	
Operating system	Windows 10 or later	OS 10.6 or later
Screen resolution	1024 x 768 pixels or higher Screen size — monitor: 17 inches Screen size — laptop: 15 inches	
Internet browsers	Google Chrome version 94 or later Microsoft Edge (IE version) 94 or later Mozilla Firefox version 91 or later	Google Chrome version 94 or later Safari version 15 or later Mozilla Firefox version 91 or later
Broadband connection	ADSL2 or NBN	
Microphone	Devices will require a microphone for online communication.	

Note: Tablet devices, such as iPads, are not compatible with the online marking platform (OLMP).

Marker training

What does training involve?

All training is **compulsory** and consists of *role-specific* and *subject-specific* training.

Role-specific training focuses on introductory information about the marking operation and key messages to assist understanding of your roles and responsibilities. Role-specific training is delivered as online modules. Markers are required to complete Module 1 only. Chief and lead markers will be required to complete Modules 1, 2 and 3.

Subject-specific training focuses on the marking process, the online marking platform (OLMP) and how to use the external assessment marking guide (EAMG). Markers will have the opportunity to practise marking and receive feedback and assistance.

When is external assessment subject-specific marker training?

Subject-specific marker training will be held after external assessment is completed for each subject and script selection has taken place. The 2023 external assessment timetable is located on the QCAA website www.qcaa.qld.edu.au/senior/assessment/external-assessment/timetable, and will be released in Term 2.

The final dates for marking, including subject-specific training details, will be available to appointees in Term 2.

Marking operation

How long is the marking operation for each subject?

The marking operation for each subject is determined by the number of student responses, the estimated time it takes to mark a student response, and the 2023 external assessment timetable www.qcaa.qld.edu.au/senior/assessment/external-assessment/timetable (which will be available in Term 2).

After students have completed the external assessment for a subject, lead markers complete script selection and identify scripts to be used for marker training and calibration.

Markers then complete up to two days of subject-specific training before the marking operation commences.

The marking operation for a subject will be finalised once all scripts have been marked.

When will I be required to mark?

Weekdays: Markers are required to be contactable for a nominated two-hour period between 4 pm and 8 pm.

Weekends: Markers will nominate their availability on either Saturdays or Sundays closer to the time of the marking operation.

Markers are asked to commit to marking sessions of at least two hours. Many markers choose to mark additional hours to those they have nominated.

Remuneration

When will I be paid?

Successful completion of the role-specific training module/s is required by **Friday 6 October**. Once you have completed the module/s, an automatic payment will be generated.

When you complete your two days of subject-specific training, please submit timesheet/s as soon as possible. This allows the verification and validation processes to commence.

Any anomalies, errors or omissions on timesheets may delay payment processing.

Markers do not need to submit a timesheet for marking. Payments for marking scripts will be paid progressively throughout the entire marking operation.

Other questions

I have a relative and/or friend completing Year 12 this year. Do I need to declare this?

Yes. If you are a successful applicant, you need to complete a *Conflict of interest* declaration when you receive an offer of appointment. Before applicants are appointed, they must respond to

their offer and complete the *Conflict of interest* declaration available from Assessor Jobs application in the [QCAA Portal](#).

You will not be precluded from being appointed as a marker if you have a relationship to declare. It simply allows the QCAA to manage the marking operation to ensure you do not mark these scripts.

What if I need to cease my appointment?

If you have been appointed to an external assessment marker role, but unforeseen circumstances prevent you from participating in the marking operation, please contact the QCAA at externalassessment@qcaa.qld.edu.au or phone 1300 239 227.

This and all other administration information will be provided in your *Marker administration guide* attached to your offer of appointment.

More information

If you would like more information, please:

- review the position description, which can be accessed via
 - the QCAA website www.qcaa.qld.edu.au/senior/assessment/quality-assurance/qcaa-assessors/external-assessment-marking
 - the Assessor Jobs application in the QCAA Portal www.qcaa.qld.edu.au/logins/qcaa-portal
- contact the QCAA at externalassessment@qcaa.qld.edu.au.

© State of Queensland (QCAA) 2023

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) 2023' — please include the link to our copyright notice.