

# External assessment markers

## Frequently asked questions: practising Queensland teachers

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The following questions relate to practising Queensland teacher (PQT) applicants.

For further information, see 'Marking external assessment' under QCAA assessors on the QCAA website: [www.qcaa.qld.edu.au/senior/assessment/quality-assurance/qcaa-assessors/external-assessment-marking](http://www.qcaa.qld.edu.au/senior/assessment/quality-assurance/qcaa-assessors/external-assessment-marking).

## Key dates

### What are the key dates for the application process?

- Vacancy for PQT applicants opens in **May**.
- Round 1 offers: principal authorisations will be sent out from **mid July**, followed by offers to mark, if approved.
- Round 2 offers: principal authorisations will be sent out from **mid August**, followed by offers to mark, if approved.
- Applications for external assessment markers close at midnight on **4 August**.
- All unsuccessful applicants will be notified by **early October** in the EA markers app.

### When does training need to be completed?

- Successful applicants must complete relevant role-specific training modules no later than **Friday 4 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 is the application process for PQTs?

Applications must be submitted in the Assessor Jobs app on the QCAA Portal:

[www.qcaa.qld.edu.au/logins/qcaa-portal](http://www.qcaa.qld.edu.au/logins/qcaa-portal).

All applicants should seek their principal's support in advance. You must tick a box that acknowledges you have done this before you submit your application.

### 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](http://www.qcaa.qld.edu.au/senior/assessment/qcaa-assessors/external-assessment-marking/practising-queensland-teachers).

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

If you wish to be considered for a chief marker or 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. Chief markers will participate in the reassessment process so should also be available for the reassessment period from **13 December 2024 to 15 January 2025**. In this capacity you will be consulted for discrepancy resolution and some marking. PQTs will be given first preference for chief roles.

## What happens after I submit my application?

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

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

If you are shortlisted, your principal will receive an email notification to approve your offer in the Assessor Jobs app. They will need to confirm your skills and experience match the requirements of the role and your release for any training and/or script selection scheduled during your normal school working hours. If your principal approves your appointment, you will receive an offer, which is accessible in Assessor Jobs under the **My offers** tab.

## When will offers be made?

The first round of offers will commence on **mid July** and a second round of offers will start on **mid August**. Once you accept the offer, you will be automatically appointed to that position.

## What does the reserve marker role mean?

Suitable applicants may be 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 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.

## As a returning marker, do I need to complete the QCAA Assessment literacy program of professional learning (previously Assessment literacy module 7) again?

No. If you are a returning marker, you only need to apply for the role.

## 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 or greater Screen size — laptop: 15 inches or greater	
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 your roles and responsibilities. Role-specific training is delivered as online modules. Markers are required to complete Module 1 only. Chief and lead markers are required to complete Modules 1, 2 and 3.

Subject-specific training focuses on the marking process, the 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 2024 external assessment timetable is located on the QCAA website ([www.qcaa.qld.edu.au/senior/assessment/external-assessment/timetable](http://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 2024 external assessment timetable [www.qcaa.qld.edu.au/senior/assessment/external-assessment/timetable](http://www.qcaa.qld.edu.au/senior/assessment/external-assessment/timetable)

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. This training is compulsory and must be attended in full to participate in the marking operation.

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 4 October**. Once you have completed the module/s, a payment will be automatically generated.

When you complete your two days of subject-specific training, please submit your 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.

## I am a PQT and work part time or I am on leave. Will I be paid for the training on a weekday?

All PQTs are required to complete/update the **Employment details** tab in the My Details app. If you are on leave or are a part-time teacher, make sure that the details recorded reflect the days you work or the period for which you are on leave. Otherwise, the school will be paid TRS automatically for any training days scheduled on a weekday.

## Other questions

### I have a friend who is a retired teacher, academic, teacher from another jurisdiction or registered teacher currently working in another profession. Can they apply?

Yes. Please review the *Other external applicants (OEA) position description* and *OEA FAQs* on the QCAA website. PQTs will be given first preference for chief roles. OEAs will only be appointed to chief roles when no suitable PQTs are available. Any OEA chiefs must have current QCT registration.

[www.qcaa.qld.edu.au/senior/assessment/quality-assurance/qcaa-assessors/external-assessment-marking](http://www.qcaa.qld.edu.au/senior/assessment/quality-assurance/qcaa-assessors/external-assessment-marking).

### 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 can be appointed, they must respond to their offer and complete the *Conflict of interest* form available in the Assessor Jobs app on the QCAA Portal: [www.qcaa.qld.edu.au/logins/qcaa-portal](http://www.qcaa.qld.edu.au/logins/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 illness or unforeseen circumstances prevent you from participating in the marking operation, please contact the QCAA at [externalassessment@qcaa.qld.edu.au](mailto:externalassessment@qcaa.qld.edu.au) or phone 1300 239 227.

This and all other administration information will be provided in the *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](http://www.qcaa.qld.edu.au/senior/assessment/quality-assurance/qcaa-assessors/external-assessment-marking)
  - the Assessor Jobs app on the QCAA Portal: [www.qcaa.qld.edu.au/logins/qcaa-portal](http://www.qcaa.qld.edu.au/logins/qcaa-portal)
- contact the QCAA at [externalassessment@qcaa.qld.edu.au](mailto:externalassessment@qcaa.qld.edu.au).

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