Position description

Marking, external assessment — other eligible applicants

Duration	Casual	**Closing date**	Midnight 4 August 2024
Location	Online	**Last reviewed**	February 2024
Branch & Division	External Assessment Branch; Assessment, Reporting and ICT Division		
Contact	External Assessment Implementation 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: Supporting Queensland's world-class education system through excellence in curriculum and assessment.

Our purpose: To provide curriculum and assessment leadership that enables schools to achieve quality learning outcomes for their students, and to maintain public confidence in the integrity of senior certification.

Your team: External assessment marking operation

The External Assessment Implementation Unit is part of the QCAA's Assessment, Reporting and ICT Division. For General, General (Extension) and General (Senior External Examination (SEE)) syllabuses, the unit employs and trains casual employees to mark student responses for external assessment (EA), using an online marking platform (OLMP).

Reporting relationships

All EA markers work within assigned queues under the guidance and support of a lead marker. Each lead marker reports to a chief marker for guidance and support. Chief markers report directly to the manager of marking. QCAA staff perform the role of manager of marking and oversee the marking operation.

Major responsibilities

Applications are invited from non-practising or retired teachers from all areas of Queensland to mark the 2024 external assessments.

As a **marker** you are required to:

- maintain the security and confidentiality of all assessment information and materials

- complete a role-specific training module prior to the marking operation

- complete subject-specific training during the marking operation

- be objective when matching evidence in student responses to criteria in external assessment marking guides (EAMGs)

- accept that you will be subject to quality control procedures as necessary to ensure fairness to students and to maintain public accountability

- continue to mark each day to meet marking targets, as directed, until advised that your marking is completed

- maintain confidentiality on all aspects of training and marking, and privacy regarding information accessed.

As a **lead marker** you are required to:

- complete role-specific training modules prior to the marking operation

- select scripts, prepare training materials, conduct training and supervise assigned markers

- be objective when matching evidence in student responses to criteria in the EAMGs

- lead and manage a team of markers to deliver results to a specified deadline, including marker support processes such as check marking, calibration conversations and resolution of discrepant scripts

- provide guidance and advice to markers on the reliability of their marking

- ensure quality control procedures are applied as necessary to maintain fairness to students and public accountability

- accept that you will be subject to quality control procedures as necessary to ensure fairness to students and to maintain public accountability

- monitor your allocated marking group, as directed, until marking is completed

- maintain confidentiality on all aspects of training and marking, and privacy regarding information accessed

- undertake marking to meet marking targets, as directed

- record lead marker duties.

As a **chief marker** you are required to:

- complete role-specific training modules prior to the marking operation

- appropriately apply the EAMGs and develop training materials for markers

- participate in script selection activities to develop materials to support markers

- meet training and marking schedule requirements

- lead and manage a team of lead markers to deliver results to a specified deadline, including marker support processes such as check marking and resolution of discrepant scripts

- provide guidance and advice to lead markers on the reliability of their marking

- advise lead markers on marker support in consultation with the manager of marking

- provide guidance and advice to markers on the reliability of their marking when chief marker intervention is required

- manage the supply and release of reference scripts in consultation with the manager of marking

- provide daily reports to the manager of marking

- maintain confidentiality on all aspects of training and marking, and privacy regarding information accessed

- in consultation with the manager of marking, liaise with and seek guidance from subject-matter experts, learning area managers and directors as required

- record chief marker duties

- review reassessment applications in consultation with the manager of marking, providing reassessment marking advice and resolution of discrepant scripts (during the period from 13 December 2024 to 15 January 2025).

Training and marking

After the external assessment for a subject is sat, chief markers and lead markers will be required to complete up to two days of script selection. Following this, markers will complete up to two days of subject-specific training, delivered by the lead markers and chief markers.

Markers will use the OLMP to mark student scripts at home. Marking continues until all marking for the subject is completed.

At-home marking will require markers to be contactable for a nominated two-hour period between 4 pm and 8 pm on weekdays. For weekend work, markers will nominate their availability on Saturdays or Sundays closer to the marking operation. Markers may choose to mark additional hours to those they have nominated.

Full-day marking will be undertaken for some subjects across the external assessment timetable. Markers of these subjects will be notified of relevant arrangements.

What we are looking for

To apply for an external assessment marking role, you must have:

- relevant teaching and employment experience. Current teaching practice is highly valued

- successfully completed Assessment Literacy Course 7, including assessment

- ongoing access to a computer that meets the ICT requirements listed below

- the ability to perform fundamental tasks on a computer, which includes understanding certain software, applications, programs and tools

- the ability to attend all required hours of training

- the ability to work from home in a secure way that ensures the confidentiality and security of student scripts.

Experience in externally developed assessment programs, such as the National Assessment Program — Literacy and Numeracy (NAPLAN) tests, QCAA assessment trials and/or assessment programs in other jurisdictions would be advantageous to your application.

If you wish to be considered for a lead marker or a chief marker role, please indicate this in your application.

Minimum ICT requirements

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

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).

Selection process

- All roles will be filled with suitable applicants.

- Applicants who do not satisfy all mandatory eligibility requirements for a role will be considered unsuitable. All other applicants will be considered potentially suitable.

- Information provided by applicants will be reviewed to consider teaching experience and other experience gained from related roles with the QCAA and/or equivalent interstate or overseas agencies.

- Lead markers will be appointed from the applicant pool.

- Remuneration

Markers are paid either an hourly rate or a piece rate depending on the activity undertaken. The hourly rates for each role are shown below.

Role	Hourly rate
Reserve marker	$67.97
Marker	$67.97
Lead marker	$76.53
Chief marker	$85.60

Markers will be paid a piece rate for marking student scripts, including any marking that commences after 3 pm on the final day of subject-specific training.

The table below shows the remuneration method for the activities associated with each role.

Role	Task	Hourly rate	Piece rate*
Reserve marker	Online role-specific training (Module 1)	✔	
Marker	Online role-specific training (Module 1)	✔	
	Subject-specific training	✔	
	Marking		✔
Lead marker & chief marker	Online role-specific training (Modules 1, 2 and 3)	✔	
	Script selection	✔	
	Subject-specific training	✔	
	Marking (including check marking and resolution of discrepant scripts)	✔	
	Marker monitoring	✔	
	Afternoon information session	✔	

*Piece rates will be calculated during the marking operation and will be based on the average marking time of a student response per assessment and queue.

Conditions and benefits of the role

- QCAA external assessment markers will be appointed annually.

- Appointees' work will be monitored and reviewed, with feedback and support given and appropriate actions taken as necessary.

- A casual appointment may be ceased if an identified trend in the quality, consistency or accuracy of an appointee's work is unable to be resolved quickly.

- 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.

- 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?

Complete an application in the Assessor Jobs app on the QCAA Portal: www.qcaa.qld.edu.au/portal. Select the 'External assessment marking: Other eligible applicants (OEAs)' position.

New OEA applicants will need to submit an EOI via the Assessor Jobs app on the QCAA Portal. Follow the application process outlined on the QCAA website: www.qcaa.qld.edu.au/senior/assessment/qcaa-assessors/external-assessment-marking/other-eligible-applicants.

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