

Supervisor statement as to external assessment administration

External assessment — variation to venue

The role of supervisor of a student completing external assessment at a venue that is not a Queensland school is an important one. Supervisors must follow the QCAA's directions for administration to ensure that assessment is administered in the same way for all students and the security and integrity of assessment is maintained.

Supervisor eligibility

A supervisor must:

- not have any conflict of interest in undertaking this role, e.g. not be a student's family member or relative (including persons related by marriage), family friend, or tutor
- be able to communicate in English
- be able to supervise the assessment at the time and date specified by the QCAA
- be able to follow all directions for the administration assessment and complete all supervisor duties as directed
- return assessment materials immediately after the completion of the assessment
- be available for the QCAA to contact them during business hours
- not negotiate or request payment from the student directly.

Supervisor duties

Supervisor duties	
Australian venues	<ul style="list-style-type: none">• being available to rehearse administrative tasks prior to assessment at the direction of the QCAA (this will be required for assessment with digital stimulus)• taking delivery of assessment materials at the approved venue on set delivery dates approximately one week before assessments (more than one delivery during the assessment period may be required)• checking materials and storing them securely at the venue• accessing and printing administration materials from the QCAA Portal• accessing and printing assessment materials from the QCAA Portal if required. Assessment files need to be decrypted and printed just prior to the start of the assessment session, so access to the internet and printer at the venue (not in a public space) is essential• downloading digital materials from the QCAA Portal if required (including decryption and transfer to the student's device)• administering assessment as directed, at the time confirmed by the QCAA*• packing student responses for courier collection• uploading digital materials if required. This must occur at the venue immediately after assessment• completing all required administrative tasks in the QCAA Portal before, during and after each assessment session• being available for courier collection of assessment materials at the venue after assessment is complete

Supervisor duties

International venues

- being available to rehearse administrative tasks prior to assessment at the direction of the QCAA
 - accessing and printing administration materials from the QCAA Portal
 - accessing and printing assessment materials from the QCAA Portal. Assessment files need to be decrypted and printed just prior to the start of the assessment session, so access to the internet and printer at the venue (**not** in a public space) is essential
 - downloading digital materials from the QCAA Portal if required (including decryption and transfer to the student's device)
 - administering assessment as directed, at the time confirmed by the QCAA*
 - scanning and uploading student responses to the QCAA Portal after each session. This must occur at the venue immediately after assessment. Hard copies must also be packed for courier collection
 - uploading digital materials if required
 - completing all required administrative tasks in the QCAA Portal before, during and after each assessment session
 - being available for the collection of materials at the venue after assessment
- The supervisor must be able to receive emails from the courier regarding collection.

*External assessment is administered for all students under the same conditions, at the same time and on the same day. When assessment is administered in a different time zone, the QCAA confirms local start times.

Students and/or parents/carers are responsible for any costs associated with the administration of external assessment in venues that are not Queensland schools, but they must **not** pay venues or supervisors directly. The QCAA will invoice students or parents/carers and make payment.

Supervisor statement

- I have agreed to supervise a student or students for external assessment.
- I meet the supervisor eligibility conditions.
- I am able to perform the required supervisor duties as outlined in the above table.
- If I intend to claim a payment, I will provide a quotation prior to assessment and invoice the QCAA after completion of assessment.

Supervisor name:		Supervisor signature:	
Venue name:		Venue location:	
Date:		Student name:	

The information you provide on this form is being collected and used in relation to the QCAA's functions and powers prescribed under Part 2 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014* (Qld). The information will be accessed by QCAA staff and handled in accordance with the *Information Privacy Act 2009* (Qld). Information held by the QCAA is also subject to the *Right to Information Act 2009* (Qld).

By submitting a completed form, you consent to your personal information being transmitted, and/or stored on IT equipment outside Australia. If you are required to sign this document and submit it electronically, you consent to the collection of your signature and agree that the document becomes a signed document pursuant to section 14 of the *Electronic Transactions Act 2001* (Qld).