

Supervisor statement for external assessment

Variation to venue: International venue

Supervising a student who is completing external assessment is an important role. It promotes public confidence in the Queensland Certificate of Education (QCE) system and ensures that proper and fair administration procedures are implemented.

Before agreeing to supervise assessment at an international venue, you:

- must carefully consider your eligibility to perform the role and your ability to complete all required duties, as outlined below
- may contact the QCAA for further information at externalassessment@qcaa.qld.edu.au or on 1300 239 227.

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), tutor, family friend or family member's employer, employee or work colleague
- be able to communicate proficiently in English (in verbal and written forms)
- have competent IT skills, e.g. ability to download and decrypt secure files and scan and upload files to a secure online portal
- be able to supervise on the days and times the QCAA specifies. This includes ability to have the venue and all assessment materials ready, prior to the assessment start time
- be available for QCAA contact during their country's business hours.

Supervisor duties

Note: supervisor duties may vary according to specific subject requirements.

Accessing materials in the QCAA Portal (online)

Assessment materials will be made available online, in the QCAA Portal.

Before the assessment period, supervisors must:

- log into the QCAA Portal
- ensure that compatible decryption software is installed on the device that will be used to access and download assessment materials. Examples of software that can open the files in the QCAA Portal include
 - Windows – 7-zip, WinZip, WinRAR
 - Mac – The Unarchiver, Keka, Izip
 - IOS – iZIP, WinZip
- rehearse downloading and decrypting files.

Accessing materials in the QCAA Portal (online)

On assessment day, supervisors must:

- log into the QCAA Portal and download and decrypt secure/encrypted assessment files (compatible decryption software must be installed to enable this)
- print assessment materials at the approved venue (not in a public space), just prior to the assessment session. **Note:** Assessment files are generally made available in the Portal at 6am, for a 9am assessment start time. The student's timetable and file release times will be confirmed by email.
- have the venue and all materials ready for the assessment start time
- complete administrative tasks in the QCAA Portal before, during and after each assessment session.

Note:

- If students are completing assessment with a digital stimulus (e.g. video or audio file), supervisors must be able to transfer downloaded/decrypted files to the student's device (e.g. laptop, iPad).
- If students are completing assessment that has been developed by a different authority (not QCAA), materials for that assessment may be delivered by courier. In this case, the supervisor would be required to meet the courier at the approved venue, within a specified time window to take delivery of the assessment materials, and securely store the materials prior to assessment.

Supervising assessment

On assessment day, supervisors must:

- begin assessment at the local time confirmed by the QCAA
- follow the directions for administering assessment provided by the QCAA.

Returning student responses

After each assessment session, supervisors must:

- immediately scan student responses (all pages) and upload them to the QCAA Portal (use of a camera to photograph responses is not suitable)
- package all student responses together for courier collection
- store materials securely at the approved venue, until collection
- respond to emails/phone calls from the courier regarding material collection
- meet the courier at the approved venue on the specified day after the student's last assessment, for the collection of materials.

Costs

Supervisors **must not** negotiate or request payment from the student directly.

Students and/or parents/carers are responsible for any costs associated with the administration of external assessment. The QCAA will invoice students or parents/carers to make payment.

Supervisor statement

- ☐ I have agreed to supervise a student/s for external assessment.
- ☐ I meet the supervisor eligibility conditions outlined above.
- ☐ I can perform all supervisor duties outlined above, as required.

I can supervise assessment on any workday (Monday to Friday):

- ☐ Yes.
- ☐ No. I am not available .

I intend to claim payment for supervision and/or venue costs:

- ☐ Yes. The student has * assessment sessions and my quotation is \$ per assessment session. *Confirm the number of assessment sessions.
- ☐ No. I understand that payment cannot be claimed later, if not indicated above.

I am affiliated with the proposed venue:

- ☐ Yes. Complete the section below
 - ☐ The venue has a lockable room for secure storage of materials, internet connection, printing and scanning facilities and a quiet space for assessment.
 - ☐ Venue fees (if applicable) are included in the above quotation.
- ☐ No. I am an independent supervisor.

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).