

Supervisor statement for external assessment

Variation to venue: Interstate venue or Queensland non-secondary school 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 proper and fair administration procedures are implemented.

Before agreeing to supervise assessment at an interstate venue or a Queensland non-secondary school 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 if required, 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 business hours.

Supervisor duties

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

Accepting delivery of printed assessment materials

On most occasions, printed assessment materials will be delivered to approved Queensland and interstate venues.

Before assessment, supervisors must:

- be available to meet the courier at the approved venue within a specified time window to take delivery of the assessment materials. Delivery dates will be set approximately one week before scheduled assessments. **Note:** More than one delivery may occur during the assessment period, depending on the student's assessment timetable
- check delivered materials and store them securely at the venue. Venues must have a lockable room, with no external access, to store assessment materials before and after assessment.

Accessing materials in the QCAA Portal (online) if required

If printed assessment materials cannot be delivered by courier to the approved venue (e.g. if delivery deadlines are not met), they will be made available online via the QCAA Portal.

If students are completing assessment with a digital stimulus (e.g. video or audio file), supervisors must be able to download/decrypt files from the QCAA Portal and transfer them to the student's device (e.g. laptop, iPad).

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.

On assessment day, supervisors must:

- log into the QCAA Portal and download and decrypt secure/encrypted assessment files
- print assessment materials (if required) 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.

Supervising assessment

On assessment day, supervisors must:

- begin assessment at the local time/s confirmed by the QCAA
- follow the directions for administering assessment provided by the QCAA
- log into the QCAA Portal and complete administrative tasks before, during and after each assessment session.

Returning student responses

After each assessment session, supervisors must:

- immediately scan student responses (all pages), if required, 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).