Senior secondary

2013 Queensland Core Skills (QCS) Test: Nomination of the chief supervisor

Purpose
To provide information about the:

• nomination of the chief supervisor at each test centre for the 2013 QCS Test
• responsibilities and duties of the chief supervisor
• QCS Test policies and procedures, administration, marking, reporting and special provision.

Background
Each year the Queensland Studies Authority (QSA) conducts the QCS Test in most Queensland secondary schools that have Year 12 students. The person responsible for the proper conduct of the Test at a school that is a test centre is the chief supervisor. As the principal of a school that is a test centre, you are the chief supervisor at that test centre. However, you may nominate another member of your permanent teaching staff to be the chief supervisor in your place.

Issues
The QSA needs to know who is administering the test in each test centre. Therefore, we need the principal of a school that is a test centre to provide us with the name and details of the chief supervisor for the test centre.

Attachments and web links

• Nomination of the chief supervisor
• Responsibilities and duties of the chief supervisor
• 2013 Important dates.

These publications are available from www.qsa.qld.edu.au/2324.html.

• Queensland Core Skills (QCS) Test: Guideline


What you need to do

• Ensure you are familiar with the QCS Test: Guideline.
• Complete the Nomination of the chief supervisor form and fax it to the Assessment Operations Unit on (07) 3864 0213 by Friday 1 March.
• Make sure the chief supervisor understands the responsibilities of the position and knows what duties are required in the position (see the Responsibilities and duties of the chief supervisor and Important dates).
More information
If you would like more information, please contact:

<table>
<thead>
<tr>
<th>For information about</th>
<th>Contact</th>
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<tbody>
<tr>
<td>QCS Test:</td>
<td>Team Leader (Senior)</td>
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<tr>
<td></td>
<td>(Assessment Operations Unit)</td>
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<td></td>
<td>Telephone: (07) 3864 0344</td>
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<td>Email: <a href="mailto:qcs.admin@qsa.qld.edu.au">qcs.admin@qsa.qld.edu.au</a></td>
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<tr>
<td>• administration of the test</td>
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<td>• community representatives</td>
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<td>QCS Test — special provision</td>
<td>Assessment Operations Officer</td>
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<td></td>
<td>(Assessment Operations Unit)</td>
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<td>QCS Test — test development</td>
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<td>Email: <a href="mailto:office@qsa.qld.edu.au">office@qsa.qld.edu.au</a></td>
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<tr>
<td>QCS Test — marking operation</td>
<td>Assistant Assessment Operations Officer</td>
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<td></td>
<td>(Assessment Operations Unit)</td>
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<td>Telephone: (07) 3864 0367</td>
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<td>Email: <a href="mailto:qcsmarkerinfo@qsa.qld.edu.au">qcsmarkerinfo@qsa.qld.edu.au</a></td>
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<tr>
<td>School assessment — special provision for school-based assessment</td>
<td>Quality Assurance Unit</td>
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<tr>
<td></td>
<td>Email: <a href="mailto:office@qsa.qld.edu.au">office@qsa.qld.edu.au</a></td>
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<td>(Refer to Policy on special provisions for school-based assessments in Authority and Authority-registered subjects on the QSA website at <a href="http://www.qsa.qld.edu.au/2132.html">www.qsa.qld.edu.au/2132.html</a>.)</td>
</tr>
</tbody>
</table>

Jo-Anne Cooper
Manager
Assessment Operations Unit
2013 Queensland Core Skills (QCS) Test

Nomination of the chief supervisor

The principal of a school that is a test centre must use this form to tell us who will be the chief supervisor of the test centre. Complete this form and fax it to the Assessment Operations Unit on (07) 3864 0213 by Friday 1 March.

<table>
<thead>
<tr>
<th>School name</th>
<th>School code</th>
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Nomination of the chief supervisor

Enter the details of the person who will perform the duties of chief supervisor at your test centre this year.

<table>
<thead>
<tr>
<th>Full name</th>
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<tbody>
<tr>
<td>Preferred name</td>
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<tr>
<td>Position in school</td>
<td></td>
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<tr>
<td>Work email address</td>
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<tr>
<td>Contact telephone number</td>
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</table>

BIC

See page 2 for information about the Brief identification code (BIC).

Declaration by chief supervisor

I accept the duties and responsibilities of the chief supervisor at this test centre for this year.

Signature: [signature]  Date: / /2013

Declaration by principal

I certify that:

- the administration of the QCS Test at this test centre will be conducted in accordance with the directions given in the *Queensland Core Skills Test: Directions for Administration* (DFA)
- the security of the test papers will be maintained in accordance with the directions given in the DFA
- access to the test papers will be in accordance with the directions given in the DFA.

Signature: [signature]  Date: / /2013

Full name

School email address

Enter the school’s official email address (e.g. the.principal@school.eq.edu.au) in the box below. Do not enter the principal’s personal work email address.

Email address

The information you provide on this form will be used for administering and managing human resources for the QCS Test as part of legislative functions described in Education (Queensland Studies Authority) Regulation 2002 (s.34). Personal information will be accessed by authorised QSA staff, and handled in accordance with the Information Privacy Act 2009.

For more information contact the Assessment Operations Unit
T: (07) 3864 0394
F: (07) 3864 0213
E: qcs.admin@qsa.qld.edu.au

www.qsa.qld.edu.au

Queensland Studies Authority
Information about the role of the chief supervisor

The chief supervisor at an approved test centre is responsible for the conduct of the test and for the security of the test materials while the materials are at the test centre before, during and after the administration of the test.

The chief supervisor is the principal of a school that is a test centre. However, the principal may nominate another member of the permanent teaching staff to be the chief supervisor in place of the principal.

Access to our secure website

To perform some of the duties of this position you must have administrative access to our secure website. If the chief supervisor does not have this access, complete a Request for access to QSA’s restricted website form immediately. This form is available on our website at [www.qsa.qld.edu.au/request_access.html](http://www.qsa.qld.edu.au/request_access.html).

Duties and responsibilities of the chief supervisor

The chief supervisor must:

- tell us (when requested) the number of students expected to sit the test
- nominate (when requested) and manage the chief community representatives and community representatives
- receive Group A materials from the QSA
- receive Group B materials from the QSA
- maintain the security of test materials while they are at the test centre
- print the Corrections instructions (by accessing the QCS Test administration database on our secure website)
- administer the test sessions on Day 1
- administer the test sessions on Day 2
- finalise the record of attendance of chief community representatives and community representatives (by accessing the QCS Test administration database on our secure website).

Brief identification code (BIC) details

Your BIC is an eight-character code that you nominate to the QSA as a personal identifier. Your BIC helps the QSA to correctly identify your records in the QSA database. Once you have nominated your BIC you must always quote this code exactly on all QSA forms that request it. You will also need to use your BIC when accessing the QCS Test administration database on our secure website.

How to create your BIC

Make the first four digits the day and month of your birthday. Make the last four characters your mother’s first initial and first three letters of her surname at birth (e.g. if you were born on 12 January and your mother was born Pat Walker, then your BIC would be 1201PWAL).
The chief supervisor is the person responsible for the proper conduct of the QCS Test at a test centre. The principal of a school that is a test centre is the chief supervisor of the QCS Test for that test centre. However, the principal may nominate another member of the permanent teaching staff to be the chief supervisor in place of the principal.

In any case, the principal must provide the Queensland Studies Authority (QSA) with the name and details of the chief supervisor for the test centre by completing and faxing a Nomination of the chief supervisor form to us. If any of the details of the chief supervisor change after this form is sent to the QSA, the principal must send the changes to us immediately by completing a Change of details for chief supervisor — Form QCS 8. This form will be available on our website at www.qsa.qld.edu.au/2324.html.

The following table outlines the main responsibilities and duties to be performed by the chief supervisor.

The Directions for administration (DFA) will document all the responsibilities and duties of the chief supervisor. The DFA will be forwarded to test centres in July. This publication will also be available in July on our website at www.qsa.qld.edu.au/2324.html.

### Before the days of the test

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Duties</th>
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<tr>
<td><strong>Numbers of students</strong>&lt;br&gt;(mid March)</td>
<td>• It is expected that all OP-eligible students will sit the QCS Test.&lt;br&gt;• Consult with your Year 12 OP-ineligible students to find out how many of them intend to sit the test.&lt;br&gt;• Complete the form: <em>Number of Year 12 students intending to sit the test</em> and fax it to the QSA.&lt;br&gt;On receipt of this form, the QSA will enter the number of students into the QCS Test administration database on our secure website.&lt;br&gt;• Access the QCS Test administration database on our secure website in May to check that the number of students recorded agrees with the number of students intending to sit the test. If the numbers are different, update the information in the database.</td>
</tr>
<tr>
<td><strong>Chief community representatives and community representatives</strong>&lt;br&gt;(late March to conclusion of the test)</td>
<td>• Publish the information about applications for chief community representatives and community representatives (if applicable) in the school’s newsletter and/or on the noticeboard.&lt;br&gt;• Distribute application forms to interested members of the community.&lt;br&gt;• Accept completed application forms.&lt;br&gt;• Select, on behalf of the QSA, nominees for each chief community representative and community representative (if applicable) position.&lt;br&gt;• Enter and submit nominations electronically through the QCS Test administration database on our secure website.&lt;br&gt;• Keep all completed application forms at the school.&lt;br&gt;• Arrange for a replacement if any of your nominated chief community representatives and/or community representatives becomes unavailable to fill the appointed position.&lt;br&gt;• Update electronically any changes to your nominations for chief community representatives and/or community representatives through the QCS Test administration database on our secure website.</td>
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### Before the days of the test (continued)

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Duties</th>
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</table>
| Test rooms, *Attendance roll*, place cards, seating and test materials (April to conclusion of the test) | • Request a variation in location if a test room is not part of a school designated as a test centre. Form *Application to vary the location of the test centre* is available at: [www.qsa.qld.edu.au/2324.html](http://www.qsa.qld.edu.au/2324.html).  
• Make sure that each test room is prepared as indicated in the *Directions for administration*.  
• Update both copies of the *Attendance roll* as indicated in the *Directions for administration*.  
• Students are to be seated:  
  − at least 1.5 metres apart in each direction  
  − starting from the front of the room, in alphabetical order across the room (and from room to room, if multiple rooms are used). If you have different groups, do this by category of student separately, i.e. Year 12 students from your school, students seated separately, Year 12 students from other schools, School of Distance Education students, private-entry candidates.  
• Prepare place cards for the additional students you added to the *Attendance roll*.  
• Complete the *Seating plan — Form QCS 9* and return it in one of the purple metal security cases after the last test session. |
| Special provision | • Ensure a staff member helps students requiring special provision to complete an application.  
• If a student has been approved special provision (special arrangements or exemption) we will send two copies of the approval letter to the school — one for the student and one for the principal. Ensure the student receives their copy of the letter.  
• For students approved special arrangements:  
  − meet with each student 1–2 weeks before the test to discuss which of the approved arrangements they wish to use  
  − arrange suitable supervision and access to any approved equipment/material (e.g. computer).  
• Follow the procedures for special provision in the *Directions for administration*. |
| Supervisors (August to conclusion of the test) | • Appoint sufficient supervisors from the school’s teaching staff as indicated in the *Directions for administration*.  
• Brief all supervisors on their responsibilities and duties as indicated in the *Directions for administration*. |
### Before the days of the test (continued)

<table>
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<tr>
<th>Responsibility</th>
<th>Duties</th>
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| **Instructions to students, student equipment and the Calculator declaration — Form QCS 10 (August to conclusion of the test)** | • Distribute the *Instructions to students* to all Year 12 students intending to sit the test.  
• Check the calculators to be used by students. Make sure that all students have signed the *Calculator declaration — Form QCS 10*. Return this form in one of the purple metal security cases after the last test session.  
• Remind students:  
  − of the dates and times for the test  
  − that they must bring *all essential equipment* for each test session. Refer to page 5 of the *Student Information Bulletin (SIB) 2013*  
  − that their calculators will be checked; calculators with CAS facility cannot be used  
  − that supervisors do not supply equipment during a test session  
  − that if they are absent for all or part of the test and want to continue to be eligible for an Overall Position (OP), they must provide the QSA with documentary evidence certifying there was a valid reason that prevented them from sitting the test and seek exemption  
  − that checks to identify instances of cheating are made  
  − that bringing unauthorised/forbidden equipment or materials, including a mobile phone or any other communication device into a test session is viewed by the QSA as academic misconduct. Such items will be confiscated  
  − that students who engage in academic misconduct will not receive a QCS Test grade. |
| **Group A test materials (mid August)** | • Wear the *Chief supervisor’s ID card* for the receipt of the Group A test materials and at all times when dealing with test materials.  
• Make sure that the test centre’s administration staff are aware of the incoming delivery of the Group A test materials.  
• Sign for the delivery of the cardboard cartons containing the Group A test materials.  
• Open the first carton and retrieve the satchel addressed to the chief community representatives of your test centre. Give this satchel to your chief community representatives.  
• Collect from the chief community representatives their completed *Acknowledgment of receipt of key form, and fax it immediately to the QSA*.  
**Note:** *It is not the responsibility of the chief community representatives to help you reconcile and verify the receipt of the Group A test materials.*  
• Open the rest of the cartons and check the materials received against the *Materials supply list — Group A*.  
• Make sure that the quantities supplied are sufficient to cater for the number of students intending to sit the test.  
• Complete the *Materials supply list — Group A*, and fax it immediately to the QSA to confirm receipt of the Group A test materials.  
• Store the Group A test materials in a safe place. |

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**Queensland Studies Authority  Responsibilities and duties of the chief supervisor** | **3**
### Before the days of the test (continued)

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<tr>
<th>Responsibility</th>
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| **Group B test materials (late August)** | • Wear the *Chief supervisor’s ID card* for the receipt of the Group B test materials and at all times when dealing with test materials.  
• Make sure that both chief community representatives:  
  − are in attendance and wear *their ID card* for the delivery  
  − sign for the delivery of the metal security cases containing the Group B test materials  
  − open the metal security cases in your presence.  
• When all of the metal security cases are opened, check that:  
  − you have the correct number of coloured plastic bags as indicated on the *Materials supply list — Group B*  
  − the quantity of testpapers supplied, as indicated on the labels attached to the coloured plastic bags, is enough to cater for the number of students intending to sit the test.  
  Do NOT, under any circumstances, open the coloured plastic bags containing the testpapers.  
• Make sure that the chief community representatives lock each metal security case in your presence before they leave.  
• Store the metal security cases in a secure place and maintain the security of the metal security cases.  
• Complete the *Materials supply list — Group B*, and fax it immediately to the QSA to confirm receipt of the Group B test materials. |
| **Corrections instructions (Day before the first test day)** | • Make sure that you have accessed the *Corrections instructions* for all the testpapers through the QCS Test administration database on our secure website by lunchtime on the Monday before the test.  
• Make copies of the *Corrections instructions* for supervisors and the chief community representatives. |
## On the days of the test

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<tr>
<th>Responsibility</th>
<th>Duties</th>
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| **Test rooms, Attendance roll, place cards and seating** | • Make sure that each test room has been prepared as indicated in the Directions for administration.  
• Update both copies of the Attendance roll as indicated in the Directions for administration.  
• Make sure that students are seated:  
  − at least 1.5 metres apart in each direction  
  − starting from the front of the room, in alphabetical order across the room (and from room to room, if multiple rooms are used) by category of student separately, that is, Year 12 students from your school, Year 12 students from other schools, School of Distance Education students, private-entry candidates.  
• Place on or attach to the top of each desk a place card. The place card will identify the place where each student must sit during the four test sessions.  
• Make sure the Seating plan — Form QCS 9 has been completed (including marking the front of the room).  
• and return it after the last test session in one of the purple metal security cases. |
| **Testpapers and materials** | • Wear the Chief supervisor’s ID card at all times when dealing with test materials.  
• Ask a chief community representative to open the appropriate metal security cases 25–40 minutes before the start of the test session.  
• Open the coloured plastic bags in the presence of the chief community representatives and check that the bags contain the correct number of testpapers.  
• Place testpapers and response books/sheets on the desks that have place cards, before admitting students to the test room.  
• Follow correct procedures for distributing, retaining, discarding and returning test materials before, during and after the test.  
• Make sure that no-one other than a student sitting the test reads and/or works through the testpaper until after the test session.  
• Make sure that no test materials are left on unoccupied desks for more than 40 minutes after the start of perusal time.  
• Keep surplus testpapers and materials in each test room during the test session. |
| **Admitting students to the test room** | • Make sure that supervisors:  
  − admit students to the test room only after the testpapers and response books/sheets have been distributed  
  − check that students bring into the test room only the equipment allowed for the test session  
  − place any unauthorised materials collected from students in a safe place. |
During each test session

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<th>Responsibility</th>
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| Marking the *Attendance roll* and attaching barcode ID labels to *Absentee sheets* | • Record absent students for each test session on both copies of the *Attendance roll*.
• Clearly indicate in the space provided on the *Attendance roll* the reason for the absence.
• Complete the absence summary for each category of students on the last page of the *Attendance roll*.
Make sure the chief community representatives attach the barcode ID labels of absent students to the *Absentee sheets*. |
| Supervision, *Corrections instructions*, admitting late students | • Give copies of the *Corrections instructions* to the supervisors and chief community representatives.
• Make sure any changes noted on the *Corrections instructions* are acted upon.
• Make sure that the directions given to students are strictly in accordance with the *Directions for administration*.
• Make sure that all supervisors supervise actively.
• Allow late students to be admitted up to 40 minutes after the start of perusal time.
• Make decisions about admitting students who arrive later than 40 minutes after the start of perusal time.
• Write a report to the Manager, Assessment Operations Unit:
  - listing any late students
  - recording any unusual circumstances reported by supervisors, chief community representatives or community representatives.
• **Do not** phone the QSA about an alleged error in a testpaper. After the test session, tell students that the QSA will take corrective measures if necessary. Report the incident in writing to the Manager, QCS Test.
• **Do not** allow the test to be suspended or interrupted. |
### On the completion of the test

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<th>Responsibility</th>
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<tr>
<td><strong>Security and accountability of test materials</strong></td>
<td>• Make sure that:&lt;br&gt;− supervisors collect one student response from each student&lt;br&gt;− the number of student responses collected is the same as the number of students present for the test session&lt;br&gt;− all response books/response sheets/testpapers are securely stored until they are collected by the courier service.</td>
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<tr>
<td><strong>Packing and return of test materials</strong></td>
<td>• Pack the completed Writing Task response books into the appropriately labelled envelopes, ensuring that no loose sheets of paper are included. <strong>The blue metal security cases are the only cases to be collected on Tuesday.</strong>&lt;br&gt;• Pack the completed Multiple Choice response sheets into the appropriately labelled boxes.&lt;br&gt;• Pack the completed Short Response testpapers into the appropriately labelled envelopes.&lt;br&gt;• Return the Attendance roll, ID cards of the chief supervisor and community representatives (if applicable), completed reports and forms and travel claim voucher with the MC II materials.&lt;br&gt;• Make sure that the metal security cases are available in the administration area of the school for collection by the courier service.</td>
</tr>
<tr>
<td><strong>Finalising the record of attendance of chief community representatives</strong></td>
<td>• Electronically finalise the record of attendance of chief community representatives and community representatives (if applicable) through the QCS Test administration database on our secure website.</td>
</tr>
<tr>
<td><strong>Submitting applications for special provision after the test:</strong></td>
<td>• Ensure a staff member helps students requiring special provision to complete an application. Application forms will be available on the QSA website from the first day of the test: <a href="http://www.qsa.qld.edu.au/1102.html">www.qsa.qld.edu.au/1102.html</a>.&lt;br&gt;• Fax the completed application form/s and supporting documentation to 3221 2930 or scan and email to <a href="mailto:qcs.spc@qsa.qld.edu.au">qcs.spc@qsa.qld.edu.au</a>. Do not put application forms or supporting documentation in the metal cases.</td>
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### More information

If you would like more information, please email the Assessment Operations Unit at qcs.admin@qsa.qld.edu.au, or phone (07) 3864 0394.
### 2013 Queensland Core Skills (QCS) Test

#### Important dates for 2013

- **Early February**: Memo sent to Year 12 schools
  - 2012 Queensland Core Skills (QCS) Test: Retrospective

- **Mid February**: Memo sent to Year 12 schools
  - 2013 Queensland Core Skills (QCS) Test: Nomination of the chief supervisor

- **Mid February**: Memo sent to Year 12 schools
  - 2013 Queensland Core Skills (QCS) Test: Special provision

- **Late February**: Memo sent to Year 12 schools
  - Student Information Bulletin 2013

- **Late February**: Memo sent to Year 12 schools
  - 2013 Queensland Core Skills (QCS) Test: Nomination of chief community representatives

- **1 March**: Closing date — return of the form
  - Nomination of the chief supervisor (to QSA)

- **Mid March**: Memo sent to QCS test centres
  - 2013 Queensland Core Skills (QCS) Test: Directions for administration 2013

- **18 March**: Closing date — return of the form
  - Number of Year 12 students intending to sit the test (to QSA)

- **9 May**: Access to the QCS Test administration database on our secure website becomes available

- **10 May**: Closing date — return of applications to be a chief community representative (to schools)

- **21 May**: Closing date — return of applications for special provision (to QSA)

- **24 May**: Closing date — schools to electronically submit to QSA nominations for chief community representatives via the QCS Test administration database on our secure website

- **Late July**: Appointment information and the Directions for administration 2013 sent to chief community representatives

- **Late July**: Memo sent to QCS test centres
  - Queensland Core Skills (QCS) Test: Directions for administration 2013 (attachments: multiple copies of Instructions to students and two copies of the Calculator declaration)

- **9 August**: Closing date — schools to have distributed the Instructions to students to Year 12 students

- **Mid August**: Courier delivery to QCS test centres — Group A test materials, multiple copies of the Directions for administration and materials for the chief community representatives

- **16 August**: Closing date — schools to have Year 12 students sign the form: Calculator declaration

- **Late August**: Courier delivery to QCS test centres — Group B materials

- **2 September**: Schools to access the Correction Instructions for the four testpapers via the QCS Test administration database on our secure website

- **3 September**: Administration of the Writing Task (WT) and Multiple Choice I (MCI) testpapers

- **3 September**: Courier collection from QCS test centres — WT response books

- **4 September**: Administration of the Short Response (SR) and Multiple Choice II (MCII) testpapers

- **4 September**: Courier collection from QCS test centres — SR testpapers and MC response sheets

- **6 September**: Closing date — schools to finalise the electronic record of attendance of chief community representatives via the QCS Test administration database on our secure website

- **Mid October**: Chief community representatives are paid by electronic funds transfer into their bank accounts

#### Key

- **Memos sent to Year 12 schools/test centres**
  - Test dates
  - Courier collection of test materials from test centres
  - Chief community representatives

- **Emails sent to chief supervisor/website releases**
- **Closing dates for submitting information**
- **Courier delivery of test materials to test centres**

For further information contact Garry Jorgensen, Team Leader (Senior), Assessment Operations Unit, telephone 3864 0344 or email qcs.admin@qsa.qld.edu.au.