Memo

Queensland Studies Authority

2014 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 2014 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 with Year 12 students.

The **chief supervisor** at a test centre is the person responsible for the proper conduct of the test. As the principal of the school, you are also the chief supervisor for the Test, unless you nominate another member of your permanent teaching staff to be the chief supervisor in your place.

To ensure smooth administration of the QCS Test, the QSA needs to know who will administer the QCS Test in each test centre.

What you need to do

- Ensure you are familiar with the *QCS Test: Guideline*.
- Submit the online form *Nomination of the chief supervisor* by **Friday 28 February**
  (a link to the form will be emailed to Principals in the week beginning 17 February).
- Ensure the chief supervisor understands the responsibilities of the position and knows the duties required.

Attachments

- *Responsibilities of the chief supervisor*
- *2014 QCS Test: Important dates*

These documents are also available on the QSA website: www.qsa.qld.edu.au/2320.html.

www.qsa.qld.edu.au

Queensland Studies Authority

14103-R1

Finding out more

For information about:	Contact
QCS Test	Web: www.qsa.qld.edu.au/587.html
QCS Test: • administration • information for community representatives	Team Leader (Senior) Phone: (07) 3864 0344 Email: qcs.admin@qsa.qld.edu.au Web: www.qsa.qld.edu.au/2324.html
QCS Test: marking operation	Assessment Operations Officer Phone: (07) 3864 0367 Email: qcsmarkerinfo@qsa.qld.edu.au Web: www.qsa.qld.edu.au/2326.html
QCS Test: publications, including the *QCS Test: Guideline*	Web: www.qsa.qld.edu.au/2320.html
QCS Test: special provision	Assessment Operations Officer Phone: (07) 3864 0227 Email: qcs.spc@qsa.qld.edu.au Web: www.qsa.qld.edu.au/1102.html
QCS Test: Test development	Manager QCS Test (QCS Test Unit) Phone: (07) 3864 0270 Email: office@qsa.qld.edu.au
School assessment: special provision for school-based assessment	Quality Assurance Unit Email: office@qsa.qld.edu.au Web: See *Policy on special provisions for school-based assessments in Authority and Authority-registered subjects*: www.qsa.qld.edu.au/2132.html

Jo-Anne Cooper
Manager
Assessment Operations Unit

2014 Queensland Core Skills (QCS) Test
Responsibilities of the chief supervisor

The **chief supervisor** is the person responsible for the proper conduct of the QCS Test at a test centre.

The principal of a school participating in the test is the chief supervisor of the test for their school/test centre, unless they nominate another member of the permanent teaching staff to be the chief supervisor in their place.

In either case, the principal must provide the Queensland Studies Authority (QSA) with the details of the chief supervisor by Friday 28 February (see QSA memo 016/14 for details: www.qsa.qld.edu.au/qsa_secure/memos.act).

To make any subsequent changes to chief supervisor details, see the QCS Test administration section of the website: www.qsa.qld.edu.au/2324.html.

The table below outlines the main responsibilities and duties performed by the chief supervisor. The *Directions for administration* (*DFA*) fully documents all responsibilities and duties.

During July the *DFA* will be sent to all test centres and made available on our website: www.qsa.qld.edu.au/2324.html.

Responsibility	Notes
Online activities	
QCS Test administration database *March — October*	• The *QCS Test administration database* is QSA's secure system used by chief supervisors to manage many aspects of the QCS Test: www.qsa.qld.edu.au/2484.html. • If you do not have access, complete a *Request for access to restricted areas of the website* immediately (available on the same web page). • Check the QCS Test website for copies of all publications and administration advice: www.qsa.qld.edu.au/587.html
Before the test	

Confirm student numbers sitting at your test centre
 late March — early April
	• When calculating numbers:
	   – note that all OP-eligible students must sit the test
	   – consult with your Year 12 OP-ineligible students to find out how many intend to sit the test.
	 • Confirm or update numbers in the *QCS Test administration database*.
	 • We may contact you to discuss student numbers.

Manage community representatives *late March to conclusion of the Test*	• Advertise positions for chief community representatives (CCRs) and, if applicable, community representatives (CRs) in the school's newsletter and/or on the noticeboard. • Distribute application forms to interested members of the community. • Accept completed application forms. • Select, on behalf of the QSA, nominees for each CCR and, where applicable, CR position. • Submit nominations using the *QCS Test administration database*. • Keep all completed application forms at the school. • Arrange for replacements if any nominated CCRs or CRs become unavailable to fill the appointed position. • Update any changes in the *QCS Test administration database*.

Responsibility	Notes
Allocate test rooms	• Check test room specifications as specified in the *DFA*. • If a test room is not part of a school designated as a test centre, request a variation in location using the form *Application to vary the location of the test centre*: www.qsa.qld.edu.au/2324.html.

Manage special provision	• Ensure a staff member helps students requiring special provision to complete applications.
	• Responses to applications for special provision will be sent to the school. Ensure that a copy of the letter is given to the student.
	• For students with 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 or material (e.g. computer).
	• Follow the procedures for special provision in the *DFA*.

Organise supervisors *August to conclusion of the Test*	• Appoint sufficient supervisors from the school's teaching staff as indicated in the *DFA*. • Brief all supervisors on their responsibilities and duties as outlined in the *DFA*.

Inform students
July to conclusion of the Test
	• Distribute the *Instructions to students* to all students sitting the test.
	• Check the calculators to be used by students. Ensure all students have signed the *Calculator declaration — Form QCS 10*. Return forms in one of the purple metal security cases after the last test session.
	• Remind students:
	  – of the dates and times for the test
	  – to bring **all essential equipment** for each test session (see page 5 of the *Student Information Bulletin 2014*
	  – that their calculators will be checked
	  – 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 will be made to identify instances of cheating
	  – that bringing prohibited equipment or materials, including mobile phones or other communication devices into a test session, is considered academic misconduct, and that such items will be confiscated
	  – that students who engage in academic misconduct will not receive a QCS Test grade.

Responsibility	Notes
Receive Group A test materials *mid-August*	• Wear the C*hief supervisor's ID card* at all times when dealing with test materials. • Ensure 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 your test centre CCRs. Give this satchel to your CCRs. • Open the rest of the cartons and check the materials received against the *Materials supply list — Group A*. • Ensure 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 return it immediately to the QSA to confirm receipt of the Group A test materials. • Store the Group A test materials in a safe place. Note: It is *not* the responsibility of the CCRs to help you reconcile and verify the receipt of the Group A test materials.

Receive Group B test materials
late August
	• Wear the C*hief supervisor's ID card* at all times when dealing with test materials.
	• Ensure that both CCRs:
	  – 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.
	• Ensure that the CCRs **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 return it immediately to the QSA to confirm receipt of the Group B test materials.

Check corrections instructions *day before the first Test*	• Access *Corrections instructions* for all testpapers in the QCS Test administration database by lunchtime on the Monday before the test. • Make copies of the *Corrections instructions* for supervisors and the CCRs.

Responsibility	Notes
On the days of the test	

Prepare test rooms	• Ensure that each test room has been prepared as specified in the *DFA*.
	• Update both copies of the *Attendance roll* as specified in the *DFA*.
	• Prepare place cards for any students you added to the *Attendance roll*.
	• Ensure that students are seated:
	  – at least 1.5 metres apart in each direction
	  – in alphabetical order starting from the front 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.
	• Ensure 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.

Distribute testpapers and materials	• Wear the *Chief supervisor's ID card* at all times when dealing with test materials. • Ask a CCR 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 CCRs 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. • Ensure that no-one other than a student sitting the test reads and/or works through the testpaper until after the test session. • Ensure 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.

Admit students to the test room	• Ensure 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	
Record student attendance	• Record absent students for each test session on both copies of the *Attendance roll*. • Clearly indicate in the space provided the reason for the absence. • Complete the absence summary for each category of students on the last page of the *Attendance roll*. • Ensure the CCRs attach the barcode ID labels of absent students to the *Absentee sheets*.

Responsibility	Notes

Supervise test sessions	• Give copies of the *Corrections instructions* to the supervisors and CCRs.
	• Ensure any changes noted in the Corrections instructions are actioned.
	• Ensure that directions given to students are strictly in accordance with the *DFA*.
	• Ensure 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.
	• Provide a written report to the Manager, Assessment Operations Unit:
	  – listing any late students
	  – recording any unusual circumstances reported by supervisors, CCRs or CRs.
	• 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.

After the tests	

Secure test materials	• Ensure that:
	  – supervisors collect one student response from each student
	  – the number of student responses collected is the same as the number of students present for the test session
	  – all response books/response sheets/testpapers are securely stored until they are collected by the courier service.

Pack and return test materials	• Pack completed Writing Task response books into the appropriately labelled envelopes, ensuring that no loose sheets of paper are included. **The blue metal security cases are the only cases to be collected on Tuesday.** • Pack the completed Multiple Choice response sheets into the designated boxes. • Pack the completed Short Response testpapers into the designated envelopes. • Return the *Attendance roll*, ID cards of the chief supervisor and, if applicable, CRs, completed reports and forms and travel claim vouchers with the MC II materials. • Ensure that the metal security cases are available in the administration area of the school for collection by the courier service.
Finalise record of attendance	• Finalise the record of attendance of CCRs and, if applicable, CRs in the *QCS Test administration database*.
Submit applications for special provision after the test	• Ensure a staff member helps students requiring special provision to complete an application (Forms will be available from the first day of the test: www.qsa.qld.edu.au/1102.html). • Fax completed application forms and supporting documentation to (07) 3221 2930 or scan and email to qcs.spc@qsa.qld.edu.au. • Do **not** put application forms or supporting documentation in the metal cases.

More information

If you would like more information, please email the Assessment Operations Unit at qcs.admin@qsa.qld.edu.au or phone 3864 0394.

2014 Queensland Core Skills (QCS) Test
Important dates

Date	Category	Description
late Jan	Memo	*Retrospective 2013: Queensland Core Skills (QCS) Test*
late Jan	Memo	*Student Information Bulletin 2014*
mid-Feb	Memo	*Nomination of the chief supervisor*
mid-Feb	Memo	*Special provision for the QCS Test 2014*
28 Feb	Due date	Schools submit form to QSA: *Nomination of the chief supervisor*
early Mar	Access	*QCS Test administration database* opens via QSA's secure website
mid-Mar	Memo	Nomination of chief community representatives and community representatives
mid-Mar	Memo	Number of OP-ineligible students intending to sit the test
early Apr	Due date	Schools confirm student numbers for the test in the *QCS Test administration database*
9 May	Due date	Return of applications for community representatives to schools
21 May	Due date	Schools return *Special provision* applications to QSA
23 May	Due date	Schools nominate chief community representatives and community representatives via the *QCS Test administration database*
late July	Notices	Chief community representatives and community representatives receive appointment information
late July	Memo	*Directions for administration* (*DFA*) + attachments: multiple copies of Instructions to students and two copies of the form *Calculator declaration*
8 Aug	Due date	Schools to have distributed the *Instructions to students* to Year 12 students
15 Aug	Due date	Schools to have Year 12 students sign the form *Calculator declaration*
19 Aug	Delivery	Schools complete *Materials supply list — Group A* to confirm receipt of Group A test materials (includes multiple copies of the *DFA* and materials for the chief community representatives)
late Aug	Delivery	Schools complete *Materials supply list — Group B* to confirm courier delivery of Group B test materials to QCS test centres
1 Sep	Due date	Schools print *Corrections instructions* via the *QCS Test administration database*
2 Sep	QCS Test	Administration of the Writing Task (WT) and Multiple Choice I (MCI) testpapers
2 Sep	Collection	Test response materials — WT response books
3 Sep	QCS Test	Administration of the Short Response (SR) and Multiple Choice II (MCII) testpapers
3 Sep	Collection	Test response materials — SR testpapers and MC response sheets
5 Sep	Due date	Schools finalise the record of attendance of chief community representatives (and community representatives, if applicable) via the *QCS Test administration database*
mid-Oct	Payments	Chief community representatives and community representatives are paid by electronic funds transfer into their bank accounts

Shaded tasks indicate schools need to action through the QSA's QCS Test website: www.qsa.qld.edu.au/587.html.