

# Memo

Queensland Curriculum and Assessment Authority

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26 August 2015

Senior secondary

Number: 044/15

## State review panel comparability meetings 2015

### Purpose

To inform schools and state review panel members about the comparability meetings to be held in November 2015.

### Background

Comparability is the process by which state review panels look for evidence that standards-based judgments about student achievement are comparable across districts in the state. State review panels look at sample folios for all Authority subjects across all levels of achievement from each district to ensure that the standards are being implemented consistently.

### Information

Attached is a schedule of dates and the venue addresses for the one-day and two-day comparability meetings of state review panels. The meetings will be held over the period 9–12 November 2015, and each will start at 9:00 am.

State review panels will meet for either one or two days to consider:

- school submissions forwarded from district review panels for sampling
- unresolved submissions forwarded from district review panels for further review (where agreement has not been reached after consultation between the school and the district panels).

### Meeting venues

The meetings will be held at the Brisbane International Virginia, corner Sandgate and Zillmere Roads, Boondall and at QCAA Head Office, Level 7, 154 Melbourne Street, South Brisbane.

### Travel arrangements

The QCAA will arrange air travel, car hire and accommodation if the panellist qualifies.

Please complete the *Comparability travel booking form* (including 'Use of own vehicle', if applicable) and return it to the QCAA by **14 September 2015**, by:

- email (preferred) — complete the form on-screen, then save it and attach it to an email to [scu@qcaa.qld.edu.au](mailto:scu@qcaa.qld.edu.au)

- fax — send to (07) 3221 2553, marked 'Attention: Administration Officer, Services Coordination Unit'
- post — addressed to Administration Officer, Services Coordination Unit, PO Box 307, Spring Hill, Queensland 4004.

## Accommodation

For panellists approved for accommodation, rooms will be booked at the Brisbane International Virginia for those attending meetings there. For panellists attending meetings at QCAA Head Office, accommodation will be booked closer to the venue. Please note that following a QCAA travel policy review, all accommodation bookings will be made for a single room (if available).

## Meals

Panellists requiring accommodation are provided with breakfast and dinner. Lunch for all panellists is provided at the meeting venue.

## Use of own vehicle

A panel member may use their own vehicle, at their own risk. They do not need to produce evidence of motor vehicle insurance. If a panellist is using their own vehicle:

- and they **are** claiming the motor vehicle allowance, they need to seek pre-approval by filling out 'Use of own vehicle' on the *Comparability travel booking form*
- but they are **not** claiming the motor vehicle allowance, they do **not** need to fill out 'Use of own vehicle' on the *Comparability travel booking form*.

The QCAA will only pay a motor vehicle allowance when:

- the arrangement of a hire car or public transport is impractical due to the remoteness of the location, physical disabilities, etc.
- the *Comparability travel booking form* is completed and approved.

If a person is initially approved to travel by means other than their private motor vehicle (e.g. plane, hire car), but prefers, and is subsequently approved, to travel by their private motor vehicle, the total allowance paid must not exceed the cost that would have been incurred through the approved means of travel.

Panellists must be travelling more than 50 km to make a travel allowance claim. The claim rate is 37.5 cents per kilometre for the total return distance, i.e. a minimum claim of \$18.75.

A hire car should be used for road travel beyond 150 km.

A claim will not be paid if prior authorisation has not been obtained.

## Taxis

Panellists using taxis to and from airports are required to include receipts with their claim form.

## Parking

Free parking is available at Brisbane International Virginia.

For panellists attending meetings at QCAA Head Office, the use of public transport is encouraged. Limited parking is available on the street or at the Convention Centre car park on the corner of Merivale and Melbourne Streets, South Bank. The QCAA will meet the cost of parking. A travel claim, with the receipt attached, may be made after the meetings.

## What you need to do

Principals are asked to bring this memo to the attention of staff who are members and chairs of state review panels.

State review panel chairs and members should note the dates of the comparability meetings and complete the *Comparability travel booking form* (including 'Use of own vehicle') if required.

Ensure forms are received by the QCAA no later than **14 September 2015** and preferably by email.

## Attachments and web links

- Schedule of comparability meetings
- Comparability travel booking form: [www.qcaa.qld.edu.au/1426.html](http://www.qcaa.qld.edu.au/1426.html)

## Finding out more

Please email the Services Coordination Unit at [scu@qcaa.qld.edu.au](mailto:scu@qcaa.qld.edu.au) or phone (07) 3864 0491.

Kathryn Tully  
Acting Director, Curriculum Services Division

# Schedule of comparability meetings

9–12 November 2015

The following schedule shows the day (or days) when each panel will meet. Meetings will take place over one or two days between Monday 9 November and Thursday 12 November. All meetings will commence at 9.00 am.

**The following panels will meet on two days — Monday 9 November and Tuesday 10 November 2015.**

Panel	Subject	Venue
A16	Information Processing & Technology	Brisbane International Virginia
A24	Physical Education	Brisbane International Virginia
A25	Home Economics	Brisbane International Virginia
A26	Information Technology Systems	Brisbane International Virginia
A37	Mathematics B	Brisbane International Virginia
A44	Chemistry	Brisbane International Virginia
A45	Physics	Brisbane International Virginia
B02	French	Brisbane International Virginia
B03	German	Brisbane International Virginia
B14	Visual Art	Brisbane International Virginia
B20	Study of Religion	Brisbane International Virginia
B21	Legal Studies	QCAA Head Office
B38	Ancient History	Brisbane International Virginia
B45	English	QCAA Head Office
B55	Business Management	Brisbane International Virginia

The following panels will meet on one day only.

## Monday 9 November 2015

Panel	Subject	Venue
A21	Agricultural Science	Brisbane International Virginia

## Tuesday 10 November 2015

Panel	Subject	Venue
A22	Hospitality Studies	Brisbane International Virginia

**The following panels will meet on two days — Wednesday 11 November and Thursday 12 November 2015**

<b>Panel</b>	<b>Subject</b>	<b>Venue</b>
A06	Biology	Brisbane International Virginia
A13	Graphics	QCAA Head Office
A19	Health Education	Brisbane International Virginia
A23	Technology Studies	QCAA Head Office
A36	Mathematics A	Brisbane International Virginia
A38	Mathematics C	Brisbane International Virginia
A43	Science21	QCAA Head Office
A47	Marine Science	QCAA Head Office
B05	Japanese	Brisbane International Virginia
B12	Accounting	Brisbane International Virginia
B19	Dance	Brisbane International Virginia
B22	Drama	Brisbane International Virginia
B23	Chinese	Brisbane International Virginia
B26	Music	Brisbane International Virginia
B28	Business Communication & Technologies	Brisbane International Virginia
B29	Economics	Brisbane International Virginia
B34	Geography	Brisbane International Virginia
B36	Music Extension	Brisbane International Virginia
B37	English Extension	Brisbane International Virginia
B39	Modern History	Brisbane International Virginia
B40	Film, Television & New Media	Brisbane International Virginia

## Venue addresses

Brisbane International Virginia  
Corner Sandgate and Zillmere Roads  
BOONDALL

QCAA Head Office  
Level 7  
154 Melbourne Street  
SOUTH BRISBANE