

Memo

7 April 2017

Senior secondary

Number: 022/17

2017 QCS Test: Community representative nominations

Purpose

To inform chief supervisors about the nomination process for chief community representatives (CCR) and community representatives (CR) for the 2017 Queensland Core Skills (QCS) Test.

Background

To maintain the integrity, security and conduct of the QCS Test, the Queensland Curriculum and Assessment Authority (QCAA) appoints community members to observe and report on its administration.

We invite community members to apply for the positions of CCR and/or CR. On behalf of the QCAA, the chief supervisor of each test centre receives applications and selects an appropriate person for each available position at that test centre.

Two CCRs (an A and a B) will be appointed to each test centre. The B CCR will be required to perform their duties at a neighbouring school.

Test centres with fewer than 150 students sitting the QCS Test are **not** required to nominate a CR.

Test centres with 150 to 250 students are required to nominate **one** CR (a V).

Test centres with more than 250 students are required to nominate **two** CRs (a V and a W).

Positions available

Position title	Position code	Applies to	Paid
CCR	A	All test centres	Yes
	B	All test centres	Yes
	C (reserve)	All test centres (optional but recommended)	No
CR	V	Test centres with more than 150 students sitting	Yes
	W	Test centres with more than 250 students sitting	Yes
	Z (reserve)	Test centres with more than 150 students (optional but recommended)	No

Note: People appointed to the reserve C and Z positions will be paid if they perform the duties of a paid position.

Applications

- Each CCR and CR must have their own email address, as all communication will be by email. Do not use your or another staff member's email address.
- If you receive more applications than required, please scan and email the additional application forms to qcs.admin@qcaa.qld.edu.au. Only send the forms for people who have given their permission (see page 2 of the application form). Their names will be added to a register for test centres that are experiencing difficulties attracting applicants.

Attachments and links

Position information and the application form are attached. They are also available at www.qcaa.qld.edu.au/senior/qcs-test/administration.

What you need to do

1. Advertise within your school community.
2. Provide a copy of the position information and application form to interested community members.
3. Select an appropriate person for each available position. Tell each applicant whether they have been selected for nomination to the QCAA.
4. Submit the selected nominations to the QCS Test administration database by **Friday 19 May 2017**. You must have administrative access to log in to the database. A staff member with ORGADMIN access can provide access to the secure website via the QCAA School Portal.
5. Email the application forms of the people you did not select (if they have given permission) to qcs.admin@qcaa.qld.edu.au.
6. Keep the application forms for the people you did select.

Finding out more

Email the Assessment Operations Unit at qcs.admin@qcaa.qld.edu.au or phone (07) 3864 0242.

Claude Jones
Director, Assessment and Reporting Division

Position information: Community representatives

2017 Queensland Core Skills (QCS) Test

The Queensland Curriculum and Assessment Authority (QCAA) invites applications from community members for the positions of chief community representative (CCR) and community representative (CR) in order to maintain the integrity, security and conduct of the 2017 QCS Test.

A test centre is a secondary school or another place approved by the QCAA where students sit the QCS Test. All test centres are located within Queensland and have a chief supervisor to administer the test.

QCAA appoints CCRs and CRs to observe and report on the administration of the test. They do not supervise students.

This year's QCS Test will be held on Tuesday 29 August and Wednesday 30 August.

Applications for the CCR and CR positions close on **Friday 19 May 2017**.

CCR	CR
<p>Role</p> <ul style="list-style-type: none"> to observe and report on the administration of the QCS Test. 	<p>Role</p> <ul style="list-style-type: none"> to observe and report on the administration of the QCS Test.
<p>Responsibilities</p> <ul style="list-style-type: none"> perform administrative functions as described in <i>QCS Test: Directions for administration</i> ensure that all test materials are received at the test centre as per QCAA instructions be a custodian of the security case key observe the administration of the test observe the collection of completed test materials at the end of each test session report on the administration of the test to the QCAA. 	<p>Responsibilities</p> <ul style="list-style-type: none"> observe the administration of the QCS Test as described in <i>QCS Test: Directions for administration</i> report any issues or concerns to the CCR.
<p>Availability</p> <p>The CCR must be available for each of the following sessions:</p> <ol style="list-style-type: none"> two weeks before the test to receive the security case key and check non-secure materials (30 minutes) the week before the test to receive the security cases (60 minutes) Tuesday 29 August (Day 1 of the test) <ul style="list-style-type: none"> starting between 8:10 am and 8:40 am finishing between 2:40 pm and 3:10 pm Wednesday 30 August (Day 2 of the test) <ul style="list-style-type: none"> starting between 8:10 am and 8:40 am finishing between 2:40 pm and 3:10 pm. 	<p>Availability</p> <p>The CR must be available for each of the following sessions:</p> <ol style="list-style-type: none"> Tuesday 29 August (Day 1 of the test) <ul style="list-style-type: none"> starting between 8:10 am and 8:40 am finishing between 2:40 pm and 3:10 pm Wednesday 30 August (Day 2 of the test) <ul style="list-style-type: none"> starting between 8:10 am and 8:40 am finishing between 2:40 pm and 3:10 pm.

Number of positions available at each test centre

Number of students sitting the test	Number of CCRs	Number of CRs
1–150	2 mandatory plus 1 optional reserve	Nil
151–250	2 mandatory plus 1 optional reserve	1 mandatory plus 1 optional reserve
Over 250	2 mandatory plus 1 optional reserve	2 mandatory plus 1 optional reserve

Selection criteria

The chief supervisor of a test centre will select and nominate CCRs and CRs who meet the following criteria:

- possess personal attributes of discretion, tact, observation and thoroughness
- possess a current driver licence (desirable)
- have an email address.

Appointments

Based on the nominations submitted by the chief supervisor, the QCAA will appoint people to the following positions at a test centre:

- CCR **A** (appointed to the nominating test centre)
- CCR **B** (appointed to a neighbouring test centre except where distance is prohibitive)
- Reserve CCR **C** (appointed to the nominating test centre)
- CRs **V** or **W** (if applicable)
- Reserve CR **Z** (if applicable).

The QCAA will email appointment notices to successful applicants from June onwards.

An appointee:

- will be paid a set fee for attending all sessions, if applicable
- must ensure that the security of the testpapers is maintained
- must tell the chief supervisor if they have a relative sitting the QCS Test this year
- must not make any public comment on any matter relating to the QCS Test without prior approval from the QCAA
- must have easy access to the test centre.

If you are not selected for a position, you may ask the school to forward your application form to the QCAA so that your information can be sent to another school that needs more applicants.

If you are unable to find a school to submit an application, you can email your application to qcs.admin@qcaa.qld.edu.au and request that you be placed on the reserve list. You will be contacted if a position close to your residential address becomes vacant.

Note: Any person who has previously taken a separation package from the Queensland Government (e.g. a redundancy, retrenchment or early retirement package) needs to be aware of the re-engagement and repayment conditions attached to their separation if they are subsequently re-employed by a Queensland Government agency in any capacity.

It is your responsibility to notify QCAA if you have accepted a separation package and are unsure whether any re-engagement or repayment conditions still apply that may affect QCAA's ability to appoint you as a casual employee to support the QCS Test.

Payment

The amounts shown below are for a person who attends **all sessions**. A pro-rata amount will be calculated for a person who does not attend all sessions. People appointed to C and Z reserve positions do not receive payment unless they perform the duties of a paid position.

Payments will be made by mid-October.

CCR	CR
<ul style="list-style-type: none">• \$480.65 (fewer than 150 students sitting the test)• \$556.55 (more than 150 students sitting the test)	<ul style="list-style-type: none">• \$311.30

How to apply

Complete the *Application: Community representative* form and return it to the school as soon as possible. **Applications close Friday 19 May 2017.**

Finding out more

Email the Assessment Operations Unit at qcs.admin@qcaa.qld.edu.au or phone (07) 3864 0242.

Application: Community representative

2017 Queensland Core Skills (QCS) Test

Detailed information is available from *Position information: Community representatives*.
Return your completed form to the school principal or chief supervisor as soon as possible.
Applications close Friday 19 May 2017.

Position details

School name	<input type="text"/>
Position applied for	<input type="text"/>

Personal details

Family name	<input type="text"/>	Title	<input type="text"/>
Given names	<input type="text"/>	Gender	<input type="text"/>
Preferred name	<input type="text"/>	Date of birth	<input type="text"/>
Mobile	<input type="text"/>	Home phone	<input type="text"/>
Email address	<input type="text"/>		
Home address	<input type="text"/>		
Suburb	<input type="text"/>	Postcode	<input type="text"/>

If you have previously worked for the QCAA, you will already have a brief identification code (BIC). If you have never worked for the QCAA, you will need to create a BIC. A BIC consists of four digits and four letters. The suggested way to create a BIC is to use your day and month of birth and the first initial of your mother's given name followed by the first three letters of her surname at her birth.

Your BIC	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Employment history

Provide a brief description of your past employment.

<input type="text"/>

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 the *Education (Queensland Curriculum and Assessment Authority) Act 2014* (s.13 and s.41) and the *Industrial Relations Act 1999* (s.366 and s.368). Personal information will be accessed by authorised QCAA staff, and handled in accordance with the *Information Privacy Act 2009*. Your name and contact details will be provided to your appointed test centre and may be provided to an alternative test centre. Information held by the QCAA is subject to the *Right to Information Act 2009*.

Connection to the school

- No connection
- Parent of a Year 12 student
- Employed by the school — provide details below

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- Other — provide details below

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Excess applications

Schools may receive more applications than are required. Additional applications will be sent to the QCAA and added to a 'reserve' list if an applicant has given their permission. The list may be accessed by other schools that need more applicants.

Note: If you are appointed to a different school, a travel allowance will not be paid.

- If I am unsuccessful in being nominated to a position at this school, I give permission for my application form to be sent to the QCAA. I am willing to travel:
 - 1–10 km to a school
 - 10–20 km to a school
 - more than 20 km to a school.

Contact with students who are sitting the QCS Test

List below the name/s and school/s of any student who is related to you or who you teach or tutor.

Declaration

I confirm that the information provided is correct.

Signature Date