

Memo

Queensland Curriculum and Assessment Authority

20 June 2017

Senior secondary

Number: 035/17

Ancient History Senior External Examination assessor position

Purpose

To invite Queensland secondary school teachers with a minimum of five years full-time teaching experience to apply for the Ancient History Senior External Examination assessor position.

Background

Senior External Examination

The Senior External Examination (SEE) consists of 21 individual subject examinations provided throughout Queensland in October and November each year by the Queensland Curriculum and Assessment Authority (QCAA). The subjects are listed in the attached *Information for applicants*.

Each subject examination is based on an external senior syllabus that sets out the aims, objectives, learning experiences and assessment requirements for the subject.

An examining team (chief examiner, assistant examiner and assessor) develops an annual examination paper for each non-language subject as well as Chinese, Vietnamese and Korean.

Assessor role

Senior External Examination assessors review and work the examination paper for their subject to check that the examination meets syllabus and time requirements.

The Ancient History assessor will be appointed from 2017 to 2018. The role involves reviewing and working the Ancient History examination once per year. For more information about the SEE, visit www.qcaa.qld.edu.au/senior/see/general-information.

What you need to do

Teachers interested in applying for the Ancient History assessor position should read the attached documents and complete and submit the *Expression of interest: Assessor form*. Applications are due by 07 July 2017.

Information

If you would like more information about the Ancient History assessor position, email externalexams@qcaa.qld.edu.au or call (07) 3864 0475.

Claude Jones
Deputy Director
Assessment and Reporting Division

Attachments

- *Information for assessor applicants*
- *Expression of interest: Assessor*

Information for assessor applicants

Senior External Examination

What is the Senior External Examination?

The Senior External Examination consists of 21 individual subject examinations provided across Queensland in October or November each year by the Queensland Curriculum and Assessment Authority (QCAA). A list of the 21 subjects appears below.

Candidates may sit one or more examinations, depending on eligibility and personal circumstances. An external syllabus sets out the aims, objectives, learning experiences and assessment requirements for each examination subject.

Results are based solely on performance in the examination. Class tests and assignments completed during the year do not contribute to results.

The Senior External Examination is for:

- Year 12 students unable to access particular subjects at their school
- adult students (people of any age not enrolled at a Queensland secondary school)
 - to meet tertiary entrance or employment requirements
 - for personal interest.

Examination papers are:

- developed by a chief examiner and an assistant examiner
- panelled by selected QCAA staff members in conjunction with the chief examiner and the assistant examiner
- reviewed and worked by an assessor
- administered by the QCAA's Assessment Operations Unit
- marked by a marking team (led by the chief examiner).

Subjects offered

- | | | |
|-------------------|-----------------------|--------------|
| • Accounting | • Korean | • Physics |
| • Ancient History | • Legal Studies | • Polish * |
| • Arabic * | • Mathematics A | • Punjabi * |
| • Biology | • Mathematics B | • Russian * |
| • Chemistry | • Modern Greek * | • Spanish * |
| • Chinese | • Modern History | • Vietnamese |
| • English | • Philosophy & Reason | • Visual Art |

* Examiners not required

Assessor responsibilities

The Senior External Examination assessor:

- **must not** help develop or write the examination paper
- **must not** discuss any aspect of your examining team role and responsibilities with anyone except members of your team and appropriate QCAA staff members. **The QCAA will treat any breach of security seriously**
- is required to review the examination paper after panelling to confirm that
 - it conforms to the current syllabus
 - the questions are distributed appropriately over the range of the syllabus
 - the time allocations on the examination paper match those required by the syllabus
 - any variation in the standard of questions from previous years is justified
 - the marking scheme and/or grade specifications reflect syllabus requirements
 - for language subjects, Listening and Speaking sections conform to the general format prescribed in the *2017 Senior External Examination* handbook
- will work the examination paper as if they were a candidate to ensure that
 - it is a reasonable length and can be answered in the time allowed
 - the overall format is clear and comprehensible
 - each question has a suitable degree of difficulty
 - it is free of typographical errors
 - it is possible to solve all questions and tasks from the information provided and from any knowledge that must be assumed. For questions that have more than one option, work each option. Use point or note form for multiple essay responses.

Following this, the assessor is required to:

- provide feedback to the chief examiner by phone or in writing
- send the worked examination paper, the *Assessor's sign-off sheet* and any written feedback to the QCAA. The QCAA will copy all documents and send the originals to the chief examiner
- complete these tasks within two weeks of receiving the examination paper.

Payment

Assessors will be paid \$476 to assess the exam after examination paper printers' proofs are received from chief examiner.

Although unlikely, if assessors need to attend any meetings, the QCAA will book and pay for any flights and accommodation. Assessors will be paid \$47.55 per hour for each meeting.

Selection criteria

Senior External Examination assessors must have:

- a minimum of five years full-time teaching experience in the subject
- attested expertise in the subject
- demonstrated ability to meet deadlines.

Expression of Interest — Assessor

Senior External Examination

Please scan and email completed form to externalexams@qcaa.qld.edu.au.

Fields marked with an (*) asterisk are mandatory fields.

Subject		Ancient History			
Personal details					
Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other
*Family name					
*First name					
*Home address					Postcode
*Email					
Telephone numbers	Work			Home	
	Mobile				
Teaching experience					
Number of years teaching Ancient History					
Year Ancient History first taught				Year Ancient History last taught	
Are you currently teaching?	<input type="checkbox"/> Yes, full time		<input type="checkbox"/> Yes, part time		<input type="checkbox"/> No
Number of years teaching	Primary		Secondary		Tertiary
*Current place of employment					
*Current position					
*Queensland College of Teachers registration number (TRN)					
*Academic qualifications			Membership of professional associations, QCAA committees, related activities		
Applicant's signature			Date		/ /