

Memo

Queensland Curriculum and Assessment Authority

29 August 2017

Senior secondary

Number: 046/17

State review panel comparability meetings 2017

Purpose

To inform schools and members of state review panels about November 2017 comparability meetings.

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 for the one-day and two-day comparability meetings of state review panels.

The meetings will be held during the period from Monday 6 until Thursday 9 November 2017, and each meeting will start at 9:00 am.

State review panels will meet 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 venue

The meetings will be held at:

Brisbane International Virginia
Corner Sandgate and Zillmere Roads
Boondall Qld 4034

Travel arrangements

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

Panellists who qualify for travel arrangements will need to complete the *Travel booking form* available at www.qcaa.qld.edu.au/senior/moderation-hub/forms (including 'Use of own vehicle', if applicable) and return it to the QCAA by **15 September 2017**, by:

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

- post — addressed to:

Administration Officer
QCAA Services Coordination Unit
PO Box 307
Spring Hill Qld 4004

Accommodation

For panellists approved for accommodation, rooms will be booked at the Brisbane International Virginia.

Meals

Panellists requiring accommodation will be provided with breakfast and dinner. Lunch for all panellists will be 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 *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 *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.
- *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.

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 *Travel booking form* (including 'Use of own vehicle') if required. Ensure forms are received by the QCAA no later than **Friday 15 September 2017** and preferably by email.

Attachments and web links

- State review panel comparability meetings schedule
- Travel booking form: www.qcaa.qld.edu.au/senior/moderation-hub/forms

Finding out more

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

Jacqueline Wilton
Director, Curriculum Services Division

State review panel comparability meetings schedule

6–9 November 2017

The following schedule shows when each panel will meet for comparability. Meetings take place over one or two days between Monday 6 and Thursday 9 November. All meetings start at 9:00 am.

**The following panels will meet on two days:
Monday 6 and Tuesday 7 November 2017**

Panel	Subject
A13	Graphics
A16	Information Processing and Technology
A24	Physical Education
A36	Mathematics A
A37	Mathematics B
A44	Chemistry
A45	Physics
B02	French
B03	German
B12	Accounting
B20	Study of Religion
B21	Legal Studies
B26	Music
B28	Business Communication and Technologies
B36	Music Extension
B38	Ancient History
B40	Film, Television and New Media
B45	English

The following panels will meet on one day only:

Monday 6 November 2017

Panel	Subject
A21	Agricultural Science

Wednesday 8 November 2017

Panel	Subject
A22	Hospitality Studies

**The following panels will meet on two days:
Wednesday 8 and Thursday 9 November 2017**

Panel	Subject
A06	Biology
A19	Health Education
A23	Technology Studies
A25	Home Economics
A26	Information Technology Studies
A38	Mathematics C
A43	Science21
A47	Marine Science
B05	Japanese
B14	Visual Art
B19	Dance
B22	Drama
B23	Chinese
B29	Economics
B34	Geography
B37	English Extension
B39	Modern History
B55	Business Management

Venue address

Brisbane International Virginia
Corner Sandgate and Zillmere Roads
Boondall Qld 4034