

# Memo

Queensland Curriculum and Assessment Authority

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16 February 2018

Senior secondary

Number: 016/18

## Biology Senior External Examination — assessor position

### Purpose

To invite Queensland secondary school teachers to apply for the Biology Senior External Examination assessor position.

### Background

#### Senior External Examination

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

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

A team consisting of the chief examiner, assistant examiner and assessor work together to develop an annual examination paper.

#### Assessor role

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

The Biology assessor will be appointed for 2018. The role involves reviewing and working the Biology examination once per year. For more information about the SEE, visit [www.qcaa.qld.edu.au/senior/see/general-information](http://www.qcaa.qld.edu.au/senior/see/general-information).

### What you need to do

Teachers interested in applying for this role should read the attached documents and complete and submit the *Expression of interest — assessor* form to [externalexams@qcaa.qld.edu.au](mailto:externalexams@qcaa.qld.edu.au). Applications are due by 2 March 2018.

## Information

If you would like more information about the Biology assessor position, email [externalexams@qcaa.qld.edu.au](mailto:externalexams@qcaa.qld.edu.au) or call (07) 3120 6180.

Claude Jones  
Director, Assessment and Reporting Division

## Attachments

- *Information for applicants*
- *Expression of interest — assessor*

# Information for applicants

## Senior External Examination — assessor

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### What is the Senior External Examination?

The Senior External Examination consists of 21 individual subject examinations provided across Queensland in October and 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 assessment and subject matter experts, 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

<ul style="list-style-type: none"><li>• Accounting</li><li>• Ancient History</li><li>• Arabic</li><li>• Biology</li><li>• Chemistry</li><li>• Chinese</li><li>• English</li></ul>	<ul style="list-style-type: none"><li>• Korean</li><li>• Legal Studies</li><li>• Mathematics A</li><li>• Mathematics B</li><li>• Modern Greek</li><li>• Modern History</li><li>• Philosophy &amp; Reason</li></ul>	<ul style="list-style-type: none"><li>• Physics</li><li>• Polish</li><li>• Punjabi</li><li>• Russian</li><li>• Spanish</li><li>• Vietnamese</li><li>• Visual Art</li></ul>
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# Assessor responsibilities

You are responsible for:

- reviewing the examination paper after panelling to confirm that:
  - it conforms to the current external syllabus
  - the questions are distributed appropriately over the range of the syllabus
  - the time allocations on the examination paper meet the requirements of the syllabus
  - any variation in the standard of questions from previous years is justified
  - the marking scheme and/or grade specifications reflect syllabus requirements
- working the examination paper as if you were a candidate to ensure that:
  - it is of reasonable length and can be answered in the time allowed
  - the form is clear and within the comprehension of average candidates
  - 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, you are 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 (copies of all documents will be made and the originals will be sent to the chief examiner).

You must complete these tasks **within two weeks** of receiving the examination paper, if possible.

You 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.

# Payment

Payment and conditions	
<b>Annual setting fee</b>	
<b>Assessor</b>	<b>\$487</b>
<ul style="list-style-type: none"><li>• Paid when signed examination paper printers' proofs are received from chief examiner (September 2018)</li></ul>	
<b>Meeting fee</b>	
<ul style="list-style-type: none"><li>• QCAA will book and pay for any required flights, rental cars and/or accommodation</li><li>• QCAA will pay meeting fees as soon as possible after a meeting or language recording has taken place</li></ul>	
<b>Assessor</b>	<b>\$48.74 per hour</b>
<ul style="list-style-type: none"><li>• Any QCAA examiner meeting</li></ul>	
<b>Marking fee</b>	
<b>Marker</b>	<b>\$46.17 per hour</b>
<ul style="list-style-type: none"><li>• Includes marking, check marking, special considerations and reassessments</li><li>• QCAA will pay a piece rate of \$15.39 per script based on the hourly rate of \$46.17</li><li>• QCAA will pay marking fees as soon as possible after marking is finished</li></ul>	

## Selection criteria

- 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](mailto:externalexams@qcaa.qld.edu.au).

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

Subject		Biology			
<b>Personal details</b>					
*Family name				Title	
*First name					
*Home address				Postcode	
*Email					
*Telephone numbers	Work			Home	
	Mobile				
<b>Teaching experience</b>					
Number of years teaching <b>Biology</b>					
Year <b>Biology</b> first taught			Year <b>Biology</b> 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				
<b>Applicant's signature</b>				<b>Date</b>	

The information you provide on this form will be used to administer and manage the appointment of Assessor for Senior External Examination as part of legislative functions described in Education (Queensland Curriculum and Assessment Authority) Regulation 2014 (s.81). Personal information will be accessed by authorised QCAA staff, and handled in accordance with the *Information Privacy Act 2009*. Information held by the QCAA is subject to the *Right to Information Act 2009*.