

Memo

Queensland Curriculum and Assessment Authority

16 February 2018

Senior secondary

Number: 017/18

Biology Senior External Examination — assistant examiner position

Purpose

To invite Queensland secondary school teachers to apply for the Biology Senior External Examination assistant examiner 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.

Assistant examiner role

The assistant examiner helps the chief examiner develop the examination paper and assists with any duties in setting the examination paper, as well as marking examination scripts, as agreed with the chief examiner. The assistant examiner is also required to fulfil any duties of the chief examiner if the chief examiner is unable to do so.

The Biology assistant examiner will be appointed for 2018. 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 this role should read the attached documents and complete and submit the *Expression of interest — assistant examiner* form to externalexams@qcaa.qld.edu.au. Applications are due by 2 March 2018.

Information

If you would like more information about the Biology assistant examiner position, email externalexams@qcaa.qld.edu.au or call (07) 3120 6180.

Claude Jones
Director, Assessment and Reporting Division

Attachments

- *Information for applicants*
- *Expression of interest — assistant examiner*

Information for applicants

Senior External Examination — assistant examiner

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

You are responsible for:

- helping the chief examiner develop the 2018 examination paper for your subject
- any duties in setting the examination paper and marking examination scripts as agreed with the chief examiner
- setting the examination paper and managing marking operations if the chief examiner is unable to fulfil any of those duties.

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.

You must ensure that:

- the examination paper conforms to the requirements of the current external syllabus
- the questions are distributed appropriately over the range of the syllabus
- the time allocations meet the requirements of the syllabus
- any variation in the standard of questions from previous years is justified
- the examination paper is of reasonable length and can be answered in the time allowed
- the form of the examination paper is clear and within the comprehension of average candidates, each question has a suitable degree of difficulty, solutions to questions are possible from the information provided and from any knowledge that must be assumed
- the marking scheme and/or grade specifications reflect syllabus requirements
- the examination paper is free of typographical errors.

You are required to provide feedback to the chief examiner and send the *Assistant examiner's sign-off sheet* to the chief examiner and to the QCAA when you are satisfied with the examination paper.

If the chief examiner amends the draft examination paper following the assessor's work, you may be required to check the updated version.

Payment

Payment and conditions	
Annual setting fee	
Assistant examiner	\$782
<ul style="list-style-type: none">• Paid when signed examination paper printers' proofs are received from chief examiner (September 2018)	
Meeting fee	
<ul style="list-style-type: none">• QCAA will book and pay for any required flights, rental cars and/or accommodation• QCAA will pay meeting fees as soon as possible after a meeting or language recording has taken place	
Assistant examiner	\$52.15 per hour
<ul style="list-style-type: none">• Any QCAA examiner meeting	
Marking fee	
Marker	\$46.17 per hour
<ul style="list-style-type: none">• Includes marking, check marking, special considerations and reassessments• QCAA will pay a piece rate of \$15.39 per script based on the hourly rate of \$46.17• QCAA will pay marking fees as soon as possible after marking is finished	

Selection criteria

- Teaching experience in the subject
- Attested expertise in the subject
- Demonstrated ability to meet deadlines

Expression of interest — assistant examiner

Senior External Examination

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

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

Subject		Biology			
Personal details					
*Family name				Title	
*First name					
*Home address					Postcode
*Email					
*Telephone numbers	Work		Home		
	Mobile				
Teaching experience					
Number of years teaching Biology					
Year Biology first taught			Year Biology 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	

The information you provide on this form will be used to administer and manage the appointment of Assistant Examiner 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*.