

Memo

Queensland Curriculum and Assessment Authority

5 March 2018

Senior secondary

Number: 019/18

2018 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 2018 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. They do not supervise students or assist in the administration of the test.

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 nominates an appropriate person for each available position at that test centre.

Two CCRs (position codes A and B) will be appointed to each test centre. The CCR-B will be required to perform their duties at a neighbouring school, except where distance is prohibitive.

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 (position code V).

Test centres with more than 250 students are required to nominate **two** CRs (position codes V and 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 C and Z positions will only be paid if they replace a previously appointed CCR or CR.

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 suitable 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 permission for their details to be passed on to the QCAA (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 the CCR and CR positions within your school community.
2. Provide 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 (CommReps) by **Friday 18 May 2018**. You must have SCHOOLADMIN access to log in to the database. To log in or set up access to the database, visit www.qcaa.qld.edu.au/senior/qcs-test/administration/database.
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 of the people you did select.

Finding out more

Email the Assessment Operations Unit at qcs.admin@qcaa.qld.edu.au or phone (07) 3864 0227.

Claude Jones
Director, Assessment and Reporting Division

Position information: Community representatives

2018 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 2018 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 in Queensland and have a chief supervisor to administer the test.

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

This year's QCS Test will be held on Tuesday 4 September and Wednesday 5 September.

Applications for the CCR and CR positions close on **Friday 18 May 2018**.

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 CCRs.
<p>Availability</p> <p>Each CCR must be available for the following sessions:</p> <ol style="list-style-type: none"> two weeks before the test — collect their key for the security cases the day after it is delivered to the school (30 minutes) the week before the test — receive the security cases at the time they are delivered to the school (up to 60 minutes) Tuesday 4 September (Day 1 of the test) <ul style="list-style-type: none"> start between 8:10 am and 8:40 am finish between 2:40 pm and 3:10 pm Wednesday 5 September (Day 2 of the test) <ul style="list-style-type: none"> start between 8:10 am and 8:40 am finish between 2:40 pm and 3:10 pm. 	<p>Availability</p> <p>The CR must be available for the following sessions:</p> <ol style="list-style-type: none"> Tuesday 4 September (Day 1 of the test) <ul style="list-style-type: none"> start between 8:10 am and 8:40 am finish between 2:40 pm and 3:10 pm Wednesday 5 September (Day 2 of the test) <ul style="list-style-type: none"> start between 8:10 am and 8:40 am finish 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 (A and B) plus 1 optional reserve	Nil
151–250		1 mandatory plus 1 optional reserve
Over 250		2 mandatory plus 1 optional reserve

Selection criteria

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

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

Appointments

Based on the nominations submitted by the chief supervisor, the QCAA will appoint people to the following positions at each 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)
- **CR-V** or **CR-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 are a parent/guardian, relative or tutor of a student sitting the QCS Test this year
 - if they or a relative are employed by the school to which they are appointed
- 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 at your chosen test centre, 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 where you can submit an application, you can email your application to qcs.admin@qcaa.qld.edu.au and ask to be placed on the reserve list. The QCAA will contact you 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 the QCAA if you have accepted a separation package and are unsure whether any re-engagement or repayment conditions still apply that may impact on the 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 will only be paid if they replace a previously appointed CCR or CR.

Payments will be made by mid-October.

CCR	CR
<ul style="list-style-type: none">• \$492.65 (less than 150 students sitting the test)• \$570.47 (more than 150 students sitting the test)	<ul style="list-style-type: none">• \$319.00

How to apply

Complete the *Application: Community representative* form and return it to the chief supervisor as soon as possible. **Applications close Friday 18 May 2018.**

Finding out more

Email the Assessment Operations Unit at qcs.admin@qcaa.qld.edu.au or phone (07) 3864 0227.

Application: Community representative

2018 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 18 May 2018.

Position details			
School name:			
Position applied for:			
Personal details			
Title:		Family name:	
Gender:		Given name:	
Date of birth:		Preferred name:	
Address:			
		Postcode:	
Phone:			
Mobile:			
Email:			

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 your mother's first initial of her given name followed by the first three letters of her surname at birth.

Your BIC							

Employment history

Provide a brief description of your past employment.

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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 *Education (Queensland Curriculum and Assessment Authority) Act 2014* (s.13 and s.41) and *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/guardian, relative or tutor of a Year 12 student
- Employed by the school — provide details below

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- Relative of a person 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: Travel allowances are not paid to chief community representatives or community representatives.

- 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