

Memo

Queensland Curriculum and Assessment Authority

16 April 2018

Senior secondary

Number: 026/18

Mock external assessment: Phase 1 — writing and scrutiny panels

Purpose

To invite teachers to participate in the development of mock external assessments and associated resources.

Background

The new Queensland Certificate of Education (QCE) system will include a senior assessment model that combines school-based assessment developed and marked by teachers with external assessment developed and marked by the Queensland Curriculum and Assessment Authority (QCAA).

To support the introduction of external assessment, mock external assessments will be developed for each General senior syllabus. Mock common internal assessments will also be developed for Essential English and Essential Mathematics.

Information

The QCAA is developing mock external assessments and associated materials in phases throughout 2018. Phase 1 subjects are:

- Agricultural Science
- Ancient History
- Chemistry
- Film, Television & New Media
- French
- French Extension
- General Mathematics
- Geography
- Health
- Japanese
- Music
- Spanish

- Study of Religion.

To assist in this process, Expressions of Interest are invited from teachers who are experts in the Phase 1 General senior subjects, or the current equivalent subjects, to participate in one of the following panels:

- writing panel — to provide expert subject area advice over three days to support the development of the mock external assessment, marking guide and associated materials
 - Saturday 12 May, Sunday 13 May and Saturday 26 May 2018 **or**
 - Saturday 19 May, Sunday 20 May and Sunday 27 May 2018
- scrutiny panel — to provide expert subject area advice over one day to review the mock external assessment, marking guide and associated materials and make recommendations for approval
 - one-day commitment between Monday 11 June and Friday 15 June 2018 (inclusive).

Teacher Relief Scheme (TRS) will be provided to school-based participants for weekday panels. Weekend panel participants will be paid an hourly rate of \$52.15.

Roles and responsibilities are explained in the position descriptions available through the following links:

- [Position description — external assessment writer](#)
- [Position description — scrutiny panel member.](#)

Accreditation

To be considered for scrutiny panel membership, Accreditation courses 1, 2 and 6 (including assessment) must be successfully completed. The Accreditation courses and assessment are available in the QCAA Portal at <https://www.qcaa.qld.edu.au/portal/home/landing#!/home>.

How to apply

Applicants are required to complete the Expression of Interest by close of business on Monday 30 April 2018. The Expression of Interest can be accessed and submitted online at <https://www.qcaa.qld.edu.au/senior/new-snr-assessment-te/external-assessment/ea-panels-eoi-form>.

Finding out more

For more information about becoming a QCAA assessor for external assessment writing, visit www.qcaa.qld.edu.au/senior/new-snr-assessment-te/qcaa-assessors.

Alternatively, please email assessoraccreditation@qcaa.qld.edu.au, or phone (07) 3864 0272.

Jacqueline Wilton

Director

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Queensland Curriculum and Assessment Authority

Position description — external assessment writer

Role of the position

The external assessment writer has a key role in developing the mock external assessments, marking guides and associated materials. Comprehensive understanding of the relevant redeveloped General senior syllabus, the attributes of quality assessment and experience within the senior phase of schooling is expected as part of this role.

Knowledge of externally developed assessment programs, such as the Queensland Core Skills (QCS) Test, the National Assessment Program — Literacy and Numeracy (NAPLAN) and/or assessment programs in other jurisdictions would be advantageous.

Major responsibilities

Successful applicants will:

- work in teams to develop the mock external assessments, marking guides and associated materials following QCAA quality assurance processes
- receive and act on professional advice from critical friends, scrutiny panels and QCAA committees
- maintain confidentiality of all mock external assessment materials and writing and scrutiny panel processes
- maintain currency with new developments in curriculum
- develop and maintain professional relationships between the QCAA and key stakeholders
- undertake other tasks as required to assist the QCAA in achieving its business outcomes.

Eligibility

Applicants must:

- hold current Queensland College of Teachers registration
- have a comprehensive understanding of the relevant redeveloped General senior syllabus
- have completed, and passed the assessment in, QCAA Accreditation courses 1, 2 and 6
- have taught in Queensland.

Additional information

- Enquiries from potential applicants who would like further information on the role are welcome and encouraged. Please refer to the contact details provided in the 'Finding out more' section of this memo.
- This role requires experience in and knowledge of education in the senior phase of schooling in Queensland.
- Previous experience in developing subject-based external assessment would be desirable.
- Applications will remain current for identical vacancies that become available during the next 12 months.

- For work completed on weekends, an hourly rate of \$52.15 will be paid. Payment will be based on the actual number of hours claimed and verified by the QCAA.
- The QCAA is committed to fair treatment and equality of opportunity for all current and prospective employees.
- All QCAA employees are subject to the *Code of Conduct for the Queensland Public Service*. Please refer to following website if you would like to view the code and other important information on ethics in the Queensland public sector: www.forgov.qld.gov.au/conduct-and-performance.
- Travel and overnight absences from home may be required in this position.

Application

- This is a casual position involving work on a weekend, with the possibility of work being required on a third day. These work days may be either of the following:
 - Saturday 12 May, Sunday 13 May and Saturday 26 May 2018
 - Saturday 19 May, Sunday 20 May and Sunday 27 May 2018.

The weekend on which writing will take place is dependent on the subject, and will be specified by the QCAA.

- Applications for this position must be completed online via <https://www.qcaa.qld.edu.au/senior/new-snr-assessment-te/external-assessment/ea-panels-eoi-form>.

Queensland Curriculum and Assessment Authority

Position description — scrutiny panel member

Role of the position

The role of the scrutiny panel member is to provide expert advice to the external assessment writing team about the validity and accessibility of the mock external assessment instrument and the effectiveness of the marking guide as a tool for ensuring the reliability of student results.

Experience in teaching and developing assessments for similar subjects in the current system, and the capacity to provide guidance and advice about the validity, accessibility and reliability of assessment instruments, are crucial to the role.

Comprehensive knowledge of the redeveloped General senior syllabuses, the attributes of quality assessment, externally developed assessment programs such as the Queensland Core Skills (QCS) Test, the National Assessment Program — Literacy and Numeracy (NAPLAN) and/or assessment programs in other jurisdictions would be advantageous.

Major responsibilities

This position requires the capability to participate in scrutiny panel meetings to quality-assure professional resources responsive to the needs of Queensland teachers in accordance with current research pertaining to external assessment. Successful applicants will:

- complete the mock external assessment by responding to the instrument under assessment conditions similar to those that will apply when students complete the assessment
- contribute to the panel's independent review of all assessment materials
- contribute to the panel's review and synthesis of recommendations
- maintain confidentiality of all mock external assessment materials and scrutiny panel processes
- ensure that the security of all mock external assessment materials is maintained
- maintain professional working relationships with the QCAA and key stakeholders
- undertake other tasks as required to assist the QCAA in achieving its business outcomes.

Eligibility for school-based panel members

Applicants must:

- hold current Queensland College of Teachers registration
- be familiar with the redeveloped General senior syllabuses
- have completed, and passed the assessment for, QCAA Accreditation courses 1, 2 and 6
- have taught in Queensland.

Additional information

- Enquiries from potential applicants who would like further information about the role are welcome and encouraged. Please refer to the contact details provided in this memo.
- This role requires experience in, and knowledge of, education in the senior phase of schooling.
- Previous experience in developing subject-based external assessment would be desirable.
- Applications will remain current for identical vacancies that become available during the next 12 months.
- Teacher Relief Scheme (TRS) will be available for work completed during a school day during term time. Payment will be based on the actual number of hours claimed and verified by the QCAA.
- The QCAA is committed to fair treatment and equality of opportunity for all current and prospective employees.
- All QCAA employees are subject to the *Code of Conduct for the Queensland Public Service*. Please refer to following website if you would like to view the code and other important information on ethics in the Queensland public sector: www.forgov.qld.gov.au/conduct-and-performance.
- Travel and overnight absences from home may be required in this position.

Application

- Applications must be completed online via <https://www.qcaa.qld.edu.au/senior/new-snr-assessment-te/external-assessment/ea-panels-eoi-form>.
- This is a casual position for one day only, between Monday 11 June and Friday 15 June 2018 (inclusive).
- If you work in a school, you will need to seek your principal's permission to apply for a position on the scrutiny panel as you will need to be available for duty for the period specified above.