

# Memo

Queensland Curriculum and Assessment Authority

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20 February 2019

Senior secondary

Number: 013/19

## External assessment: Phase 1 — Subject matter experts

### Purpose

To invite teachers to participate in the development of external assessments for implementation in 2020.

### Background

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

To support the development of external assessment for use with students in 2020, the QCAA will write these external assessments across five phases in 2019.

### Information

Between 1 April 2019 and 12 July 2019, the QCAA will develop thirteen external assessments for Phase 1 subjects. This includes one Senior External Examination (SEE).

Phase 1 subjects are listed below.

#### Phase 1

- Aboriginal & Torres Strait Islander Studies
- Chemistry
- Chinese Extension
- Design
- Economics
- Engineering
- English/English as an Additional Language (EAL)
- English SEE
- Essential English
- Film, Television & New Media
- Food & Nutrition
- Spanish
- Specialist Mathematics.

To assist in the development of assessments for Phase 1 subjects for 2020, teachers are invited to apply to be subject matter experts (SMEs) in the three following roles:

- **critical friend** — to provide expert subject matter advice over two days (or three days for Chemistry and Specialist Mathematics) to review the external assessment and marking guide, and to respond to the assessment and make recommendations for approval
- **writing panel member** — to provide expert subject matter advice over two days (or four days for Chemistry and Specialist Mathematics) to develop the external assessment and marking guide, and to respond to the assessment and make recommendations for approval
- **scrutiny panel member** — to provide expert subject matter advice over one or two days to review the external assessment and marking guide, and to respond to the assessment and make recommendations for approval.

#### Critical friend commitments and dates

Subject	Commitment	2019 dates
<b>Engineering</b>	2 days	<ul style="list-style-type: none"> <li>• Monday 1 April</li> <li>• Thursday 9 May</li> </ul>
<b>Aboriginal &amp; Torres Strait Islander Studies</b>	2 days	<ul style="list-style-type: none"> <li>• Tuesday 2 April</li> <li>• Thursday 9 May</li> </ul>
<b>Economics</b>		
<b>Food &amp; Nutrition</b>	2 days	<ul style="list-style-type: none"> <li>• Tuesday 2 April</li> <li>• Tuesday 14 May</li> </ul>
<b>Design</b>	2 days	<ul style="list-style-type: none"> <li>• Wednesday 3 April</li> <li>• Friday 10 May</li> </ul>
<b>Chinese Extension</b>	2 days	<ul style="list-style-type: none"> <li>• Wednesday 3 April</li> <li>• Thursday 9 May</li> </ul>
<b>English SEE</b>		
<b>Essential English</b>		
<b>Spanish</b>		
<b>Film, Television &amp; New Media</b>	2 days	<ul style="list-style-type: none"> <li>• Wednesday 3 April</li> <li>• Friday 10 May</li> </ul>
<b>English/EAL</b>		
<b>Chemistry</b>	3 days	<ul style="list-style-type: none"> <li>• Wednesday 3 April</li> <li>• Tuesday 7 May</li> <li>• Friday 24 May</li> </ul>
<b>Specialist Mathematics</b>	3 days	<ul style="list-style-type: none"> <li>• Monday 15 April</li> <li>• Tuesday 7 May</li> <li>• Monday 27 May</li> </ul>

### Writing panel member commitments and dates

Subject	Commitment	2019 dates
<b>Chinese Extension</b>	2 days	<ul style="list-style-type: none"> <li>• Friday 26 April</li> <li>• Saturday 27 April</li> </ul>
<b>English SEE</b>		
<b>English/EAL</b>		
<b>Essential English</b>		
<b>Spanish</b>		
<b>Film, Television &amp; New Media</b>	4 days	<ul style="list-style-type: none"> <li>• Saturday 27 April</li> <li>• Sunday 28 April</li> <li>• Saturday 18 May</li> <li>• Sunday 19 May</li> </ul>
<b>Chemistry</b>		
<b>Specialist Mathematics</b>	2 days	<ul style="list-style-type: none"> <li>• Saturday 27 April</li> <li>• Sunday 28 April</li> </ul>
<b>Aboriginal &amp; Torres Strait Islander Studies</b>		
<b>Design</b>		
<b>Economics</b>		
<b>Engineering</b>		
<b>Food &amp; Nutrition</b>		

### Scrutiny panel member commitments and dates

Subject	Commitment	2019 dates
<b>Chemistry</b>	2 days	<ul style="list-style-type: none"> <li>• Tuesday 21 May</li> <li>• Thursday 6 June</li> </ul>
<b>Specialist Mathematics</b>		
<b>Aboriginal &amp; Torres Strait Islander Studies</b>	1 day	<ul style="list-style-type: none"> <li>• Thursday 23 May</li> </ul>
<b>Chinese Extension</b>		
<b>Engineering</b>		
<b>Spanish</b>		
<b>Economics</b>	1 day	<ul style="list-style-type: none"> <li>• Friday 24 May</li> </ul>
<b>Film, Television &amp; New Media</b>		
<b>Food &amp; Nutrition</b>		
<b>Design</b>	1 day	<ul style="list-style-type: none"> <li>• Monday 27 May</li> </ul>
<b>English SEE</b>		
<b>English/EAL</b>	1 day	<ul style="list-style-type: none"> <li>• Tuesday 28 May</li> </ul>
<b>Essential English</b>		

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

## Accreditation

To be considered for these roles, Accreditation courses 1, 2 and 6 (including assessment) must be successfully completed. The Accreditation courses and assessment are available in the QCAA Portal: [www.qcaa.qld.edu.au/portal](http://www.qcaa.qld.edu.au/portal).

## How to apply

Applications must be submitted online through the Assessor jobs app in the QCAA Portal. Please refer to the position description in Assessor jobs for more detailed information, including the dates each category of SME will need to work.

Applications close on Monday 4 March 2019.

## Finding out more

For more information about becoming a QCAA assessor for external assessment, visit [www.qcaa.qld.edu.au/senior/assessment/quality-assurance/qcaa-assessors](http://www.qcaa.qld.edu.au/senior/assessment/quality-assurance/qcaa-assessors).

Alternatively, please email [seaops@qcaa.qld.edu.au](mailto:seaops@qcaa.qld.edu.au), or phone (07) 3864 0305.

Jacqueline Wilton  
Director, Curriculum Services Division

### Subject matter expert roles

Three subject matter expert (SME) roles exist for each subject: critical friend, writing panel member, and scrutiny panel member. You may apply for one, two or all three SME roles.

Before applying, you must obtain agreement from your principal that your application will be supported, and that you will be released for QCAA activities during school hours.

### Mandatory eligibility requirements

You must:

- have completed all sections, including the assessment of QCAA Accreditation Courses 1, 2 and 6
- hold current registration with the Queensland College of Teachers
- be currently teaching in a Queensland secondary school context and have experience in the senior phase of schooling
- not be related to any person sitting the external assessment in the year the assessment will be used with Year 12 students
- not be teaching Units 3 and 4 in the year in which the assessment will be used with Year 12 students.

### Roles and responsibilities

All three SME roles require a comprehensive understanding of the relevant General senior syllabus and/or Senior External Examination (SEE) syllabus and the attributes of quality assessment.

Responsibilities for each category of SME are provided below.

#### Critical friends

Successful applicants will:

- provide expert subject matter advice to the writing team about the validity and accessibility of the assessment instrument and the effectiveness of the marking guide as a tool for ensuring the reliability of student results
- complete an independent review of all assessment materials, with advice annotated on the provided documents
- consult with the writers about the provided advice
- reach agreement with the writing team about recommendations and sign off on agreed changes
- maintain confidentiality and security of all external assessment materials
- undertake other tasks as required to support the development of quality external assessment.

## Writing panel members

Successful applicants will:

- work in teams to develop the external assessment instrument, sample responses, 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 and security of all external assessment materials and writing panel processes
- maintain currency with developments in curriculum
- undertake other tasks as required to support the development of quality external assessment.

## Scrutiny panel members

Successful applicants will:

- provide expert subject matter advice to the writing team about the validity and accessibility of the assessment instrument and the effectiveness of the marking guide as a tool for ensuring the reliability of student results
- respond to the instrument under assessment conditions similar to those that will apply when students complete the assessment
- participate in scrutiny panel meeting/s and contribute to the panel's independent review of all assessment materials and synthesis of recommendations
- maintain confidentiality and security of all external assessment materials and scrutiny panel processes
- undertake other tasks as required to support the development of quality external assessment.

## Remuneration

For work undertaken on weekends, SMEs will be paid an hourly rate of \$52.15.

For work undertaken on a school day, your school is able to invoice QCAA for Teacher Relief Scheme (TRS) funding.

## Additional information

- Applications must be submitted online through the Assessor jobs app in the QCAA Portal.
- These are casual positions from 1 April to 31 December 2019 with the possibility of a two-year extension.
- Participation in externally developed assessment programs such as the Queensland Core Skills (QCS) Test, the National Assessment Program — Literacy and Numeracy (NAPLAN) tests and/or assessment programs in other jurisdictions would be advantageous.
- An overall requirement of the selection process for casual assessors who will support the new senior assessment processes of endorsement, confirmation and external assessment is to achieve appropriate representation from the State, Catholic and Independent sectors, and across individual schools.