

Memo

Queensland Curriculum and Assessment Authority

27 June 2019

Senior secondary

Number: 039/19

External assessment: Phase 3 — 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 26 July 2019 and 10 September 2019, the QCAA will develop fifteen external assessments for Phase 3 subjects. This includes two for Alternative Sequences (AS) and three Senior External Examinations (SEEs).

Phase 3 subjects are listed below.

Phase 3

- Chinese
- Chinese SEE
- French
- Ancient History
- Modern History
- Philosophy and Reason
- Legal Studies
- Design AS (Mock)
- Physical Education
- Mathematical Methods SEE
- General Mathematics SEE
- Specialist Mathematics AS
- Music
- Visual Art
- Dance

To assist in the development of assessments for Phase 3 subjects for 2020, teachers are invited to apply to be subject matter experts (SMEs) in the following three roles:

- **critical friend** — to provide expert subject matter advice 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 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 to review the external assessment and marking guide, and to respond to the assessment and make recommendations for approval.

Time commitments

Listed below are the activities, dates and time commitments by subject. Dates will be confirmed at the time of appointment. If applicants are uncertain of their availability for all of the dates below, they should still apply and final appointments will be made based on availability.

Chinese

| Activity | Date | Time commitment |
|------------------------|--|-----------------|
| Critical friend review | Monday 5 August 2019 | 1 day |
| Writing panel | Saturday 27 July 2019 Sunday 28 July 2019 Thursday 1 August 2019 | 3 days |
| Scrutiny panel | Tuesday 27 August 2019 | 1 day |

Chinese Senior External Examination (SEE)

| Activity | Date | Time commitment |
|------------------------|--|-----------------|
| Critical friend review | Monday 5 August 2019 | 1 day |
| Writing panel | Saturday 27 July 2019 Sunday 28 July 2019 | 2 days |
| Scrutiny panel | Wednesday 28 August 2019 | 1 day |

French

| Activity | Date | Time commitment |
|----------------|--|-----------------|
| Writing panel | Friday 26 July 2019 Saturday 27 July 2019 | 2 days |
| Scrutiny panel | Monday 19 August 2019 | 1 day |

Ancient History

| Activity | Date | Time commitment |
|------------------------|--|-----------------|
| Critical friend review | Thursday 1 August 2019 | 1 day |
| Writing panel | Saturday 27 July 2019 Sunday 28 July 2019 | 2 days |
| Scrutiny panel | Tuesday 20 August 2019 | 1 day |

Modern History

| Activity | Date | Time commitment |
|------------------------|--|-----------------|
| Critical friend review | Thursday 1 August 2019 | 1 day |
| Writing panel | Saturday 27 July 2019 Sunday 28 July 2019 | 2 days |
| Scrutiny panel | Wednesday 21 August 2019 | 1 day |

Philosophy and Reason

| Activity | Date | Time commitment |
|------------------------|--|-----------------|
| Critical friend review | Friday 2 August 2019 | 1 day |
| Writing panel | Saturday 27 July 2019 Sunday 28 July 2019 | 2 days |
| Scrutiny panel | Tuesday 20 August 2019 | 1 day |

Legal Studies

| Activity | Date | Time commitment |
|------------------------|--|-----------------|
| Critical friend review | Friday 16 August 2019 | 1 day |
| Writing panel | Saturday 10 August 2019 Sunday 11 August 2019 | 2 days |
| Scrutiny panel | Friday 30 August 2019 | 1 day |

Design Alternative Sequence (AS) (Mock)

| Activity | Date | Time commitment |
|------------------------|--|-----------------|
| Critical friend review | Thursday 1 August 2019 | 1 day |
| Writing panel | Saturday 27 July 2019 Sunday 28 July 2019 | 2 days |
| Scrutiny panel | Wednesday 21 August 2019 | 1 day |

Physical Education

| Activity | Date | Time commitment |
|----------------|--|-----------------|
| Writing panel | Saturday 27 July 2019 Sunday 28 July 2019 | 2 days |
| Scrutiny panel | Tuesday 20 August 2019 | 1 day |

Mathematical Methods Senior External Exam (SEE)

| Activity | Date | Time commitment |
|----------------|-----------------------|-----------------|
| Scrutiny panel | Monday 12 August 2019 | 1 day |

General Mathematics Senior External Exam (SEE)

| Activity | Date | Time commitment |
|----------------|-----------------------|-----------------|
| Scrutiny panel | Friday 16 August 2019 | 1 day |

Specialist Mathematics Alternative Sequence (AS)

| Activity | Date | Time commitment |
|------------------|--|-----------------|
| Writing panel 1 | Friday 2 August 2019 Saturday 3 August 2019 | 2 days |
| Writing panel 2 | Saturday 10 August 2019 Sunday 11 August 2019 | 2 days |
| Scrutiny panel 1 | Wednesday 28 August 2019 | 1 day |
| Scrutiny panel 2 | Tuesday 10 September 2019 | 1 day |

Music

| Activity | Date | Time commitment |
|----------------|--|-----------------|
| Writing panel | Friday 26 July 2019 Saturday 27 July 2019 | 2 days |
| Scrutiny panel | Monday 19 August 2019 | 1 day |

Visual Art

| Activity | Date | Time commitment |
|----------------|--|-----------------|
| Writing panel | Friday 26 July 2019 Saturday 27 July 2019 | 2 days |
| Scrutiny panel | Monday 19 August 2019 | 1 day |

Dance

| Activity | Date | Time commitment |
|----------------|--|-----------------|
| Writing panel | Friday 26 July 2019 Saturday 27 July 2019 | 2 days |
| Scrutiny panel | Thursday 15 August 2019 Friday 16 August 2019 | 2 days |

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.

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.

Applications close on Thursday 4 July 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.

Alternatively, please email 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 be selected for any of these roles but you can indicate a preference by clicking the appropriate box.

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.

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.

Applicants should not be teaching Units 3 and 4 in the year in which the assessment will be used with Year 12 students. This includes tutoring students or providing feedback on drafts and practice assessments.

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. It is expected that successful applicants will apply to be a part of the external assessment marking operation in the year in which the assessment is implemented.

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. Applications close Thursday 4 July 2019.
- These are casual positions from 26 July 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.