Memo

Queensland Curriculum and Assessment Authority

2015 Queensland Core Skills (QCS) Test Nomination of the chief supervisor

Purpose

To provide information about:

· the nomination, responsibilities and duties of the chief supervisor at each test centre for the 2015 QCS Test

· links and contacts for test policies and procedures, administration, marking, reporting and special provision.

Background

The QCS Test is conducted annually in most Queensland secondary schools with Year 12 students.

The chief supervisor is responsible for the proper conduct of the Test at a test centre. As school principal you are also the chief supervisor for the Test, unless you nominate another member of your permanent teaching staff to be the chief supervisor in your place.

To facilitate smooth administration of the Test, the Queensland Curriculum & Assessment Authority (QCAA) needs to know who the chief supervisor is in each test centre.

What you need to do

· Become familiar with the *QCS Test: Guideline*, available at www.qcaa.qld.edu.au/2320.html.

· Submit the online form *Nomination of the chief supervisor* by **Friday 27 February**. The form is on our website: www.qcaa.qld.edu.au/29480.html

· Confirm that the chief supervisor understands the responsibilities and duties involved.

· Request the chief supervisor to update their details in the QCS Test administration database, accessible from www.qcaa.qld.edu.au/2484.html.

Attachments

· *Chief Supervisor responsibilities*

· *Key dates: 2015 QCS Test*

These documents are also available on the QCAA website: www.qcaa.qld.edu.au/2324.html.

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Finding out more

For information about:	Contact
QCS Test	Web: www.qcaa.qld.edu.au/587.html
QCS Test: Administration including information for community representatives	Team Leader (Senior) Phone: (07) 3864 0242 Email: qcs.admin@qcaa.qld.edu.au Web: www.qcaa.qld.edu.au/2324.html
QCS Test: Marking operation	Senior Operations Officer Phone: (07) 3864 0367 Email: qcsmarkerinfo@qcaa.qld.edu.au Web: www.qcaa.qld.edu.au.2326.html
QCS Test: Publications including the *QCS Test: Guideline*	Web: www.qcaa.qld.edu.au/2320.html
QCS Test: Special provision	Assessment Operations Officer Phone: (07) 3864 0227 Email: qcs.spc@qcaa.qld.edu.au Web: www.qcaa.qld.edu.au/1102.html
QCS Test: Test development	Manager QCS Test (QCS Test Unit) Phone: (07) 3864 0270 Email: office@qcaa.qld.edu.au
School assessment: Special provision for school-based assessment	Quality Assurance Unit Email: office@qcaa.qld.edu.au Web: See *Policy on special provisions for school-based assessments in Authority and Authority-registered subjects:* www.qcaa.qld.edu.au/2132.html

Jo-Anne Cooper
Manager, Assessment Operations Unit

Chief supervisor responsibilities

2015 Queensland Core Skills (QCS) Test

The **chief supervisor** is the person responsible for the proper conduct of the QCS Test at a test centre.The principal of a school participating in the test is the chief supervisor of the test for their school/test centre, unless they nominate another member of the permanent teaching staff to be the chief supervisor in their place.

In either case, the principal must provide the Queensland Curriculum and Assessment Authority (QCAA) with the details of the chief supervisor by Friday 27 February. If the chief supervisor changes during the year, or the role is being shared, the principal may use the same form to inform the QCAA. The form is on our website: www.qcaa.qld.edu.au/29480.html

It is vital that the chief supervisor keeps their details current in the *QCS Test administration database* to ensure receipt of email updates throughout the year.

The table below outlines the main responsibilities and duties performed by the chief supervisor. The *Directions for Administration (DFA)* fully documents all responsibilities and duties.

During July the DFA will be sent to all test centres and made available on our website: www.qcaa.qld.edu.au/2324.html

Responsibility	Notes
Online activities	
QCS Test administration database *February – October*	· The *QCS Test administration database* is QCAA's secure system used by chief supervisors to manage many aspects of the QCS Test: www.qcaa.qld.edu.au/2484.html · If you do not have access, complete a *Request for access to restricted areas of the website* immediately (available on the same web page). · Update your details in the database as required. · Refer to the QCS Test website for test administration information: www.qcaa.qld.edu.au/587.html
Before the test	

Confirm student numbers sitting at your test centre
 Late March – early April
	· When calculating numbers:
	   - note that all OP-eligible students must sit the test
	   - consult with your Year 12 OP-ineligible students to find out how many intend to sit the test.
	 · Confirm or update numbers in the *QCS Test administration database*
	 · We may contact you to discuss student numbers.

Manage community representatives *Late March to conclusion of the test*	· Advertise positions for chief community representatives (CCRs) and, if applicable, community representatives (CRs) in the school's newsletter and/or on the noticeboard. · Distribute application forms to interested members of the community. · Accept completed application forms. · Select, on behalf of the QCAA, nominees for CCR and CR positions (where applicable). · Submit nominations using the *QCS Test administration database*. · Keep all completed application forms at the school. · Arrange for replacements if any nominated CCRs or CRs become unavailable to fill the appointed position. · Update any changes in the *QCS Test administration database*.

Queensland Government

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For all Queensland schools

Responsibility	Notes
Allocate test rooms	· Check test room specifications detailed in the *DFA.* · If a test room is not part of a school designated as a test centre, request a variation in location using the form *Application to vary the location of the test centre:* www.qcaa.qld.edu.au/2324.html

Manage special provision	· Ensure a staff member helps students requiring special provision to complete applications.
	· Responses to applications for special provision will be sent to the school. Ensure that a copy of the letter is given to the student.
	· For students with approved special arrangements:
	  - meet with each student 1–2 weeks before the test to discuss which of the approved arrangements they wish to use
	  - arrange suitable supervision and access to any approved equipment or material (e.g. computer).
	· Follow the procedures for special provision in the *DFA.*

Organise supervisors *August to conclusion of the Test*	· Appoint sufficient supervisors from the school's teaching staff as indicated in the *DFA.* · Brief all supervisors on their responsibilities and duties as outlined in the *DFA.*

Inform students
July to conclusion of the Test
	· Distribute the *Instructions to Students* to all students sitting the test.
	· Check the calculators to be used by students. Ensure all students have signed the *Calculator Declaration.* Return forms in one of the purple metal security cases after the last test session.
	· Remind students:
	  - of the dates and times for the test
	  - to bring **all essential equipment** for each test session (see page 5 of the *Student Information Bulletin 2015)*
	  - that their calculators will be checked
	  - that supervisors do not supply equipment during a test session
	  - that if they are absent for all or part of the test and want to continue to be eligible for an Overall Position (OP), they must provide the QCAA with documentary evidence certifying there was a valid reason that prevented them from sitting the test and seek exemption
	  - that checks will be made to identify instances of cheating
	  - that bringing prohibited equipment or materials, including mobile phones or other communication devices into a test session, is considered academic misconduct, and that such items will be confiscated
	  - that sudents who engage in academic misconduct will not receive a QCS Test grade.

Responsibility	Notes
Receive non-secure test materials *mid-August*	· Wear the *Chief supervisor's ID card* at all times when dealing with test materials. · Ensure that the test centre's administration staff are aware of the delivery of the non-secure test materials. · Sign for the delivery of the cardboard cartons containing the non-secure test materials. · Open the first carton and retrieve the satchel addressed to your test centre CCR. Give this satchel to your CCR. · Open the rest of the cartons and check the materials received against the *Non-secure materials supply list.* · Ensure that the quantities supplied are sufficient to cater for the number of students intending to sit the test. · Complete the *Non-secure materials supply list,* and upload it immediately to the *QCS Test administration database.* · Store the non-secure test materials in a safe place. Note: It is *not* the responsibility of the CCR to help you reconcile and verify the receipt of the non-secure test materials.

Receive secure test materials
late August
	· Wear the *Chief supervisor's ID card* at all times when dealing with test materials.
	· Ensure that CCRs:
	  - are in attendance and wear their *ID card* for the delivery
	  - sign for the delivery of the metal security cases containing the secure test materials
	  - **open** the metal security cases in your presence.
	· When all of the metal security cases are opened, check that:
	  - you have the correct number of testpapers (in shrink-wrapped packages) as indicated on the *Secure materials supply list*
	  - the quantity of testpapers supplied is enough to cater for the number of students intending to sit the test.
	· Do NOT under any circumstances open the testpaper packages.
	· Ensure that the CCRs **lock each** metal security case in your presence before they leave.
	· Store the metal security cases in a secure place and maintain the security of the metal security cases.
	· Complete the *Secure materials supply list* and upload it immediately to the *QCS Test administration database.*

Check corrections instructions *day before the first Test*	· Access *Corrections instructions* for all testpapers in the *QCS Test administration database* by lunchtime on the Monday before the test. · Make copies of the *Corrections Instructions* for supervisors and the CCRs.

Responsibility	Notes
On the days of the test	
Prepare test rooms	· Ensure that each test room has been prepared as specified in the *DFA*. · Update the *Attendance Roll* as specified in the *DFA*. · Prepare place cards for any students you added to the *Attendance Roll*. · Ensure that students are seated: 　- at least 1.5 metres apart in each direction 　- in alphabetical order starting from the front across the room (and from room to room, if multiple rooms are used) by category of student separately, that is Year 12 students from your school. Year 12 students from other schools, School of Distance Education students, private-entry candidates. · Position a place card on the top of each desk. The place card will identify the place where each student **must** sit during the four test sessions. · Ensure the *Seating Plan* has been completed, including marking the front of the room, and return it after the last test session in one of the purple metal security cases.
Distribute testpapers and materials	· Wear the *Chief supervisor's ID card* at all times when dealing with test materials. · Ask a CCR to open the appropriate metal security cases 25 – 40 minutes before the start of the test session. · Open the testpaper packages in the presence of the CCR. · Place testpapers and response books/sheets on the desks that have place cards, before admitting students to the test room. · Follow correct procedures for distributing, retaining, discarding and returning test materials before, during and after the test. · Ensure that no-one other than a student sitting the test reads and/or works through the testpaper until after the test session. · Ensure that no test materials are left on unoccupied desks for more than 40 minutes after the start of perusal time. · Keep surplus testpapers and materials in each test room during the test session.
Admit students to the test room	· Ensure that supervisors: 　- admit students to the test room only after the testpapers and response books/sheets have been distributed 　- check that students bring into the test room only the equipment allowed for the test session 　- place any unauthorised materials collected from students in a safe place.
During each test session	
Record student attendance	· Record absent students for each test session on the *Attendance Roll*. · Clearly indicate in the space provided the reason for the absence. · Complete the absence summary for each category of students on the last page of the *Attendance Roll*. · Ensure the CCR attaches the barcode ID labels of absent students to the *Absentee sheet*.

Responsibility	Notes

Supervise test sessions	· Give copies of the *Corrections instructions* to the supervisors and CCR.
	· Ensure any changes noted in the *Corrections instructions* are actioned
	· Ensure that directions given to students are strictly in accordance with the *DFA*.
	· Ensure that all supervisors supervise actively.
	· Allow late students to be admitted up to 40 minutes after the start of perusal time.
	· Provide a written report to the Manager, Assessment Operations Unit:
	  - listing any late students
	  - recording any unusual circumstances report by supervisors, CCRs or CRs.
	· Do **not** phone the QCAA about an alleged error in a testpaper. After the test session, tell students that the QCAA will take corrective measures if necessary. Report the incident in writing to the Manager, QCS test.
	· Do **not** allow the test to be suspended or interrupted.

After the test	

Secure test materials	· Ensure that:
	  - supervisors collect one student response from each student
	  - the number of student responses collected is the same as the number of students present for the test session
	  - all response books/response sheets/testpapers are securely stored until they are collected by the courier service.

Pack and return test materials	· Pack completed Writing Task response books into the appropriately labelled satchels, ensuring that no loose sheets of paper are included. **The blue metal security cases are the only cases to be collected on Tuesday.** · Pack the completed Multiple Choice response sheets into the designated boxes. · Pack the completed Short Response testpapers into the designated satchels. · Make a copy of the *Attendance roll* for the school to retain. Return the *Attendance roll,* ID cards, completed reports and forms with the MC II materials. · Ensure that the metal security cases are available in the administration area of the school for collection by the courier service.
Finalise record of attendance	· Finalise the record of attendance of CCRs and, if applicable, CRs in the *QCS Test administration database.*
Submit applications for special provision after the test	· Ensure a staff member helps students requiring special provision to complete an application (Forms will be available from the first day of the test: www.qcaa.qld.edu.au/1102.html). · Fax completed application forms and supporting documentation to (07) 3221 2930 or scan and email to qcs.spc@qcaa.qld.edu.au · Do **not** put application forms or supporting documentation in the metal cases.

More information

If you would like more information, please email the Assessment Operations Unit at qcs.admin@qcaa.qld.edu.au or phone 3864 0344.

Key dates

2015 Queensland Core Skills (QCS) Test

For more information, contact Senior Team, Assessment Operations Unit on (07) 3864 0344 or email qcs.admin@qcaa.qld.edu.au. Online submission is through the QCS Test administration database at www.qcaa.qld.edu.au/2484.html.

Activity	Due	Online submission	
		Open	**Close**
Retrospective 2014 published online	January		
Delivery of *Student information bulletin* (SIB) and *About the QCS Test* brochure	late January		
Nomination of the chief supervisor memo	early February		
Chief supervisor nomination process		early February	27 February
Nomination of chief community representatives memo	March		
Chief community representative nomination process		March	May
Special provision applications open	30 March		
Applications for special provisions (before the test) — closing date for long-term conditions	21 May		
Application to vary the location of the test centre	21 May		
Names of students who will be sitting the test at an alternative test centre to their normal school	21 May		
Chief community representative appointment process	June–August		
Appointment notices emailed to chief community representatives	June–August		
Withdrawing and re-nominating chief community representatives		June	August
Directions for Administration available on web	July		
Delivery of *Instructions to students* and *Calculator declaration*	July		
Delivery and pick up times of Test materials available		early August	
· Delivery of non-secure Test materials · Upload non-secure materials supply list on delivery day (chief supervisor) · Chief community representative/s collect keys from test centre	mid August		mid August

For all Queensland schools

· Delivery of secure Test materials · Upload secure materials supply list on delivery day (chief supervisor)	late August		late August
Download *Corrections instructions*		31 August	31 August
All students sitting the Test to have signed the calculator declaration form	31 August		
Applications for special provisions (before the Test, recent conditions) final closing date	1:00 pm 31 August		
Administration of Writing Task and Multiple-Choice I	1 September		
Collection of test materials	1–3 September		
Administration of Short Response and Multiple-Choice II	2 September		
Finalise attendance of chief community representatives		2 September	4 September
Complete online survey		7 September	18 September
Application for special provision (after the Test) closing date	2 October		
Payment to community representatives	mid-October		