

Memo

Queensland Curriculum and Assessment Authority

10 April 2015

Senior secondary

Number: 019/15

Nomination of community representatives for the 2015 Queensland Core Skills (QCS) Test

Purpose

To inform chief supervisors about the procedures for nominating community members to be chief community representatives (CCR) or community representatives (CR) for the QCS Test.

Background

To maintain the accountability, security and proper conduct of the QCS Test, the Queensland Curriculum and Assessment Authority (QCAA) appoints community members to complete duties on our behalf.

We invite community members to apply for the positions of chief community representative and/or community representative at test centres.

On behalf of the QCAA, the chief supervisor of each test centre receives applications and selects an appropriate person for each available position at the test centre.

Changes in 2015

- Nominees are required to have a personal email address. All communication from us will be emailed to them. Please do not use your own email address, or another staff member's email address, on an applicant's behalf. If the applicant doesn't have their own email address, they will not be suitable to nominate. Keep this in mind when you are selecting your representatives.
- If you receive more applications than you need, please scan and email the spare application form/s to us. Only send the forms for those who have given permission (see page 2 of the application form). We will add them to a register for test centres that are experiencing difficulties in attracting applicants. Please don't send the application forms for the people you are nominating.
- Motor vehicle allowance will not be paid to community members appointed to the position of Chief community representative B.

Positions available

Positions are coded as follows:

Position title	Position code	Criteria for position	Mandatory or optional	Paid
Chief community representative	A	All test centres	Mandatory	Yes
	B	All test centres	Mandatory	Yes
	C*	Highly recommended	Optional	No
Community representative	V	151–250 students sitting	Mandatory	Yes
	W	251 or more students sitting	Mandatory	Yes
	Z*	Highly recommended	Optional	No

*Reserve positions, which are only paid if the appointee is required to complete the duties of one of the paid positions.

Attachments and links

The position information and application form are attached and are also available on our website <https://www.qcaa.qld.edu.au/2324.html>.

What you need to do

1. Advertise within your school community.
2. Provide a copy of the position information and application form to interested community members.
3. Select an appropriate person to nominate for each available position. Tell each applicant whether or not they have been selected.
4. Submit nominations through the QCS Test administration database by **Friday 22 May**. You must have administrative access to log in to the database. If you do not have this access, complete a *Request for access to QCAA's restricted website* form. The form and log-in page is available on our website at <https://www.qcaa.qld.edu.au/2484.html>.
5. Email to us the application form for people you are **not nominating**. These people may be used at test centres that are experiencing difficulties in attracting applicants.
6. Keep the application forms for the people you have nominated. Do not send the originals or copies of these forms to us.

Finding out more

Email the Assessment Operations Unit at qcs.admin@qcaa.qld.edu.au, or phone (07) 3864 0396.

Claude Jones
Director, Assessment and Reporting Division

Position information: Community representatives

2015 Queensland Core Skills (QCS) Test

To maintain the accountability, security and proper conduct of the 2015 QCS Test, the Queensland Curriculum and Assessment Authority (QCAA) invites applications from community members for the positions of chief community representative and community representative.

A test centre is a secondary school, or another place approved by the QCAA, where students sit the QCS Test. All test centres are located within Queensland and have a chief supervisor to administer the test.

This year the test will be held on Tuesday 1 September and Wednesday 2 September.

Applications close on **Friday 22 May 2015**.

Chief community representative	Community representative
<p>Role</p> <p>To observe the administration of the QCS Test and report to the QCAA on the conduct and administration of the test.</p> <p>Chief community representatives do not supervise the students sitting the test.</p>	<p>Role</p> <p>To observe the administration of the QCS Test and report to the chief community representative any concerns about the administration of the test.</p> <p>Community representatives do not supervise the students sitting the test.</p>
<p>Responsibilities</p> <p>Perform administrative functions as detailed in the document <i>QCS Test: Directions for administration</i>.</p> <p>Act on behalf of the QCAA to ensure that all test materials are received at the test centre as per QCAA instructions.</p> <p>Be a custodian of the security case key.</p> <p>Observe and report on the conduct and administration of the test.</p> <p>Observe the collection of completed test materials at the end of each test session.</p> <p>Complete forms.</p>	<p>Responsibilities</p> <p>Perform administrative functions as detailed in the document <i>QCS Test: Directions for administration</i>.</p> <p>Act as an independent observer on behalf of the QCAA.</p> <p>Report to the chief community representative on any issues or concerns about the administration of the test.</p>
<p>Availability</p> <p>The chief community representative must be available for each of the following sessions:</p> <ol style="list-style-type: none"> two weeks before test (approx.) for receipt of security case key (approx. 30 minutes, date to be advised) the week before test (approx.) for receipt of security cases (approx. 60 minutes, date to be advised) Tuesday 1 September (Day 1 of the test) <ul style="list-style-type: none"> starting between 8:10 am and 8:40 am finishing between 2:40 pm and 3:10 pm Wednesday 2 September (Day 2 of the test) <ul style="list-style-type: none"> starting between 8:10 am and 8:40 am finishing between 2:40 pm and 3:10 pm. 	<p>Availability</p> <p>The community representative must be available for each of the following sessions:</p> <ol style="list-style-type: none"> Tuesday 1 September (Day 1 of the test) <ul style="list-style-type: none"> starting between 8:10 am and 8:40 am finishing between 2:40 pm and 3:10 pm Wednesday 2 September (Day 2 of the test) <ul style="list-style-type: none"> starting between 8:10 am and 8:40 am finishing between 2:40 pm and 3:10 pm.

Number of positions available at each test centre

Number of students intending to sit the test at a school	Number of chief community representative nominees	Number of community representative nominees
1–150	2 mandatory plus 1 optional reserve	Nil
151–250	2 mandatory plus 1 optional reserve	1 mandatory plus 1 optional reserve
251 +	2 mandatory plus 1 optional reserve	2 mandatory plus 1 optional reserve

Selection criteria

The chief supervisor of a test centre will select and nominate chief community representatives and community representatives from applicants who meet the following criteria:

- personal attributes of discretion, tact, observation and thoroughness
- current drivers 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 a test centre:

- Chief community representative **A** (appointed to the nominating test centre)
- Chief community representative **B** (appointed to a neighbouring test centre except where distance is prohibitive)
- Reserve chief community representative (to the nominating test centre)
- Community representatives **V** or **W** (if applicable)
- Reserve community representative (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 have a relative sitting the QCS Test this year
- must not make any public comment on any matter relating the QCS Test without prior approval from the QCAA
- must be accessible to the test centre.

If you are unsuccessful at being nominated to a position, the school may forward your form to the QCAA, who may send your information to another school that needs more applicants.

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 QCAA if you have accepted a separation package and are unsure if any re-engagement or repayment conditions still apply which may impact on QCAA's ability to appoint you as a casual employee to support the QCS Test.

Payment

The amounts for 2015 shown below are for a person who attends **all sessions** of the position. If a person does not attend all the sessions of a position, a pro-rata amount will be calculated. Reserve positions do not receive payment unless they perform the duties of a paid position.

Payments will be made by mid-October.

Chief community representative	Community representative
· \$457.43 For expected student numbers 150 or less	· \$296.30
· \$529.65 For expected student numbers over 150	

How to apply

Complete the *Application: Community representative* form and return it to the school as soon as possible but no later than Friday 22 May.

Finding out more

Email the Assessment Operations Unit at qcs.admin@qcaa.qld.edu.au or phone (07) 3864 0396.