

Memo

Queensland Curriculum and Assessment Authority

12 June 2024

Senior secondary

Number: 028/24

External assessment invigilators — applications now open

Purpose

To notify schools that the QCAA is now seeking applications from Queensland community members for external assessment invigilator positions.

Background

The QCAA appoints members of the Queensland community to observe the administration of external assessments. The invigilator role is independent; they are appointed to observe and report on the administration of the external assessments.

Invigilators play an important role in promoting public confidence in the Queensland Certificate of Education (QCE) system and ensuring that proper and fair administrative procedures are implemented.

Invigilator roles

Applications for invigilator roles from Queensland community members are now open. Those who have worked as an invigilator in previous years will also need to reapply.

The QCAA actively supports creating an inclusive culture that promotes the skills and insights of all people irrespective of differences, and we are committed to achieving an inclusive and diverse workforce. We strongly encourage applications from all gender groups, Aboriginal and Torres Strait Islander people, people from culturally diverse backgrounds, and people with all abilities.

Invigilators are appointed as casual employees under *the Education (Queensland Curriculum and Assessment Authority) Act 2014*.

Role summary

Invigilator duties and eligibility requirements are detailed in the *Position description: External assessment invigilator* available at www.qcaa.qld.edu.au/senior/assessment/external-assessment/qcaa-invigilators.

Invigilators are required to attend allocated assessment sessions at assessment venues to observe the administration of assessments. Invigilators report their observations to the QCAA after each assessment session by completing an online *Invigilator report*.

Eligibility

To be eligible to apply for an external assessment invigilator role, community members must hold a current, **paid** blue card/exemption card from Blue Card Services **or**, for teachers, a current Queensland College of Teachers (QCT) registration. Applicants must be at least 18 years old, have photo identification and be and eligible to work in Australia. Applicants must provide the details of two referees. They must possess personal attributes of reliability, discretion, tact, attention to detail, and an ability to maintain confidentiality, as well as meeting straightforward requirements for identification and access to technology.

School responsibilities

Invigilator details will be provided to schools from late Term 3. A venue may be allocated more than one invigilator during the assessment period.

Schools should provide a suitable room for invigilators who are present for the whole day (morning and afternoon sessions) to take a break between assessment sessions.

What you need to do

Principals

Please promote the invigilator positions within your school community and encourage suitable people to apply. A [communications kit](#) is available with suggested text and graphics for schools to use across their channels, e.g. newsletters and social media.

Remind anyone who worked as an invigilator in 2023 that they need to reapply for 2024.

Prospective applicants

1. Read the QCAA external assessment invigilators page, the position description and the frequently asked questions, available at www.qcaa.qld.edu.au/senior/assessment/external-assessment/external-assessment-invigilators.
2. Obtain your paid blue card/exemption card from [Blue Card Services](#) or, for teachers, hold a current QCT registration.
3. If necessary, register for a QCAA Portal account, following the instructions at www.qcaa.qld.edu.au/senior/assessment/external-assessment/external-assessment-invigilators.
4. Submit your application for an external assessment invigilator role via the Assessor Jobs application in the QCAA Portal.

Finding out more

Please email externalassessment@qcaa.qld.edu.au or phone 1300 239 227.

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