

# Memo

Queensland Curriculum and Assessment Authority

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30 September 2024

Senior secondary

Number: 048/24

## Applying for assessment writing roles for external assessment and common internal assessments

### Purpose

To invite eligible teachers to apply for assessor (assessment writing) roles on writing panels and scrutiny panels to develop external assessments for General subjects and common internal assessments for Essential English and Essential Mathematics.

### Information

Applications are now open for eligible teachers to become members of the writing panels and scrutiny panels to develop items and stimulus for future external assessments. The development period is scheduled for December 2024 to February 2025.

The closing date for applications is Friday 18 October 2024.

### The roles

When applying via Assessor Jobs in the [QCAA Portal](#), please select the appropriate boxes to indicate which subjects and roles you are applying for.

#### Writing panel

Writing panel members:

- use their subject matter expertise to support the development of external assessments
- create sample responses to external assessments
- make recommendations about the suitability of assessments for student use.

#### Scrutiny panel

Scrutiny panel members:

- review external assessments and marking guides
- develop sample responses to external assessments
- advise the Queensland Curriculum and Assessment Authority (QCAA) about the validity of external assessments.

## Eligibility

To be eligible for the roles, applicants must:

- be registered with the Queensland College of Teachers (QCT)
- be teaching in a Queensland secondary school context and have experience in the senior phase of schooling
- have successfully completed the following courses, which may be accessed at any time in the [QCAA Portal](#) in the Assessment Literacy application:
  - 1 — Attributes of quality assessment
  - 2 — Developing valid and accessible assessment
  - 6 — External assessment writing
- obtain principal's agreement to support an application and release during school hours.

To be eligible for a scrutiny panel role, applicants must:

- not intend to teach Units 3 and 4 to Year 12 students in the year the assessment will be used. This includes tutoring students or providing feedback on drafts and practice assessments
- not be related to any person sitting the external assessment in the year the assessment will be used with Year 12 students.

## Remuneration

Assessors (external assessment writing) are paid an hourly rate of \$76.53 for work completed on weekends and/or outside of school hours. For work completed during school hours, assessors will continue to receive their salary from the school.

## How to apply

Comprehensive information about this opportunity is available on the QCAA website: [www.qcaa.qld.edu.au/senior/assessment/qcaa-assessors/external-assessment-writing](http://www.qcaa.qld.edu.au/senior/assessment/qcaa-assessors/external-assessment-writing).

This includes:

- a position description
- the schedule of work dates for each subject
- how to apply.

## Finding out more

Please email [externalassessment@qcaa.qld.edu.au](mailto:externalassessment@qcaa.qld.edu.au) or phone 1300 239 227.

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