






Role description

Marking, National Assessment Program — Literacy and Numeracy (NAPLAN)

 Location Online	 Branch and division External Assessment Branch, Assessment, Reporting and ICT Systems Division
 Role type and duration Casual	 Contact NAPLAN Unit Email: naplan@qcaa.qld.edu.au Phone: 1300 214 452
 Closing date 18 October 2024	

About the role

The Queensland Curriculum and Assessment Authority (QCAA) employs and trains casual employees to mark student responses for the annual NAPLAN writing test, using an online marking platform.

Reporting relationships

All NAPLAN writing test markers work within assigned groups, under the guidance and support of a group leader. Group leaders report directly to professional leaders for guidance and support. Professional leaders report directly to the manager of marking. QCAA staff perform the role of manager of marking and oversee the marking operation.

What you will do

Applications are invited from practising Queensland teachers (PQTs), and supply, non-practising or retired teachers (other eligible applicants), from all areas of Queensland to mark the student responses to the 2025 NAPLAN writing test.

Markers

As a **marker**, you are required to:

- complete all required marker training prior to the marking operation in accordance with QCAA procedures and instructions
- be available to mark from the start of the marking operation
- be able to work from home in a way that maintains the security and confidentiality of student writing scripts, assessment information and materials
- apply the NAPLAN marking rubric to mark all scripts accurately, objectively and consistently in accordance with QCAA and ACARA procedures and instructions
- be receptive to ongoing support and instruction from group leaders and professional leaders as part of the quality assurance protocols as necessary to ensure fairness to students and maintain public accountability
- mark continuously for a minimum of two hours on at least five days each week of the marking operation
- be available to attend online meetings during your nominated meeting window (either 4–6 pm or 6–8 pm) each weekday you mark, and by negotiation with your group leader each weekend day you mark
- follow marking operation procedures as detailed in the *Handbook for markers*.

Group leaders

As a **group leader**, you are required to:

- complete all required role-specific training prior to the marking operation in accordance with QCAA procedures and instructions
- be able to work from home in a way that maintains the security and confidentiality of student writing scripts, assessment information and materials
- apply the NAPLAN marking rubric to mark all scripts accurately, objectively and consistently in accordance with QCAA and ACARA procedures and instructions
- lead and manage a team of markers to deliver results to a specified deadline, including marker support processes such as providing guidance and advice to markers on the reliability of their marking
- ensure quality control procedures are applied as necessary to maintain fairness to students and public accountability
- be receptive to ongoing support and instruction from professional leaders as part of the quality assurance protocols as necessary to ensure fairness to students and maintain public accountability
- be available to complete role-specific duties (including marking and marker monitoring activities) for a minimum of five hours on at least six days each week of the marking operation
- be available to attend online meetings between 4 pm and 8 pm each weekday of the marking operation, and by negotiation with your markers/professional leader each weekend day you mark
- maintain accurate records of marker progress and all marker monitoring activities, including calibration conversations
- maintain confidentiality on all aspects of training and marking, and privacy regarding information accessed
- follow marking operation procedures as detailed in the *Handbook for markers* and *Procedures for group leaders*.

Professional leaders

As a **professional leader**, you are required to:

- complete all required role-specific training prior to the marking operation in accordance with QCAA procedures and instructions
 - be able to work from home in a way that maintains the security and confidentiality of student writing scripts, assessment information and materials
 - apply the NAPLAN marking rubric to mark all scripts accurately, objectively and consistently in accordance with QCAA and ACARA procedures and instructions
 - lead and manage a team of group leaders to deliver results to a specified deadline, including marker support processes such as check marking, calibration conversations and monitoring of control script variance
 - be available to complete role-specific duties (including marking and marker monitoring activities) for a minimum of five hours on at least six days each week of the marking operation
 - be available to attend online meetings between 4 pm and 8 pm each weekday of the marking operation, and by negotiation with your group leaders each weekend day you mark
 - provide guidance and advice to group leaders on the reliability of their marking
 - advise group leaders on marker support in consultation with the manager of marking
 - provide guidance and advice to markers on the reliability of their marking when professional leader intervention is required
 - maintain accurate records of marker and group leader progress and all monitoring activities, including online meetings and retraining
 - maintain confidentiality on all aspects of training and marking, and privacy regarding information accessed
 - follow marking operation procedures as detailed in the *Handbook for markers* and *Procedures for professional leaders*.
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Training and marking

Once appointed, all markers will be required to:

- successfully complete the role-specific NAPLAN marking procedure course
- successfully complete the ACARA NAPLAN writing marking training course
- attend a live training webinar on Saturday 22 March 2025.

In addition to the above, appointed professional leaders will be required to attend a live training webinar on Thursday 20 March 2025.

Appointed markers must successfully complete all required training before being permitted to mark student responses in the live marking operation.

Please note that the training webinars will not be repeated. Attendance is required for the entire duration of the live training.

The marking of all NAPLAN writing tests will be completed remotely using an online marking platform. Marking is expected to commence on Saturday 22 March 2025 and continues until all student scripts have been marked.

At-home marking requires markers to be contactable for a nominated two-hour period between 4 pm and 8 pm on weekdays they select to mark. Markers will share their intended hours of work and weekend availability with their group leaders at the start of the marking operation. Online meetings may occur outside these hours if required.

Working with us

The QCAA is a statutory body of the Queensland Government.

Our vision: Leading curriculum and assessment for a future-ready Queensland.

Our purpose: To provide high-quality curriculum, assessment and reporting services that enable equity, excellence, public confidence, and lifelong learning.

Our culture: The QCAA has an inclusive culture that promotes the skills and insights of all people and embraces their differences, and we are committed to achieving an inclusive and diverse workforce.

We continue to build cultural capability across the QCAA, equipping ourselves to better support Aboriginal peoples and Torres Strait Islander peoples in our work as part of Queensland's education community.

See www.qcaa.qld.edu.au.

What we are looking for

To apply for a NAPLAN writing task marking role, you must:

- have relevant teaching and literacy experience including an understanding of assessment based on criteria and standards. English teaching experience from at least a Year 3 level is desired
- hold a current Queensland teacher registration number (or have previously held a Queensland teacher registration number, e.g. retired teachers) that has not been suspended or cancelled
- have sufficient computer literacy skills to perform fundamental tasks on a computer, which includes understanding marking software, applications, programs and tools
- successfully complete all required training

- be able to accurately mark NAPLAN student writing scripts using the criteria in the NAPLAN marking guide and marking framework presented in training
- be able to work from home in a secure way that ensures the security and confidentiality of student scripts
- have ongoing access to a computer that meets the ICT requirements listed in this document.

If you wish to be considered for a group leader or professional leader role, please indicate this in your application.

Practising Queensland teachers

Practising Queensland teachers (PQTs) must have principal approval to mark. Before submitting their application, PQTs should ensure that their principal will provide this approval. After a PQT submits an application, the principal will receive an email with a link to action their approval in the Assessor Jobs application (app) in the [QCAA Portal](#). This must be completed before the application can be processed by the QCAA.

Other eligible applicants

Other eligible applicants (OEAs) must successfully complete the Introduction to NAPLAN Marking course (formerly the NAPLAN Accreditation course) via the link in the Assessor Jobs app in the QCAA Portal before they can apply.

Note: the completion of the course is part of the application process and **not** paid for by the QCAA.

Minimum ICT requirements

All applicants must meet minimum ICT requirements on their home desktop computers or laptops. Tablets (including iPads) and phones are **not** suitable for marking student scripts.

Minimum ICT requirements		
Platform	PC	Mac
Processor speed	1.30 GHz or faster	
RAM	4GB minimum	
Operating system	Windows 10 or later	OS 10.6 or later
Screen resolution	1024 x 768 pixels or higher	
Screen size	Monitor — 17 inches or greater Laptop — 15 inches or greater	
Web browser	Google Chrome — version 94 or later Microsoft Edge — (IE version) 94 or later Mozilla Firefox — version 91 or later Safari — version 15 or later	
Broadband connection	ADSL2+ or NBN Note: weak internet connection may prevent script scores from uploading to the marking platform, causing them to be re-queued. Markers are only paid once for each individual student script they score and submit.	
Microphone	Devices require sound capabilities and a microphone for online communication.	

Selection process

- All roles will be filled with suitable applicants.
- Applicants who do not satisfy all mandatory eligibility requirements for a role will be considered unsuitable. All other applicants will be considered potentially suitable.
- Information provided by applicants will be reviewed to consider teaching experience and other experience from related roles with the QCAA and/or equivalent interstate or overseas agencies.
- Experience and performance in previous NAPLAN marking operations will be taken into consideration.
- Prior to any PQT appointment being finalised, the principal must authorise the appointment. Principals will receive this authorisation request after the application has been submitted.
- Group leaders and professional leaders will be appointed from the applicant pool based on expressions of interest, leadership experience and previous NAPLAN marking experience and performance.

Remuneration

Markers are paid as either an hourly rate or piece rate depending on the activity undertaken. The table below shows the hourly rates for each role.

Role	Hourly rate
Marker	\$70.69
Group leader	\$79.60
Professional leader	\$89.02

Markers will be paid a piece rate of \$8.8363 for the marking of student scripts as part of the live marking operation.

Note: the piece rate is not paid for scripts marked as part of training.

The table below shows the remuneration method for the activities associated with each role.

Role	Task	Hourly rate	Piece rate *
Marker	Training	✓	
	Online meetings	✓	
	Marking		✓
Group leader and professional leader	Training	✓	
	Online meetings	✓	
	Marking	✓	
	Marker monitoring	✓	

Conditions and benefits of the role

- QCAA NAPLAN markers must have a physical address in Australia, have a valid bank account and meet the Australian Taxation Office guidelines for being an Australian resident for tax purposes.
- QCAA NAPLAN markers will be appointed annually.
- Appointees' work will be monitored and reviewed, with feedback and support given and appropriate actions taken, as necessary.
- A casual appointment may be ceased if an identified trend in the quality, consistency or accuracy of an appointee's work is unable to be resolved quickly.
- All QCAA employees are subject to the *Code of Conduct for the Queensland public service*. If you would like to view the code and other important information on ethics in the Queensland public sector, please refer to the website: www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/public-service-values-and-conduct.
- The QCAA offers a choice of superannuation fund and will make contributions at the superannuation guarantee rate.
- Within one month of commencing employment, all employees are required to disclose any employment as a lobbyist in the preceding two years in line with the Queensland Government's *Disclosure of previous employment as a lobbyist* policy.

How to apply

Complete an application in the Assessor Jobs app in the QCAA Portal: www.qcaa.qld.edu.au/portal. Select the **NAPLAN Marker – Practising Queensland Teachers** or **NAPLAN Marker – Other Eligible Applicant** position.

For further information, see the marker information and marker FAQs on the QCAA website: www.qcaa.qld.edu.au/p-10/naplan/marker-information.