The Queensland Curriculum and Assessment Authority (QCAA) invites applications from community members for the positions of chief community representative (CCR) and community representative (CR) in order to maintain the integrity, security and conduct of the 2016 QCS Test.

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.

QCAA appoints CCRs and CRs to observe and report on the administration of the test. They do not supervise students.

This year’s QCS Test will be held on Tuesday 30 August and Wednesday 31 August.

Applications for CCR and CR positions close on Friday 20 May 2016.

<table>
<thead>
<tr>
<th>Role</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>To observe and report on the administration of the QCS Test.</td>
<td>To observe and report on the administration of the QCS Test.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Responsibilities</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perform administrative functions as described in QCS Test: Directions for administration.</td>
<td>Observe the administration of the QCS Test as described in QCS Test: Directions for administration.</td>
</tr>
<tr>
<td>Ensure that all test materials are received at the test centre as per QCAA instructions.</td>
<td>Report any issues or concerns to the CCR.</td>
</tr>
<tr>
<td>Be a custodian of the security case key.</td>
<td></td>
</tr>
<tr>
<td>Observe the administration of the test.</td>
<td></td>
</tr>
<tr>
<td>Observe the collection of completed test materials at the end of each test session.</td>
<td></td>
</tr>
<tr>
<td>Report on the administration of the test to the QCAA.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Availability</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>The CCR must be available for each of the following sessions:</td>
<td>The CR must be available for each of the following sessions:</td>
</tr>
<tr>
<td>1. two weeks before the test to receive the security case key (30 minutes)</td>
<td>1. Tuesday 30 August (Day 1 of the test)</td>
</tr>
<tr>
<td>2. the week before the test to receive the security cases (60 minutes)</td>
<td>– starting between 8:10 am and 8:40 am</td>
</tr>
<tr>
<td>3. Tuesday 30 August (Day 1 of the test)</td>
<td>– finishing between 2:40 pm and 3:10 pm</td>
</tr>
<tr>
<td>– starting between 8:10 am and 8:40 am</td>
<td>2. Wednesday 31 August (Day 2 of the test)</td>
</tr>
<tr>
<td>– finishing between 2:40 pm and 3:10 pm</td>
<td>– starting between 8:10 am and 8:40 am</td>
</tr>
<tr>
<td>4. Wednesday 31 August (Day 2 of the test)</td>
<td>– finishing between 2:40 pm and 3:10 pm.</td>
</tr>
</tbody>
</table>
Number of positions available at each test centre

<table>
<thead>
<tr>
<th>Number of students sitting the test</th>
<th>Number of CCRs</th>
<th>Number of CRs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1–150</td>
<td>2 mandatory plus 1 optional reserve</td>
<td>Nil</td>
</tr>
<tr>
<td>151–250</td>
<td>2 mandatory plus 1 optional reserve</td>
<td>1 mandatory plus 1 optional reserve</td>
</tr>
<tr>
<td>Over 250</td>
<td>2 mandatory plus 1 optional reserve</td>
<td>2 mandatory plus 1 optional reserve</td>
</tr>
</tbody>
</table>

Selection criteria

The chief supervisor of a test centre will select and nominate CCRs and CRs who meet the following criteria:

- personal attributes of discretion, tact, observation and thoroughness
- current driver’s 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:

- **CCR A** (appointed to the nominating test centre)
- **CCR B** (appointed to a neighbouring test centre except where distance is prohibitive)
- **Reserve CCR C** (appointed to the nominating test centre)
- **CRs V or W** (if applicable)
- **Reserve CR Z** (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 test papers 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 to the QCS Test without prior approval from the QCAA
- must have easy access to the test centre.

If you are not selected for a position, you may ask the school to forward your application form to the QCAA so that your information can be sent 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 whether any re-engagement or repayment conditions still apply that may affect QCAA’s ability to appoint you as a casual employee to support the QCS Test.
Payment

The amounts shown below are for a person who attends all sessions. A pro-rata amount will be calculated for a person who does not attend all sessions. People appointed to C and Z reserve positions do not receive payment unless they perform the duties of a paid position.

Payments will be made by mid-October.

<table>
<thead>
<tr>
<th>Chief community representative (CCR)</th>
<th>Community representative (CR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• $468.85 (less than 150 students sitting the test)</td>
<td>• $303.80</td>
</tr>
<tr>
<td>• $542.85 (more than 150 students sitting the test)</td>
<td></td>
</tr>
</tbody>
</table>

How to apply

Complete the Application: Community representative form and return it to the school as soon as possible. Applications close Friday 20 May 2016.

Finding out more

Email the Assessment Operations Unit at qcs.admin@qcaa.qld.edu.au or phone (07) 3864 0242.
Application: Community representative

2016 Queensland Core Skills (QCS) Test

Detailed information is available from Position information: Community representatives. Return your completed form to the school principal or chief supervisor as soon as possible. Applications close Friday 20 May 2016.

Position details

School name

Position applied for

Personal details

Family name

Title

Given name/s

Gender

Preferred name

Date of birth

Mobile

Home phone

Email address

Home address

Suburb

Postcode

If you have previously worked for the QCAA, you will already have a brief identification code (BIC). If you have never worked for the QCAA, you will need to create a BIC. A BIC consists of four digits and four letters. The suggested way to create a BIC is to use your day and month of birth and your mother's first initial of her given name followed by the first three letters of her surname at birth.

Your BIC

Employment history

Provide a brief description of your past employment.

The information you provide on this form will be used for administering and managing human resources for the QCS Test as part of legislative functions described in the Education (Queensland Curriculum and Assessment Authority) Act 2014 (s.13 and s.41) and the Industrial Relations Act 1999 (s.366 and s.368). Personal information will be accessed by authorised QCAA staff, and handled in accordance with the Information Privacy Act 2009. Your name and contact details will be provided to your appointed test centre and may be provided to an alternative test centre. Information held by the QCAA is subject to the Right to Information Act 2009.
Connection to the school

☐ No connection

☐ Parent of a Year 12 student

☐ Employed by the school — provide details below

...............................................................................................................................................
...............................................................................................................................................

☐ Other — provide details below

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Excess applications

Schools may receive more applications than are required. Additional applications will be sent to the QCAA and added to a ‘reserve’ list if an applicant has given their permission. The list may be accessed by other schools that need more applicants.

Note: If you are appointed to a different school, a travel allowance will not be paid.

☐ If I am unsuccessful in being nominated to a position at this school, I give permission for my application form to be sent to the QCAA. I am willing to travel:

☐ 1–10 km to a school.

☐ 10–20 km to a school.

☐ more than 20 km to a school.

Contact with students who are sitting the QCS Test

List below the name/s and school/s of any student that is related to you or who you teach or tutor.


Declaration

I confirm that the information provided is correct.

Signature    Date