

# Memo

Queensland Curriculum and Assessment Authority

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7 August 2020

Senior secondary

Number: 032/20

## QCAA invigilators for external assessment

### Purpose

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

### Background

The QCAA appoints members of the Queensland community to observe and report on the administration of external assessment sessions at secondary schools and approved assessment venues throughout Queensland.

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

### Information

Applications from Queensland community members for invigilator roles are now open.

### Role summary

Invigilators are required to:

- attend allocated assessment sessions at assessment venues
- observe and report on the administration of assessments and the collection, counting and packing of materials at the end of assessments.

### Eligibility

To be eligible to apply for a QCAA invigilator role, community members must:

- hold a blue card or an exemption card
- be at least 18 years of age
- be eligible to work in Australia
- have photographic identification
- have a personal email address
- have a mobile phone
- have access to a computer, the internet and a printer

- supply names and contact details of two referees.

## What you need to do

Please advertise the invigilator positions within your school community and encourage suitable community members to apply.

**Note:** Before applying, community members should read the *Position description: Invigilators* and *Invigilator frequently asked questions* available at [www.qcaa.qld.edu.au/senior/assessment/external-assessment/qcaa-invigilators](http://www.qcaa.qld.edu.au/senior/assessment/external-assessment/qcaa-invigilators).

## Finding out more

For any further information, please email [eainvigilators@qcaa.qld.edu.au](mailto:eainvigilators@qcaa.qld.edu.au) or phone (07) 3074 7574.

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