

Calling for Members of our St Edmund's College Community

The Queensland Curriculum and Assessment Authority (QCAA) is calling for **Invigilators for the 2020 Senior External Assessment**. *Members of our St Edmund's Community are encouraged to apply.* The 2020 external assessment period will run from October to November.

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

Applications from Queensland community members for invigilator roles are now open and close on 30 September, or when all positions are filled.

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.

Payment: \$29.00 per hour. [A 1.5-hour session will be paid as 3 hours (\$87.00). A 2-hour session will be paid as 3.5 hours (\$101.50).]

Eligibility: 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.

Members of our St Edmund's College Community are encouraged to apply for these positions. Allocations will be to a secondary school/assessment centre within the vicinity of your home address.

Position Description: Invigilators and Invigilator FAQs are available at

<https://www.qcaa.qld.edu.au/senior/assessment/external-assessment/qcaa-invigilators>