



## Membership and duties of examination panels

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All positions for examination panels are filled based on the applications received.

### Structure One Panel

#### Chief Examiner

The role of the Chief Examiner is to chair the examination panel of an Australian Tertiary Admission Rank (ATAR) course, lead the examiners in the development of the examination materials in accordance with the required timelines and to participate in the quality assurance process.

Duties are to:

- attend an initial briefing and complete any induction program as required by the School Curriculum and Standards Authority (the Authority)
- lead the examination panel in developing **original** ATAR examination materials (including both the written and practical components). Note: artificial intelligence websites or software must not be used to generate questions or marking keys for the examination materials
- produce alternative practical examination materials, as required
- organise a schedule of meetings of the examination panel to produce examination materials within the timeline required by the Authority
- allocate tasks to members of the examination panel and review materials received
- consult with the Principal Consultant – Examination Development on matters relating to the examination materials and examiners
- produce the examination materials in accordance with the current syllabus and examination design brief
- produce the marking key for the examination paper
- recommend draft tolerances for the marking of the examination paper
- produce a grid of content to demonstrate that there is a balanced assessment of Unit 3 and Unit 4 content
- ensure that all third-party material receives full citation in accordance with the copyright guidelines provided in the *Examination panel handbook*
- consult with the Independent Reviewer and arrange for the completed examination materials to be reviewed on at least **two** separate occasions, prior to submission to the Authority
- meet face-to-face with the Principal Consultant – Examination Development through all phases of development as required
- ensure that the examination materials meet the completion date set by the Authority
- provide timely advice to the Authority throughout the quality assurance process
- chair the round table meeting for the sign-off of examination materials
- provide final check and sign-off on all printed examination materials
- provide advice on the appointment of the Chief Marker as required
- attend the marking key ratification meeting and review a quantity of examination scripts
- produce an examination report on both the written and practical examinations where applicable
- advise the Principal Consultant – Examination Development on enquiries and complaints about the examination
- attend and speak at the Teacher/Examiner forum, if convened by the Authority

- attend the first Curriculum Advisory Committee (CAC) meeting of the following year and table the examination report
- be contactable and available to attend meetings at the Authority throughout the examination development period, the examination period and during the marking process
- rank the top scripts for the identification of the subject exhibition winner, at the request of the Manager – Examination Logistics.

### **Examiner**

Generally, there are two Examiners in a Structure One Panel. The role of the Examiner/s is to work with the Chief Examiner to develop the ATAR examination materials.

Duties are to:

- attend an initial briefing and complete any induction program required by the Authority
- be available throughout the examination development period
- work with the examination panel in developing **original** examination materials (including both the written and practical components) in accordance with the current syllabus and examination design brief. Note: artificial intelligence websites or software must not be used to generate questions or marking keys for the examination materials
- attend meetings of the examination panel to produce examination materials within the timeline required by the Authority
- assist in the production of the examination materials as directed by the Chief Examiner
- assist in the production of the marking key for the examination paper as directed by the Chief Examiner
- assist in the production of a grid of content to demonstrate that there is a balanced assessment of Unit 3 and Unit 4 content as directed by the Chief Examiner
- ensure that all third-party material receives full citation in accordance with the copyright guidelines provided in the *Examination panel handbook*
- ensure that examinations meet the completion date set by the Authority
- attend the round table meeting for the sign-off of examination materials
- provide final check and sign-off on all printed examination materials if the Chief Examiner is not available.

### **Independent Reviewer**

Generally, there are one or more Independent Reviewers, depending on the requirements of the particular course. The role of the Independent Reviewer is to review the draft ATAR examination materials before they are submitted to the Authority.

Duties are to:

- attend an initial briefing and complete any induction program required by the Authority
- work through the draft examination materials provided by the Chief Examiner prior to the materials being submitted to the Authority
- ensure that the examination materials meet the specifications of the design brief and the examinable content of the syllabus
- consult with the Chief Examiner and/or Examination Panel on at least **two** separate occasions to discuss any issues that are evident in the reviewing of the draft examination materials (i.e. matching the specifications of the design brief, the level of difficulty, the coverage and balance of examinable content in relation to Unit 3 and Unit 4 of the syllabus, the suitability of supporting documents and the accuracy of the marking key and the grid of content) prior to the materials being submitted to the Authority
- submit the completed *Independent Reviewer report* to the Principal Consultant – Examination Development in person at the Authority.

## Paper Checker

Generally, there are one or more Paper Checkers, depending on the requirements of the particular course. The role of the Paper Checker is to review the ATAR examination materials at the Authority and work the examination paper as a candidate would.

Duties are to:

- attend the Authority to sit the examination as a candidate; that is, complete the examination within a period of three to four hours depending on the requirements of the particular course. The Paper Checker is provided with the same materials as an examination candidate. All compulsory questions should be answered. Where there is choice between questions (i.e. where optional extended responses are provided), the Paper Checker is expected to sketch very brief responses to all of the options; full essay responses are not required. Responses and all notes must be written on the examination stationery supplied
- advise the Authority on the workability of the examination paper and the supporting materials
- complete the *Paper Checker report* and return all materials to the Principal Consultant – Examination Development at the end of the process.

## Structure Two Panel

### Examination Writer

The role of the Examination Writer is to develop the ATAR examination materials in accordance with the required timelines and to participate in the quality assurance process.

Duties are to:

- attend an initial briefing and complete any induction program as required by the Authority
- develop **original** examination materials (including both the written and practical component). Note: artificial intelligence websites or software must not be used to generate questions or marking keys for the examination materials
- produce alternative practical examination materials as required
- consult and collaborate with the Examination Reviewer about the draft examination materials on at least **three** separate occasions, prior to the materials being submitted to the Authority
- delegate some specific duties to the Examination Reviewer (i.e. writing questions or marking keys where required)
- consult with the Principal Consultant – Examination Development on matters relating to the examination materials and the Examination Reviewer
- produce the **original** examination materials in accordance with the current syllabus and examination design brief
- produce the marking key for the examination paper
- recommend draft tolerances for the marking of the examination paper
- produce a grid of content to demonstrate that there is a balanced assessment of Unit 3 and Unit 4 content
- ensure that all third-party material receives full citation in accordance with the copyright guidelines provided in the *Examination panel handbook*
- meet face-to-face with the Principal Consultant – Examination Development as required through all phases of development
- provide timely advice to the Authority throughout the quality assurance process
- ensure that the examination materials meet the completion date set by the Authority
- chair the round table meeting for the sign-off of examination materials
- provide final check and sign-off on all printed examination materials

- provide advice on the appointment of the Chief Marker as required
- attend the marking key ratification meeting and review a quantity of examination scripts
- produce an examination report on both the written and practical examinations where applicable
- advise the Principal Consultant – Examination Development on enquiries and complaints about the examination
- attend and speak at the Teacher/Examiner forum, if convened by the Authority
- attend the first CAC meeting of the following year and table the examination report
- be contactable and available to attend meetings at the Authority throughout the examination development period and during the marking process
- rank the top scripts for the identification of the subject exhibition winner, at the request of the Manager – Examination Logistics.

### **Examination Reviewer**

The Examination Reviewer works with the Examination Writer during the examination writing process to contribute towards and review the draft ATAR examination materials before they are submitted to the Authority.

Duties are to:

- attend an initial briefing and complete any induction program required by the Authority
- collaborate with the Examination Writer about the draft examination materials on request, including:
  - providing advice on the types of questions
  - seeking out sources/stimulus materials
  - adding examples to the marking key
  - contributing **original** question/s and answer/s. Note: artificial intelligence websites or software must not be used to generate questions or marking keys for the examination materials
- document and consult with the Examination Writer on at least **three** separate occasions to discuss any issues that are evident in the reviewing of draft examination materials (i.e. matching the specifications of the design brief, the level of difficulty, the coverage and balance of examinable content in relation to Unit 3 and Unit 4 of the syllabus, the suitability of supporting documents and the accuracy of the marking key and the grid of content) prior to the materials being submitted to the Authority
- submit the documentation from the discussions/meetings with the Examination Writer and the completed *Examination Reviewer report* in person, at the Authority
- attend the round table meeting for the sign-off of examination materials
- provide final check and sign-off on all printed examination materials if the Examination Writer is not available.

### **Paper Checker**

Generally, there are one or more Paper Checkers, depending on the requirements of the particular course. The Paper Checker reviews the ATAR examination materials at the Authority and works the examination paper as a candidate would.

Duties are to:

- attend the Authority to sit the examination as a candidate; that is, complete the examination within a period of three to four hours depending on the requirements of the particular course. The Paper Checker is provided with the same materials as an examination candidate. All compulsory questions should be answered. Where there is choice between questions (i.e. where optional extended responses are provided), the Paper Checker is expected to sketch very brief responses to all of the options; full essay

responses are not required. Responses and all notes must be written on the examination stationery supplied

- advise the Authority on the workability of the examination paper and the supporting materials
- complete the *Paper Checker report* and return all materials to the Principal Consultant – Examination Development at the end of the process.

## 1. Remuneration

The rates of pay reflect the responsibility and time commitment of each particular role. The duties are itemised, and payment is dependent on the effective completion of these duties. Panel members, with the exception of Independent Reviewers who are paid in May, are paid in September for the examination preparation and attendance at the round table meeting. Payment to Chief Examiners/Examination Writers for attendance at the marking key ratification meeting, and for providing the examination report, occurs in January. Other payments; for example, attendance at the CAC and Teacher/Examiner forum, are made post the event, usually in March.

### 1.1. Structure One Examination Panel

In accordance with the terms of reference and the duties outlined in the contracts, the remuneration for the various examination panel roles is as follows:

#### Chief Examiner

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| • attendance at examination panel briefing             | \$100  |
| • completion of examination materials                  | \$4900 |
| • in person sign-off and check of original submissions | \$100  |
| • attendance at round table meeting                    | \$500  |
| • completion of blue proof check                       | \$100  |
| • attendance at marking key ratification meeting       | \$200* |
| • completion of examination report                     | \$500  |
| • attendance at the CAC                                | \$100  |
| • attendance at the Teacher/Examiner forum             | \$200† |

\*In addition to the \$200 fee for attending the marking key ratification meeting, Examination Logistics also provides a separate, additional payment.

†This payment is dependent on whether or not a Teacher/Examiner forum is required by the Authority.

#### Examiner

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| • attendance at examination panel briefing | \$100  |
| • completion of examination materials      | \$3775 |
| • attendance at round table meeting        | \$500  |

#### Independent Reviewer

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| • attendance at examination panel briefing    | \$100 |
| • completion of examination review and report | \$675 |
| • in person submission of report              | \$100 |

#### Paper Checker

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| • completion of examination and report | \$575 |
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## 1.2. Structure Two Examination Panel

In accordance with the terms of reference and the duties outlined in the contracts, the remuneration for the various examination panel roles is as follows:

### Examination Writer

• attendance at the examination panel briefing	\$100
• completion of examination materials	\$8300
• in person sign-off and check of original submissions	\$100
• attendance at round table meeting	\$500
• completion of blue proof check	\$100
• attendance at marking key ratification meeting	\$200*
• completion of examination report	\$500
• attendance at the CAC	\$100
• attendance at the Teacher/Examiner forum	\$200†

\*In addition to the \$200 fee for attending the marking key ratification meeting, Examination Logistics also provides a separate, additional payment.

†This payment is dependent on whether or not a Teacher/Examiner forum is required by the Authority.

### Examination Reviewer

• attendance at examination panel briefing	\$100
• completion of examination review	\$1900
• in person submission of report	\$100
• attendance at round table meeting	\$500

### Paper Checker

• completion of examination and report	\$575
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