



Indicative timeline for members of Structure One Examination Panels

Members must be available for meetings with other members of the examination panel and members of the Authority during the development of the Australian Tertiary Admission Rank (ATAR) examination materials and the quality assurance processes that follow. Note: this may occur during school or tertiary institution holiday periods.

Month	Event	Venue	Involvement and remuneration			
			Chief Examiner	Examiner/s	Independent Reviewer	Paper Checker
Dec	Examining panel briefing	Authority	✓	✓	✓	
Dec–Mar	Drafting	TBD	✓	✓		
Feb/Mar	<i>Payment for attendance at panel briefing</i>		\$100	\$100	\$100	
Feb/Mar	Meet with Independent Reviewer	TBD	✓		✓	
Mar/Apr	Submission of examination materials	Authority	✓			
Mar/Apr	Submission of Independent Reviewer report	Authority			✓	
Apr/May	Curriculum Specialist check #1 Negotiation: Chief Examiner	Authority	✓			
Apr/May	Curriculum Specialist check #2 Negotiation: Chief Examiner	Authority	✓			
May/Jun	Principal Consultant check Negotiation: Chief Examiner	Authority	✓			
May/Jun	External Editor check Negotiation: Chief Examiner	Authority	✓			
Jun/Jul	Manager check	Authority				
Jun/Jul	Paper Checker	Authority			✓	
Jun/Jul	Director check (external) Assistant Executive Director check CEO check	Authority				
Jun/Jul	Negotiation: Chief Examiner	Authority	✓			
Jul/Aug	Round table meeting	Authority	✓ [†]	✓ [†]		

Month	Event	Venue	Involvement and remuneration			
			Chief Examiner	Examiner/s	Independent Reviewer	Paper Checker
Jul/Aug	Independent Reader check Spell check	Authority				
Jul/Aug	Printer blue proof Sign off: Chief Examiner	Authority	✓			
Aug-Sep	Errata (if applicable) Sign off: Chief Examiner	Authority	✓			
Sep	<i>Payment for attendance at round table</i>		\$500	\$500	\$775	\$575
	<i>Payment for examination development</i>		\$4900	\$3775		
Nov	Marking key ratification meeting	Authority	✓*			
Dec/Jan	Submission of examination report	Authority	✓			
Jan	<i>Payment for ratification/examination report</i>		\$700			
Feb/Mar	Curriculum Advisory Committee (CAC) Tabling of report: Chief Examiner	Authority	✓			
Feb/Mar	Teacher/Examiner forum (if held) Discussion: Chief Examiner	Authority	✓			
Mar	<i>Payment for CAC/examiner forum</i>		\$300			

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

†Teacher relief payments are available to enable the Chief Examiner/Examiners to attend this event.

- TBD – the venue for these meetings will be determined by the Chief Examiner.
- Negotiation in some situations may be completed by telephone rather than at the Authority.



Indicative timeline for members of Structure Two Examination Panels

Members must be available for meetings with other members of the examination panel and members of the Authority during the development of the ATAR examination materials and the quality assurance processes that follow. Note: this may occur during school or tertiary institution holiday periods.

Month	Event	Venue	Involvement and remuneration		
			Examination Writer	Examination Reviewer	Paper Checker
Dec	Examining panel briefing	Authority	✓	✓	
Dec–Mar	Drafting	TBD	✓	✓	
Feb/Mar	<i>Payment for attendance at panel briefing</i>		\$100	\$100	
Feb/Mar	Meet with Examination Reviewer	TBD	✓	✓	
Mar/Apr	Submission of examination materials	Authority	✓		
Mar/Apr	Submission of Examination Reviewer report	Authority		✓	
Apr/May	Curriculum Specialist check #1 Negotiation: Examination Writer	Authority	✓		
Apr/May	Curriculum Specialist check #2 Negotiation: Examination Writer	Authority	✓		
May/Jun	Principal Consultant check Negotiation: Examination Writer	Authority	✓		
May/Jun	External Editor check Negotiation: Examination Writer	Authority	✓		
Jun/Jul	Manager check	Authority			
Jun/Jul	Paper Checker	Authority			
Jun/Jul	Director check (external) Assistant Executive Director check CEO check	Authority			
Jun/Jul	Negotiation: Examination Writer	Authority	✓		
Jul/Aug	Round table meeting	Authority	✓†	✓†	

Month	Event	Venue	Involvement and remuneration		
			Examination Writer	Examination Reviewer	Paper Checker
Jul/Aug	Spell check Independent Reader check	Authority			
Jul/Aug	Printer blue proof Sign off: Examination Writer	Authority	✓		
Aug-Sep	Errata (if applicable) Sign off: Examination Writer	Authority	✓		
Sept	<i>Payment for attendance at round table</i>		\$500	\$500	
	<i>Payment for examination development</i>		\$8500	\$2000	\$575
Nov	Marking key ratification meeting	Authority	✓*		
Dec/Jan	Submission of examination report	Authority	✓		
Jan	<i>Payment for ratification/examination report</i>		\$700		
Feb/Mar	CAC Tabling of report: Examination Writer	Authority	✓		
Feb/Mar	Teacher/Examiner forum (if held) Discussion: Examination Writer	Authority	✓		
Mar	<i>Payment for CAC/examiner forum</i>		\$300		

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

†Teacher relief payments are available to enable Examination Writer/Examination Reviewer to attend this event.

- TBD = the venue for these meetings will be determined by the Examination Writer.
- Negotiation in some situations may be completed by telephone rather than at the Authority.