**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 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 | *Payment for attendance at panel briefing* | | *$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 | ✓† | ✓† |
| Jul/Aug | Spell check  Independent Reader check | Authority |  |  |
| Jul/Aug | Printer blue proof  Sign off: Chief examiner | Authority | ✓ |  |
| Aug-Sept | Errata (if applicable)  Sign off: Chief examiner | Authority | ✓ |  |
| Sept | *Payment for attendance at round table* | | $500 | $500 |
| *Payment for examination development* | | $5100 | $3775 | $775 | $575 |
| Nov | Marking key ratification meeting | Authority | ✓\* |  |  |  |
| Dec/Jan | Submission of examination report | Authority | ✓ |
| Jan | *Payment for ratification/examination report* | | *$700* |
| Feb/Mar | Curriculum Advisory Committee  Tabling of report: Chief examiner | Authority | ✓ |
| Feb/Mar | Teacher/examiner forum (if held)  Discussion: Chief examiner | Authority | ✓ |
| Mar | *Payment for CAC/examiner forum* | | *$300* |

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

\*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 Chief examiner/Examiners to attend this event.

**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 | *Payment for attendance at panel briefing* | | $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 | ✓† | ✓† |
| Jul/Aug | Spell check  Independent Reader check | Authority |  |  |
| Jul/Aug | Printer blue proof  Sign off: Examination writer | Authority | ✓ |  |
| Aug-Sept | Errata (if applicable)  Sign off: Examination writer | Authority | ✓ |  |
| Sept | *Payment for attendance at round table* | | $500 | $500 |
| *Payment for examination development* | | $8500 | $2000 | $575 |
| Nov | Marking key ratification meeting | Authority | ✓\* |  |  |
| Dec/Jan | Submission of examination report | Authority | ✓ |
| Jan | *Payment for ratification/examination report* | | $700 |
| Feb/Mar | Curriculum Advisory Committee  Tabling of report: Examination writer | Authority | ✓ |
| Feb/Mar | Teacher/examiner forum (if held)  Discussion: Examination writer | Authority | ✓ |
| Mar | *Payment for CAC/examiner forum* | | $300 |

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

\*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.