



## Writers and Checkers

### Terms of reference for the externally set tasks for General and Foundation courses

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Each writer is responsible for setting the annual externally set task (EST) in accordance with the EST design brief for that Year 12 course. This requires the construction of a fair assessment that tests selected Unit 3 course content. The writer is responsible for developing the task, the marking key and marks collection form. In addition, each writer is responsible for responding to advice on the materials and participating in a checking process.

Each checker is required to work the EST as a student, apply the marking key and marks collection form and complete the EST Checker's report to provide feedback for that course.

#### Membership

Writers and checkers of the EST are required to be a current or retired teacher or member of the Curriculum Advisory Committee. Additional support for the writer, if required, is provided by the secretariat of the School Curriculum and Standards Authority (the Authority) through its review and checking processes.

#### Selection criteria

Positions for EST writers and checkers are advertised and are filled on the basis of their application. All applicants are expected to demonstrate:

- appropriate qualifications and experience as a teacher of senior secondary students
- a detailed knowledge of the relevant syllabus
- high-level written and oral communication skills
- the capacity to apply the Authority's principles for the development of quality assessment materials and marking keys
- the capacity to meet specified deadlines.

#### Responsibilities and duties

The EST writer is to:

- attend an initial briefing
- produce the EST materials, including the task, marking key and marks collection form
- ensure all third-party material receives full citation in accordance with the Authority's copyright guidelines
- ensure that the materials are submitted by the date set by the Authority
- be involved in a review of the edited copy of materials
- adjust any or all of the materials following the review.

The EST checker is to:

- attend an initial briefing
- work the EST task as a student and apply the marking key and marks collection form
- complete the EST Checker's report to provide feedback
- complete the process in accordance with a date set by the Authority.

## Code of conduct

On appointment, EST writers and checkers are expected to agree to abide by the legal requirements that apply to all Authority employees and to meet prescribed standards of behaviour. They are required to:

- participate in a briefing organised by the Authority
- use technology for the development of the materials that is compatible with the Authority's systems
- be available for one review meeting (writers only) at the Authority's discretion.

## Conflict of interest

- Before accepting a position, the nominee must declare formally in writing to the Executive Director, School Curriculum and Standards (SCS) any potential conflicts of interest (financial, material or partiality interests) directly pertaining to the course or syllabus, including any:
  - commercial or non-commercial interest in any text or resource
  - creation/supply/delivery of written/online or assessment materials
  - other commercial or non-commercial interest associated with the course.
- Each conflict of interest declaration is considered by the Executive Director, SCS and nominees are advised that they:
  - can continue to perform their stated duties with certain conditions  
or
  - need to remove themselves from the position  
or
  - must relinquish their duties.
- If the Executive Director, SCS receives a declaration of conflict of interest that reveals an unacceptable circumstance, or if an undeclared circumstance is deemed to constitute an unacceptable conflict of interest, the Executive Director, SCS may ask the person concerned to withdraw from their duties and/or take appropriate and reasonable action to remove the conflict of interest.

## Confidentiality

Writers and checkers must adhere to the confidentiality requirements as specified in Section 32 of Part 6 of the *School Curriculum and Standards Authority Act 1997* when performing their duties.

### Extract from the *School Curriculum and Standards Authority Act 1997*

- 32 (1)** A person to whom subsection (2) applies must not (whether directly or indirectly) collect, use or disclose any information obtained by the person because of—
- (a) the person's office, position, employment or engagement under or for the purposes of this Act; or
  - (b) any disclosure made to the person under this Act.
- Penalty for this subsection: \$10 000 and imprisonment for 12 months.
- (2)** Subsection (1) applies to any person who is or has been –
- (a) a member of the Board; or
  - (b) a member of a committee; or
  - (c) the chief executive officer; or
  - (d) a member of staff.

## Remuneration

The EST writer is paid \$1000 in accordance with the duties as stated.

The EST checker is paid \$266.28 in accordance with the duties as stated.