Position Description

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| Role | Assessor (VCE external Assessments, including General Achievement Test (GAT), VCE Performance, VCE Languages Oral VCE Externally Assessed Task and VCE Written Examination) |
| Classification | MO04 |
| Salary Range | As prescribed under the Ministerial Order 1451 |
| Work Location | Examinations Unit, Curriculum Division |

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| Role Purpose |  |
| VCE external assessment assessors are required to mark student responses using the examination Assessment Guide or criteria. All assessors are required to mark all student responses with fairness, impartiality, accuracy and consistently as per the direction and expectations of the Chief Assessor for the examination, and the VCAA marking policies and principles. | |

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| Role Responsibilities | |  |
| **Applicants to Assessor positions require:**   * a thorough knowledge of the current Study Design * experience teaching the current Study Design * capacity to learn and manage online marking systems used to assess student work * to be available for the duration of the marking period which may include Marking 3 and Anomalous Grade Marking (AGM) * ability to manage significant assessment workloads around other personal and professional responsibilities * attendance at a whole-day Assessor Training Meeting * completion of all assessment tasks within tight timelines * commitment to all security and privacy expectations of the VCAA in relation to assessment processes and student responses   **NOTE**  Each examination (including performance and languages oral examinations) or externally assessed task requires an individual application.  Travel may be a requirement for assessor roles, including those involved in performance and languages oral assessments. Assessors required to travel may be eligible to claim travel expenses. Further details will be provided during the onboarding process.  **Application Timeline:**  The application closing dates are below:   |  |  | | --- | --- | | Drama and Theatre Studies | Wednesday 8 January 2025 | | General Achievement Test | Sunday 30 March 2025 | | English group (English, English EAL, Literature, English Language) | Sunday 30 March 2025 | | Extended Investigation (Critical Thinking Test, Written Report, Oral Presentation) | Sunday 30 March 2025 | | Music Composition and Music Inquiry Externally Assessed Task (EAT) | Sunday 30 March 2025 | | Languages (CCAFL, Victorian, Oral, and Written) | Sunday 30 March 2025 | | Performance examinations | Sunday 30 March 2025 | | All other VCE written examinations | Sunday 27 April 2025 | | | |
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| **Capabilities** |  | |
| Study Expertise | Current or recent experience teaching the relevant study at Unit 3 and 4 level, with preference given to applicants teaching the study in the current year and who have five or more years of teaching experience in that study. Other relevant experience or activities.   * Understanding of VCE assessment policies and procedures * Experience in other relevant VCE positions | |
| Working Collaboratively | Guides others to create a culture of collaboration; Identifies, and works to overcome, barriers to knowledge or information sharing; Identifies opportunities to work with other teams to deliver outcomes | |
| Project Delivery | Translates strategies into programs or projects that enables achievement of outcomes required.  Monitors progress of tasks, including self-reflection and evaluation; takes corrective action when required.  Demonstrates organisational skills including ability to plan time effectively to meet marking timelines | |
| Communicate with Impact | Use various communication media to convey information, ideas, and insights in ways that maximises understanding of key messages.  Possess good written and verbal communication skills. | |

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| Key Selection Criteria (KSC) |  |
| **Generic Criteria**  **Criteria 1:** Demonstrates the 'Victorian Public Sector Values' of Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights.  **Position Specific Criteria**  **Criteria 2:** ‘Study Expertise’ – please see the Capabilities section above for more detail.  **Criteria 3:** ‘Working Collaboratively’ – please see the Capabilities section above for more detail.  **Criteria 4:** ‘Project Delivery’ – please see the Capabilities section above for more detail.  **Criteria 5:** ‘Communicate with Impact’ – please see the Capabilities section above for more detail. | |

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| Other Information |  |
| Selection | The merit selection process will be assessed on your application, including relevant experience and expertise and ability to demonstrate the Key Selection Criteria, and from Referee Checks.  In addition if previously employed as an Assessor:   * + Satisfactory performance on assessor statistics over the last 3-5 years, particularly from the most recent year as an assessor   + Compliance with the conditions of appointment   + Behaviour consistent with the DE values     The application process requires a response outlining experience and skills in the areas listed above, as well as detail of VCAA positions previously held by the applicant.  The VCAA has a policy of rotation, refreshment, and rejuvenation of assessing teams.  Chief Assessors will be asked to review assessor applications and nominate applicants for appointment.  **Other Guidelines**  Across the cohort of applicants and appointees for each external assessment, the following guidelines apply where possible:   * There will be proportional representation of assessors from Government schools; Independent schools, Catholic schools and other (non-teaching applicants/adult education/tertiary). Representation will reflect the general pattern of enrolments by sector in the relevant study. * Where there are sufficient suitable applicants, at least 10% of appointments will be new assessors. * There will be representation of assessors from across regions * There will be equal gender representation where possible. * Subject to applicants meeting selection criteria, appointments will include:   + at least one applicant from each school where an application has been lodged   + no more than three applicants from any one provider will be appointed to any external assessment   + individuals who have applied for two consecutive years but have not previously been appointed.   Applicants with relevant expertise such as retired teachers, examination panel members not currently teaching, academics and specialists may be eligible for appointment to assessing positions where the VCAA determines their experience is relevant to the assessment program.  Examples include where non-teacher applicants have participated in study reviews, are experts in specialist areas such as particular musical instruments, small language studies and new areas of the curriculum. The overall composition of the assessor cohort will be taken into account when recommending these appointments.  Applicants for GAT assessor positions require current and relevant tertiary qualifications including teachers/trainers with Certificate IV Training and Assessment, previous or current teacher, lecturing or industry experience, knowledge, and experience in assessing senior secondary school studies or equivalent, which may include VCE and VET.  Applicants for VCE written examination assessor positions require current or recent experience teaching the relevant study at Unit 3 and 4 level, with preference given to applicants teaching the study in the current year and who have five or more years of teaching experience in that study. |
| Conditions of Appointment | The following conditions of appointment apply for all assessor roles. You will be asked to confirm these requirements in your application and complete a declaration following an offer of appointment:   * You must maintain strict confidentiality in relation to discussions of the content and assessment of the examination paper, assessment guide, training materials and accompanying documentation. * You must declare any Conflict of Interest, close connections and associations. * You must not have accepted a voluntary resignation or career transition package, e.g. Voluntary Departure Package (VDP), Voluntary Separation Package (VSP), Resignation Incentive Scheme (RIS) from a Victorian Government agency or department within the last three years. * You must declare any association with any textbooks, study guides or other student resource materials that are in general use in schools or TAFE in the relevant VCE study area. * You may not present at meetings, courses or conferences for teachers, or speak at any meetings on the requirements of the study design or examination specifications for the relevant VCE study area without the approval of the VCAA Director, Curriculum.   Attendance at the training meeting is compulsory for all assessors and emergency assessors. An assessor who does not attend the training meeting will not be permitted to assess. |
| Work Location | Working from home unless directed in person at:   * VCAA Assessment Centre: 189 Urquhart Street, Coburg VIC 3058.   Where appointed assessors employed in Victorian schools are required to attend mandatory activities related to assessing, their school may be eligible for a payment from the VCAA to offset the cost of employing a CRT to cover the VCAA employee's classes |
| Allocation of Duties | The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this level. |
| Organisational Values, Governance, Safety & Risk Management | The incumbent shall carry out duties in accordance with legislation and governance requirements, policies and procedures, safety principles, code of conduct for Victorian public sector employees, and Victorian Public Sector Values. |
| Child Safe Standards | The VCAA actively promotes the safety and wellbeing of students, and all VCAA staff are committed to protecting students from abuse or harm in the school and corporate environment, in accordance with their legal obligations including child safe standards. |
| DE National Criminal History Record Check (NCHRC) | All employees of the VCAA are required to have a current and satisfactory DE NCHRC or current VIT registration before they commence working with the VCAA. |