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| Role description  Marking, National Assessment Program — Literacy and Numeracy (NAPLAN) |

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|  | Location  Online |  | **Unit** Assessment Programs |
|  | Role type and duration  Casual |  | Contact  NAPLAN Unit  Email: naplan.marking.help@education.vic.gov.au  Phone: 1800 648 637 |
|  | Closing date  15 December 2024 |  |

### Please note the application process for professional leader/group leader has changed for 2025. How to apply:

The following positions are available:

-   Marker

-   Leading roles\*

\*you must submit a marker application before you can be considered for a professional leader/group leader role. You need to submit both a marker application and a ‘Leading roles’ application if you are interested in the senior role.

Complete an application in SSMS via the link below:

[SSMS](https://www.ssms.vic.edu.au/public/home/)

For further information, see the marker information and marker FAQs on the VCAA website:

[Writing marker information](https://www.vcaa.vic.edu.au/assessment/f-10assessment/naplan/Pages/schools/naplanwriting.aspx)

### About the role

The Victorian Curriculum and Assessment Authority (VCAA) employs and trains casual employees to mark student responses for the annual NAPLAN writing test, using an online marking platform.

### Reporting relationships

All NAPLAN writing test markers work within assigned groups, under the guidance and support of a group leader. Group leaders report directly to professional leaders for guidance and support. Professional leaders report directly to the manager of marking. The manager of marking oversees the marking operation.

### What you will do

Applications are invited from Victorian teachers, non-practising or retired teachers (or other eligible applicants), from all areas of Victoria and Tasmania to mark student responses from the 2025 NAPLAN writing test.

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| Markers | As a **marker**, to support the VCAA to meet National deadlines, you are expected to:   * complete all required marker training prior to the marking operation in accordance with VCAA procedures and instructions * be available to mark from the start of the marking operation * be able to work from home in a way that maintains the security and confidentiality of student writing scripts, assessment information and materials * apply the NAPLAN marking rubric to mark all scripts accurately, objectively and consistently in accordance with VCAA and ACARA procedures and instructions * be receptive to ongoing support and instruction from group leaders and professional leaders as part of the quality assurance protocols as necessary to ensure fairness to students and maintain public accountability * be available to complete role-specific duties throughout the marking operation. * mark a daily quota of scripts * maintain a minimum average hourly rate * be available to be contacted (by phone, email, or messaging within the marking platform) during marking * follow marking operation procedures as further detailed upon appointment. |
| Group leaders | As a **group leader**, to support the VCAA to meet National deadlines you are expected to:   * complete all required role-specific training prior to the marking operation in accordance with VCAA procedures and instructions * be able to work from home in a way that maintains the security and confidentiality of student writing scripts, assessment information and materials * apply the NAPLAN marking rubric to mark all scripts accurately, objectively and consistently in accordance with VCAA and ACARA procedures and instructions * lead and manage a team of markers to deliver results to a specified deadline, including marker support processes such as providing guidance and advice to markers on the reliability of their marking * ensure quality control procedures are applied as necessary to maintain fairness to students and public accountability * be receptive to ongoing support and instruction from professional leaders as part of the quality assurance protocols as necessary to ensure fairness to students and maintain public accountability * be available to complete role-specific duties (including marking and marker monitoring activities) throughout the marking operation. * be available to be contacted (by phone, email, or messaging within the marking platform) during marking * maintain accurate records of marker progress and all marker monitoring activities * maintain confidentiality on all aspects of training and marking, and privacy regarding information accessed * follow marking operation procedures as further detailed upon appointment. |
| Professional Leaders | As a **professional leader**, to support the VCAA to meet National deadlines you are expected to:   * complete all required role-specific training prior to the marking operation in accordance with VCAA procedures and instructions * be able to work from home in a way that maintains the security and confidentiality of student writing scripts, assessment information and materials * apply the NAPLAN marking rubric to mark all scripts accurately, objectively and consistently in accordance with VCAA and ACARA procedures and instructions * lead and manage a team of group leaders to deliver results to a specified deadline, including marker support processes such as check marking, and monitoring of control script variance * be available to complete role-specific duties (including marking and marker monitoring activities) throughout the marking operation. * be available to be contacted (by phone, email, or messaging within the marking platform) during marking * provide guidance and advice to group leaders on the reliability of their marking * advise group leaders on marker support in consultation with the manager of marking * provide guidance and advice to markers on the reliability of their marking when professional leader intervention is required * maintain accurate records of marker and group leader progress and all monitoring activities, including online meetings and retraining * maintain confidentiality on all aspects of training and marking, and privacy regarding information accessed * follow marking operation procedures as further detailed upon appointment. |

#### Training and marking

Once appointed, all markers will be required to:

* successfully complete the role-specific NAPLAN marking procedure course
* successfully complete the ACARA NAPLAN writing marking training course
* attend a live training webinar on Saturday 15th March 2025.

In addition to the above, appointed professional leaders and group leaders will be required to attend a live training webinar on Thursday 13th March 2025.

Appointed markers must successfully complete all required training before being permitted to mark student responses in the live marking operation.

Please note that the training webinars will not be repeated. Attendance is required for the entire duration of the live training.

The marking of all NAPLAN writing tests will be completed remotely using an online marking platform.

The marking platform is expected to open on Sunday 16th March 2025.

### What we are looking for

To apply for a NAPLAN writing task marking role, you must:

Uphold VCAA values including:

* Integrity
  + - asking questions, raising issues, speaking up and reporting unethical behaviour and misconduct
    - acting honestly, openly and consultatively in the performance of our work and using our positions fairly and responsibly.
* Impartiality
  + - acting fairly, consistently, objectively and with equality (in all our interactions and actions)
    - following agreed processes and managing issues consistently, fairly and in a timely manner.
* Accountability
  + - considering and accepting the consequences of our action and own our decisions
    - using, sharing and disclosing information as intended
    - acting and making lawful and transparent decisions within our level of authority.
* Respect
  + - treating everyone in a considerate, fair and courteous manner
    - maintaining confidentiality and treating private information properly
    - collaborating and engaging constructively with each other working towards a common goal.

**Marking eligibility**

* have relevant teaching and literacy experience including an understanding of assessment based on criteria and standards. English teaching experience from at least a Year 3 level is desired
* have sufficient computer literacy skills to perform fundamental tasks on a computer, which includes understanding marking software, applications, programs and tools
* successfully complete all required training
* be able to accurately mark NAPLAN student writing scripts using the criteria in the NAPLAN marking guide and marking framework presented in training
* be able to work from home in a secure way that ensures the security and confidentiality of student scripts
* have ongoing access to a computer that meets the ICT requirements listed in this document.

#### Practising Victorian teachers

Victorian teachers should seek their principal’s approval to mark if they plan to mark during normal work hours. Before submitting their application, they should ensure their principal will provide this approval if required by the VCAA.

**Mandatory eligibility requirements**  
Markers are required to:

• have a VIT teacher registration number that is not suspended or deregistered OR undergo/have a current National Criminal Records History Check

• have shown a demonstrated understanding of assessment based on criteria and standards

• have shown a demonstrated ability to follow instructions correctly

• be available for training and maintain commitment through the marking operation (approximately five weeks)

• be able to accurately mark NAPLAN writing scripts using the criteria in the NAPLAN Marking Guide and marking framework presented in training

• have good computer literacy

• have access to a computer that meets the IT requirements

• be willing and able to work from home.

**Applying for NAPLAN marking roles**  
To apply for the position of marker:

• submit a marker application in [SSMS](https://www.ssms.vic.edu.au/) (Sessional Staff Management System)

• previous markers/applicants will need to use their VCAA ID and password

• new applicants will need to set up an account

If you wish to be considered for a group leader or professional leader role, please apply to be a marker first then apply for a senior role via the ‘Leading Roles’ job application.  
  
**Administrative arrangements**

By accepting the position of marker, you will become a casual employee of the VCAA for the period of the marking operation.

#### Minimum ICT requirements

All applicants must meet minimum ICT requirements on their home desktop computers or laptops. Tablets (including iPads) and phones are **not** suitable for marking student scripts.

| Minimum ICT requirements | | |
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| Platform | PC | Mac |
| Processor speed | 1.30 GHz or faster | |
| RAM | 4GB minimum | |
| Operating system | Windows 10 or later | OS 10.6 or later |
| Screen resolution | 1920 x 1080 pixels or higher | |
| Screen size | Monitor — 17 inches or greater  Laptop — 15 inches or greater | |
| Web browser | Google Chrome — version 129 or later  Microsoft Edge — (IE version) 130 or later  Mozilla Firefox — version 130 or later  Safari — version 18.0 or later | |
| Broadband connection | ADSL2+ or NBN  **Note:** weak internet connection may prevent script scores from uploading to the marking platform, causing them to be re-queued. Markers are only paid once for each individual student script they score and submit. | |
| Microphone | Devices require sound capabilities and a microphone for online communication. | |

### Selection process

* All roles will be filled with suitable applicants.
* Applicants who do not satisfy all mandatory eligibility requirements for a role will be considered unsuitable. All other applicants will be considered potentially suitable.
* Information provided by applicants will be reviewed to consider teaching experience and other experience from related roles with the VCAA and/or equivalent interstate or overseas agencies.
* Experience and performance in previous NAPLAN marking operations will be taken into consideration.
* Group leaders and professional leaders will be appointed from the applicant pool based on a separate application process, leadership experience and previous NAPLAN marking experience and performance. All group leaders and professional leaders require at least two years continuous experience marking NAPLAN Writing during the last 5 years.

### Remuneration

Markers, group leaders and professional leaders are paid at an hourly rate. The table below shows the hourly rates for each role.

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| Role | Hourly rate | Expected number of scripts marked per hour | Expected number of scripts marked per day |
| Marker | $58.41 | 8-16 | 32-64 |
| Group leader | $67.39 |  |  |
| Professional leader | $74.47 |  |  |

### Conditions and benefits of the role

* VCAA NAPLAN markers must have a physical address in Australia, have a valid bank account and meet the Australian Taxation Office guidelines for being an Australian resident for tax purposes.
* VCAA NAPLAN markers will be appointed annually.
* Appointees’ work will be monitored and reviewed, with feedback and support given and appropriate actions taken, as necessary.
* A casual appointment may be ceased if an identified trend in the quality, consistency, marking rate, or accuracy of an appointee’s work is unable to be resolved quickly.
* All VCAA employees are subject to the *Code of Conduct for the Victorian public service*. If you would like to view the code and other important information on ethics in the Victorian public sector, please refer to the website: [VPS Code of Conduct](https://vpsc.vic.gov.au/ethics-behaviours-culture/codes-of-conduct/code-of-conduct-for-victorian-public-sector-employees/)