



OFFICE OF THE BOARD OF STUDIES
NEW SOUTH WALES

2010 Higher School Certificate Examinations and School Certificate Tests

Information for prospective Chief Examiners, Members of Examination Committees, and Assessors

The Board invites applications from teachers and academics with appropriate experience and qualifications who wish to take part in the development of the 2010 Higher School Certificate examinations and School Certificate tests. Examinations and tests are developed by committees chaired by a Chief Examiner. Examination development will commence in Term 4 this year and continue until about August 2010. As part of the development process, a practising teacher assesses each examination or test. Assessing an examination usually takes one day, and will generally take place in Term 1, 2010. A list of committees and courses is attached.

Setting or assessing HSC examinations or SC tests is a rewarding and challenging experience that provides a positive contribution to professional development. It is an opportunity to further develop understanding of assessment techniques and to enhance skills in setting examinations.

Chief Examiners, committee members and assessors cannot teach or be closely related to someone teaching Year 12/Year 10 in the subject they are setting/assessing in the year the examination is sat. They must maintain complete confidentiality in relation to all HSC examinations and committee discussions, and must sign a Statutory Declaration to this effect.

Chief Examiner

The Chief Examiner chairs the examination committee and has further responsibilities in the marking and standards-setting processes. Note that, in some cases, the Chief Examiner may have responsibility for a number of courses.

In the role of committee chair, the Chief Examiner ensures that the examination paper conforms to the Board's principles and is of high quality, that the marking guidelines are appropriate, and that the final version of the examination paper is accurate. In the marking of the examination, the Chief Examiner oversees the trialling and refining of the marking guidelines, and ensures that they are applied during marking so that student responses are rewarded appropriately. Chief Examiners are required to provide a written report and may also be asked to attend the Consultative Committee meeting to advise the Committee on the examination. These meetings are usually held around the end of November / beginning of December.

All Chief Examiners need to be available throughout the examination setting and marking periods. This may be during school holiday periods. Prospective applicants who are anticipating taking an extended period of leave during this time should **not** apply.

Chief Examiners are usually appointed for two years. For the 2010 examinations, there are a number of vacancies for Chief Examiner. The committees that have a vacancy for Chief Examiner in 2010 are indicated with an asterisk * on the list provided at the back of this information.

Examination Committee members

The examination committee develops the examination paper(s) and marking guidelines for the course(s) for which it is responsible. Where possible, each examination committee has a balance of secondary teachers and tertiary educators. Committees have representation from government and non-government schools and gender balance, where feasible. The number of committee meetings will depend on the nature of the paper/s but will involve a minimum of six days. Meetings are held at the Office of the Board of Studies, and last a full day. Training in the Board's processes for developing tests and examinations and in item writing is provided. Committee members need to be available from November 2009 to June 2010.

Assessors

As part of the examination development process, draft examinations are assessed by teachers who have recent experience teaching the course. The role of an assessor is to provide an independent assessment of the examination/test paper by evaluating and commenting on it as a subject expert and as an experienced teacher. The assessor works the draft examination paper and provides advice to the examination committee about the appropriateness of examination questions. Assessing of the 2010 HSC and SC examinations is scheduled between February and May 2010. If you are anticipating taking extended periods of leave that would make you unavailable during this period, you should not apply.

Criteria for selection of Chief Examiners and committee members

All applicants will be expected to demonstrate:

- appropriate qualifications and experience as a teacher of HSC/SC students or first year tertiary students in the subject. In general, a minimum of five years recent experience teaching is considered necessary. In the case of secondary teachers, preference will be given to applicants who have taught the HSC or SC course within the last three years. For all committee members, the maximum term is 5 consecutive years. The maximum term for Chief Examiners is 6 years;
- high-level professional standing within the teaching community demonstrated through scholarship in the area to be examined, outstanding teaching, notable contribution to the relevant professional association etc;
- superior knowledge of the HSC syllabus;
- high-level written and oral communication skills;
- capacity to apply the Board's principles for the development of standards-referenced examinations and marking guidelines;
- capacity to work in a team in the delivery of educational materials to specified deadlines.

In addition, applicants for the Chief Examiner will be expected to demonstrate:

- capacity to provide leadership to the examination committee in the preparation of the examination and marking guidelines;
- ability to manage the work of the committee and meet deadlines;
- capacity to oversee the testing and refining of marking guidelines during pilot-marking, and the application of marking guidelines during marking;
- capacity to contribute to the standards-setting process.

Criteria for selection of assessors

Applicants must be experienced Year 12/Year 10 teachers (whichever is applicable), with the necessary experience to assess the examination papers. In general, a minimum of five years' recent experience teaching Year 12/Year 10 is considered sufficient. Preference will be given to applicants who have taught the HSC or SC course in the last three years, and who can demonstrate an understanding of the principles and practices applying to the development of examinations.

Conditions of appointment as Chief Examiner, committee member, or assessor

The following conditions must be agreed to prior to appointment as Chief Examiner, committee member, or assessor for each course in which you wish to be considered.

- You must sign a confidentiality agreement in relation to your work on secure examination material.
- You must be available for meetings at the Office of the Board of Studies during the setting and reviewing periods. This may be during school holiday periods.
- You may not teach or tutor the relevant HSC/SC course to students in 2010.
- You may not be an author of textbooks or study guides that are in general use in schools or TAFE in the relevant subject area.
- You may not have a close relative (eg spouse, sibling,/or/child) teaching or enrolled as a HSC/SC student, in the relevant course.
- You may not set or review papers in the relevant HSC/SC course(s) for school systems (eg Catholic/TAFE/Regional Trials), or commercial organisations such as test writing organisations, or on-line organisations, while a member of an HSC/SC examination committee.
- You may not lecture at meetings or study courses for students and teachers, or speak at any meetings on the content or interpretation of the syllabus or examination specifications for the relevant course(s).
- You may not participate in the HSC Advice Line in the relevant HSC course(s). For members of a HSC science course committee, this restriction applies to all other HSC science courses.

Remuneration

In 2009, the remunerations were as follows:

- An honorarium for each HSC course of \$3241 to each Chief Examiner, and \$974 to each committee member. A travel allowance of \$100 was also paid. Country members are reimbursed for travel and other expenses.
- Assessors received a fee of \$194 per course, and a travel allowance of \$35.

The Board reimburses schools to cover the cost of employing casual staff to relieve teachers when their involvement in examination development work coincides with their teaching duties.

Instructions for completing the application form

Please read the *Information for prospective Chief Examiners, Members of Examination Committees, and Assessors* on the previous pages before submitting an application form. Selection is determined using the information you provide on this form. Referees may be asked to confirm its accuracy.

Please note: Your Principal/Supervisor will need to endorse your application, and also agree to release you should your application be successful. Applications that do not have a Principal/Supervisor endorsement will not be considered. If you are retired, or will not working be in a school or tertiary institution during the examination development period, your referees will be contacted to verify the accuracy of your application.

If you are applying for more than one position, please submit separate application forms.

The application form has been designed to be completed electronically, with some drop-down boxes and check boxes, and spaces provided for entering details, but if you prefer, you may print off a copy of the application form and fill it in by hand.

After you have completed the application, print a hard copy, get the required signatures (yours and your Principal/Supervisor) and fax it to Helen Bristow, Head Test Development on 9367 8486.

All applicants must complete PART A (Chief Examiner, Committee Member, Assessor)

Please ensure that all information is provided, including the details of your Principal/Supervisor and referees.

Once your application has been received and processed, your Principal/Supervisor will be emailed to confirm that he/she supports your application, and is aware of the time commitment that is involved.

Applicants for Chief Examiner must complete PART B

All applicants for Chief Examiner must complete PART B. If you are applying for membership of more than one committee, please submit a separate application form. Please ensure you provide information relevant to each of the selection criteria. If your application for Chief Examiner is unsuccessful, we will automatically consider you for appointment to the committees you nominated in PART A. If you do not wish to be considered for committee membership, please tick the box as indicated.

Closing dates

Please ensure that your application is submitted *no later than* the due date.

Key Dates

Applications are due:

Chief Examiner	Friday 24 July 2009
Committee Member	Friday 4 September 2009
Assessor	Friday 30 October 2009

Applications should be faxed to Helen Bristow, Head Test Development on 9367 8486.

If you are mailing your application, please post it to:

Helen Bristow
Test Development Unit
Office of the Board of Studies
GPO Box 5300
SYDNEY NSW 2001

Successful applicants for the position of Chief Examiner will be notified by the end of August, 2009.

Successful applicants for committee membership will be notified early in Term 4, 2009.

Successful applicants for assessor and syllabus reviewer will be notified in Term 4, 2009 or in Term 1, 2010.

Any queries should be directed to Helen Bristow, Head Test Development on 9367 8095 or helen.bristow@bos.nsw.edu.au

* Committees with a vacancy for Chief Examiner in 2010

HSC Examination and SC Test committees and courses

HSC Examination Committees	
Committee	Course/s
Aboriginal Studies	Aboriginal Studies
Agriculture *	Agriculture
Ancient History	Ancient History
Arabic	Arabic Continuers Arabic Extension
Arabic Beginners	Arabic Beginners
Armenian *	Armenian Continuers
Automotive *	Automotive
Biology *	Biology
Business Services	Business Services
Business Studies *	Business Studies
Chemistry	Chemistry
Chinese *	Chinese Continuers Chinese Extension
Chinese Background Speakers	Chinese Background Speakers
Chinese Beginners	Chinese Beginners
Classical Greek	Classical Greek Continuers Classical Greek Extension
Classical Hebrew *	Classical Hebrew Continuers Classical Hebrew Extension
Community and Family Studies	Community and Family Studies
Construction	Construction
Croatian	Croatian Continuers
Dance	Dance
Design and Technology	Design and Technology
Drama	Drama
Earth and Environmental Science	Earth and Environmental Science
Economics	Economics
Electrotechnology	Electrotechnology
Engineering Studies	Engineering Studies
English	English (Advanced) English (Standard)
English (ESL) *	English (ESL)
English Extension	English Extension 1
Entertainment Industry	Entertainment Industry
Filipino	Filipino Continuers
Food Technology	Food Technology
French	French Continuers French Extension

HSC Examination Committees	
Committee	Course/s
French Beginners	French Beginners
German	German Continuers German Extension
German Beginners *	German Beginners
General Mathematics *	General Mathematics
Geography *	Geography
History Extension	History Extension
Hospitality	Hospitality
Indonesian *	Indonesian Continuers Indonesian Extension
Indonesian Background Speakers*	Indonesian Background Speakers
Indonesian Beginners	Indonesian Beginners
Industrial Technology	Industrial Technology
Information Processes and Technology	Information Processes and Technology
Information Technology	Information Technology
Italian *	Italian Continuers Italian Extension
Italian Beginners	Italian Beginners
Japanese *	Japanese Continuers Japanese Extension
Japanese Background Speakers	Japanese Background Speakers
Japanese Beginners	Japanese Beginners
Korean *	Korean Continuers
Korean Background Speakers *	Korean Background Speakers
Latin *	Latin Continuers Latin Extension
Legal Studies	Legal Studies
Mathematics	Mathematics Mathematics Extension 1 Mathematics Extension 2
Metal and Engineering *	Metal and Engineering
Modern Greek *	Modern Greek Continuers Modern Greek Extension
Modern Greek Beginners *	Modern Greek Beginners
Modern Hebrew *	Modern Hebrew Continuers

HSC Examination Committees	
Committee	Course/s
Modern History	Modern History
Music *	Music 1 Music 2
PDHPE *	Personal Development, Health and Physical Education
Physics *	Physics
Primary Industries	Primary Industries
Retail	Retail Services
Senior Science	Senior Science
Serbian *	Serbian Continuers
Society and Culture *	Society and Culture
Software Design and Development	Software Design and Development
Spanish	Spanish Continuers Spanish Extension
Spanish Beginners	Spanish Beginners
Studies of Religion	Studies of Religion I Studies of Religion II
Swedish	Swedish Continuers
Textiles and Design *	Textiles and Design
Tourism	Tourism
Ukrainian	Ukrainian Continuers
Vietnamese	Vietnamese Continuers
Visual Arts *	Visual Arts

SC Test Committees	
Committee	Test
Australian Geography, Civics and Citizenship*	Australian Geography, Civics and Citizenship
Australian History, Civics and Citizenship	Australian History, Civics and Citizenship
Computing Skills	Computing Skills
English-literacy *	English-literacy
Mathematics *	Mathematics
Science *	Science