

Expressions of Interest 2001 Higher School Certificate Information for Prospective Chairs of Examination Committees

The Board of Studies is seeking expressions of interest from experienced secondary teachers and academics to chair committees that will set the 2001 Higher School Certificate examinations and develop marking guidelines for each examination.

The setting of the 2001 HSC examinations will follow a revised process and be guided by the Principles for Setting HSC Examinations in a Standards-Referenced Framework (Board Bulletin Nov/Dec 1999 Vol 8 No 9). Chairs and members of examination committees will receive training in these principles, their implications for individual courses, and the revised process for examination development.

Setting HSC examinations is a rewarding and challenging experience that provides a positive contribution to professional development. It is an opportunity to further develop one's assessment techniques and examination setting skills.

Examination Committee Organisation

- Each examination committee is usually made up of secondary teachers and tertiary educators from both metropolitan and country areas.
- Appointments are made on an annual basis with the possibility of extension for a further one year.
- Chairs of examination committees will be expected to attend a series of meetings in relation to the 2001 HSC examination. These are: June 2000 — training in the new development process; August 2000 — selection of examination committee members; September 2000 — planning of the 2001 examination; October 2000–June 2001 — at least 6 one-day meetings to set and evaluate the examination.
- All chairs need to be available from the first meeting in June 2000 until about May 2001. Prospective chairs who are anticipating taking an extended period of leave during this time should not apply.
- Each meeting to set questions lasts a full day. The number of meetings varies according to the examination(s) being set. Each committee will meet for a minimum of six days.
- The Board reimburses schools to cover the cost of employing casual staff to relieve teachers who are attending examination committee meetings.
- An honorarium of \$1,280 is paid to each examination committee chair. A travel allowance of \$80 is also paid. Country members are reimbursed for travel and other expenses. These payments are annually reviewed, and are yet to be reviewed for the 2001 HSC.
- **Chairs and committee members cannot teach Year 12 in the subject they are setting in the year of the examination. Chairs and committee members must maintain complete confidentiality in relation to all HSC examinations and committee discussions, and must sign a Statutory Declaration to this effect.**

Criteria for Selection of Chairs of 2001 HSC Examination Committees

The following criteria must be met for an applicant to be considered for appointment as chair of an examination committee.

Essential

- High level of professional standing within the teaching community demonstrated through scholarship in the area, outstanding teaching, notable contribution to the relevant professional association etc;
- Demonstrated superior knowledge of the new syllabus;
- Thorough understanding of principles and practices of effective measurement and assessment in a standards-referenced framework;
- Demonstrated capacity and experience in leading a team in the delivery of educational materials in an environment of changes;
- Capacity to apply the objectives of the New HSC and the new examination processes;
- High level written and oral communication skills.

Additional criteria for VET committees

- Relevant trade qualifications.

Desirable

- Experience in marking the NSW Higher School Certificate.

Any queries should be directed to Helen Bristow or Margaret Silink, Senior Assessment Officers, on (02) 9367 8173.

Applications to chair of a 2001 HSC examination committee should be submitted on the Expression of Interest and returned by May 26 2000 to:

Ms Carol Taylor
Manager, Assessment Branch
Office of the Board of Studies
GPO Box 5300
Sydney NSW 2001
Fax (02) 9367 8474

Successful applicants will be notified by June 7 2000.

2001 Higher School Certificate
Expression of Interest for Chair of Examination Committee

Surname: Given name(s): Title:

Degree/Diploma (including year, award and institution):

Total years teaching in NSW secondary schools/TAFE: (Please delete where applicable)

Present position on staff (including faculty):

Have you previously been a member of a NSW HSC/SC Examination Committee?

Yes No If yes, please give details:

Work Address Phone: () Fax: () Email:	Home Address Phone: () Fax: () Mobile:
Preferred address for correspondence: <input type="checkbox"/> Work <input type="checkbox"/> Home	

Please complete the table below to show the subject(s)/course(s) in which you wish to set papers.


HSC subject/course eg Biology, German Continuers, Mathematics/Extension 1/ Extension 2	Years teaching subject/course (or equivalent) to HSC students in NSW	Year in which subject/course (or equivalent) last taught to HSC students in NSW

For the subject(s)/course(s) you have nominated, specify your expertise in course options/strands/areas of study.

.....

Please provide supporting evidence of your capacity to meet the following criteria.

- High level of professional standing within the teaching community demonstrated through scholarship in the area, outstanding teaching, notable contribution to the relevant professional association etc
 - Demonstrated superior knowledge of the new syllabus
 - Thorough understanding of principles and practices of effective measurement in a standards-referenced framework
 - Demonstrated capacity and experience in leading a team in the delivery of educational materials in an environment of change
 - Capacity to apply the objectives of the New HSC and the new examination processes
 - High level written and oral communication skills
 - Relevant trade qualifications (for VET course)
 - Experience in marking the NSW Higher School Certificate.
- Continued over page*



Board Bulletin

Please provide any further relevant information:

.....

.....

.....

Referees' Details

Referee 1 Name: Phone:

Given Name Surname

Position and name of place of work

Referee 2 Name: Phone:

Given Name Surname

Position and name of place of work

For the applicant to complete:

I have read the *Conditions of HSC Examination Committee Membership* and declare that I meet these conditions. I have the expertise to set examination papers in the subjects I have nominated. I declare that the information I have supplied on this form is complete and correct.

Signature: Date:/...../.....

Applicant

For the Principal's/Supervisor's endorsement:

I am aware of the *Committee Organisation and Conditions of HSC Examination Committee Membership*, as outlined in *Information for Prospective Examination Committee Members*.

I recommend/do not recommend the applicant for chair of the examination committee.

(please delete where necessary)

Comments:

.....

Signature: Date:/...../.....

Principal

Please return this form to the address below by 26 May 2000.

Ms Carol Taylor
Manager, Assessment Branch
Office of the Board of Studies
GPO Box
Sydney NSW 2001
Phone: (02) 9367 8232
Fax: (02) 9367 8474

Successful applicants will be notified by June 7 2000.
