

2001 Higher School Certificate

Expression of Interest from Prospective Examination Committee Members

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

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

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

Committee Organisation

- Each committee is usually made up of secondary teachers and tertiary educators from both metropolitan and country areas.
- Appointments are made on an annual basis.
- The first meetings for 2001 HSC examination committees will be held in October 2000. At these meetings, committees will receive an outline of the examination development and production process, including training in setting questions and developing marking guidelines in a standards-referenced examination.
- All members need to be available from the first meeting in October 2000 until about May 2001. Prospective members who are anticipating taking an extended period of leave during this time should not apply.
- Each meeting 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 about \$640 is paid to each examination committee member. A travel allowance of \$80 is also paid. Country members are reimbursed for travel and other expenses.
- **Committee members must maintain complete confidentiality in relation to all HSC examinations and committee discussions, and must sign a Statutory Declaration to this effect.**

Conditions of HSC Examination Committee Membership

The following conditions of committee membership must be met for an applicant to be considered for appointment to an examination committee. These conditions apply to each course in which a member will be setting papers.

A committee member:

- must be an experienced teacher of HSC students. In general, a minimum of five years recent experience teaching HSC students is necessary.
- will be expected to have a thorough knowledge of the New HSC syllabus(es) and the necessary expertise to set the examination paper(s).
- may not teach or tutor the relevant HSC course to students in 2001.
- may not be an author of textbooks or study guides in the relevant subject area, that are in general use in schools.
- may not have a close relative eg spouse, sibling, child, enrolled as an HSC student in the relevant course.
- may not set or review papers in the relevant HSC course(s) for school systems, eg Catholic/TAFE/Regional Trials, or commercial organisations eg test writing organisations, on-line organisations, while a member of an HSC examination committee.
- may not lecture at meetings or study courses for HSC students and teachers, or speak at any meetings on the content or interpretation of the syllabus or examination specifications for the relevant course(s).
- may not participate in the HSC Advice Line in the relevant HSC course(s).

Where special circumstances exist, the Board may make exceptions.

Any queries should be directed to Carolyn Rayner on (02) 9367 8069.

Applications for membership of a 2001 HSC examination committee should be submitted on the Expression of Interest for Examination Committee Membership and returned by 21 July 2000 to:

Ms Carol Taylor
Manager, Assessment Branch
Office of the Board of Studies
GPO Box 5300
Sydney NSW 2001
Fax (02) 9367 8486

Successful applicants will be notified by 10 September 2000.

2001 Higher School Certificate

Expression of Interest for Examination Committee Membership

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, state subject(s) and year(s):

Work Address	Home Address
.....
.....
Phone: ()	Phone: ()
Fax: ()	Fax: ()
Email:	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.

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If applicable, please tick the appropriate box(es) to provide additional information about your experience:

setting Catholic / TAFE / Other organisations' Trial HSC papers. Details:

HSC / SC marking within past 5 years. Details:

member of relevant professional association. Details:

knowledge of the current syllabus/es and experience in standards-referenced assessment

Details:

Please provide any further relevant information (a maximum of one page may also be attached if necessary):

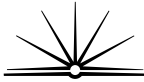
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Board Bulletin

Referees' Details

Referee 1 Name: Ph
Given Name Surname

Position and name of place of work

Referee 2 Name: Ph
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 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 membership of the examination committee.
(please delete where necessary)

Comments:
.....

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

Please return this form to the address below by 21 July 2000.

Ms Carol Taylor
Manager, Assessment Branch
Office of the Board of Studies
GPO Box 5300
Sydney NSW 2001
Ph (02) 9367 8069 Fax (02) 9367 8486

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2001 School Certificate

Information for Prospective Test Committee Members

The Board of Studies is seeking expressions of interest from experienced teachers to be members of committees that will set the 2001 School Certificate tests and develop marking guidelines for each test.

The task of setting the 2001 SC tests will follow a new process and be guided by the principles for setting tests in a standards-referenced framework. Test committee members will receive training in these principles, their implications for individual subjects, and the revised process of test development.

Setting SC Tests is a rewarding and challenging experience that provides a positive contribution to a teacher's professional development. It is an opportunity to develop further assessment techniques and enhance test setting skills.

Committee Organisation

Each committee is usually made up of secondary teachers from both metropolitan and country areas.

Appointments are made on an annual basis.

- The first meetings for 2001 SC test committees will be held in October 2000. At these meetings, committees will receive an outline of the test development and production process, including training in setting questions and developing marking guidelines in a standards-referenced test.
- All members need to be available from the first meeting in October 2000 until about May 2001. Prospective members who are anticipating taking an extended period of leave during this time should not apply.
- Each meeting lasts a full day. Each committee will meet for a minimum of four days.
- The Board reimburses schools to cover the cost of employing casual staff to relieve teachers who are attending test committee meetings.
- An honorarium of about \$640 is paid to each test committee member. A travel allowance of \$80 is also paid. Country members are reimbursed for travel and other expenses.
- **Committee members must maintain complete confidentiality in relation to all SC tests and committee discussions, and must sign a Statutory Declaration to this effect.**

Conditions of SC Test Committee Membership

The following conditions of committee membership must be met for an applicant to be considered for appointment to a test committee.

A committee member:

- must be an experienced teacher of SC students. In general, a minimum of five years recent experience teaching SC students is necessary.
- will be expected to have a thorough knowledge of the syllabus and the necessary expertise to set the test paper.
- may not teach or tutor the relevant SC course to Year 10 students in 2001.
- may not be an author of textbooks or study guides for Year 10 in the relevant subject area, that are in general use in schools.
- may not have a close relative eg spouse, sibling, child, enrolled as a SC student in the relevant subject.
- may not set or review papers in the relevant SC subject for school systems, eg Catholic/TAFE/Regional Trials, or commercial organisations eg test writing organisations, on-line organisations, while a member of a SC test committee.
- may not lecture at meetings or study courses for SC students and teachers, or speak at any meetings on the content or interpretation of the syllabus or test specifications for the relevant subject.

Where special circumstances exist, the Board may make exceptions.

Any queries should be directed to Carolyn Rayner on (02) 9367 8069.

Applications for membership of a 2001 SC test committee should be submitted on the Expression of Interest for Test Committee Membership and returned by 21 July 2000 to:

Ms Carol Taylor
Manager, Assessment Branch
Office of the Board of Studies
GPO Box 5300
Sydney NSW 2001
Fax (02) 9367 8486

Successful applicants will be notified by 10 September 2000.

2001 School Certificate.

Expression of Interest for Test Committee Membership

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 Examination or SC Test Committee?

Yes No If yes, state subject(s) and year(s):

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

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

SC subject	Years teaching subject to SC students in NSW	Year in which subject last taught to SC students in NSW

If applicable, please tick the appropriate box(es) to provide additional information about your experience:

- SC / HSC marking within past 5 years. Details:
- knowledge of the current syllabus/es and experience in standards-referenced assessment
 Details:
- member of relevant professional association. Details:
- setting Catholic / TAFE / Other organisations' SC or Trial HSC papers. Details:

Please provide any further relevant information (a maximum of one page may also be attached if necessary):

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Board Bulletin

Referees' Details

Referee 1 Name: Ph
Given Name Surname

Position and name of place of work

Referee 2 Name: Ph
Given Name Surname

Position and name of place of work

For the applicant to complete:

I have read the Conditions of SC Test Committee Membership and declare that I meet these conditions. I have the expertise to set test papers in the subject/s 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 endorsement:

I am aware of the Committee Organisation and Conditions of SC Test Committee Membership, as outlined in Information for Prospective Test Committee Members.

I recommend / do not recommend the applicant for membership of the test committee.

(please delete where necessary)

Comments:

Signature: Date://
Principal

Please return this form to the address below by 21 July 2000.

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