

## 2009 Higher School Certificate/School Certificate Application for:

- Chief Examiner
- Committee member
- Assessor

### ***Instructions for completing this application***

This form is to be used for applications to take part in the development of the Board's Higher School Certificate examinations or School Certificate tests. Applications are invited for the positions of Chief Examiner, committee member or assessor.

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

### **Part A – all applicants**

All applicants must complete Part A. Please ensure that all information is provided including your Principal's (or supervisor's) endorsement of your application, your referees' details, and your signature. If you are only applying to be an assessor you need not supply referees' details.

It is essential that you obtain your supervisor's endorsement of your application and that you sign the application form. Please note that if you are a teacher in a school, you must obtain your Principal's endorsement. Applications from teachers working in the Saturday School of Community Languages must be signed by the Principal of the Saturday School as well as the home school, where applicable.

### **Part B – for Chief Examiner and committee membership**

All applicants for Chief Examiner and for membership of an examination or test committee must complete Part B. If you are applying for membership of more than one committee, please make copies of Part B and submit a separate Part B for each committee application. Please ensure that you provide information relevant to each of the selection criteria. If you wish, you may provide additional information (on a separate piece of paper) relevant to the criteria. A list of all the courses for which each committee is responsible is provided on the last page of this application form. Please ensure that you clearly indicate the full name of the committee: for example, English, English (ESL), SC English-literacy, Indonesian, Indonesian Beginners, Indonesian Background Speakers.

### **Part C – for Chief Examiner**

Applicants for Chief Examiner must complete Part C in addition to Part B. If your application for Chief Examiner is unsuccessful, we will automatically consider you for appointment to the committees you nominated in Part B. If you do not wish to be considered for committee membership, please tick the box as indicated.

### **Part D – for assessor**

Please list clearly the full name of the course that you are applying to assess. For example, English (Standard), English (ESL), SC English-literacy, Indonesian Continuers, Indonesian Extension, Indonesian Beginners, Indonesian Background Speakers. If you are applying to assess more than one course, please make copies of Part D and submit a separate Part D for each course.

**Please see over for details regarding the submission of your application form.**

### ***Submitting your application***

Applications may be submitted by mail or fax to:

Helen Bristow  
Head, Test Development Unit  
Office of the Board of Studies  
GPO Box 5300  
Sydney NSW 2001

Fax: (02) 9367 8474

### **Closing dates**

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

<b>Chief Examiner</b>	<b>Friday 4 July 2008</b>
<b>Committee Member</b>	<b>Friday 22 August 2008</b>
<b>Assessor</b>	<b>Friday 22 August 2008</b>

### ***Checklist***

- Have you completed all items in Part A (2 pages)?
- Have you obtained your Principal's (or supervisor's) endorsement?
- Have you signed your application?
- Is your name on all sheets that you are submitting?

For **Chief Examiner** application:

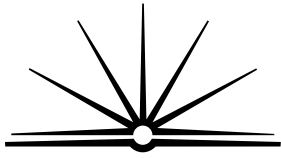
- Have you enclosed Parts A, B, C?

For **Committee Member** application:

- Have you enclosed Part A and (if applying for membership on more than one committee) a separate Part B for each committee?

For **Assessor** application:

- Have you enclosed Part A and (if applying to assess more than one course) a separate Part D for each course?



OFFICE OF THE BOARD OF STUDIES  
NEW SOUTH WALES

**2009 Higher School Certificate/School Certificate  
Application for:**

- **Chief Examiner**
- **Committee member**
- **Assessor**

**Part A: All applicants to complete**

Surname  Given name(s)  Title

**Application summary.** The attached sheets contain applications for:

	Committees/Courses (Please identify all courses clearly.)
<b>Chief Examiner</b>	<input type="checkbox"/> Parts B, C completed for each committee
<b>Committee member</b>	<input type="checkbox"/> Part B completed for each committee
<b>Assessor</b>	<input type="checkbox"/> Part D completed for each course

<b>Education sector:</b> <input type="checkbox"/> Secondary <input type="checkbox"/> Tertiary	<b>Current position on staff (including faculty):</b>	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time/casual
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<b>If retired or on leave:</b> Last year of teaching: ..... <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time/casual	School/Institution: ..... Phone: ( ) .....
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Current work details	Home details
School/Institution: ..... Address: ..... ..... P/code..... Phone: ( ) ..... Fax: ( ) ..... Email: .....	Address: ..... ..... P/code..... Phone: ( ) ..... Fax: ( ) ..... Mobile: ..... Email: .....
Preferred address for correspondence: <input type="checkbox"/> Work <input type="checkbox"/> Home	

**Referees' details**

Please give the details of two referees who can, if required, be contacted to give further information relevant to your application.  
(Note: Referees are not required if you are only applying to be an assessor.)

Name	Position and place of work	Daytime contact no.

**Part A** (continued)

**Appointment criteria:** (Please read these criteria before signing the declaration.)

- You must maintain strict confidentiality in relation to the setting of the examination papers, committee discussions about the development of the papers, and the final scaling of any examination marks.
- 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 2009.
- 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, child) either teaching or enrolled as an 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 online organisations, while a member of an HSC/SC examination committee. For members of an HSC science course committee, this restriction applies to all other HSC science courses.
- 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).

**Note:** The selection criteria are listed in *Information for prospective Chief Examiners, Members of Examination Committees, and Assessors.*

**Applicant's declaration**

I declare that the information I have supplied on this form is correct. I am prepared to comply with all the conditions of appointment listed in the information provided. If appointed, I will ensure that I am available to attend all meetings as required.

Name	Signature	Date
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Committee(s)/Course(s):.....

**Principal's endorsement** (*For school-based applicants, the Principal's endorsement is required before applications can be considered.*)

I recommend .....as suitable for appointment to any of the positions they have applied for, as listed on the previous page.

- I have read the application and believe the information it contains to be accurate.
- I understand the time commitment that the position will involve and agree to release the applicant as required.

Comments: .....

Name	Signature	Date
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**Supervisor's endorsement** (*For non school-based applicants, the supervisor's endorsement is required before applications can be considered.*)

I recommend .....as suitable for appointment to any of the positions they have applied for, as listed on the previous page.

- I have read the application and believe the information it contains to be accurate.

Name	Position	Signature	Date
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**Part B: Application for Chief Examiner (CE)/Committee member (CM)**

Note: Applicants for Chief Examiner must complete Part B and Part C

***If applying for more than one committee, please photocopy this page and submit a separate Part B for each committee.***

Name:

Examination/Test Committee applied for:

Particular area(s) of expertise: (eg options, electives, texts, etc)

***Appropriate qualifications and experience***

Degree/Diploma .....Year(s) .....Institution .....

Total years teaching in NSW: Secondary ..... Tertiary .....

***Superior knowledge of the current syllabus***

Indicate with a tick (✓) the years that you have taught the course(s) relevant to the committee you have indicated above. If you are applying for a committee which is responsible for more than one examination (see last page), please indicate which relevant course(s) you have taught, eg French Extension (E), English Advanced (A), Mathematics Extension 2 (E2), etc.

		Years teaching the course				Total years prior to 2005
		2008	2007	2006	2005	
Application for committee:	HSC	Year 11 (Prelim) (HSC)				
		Year 12				
		TAFE				
		University (1st year)				
	SC	Year 9				
		Year 10				

***Capacity to apply the Board's principles for examinations and marking guidelines***

		Experience as: Chief Examiner or committee member/assessor/marker/other			
		2008	2007	2006	2005
Committee + position (CE or CM)					
Course(s) assessed					
Course marked + position (SoM, SM, PM, M, J)					
Other (please specify)					

***High-level professional standing*** (eg BCC, Advice Line, professional associations, other professional activities)

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.....

***High-level oral and written communication skills*** (List recent involvement in relevant activities)

.....  
.....

***Capacity to work in a team*** (as leader and/or participant, eg syllabus writing team, independent examination committee)

.....  
.....

## Part C: Application for Chief Examiner

Name:

Committee:

*\* The Chief Examiner for a course chairs the relevant examination committee. In a number of cases, one examination committee is responsible for the examinations in more than one course (see the list of courses and examination committees).*

*In the event of your application for Chief Examiner being unsuccessful, you will be considered for appointment for membership of the committee(s) you indicated in Part B, unless you tick the box below.*

I do NOT wish to be considered for committee membership

*Please provide further evidence of your suitability for the position of Chief Examiner in the spaces below. If you wish, you may attach additional information relevant to the criteria (maximum one page).*

Criteria	Evidence	
Capacity to provide leadership to the examination committee in the preparation of the examination and marking guidelines	Experience as HSC/SC committee chair  Other relevant skills and experience	
Ability to manage the work of the committee and meet deadlines	Skills and experience in negotiation, coordination, planning, management of projects, etc	
Capacity to oversee the testing and refining of marking guidelines during pilot-marking, and the application of marking guidelines during marking	Experience in SC/HSC marking  Other relevant skills and experience	
Capacity to contribute to the standards-setting process	Experience with HSC/SC standards-setting processes  Other relevant skills and experience	

**Part D: Application for Assessor**

*If applying for more than one course, please photocopy this page and submit a separate Part D for each course.*

Name:

Course applied for:

Particular area(s) of expertise: (eg options, electives, texts etc)



*Please write the full course name (eg SC Mathematics or Mathematics or Mathematics Extension 1; Indonesian Continuers or Indonesian Extension, etc). For courses that have electives, options or specific texts, please specify your particular area(s) of expertise.*

*Note that if you are teaching Year 10 or Year 12 students in 2009, you may assess non-related courses, but you may not assess related courses that your students are studying. For example, if you are teaching French Continuers, you may assess French Beginners. However, you may only assess French Extension if no student in your class is studying the Extension course.*

**Appropriate qualifications**

Degree/Diploma .....Year(s) .....Institution .....

**Expertise and experience in teaching the course**

*Indicate with a tick (✓) the years you have taught the course.*

		Years teaching the course				Total years prior to 2005
		2008	2007	2006	2005	
Application for assessing of HSC course	Year 11 (Prelim)					
	Year 12 (HSC)					
	TAFE					
	University (1st year)					
Application for assessing of SC course	Year 9					
	Year 10					

**Expertise in examining in a standards-referenced framework**

		Experience as Chief Examiner or committee member/assessor/marker/other			
		2008	2007	2006	2005
Committee + position (CE or CM)					
Course(s) assessed					
Course marked + position (SoM, SM, PM, M, J)					
Other (please specify)					