

## Conditions of Appointment:

**Please read the general conditions of appointment below and use the online marker declaration to confirm your understanding of the requirements. All appointed markers are required to comply.**

In accepting this appointment by the Victorian Curriculum and Assessment Authority (VCAA)

1. I confirm that:
  - a) I have no criminal record or charges pending and I understand that VCAA sessional staff appointments are subject to a Nationally Coordinated Criminal History Check clearance (or its equivalent as determined by the VCAA)
  - b) I have not accepted a voluntary resignation package, for example a Voluntary Departure Package (VDP), Voluntary Separation Package (VSP) or Resignation Incentive Scheme (RIS) from a Victorian Government agency or department within the last three years, nor am I bound by any relevant agreement signed in relation to any other separation or career transition payment
  - c) I am not currently employed by the VCAA on either an ongoing or fixed term basis (ie. VCAA staff member).

**and I agree to observe the following conditions:**

2. I shall mark objectively and impartially in accordance with the training and procedures provided by the VCAA.
3. I shall mark scripts for a minimum of 3 hours per day (evening marker) or 4 hours per day (day marker) over the marking period unless otherwise negotiated in advance with the Marking Project Manager.
4. I will mark typed and/or handwritten scripts, as directed, during the project.
5. I understand all material, documents and training remain secure until Friday 29th March 2024, and that I will not talk about, share or divulge the prompt(s) or the genre until after this date.
6. I will ensure I undertake all training in a secure and private location, ensuring no members of my household are within hearing or able to view the secure training material delivered via the computer.
7. I will not mark at locations other than those approved by the VCAA.
8. I shall keep confidential and shall not disclose or divulge by any means or in any way to any person not authorised by the VCAA to receive any details of students' personal information, NAPLAN writing scripts marked by me or entrusted to me in the course of my duties; or any information, knowledge or materials that I know to be confidential or should reasonably know are confidential that come into my possession as a result of my appointment.
9. I shall not copy, distribute, disclose or divulge any details, information, knowledge or materials described in Item 6 during or after my period of appointment.
10. I shall take every reasonable precaution to prevent information or material described in Item 6 from becoming known to any unauthorised person and inform the VCAA immediately should such information become known to unauthorised persons.
11. I agree not to disclose to fellow markers the scores or any information related to control scripts and acknowledge that such disclosure is a breach of VCAA ethical standards.
12. I shall make no public statement about any aspects of the NAPLAN writing test or the marking process, and accept that only an authorised representative of the VCAA may make such public statements. In particular, but without limiting this provision, I

- acknowledge that holding this position does not entitle me to represent the VCAA, or speak on VCAA policy or processes in any public forum or professional development program.
13. I shall consult with the VCAA before taking part in or being associated with any activities related to this position, such as seminars or professional development for teachers.
  14. I acknowledge that all intellectual property rights created, discovered or coming into existence as a result of this employment shall be the property of the State of Victoria (Intellectual property rights include any documentation produced by the VCAA). I consent to any action that, without this consent, may constitute an infringement of my moral rights in material I create during my employment with the VCAA.
  15. I acknowledge that the VCAA may terminate my appointment if I breach these Conditions of Appointment or otherwise fail to meet VCAA standards for productivity, punctuality, ethical behaviour or accuracy in marking.
  16. I acknowledge that final remuneration will not be paid until all 2024 duties are fulfilled and accept that as a sessional employee of the VCAA I am engaged with no guarantee or expectation of work beyond the NAPLAN 2024 marking period.
  17. I understand that I can be required by the VCAA to 'sign' any other confidentiality and/or close relationships documents as a further condition of marking, if required.
  18. I have considered:
    - a) the circumstances regarding my health and capacity to work that might interfere with my ability to perform the duties of this position and I believe that I can carry out the duties as described
    - b) the conditions under which I have worked, and any substance that I have worked with, which may have been hazardous to my health, and I do not require a modified workplace as a consequence of such working conditions.

#### **Close relationships:**

#### **Examples of relationships with students\* include:**

*children, relatives/relationships by marriage or de facto or by other living arrangements, friends, neighbours, business or community associates, tutoring or teaching relationships. The VCAA needs to know if you have direct or indirect contact with a student who is undertaking any VCAA assessed course or test, eg. a relative with whom you are in contact is a VCE student, your spouse tutors a VCE student. If you have family with whom you are not in contact, or neighbours you do not know, and so you do not have the opportunity to discuss the VCE, NAPLAN or SES tests with them, these are not considered to be relationships that require disclosure to the VCAA. **Examples of relationships with schools (or educational organisations)** means: a school or educational organisation at which you teach or tutor, at which you taught or attended immediately before your engagement with the VCAA, or you are a member of the School Council or other governance body, or with which a spouse or other person with whom you have a relationship \* as defined above, is involved in one of these ways in the coming year. **AND** I understand that if relationship with a student or school/educational organisation as given above arises or becomes known to me that I have not set out in the Declaration, or there is any change to the information contained in the Declaration I am required to and agree that I will immediately give written notice to the VCAA, and submit the necessary changed information to the VCAA without delay.*

**THIS IS THE CONDITIONS OF APPOINTMENT and EMPLOYMENT INFORMATION SHEET ONLY – use the online declaration to confirm agreement**