



## Position Statement: NAPLAN Writing Group Leader

The VCAA will employ and train sessional employees to mark student responses for the NAPLAN writing test, using an online marking platform. Group leaders and professional leaders must be appointed as markers before being able to become a group leader or a professional leader. Both positions require at least two years' experience as a NAPLAN marker.

Group leaders act as quality assurers for their group's marking. This entails supporting and monitoring approximately seven or eight markers. Markers who would like to be considered for the position of group leader will need to complete the NAPLAN Group Leader application, when it becomes available, in March 2022, after making an initial application to be a marker.

### Training and marking

After appointment, all markers will be required to complete a combination of a training module created by the Australian Curriculum, Assessment and Reporting Authority (ACARA) and online workshops covering the marking software, protocols and prompt specific training on the weekend of 14/15 May 2022. Group leaders and professional leaders will be required to complete additional training specific to their roles. The marking of the NAPLAN writing tests will be home based.

Marking is expected to begin on Wednesday 17 May 2022. All markers, group leaders and professional leaders are required to complete all specified training prior to the commencement of the marking operation.

### Commitment

Group leaders will commit to one of two marking shifts. Day shift for group leaders is from 8:30am until 4pm. This is 7.5 hours in total, with a paid 15-minute break and an unpaid 30-minute break. Alternatively, the evening shift works from 3pm until 10:00pm. This is 7 hours, with a paid 15-minute break and an unpaid 30-minute break.

Group Leader shifts
<b>Day GL (Day)</b> Six days a week. Monday to Friday (8.30am to 4.00pm) plus Saturdays (8.30am to 5.00pm) <b>There is flexibility if a GL needs to take a different day off each week.</b>
<b>Evening GL (Eve)</b> Six days a week. Monday to Friday (3pm to 10.00pm) plus Saturdays (8.30am to 5.00pm) <b>There is flexibility if a GL needs to take a different day off each week and some flexibility if working at a school means a delayed start to shifts.</b>

- It is envisaged group leader training will be a combination of online (remote) and face-to-face sessions. More details will be available in 2022.
- Prompt specific group leader training will be on Thursday 12 May 2022, 4 - 9pm. It is envisaged an online self-paced module will be available prior to this training.
- For group leaders, training will continue during shifts on Friday 13 May 2022. Group leaders will then start their shift on Monday 16 May 2022 and continue through until the completion of marking.
- If the mandatory training modules and training sessions are not completed, you will be unable to be employed as a group leader.

## Marking operation

**Tuesday 17 May – until all scripts completed expected finish Friday 17 June 2021**

All group leaders are required to be logged into the online marking platform for the duration of each shift and to submit a timesheet each fortnight.

It is envisaged that group leaders will work remotely in 2022 with the option to attend the Coburg marking centre on the weekend.

## Role and responsibilities

A group leader works in a group with seven or eight markers under the direction of the professional leaders, who report to the Chief Assessor.

As a group leader you are required to:

- maintain the security and confidentiality of all assessment information and materials
- undertake marker training in accordance with the NAPLAN procedures and instructions
- participate in the additional leadership training needed to undertake ‘back-marking’ and review marking
- monitor the performance of markers and assist in marker evaluation
- provide professional assistance, feedback and retraining to markers as required
- back-mark scripts and mark scripts
- mark scripts accurately in accordance with advice given by the VCAA and professional leaders
- maintain a consistent rate of script marking in accordance with marking target rates, training and agreed dates and times
- follow marking operation procedures
- maintain accurate records of marker progress and all marker monitoring activities including calls to and retraining of markers.

Further information on roles and responsibilities will be covered during the role-specific training session.

## Requirements

Applicants applying for the position of group leader should:

- make a general marker application [SSMS](#) (Sessional Staff Management System) and indicate interest in becoming a group leader.
- have previous demonstrable NAPLAN Writing marking experience
- have a VIT registration or a National Criminal Records History Check (NCRHC)
- have demonstrated understanding of assessment based on criteria and standards
- be able to apply a prescriptive marking model
- have demonstrated ability to follow instructions correctly
- be available for training and for the duration of the marking operation (approximately four weeks)
- be able to accurately mark NAPLAN writing scripts using the criteria in the NAPLAN Marking guide and marking framework presented in training
- possess good computer literacy. Group leaders will need to use various software applications
- have access to a computer that meets the IT requirements (See Minimum ICT requirements below)
- be willing and able to work from home.

## Administrative arrangements

By accepting this position, you will become a casual employee of the VCAA for the period of the marking operation. The following conditions apply to your employment.

## Payment

Group leaders are paid an hourly rate of \$64.70.

Group leaders are required to be logged into the online marking platform for the duration of each shift. They will submit a timesheet of their hours worked and log all calls made to markers. These procedures will be covered in the online role-specific training session before marking commences.

## Superannuation

The VCAA will contribute 10% superannuation if you are aged 18 or over and earn more than \$450 (before tax) in a calendar month. Victorian Government's default superannuation fund is VicSuper.

## Minimum ICT requirements

All online at home marking applicants must meet the VCAA's minimum ICT requirements on their home PCs or personal laptops.

## Minimum requirements

Minimum ICT requirements		
Platform	PC	Mac
Processor	Intel Core i3, i5 or i7	
RAM	4GB minimum	
Operating system	Windows 7 and above	OS 10.6 and above
Screen resolution	1024 x 768 pixels or higher • Screen size — monitor: 17 inches • Screen size — laptop: 15 inches	
Internet browsers	• Internet Explorer — version 11 • Google Chrome — version 45	Safari — version 9 • Google Chrome — version 45
Broadband connection	ADSL 2/NBN	
Microphone	• Devices will require a microphone for online communication	

## Travel and accommodation

Markers do not receive travel or accommodation allowances for any component of the marking operation.

## Professional development

The training and marking of student responses contributes to the continuing professional development requirements for teacher registration. For further information please see the VIT website:

<https://www.vit.vic.edu.au/maintain/requirements/learning>

## How to apply and further information

**Group Leaders and professional leaders are appointed after the marker appointments.**

**Please indicate your interest in the position, when prompted, when completing the marker application.** Group leaders and professional leaders must be appointed as a marker before they can become a group leader or a professional leader.

## Further information

For more information on the marking operation:

<https://www.vcaa.vic.edu.au/assessment/f10assessment/naplan/Pages/schools/naplanwriting.aspx>

If you would like more information re: application, please contact Human Resources Unit at:

[vcaa.hr@education.vic.gov.au](mailto:vcaa.hr@education.vic.gov.au)