

Position Statement: NAPLAN Writing Marker

The VCAA will employ and train casual employees to mark student responses for the NAPLAN writing test, using an online marking platform. Applications are invited from teachers, retired teachers and suitably qualified people across Victoria for the role of NAPLAN marker.

Training and marking

After appointment, 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 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 Tuesday 17 May 2022.

Commitment

Following training, markers will use the online marking platform to mark student scripts. All marking takes place remotely. At-home marking will require markers to be contactable by phone or online within the hours for their marking commitment (see below table).

Marker shifts
<p>Day marker (Day)</p> <p>One day off each seven days during the project to be negotiated with Group Leader</p> <p>Markers mark every day, Monday to Friday (8.30am to 4.00pm) plus Saturdays and Sundays (8.30am to 5.00pm) (i.e. 5 weekdays + weekends)</p> <p>Day markers agree to mark a minimum of 4 hours per shift.</p>
<p>Evening marker (Eve)</p> <p>One day off each seven days during the project to be negotiated with Group Leader</p> <p>Markers mark every day, Monday to Friday (4.00pm to 10.00pm) plus Saturdays and Sundays (8.30am to 5.00pm) (i.e. 5 weekday evenings + weekends)</p> <p>Evening markers agree to mark a minimum of 3 hours per shift.</p>

- For day markers, live marking will begin on Tuesday 17 May 2022 from 8:30 am to 4 pm.
- For eve markers, live marking will begin on Tuesday 17 May 2022 from 3:30 am to 10 pm.
- Marking will continue until all scripts are completed expected Friday 17 June 2022.

If you do not complete the mandatory training modules and the training session, you will be unable to mark. All markers are expected to be present until the end of the marking operation. This is vital for marker consistency and for the planning of the marking operation.

Role and responsibilities

A marker is monitored by a group leader, who reports to professional leaders.

As a marker you are required to:

- maintain the security and confidentiality of all assessment information and materials
- undertake marker training in accordance with NAPLAN procedures and instructions
- mark scripts accurately in accordance with advice given by the VCAA, and be prepared to receive ongoing support and instruction from professional leaders and group leaders as part of quality assurance protocols
- ensure accurate recording of all marks
- maintain a consistent rate of script marking target rates, training and agreed dates and times
- mark for the minimum number of hours for each shift (four hours continuously each day shift-three hours continuously each evening shift)
- follow marking operation procedures as detailed in the Marking Guide provided in early May

Mandatory eligibility requirements

Markers are required to:

- have a VIT teacher registration number that is not suspended or deregistered OR undergo a National Criminal Records History Check
- have shown a demonstrated understanding of assessment based on criteria and standards
- have shown a demonstrated ability to follow instructions correctly
- be available for training and for the duration of the marking operation (approximately five weeks)
- be able to accurately mark NAPLAN writing scripts using the criteria in the NAPLAN marking guide and marking framework presented in training
- have good computer literacy
- have access to a computer that meets the ICT requirements (see table below)
- be willing and able to work from home

Applying for NAPLAN marking roles

To apply for the position of Marker:

- make a marker application in [SSMS](#)(Sessional Staff Management System)
- previous markers/applicants will need to use their VCAA ID and password
- new applicants will need to set up an account
- indicate your shift preference, e.g. Day/ Evening

If you wish to be considered for a group leader or professional leader role, you can apply via the website.

Administrative arrangements

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

Payment

Markers are paid for every script they mark during live marking. In 2022 this rate is \$5.16. Markers will be paid a CRT rate for completing the training modules and the role-specific training. Practice training scripts that are marked as part of the training modules will not be paid at script rate; however, control and calibration scripts that are marked after the live training on 14/15 May 2022 will be paid on a script rate basis.

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
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>

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