



# HSC Minimum Standard Tests – Item Development Expression of Interest

Surname:  First name:  Title:

Date of birth:  Marker number (if applicable):  NESA number (if applicable):

<p><b>I am interested in developing:</b></p> <p>Reading test items <input type="checkbox"/></p> <p>Numeracy test items <input type="checkbox"/></p> <p>Writing test items <input type="checkbox"/></p> <p>Please tick all appropriate boxes</p>	<p><b>Where did you learn about the advertised expression of interest?</b></p> <input style="width: 100%; height: 20px;" type="text"/>
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## PERSONAL DETAILS

Education sector:  Primary  Secondary  University  TAFE

Work status:  Full-time  Part-time or casual  Retired

Current position on staff (including faculty):

## Contact details (all fields are compulsory)

Mailing address	<input style="width: 100%; height: 20px;" type="text"/>
	<input style="width: 100%; height: 20px;" type="text"/>
Suburb/Postcode	<input style="width: 100%; height: 20px;" type="text"/>
Email address	<input style="width: 100%; height: 20px;" type="text"/>
Mobile number	<input style="width: 100%; height: 20px;" type="text"/>
Phone number	<input style="width: 100%; height: 20px;" type="text"/>
School/Institution and location	<input style="width: 100%; height: 20px;" type="text"/>

- I am:
- an Aboriginal person.
  - a Torres Strait Islander person.
  - an Aboriginal and Torres Strait Islander person.
  - not an Aboriginal or Torres Strait Islander person.

## Referees' details

Please give the details of two referees who can be contacted to give further information relevant to your expression of interest. Please ensure that you have asked their permission before including their details below.

Name	Position and place of work	Daytime contact number
1	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
2	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

**SELECTION CRITERIA** *(Please provide relevant information.)*

**1. Appropriate qualifications and experience**

Degree/Diploma	Year(s) Completed	Institution
eg Bachelor of Education	1997	UNSW

Total years teaching in NSW: Primary  Secondary  TAFE  University

**2. Which courses are you teaching this year?**

**3. Which courses are you accredited to teach?**

**4. Please provide information about your experience in numeracy, literacy or writing activities.**

**5. Please provide information about your experience in activities such as HSC marking, HSC exam committees, HSC assessing, NAPLAN marking, HSC Minimum Standard marking, etc.**

**6. Additional professional experience**

(eg trade experience, professional associations, other professional or school-based activities)

**7. Please provide evidence of your level of oral and written communication skills**

**8. Please provide evidence of your capacity to work in a team**

**CONDITIONS OF APPOINTMENT: (Please read these criteria before completing the declaration.)**

- You must sign a confidentiality agreement in relation to your work on secure test material.
- You must maintain strict confidentiality in relation to the creation of the test items and discussions about the development of the items.
- You must be available for briefing and review meetings at the NESAs office, which may involve up to three days during school holidays for committees, or one day for writing workshops.
- You must NOT teach or tutor the relevant Minimum Standard Test(s) while a member of the committee or in the remainder of the year after participating in a writing workshop.
- You must disclose whether you are an author of textbooks/videos in literacy or numeracy that are in general use in schools or TAFE.
- You must NOT have a close relative (eg spouse, sibling, child) teaching or tutoring the relevant Minimum Standard Test(s) while you are a member of the committee or in the remainder of the year after participating in a writing workshop.
- You must NOT write or review test items in the relevant Minimum Standard Test(s) for your school, school systems (eg Catholic/TAFE/Regional) or commercial organisations such as test writing organisations or online organisations, while a member of the committee or in the remainder of the year after participating in a writing workshop.
- You must NOT lecture or speak at any meetings or study courses on the content or interpretation of the relevant Minimum Standard Test(s) while a member of the committee or in the remainder of the year after participating in a writing workshop.

**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 above.
- If appointed, I will ensure that I am available to attend all meetings as required.

Name:

Signature:

Date:

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**ENDORSEMENT**

This page **must** be completed for the expression of interest to be considered.

If you are currently based at a school, TAFE college or university, the endorsement must be made by the principal or a supervisor.

If you are retired or **not** working in a school, TAFE college or university, an appropriate person must endorse your expression of interest by completing Section B.

**Section A**

**Endorsement – Principal/Supervisor**

I recommend ..... as suitable for appointment to the activity/activities as indicated on page 1.

I have read the expression of interest and believe the information it contains to be accurate.

I understand the time commitment that the activity will involve and agree to release the person as required.

Comments: .....  
.....  
.....

Name of Principal/Supervisor:

Signature:

Date:

**Section B**

**Endorsement – other**

I recommend ..... as suitable for appointment to the activity/activities as indicated on page 1.

I have read the expression of interest and believe the information it contains to be accurate.

Comments: .....  
.....  
.....

Name and position:

Professional relationship to applicant

Signature:

Date:

**Expressions of interest should be submitted by email to [minstandard@nesa.nsw.edu.au](mailto:minstandard@nesa.nsw.edu.au)**