



2024 Higher School Certificate Exam Development Application Form

PART A: ALL APPLICANTS TO COMPLETE

Surname: First name: Title:

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

<p>Application for:</p> <p>Chief Examiner <input type="checkbox"/></p> <p>Committee Member <input type="checkbox"/></p> <p>If you apply for the role of Chief Examiner and your application is unsuccessful, you will not be considered for appointment for membership to the committee <u>unless you tick</u> the Committee Member box above.</p>	<p>Committee(s)</p> <hr/> <p>Please refer to HSC Exam Committees and related courses by KLA list on the NESAs website before entering your selected committees above.</p>
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<p>Assessor <input type="checkbox"/></p>	<p>Course(s)</p> <hr/> <p>Please refer to HSC Exam Committees and related courses by KLA list on the NESAs website before entering your selected courses above.</p>
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Where did you learn about the advertised vacancies?

PERSONAL DETAILS

Education Secondary University TAFE Work status: Full time Part-time or casual Retired sector:

Current position on staff (including faculty):

Contact details (all fields are compulsory)

Mailing address	<input type="text"/>
	<input type="text"/>
Suburb/Postcode	<input type="text"/>
Email address	<input type="text"/>
Mobile number	<input type="text"/>
Phone number	<input type="text"/>
School/Institution and location	<input type="text"/>

If you have applied previously, have your contact details changed? Yes No

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 application. Please ensure that you have asked their permission before including their details below.

Name	Position and place of work	Daytime contact number
1		
2		

PART A (continued)**SELECTION CRITERIA (Please supply relevant information against each criteria.)****1. Appropriate qualifications and experience**

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

Total years teaching in NSW: Secondary University TAFE

2. At this stage, which HSC courses will you likely be teaching in Term 4 in 2023 and in 2024?

3. Superior knowledge of the current syllabus for each course for which you are applying

a) Indicate the years in which you taught:

i) Course _____ (eg Chinese Beginners)

Teaching Level	2023	2022	2021	2020	2019	No. of Years from 2001–2018
Year 12 (HSC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Year 11 (Prelim)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
University (1st year)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TAFE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ii) Course _____ (eg Chinese Continuers)

Teaching Level	2023	2022	2021	2020	2019	No. of Years from 2001–2018
Year 12 (HSC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Year 11 (Prelim)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
University (1st year)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TAFE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

iii) Course _____ (eg Chinese Extension)

Teaching Level	2023	2022	2021	2020	2019	No. of Years from 2001–2018
Year 12 (HSC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Year 11 (Prelim)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
University (1st year)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TAFE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

b) If applicable, please indicate the option(s) that you are able to assess/write items

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c) Other supporting evidence of syllabus knowledge

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4. Capacity to apply the NESAs principles for exams and marking guidelines

These principles can be found on the NESAs website at:

<http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/about-HSC/exam-development>

Indicate the years in which you were a Chief Examiner, Committee Member, Assessor, Marker, Judge, Senior Marker or Supervisor of Marking.

	2023	2022	2021	2020	2019	No. of Years from 2001–2018	Course(s) (eg History Ext)
Chief Examiner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Committee Member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Assessor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Marker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Judge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Senior Marker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Supervisor of Marking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

5. Additional professional experience

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

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6. High-level oral and written communication skills

The following criterion is applicable to Chief Examiner and Exam Committee applicants only. It is NOT required for applications for Assessors.

7. Capacity to work in a team

(as leader and/or participant, eg syllabus writing team, independent exam committee)

Conditions of Appointment are on the next page

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

- You must maintain strict confidentiality in relation to the setting of the exam papers, committee discussions about the development of the papers, and the final scaling of any exam marks.
- You must be available for meetings at the NESAs office during the setting and reviewing periods (generally from October 2023 to June 2024), which may involve attending up to three meetings during the DoE summer school holiday period.
- You must not teach or tutor the relevant HSC course(s) to students from Term 4 in 2023 to the end of the HSC exam period in 2024.
- You must not mark or moderate school assessments in the relevant course from Term 4 in 2023 to the end of the HSC exam period in 2024.
- You must disclose whether you are an author of textbooks/videos/teaching materials that are in general use in schools or TAFE in the relevant subject area:

- You must disclose your status in any professional associations in the relevant subject area:

- You must not have a close relative (eg spouse, sibling, child) either teaching the relevant course(s) or enrolled as an HSC student in the relevant course(s).
- While a member of an HSC exam committee you must not set or review papers in the relevant HSC course(s) for school systems (eg Catholic/TAFE/Regional Trials) or commercial organisations such as test writing organisations or online organisations,
- You must 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 exam specifications for the relevant course(s) from Term 4 in 2023 to the end of the HSC exam period in 2024

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

Name:

Signature:

Date:

Applications should be submitted by email to testdevelopment@nesa.nsw.edu.au

ENDORSEMENT

This page **must** be completed so that the application can be considered.

If the applicant is currently based at a school, TAFE college or university, the endorsement must be made by the principal or a supervisor. In the case of applicants who are teaching at a Saturday School, Section A must be completed by the home school principal (where applicable) and Section B by the principal of the Saturday School.

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

Section A

Endorsement – Principal/Supervisor

I recommend as suitable for appointment to the position applied for, as indicated on page 1.

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 of
Principal/Supervisor:

Signature:

Date:

Section B

Endorsement – other

I recommend as suitable for appointment to the position applied for, as indicated on the page 1.

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

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

Name and position:

Professional relationship to
applicant

Signature:

Date:

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PART B: TO BE COMPLETED BY APPLICANTS FOR CHIEF EXAMINER

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

Please provide further evidence of your suitability for the position of Chief Examiner against each criterion.

- 1. Capacity to provide leadership to the exam committee in the preparation of the exam and marking guidelines**
(eg experience as HSC Chief Examiner, other relevant skills and experience)

- 2. Ability to manage the work of the committee and to meet deadlines**
(eg skills and experience in negotiation, coordination, planning, and management of projects)

- 3. Capacity to oversee the testing and refining of marking guidelines during pilot marking, and the application of marking guidelines during marking**
(eg experience in HSC marking, other relevant skills and experience)

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