QATs
Quality Assessment Tasks

Position description.

Position title	Reviewer
Location	Remote
Reports to	Publishing Coordinator
Type of role	Contract

Position summary

The QATs reviewer is engaged to conduct an expert peer review of assessment task/s written by a contracted writer. The reviewer's role is to carefully read the supplied draft and provide specific feedback regarding its content, ensuring a checklist is followed and submitted. Accuracy and compliance are critical components of the review, to ensure the agreed task reflects the relevant state's assessment authority's requirements and syllabus. The reviewer is a highly experienced practising teacher, ideally with experience marking in the VCE/HSC/QCE/SACE environment.

Key responsibilities

- Liaise regularly with the Publishing Coordinator to review and submit agreed task/s and checklist/s within budget and by the agreed date.
- Accurately apply the assessment authority's requirements to ensure a high-quality resource for teachers.
- Provide clear, concise, constructive comments in the agreed electronic format.
- Maintain the security and confidentiality of all task information and materials.
- Comply with Janison's Service Agreement and Schedule – including in relation to copyright.

Direct reports: Nil
Indirect reports: Nil

Experience, skills & qualifications

Experience – Criteria	Essential	Desirable
A relevant undergraduate or postgraduate degree and demonstrated senior secondary teaching experience.	☒	☐
Understanding of student performance in relevant subject area at the senior secondary level of schooling.	☒	☐
Computer literate in the use of spreadsheet, word processing, email, web browser and other relevant programs.	☒	☐

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Ability to work independently in an online and offsite environment.	☒	☐
Experience in marking HSC/VCE/QCE/SACE assessments.	☐	☒

Disclaimer: *The information written in this position description indicates the general nature and level of work to be performed. This position description is not designed to contain or be interpreted as comprehensive of every position duty, responsibility, or qualification required by a contractor for this role.*

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Janison.