



National Assessment Program – Literacy and Numeracy 2024

Information for writing markers

General information

The School Curriculum and Standards Authority (the Authority) is seeking applications from qualified people who wish to be considered for appointment as markers for the 2024 NAPLAN writing assessment.

Markers gain an in-depth understanding of the NAPLAN writing task and marking rubric, as well as the processes and stages of writing development. Training can be accrued as professional development hours.

Applicants must have a sound knowledge of literacy and English grammar. Experience in teaching literacy is highly desirable.

All test responses will be scanned prior to marking, and marking will be completed on screen. Markers will work in small groups under the guidance of a team leader, who will monitor marking using national reliability and comparability measures.

Marking arrangements

A marking centre will be in operation in Perth at the **Belmont Park Racecourse**. New metropolitan based markers are expected to work at the marking centre, Monday to Saturday.

Markers can apply to be a day session marker (8.30 am to 3 pm) or an evening session marker (4.15 pm to 9 pm). The marking centre will be open on Saturdays with two sessions: 8 am to 1 pm and 1.30 pm to 6 pm with some flexibility of hours. The options over the school holidays will be discussed closer to the commencement of marking.

Country teachers may mark at home but are required to attend face-to-face training in Perth.

Returning markers are encouraged to apply for home marking. Home markers are expected to complete a minimum of 30 scripts per day, Monday to Friday and over the weekend.

Team leaders can apply to be a centre team leader or a home team leader. Centre team leaders are expected to work at the marking centre. Team leaders with only home markers can work from home, in the centre or a combination of centre and home.

Dates and duration of marking

Marking will commence on **Tuesday, 19 March** and will run for four and a half weeks, with an expected finish date of **Saturday, 20 April**.

There will be no marking over the Easter long weekend (Friday, 29 March to Monday, 1 April.)

The duration of the marking period depends on the number of markers, speed and accuracy of marking, and the number of scripts that need to be marked. Markers will be informed of progress and early notification will be given if marking is likely to finish earlier or extend beyond this date. Marking will continue at home if the marking is not completed by Saturday, 20 April.

Training

All markers in Australia are required to complete all components of training, as determined by ACARA.

Face-to-face training will be at the Authority offices, 303 Sevenoaks Street, Cannington.

Marking guides will be provided at the face-to-face training day or can be collected from the Authority offices from Wednesday, 13 March. A PDF version will be available to download from the online training module.

New markers

The training consists of:

- **a self-paced sentence structure training module** (expected to take approximately 2 hours). This module will be available from Wednesday, 6 March and is compulsory for new markers.
- **a self-paced online criteria training module** (expected to take approximately 10 hours). This module will be available from Wednesday, 13 March and must be completed before attending face-to-face training.
- **face-to-face training. All markers are required to attend one full day of training. The dates are:**
 - Sunday, 17 March from 8.30 am to 3 pm (new evening and country markers)
 - Monday, 18 March from 8.30 am to 3 pm (new day markers).

Returning markers

The training consists of:

- **an optional self-paced sentence structure training module** (expected to take approximately 2 hours). This module will be available from Wednesday, 6 March. Markers who had difficulty assessing sentence structure in 2023 are encouraged to complete this module again.
- **a self-paced online criteria training module** (expected to take approximately 8 hours). This module will be available from Wednesday, 13 March and must be completed before attending face-to-face training.
- **face-to-face training**
 - Saturday, 16 March from 8.30 am to 3 pm (returning/home markers).

Team leaders

Team leaders are required to attend Team leader training on Thursday, 14 March, 8.30 am to 3 pm. Team leaders will attend the appropriate face-to-face training day depending on their allocated team (evening or day or home team).

Table 1: NAPLAN Marker training components and dates

Training component	Dates	Time required
Online sentence structure training module	Wednesday, 6 March to Sunday, 17 March	2 hours Must be completed by new markers before face-to-face training. Optional for returning markers.
Online criteria training module	Wednesday, 13 March to Sunday, 17 March	8 to 10 hours, depending on marker experience. Must be completed before face-to-face training.
Team leader training	Thursday, 14 March 8.30 pm to 3 pm	6.5 hours (teacher relief funds available for school-based teachers)
Face-to-face training – Returning (home) markers	Saturday, 16 March 8.30 am to 3 pm	6.5 hours
Face-to-face training – New evening and country markers	Sunday, 17 March 8.30 am to 3 pm	6.5 hours
Face-to-face training – New day markers	Monday, 18 March 8.30 am to 3 pm	6.5 hours

Home marking requirements

Home markers are expected to have their own computer that meets the minimum technical requirements of the platform. Most modern computers with ADSL, cable or NBN are suitable. Note that tablets (including iPads) are not supported due to resolution and display requirements. The expected requirements for 2024 are listed in the table below.

Type of PC	Operating system	Compatible browsers
Apple	<ul style="list-style-type: none"> • MacOSX Catalina (10.15.7) or later • OS High Sierra (10.13.6) or later 	<ul style="list-style-type: none"> • Safari – 14.0.3 • Google Chrome version 88 or later • Microsoft Edge (based on Chromium) – 88 or later
Windows	<ul style="list-style-type: none"> • Windows 8.1 or later 	<ul style="list-style-type: none"> • Google Chrome version 88 or later • Microsoft Edge (based on Chromium) – 88 or later

Markers must work in a secure location away from others. Teachers must not mark at school unless in a private office out of school hours.

Home markers are expected to work for at least three hours per day Monday to Friday and over the weekend and should aim to score between 30 and 70 scripts per day.

Home markers can mark any time; however, limited support will be available outside of operational hours (8.30 am to 9.00 pm). There will be a lockout period between 12 am and 5 am.

Team leaders

Team leaders and Centre leaders play a vital role in the NAPLAN marking operation, by ensuring all students receive a fair and consistent scoring of their writing scripts.

To this end, the team leader is required to:

- consult with markers completing the online training modules
- provide advice to their team throughout the marking operation
- checkmark at least 10% of their team members' marking and provide feedback
- retrain team members when required.

Some benefits of being a Team leader include a higher hourly rate, leadership and professional development experience, and the opportunity to mentor and train markers, as well as collaborate with other leaders.

Markers interested in applying for Team leader positions are required to tick the box on the application and in no more than 100 words, demonstrate their ability to undertake the role.

Payment

The 2024 payment rates are listed below. These rates are aligned to WA Public Sector General Agreement (PSGA) and will increase with any annual changes to the PSGA rates.

Table 2: 2024 NAPLAN marker rates

Centre leader per hour	\$75.15
Team leader per hour	\$65.28
Marker per hour	\$53.02
Script rate	\$5.80

Markers will submit a project payment form at the start of marking and centre markers will submit a timesheet periodically. There will be one payment at the conclusion of marking.

If a marker withdraws from marking before the end of the marking period, training will be paid on a pro-rata basis. For example, if a marker completes the training but does not complete any marking, no money will be paid for training. If a marker withdraws after five days of marking and was expected to mark for 20 days, 25% of the training will be paid.

Selection criteria

The selection is based on the following criteria:

- relevant education qualifications and teaching experience
- previous marking performance (NAPLAN)
- other relevant marking experience, e.g., OLNA, ATAR
- feedback provided by referee.

Employment requirements

The School Curriculum and Standard Authority work is supported by a secretariat provided by the Department of Education (the Department). The School Curriculum and Standards Division (SCS Division) of the Department delivers the Authority's legislated functions.

The Authority does not employ staff directly. Under a service level agreement, the Authority has arranged with the Department to use employees of the Department and other sectors to deliver its functions. Employment practices are guided by the Department's policies and processes.

Please note that a Department employee may only undertake work which is outside their regular working hours, or it may constitute a breach of contract and disciplinary action may occur.

All Department employees must have a current Nationally Coordinated Criminal History Check (NCCHC) Screening Clearance Number (SCN) through the Department's Screening Unit before commencement of work. If you are a current employee of the Department (an active employee or have undertaken paid work with the Department in the past six months), you will already have a SCN then no action is required by you.

Clearances will be valid for three years, unless there is a non-work period greater than 12 months. If this occurs, you will require a new NCCHC before employment.

You can access the online application form at <http://www.education.wa.edu.au/screening> click on the Apply Now icon. The cost is \$46.

Application process

- Applicants complete an **online** application form.
- **All markers require a current Department of Education Screening Clearance Number.**
- You are not eligible to be a marker if you have taken a Western Australian Government voluntary redundancy in the past 12 months.
- You are not eligible to mark if you are on long service leave from the Department of Education.
- Receipt of applications will be acknowledged via email. This email will include a reference number. Submission of an application does not guarantee appointment.
- Marker applications close **Monday, 29 January 2024.**
- Applicants will be advised by email regarding selection no later than **Friday, 9 February 2024.**

Further information

For further general information regarding marking contact:

K10_writing@scsa.wa.edu.au

or phone 9442 9471.