



National Assessment Program - Literacy and Numeracy 2022 Writing marking update

To ensure the health and safety of markers, for this year, all marking and training will be completed online at home.

Home marking will provide a fabulous opportunity for country teachers to experience NAPLAN marking.

Team leaders will work in a small marking centre at SCSA offices in Cannington.

Duration of marking

Marking will commence on **Wednesday, 18 May** and will continue until **Saturday, 11 June**. Markers will be kept informed of progress and early notification will be given if marking is likely to finish earlier than this date. Markers should be prepared to mark until Saturday, 11 June.

Training

All markers will complete marker training online. The training consists of:

- Three self-paced modules
 1. Genre specific criteria
 2. Generic criteria (common for all text types)
 3. Prompt specific practice marking

All training modules should be completed by **Sunday, 15 May** (end of the day). See table for dates and approximate time required.

- An online meeting

New markers – Monday, 16 May, 4.30 pm to 6.30pm

Experienced markers – Tuesday, 17 May, 9.30am to 11.30am or 4.30pm to 6.30pm

- Team leader training - Thursday, 12 May, 4.30pm to 6pm

Table 1: NAPLAN Marker training components and dates

Training component	Dates	Time required
Module 1 – Genre specific criteria	Tuesday, 10 May (from 12pm) to Sunday, 15 May	Approximately 8 to 10 hours
Module 2 – Generic criteria		
Module 3 – Prompt specific practice marking	Friday, 13 May (9am) to Sunday 15 May	Approximately 1.5 to 2 hours
Team leaders meeting	Thursday, 12 May 4.30pm to 6pm	1.5 hours
Online meeting - New markers	Monday 16 May 4.30 pm to 6.30pm	2 hours
Online meeting – Experienced markers	Tuesday 17 May 9.30am to 11.30am Or 4.30pm to 6.30pm	2 hours

Home marking requirements

Home markers are expected to have their own computer that meets the specifications of the testing platform. 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 mark for at least three hours per day and should aim to mark between 30 and 70 scripts per day. Markers are expected to mark Monday to Friday and one day over the weekend.

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 12am and 5am.

Payment

Markers

Experienced markers will receive a flat rate of \$540 for training and \$5 per script marked.

New markers will receive a flat rate of \$720 for training and \$5 per script marked. It is expected that new markers will attend an additional two hours of online meetings during the marking period.

If a marker withdraws from marking before the end of the marking period, training will be paid on a pro-rata basis.

Marking guides will be mailed to markers or can be collected from the SCSA offices from Tuesday, 17 May.

Team leaders

Team leaders will receive a flat rate of \$750 for training and \$50 per hour for working in the centre.

Team leaders

The role of team leader is highly important to the NAPLAN marking operation. The central role of the team leader is to ensure the accuracy of their team's marking. To this end the team leader is required to:

- liaise with markers completing the online training modules
- provide assistance to their team throughout the marking operation
- check-mark at least 10% of their team members' marking and provide feedback
- re-train team members when required.

Team leaders can work from 8.30am to 3pm or 4.15 to 9pm. Weekend times can be negotiated. While team leaders should work mostly from the centre, there will be some flexibility to work from home and change work times.

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.

Selection criteria

The selection is based on the following criteria:

- relevant qualifications and teaching experience
- previous marking performance (NAPLAN)
- other relevant marking experience e.g. OLN, ATAR.

Application process

- Applicants are required to complete an **online** application form.
- **All markers are required to provide a current Department of Education Screening Clearance Number.** Please read the attached document for details.
- 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, 11 April 2022.**
- Applicants will be advised by email regarding selection by **Monday, 18 April 2022.**

Further information

For further general information regarding marking contact:

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NAPLAN Writing Markers – requirement for a current police check

All prospective Department employees **must** be in possession of a **current** Screening Clearance Number (SCN) that has been issued by the Department's Screening Unit **before** commencement of employment. The Department has a strict 'No Screen, No Start' policy. A Screening Clearance Number is obtained by undertaking a *Nationally Coordinated Criminal History Check*, which is processed by the Department's Screening Unit

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 Screening Clearance Number (SCN) and **no action** is required by you. If you are unsure whether you have a current Screening Clearance Number, please email screening@education.wa.edu.au.

If you do not have a current Screening Clearance Number you **must** obtain one before we can employ you.

1. Access the **online application form** at www.education.wa.edu.au/screening and click on the **Apply Now** icon.
2. Once you have completed the application, you will need to print and sign your *Summary Sheet*.
3. You will be required to provide 100 points of **certified** identification. This must be attached to your signed *Summary Sheet*.
4. Lodge the signed *Summary Sheet*, together with certified copies of your identification to the following address:

Screening Unit
Department of Education
Locked Bag 2
EAST PERTH WA 6892

For enquiries regarding the screening process, please email: screening@education.wa.edu.au.

The checks are comprehensive and bring to the Department's attention all adult criminal convictions, including those that have been declared spent. Minor convictions are not the focus of this screening process. Serious offences which have resulted in a prison term, were of a serious or violent nature, involved children, or drug trafficking and/or dealing, will require further consideration on a case-by-case basis. If this does occur, you will be given the opportunity to provide additional information and/or character references which will be considered to determine if any action is warranted. The Department appreciates the sensitive nature of this exercise and you can be assured that the screening process is **strictly confidential**.

Once an employee starts working for the Department, their screening status remains valid unless they have a break-in-service. For teaching staff this is twelve months or more. This also applies to casual/relief teachers. Casual employees are required to renew their screening every three years regardless of continued service.

For further information about the *Nationally Coordinated Criminal History Check*, please visit <https://www.education.wa.edu.au/ncchc>.