



## **Writer and Checker**

### **Terms of reference for the common oral assessment task for English as an Additional Language or Dialect**

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The writer is responsible for setting the annual common oral assessment task (COAT) in accordance with the COAT design brief for the Year 12 ATAR English as an Additional Language or Dialect (EAL/D) course. This requires the construction of a fair assessment that reflects selected Unit 3 course contexts. The writer is responsible for developing the assessment task/s and marking key/s. In addition, the writer is responsible for responding to advice on the materials and participating in a checking process.

The checker is required to review the COAT and the marking key and complete the COAT Checker's report to provide feedback for that course.

#### **Membership**

Writers and checkers of the COAT are required to be suitably qualified. Additional support for the writer, if required, is provided by the secretariat of the School Curriculum and Standards Authority (the Authority) through its review and checking processes.

#### **Selection criteria**

The positions for the COAT writer and checker are advertised and are filled on the basis of applications. All applicants are expected to demonstrate:

- appropriate qualifications and experience as a teacher of senior secondary students, first-year university or training students in the EAL/D course (in general, a minimum of three years' recent experience in teaching is considered necessary)
- high-level professional standing within the teaching community, such as through scholarship in this area, outstanding teaching or notable contribution to the relevant professional association
- a detailed knowledge of the relevant syllabus
- high-level written and oral communication skills
- the capacity to apply the Authority's principles for the development of quality assessment materials and marking keys
- the capacity to meet specified deadlines.

#### **Responsibilities and duties**

The COAT writer is to:

- attend an initial briefing
- produce the COAT materials, including the assessment task/s, marking key/s and marks collection form/s
- ensure all third-party material receives full citation in accordance with the Authority's copyright guidelines
- ensure that the materials are submitted by the date set by the Authority
- be involved in a review of the edited copy of materials
- adjust any or all of the materials following the review.

The COAT checker is to:

- attend an initial briefing
- review the COAT materials
- complete the COAT Checker's report to provide feedback
- complete the process in accordance with a date set by the Authority.

## **Code of conduct**

On appointment, the COAT writer and checker are expected to agree to abide by the legal requirements that apply to all Authority employees and to meet prescribed standards of behaviour. They are required to:

- participate in a briefing organised by the Authority
- use technology for the development of the materials that is compatible with the Authority's systems
- be available for one review meeting (writer only) at the Authority's discretion.

## **Conflict of interest**

- Before accepting a position, the nominee must declare formally in writing to the Executive Director, School Curriculum and Standards (SCS) any potential conflicts of interest (financial, material or partiality interests) directly pertaining to the course or syllabus, including any:
  - commercial or non-commercial interest in any text or resource
  - creation/supply/delivery of written/online or assessment materials
  - other commercial or non-commercial interest associated with the course.
- Each conflict of interest declaration is considered by the Executive Director, SCS and nominees are advised that they:
  - can continue to perform their stated duties with certain conditions  
or
  - need to remove themselves from the position  
or
  - must relinquish their duties.
- If the Executive Director, SCS receives a declaration of conflict of interest that reveals an unacceptable circumstance, or if an undeclared circumstance is deemed to constitute an unacceptable conflict of interest, the Executive Director, SCS may ask the person concerned to withdraw from their duties and/or take appropriate and reasonable action to remove the conflict of interest.

## **Confidentiality**

Writers and checkers must adhere to the confidentiality requirements as specified in Section 32 of Part 6 of the *School Curriculum and Standards Authority Act 1997* when performing their duties.

### **Extract from the *School Curriculum and Standards Authority Act 1997***

- 32 (1)** A person to whom subsection (2) applies must not (whether directly or indirectly) collect, use or disclose any information obtained by the person because of—
- (a) the person's office, position, employment or engagement under or for the purposes of this Act; or;
  - (b) any disclosure made to the person under this Act.
- Penalty for this subsection: \$10,000 and imprisonment for 12 months
- (2)** Subsection (1) applies to any person who is or has been –
- (a) a member of the Board; or
  - (b) a member of a committee; or
  - (c) the chief executive officer; or
  - (d) a member of staff.

## **Remuneration**

The COAT writer is paid \$1000 in accordance with the duties as stated.

The COAT checker is paid \$253.60 in accordance with the duties as stated.