



Terms of reference for examination panels

Each examination panel is responsible for setting the annual examination for an Australian Tertiary Admission Rank (ATAR) course in accordance with the examination design brief for that course. This requires the construction of a fair, valid and reliable examination that tests what has been learned in the course and discriminates effectively among candidates.

Each examination panel develops all of the examination materials (except formula and data booklets/sheets), including the written paper and, where applicable, the practical materials, marking keys, grids of content that map the examination to the syllabus stimulus or source booklets, stimulus materials, audio recordings, recording scripts, translations of reading and listening passages, acknowledgements and tolerances. The presentation of these materials must be as consistent as possible across all examinations.

Following submission of the examination materials, each examination panel is responsible for responding to expert advice during the quality assurance process.

Membership

An examination panel can be either a Structure One or a Structure Two panel.

Structure One: an examination panel consisting of a Chief Examiner, two Examiners, one Independent Reviewer and one Paper Checker.

Structure Two: where the pool of expertise is limited, an examination panel consisting of an Examination Writer, one Examination Reviewer and at least one Paper Checker.

The composition of the examination panels will include, where possible, representatives from the school sector/systems, the university sector and, where appropriate, the training sector.

Examination panel members are appointed for one year. To ensure continuity and consistency, examination panel members with previous successful experience may be appointed in subsequent years. Applications for membership of an examination panel are invited by email, advertised in the *7to12 Circular* and published on the School Curriculum and Standards Authority (the Authority) website.

The work of the examination panel is supported by the secretariat of the Authority through its data processing, review and quality assurance processes.

Selection criteria

To be successful, applicants are expected to demonstrate:

- appropriate qualifications and experience as a teacher of senior secondary or first-year university students or in training students in the relevant course or equivalent (in general, a minimum of three years' recent experience in teaching is considered necessary)
- high-level professional standing within the teaching community; for example, through scholarship in the area to be examined, outstanding teaching or notable contribution to the relevant professional association
- 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 examination materials and marking keys
- the capacity to work in a collegial manner to deliver examination materials by specified deadlines.

In addition, applicants for the role of Chief Examiner/Examination Writer are expected to be available throughout the **entire** development process and demonstrate:

- the capacity to provide leadership to the examination panel when preparing examination materials
- the ability to manage the examination panel's work and meet deadlines
- the ability to engage with and respond to the Authority's quality assurance processes.