



Code of conduct for members of examination panels

Conditions of appointment

On appointment, examination panel members agree to abide by legal requirements that apply to all Department of Education employees and to prescribed standards of behaviour.

Members must:

- undertake one or more briefings regarding examination setting as organised by the School Curriculum and Standards Authority (the Authority)
- use technology that is compatible with the Authority's systems when developing examination materials
- be available for meetings with other members of the examination panel and Authority staff during the development and quality assurance periods. This may be during school or tertiary institution holiday periods.

Members must not:

- be involved in marking school examinations in the course units for which they are developing the Australian Tertiary Admission Rank (ATAR) course examination
- set or review papers in the relevant course units for school systems/sectors or commercial organisations such as test-writing or online organisations
- teach or tutor students or have relatives or persons in their household sitting or teaching the same course units in the year in which the examination is being sat
- lecture at meetings or revision courses for students and/or teachers or speak at any meetings on the content or interpretation of the syllabus or examination specifications for the relevant ATAR course units.

Declaration of conflicts of interest

- Before accepting a position on an examination panel, nominees must complete the *Declaration of conflict of interest* form declaring any perceived or potential conflicts of interest (financial, material or partiality interests) directly pertaining to the course, syllabus or examination, including any
 - commercial or non-commercial interest in any text or resource; creation/supply/delivery of written/online assessment materials; or any other commercial or non-commercial interest associated with the course
 - personal relationship (relative, tutor) to any student in their final year of the course.
- Nominees who have a perceived or potential conflict of interest may be declared ineligible to be an examination panel member.
- Preference to join examination panels will be given to people who do not have a conflict of interest. However, in some courses, people with a conflict may have unique knowledge and experience which warrants their selection.
- Each conflict of interest declaration is considered, and individuals are advised whether they can continue to perform their stated duties with certain conditions or need to remove themselves from the position and relinquish their duties.
- If a declaration of conflict of interest reveals an unacceptable circumstance, or if an undeclared circumstance is deemed to constitute an unacceptable conflict of interest, the Executive Director – SCSA may ask the person concerned to withdraw from their contract or request that appropriate and reasonable action be taken to remove the conflict of interest.

Security

All persons involved in the development of examination materials must comply with the following security protocols:

- Examination panel members should use systems provided by the Authority for the development, transfer and receipt of examination materials. When required, examination panel members must arrange for a face-to-face handover of examination materials.
- Examination materials must never be accessed, stored or transmitted electronically from computers or networks with public access (e.g. at a school or place of employment).
- Password protection must be maintained at all times.
- Communications between examination panel members must remain secure at all times. Emails between examination panel members must never contain content from the examination, and discussions or meetings should not occur in a public place.
- If electronic copies of examination materials are made, they must be stored on devices (e.g. USB drives) that are password protected. These devices must only be accessed by members of the examination panel.
- Examination materials should only be printed on a private printer.
- Printed copies of the examination materials must be stored securely (e.g. in a safe) and must never be left unattended (e.g. in a parked car, in unattended bags or in easily accessible areas).

Note: the work of the Independent Reviewer/Examination Reviewer is subject to the same security protocols as other positions on the examination panel.

Confidentiality

All information in relation to the ATAR course examination materials must be treated with the utmost confidentiality. Penalties may be applied in association with any breach of confidentiality of materials or content of examinations.