



New South Wales Teachers Federation a branch of the Australian Education Union

AEU NSW Teachers Federation Branch ABN 86 600 150 697

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NSW PRESIDENT: Maurie Mulheron • NSW GENERAL SECRETARY: John Dixon



5 October 2018

In reply please quote: 801/2018/GB/jb

To: All Federation Representatives at Higher School Certificate Marking Centres for 2018

Dear Colleagues

Thank you for agreeing to represent the NSW Teachers Federation for your course during this year's marking of the Higher School Certificate examinations.

To assist you in your role, the Federation provides you this Federation Representative (Fed Rep) Kit.

Election of Union Representatives

Marking staff employed by NESAs who are members of a union "will be permitted, at the commencement of marking, the necessary time to meet for the purpose only of nominating a union representative" (*Higher School Certificate Marking and Related Casual Employees Rates of Pay and Conditions Award 2017*, clause 19.1).

The Federation also promotes the nomination of a Women's Contact Officer at this meeting.

Markers Federation Representative Registration Form

The Fed Rep Kit includes a **HSC Markers Federation Representative Registration Form** for the elected Fed Rep to complete and return to the Federation as early as possible. Return details are on the form. Returning this form will enable:

- you to be registered with the Federation as an official representative of employees for industrial purposes
- the Federation to contact you if necessary.

The current HSC Markers Award

A copy of the *Higher School Certificate Marking and Related Casual Employees Rates of Pay and Conditions Award 2017-2018* (the Award) is located on the USB within this package. The Award may also be accessed at <https://www.nswtf.org.au/my-interests/special-interest-groups/hsc-sc-markers.html>. This award was endorsed by Federation Executive in June 2017, following a process for feedback from members likely to be covered by it.

For each year of the Award (2017 and 2018), the rates of pay are increased by 2.5%. This is in line with the public sector wages cap under the Industrial Relations Regulations.

Meal Breaks (Corporate Marking Sessions)

Markers at corporate briefing and corporate marking sessions are entitled to a meal break of 60 minutes. Since 2014, under sub-clauses 8.2 and 8.5 of the Award, a majority of markers may agree at the initial briefing session to reduce meal breaks so that the amount of time saved may enable the whole group of markers to exercise one of the following options:

1. a later than usual start for marking sessions; or
2. an earlier than usual finish for marking sessions; or
3. a combination of a later start and earlier finish for marking sessions.

The Supervisor of Marking is to conduct the vote. The vote may occur at the first briefing session and take effect for subsequent corporate marking sessions.

Meal breaks may be reduced by 30 minutes under the Award (see clause 8.2). NESAs may allow meal breaks to be reduced by less than 30 minutes, say by 15 minutes (depending on availability of food outlets near venues). Markers may elect to have no meal break reduction, in which case the whole group starts and finishes marking at the usual times each session and has a 60 minute meal break.

For External Markers – Fed Reps to exchange email addresses with markers during Briefing Sessions

After the initial briefing sessions, external markers disperse and Fed Reps no longer have face-to-face access to the employees they represent. To maintain contact with external markers, Fed Reps will need to initiate and complete an exchange of email addresses with Federation members during the briefing sessions. Five copies of the form **HSC External Markers – NSWTF Member Contacts 2018** are in the Fed Rep Kit.

The elected Fed Reps or the Supervisor of Marking should make it known to Federation members to exchange names and email addresses with their union representative before the end of the briefing sessions.

For External Markers – per unit rates of pay

Under the Award, external markers who mark on-screen are eligible for an hourly rate of pay during briefing and practice sessions. When marking moves into external mode, external markers are only eligible for a “per unit” rate of pay. The “per unit” rate of pay is adjusted by a formula, under sub-clause 15.2.7 of the Award, to achieve a per question rate of pay. The formula reflects the recommended level of student input into a question, based on the examination specifications for each course. Therefore, the ‘per question’ rate of pay may differ from course to course, and from paper to paper within a course.

Dealing with grievances and disputes during Marking 2018

If a question, difficulty or issue develops among your group of members, **the Award** specifies the procedure for addressing it at *Clause 20 - Dispute Resolution Procedures*. Discussion at each level is required.

If discussion does not achieve an agreed time frame and method for resolution and/or does not resolve the matter, the dispute should be escalated to the next level.

1. The employee and/or the Fed Rep should firstly raise the matter with the Supervisor of Marking “as soon as practicable”.
2. If the above does not achieve resolution or if the matter affects multiple workplaces, the employee or NSWTF officers should take up the matter with the Director, Examinations, NESAs.
3. If the above does not achieve resolution, the NSWTF General Secretary and the NESAs President should take up the matter.
4. If they do not achieve resolution, the NSWTF or the NESAs President may apply to the Industrial Relations Commission to resolve the dispute.

For advice/confirmation from the Federation that the difficulty is across multiple worksites, please:

- phone the Federation’s Professional Support Advisers on (02) 9217 2100 or 1300 654 367;
- note that, if it is necessary for a Federation Officer to attend a worksite, Federation Officers need to arrange site entry through NESAs due to the security issues involved in marking.

Work Health and Safety Issues

NESAs usually organises an external consultant to undertake a Work Health and Safety Inspection of each marking venue prior to the commencement of marking. If a Work Health and Safety problem arises:

- *Clause 23 Work Health and Safety of the Award* confirms that NESAs is the employer for Marking Staff and has the employer responsibilities under the *Work Health and Safety Act 2011*;

- Work Health and Safety questions, issues and difficulties should be handled by following Clause 20 Dispute Resolution Procedures.

Professional Development for Teacher Accreditation

From 2018, participating markers will be credited 3 hours NESAs-Registered Professional Development (PD) for teacher accreditation purposes. This achievement has followed representations made by the Federation. For markers, the PD is at Proficient Teacher level. For senior markers and above, the PD is at Highly Accomplished Teacher level. The measure of 3 hours recognises the proportion of the briefing/standards-setting process when professional development occurs, as assessed by Exam Operations, Quality Marking Branch and the Teacher Accreditation Unit of NESAs. Markers should ensure their Teacher Accreditation number (which is different from their Marker number) is recorded on their online Marker Application at Step 1.

Superannuation

Salary sacrifice options are available to markers who wish to salary sacrifice into superannuation. The letter of employment provides a web address, at Markers Online, that allows you to authorise salary sacrifice arrangements prior to the first marker pay period. Check NESAs's website for details.

Overtime Meal Rates and Travelling Allowances

Overtime meal rates and travelling allowances are set each new financial year by NSW Treasury for all public servants. The applicable rates for the 2018-2019 financial year are identified on the Federation's overview of **HSC Marking Rates of Pay for 2018**. The 2018 marking operation will be the first year since 2016 when travel allowances have increased since they were reduced and frozen, owing to federal taxation law changes on 30 November 2015.

Other Matters

Markers are reminded not to consume or be affected by alcohol during marking.

NSW Teachers Federation Membership

One of the most important roles of a Fed Rep in any workplace is the recruitment of permanent, temporary and casual teachers as members. We have included a NSW Teachers Federation membership pack which includes information about the Federation and general membership forms for potential members to join the Federation.

Once again, thank you for representing the Federation. I hope that marking is an enjoyable and rewarding experience.

Yours sincerely


John Dixon
General Secretary

Attachments:

- *HSC Markers Federation Representative Registration Form 2018* – to be completed and returned to NSWTF
- Copy of the *Higher School Certificate Marking and Related Casual Employees Rates of Pay and Conditions Reviewed Award 2017* (included electronically on the Federation USB)
- 5 Copies of the *HSC External Markers – NSWTF Members Contacts 2018*
- *HSC Marking Rates of Pay 2018*
- *Pay Rates and Relief 2018* (including onscreen marking pay rates per question)
- *NSW Teachers Federation Membership Pack* (also included electronically on the Federation USB)
- A NSWTF Centenary key ring, a NSWTF spectacle/notepad cleaner and a NSWTF pen for your use

HSC Markers Federation Representative Registration Form 2018

Name: _____ Member Number: _____

Home Address: _____

Mobile Phone: _____ Home Phone: _____

Email Address: _____

Workplace (School / College): _____

Workplace Phone: _____ Workplace Fax: _____

Marking Venue Phone: _____ Marking Venue Fax: _____

The Federation members for _____ (e.g. English (Standard) paper 2 Section A1) elected me as their Federation Representative at a meeting convened for this purpose on _____ (date). They have also elected _____ (member Number _____) as Women's Contact.

I represent _____ (number) Federation members in the above course. The marking site is located at _____ (name of marking site).

The marking of this subject/course is to be between _____ (starting date) and _____ (proposed finishing date).

Signature of Federation Representative: _____

Please complete the above information in full and return this page as soon as possible to:

Email Address: mail@nswtf.org.au
Subject: HSC Markers Federation Representative 2018

Facsimile Number: (02) 9217 2470 **Attention:** Research/Industrial Section



HSC Markers –Member Contacts 2018

Course (e.g. English (Standard) Paper 2 Section C2 /
 Modern History – Core):

Briefing Venue:

Fed Rep’s Name:

Fed Rep’s Email

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Name (Please Print)	Membership Number	Email Address During Marking

Page Number of total pages

Please scan and email or fax to the NSW Teachers Federation by the end of the briefing sessions:
 By Email: mail@nswtf.org.au Attention: Research/Industrial Section (No cover sheet is required)
 By Fax: (02) 9217 2470 Subject: HSC Markers Member Contacts 2018

**2018 HIGHER SCHOOL CERTIFICATE MARKING RATES OF PAY
(As at 1 July 2018)**

Supervisor of Marking	
Weekday Rate*/Weekday Supplementary**	\$129.37hr/\$119.40day
Weeknight/Saturday Rate	\$144.32/hr
Sunday Rate	\$194.32/hr
Assistant Supervisor of Marking Assistant Officer in Charge HSC Inquiry Centre	
Weekday Rate*/ Weekday Supplementary**	\$116.98hr/\$107.81day
Weeknight/Saturday Rate	\$130.30/hr
Sunday Rate	\$175.41/hr
Senior Marker/Senior Examiner HSC Inquiry Centre – Inquiry Officer	
Weekday Rate*/Weekday Supplementary**	\$101.16hr/\$93.20day
Weeknight/Saturday Rate	\$112.65/hr
Sunday Rate	\$151.75/hr
Marker/Examiner	
Weekday Rate*/Weekday Supplementary**	\$81.52hr/\$79.01day
Weeknight/Saturday Rate	\$90.80/hr
Sunday Rate	\$122.23/hr
LOTE Examiners/Casuals are paid as above. If working less than a full day on weekdays, they are paid a Weekday Compensatory Allowance-Rate C (Table 3)	
Examiner	\$14.39/hour
Allowances	
Meal Allowance	\$30.60/session
Travel Allowance	\$10.88/session

Onscreen Floor Rates (Corporate Marking)	
Weekday Rate*/Weekday Supplementary**	\$80.74hr/\$78.25day
Weeknight/Saturday Rate	\$89.94/hour
Sunday Rate	\$121.06/hour
Onscreen Per Unit Rates (External Marking)	
Per 3 Hour Paper Basis	\$29.26***
3 Unit Additional Paper (Extension)	\$36.55***
Allowances	
External Onscreen Marking ICT Allowance	\$12.93/engagement

***Weekday Rate** – payable 9am-3.30pm when NESA does not pay another employer for a teacher's release

****Weekday Supplementary Rate** –payable 9am-3.30pm when NESA pays another employer for a teacher's release

*****Onscreen Per Unit Rates** – adjusted per question, based on duration of paper and proportion of question value.

Pay Rates and Relief

From 1 July 2018, pay rates and relief arrangements are paid as follows:

Table 1 - Marking types and pay rates

Marking type	Rate paid
Pen and paper corporate evening marking <ul style="list-style-type: none"> Weeknight/Saturday marker pay rate 	\$90.80 per hour
Pen and paper corporate day marking/itinerant marking/language oral marking <ul style="list-style-type: none"> Weekday allowance (payable to school/TAFE teaching staff for the hours 9.00am to 3.30pm in addition to their normal salary) Weekday rate (payable to a marker who is on approved leave or is a casual teacher) Marking taking place after 3.30pm, and all Saturday hours 	\$79.01 per day \$81.52 per hour \$90.80 per hour
Onscreen corporate marking <ul style="list-style-type: none"> Weekday allowance (payable to school/TAFE teaching staff for the hours 9.00am to 3.30pm in addition to their normal salary) Weekday rate (payable to a marker who is on approved leave or is a casual teacher) Marking taking place after 3.30pm, and all Saturday hours 	\$78.25 per day \$80.74 per hour \$89.94 per hour
Onscreen external marking Corporate briefing and practice marking <ul style="list-style-type: none"> Weekday allowance (payable to school/TAFE teaching staff for the hours 9.00am to 3.30pm in addition to their normal salary) Weekday rate (payable to a marker who is on approved leave or is a casual teacher) Marking taking place after 3.30pm, and all Saturday hours External marking	\$79.01 per day \$81.52 per hour \$90.80 per hour Per item rates (see table 2)

How is the pay for external onscreen markers calculated?

External markers will be paid at the corporate hourly rate for the corporate briefing period. When marking scripts externally, markers in subjects other than Mathematics and Extension courses will be paid per mark, based on the 3 hour paper rate of \$29.26.

This is calculated as follows:

1. The three hour paper rate is divided by three and multiplied by the number of hours of the paper in question.
2. That rate is then divided by the total mark value of the examination to give a per mark rate.
3. The rate per mark is multiplied by the mark value of the question to determine the question rate.

For example, the English (Standard) and English (Advanced) Paper 1 is two hours long. The total mark value of the paper is 45 marks. Each question is 15 marks. The rate from 1 July, 2018 is:

- i) $\$29.26^* \div 3 \times 2 = \19.5067 per paper
- ii) $\$19.5067 \div 45 = \$0.4335c$ per mark
- iii) $\$0.4335c \times 15 = \6.5025 per question

**the three hour paper rate, defined in Table 2 of the Award.*

Extension examinations (other than Mathematics)

Payments for markers marking extension courses are calculated as follows:

1. The three hour '3 unit additional paper' rate of \$36.55 is divided by three and multiplied by the number of hours of the paper in question.
2. That rate is then divided by the total mark value of the examination to give a per mark rate.
3. The per mark rate is multiplied by the maximum mark value of the question to determine the question rate.

For example, the total mark value of the History Extension paper is 50. Duration of the examinations is 2 hours. Each question is worth 25 marks. The rate from 1 July, 2017, is:

- i) $\$36.55 \div 3 \times 2 = \24.367 per paper
- ii) $\$24.367 \div 50 = \$0.4873c$ per mark
- ii) $\$0.4873c \times 25 = \12.1825 per question

Mathematics

The rate for each 15 mark question in each of the Mathematics courses is detailed in Table 2 of the Award.

Please note:

- i) markers may mark more than one question
- ii) any scripts marked at the marking centre prior to the markers moving external are considered part of the briefing process, for which markers are paid hourly
- iii) external markers are paid for startup and common scripts and for scripts that have additional work attached after the first marking (identified by the system as 'remarks') but are not paid if they are directed by their senior marker to remark scripts due to poor reliability
- iv) corporate onscreen subjects are paid either an hourly floor rate of \$89.94 or the per unit rate, whichever is the higher.

The pay rates for most questions are listed in Table 2.

Relief

The NSW Education Standards Authority (NESA) will pay for the cost of relief to schools and Institutes of TAFE to replace teachers who are required to attend weekday briefing sessions and/or weekday marking sessions during the marking period. If the applicant is on long service leave during that period, the school cannot claim for relief. Government schools claim the cost of relief through the Department of Education and Community Services, while non-government schools claim the relief cost directly from the NESA.

By approving applications for marking, principals agree that teachers are released on full salary when required.

It is the applicant's responsibility to inform their principal that they have applied for positions other than a marker, such as pilot marker, senior marker, co-ordinating senior marker or judge marker. These positions are more likely to be required during school hours.

Table 2 - Onscreen marking pay rates per question

Subject	Mark value of question	Pay rate (\$)
Agriculture	6	1.756
	7	2.048
	8	2.341
	10	2.926
	11	3.219
	12	3.511
	20	5.852
Ancient History	10	2.926
	15	4.389
	20	5.852
	25	7.315
Biology	5	1.463
	6	1.756
	7	2.048
	8	2.341
	10	2.926
	12	3.511
	13	3.804
Business Studies	6	1.756
	8	2.341
	10	2.926
	20	5.852
Chemistry	5	1.463
	6	1.756
	7	2.048
	9	2.633
	11	3.219
	12	3.511
	13	3.804
Community and Family Studies	6	1.756
	7	2.048
	8	2.341
	10	2.926

	25	7.315
Subject	Mark value of question	Pay rate (\$)
Drama (Written examination)	20	7.315
Earth and Environmental Science	4	1.170
	6	1.756
	7	2.048
	8	2.341
	9	2.633
	25	7.315
Economics	10	2.926
	20	5.852
Engineering Studies	9	2.633
	11	3.219
	12	3.511
English (Advanced) Paper 2	20	6.502
English (Standard) and English (Advanced) Paper 1	15	6.502
English (ESL) Paper 1	20	6.502
	25	8.128
English (ESL) Listening Paper	15	4.877
English (ESL) Paper 2	20	4.877
English Extension 1	25	12.183
English Extension 2	Hourly rate	Hourly rate
Food Technology	5	1.463
	7	2.048
	9	2.633
	12	3.511
	15	4.389
Geography	7	2.048
	10	2.926
	11	3.219

	12	3.511
	20	5.852
History Extension	25	12.183
Industrial Technology	1	0.366
	2	0.732
	3	1.097
	4	1.463
	5	1.829
	15	5.486
Information Processes and Technology	8	2.341
	10	2.926
	11	3.219
	20	5.852
Subject	Mark value of question	Pay rate (\$)
Legal Studies	7	2.048
	8	2.341
	15	4.389
	25	7.315
Mathematics General 2	15	3.233
Mathematics	15	4.617
Mathematics Extension 1	15	5.005
Mathematics Extension 2	15	5.465
Modern History	3	0.878
	7	2.048
	10	2.926
	25	7.315
Music 1 Aural	6	1.951
	8	2.601
Music 2 Aural	6	2.508
	8	3.344
	10	4.180

Music Composition	Hourly rate	Hourly rate
Personal Development, Health and Physical Education	5	1.463
	7	2.048
	8	2.341
	12	3.511
Physics	4	1.170
	5	1.463
	6	1.756
	7	2.048
	10	2.926
	11	3.219
	14	4.096
Senior Science	5	1.463
	6	1.756
	7	2.048
	8	2.341
	25	7.315
Subject	Mark value of question	Pay rate (\$)
Society and Culture – Personal Interest Projects (PIPs)	Hourly rate	Hourly rate
Society and Culture (Written examination)	5	1.626
	12	3.901
	15	4.877
Software Design and Development	9	2.633
	10	2.926
	11	3.219
Studies of Religion 1 and 2	5	1.463
	15	4.389
	20	5.852
Textile and Design (Written examination)	5	1.463
	10	2.926

Visual Arts (Written examination)	12	3.511
	13	3.804
	25	7.315