

DIOCESE OF MAITLAND-NEWCASTLE POLICY STATEMENT

H.S.C. MARKING

1. Rationale

The Catholic Schools Office recognises the important role that HSC marking plays in the Professional Development of our teachers in secondary schools.

This policy sets out guidelines for schools when considering supporting applications from members of staff who wish to participate in HSC marking.

2. Aims

The Catholic Schools Office through this Policy aims to:

- Promote HSC marking as a valuable professional development opportunity for teachers in schools
- Outline procedures to be followed by Principals who wish to support applications for marking from members of staff
- Ensure consistency across the Diocesan system in regard to HSC marking

3. Implementation

3.1 In considering a request from a member of staff to participate in HSC marking, Principals should consider the following:

- The suitability of the applicant (i.e. qualifications and experience) to carry out the task.
- The benefit to the school/faculty of having a teacher participate in HSC marking (i.e. are students at the school currently studying or likely to be studying the particular course that the teacher wishes to mark)
- The benefit to the teacher's professional growth by participating in HSC marking
- The number of teachers (in total) who wish to be considered for marking and the impact of their absence from the school
- Support for teachers wishing to undertake HSC marking for the first time

Please note: teachers must gain the approval of the Principal to apply to do HSC marking. This is also a requirement of the BOS.

3.2 There are four basic marking programs, each of which has different implications for the teachers involved. These are:

3.2.1 Day Marking

The Board of Studies specifies that “teaching staff who are employed as markers during normal school hours are granted leave on full salary from their schools and are also paid the weekday supplementary rate payable by the Office of the Board of Studies.” The Office of the Board of Studies will provide relief to schools for all briefing and marking days during the marking period. If required, the school will employ a replacement teacher. The CSO will seek reimbursement from the school for the cost of the replacement teacher.

3.2.2 Evening / Saturday Marking

It is anticipated that except for remote schools, teachers would attend for normal duties on the day of marking. At the discretion of the Principal, teachers may be granted reasonable travel time between the school and the marking centre. Teachers wishing to take time in excess of reasonable travel time may apply for single day Long Service Leave or Leave Without Pay. No casual relief is provided for this.

3.2.3 Itinerant Marking (travel from school to school to mark projects and performances)

Teachers who are employed as markers during normal school hours are granted leave on full salary from their schools and are also paid the weekday supplementary rate payable by the Office of the Board of Studies. The Board of Studies will provide payment for relief to schools for all briefing and marking days during the marking period. If required, the school will employ a replacement teacher. The CSO will seek reimbursement from the school for the cost of the replacement teacher.

3.2.4 Remote Schools *

Teachers from remote schools may have some difficulty in satisfying the requirements for evening marking. The Catholic Schools Office recognises that it would not be reasonable to expect teachers to travel after evening marking and to perform normal duties the next day, particularly over a period of consecutive days marking.

Teachers from remote schools who wish to participate in evening marking may take Leave Without Pay or Long Service Leave for the period, and the Catholic Schools Office, on proof of payment from the Board of Studies, will pay the difference between the amount received and the ordinary rate of pay for the teacher.

** A remote school is defined as a school that is greater than 150km from the marking centre.*

3.3 Outstanding out-of-pocket expenses that a teacher may incur will be tax deductible.

4. Budget

The Director’s Office will be responsible for the preparation of a budget to support the implementation of this Policy. This may include:

- An annual amount of \$2000 for Higher School Certificate Professional Development.
- Principals may apply for the relevant Assistant Director to access part of this fund.

5. Evaluation

This policy will be evaluated/reviewed every three years or sooner (if required by government regulations).