



Principal Consultant - Psychometrics

Examinations, Certification and Testing

Position number	00043382
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 7
Reports to	Manager, Psychometrics (Level 8)
Direct reports	Nil

Context

The School Curriculum and Standards Division provides administrative and secretariat services for, and implements the decisions of the School Curriculum and Standards Authority (the Authority). The Authority provides quality curriculum, assessment and standards to enable all Western Australian students to become confident, creative learners and active, informed citizens who contribute positively to society.

The Examinations, Certification and Testing (ECT) Directorate is responsible for:

- implementing the logistics for the delivery of Australian Tertiary Admission Rank (ATAR) course examinations
- implementing the logistics for the delivery of Externally Set Tasks (EST)
- developing and maintaining strategies to acknowledge student performance including the development of online exam structures
- designing, implementing and evaluating educational measurement activities in Years 11 and 12, including the moderation of external assessment activities
- implementing the logistics for the delivery of National Assessment Program - Literacy and Numeracy (NAPLAN) across Western Australia
- designing, developing and analysing tests, and implementing the logistics for the delivery of the literacy and numeracy assessments of the Online Literacy Numeracy Assessment (OLNA)
- ensuring that data is of the highest integrity and that it is collected, assured, analysed and reported within all required timelines
- ensuring that there is a strong interface between schools and the Authority for the purpose of data transferal
- managing all reporting requirements for the Authority and assuring the efficacy of any data reported to stakeholders.

Visit sca.wa.edu.au to find out more information about the School Curriculum and Standards Authority

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Undertake measurement analyses of moderation instruments for a range of reporting requirements, including national reports, internal system-level reports, school reports and reporting to parents.
- Undertake analysis of national examination data and apply equating and scaling of interstate examinations for Western Australian students.
- Assist in all aspects of the evaluation of the WACE examination and delivery of moderation instruments as required by the Authority.
- Undertake equating and scaling analyses of examinations to support the highest fairness level to examination candidates and to derive awards.
- Collaborate with course specialists to assist in developing assessments and analysing results.
- Provide advice, interpretation and instructions in relation to assessment instruments to ensure high quality psychometric measures are applied.
- Provide advice on the creation of data sets, including data definitions, technical specifications and data mapping requirements with respect to the production of identified and de-identified data sets or packages (group data sets), to support the Authority's ethics and assessment policy and practice, and inform the development and review of policy and strategic planning.
- Liaise as necessary with internal and external staff and provide representation at internal meetings.
- Provide advice on issues related to reporting of student performance to ensure that information instrumental to monitoring student performance is at the highest standard.
- Provide quality advice on psychometric issues, prepare reports and proposals regarding recommendations and implementation of the proposed measures.
- Provide customised data sets to internal and external agencies for the purposes of research, including state and national data linkage.
- Provide technical assistance and support for incoming queries and issues related to assessments, computer systems and software.
- Maintain effective records and relevant information databases in accordance with the Department's recordkeeping policy.
- Provide advice and assistance to the Manager as required.

Selection criteria

1. Demonstrated high-level understanding of psychometrics in construction and validation of assessments and in ethics policy development and implementation, including data security management.
2. Experience in statistical analyses using RUMM2030 software and excellent working knowledge in advanced MS Excel (including writing macros) and other databases (preferably SQL) to extract and analyse data from the Authority's database.
3. Demonstrated high level understanding of contemporary issues related to the assessment, measurement and reporting of student performance.
4. Demonstrated comprehensive analytical and research skills in an educational context.
5. Demonstrated highly developed written and oral communication skills and a proven ability to work as a member of a team.
6. Demonstrated highly developed organisational, planning and decision-making skills, including the capacity to work to deadlines.

Eligibility and training requirements

Employees will be required to:

- hold a relevant tertiary qualification preferably in the Mathematics
- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 18 April 2024
Reference D24/0274517