

VALID 2022 COVID-19 VENUE POLICY

The following conditions and provisions form part of your agreement with ACER.

All Markers intending to participate in the marking of VALID student responses at the ACER Alexandria venue must read and adhere to the following requirements.

Due to COVID-19 social distancing regulations there will be modifications to the seating arrangements in the VALID marking centre.

- Markers **must not attend and will not be admitted** into the ACER venue if:
 - they are awaiting results of a COVID-19 test;
 - they live with or have had close contact with someone who has a confirmed or suspected case of COVID-19;
 - they are currently in official quarantine with COVID-19, or awaiting a test to determine their COVID status;
 - they are suffering from cold or flu symptoms including a continuous cough, sore throat, shortness of breath, fatigue, headache, aches and pains, a runny or blocked nose, diarrhoea, or sneezing.

All Markers are required to provide contact details and sign a declaration confirming that they understand and agree to the above entry requirements.

- If, prior to marking, you fall into the non-entry criteria above please contact the Year 6 Writing assessment ACER Team immediately at ACERMarking@acer.org for further advice.

Note: As ACER and DET staff are not qualified to assess symptoms of a medical nature, individuals displaying cold or flu like symptoms will be asked to leave the premises.

ACER Venue set up:

- The ACER venue and any associated breakout areas have been adapted to allow for social distancing requirements and will operate in compliance with COVID-19 health regulations.
- Signage will be visible around the venue to remind Markers to follow COVID-19 safe practices.
- Hand sanitisation stations will be provided for use by Markers.
- Frequent cleaning and disinfection of high touch surfaces at venues will be conducted.
- Surfaces including computer equipment in the venue will be cleaned and disinfected after every marking session.
- Markers will be required to be seated at an assigned computer in each marking session following the Year 6 writing assessment training day.

Marking sessions:

- Markers will need to download and create a Microsoft Teams account prior to the commencement of marking.
- Markers must follow all directions given by ACER personnel in application of these COVID-19 procedures.
- We request markers bring their own pen/pencil and water bottle.
- Markers are encouraged to wear a face mask whilst attending training and marking sessions. In the event that wearing of masks in public places becomes mandatory, all markers will be required to wear a mask in all marking sessions.
- ACER will ensure that supplies of facemasks are available.
- Markers must follow all COVID-19 social distancing and health regulations at the venue and practise social distancing and good personal hygiene at all times.
- Should markers start feeling unwell or experience the onset of any of the COVID-19 symptoms they will be required to advise the Group Leader or Task Leader immediately and leave the venue.
- Markers will need to be flexible as arrangements may change on short notice.
- Markers will need to be able to use own / home computer to access the VALID marking platform in the event of a city-wide lock down.
- In the event that a decision is made to move the operation from venue-based marking to home-marking, Markers will be required to adhere to the same training and marking protocols for the marking of student responses.

Catering:

- ACER will provide meals to the DET/Task Leaders and Group Leaders on the training evenings.
- All meals will be prepacked and personalised to negate any potential of transmission through contact with food or utensils.
- ACER will provide a morning tea for all markers on Sun, 20 November 2022.
- Processed food will be individually wrapped and distributed by an ACER employee.
- Fruit will also be available for markers as an alternative morning tea.