



6 September 2021

**MEMORANDUM TO PRINCIPALS / CURRICULUM COORDINATORS / HEADS OF DEPARTMENTS / TEACHERS**

**RE: EXPRESSIONS OF INTEREST SOUGHT – CONVENORS**

**The Head of CSSA Exams is seeking expressions of interest for the following positions:**

**Convenors for the following 2022 CSSA Trial HSC Examinations**

**Mathematics Extension 1/Extension 2  
Mathematics Advanced**

The Convenor is an educator with expertise in the HSC course and either a practising teacher, university lecturer in the course or educational consultant. A minimum of five years HSC teaching experience in the course is required. They are appointed by the CSSA to lead the relevant course committee in the creation of the CSSA Trial HSC Examination(s), Marking Guidelines and relevant stimulus material (where applicable).

Applicants from all three school sectors are encouraged to apply.

Interested applicants are to send a Cover Letter and current Curriculum Vitae to Monica O'Brien, Head CSSA Exams, to [trial.exams@cssa.catholic.edu.au](mailto:trial.exams@cssa.catholic.edu.au) by **9am Monday 20<sup>th</sup> September 2021**.

**Current Curriculum Vitae must include the following information:**

- NESA Teacher Accreditation Number
- Level of Teacher Accreditation
- Teaching qualifications including post-graduate
- Career experience highlighting Stage 6 teaching experience in the relevant HSC course
- HSC marking experience or HSC test development
- Inclusion of three professional referees including current Principal

Some of the above information in current Curriculum Vitae may not be relevant to include if a university lecturer or educational consultant.

Regards,

Monica O'Brien  
**Head, CSSA Trial HSC Examination  
Catholic Schools NSW**

