

Position Description

VCE Chief Exam Supervisor

Purpose of position	The VCE Chief Exam Supervisor supports the administration of the Victorian Curriculum and Assessment Authority (VCAA) General Achievement Test (GAT), trial and VCE examinations, ensuring the fair and consistent conduct of examinations in an environment that enables students to perform at their best
Staff Team	Differentiated Educational Practice
Reporting to	VCE Leader
Location	Marymede Catholic College: - 60 Williamsons Road, South Morang - Cookes Road, Doreen (as of 2023)
Classification	Non-Teacher
Salary and benefits	As per VCAA Exam Supervision Arrangements
Commencement date	May 2023
Employment conditions	<p>Casual employment</p> <p>Salary will be paid in accordance with VCAA arrangements</p> <p>The successful applicant will be subject to a satisfactory National Police Record Check and will hold a current Working With Children Check – Employee.</p> <p><i>Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.</i></p>
Qualifications and experience	<p>Relevant exam supervision experience is an advantage.</p> <p>Marymede Catholic College is an equal opportunity employer. We value a diverse and inclusive workplace and welcome applications from all qualified people. When required, we make reasonable adjustments to accommodate our people.</p>

Key duties and responsibilities

- Reconcile all external assessment materials within 48 hours of delivery, ensuring they are stored in a dedicated secure locked repository according to VCAA requirements
- Ensure there is a clear and common understanding of the requirements for any student with approved Special Examination Arrangements
- Ensure the secure storage and collection of external assessment materials

- Ensure that authorised school personnel are made aware of any student who does not obey or observe instructions given by the supervisor in the examination room
- Ensure that suitable arrangements are available in the event that a student's behaviour requires their removal from an examination room
- Ensure all response material is collected and packed according to VCAA requirements
- Maintain the safekeeping and handing over of the completed response material to the VCAA courier
- In conjunction with school personnel, ensure that all supervisors are;
 - appropriately briefed on the procedures for the conduct and administration of VCE external assessments
 - capable of carrying out the responsibilities of the chief supervisor should they be required to step into the role at short notice
- Familiarise themselves with the procedures for the conduct and administration of VCE external assessments
- Familiarise themselves with the specific emergency procedures (evacuations and lockdowns) in place during VCE external assessments
- Ensure they have a clear understanding of the provisions for any student with approved Special Examination Arrangements
- Maintain within the school's established guidelines, proper order and discipline among students
- Ensure that no students:
 - engage in cheating
 - talk at any time while in the examination room
 - share items such as dictionaries, calculators, watches, water bottles or any stationery items
- Ensure correct external assessment materials are distributed to students
- Communicate specific requirements to students before, during and at the conclusion of each VCE external assessment, which includes, but is not limited to, the relevant announcements and Examination Centre Messages
- Make arrangements for procedures to be followed when a student becomes ill or needs to use toilet facilities
- Ensure that no student infringes on the rights of any other student to complete their VCE external assessment
- Be vigilant in reporting emergencies immediately to authorised school personnel
- Complete a Incident report for VCE external assessments form for any late students, any alleged breach of rules or any incidents that occur in the examination room that are inconsistent with VCAA policies or procedures
- Ensure there are optimum conditions during an external assessment maintaining consistency in their supervision of students' behaviour, treating all students equally
- Consider the needs of all students when organising the examination room, with particular regard to students with approved Special Examination Arrangements
- Be vigilant in supervising students, but not paying undue or overt attention to any individual student and consequently causing them discomfort
- Move around the room and not remaining in the same position for any length of time not engaging in behaviour that is distracting to students, such as using electronic devices for personal reasons, or consuming food or drink (apart from water)
- Wear appropriate footwear and accessories so as not to make undue noise that may disturb students
- Avoid the use of strongly scented perfume or aftershave avoiding conversations with other supervisors while in the examination room
- Avoid unnecessary discussions or arguments with students.
- Maintain:
 - Attendance Rolls

- a seating plan for each VCE external assessment
 - a journal that records whether each VCE external assessment proceeded normally and if not, brief notes on what occurred that was out of the ordinary
 - a log of all students going to the toilet
 - a record of all students taking approved rest breaks by completing the Special Examination Arrangements rest break log sheet form
- The appointed VCE Chief Exam Supervisor is required to attend a paid training session with the VCAA.
 - Foster the culture of Child Safety at the College

Key selection criteria

- Possess the skills, experience and qualifications to perform the duties and responsibilities of the position
- Ability to manage competing priorities
- Clear and effective written and verbal communication skills
- A flexible and adaptable approach to work, with the ability to take ownership of tasks
- Ability to work autonomously as well as part of a team
- Ability to handle sensitive and confidential information appropriately
- Ability to plan effectively, meet deadlines and multitask
- Commitment to supporting the Catholic Identity of the College
- Commitment to and understanding of child protection and child safety issues in schools
- Commitment to safe work practices
- Commitment to professional learning and development
- Commitment to the implementation of College policies and procedures

Pursuant to VCAA requirements, the Chief Supervisor cannot be:

- Closely related to or associated with any students undertaking a VCE Unit 3 and 4 study
- Teaching or tutoring any student in a VCE Unit 3 and 4 study
- Closely related to or associated with any person engaged in teaching, tutoring or coaching any students undertaking a VCE Units 3 and 4 study, or any school personnel engaged in organising or checking external VCE assessment materials on behalf of a school
- Currently or recently employed by Marymede Catholic College in any teaching (including CRT) or administrative capacity

Child Safety Requirements

Marymede Catholic College is committed to developing a culture to maintain the safety of each student in our care. At Marymede Catholic College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at Marymede Catholic College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

Position description updated:

March 2023