

position description PD020: exam supervisor

position details

Position Title	Exam Supervisor
Department	School Support Services
Reports To	Head of School Support Services
Industrial Instrument	Educational Services (Schools) General Staff Award 2020
Classification	Level 1: School Administration Services Grade 1
Leave Profile	Multiple

school

Throughout a student's time at Ballarat Clarendon College our focus is to maximise their competence, skills and capacity so that, at the end of their time at the school, when they stand on the threshold of their future, they can choose their *heart's desire*.

The school is based in Ballarat, a regional city in the heart of Victoria, just over an hour's drive from Melbourne. Across three campuses students attend the school from 3-year-old Early Learning to Year 12. Ballarat Clarendon College is an equal opportunity employer.

position overview

Chief supervisors and supervisors, are responsible for supervising the examinations under conditions set by VCAA, and ensure that examinations take place in accordance with VCAA requirements

All supervisors must complete and sign the VCAA Supervisor relationships statutory declaration and conditions of appointment form well in advance of commencing employment, declaring that to the best of their knowledge they satisfy both the eligibility criteria and conditions of appointment for the position in which they are employed.

key duties and responsibilities

The duties and responsibilities of this role include:

- To support the Leading Teacher with the organisation of the Senior School internal and external examinations.
- To support the Leading Teacher with the set up and day-to-day operation of examination venues (Internal/VCE) and to be on site for all examinations.
- To lead a team of assistant exam supervisors, including rostering and training as required.
- To ensure the fair and proper conduct of examinations in an environment that enables students to perform at their best.

Chief supervisors are responsible for:

- Reconciling all external assessment materials within 48 hours of delivery, ensuring they are stored in a dedicated secure locked repository according to VCAA requirements.
- Ensuring there is a clear and common understanding of the requirements for any student with approved Special Examination Arrangements.
- Ensuring the secure storage and collection of external assessment materials.
- Ensuring 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.
- Ensuring that suitable arrangements are available in the event that a student's behaviour requires their removal from an examination room.
- Ensuring all response material is collected and packed according to VCAA requirements.
- The safekeeping and handing over of the completed response material to the VCAA courier.
- Ensuring that all supervisors are appropriately briefed on the procedures for the conduct and administration of VCE external assessments, in conjunction with the Leading Teacher.

All supervisors are responsible for:

- Familiarising themselves with the procedures for the conduct and administration of VCE external assessments.

- Familiarising themselves with the specific emergency procedures (evacuations and lockdowns) in place during VCE external assessments.
- Ensuring they have a clear understanding of the provisions for any student with approved Special Examination Arrangements.
- Maintaining, within the school's established guidelines, proper order and discipline among students ensuring that no students:
 - engage in misconduct
 - talk at any time while in the examination room
 - share items such as dictionaries, calculators, watches, water bottles or any stationery items
- Ensuring correct external assessment materials are distributed to students.
- Communicating 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.
- Following procedures when a student becomes ill or needs to use toilet facilities.
ensuring that no student infringes on the rights of any other student to complete their VCE external assessment.
- Being vigilant in reporting emergencies immediately to authorised school personnel (Principal or Leading Teacher).
- Completing a 2022 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.
- Ensuring there are optimum conditions during an external assessment maintaining consistency in their supervision of students' behaviour, treating all students equally.
- Supporting the Leading Teacher by considering the needs of all students when organising the examination room, with particular regard to students with approved Special Examination Arrangements.
- Being vigilant in supervising students, but not paying undue or overt attention to any individual student and consequently, causing them discomfort.
- Moving 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). Mobile phones are used for emergencies only.
 - wearing appropriate footwear and accessories so as not to make undue noise that may disturb students
 - avoiding the use of strongly scented perfume or aftershave
 - avoiding conversations with other supervisors while in the examination room
 - avoiding unnecessary discussions or arguments with students
- Supporting the Leading Teacher by maintaining:
 - 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 record of all students taking approved rest breaks by completing the Special Examination Arrangements rest break log sheet/form

key stakeholders

This position is required to effectively manage stakeholder relationships with:

Internal

- Heads of School
- Heads of Department
- Employees
- Students

External

- Victorian Curriculum and Assessment Authority

selection criteria

1. Ability to prioritise workload and maintain performance under pressure.
2. Strong organisational and time management skills.
3. High level of attention to detail.
4. Strong verbal, written and interpersonal skills.
5. Ability to work independently and as part of a team newly appointed chief supervisors must attend one of the VCE Examination Conduct and Administration training sessions for the VCE external assessments before the GAT.

general responsibilities

All staff have a requirement to:

- Foster and maintain effective working relationships to maximise successful outcome for the school.
- Comply with and complete all duties as required.
- Maintain and promote principles of occupational health and safety within the workplace, including taking appropriate action in relation to identified hazards and risks to ensure the safety of self and others at all times.
- Maintain and promote the principles of Child Safe Standards and requirements of Ministerial Order 870.
- Perform duties in accordance with the school's Crisis Incident Management Plan.

Workplace Harassment and Bullying

Each employee has the right to a work environment free from any form of workplace harassment and bullying. From an employee's orientation and throughout their employment, each employee is obliged to apply Clarendon procedures and participate in appropriate education and training to contribute to a safe workplace.

Quality Improvement

Each employee has a responsibility to commit fully to maintaining the Quality, Integrity and Service Standards of the school by:

- Ensuring that safety and quality initiatives are factored into all activities.
- Ensuring that safety and quality is emphasised in all presentations/information sessions to staff and other stakeholders.
- Identifying areas of continuous improvement as appropriate.
- Actively participating in the review and continuous improvement of the quality and safety of children, including contribution to external accreditation processes.
- Ensuring that services provided meet external accreditation and auditing standards.
- Identifying and making recommendations on opportunity to improve processes, quality and safe service delivery outcomes on all services provided as appropriate.
- Adhering to community expectations, such as Clarendon being an equal opportunity employer.

Ongoing Employment Requirement

All employees are required to obtain the following documentation prior to commencement and maintain the following throughout the employment period:

- Valid Australian Work Rights
- Valid National Police Records Check
- Valid Working with Children Check Victorian employer category
- Current Victorian Drivers Licence
- Clarendon Anaphylaxis Briefing

child safe standards

Clarendon is a Child Safe School. We have a zero-tolerance stance towards all behaviours that may jeopardise this. We are committed to the protection of all children from all forms of abuse.

Clarendon is fully committed to the protection of children and young people during all school activities and environments both within and outside of school hours.

It is a requirement that all staff:

- Be aware of, understand and comply with the principles of the Child Safe Standards at all times.
- Ensure adherence to the school's Code of Conduct, Child Protection Policies, including the Child Safe Standards, and demonstration of behaviours in accordance with these.
- Undertake regular education activities in Child Safety.
- Be committed to providing a safe environment for all children, promoting physical, emotional and cultural safety.

The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position, nor is it intended to be all inclusive. Therefore, the position may be required or requested to perform other work or duties in addition to or not specifically listed here. The school reserves the right to modify this position description from time-to-time in order to meet the operational requirements of the school.

acknowledgement

I acknowledge I have read, understood and agree to undertake the responsibilities and requirements detailed in this position description.

Given the dynamic environment in which Ballarat Clarendon College operates, the Principal may alter the roles and responsibilities of the position at their discretion in order to most effectively serve the needs of the school.

Signed by the Employee: _____
(Signature) (Name) (Date)

As endorsed by

Signed by the Manager: _____
(Signature) (Name) (Date)