

EXAM SUPERVISOR

Position Description

Classification	VCAA VCE Examination Manual Exam Supervisor Session rates
Employment Status	Casual, during exam periods: 24 th October through to 24th November 2023
Hours of Work	Variable, from 8.00am to 4.00pm, Mondays to Fridays Exam Duration: 2 or 3 hours + 10 minutes reading
Expected level of contact with children and young people within this role: Regular	

Position Purpose

The role of Exam Supervisor is to supervise students as they sit their external VCE exams and internal school exams. The role is integral to ensuring a fair and proper conduct of exams in accordance with the examination policies and procedures, in an environment that enables students to perform at their best.

Specifically, the role oversees the conduct and administration of Victorian Certificate of Education (VCE) external assessments as required by the Victorian Curriculum and Assessment Authority (VCAA) as well as Lavalla Catholic College designated practice exams.

Eligibility Criteria & Special Requirements

VCAA Eligibility

Supervisors **cannot** be:

1. Related to, or associated with, any student required to sit the GAT or any student undertaking a VCE Unit 3 or 4 study in 2023.
2. Teaching or Tutoring any student required to sit the GAT or any student a VCE Unit 3 or 4 study in 2023.
3. Related to or associated with any person engaged in teaching, tutoring or coaching any students required to sit the GAT or any student undertaking a VCE Unit 3 or 4 study in 2023, or any school personnel engaged in organising or checking VCE external assessment materials on behalf of the school in 2023.
4. Employed by the school as a teacher (excluding casual relief teacher) or a member of the administration staff.

Statutory Declaration

Supervisors must complete and sign the **Supervisor relationships statutory declaration and conditions of appointment** form 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.

Supervisors must also:

- Abide by the VCAA Code of Conduct, and Lavalla Catholic College's Code of Conduct.
- Participate in and/or attend training allocated by Lavalla Catholic College, as required, including:
 - VCE Examination Conduct and Administration Training session
 - Child Safety mandatory compliance training
 - Induction / orientation sessions

Qualifications & Experience

- Hold a valid employee Working with Children Check card and must be willing to undergo a National Police Record Check, **or** hold current VIT registration.
- Meet the eligibility requirements defined by the VCAA and employment procedures established by Lavalla Catholic College.

Personal Attributes & Skills

- Attention to detail and alertness.
- Good communication and interpersonal skills, including a calm and confident approach.
- Safely conduct physical manual tasks unaided, including standing and walking for several hours at a time, lifting/carrying, pushing/pulling, reaching and bending.
- Understand the importance of upholding protocols and integrity driven approach to compliance.
- Uphold confidentiality and discretion.
- Ability to deliver professional customer focused service.
- Demonstrate appropriate behaviours when engaging with children.

Reporting Relationships

Position reports to: Chief Exam Supervisor on a day-to-day basis, and is accountable to the Principal through the Head of Campus.

Leads/Direct reports: Nil.

Key relationships: Senior Learning Programmes Coordinator, Chief Exam Supervisor, Head of Campus, school administration staff and students.

Key Duties & Responsibilities

All supervisors are responsible for:

- Familiarising themselves with the procedures for conducting and administering VCE external assessments.
- Familiarise themselves with the centre-specific emergency procedures (evacuations and lockdowns) during VCE external assessments.
- Ensuring they clearly understand the provisions for any student with approved Special Examination Arrangements.
- Maintaining proper order and discipline among students within the school's established guidelines.
- Ensuring 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 stationery
- 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.
- Making arrangements for procedures to be followed when a student becomes ill or needs to use toilet facilities.
- Maintaining attendance rolls.
- A seating plan for each VCE external assessment (in conjunction with school personnel).
- 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 and a record of toilet checks.
- A record of all students taking approved rest breaks by completing the **Special Examination Arrangements rest break log sheet** form.
- 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.
- Completing a **2023 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.

Child Safeguarding

- Be familiar with and comply with the school's child safeguarding policy, code of conduct, and any other policies or procedures relating to child safeguarding.
- Assist in the provision of a child-safe environment for students.
- Demonstrate duty of care to students in relation to their physical and mental well-being.

General

- Support the ethos, values and vision of Lavalla Catholic College as a Catholic school in the Marist tradition.
- Contribute to a healthy and safe work environment and comply with all safe work policies and procedures.
- Demonstrate professional and collegiate relationships with colleagues.

Our Commitment to Child Safety

Lavalla Catholic College is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

Each member of the College community has a responsibility to understand the important and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision that they make.

All staff are required to be conversant with, and comply with, the College's Marist Child Safe Adult Code of Conduct and Child Safeguarding Policies. **It is a condition of employment for a staff member to be deemed a person suitable to work with children.**

Our Vision and Mission

Lavalla Catholic College is a welcoming, inclusive community called to make Jesus known and loved through education in the Marist Tradition. With '*Strong Minds and Compassionate Hearts*' we unite to inspire, journey with and prepare learners for life in our changing world.

In our daily actions, we build positive relationships following the model of Jesus Christ. We are inspired by the Marist Characteristics: *Simplicity, Love of Work, In the Way of Mary, Presence, and Family Spirit.*

Position Description

Authorised by: Deputy Principal Head of Campus - Kildare

Last reviewed: September 2023

CODE OF CONDUCT FOR SUPERVISORS

As per Victorian Curriculum and Assessment Authority (VCAA) requirements

Supervisors have a responsibility to, and **must**:

- ensure there are optimum conditions during an external assessment
- maintain 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 pay undue or overt attention to any individual student which consequently causes them discomfort
- move around the room and not remain in the same position for any length of time
- not engage 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
- avoid conversations with other supervisors while in the examination room
- avoid unnecessary discussions or arguments with students.

All correspondence and VCE external assessment materials must be forwarded to Lavalla Catholic College's Chief Exam Supervisor through the Principal.

Any difficulties with this working relationship should be referred to the Senior Project Manager, Examinations Planning and Logistics (VCAA).

Persons authorised to conduct external assessments must not discuss or comment on any aspect of the conduct of the external assessment at their centre (or at any other centre), unless required to do so as part of a VCAA audit, observation or Breach of Rules investigation.

Acceptance & Acknowledgement:

I, (print name)..... acknowledge that I have read, understand and accept that the Code of Conduct for Supervisors, and agree to uphold and be bound by it.

Signature: _____

Date: _____