

POSITION DESCRIPTION

Examination Supervisor

POSITION	Examination Supervisor
RESPONSIBLE TO	Deputy Principal Learning and Teaching
EMPLOYMENT TERMS	<ul style="list-style-type: none"> • Employment is in accordance with terms and conditions as outlined in the Victorian Catholic Education Multi-Employer Agreement (VCEMEA 2018) • Remuneration is in accordance with the Supervisor Payments rates detailed in the VCAA VCE Examination Manual and based on supervisor allocation rules. Supervisors are paid directly by the school
PREPARED BY	Deputy Principal Learning and Teaching
ISSUE: 01	DATE: March 2020

All staff members of Siena College are expected to support and promote the College's mission. Siena College, a Catholic secondary school in the Dominican tradition, engages young women in a challenging education that empowers them with the personal resources to make a difference in the world, by searching for truth through a culture of lifelong learning.

The College has a universal expectation for the protection of the young women in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously and responds in line with the organisation's policies and procedures.

Examination Supervision – Victorian Curriculum and Assessment Authority (VCAA) VCE Written Examinations

1. Chief Supervisor and Assistant Supervisors

The Chief Supervisor and Assistant Supervisors are employed by the College to supervise the following:

- VCAA external assessment The General Achievement Test (GAT)
- VCAA external assessment VCE Written Examinations
- Siena College internal assessment VCE Units 3 and 4 Trial Examinations (conducted following VCAA rules as a practice run for the official VCE written examinations)

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Supervisors are appointed subject to the eligibility criteria set out by the VCAA and under Siena College employment procedures.

The eligibility criteria are detailed in the VCAA document 'Supervisor Relationships Statutory Declaration' and 'Conditions of appointment – supervisors, clarifiers, readers and scribes' which the Supervisor is required to sign and have witnessed by an authorised witness prior to commencement of the examination period. The form is then submitted to the VCAA and stored in the College's VCE Examination Document Register.

All supervisors are required to

- 1.1. Hold a current Working with Children Check and National Police Check or current VIT registration
- 1.2. Be provided with a proposed schedule of examination supervision well in advance of the examination period, along with relevant information

2. Chief Supervisor

The Chief Supervisor is required to carry out a range of responsibilities during VCE external assessments. The VCAA considers the following tasks to be the specific responsibility of the Chief Supervisor:

- 2.1. Overall responsibility for the conduct and administration of VCE external assessments and must follow the responsibilities as detailed in the VCAA VCE Examination Manual, which is published each year
- 2.2. Undertake annual VCAA Chief Supervisor Briefing sessions as advertised by the VCAA (for which they will receive remuneration).
- 2.3. Attend at all VCE external assessments
- 2.4. Attend the College to check examination materials prior to the GAT and written examinations and be available during the evening of each examination day, at a specified place (usually home), to hand over the examination parcel to the VCAA nominated courier. The Chief Supervisor will receive payment for this in the form of an administration allowance based on the total number of students who are presenting at the examination centre
- 2.5. Ensure that VCAA documents are correctly recorded and maintained
- 2.6. Notify the Principal immediately they become aware that they may be in breach of the eligibility criteria laid down by the VCAA for examination supervision

Other tasks assigned by the College are:

- 2.7. Work with the Head of Senior Pathways and the Curriculum Administrator (under the direction of the Deputy Principal Learning and Teaching) in administering VCE external assessments and Trial Examinations

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- 2.8. Lead the team of Assistant Supervisors during VCE external assessments and Trial Examinations and ensure that Assistant Supervisors are appropriately briefed prior to each examination

3. Assistant Supervisors

During the VCE external assessments and Trial Examinations, Assistant Supervisors, under the direction of the Chief Supervisor will:

- 3.1. Be familiar with, and adhere to, the procedures for the conduct and administration of VCE external assessments and perform Supervisor's Responsibilities as per the VCAA's VCE Examination Manual – relevant information from the Manual is provided to Supervisors prior to commencement of supervision duties
- 3.2. Assist the Chief Supervisor in the main examination centre with the supervision of students
- 3.3. In some cases, supervise students in a separate room where the student has been granted Special Examination Arrangements (SEA) special provision of a separate room with their own supervisor; or supervise a small number of students in a separate room. Assistant Supervisors will be briefed on how to supervise students with approved special provision
- 3.4. Notify the Principal immediately they become aware that they may be in breach of the eligibility criteria laid down by the VCAA for examination supervision

4. General accountabilities for all Staff

- 4.1. Demonstrate duty of care to students in relation to their wellbeing
- 4.2. Be well informed and comply with the College's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- 4.3. Adhere to the College's professional dress code for staff
- 4.4. Demonstrate professional and collegial relationships with colleagues
- 4.5. Demonstrate alignment and support for the Catholic and Dominican ethos of the College
- 4.6. Support the Mission, Vision and Values of the College as articulated in the Strategic Plan
- 4.7. Be familiar with and comply with all College policies and procedures