



Mildura Senior College (MSC)
Education Support Class (ES)
Position Description
Casual VCE Chief Exam Supervisor

Job Details

Occupant:

Vacant

Location:

Mildura Senior College

Classification:

Casual ES1-2

Employment Conditions:

The purpose of this information sheet is to set out the terms and conditions of your employment as a casual at the school. School council employees are employed under Part 2.5 of the *Education and Training Reform Act 2006*. The conditions of employment for school council employees are set out in Ministerial Order 1039.

Casuals are paid at the hourly rate set out in clause 2.5.1 (4) of Ministerial Order 1039. This rate of pay includes a casual loading in lieu of paid annual leave, personal leave and public holidays. As a casual employee, you are not entitled to annual leave, personal leave and public holidays or any payment in lieu of these.

Chief supervisors will be paid an additional administrative allowance for work associated with checking stationery and papers after delivery; preparation of the materials; the packaging of the response materials for courier collection and for the handing over of the materials to the courier. The administrative allowance is based on the total number of students presenting at a centre.

It is your responsibility to ensure that you have provided evidence to the school council that you are currently have a current employee **Working with Children's Check**. You also have a duty **not** to disclose any confidential information that you may receive as an employee of the council.

All supervisors, readers, scribes and clarifiers must complete and sign the 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.

Responsible to:

This position has line management responsibilities to the Principal but on a day to day basis is accountable to the Leading Teacher – VCE Assessments.

Conditions of Appointment for Supervisors:

Chief supervisors **cannot** be:

1. Related to or associated with any student undertaking a VCE Unit 3 or 4 study in 2021.
2. Teaching or tutoring any student in a VCE Unit 3 or 4 study in 2021.
3. Related to or associated with any person engaged in teaching, tutoring or coaching any students undertaking a VCE Unit 3 or 4 study in 2021, or any school personnel engaged in organising or checking VCE external assessment materials on behalf of a school in 2021.
4. Employed by the school in any capacity, including as a teacher, casual relief teacher (CRT) or a member of the administration (ES) staff.

All appointed supervisors are required to complete the Supervisor Relationships Statutory Declaration and Conditions of Appointment well in advance of the first day of employment. Supervisors cannot be employed at a school where they have taught VCE Units 1–2 and/or 3–4 in the last two years.

If there is any doubt about meeting any of the conditions for supervisor appointments and/or the question of a 'relationship' or 'association', the principal or delegate must forward the

	<p>relevant circumstances to the Victoria Curriculum & Assessment Authority (VCAA) exam logistics team for further consideration or advice.</p> <p><i>*If you have answered YES to any of the above dot points, unfortunately you are not eligible to be employed as a chief exam supervisor.</i></p>
Hours of Work:	Employed on a casual basis the incumbent will have approximately four weeks of work with varying hours in that timeframe according to the examination timetable.
Role	
<p>The Chief Exam Supervisor leads the team supervising the examinations under conditions set by VCAA, and ensures that examinations take place in accordance with VCAA requirements.</p> <p>Exams include: the VCE General Achievement Test (GAT), which takes place on a single day in June and the VCE exams which covers approximately four weeks in October/November, ensuring the fair and consistent conduct of examinations in an environment that enables students to perform at their best.</p> <p>Purpose of Role</p> <ul style="list-style-type: none"> • 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. 	
Key Responsibilities	
<p>This role requires the incumbent to undertake some administrative responsibilities relating to the proper administration of the examinations. The Chief Supervisor must be available to supervise all VCE examinations at Mildura Senior College.</p> <p>VCAA will provide external training for the conduct and administration of VCE external assessments, this is a requirement for all newly appointed chief supervisors. Training dates are fixed by the VCAA and are to be confirmed. The College will also support the applicant with internal training.</p> <p>All supervisors are required to carry out a range of responsibilities; however, there are a number of tasks that the VCAA considers to be the specific responsibility of the chief supervisor.</p> <p>Chief supervisors have overall responsibility for the conduct and administration of VCE external assessments, as set out in this manual and any additional instructions provided by the VCAA and the school at which they are employed.</p> <p>Chief supervisors are responsible for:</p> <ul style="list-style-type: none"> • 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. • In conjunction the Leading Teacher, ensuring that all supervisors are appropriately briefed on the procedures for the conduct and administration of VCE external assessments 	

All supervisors, including chief 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 2021 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 log of all students going to the toilet sheet/form
 - a record of all students taking approved rest breaks by completing the Special Examination Arrangements rest break log sheet/form

Administration

- Schedule suitable assistant supervisors for each exam period including VCE oral & special provision exams, as required.
- Organise replacement supervisors when necessary.
- Prepare and send timesheets to assistant supervisors.
- Support the Leading Teacher when liaising with the VCAA regarding aspects of the VCE Examinations.
- Authorise and submit signed timesheets to Human Resource Manager.
- Maintain the VCAA Examination Document folder with the relevant forms and documents in accordance with the VCAA's audit requirements.
- Maintain a record of sessions worked by all Exam supervisors and verify all claims for extra funding prior to submission to the VCAA.
- Provide feedback regarding examination rooms allocated.
- Oversee and allocate equipment (laptops, calculators) during the examination period when necessary.
- Place appropriate signage outside and inside exam rooms and in corridors according to VCAA guidelines, including seating plans and lists of room changes.

Exam Preparation

- To support the Leading Teacher with the set up and day to day running of the Exams for each examination period.
- To support the Leading Teacher with organising and overseeing all exam venues to ensure they are set up with the necessary furniture and equipment (the College Facilities team are responsible for arranging the setting up of furniture).
- Prepare VCE Response materials and other documents as per VCAA requirements.
- Prepare and distribute all necessary exam equipment/materials (announcements/ class lists) to exam rooms.
- Maintain and edit all required documentation including seating plans and attendance rolls for all examination sessions.
- Sign in the exams, check and count all exams before the exam period begins (these days can be flexible).
- Sort the exam papers according to date, time, session and venue.
- Organise all equipment needed to conduct each exam session.

General

- Communicate effectively with all members of the school community.
- Ability to prioritise workload and maintain performance under pressure
- Strong organisational and time management skills
- Strong verbal, written and interpersonal skills
- Ability to work independently and as part of a team.
- Demonstrated capacity to work through processes to a high level of details;
- Understand the importance of following VCAA protocol to ensure fair and equitable experience of external assessments.

Availability Requirements

The Chief Supervisor needs to be available for administrative tasks and supervision during these dates & the examination timetable. In addition, the incumbent is required to be available after 6pm each day for courier pickup of completed examinations.

Exam Periods 2021

General Achievement Test (GAT): 9th June

Yr11 Exam Week: 7th June – 11th June

Performance Exams: 4th October to 31 October

VCE Written Exams: 27th October to 17th November

Note: availability prior to these periods for preparation is required.

This document must be read in conjunction with current VCAA guidelines and attendance at a VCE Examination Conduct and Administration training session.

Selection Criteria

- SC1** Ability to prioritise workload and maintain performance under pressure
- SC2** Strong organisational and time management skills
- SC3** High level of attention to detail
- SC4** Strong verbal, written and interpersonal skills
- SC5** Ability to work independently and as part of a team

Other Requirements

- Current Working with Children (Employee) Check.
- Current driver's license.
- Previous experience in supervising exams within a high school or tertiary environment (desirable)
- Teaching accreditation or relevant practice/experience (desirable)

Mildura Senior College Values
Respect, Resilience, Responsibility, Independence and Success
EEO & OHS Commitment
The Department values diversity and is committed to workforce diversity and equal opportunity in schools and all education workplaces. The Department recognised that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces.
Child Safe Standards
Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse of harm in the school environment, in accordance with legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available at http://www.education.vic.gov.au/about/programs/health/protect/Pages/chilsafestandards.aspx