

# WAVERLEY CHRISTIAN COLLEGE Inc

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ABN: 48 847 193 961  
Reg No: A0018722X

## Position Description

**Position:** Chief Exam Supervisor  
**Campus:** Wantirna South  
**Employment Status:** Casual  
**Reports Directly To:** VCE Coordinator

### Role:

The Chief Exam Supervisor is accountable to the Principal for the administration and conduct of examinations at the Centre, as required by the VCAA and the College.

Chief Exam Supervisors must not be:

- Related to, or associated with, any student undertaking a VCE Unit 3 or 4 study in 2025/2026.
- Teaching or tutoring any student in a VCE Unit 3 or 4 study in 2025/2026.
- Related to or associated with any person engaged in teaching or tutoring any students undertaking a VCE Unit 3 or 4 study in 2025
- Related to or associated with any school personnel engaged in organising or checking VCE external assessment materials on behalf of a school in 2025/2026.
- Employed by the College in any capacity, including teachers, casual relief teacher (CRT) or members of the administration staff

Chief Exam Supervisors must:

- Have a current Working with Children Check
- Attend a paid Chief Exam Supervisor training session.  
(The training session will be conducted prior to the General Achievement Test)

### Key Responsibilities:

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.

### EXAM PREPARATION

- Check the delivery of all examination papers and stationery materials and their appropriate storage.
- Ensure the secure room is always locked and all VCE response material are not tampered with.
- With the VCE coordinator, ensure the venue is prepared in accordance with the VCAA

requirements.

- Keep updated with any required training or changes to the VCAA requirements for the conduct of examinations

## CONDUCTING EXAMS

- Oversee the conduct and administration of exams in accordance with all examination regulations
- Brief assistant exam supervisors on the procedures for the conduct and administration of VCE external assessment
- Closely monitor and enforce exam procedures and regulations
- Provide support to students in accordance with Special Exam Arrangements
- Communicate specific requirements to students prior to, during and at conclusion of the assessment
- Maintain, within the school's established guidelines, proper order and discipline among students
- Ensure 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 other stationery items
- Ensure there are optimum conditions during external assessment maintaining consistency in their supervision of students behaviour, treating all students equally
- Be vigilant in reporting emergencies immediately to school personnel.
- Be aware of the evacuation procedures for the examination centre
- Make contact with school personnel if a student does not obey or observe instructions given by the supervisor in the examination room
- Work closely with the relevant school personnel to ensure that suitable arrangements are available in the event that a student's behaviour requires their removal from an examination centre
- Collect, collate, package and securely store exam materials in accordance with procedures
- Be responsible for the safekeeping and handover of the completed response material to the VCAA courier
- Maintain complete attendance rolls, a seating plan for each examination, and a diary

## **EXPECTATIONS FOR SUPERVISORS**

Examination supervisors are expected to:

- Provide students with the optimum conditions for their best performance.
- Be consistent in their expectations of students' behaviour and work and treat all students equally.
- Consider the needs of all students when organising examination centres, with particular regard to students with Special Examination Arrangements.
- Be vigilant in supervising students without paying undue and overt attention to individual students which could cause discomfort to them.
- Move around the examination room and not remain in the same position for any substantial length of time.

- Wear appropriate footwear and accessories that do not distract students with undue noise or scent.
- Avoid conversations with other supervisors while in the examination room.
- Avoid entering into arguments with students.

#### **Inherent Requirements of the Position**

- Contribute proactively to a culture of child safety.
- Some bending and crouching.
- Standing tasks requiring twisting and turning.
- Prolonged periods of standing.
- Some repetitive actions.
- Able to work in an outdoor environment and differing weather conditions.
- Ability and license to drive College cars for specific roles.
- Proficient understanding of a range of software suites to enhance the monitoring, reporting and delivery of curriculum in the classroom.

#### **Occupational Health and Safety Responsibilities**

- Ensure, as far as is reasonably practicable, that work areas under your control are without risk to the health and safety of occupants.
- To have knowledge of, and comply with, the College's OHS policies and procedures.
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students, and visitors.
- Participate in relevant training and induction sessions.
- To report all incidents and/or potential hazards via the reporting system on the SCM as soon as possible.

#### **College expectations of you include:**

- Be familiar with, and supportive of, the College's policies regarding child safety.
- Adherence to College Policies and Procedures.
- Support of the Waverley Christian College ethos.
- Exercising pastoral care support for students as appropriate to the role.
- Provide an example, guidance and encouragement in the development of students' Christian character, social and emotional wellbeing as appropriate to the role.
- Upholding the College staff dress code.