

VCAA Exam Supervisor

Role	VCAA Exam Supervisor
Classification	Education Support Level 2
Reports to	VCE Coordinator

“Assessment is a means of uncovering the narrative of our learners: their progress, success and challenges in learning. At its best, assessment engages students, teachers and families in an authentic relationship about learning”. – Horizons of Hope

Position Description

The VCAA Exam Supervisor is responsible for supervising examinations under conditions as established by VCAA (Victorian Curriculum Assessment Authority) and for ensuring the examinations occur in accordance with VCAA requirements. This includes responsibility for receiving, storing and distributing exam materials in accordance with VCAA requirements.

The VCAA Examination Supervisor is appointed by the Principal and is accountable to the VCE Coordinator.

Responsibilities

This position is responsible for implementing the VCAA Policies and Procedures and the College's established guidelines by;

- Familiarising themselves with the procedures for the conduct and administration of VCE external assessments
- Following all instructions contained in the VCE Examination Manual related to their role
- Complying with any directions for the conduct and administration of VCE external assessments as the VCAA may make from time to time
- Complying with any directions given by the exam Chief Supervisor or the Principal/Principal's delegate during the conduct of examinations
- Familiarising themselves with the specific emergency procedures in place during VCE external assessments
- Ensuring a clear understanding of the provisions for any student with approved Special Examination Arrangements, and participating in the completion of appropriate paperwork, as relevant to their role, and pertaining to special provision delivery.
- Maintaining the College's established guidelines for examinations including
 - proper order and discipline among students during exams
 - 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 the toilet
 - a record of all students taking approved rest breaks by completing the rest break log
- Ensuring correct assessment materials are distributed to students

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- 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 and any stationery items
- Making arrangements for procedures to be followed when a student becomes ill or needs to use the toilet
- Being vigilant in reporting emergencies immediately to authorised school personnel
- Participating in the completion of appropriate paperwork, as relevant to their role, and pertaining to the delivery of examinations when necessary and requested
- Completing an Incident Report for VCE External Assessment form for any late students, any alleged breach of rules or any incidents that occur in the examination room and inconsistent with VCAA policies
- Complying with any directions from the Principal of Marcellin College or their delegate where they perform duties regarding the receipt, safe custody and security of the assessment materials entrusted them
- Any other duties outlined by VCAA in the VCE Examination Manual, or the Principal or their delegate

Selection Criteria

Applicants should be able to demonstrate:

- A commitment to the Catholic ethos and Marist Spirituality
- Are eligible for appointment as a Supervisor, Clarifier, Reader or Scribe for VCE external assessments as per VCAA Eligibility Criteria and guidelines
- Previous experience as a VCAA Examination Supervisor is desirable but not essential
- Hold a current WWCC and Police Check

Commitment to child safety

- A demonstrated understanding of child safety.
- A demonstrated understanding of appropriate behaviours when engaging with children.
- Familiarity with legal obligations relating to child safety.
- A commitment to undertake assigned child safety training in timely manner.

VCAA Eligibility Criteria

Supervisors cannot be any of the following:

- Related to, or associated with, any student required to sit the GAT or any student undertaking a VCE Unit 3 or 4 study

- Teaching or tutoring any student required to sit the GAT or any student undertaking a VCE Unit 3 or 4 study
- Related to or associated with any person engaged in teaching, tutoring or coaching any students required to sit the GAT, any students undertaking a VCE Unit 3 or 4 study
- Any school personnel engaged in organising or checking VCE external assessment materials on behalf of a school
- Employed by the school in any other capacity, including as a teacher, casual relief teacher (CRT) or member of the administration staff
- Have taught units 1-2 and/or 3-4 at Marcellin in the last two years.

Child Safety

Marcellin College has zero tolerance for child abuse and is committed to the safety and wellbeing of our students. The College and our governing body Marist Schools Australia have implemented a comprehensive Child Safeguarding Program in accordance with 'Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises.

All staff at Marcellin College take an active role, and are well informed of their obligations, in relation to Child Safety under Ministerial Order No 1359. Employment at Marcellin College is subject to school policies including the Child Safeguarding Policy, Marist Child Safe Adult Code of Conduct, Staff and Student Professional Boundaries, Mandatory Reporting Policy and Statement of Principles Regarding Catholic Education being read, understood and adhered to by being proactive in reporting any concerns or identified risk. Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.

All staff at Marcellin College are committed to embedding a culture of Child Safety and implementing all child safe procedures and requirements when employing and engaging any workers including all employees, volunteers and contractors. For further information on our policies please refer to our [marcellin](#) website.