

Position Description

Exam Supervisor



The Exam Supervisor is responsible to the Principal through the Deputy Principal (Learning and Teaching) and the Chief Exam Supervisor. The Exam Supervisor is responsible for delivering examination services at Kolbe Catholic College as part of a team, ensuring smooth operations and adherence to standards.

Child Safety:

Every employee and volunteer at Kolbe Catholic College is responsible for ensuring the wellbeing and safety of all students. This includes:

- Providing a child-safe environment.
- Being familiar with and complying with the school's child-safe policy and code of conduct, along with other child safety-related policies.
- Assist in the provision of a child-safe environment for students.
- Exercising pastoral care reflecting school values.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Responsibilities:

Areas of responsibility and specific duties include:

- Support in the setup of examination space, including the distribution of materials.
- Monitor and manage the entry and exit of students to the examination spaces.
- Supervise students undertaking exams and support their adherence to examination protocols.
- Supervise students as part of a team in large examination spaces, as well as small group settings.
- Observe student conduct during exams and note any potential breaches of examination protocols.
- Address student queries and refer any matters to the Chief Exam Supervisor when required.
- Support the collection of examination papers and end-of-exam documentation.
- Participate in training to support the effective administration of VCE examinations at the College.

Specific Requirements

Exam Supervisors cannot be:

- Related to or associated with any students undertaking a VCE Unit 3 and 4 study in 2025.
- Teaching or tutoring any student in a VCE Unit 3 and 4 study in 2025.
- Related to or associated with any person engaged in teaching, tutoring or coaching any students undertaking a VCE Units 3 and 4 study in 2025, or any school personnel engaged in organising or checking external VCE assessment materials on behalf of a school in 2025.

- Employed by Kolbe Catholic College in any capacity, including as a teacher, casual relief teacher (CRT) or a member of the administration staff.

Position Classification:

- Position: Exam Supervisor
- Remuneration: Casual, As per VCAA

Key Selection Criteria:

Essential:

- Previous experience in exam supervision
- Teaching degree or relevant experience
- Previous experience with Synergetic is highly desirable.
- Customer service orientation.
- High degree of accuracy and attention to detail.
- Exceptional time management skills, well organised and able to prioritise workloads efficiently.
- A National Criminal Records Check with Working with Children Card application would be essential as part of the appointment process.

Skills/Attributes

- Highly developed interpersonal and communication skills and the ability to liaise and communicate effectively with the school community at all levels and from varying backgrounds.
- A high level of written and verbal communication skills.
- Professional, appropriate presentation with regard to dress code, as required.
- Confidentiality, with privileged information, to which you will be privy to by virtue of the employment position.
- Proven capability to work independently and effectively in the face of changing priorities and timelines.
- Proven capability in team membership, mutual support, common goal development and achievement.