

EXAM SUPERVISOR

Reports to: Deputy Principal Learning and Teaching / VCE Coordinator

Category: Casual

Time Fraction: As required during Victorian Certificate of Education (VCE) examination periods and regular School Assessed Coursework (SAC) supervision throughout the year.

Hours and Days: As scheduled during VCE Examinations and SACs.

Tenure: Casual

Base Campus: Notre Dame Campus

About Emmanuel College

Emmanuel College operates within a Catholic ethos based on Gospel values, respect for personal dignity, peace and justice, integrity, and reconciliation, as expressed in its Marianist tradition. All College staff enact the five characteristics of Marianist education:

- Formation in Faith
- Family Spirit
- Service, Justice, Peace and Integrity of Creation
- Integral, Quality Education
- Adaptation and Change

All staff are expected to uphold the College's Child Safety Code of Conduct and the Victorian Catholic School Statement of Commitment to Child Safety.

Position Summary

The VCE Exam Supervisor is responsible for the supervision and administration of Victorian Curriculum and Assessment Authority (VCAA) examinations in accordance with VCAA regulations and Emmanuel College procedures. The role ensures the integrity, security, and orderly conduct of examinations while supporting a calm and respectful environment for students.

Key Responsibilities

1. Examination Preparation

- Prepare examination rooms in accordance with VCAA requirements.
- Ensure examination materials are securely received, checked, and distributed as directed.
- Read and follow all examination instructions accurately prior to commencement.

2. Examination Supervision

- Supervise students during examinations in strict accordance with VCAA rules and procedures.
- Maintain a quiet, calm, and orderly examination environment.
- Monitor student conduct and address issues or irregularities promptly and appropriately.
- Provide clear instructions to students without offering assistance with examination content.
- Supervise and perform profession development for the other examination supervisors within the team.

EXAM SUPERVISOR

3. Examination Security and Reporting

- Always maintain confidentiality and security of all examination materials.
- Accurately record attendance, incidents, and irregularities.
- Report breaches of examination conditions immediately to the VCE Coordinator.
- Collect, check, and return examination materials as required.

4. Compliance and Professional Conduct

- Comply with Emmanuel College policies and procedures, including Child Safety and Occupational Health and Safety.
- Present professionally and interact respectfully with students, staff, and other supervisors.
- Perform other duties related to examination supervision as required.

5. School Assessed Coursework

- Throughout the year convene and supervise SACs both during the school day and after school sessions

Other duties as requested by the principal.

Skills, Experience, and Qualifications

Essential:

- Strong attention to detail and ability to follow procedures precisely.
- Ability to remain calm, impartial, and professional under pressure.
- Clear verbal communication skills.
- Ability to work independently and as part of a team.
- Commitment to child safety and understanding of appropriate professional boundaries.
- Willingness to comply with VCAA and College confidentiality requirements.

Desirable:

- Experience working in an educational or examination setting.
- Familiarity with VCAA examination processes and requirements.
- Understanding of the ethos and mission of a Catholic school.

Professional Review

This Position Description is intended as a framework for professional review. As Emmanuel College evolves to meet the changing needs of our learning community, so will the roles required of its entire staff. As such, staff should be aware that this document is not intended to present the role in which the occupant will perform in perpetuity. This role statement is intended to provide an overall view of the incumbent's role as at the date of engagement.

Through mutual agreement some variation in the specified responsibilities may take place during the term of appointment as a part of a normal process of ongoing evaluation of the College's operations.

Conduct

The VCE Exam Supervisor represents Emmanuel College and must maintain professional presentation and conduct at all times. All interactions with students, staff, and members of the College community must reflect the ethos and values of Emmanuel College.

