

Position Description	
Position:	Casual Exam Supervisor
Campus:	Senior Campus
Faculty/Department:	VCE
Reports to:	VCE Coordinator
Key Relationships:	VCE Coordinator
<p>School Overview:</p> <p>Located on Victoria's Mornington Peninsula, Woodleigh School is an independent, coeducational school comprising two Junior Campuses, Minimbah in Frankston South and Penbank in Moorooduc and a Senior Campus in Langwarrin South.</p> <p>At the heart of a Woodleigh Education is our commitment to the holistic development of every student within our school. We provide a nurturing and challenging environment that supports students to develop the knowledge, skills and dispositions that they will need to thrive, at and beyond school. We aim to develop independent, resilient, creative and compassionate individuals who can find personal success in life, while making a positive contribution to the communities in which they live.</p> <p>At Woodleigh School, we see the development of academic learning, personal wellbeing, and student engagement as being interdependent. As a result, we promote the development of student outcomes across the essential elements of learning: the understanding of concepts, the acquisition of knowledge, the mastery of skills, the development of productive attitudes, and the ability to perform meaningful tasks in real world settings. We understand that such deep learning is best cultivated in safe, supportive and respectful environments where students can take risks, question their assumptions, respond creatively, and explore new ways of thinking.</p> <p>Woodleigh School is an equal opportunity employer.</p>	
<p>The Woodleigh Staff Member</p> <p>An employee at Woodleigh School:</p> <ul style="list-style-type: none"> • Encourages a culture of mutual respect, inquiry, innovation and learning • Places an emphasis on the 5 Elements of the Woodleigh model for Personalised Learning in their professional practice <ul style="list-style-type: none"> ○ Real world learning ○ Assessment for learning ○ Life-long learning ○ Student agency, coaching and mentoring ○ Wellbeing and engagement • Communicates effectively with students and families about student learning and progress • Sets high academic achievement expectations • Identifies and supports students' social, emotional, and behavioural learning needs • Facilitates, designs and engages with effective collaboration • Provides timely feedback and collaborates with others to offer specialised support 	
<p>Position Summary:</p> <p>This position supports the administration of the Victorian Curriculum and Assessment Authority (VCAA) General Achievement Test (GAT), trial and VCE examinations in June 2026 and over an approximate four week period in October and November 2026, ensuring the fair and consistent conduct of examinations in an environment that enables students to perform at their best.</p>	

Key Responsibilities:

All supervisors are responsible for:

- Familiarising themselves with the procedures for the conduct and administration of VCE external assessments
- Familiarising themselves with the centre-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 cheating
 - Talk at any time while in the examination room
 - Share items such as dictionaries, calculators, watches, water bottles or any stationary
- 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
- Making arrangements for procedures to be followed when a student becomes ill or needs to use the toilet facilities
- Maintaining
 - Attendance rolls
 - A seating plan for each VCE external assessment (in conjunction with school personnel)
 - 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 and a record of toilet checks
 - A record of all students taking approved rest breaks by completing the Special Examination Arrangements rest break log sheet form
- Being vigilant in reporting emergencies immediately to authorised school personnel
- Completing an Incident report for VCE external assessments form for any late students, any alleged breach of that no student infringes on the rights of another student to complete their VCE external assessment rules or any incidents that occur in the examination room that are inconsistent with VCAA policies and procedures.

Selection Criteria:

Exam supervisors cannot be any of the following:

- Related to, or associated with, any student undertaking a VCE Unit 3 or 4 study in 2026
- Teaching or tutoring any student in a VCE Unit 3 or 4 study in 2026
- Related to, or associated with, any person engaged in teaching, tutoring or coaching any students undertaking a VCE Unit 3 or 4 study in 2026, or any school personnel engaged in organising or checking VCE external assessment materials on behalf of a school in 2026
- Employed by the school in any capacity, including as a teacher, Casual Relief Teacher (CRT) or a member of the administration staff.

Exam supervisors are required to complete a Supervisor relationships statutory declaration and conditions of appointment form upon appointment.

Conditions of Employment:

- A Working with Children's Check is required for this position.
- Woodleigh is an Equal Opportunity Employer and is committed to appointing staff on the basis of merit.
- At Woodleigh School we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm. All staff are to abide by the Child Safety Code of Conduct.
- It is a condition of employment that all staff take responsibility for a safe and healthy work environment and have a commitment to equal employment opportunity and a workplace free from discrimination and harassment.
- All staff are required to observe and uphold all of Woodleigh's Privacy policies and procedures as implemented or varied from time to time.
- Woodleigh operates a smoke-free work environment.

Prepared by:	Human Resources
Date prepared:	February 2026
Employee Signature:	
Date:	