



## POSITION DESCRIPTION

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**Position:** Exam Supervisor

**Primary Role Purpose:** The primary purpose of the Exam Supervisor is to work under the direction of the Chief Exam Supervisor and the Director of Teaching and Learning to supervise the Victorian Curriculum and Assessment Authority (VCAA) VCE examinations and General Achievements Test (GAT) when engaged, ensuring fair and consistent conduct of examinations in an environment that enables students to perform at their best.

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### Ongoing Responsibilities

All non-teaching members of staff are expected to fulfill their duties and responsibilities in ways that strengthens Lutheran identity, enhances excellence in teaching and learning, engages in continuous improvement and innovation, builds community and connection, and leads effective organisation and management.

These expectations are delivered through the following duties and responsibilities:

### Exam Preparation

- Undertake the Luther College training on the VCAA examination procedures and responsibilities prior to the GAT, trial examinations and final VCAA written examinations.

### Exam Supervision

- Maintain academic integrity throughout the exam process.
- Be aware of the Luther College exam evacuation procedures to ensure the safe evacuation of students in the event of an emergency.
- Closely monitor and ensure the VCAA examination procedures and regulations in written examinations, the GAT and Units 3 & 4 trial examinations, are followed, notifying the Chief Exam Supervisor of any irregularities.
- Monitor student attendance for VCAA and trial examinations, recording details of absentees and late arrivals, reporting these to the Chief Supervisor.
- Report incidences of student misconduct to the Chief Exam Supervisor.
- Adhere to procedures in relation to the circumstance where a student becomes ill.
- Escort VCE students to restrooms ensuring that no unauthorised materials are consulted, and examination regulations are observed at all times.
- Handle queries raised by students and clarify any exam irregularities with the Chief Exam Supervisor.
- Understand the Special Examination Arrangements and provide ongoing support to VCE students, notifying the Chief Supervisor of their progress.
- Ensure all response materials are collected and handed to the Chief Exam Supervisor in a safe and secure manner.

- Supervise VCE students leaving the examination rooms, ensuring that students do not remove equipment or stationery from the venue without authorisation and that students leave venues in an orderly and quiet manner.

The Principal and the Director of Teaching and Learning may allocate other duties in accordance with the needs of the college from time to time.

The above are considered the key duties and responsibilities of the position, however the position description is considered.

### **Qualifications**

- A successfully completed Working with Children Check (Employee).
- A current, satisfactory national criminal history check.
- First aid, CPR and Anaphylaxis certification desirable.

### **Personal Qualities**

The Exam Supervisor will exhibit the following personal qualities:

- Strong interpersonal / personal skills including excellent communication skills.
- Excellent time management and organisational skills.
- Be a role model and positive member of the college community including being fully supportive of the college.
- Demonstrated experienced working within a school environment would be advantageous.

### **Key Selection Criteria**

- Demonstrated ability to support the Lutheran identity and Christian ethos of the college.
- Understanding VCAA protocols to ensure a fair and equitable experience of external assessment.
- Demonstrated experience working as an Exam Supervisor within a school or tertiary environment.
- Demonstrated ability to work through processes to a high level of detail.

Pursuant to VCAA requirements, the Exam Supervisor cannot be:

- Related to or associated with any students undertaking a VCE Unit 3 or 4 study in the current year at Luther College.
- Teaching any student in a VCE Unit 3 or 4 study in the current year.
- Tutoring a student in a VCE Unit 3 or 4 study in the current year at Luther College.
- Related to or associated with any person engaged in teaching, tutoring, or coaching any students undertaking a VCE Unit 3 or 4 study in the current year, or any school personnel engaged in organising or checking VCE external assessment materials at Luther College.
- Employed by the school as a teacher (excluding CRT) or a member of the administration staff.

### **Key Internal Relationships and Accountabilities**

Reports to the Principal via the Director of Teaching and Learning.

Associated Relationships:

- Chief Exam Supervisor

- Head of Year 12
- Teaching and Operations staff
- Students

### **Our Commitment to Child Safety**

All students who attend Luther College have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The college has a commitment to child safety and teaching staff will be responsible for understanding, applying and promoting the college's commitment to child safety, and its related policies and procedures.

Employment at Luther College is subject to school policies including the Child Safety and Wellbeing Policy and Child Safe Program – Child Safety Adult Code of Conduct and participating in all related mandatory training. To ensure the safety of all students, staff will take into account issues relating to Aboriginal students, students from cultural and linguistic diverse backgrounds, or students with a disability, in addressing child protection and disclosures.

### **Professional Expectations**

All staff are expected to:

- All employees will commit to upholding and supporting the college's Lutheran ethos and the mission of the Lutheran Church.
- Demonstrate commitment to Ministerial Order No. 1359 "Child Safe Standards – Managing the risk of child abuse in schools and school boarding premises", the Child Safe Program – Child Safety and Wellbeing Policy and Child Safe Program – Child Safety Adult Code of Conduct.
- Have a shared responsibility for risk identification of child abuse and be well-prepared in how to respond to child safety concerns.
- Be responsive and maintain respectful communications and collaborative relationships with the Luther College community.
- Adhere to and implement all safe work practices and procedures in accordance with the Luther College Occupational Health & Safety Policy.
- Work safely and report any hazards in accordance with school procedures.
- Model exemplary ethical behaviour and exercise informed judgments in all professional dealings.
- Attend staff meeting/s and professional learning as scheduled each term.
- Meet expectations as set out in the Luther College Staff Handbook.

### **Core Leadership Behaviours**

The Exam Supervisor is expected to role model the following behaviours:

**Professional Composure:** Is a settling influence within a complex environment, is not easily irritated or quick to judge, can manage reasonable stress without it affecting professional performance.

**Ethics and Values:** Demonstrates Christ-like values, role models expected behaviours, demonstrates honesty and integrity in all situations irrespective of complexity.

**Decision Quality:** Makes good decisions, based on sound data, credible educational research, collective wisdom, experience and in alignment with the College's strategic aims and objectives.

**Interpersonal Expertise:** Relates well to all kinds of people, easily builds rapport and trust, is respectful and diplomatic in dealings with others, represents situations accurately without embellishment and displays a genuine empathy for others.

**Communication:** Can communicate with clarity and purpose within a variety of settings, is an active listener, is slow to judge and form opinions, is able to interpret and respond accordingly to the non-

verbal responses of others. Provides consistent public support both within and outside of the College for school-wide policy initiatives and strategic priorities.

**Organisational Agility:** Knowledgeable about the relational and operational complexity of organisations, works effectively to achieve strategic priorities and learning goals of the College, and understands how best to motivate and align teams of people to achieve these.

**Priority and Solution Focused:** Can identify what is of strategic importance and prioritises focus of self and others accordingly, can limit distractions, overcomes blocks and barriers, is able to complete projects within required timeframes, consistently meets the goals of the organisation and exceeds the expectations of others, creates opportunities and support structures for others to be internally motivated.

**Self-Knowledge:** Knows personal strengths and weaknesses, reflects upon previous experiences to facilitate personal and professional growth, regularly seeks feedback from others, values transparency and accountability.

**Courage and Conviction:** Speaks the truth with love, corrects communicated inaccuracies, provides direct feedback to others, faces difficult situations from a clear process perspective, does not personalise professional situations unnecessarily.