



POSITION Description



Exam Supervisor

POSITION DESCRIPTION

Line Manager:	VCE Coordinator
Direct Reports:	Nil
Salary:	In accordance with VCAA Supervisor Payments

POSITION SUMMARY

The Exam Supervisor will assist the Chief Exam Supervisor to supervise the Victorian Curriculum and Assessment Authority (VCAA) VCE examination process, ensuring the fair and consistent conduct of examinations in an environment that enables students to perform at their best.

This is a casual position, with varying hours in accordance with published examination schedules and associated administrative duties annually.

At St Patrick's College, we aim to create a joyful workplace that celebrates the uniqueness of every staff member. We believe our staff are our greatest asset, and we are committed to ensuring that, through collaboration, teamwork, continuous professional development, and support, all staff have the opportunity to reach their full potential and make their best contribution to the College.

We understand that fostering a positive and supportive environment for our staff directly impacts the quality of education and care we provide for our students. By empowering our staff, we ensure that they are best equipped to inspire and guide our students to achieve their fullest potential. Together, we strive to create an environment where both staff and students flourish in a culture of excellence.

DUTIES AND RESPONSIBILITIES

- Comply with all Victorian Curriculum and Assessment Authority (VCAA) examination procedures and regulations for written examinations, the GAT, and Unit 3 & 4 trial examinations.
- Support the Chief Exam Supervisor in the effective and compliant delivery of all examinations.
- Monitor and record student attendance, including absentees and late arrivals, and report these to the Chief Exam Supervisor.
- Maintain a calm, orderly and disciplined examination environment, ensuring students adhere to all examination rules, including:
 - No communication between students
 - No cheating or misconduct
 - No sharing of materials or equipment
- Actively supervise students throughout examinations and promptly report any breaches of instructions or regulations to the Chief Exam Supervisor.
- Report all incidents of student misconduct or irregularities in accordance with established procedures.
- Respond to student queries during examinations and escalate any uncertainties or irregularities to the Chief Exam Supervisor.
- Implement and support approved Special Examination Arrangements, monitoring student wellbeing and progress and reporting any concerns.
- Follow established procedures in the event of student illness and notify the Chief Exam Supervisor as required.
- Assist in the management of student behaviour, including supporting the removal of a student from the examination room where necessary.
- Escort students to and from restrooms as required, ensuring compliance with examination conditions at all times.
- Supervise the conclusion of examinations, ensuring all response materials are collected and returned securely, and that students exit the venue in a quiet and orderly manner without removing unauthorised materials.

Pursuant to VCAA requirements, the Exam Supervisor cannot be:

1. Related to or associated with any student required to sit the GAT or any student undertaking a VCE Unit 3 or 4 study in 2026 at St Patrick's College.
2. Teaching or tutoring any student required to sit the GAT or any student in a VCE Unit 3 or 4 study in 2026.
3. Related to or associated with any person engaged in teaching, tutoring or coaching any students required to sit the GAT or any student undertaking a VCE Unit 3 or 4 study in 2026, or any school personnel engaged in organising or checking VCE external assessment material at St Patrick's College.
4. Employed by the school as a teacher (excluding CRT) or member of the administration staff.

EXPERIENCE AND QUALIFICATIONS

- Valid Working with Children Check (Employee) and current satisfactory national criminal history check
- Understanding of VCAA protocols to ensure fair and equitable external assessments
- Strong attention to detail with the ability to follow processes accurately
- Excellent interpersonal, communication, time management and organisational skills
- First Aid, CPR and Anaphylaxis certification (desirable)
- Experience as an Exam Supervisor in a school or tertiary setting (advantageous)