

## POSITION DESCRIPTION

### Examination Supervisor

<b>POSITION</b>	Examination Supervisor
<b>RESPONSIBLE TO</b>	Deputy Principal Learning and Teaching
<b>EMPLOYMENT TERMS</b>	<ul style="list-style-type: none"> <li>• Employment is in accordance with terms and conditions as outlined in the Catholic Education Multi-Employer Agreement (CEMEA 2022)</li> <li>• Remuneration is in accordance with the Supervisor Payments rates detailed each year in the Victorian Curriculum and Assessment Authority (VCAA) VCE Examination Manual and based on supervisor allocation rules.</li> <li>• Supervisors are paid directly by the school</li> </ul>
<b>PREPARED BY</b>	Human Resources
<b>ISSUE: 02</b>	<b>DATE:</b> March 2026

All staff members of Siena College are expected to support and promote the College's mission. Siena College, a Catholic secondary school in the Dominican tradition, engages young women in a challenging education that empowers them with the personal resources to make a difference in the world, by searching for truth through a culture of lifelong learning.

The College has a universal expectation for the protection of the young women in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously and responds in line with the organisation's policies and procedures.

The role of the Examination Supervisor is to supervise students as they sit their external VCE exams and internal school exams. The role is integral to ensure fair and proper conduct of exams in accordance with the examination policies and procedures, in an environment that enables students to perform at their best.

Specifically, the role is to supervise the following examinations:

- VCAA external assessment The General Achievement Test (GAT)
- VCAA external assessment VCE Written Examinations
- Siena College internal assessment VCE Units 3 and 4 Trial Examinations (conducted following VCAA rules as a practice run for the official VCE written examinations)

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#### Eligibility criteria

Supervisors are appointed subject to the eligibility criteria set out by the VCAA and under Siena College employment procedures.

The eligibility criteria are detailed in the VCAA document ‘**Supervisor Relationships Statutory Declaration**’ and ‘**Conditions of appointment - supervisors, clarifiers, readers and scribes**’ which the Supervisor is required to sign and have witnessed by an authorised witness prior to commencement of the examination period, declaring that to the best of their knowledge they satisfy both the eligibility criteria and conditions of appointment in which they are employed.

The form is then stored in the College’s VCE Examination Document Register.

The Examination Supervisor reports to the Chief Examination Supervisor on a day-to-day basis and is accountable to the Deputy Principal Learning and Teaching through to the Principal.

*As an Assistant Supervisor, I am not:*

- *Related to or associated with **any** student required to sit the GAT or **any** student undertaking a VCE Unit 3 or 4 study in the current school year **at the school** where I am **employed**.*
- *Teaching **any** student required to sit the GAT or teaching **any** student in a VCE Unit 3 and 4 study in the current school year.*
- *Tutoring a student required to sit the GAT or tutoring a student in a VCE Unit 3 and 4 in the current school year **at the school** where I am **employed**.*
- *Related to or associated with **any** person engaged in teaching, tutoring or coaching any students required to sit the GAT, or any students undertaking a VCE Unit 3 and 4 study in the current school year, or any school personnel engaged in organising or checking VCE external assessment materials **at the school** where I am employed.*
- *Employed at the school as a teaching (excluding CRT) or member of the administration staff.*

*As a Clarifier, Auslan Interpreter, Reader or Scribe for Special Examination Arrangements approved by the VCAA, I am not:*

- *Related to or associated with **any** student required to sit the GAT or **any** student undertaking a VCE Unit 3 or 4 study in the current school year **at the school** where I am **employed**.*
- *Teaching **any** student required to sit the GAT or teaching **any** student in a VCE Unit 3 and 4 study in the current school year.*
- *Tutoring a student required to sit the GAT or tutoring a student in a VCE Unit 3 and 4 in the current school year **at the school** where I am **employed**.*
- *Related to or associated with **any** person engaged in teaching, tutoring or coaching any students required to sit the GAT, or any students undertaking a VCE Unit 3 and 4 study in the current school year, or any school personnel engaged in organising or checking VCE external assessment materials **at the school** where I am employed.*
- *Employed as an integration aide or visiting teacher for **any** student required to sit the GAT or **any** student undertaking a VCE Unit 3 or 4 study in the current school year **at the school** where I am employed.*

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**Examples of related to or associated with students or any person** include: children, via relatives/relationships by marriage or domestic, or by other living arrangements, friends, neighbours, business or community associates, tutoring or teaching relationships.

**Examples of related to or associated with schools (or educational organisations)** means a school or educational organisation at which you teach or have taught, tutored or attended immediately before your employment or with which a spouse or other person with whom you have a relationship or association with as defined above, is involved with VCE Unit 3 or 4 in the current school year or you are a member of the administration or teaching staff

**Note:** You cannot be employed as a supervisor at a school where you have taught units 1-2 and/or 3/4 in the last two years.

### Key Duties and Responsibilities

All supervisors are responsible for:

- Familiarising themselves with the procedures for conducting and administering VCE external assessments.
- Familiarising themselves with the centre-specific emergency procedures (evacuations and lockdowns) during VCE external assessments.
- Ensuring they clearly understand the provisions for any student with approved Special Examination Arrangements.
- Maintaining proper order and discipline among students within the schools established guidelines.
- 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 stationery
- Ensuring correct external assessment materials are distributed to and collected from students.
- Communicating specific requirements to students before, during and collected from 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 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.
- Ensuring that no student infringes on the rights of any other student to complete their VCE external assessment.
- Being vigilant in reporting emergencies immediately to authorised school personnel.
- Completing the **Incident report for VCE external assessments** form for any late students, any alleged breach of rules or incidents that occur in the examination room that are inconsistent with VCAA policies and procedures.

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#### **Skills and Experience**

- Prior experience supervising examinations within a secondary school is desirable but not essential as resources will be provided and training provided prior to the commencement of the exams.
- Organisational/administrative and problem-solving skills.
- A high regard for confidentiality.
- Demonstrate appropriate behaviours when engaging with children.
- Enjoy working in a team environment.

#### **General accountabilities for all Staff**

- Demonstrate duty of care to students in relation to their wellbeing
- Be well informed and comply with the College's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- Adhere to the College's professional dress code for staff
- Demonstrate professional and collegial relationships with colleagues
- Demonstrate alignment and support for the Catholic and Dominican ethos of the College
- Support the Mission, Vision and Values of the College as articulated in the Strategic Plan
- Be familiar with and comply with all College policies and procedures