



St Catherine's School

POSITION DESCRIPTION

Exam Supervisor

Department	Student Services	Reports to	Head of Academic Care
School Charter	As a leading girls' school in Australia, St Catherine's is committed to nurturing and empowering independent and globally responsive young women, enabling them to approach all their endeavours with confidence, wisdom, and integrity.		
Our Vision and Values	School Values: Integrity, Curiosity, Perseverance, Empathy, Gratitude 'A St Catherine's student approaches her dealings with all others with absolute and unwavering integrity . She approaches both her work and the world around her with a sense of curiosity . She will always persevere , even when the path ahead seems challenging. She displays genuine empathy and gratitude at all times.'		
School Motto	<i>Nil magnum nisi bonum</i> - Nothing is great unless it is good.		

Introduction

The Exam Supervisor is responsible for ensuring the smooth, fair, and secure administration of examinations. This role involves overseeing exam conditions, maintaining academic integrity, and supporting students and staff throughout the examination process. The Exam Supervisor plays a key role in ensuring all procedures are followed consistently and professionally.

SPECIFIC RESPONSIBILITIES

- Supervise examinations in accordance with established policies and procedures.
- Ensure exam conditions are strictly maintained, including timing, conduct, and compliance with rules.
- Provide clear instructions to candidates and respond to queries in a professional manner.
- Monitor student behaviour to prevent and address any breaches of exam regulations.
- Report incidents of misconduct or irregularities in line with organisational protocols.
- Liaise with relevant staff to ensure the efficient running of examinations.
- Assist with set-up and pack-down of examination venues.
- Maintain confidentiality and security of all examination-related information.

Child Safety Responsibilities

- Provide students with a Child Safe environment.
- Ensure and promote the safety of children from diverse backgrounds including children from culturally and/or linguistically diverse backgrounds, Aboriginal children, and children with disabilities.
- Be familiar with and comply with the School's Child Safe policy and Child Safe Code of Conduct, and any other policies or procedures relating to child safety.
- Raise any child safety concerns with the School's Child Safety Champions.
- Participate in the School's Child Safe training programs as required.

Key Selection Criteria

- Current Working with Children Check or VIT registration.
- Previous experience in exam supervision or a similar role (desirable).
- Strong organisational and time management skills.
- Excellent communication and interpersonal skills.
- High level of integrity and commitment to confidentiality.
- High attention to detail.
- Strong level of professionalism.
- Willingness to uphold the ethos and values of the School at all times.
- Must not have a close relationship with a student currently undertaking VCE.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of duties attached to this position. The Position Description is subject to review in response to the changing needs of the School and the development of skills and knowledge of the successful incumbent