



POSITION DESCRIPTION



CHIEF VCE EXAM SUPERVISOR

REPORTS TO	VCE Leader
SALARY LEVEL	Paid in accordance with VCAA arrangements
TENURE AND FTE	Casual Fixed Term (2026)
CONDITIONS	Employment is in accordance with the terms and conditions as outlined in the Catholic Education Multi-Enterprise Agreement (CEMEA) 2022 and any instrument which replaces it

OVERVIEW

St Columba's College Ltd is a Catholic secondary girls' school located in Essendon under the stewardship of Mary Aikenhead Ministries and conducted in the tradition of the Sisters of Charity.

Staff at St Columba's College are called to be co-workers in the ecclesial mission of witnessing and proclaiming God's reign.

All staff members of St Columba's College are expected to support Catholic education in the spirit of Mary Aikenhead as expressed in the College's Vision and Mission statements.

Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

COMMITMENT TO CHILD SAFETY

St Columba's College is a child safe environment. Our College actively promotes the safety and wellbeing of all students, and all College staff are committed to protecting students from abuse or harm, in accordance with their legal obligations including Child Safe Standards. The College's Child Safety Code of Conduct is available on the College website. Every staff member will have a demonstrated understanding of the College's Child Safety Code of Conduct. Applicants should have the following qualities and capabilities:

- experience working with children
- a demonstrated understanding of child safety
- a demonstrated understanding of appropriate behaviours when engaging with children
- familiarity with legal obligations relating to child safety (e.g. mandatory reporting)
- be a suitable person to engage in child-related work.

POSITION SUMMARY

The Chief VCE Exam Supervisor is responsible for the effective coordination and supervision of all VCE external examinations conducted at the College, in accordance with the policies and procedures of the Victorian Curriculum and Assessment Authority (VCAA).



The Chief VCE Exam Supervisor ensures that examinations are conducted with integrity, security, and fairness, maintaining strict compliance with VCAA regulations. The Chief Supervisor provides leadership to the team of exam supervisors, oversees examination conditions, manages administrative requirements, and acts as the primary liaison between the College and the VCAA during the examination period.

KEY ACCOUNTABILITIES

All supervisors are required to carry out a range of responsibilities; however, there are a number of tasks that the VCAA considers to be the specific responsibility of the chief supervisor.

Chief supervisors have overall responsibility for the conduct and administration of VCE external assessments, as set out in the manual and any additional instructions provided by the VCAA and St Columba's College.

- reconciling all external assessment materials within 48 hours of delivery, ensuring they are stored in a dedicated secure locked repository according to VCAA requirements
- ensuring there is a clear and common understanding of the requirements for any student with approved Special Examination Arrangements
- ensuring the secure storage and collection of external assessment materials
- ensuring that authorised school personnel are made aware of any student who does not obey or observe instructions given by the supervisor in the examination room
- ensuring that suitable arrangements are available in the event that a student's behaviour requires their removal from an examination room
- ensuring all response material is collected and packed according to VCAA requirements
- the safekeeping and handing over of the completed response material to the VCAA courier
- in conjunction with school personnel, ensuring that all supervisors are;
 - appropriately briefed on the procedures for the conduct and administration of VCE external assessments
 - capable of carrying out the responsibilities of the chief supervisor should they be required to step into the role at short notice

All supervisors, including chief supervisors, are responsible for:

- familiarising themselves with the procedures for the conduct and administration of VCE external assessments
- familiarising themselves with the 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 stationery items
- 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 toilet facilities
- 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 an Incident report for VCE external assessments form for any late students, any alleged breach of rules or any incidents that occur in the examination room that are inconsistent with VCAA policies or procedures.
- ensuring there are optimum conditions during an external assessment maintaining consistency in their supervision of students' behaviour, treating all students equally
- considering the needs of all students when organising the examination room, with particular regard to students with approved Special Examination Arrangements
- being vigilant in supervising students, but not paying undue or overt attention to any individual student and consequently causing them discomfort
- moving around the room and not remaining in the same position for any length of time not engaging in behaviour that is distracting to students, such as using electronic devices for personal reasons, or consuming food or drink (apart from water)
- wearing appropriate footwear and accessories so as not to make undue noise that may disturb students
- avoiding the use of strongly scented perfume or aftershave
- avoiding conversations with other supervisors while in the examination room
- avoiding unnecessary discussions or arguments with students.

Maintaining:

- Attendance Rolls
- a seating plan for each VCE external assessment
- 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
- a record of all students taking approved rest breaks by completing the Special Examination Arrangements rest break log sheet form

SELECTION CRITERIA

- Demonstrated knowledge and understanding of the policies, procedures and examination requirements of the Victorian Curriculum and Assessment Authority (VCAA), or the capacity to quickly acquire and apply this knowledge.
- Proven ability to coordinate and supervise high-stakes examination processes with accuracy, integrity and attention to detail.
- Strong organisational and administrative skills, including the ability to manage documentation, timelines and compliance requirements effectively.
- Demonstrated leadership capability, with experience briefing, directing and supporting staff in a structured environment.



- Sound judgement and the ability to respond calmly and decisively to incidents, irregularities or unexpected situations.
- Excellent communication and interpersonal skills, including the ability to liaise professionally with staff, students and external authorities.
- High level of professionalism, discretion and commitment to maintaining confidentiality and examination security.
- Capacity to work independently and under pressure during peak examination periods while maintaining accuracy and composure

ELIGIBILITY CRITERIA

Chief supervisors cannot be:

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

All appointed supervisors are required to complete the Supervisor Relationships Statutory Declaration and Conditions of Appointment well in advance of the first day of employment. Supervisors cannot be employed at a school where they have taught VCE Units 1–2 and/or 3–4 in the last two years.

RISK AND OCCUPATIONAL HEALTH AND SAFETY

All staff will:

- comply with legislated occupational health and safety practices and participate in consultative processes
- observe safe work practices in accordance with training and instruction given
- identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring (risks arising in the workplace may be financial, site, task or person specific or related to safety)
- promote and implement occupational health and safety and risk mitigation processes within and across this area of responsibility.

TEAM MEMBERSHIP

- VCE Team

OTHER REQUIREMENTS

- Flexibility to vary working hours to fulfil the requirements of the position
- Professional Business attire

AUTHORISED BY PRINCIPAL
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