

POSITION DESCRIPTION

ASSISTANT EXAMINATION SUPERVISOR

POSITION OBJECTIVES

The Assistant Examination Supervisor is responsible for the administration and conduct of examinations at the College as set out in the VCE Examination Manual.

KEY RESPONSIBILITIES

Supervision	- Assist with setting up examination venues by laying out stationery, equipment, and examination papers in accordance with specified procedures. - Closely follow and enforce exam procedures and regulations as set by the school and VCAA. - Assisting students prior to the start of examinations by directing them to their seats and advising them about equipment permitted in examination venues. - Ensure that students do not talk once inside examination venues. - Handle queries raised by students and deal with examination irregularities in accordance with procedures. - Report incidences of student misconduct to the Chief Examination Supervisor - Check attendance during examinations and record details of late arrivals and early leavers. - Escort students on toilet breaks ensure no unauthorised material is consulted and that examination regulations are observed at all times. - Collect, collate, and deliver exam materials at the end of the examination in accordance with procedures. - Supervise student movement exiting the examination venue in an orderly manner. - Ensure that students do not remove any of the equipment or stationery from the examination venue without authorisation. - Provide assistance to the Chief Examination Supervisor where required.
Conduct	- Provide students with the optimum conditions for their best performance - Be consistent in their expectations of students' behaviour and work and treat all students equally - Consider the needs of all students when organising examination centres, with particular regard to students with Special Examination Arrangements - Be vigilant in supervising students without paying undue and overt attention to individual students which could cause discomfort to them - Move around the examination room and not remain in the same position for any substantial length of time - Wear appropriate footwear and accessories that do not make undue noise that may disturb students - Avoid wearing strong perfume / scent - Avoid conversations with other supervisors while in the examination room - Avoid entering into unnecessary discussions or arguments with students.
OH&S	- Ensure, so far as is reasonably practicable, that work/study/classroom areas under your control are without risk to health and safety of occupants - Have knowledge of, and comply with the College's OHS policies and procedures - Comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors - Report all incidents and/or potential hazards to the Assistant – Teaching & Learning (Senior School) as soon as possible.
Disclosure of related parties	Assistant Supervisors cannot be: - 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 Kevin's College - teaching any student required to sit the GAT or teaching any student in a VCE Unit 3 or 4 study in 2026..

POSITION OBJECTIVES

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KEY RESPONSIBILITIES

	- tutoring a student required to sit the GAT or tutoring a student in a VCE Unit 3 or 4 study in 2026 at St Kevin's College - 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 or 4 study in 2026, or any school personnel engaged in organising or checking VCE external assessment materials at St Kevin's College - employed by St Kevin's College as a teacher (excluding CRT) or member of the administration staff.
Child Safety	- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety - Assist in the provision of a child-safe environment for students - Demonstrate duty of care to students in relation to their physical and mental wellbeing

SELECTION CRITERIA

Commitment to Catholic Education	- A demonstrated understanding of the ethos of a Catholic school and its mission - A demonstrated understanding of the mission and vision of the College
Commitment to Child Safety	- A demonstrated understanding of child safety - A demonstrated understanding of appropriate behaviours when engaging with children - Be a suitable person to engage in child-connected work - Must hold or be willing to acquire a Working with Children Check Card and must be willing to undergo a National Police Record Check
Education and Experience	Essential: - Current Working with Children Check. - Anaphylaxis Accreditation. - Child Safety Mandatory Reporting Certificate. Desirable: - Previous supervising experience.
Skills and Attributes	- Ability to work in a supportive, approachable and calm manner. - Ability to understand and implement instructions. - Excellent interpersonal and communication skills with the ability to interact effectively and sensitively with school staff and students. - Ability to use initiative and problem-solving skills. - Must maintain confidentiality.