



Catholic Ladies' College Ltd

VCAA Exam Supervisor

Role Description

Catholic Ladies' College is a Mary Aikenhead Ministry in the tradition of the Sisters of Charity. We seek to develop in each member of our community a contemporary understanding and application of the charism of Mary Aikenhead, the spirituality of the Sisters of Charity, the mission and vision of Mary Aikenhead Ministries and their values of justice, love, compassion and hope.

In responding to this call Catholic Ladies' College is a Christ-centred community established to educate, in partnership with parents, women of faith, integrity, individuality and compassion, confident of their own worth as women and wholly involved in the transformation of society.

Broad Overview

Exam Supervisors supervise students completing Victorian Curriculum and Assessment Authority (VCAA) General Achievement Test (GAT), trial and VCE examinations in June 2023 and over an approximate four week period in October and November 2023. Years 10 – 12 internal exams will also be held in September 2023.

Duties and Responsibilities

The purpose of the role is to support the Chief Examination Supervisor with day to day operation of examination venues. All supervisors are responsible for:

- Familiarising themselves with the procedures for the conduct and administration of VCE external assessments
- Familiarising themselves with the centre-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. This may include scribing and/or reading for students with special arrangements.
- Maintaining, within the College'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 stationary 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 the toilet facilities
- Being vigilant in reporting emergencies immediately to authorised school personnel
- Punctual and reliable along with the flexibility to work longer than a scheduled exam time due to the possibility of extra working time for individual students.

Criteria

VCE Examination Supervisor cannot be any of the following:

- Related to, or associated with, any student required to sit the GAT or any student undertaking a VCE Unit 3 or 4 study in 2023 at the school where I am employed/supervising
- Teaching or tutoring any student in a VCE Unit 3 or 4 study in 2023
- Related to, or associated with, any person engaged in teaching, tutoring or coaching any students undertaking a VCE Unit 3 or 4 study in 2023, or any school personnel engaged in organising or checking VCE external assessment materials on behalf of a school in 2023

Supervisors who are appointed are required to complete a Supervisor relationships statutory declaration and conditions of appointment form upon appointment. They must have a current Working with Children check or VIT registration.



SELECTION CRITERIA	
Commitment to Catholic Education	<ul style="list-style-type: none"> A demonstrated understanding of the ethos of a Catholic school and its mission
Commitment to Child Safety	<p>The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. Staff must adhere to the following:</p> <ul style="list-style-type: none"> A thorough understanding of the College's Child Safe Policy, Code of Conduct and other policies or procedures relating to child safety Provide a child-safe environment for students Demonstrate duty of care to students in relation to their physical and mental wellbeing
Education and Experience	<ul style="list-style-type: none"> Hold a current Working with Children Check and Police Record Check or currently registered with the Victorian Institute of Teaching (VIT) Previous experience as a VCAA supervisor will be highly regarded Understanding of VCAA protocol and procedures First Aid Level 2 & CPR (desirable) Excellent problem solving skills and works well in a fast paced, high pressure environment Strong personal commitment and passion for education of students with additional learning support needs Approachable and sensitive to student needs, able to build confidence and encourage trusted working relationships Demonstrates awareness of own knowledge, skills and experience and performs confidently in all tasks, quickly establishing trust and respect with others
OH&S	<ul style="list-style-type: none"> Staff have a responsibility to comply with Victorian OHS legislation and the College's policies and procedures, including report hazards and injuries.