

# WAVERLEY CHRISTIAN COLLEGE Inc

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## Position Description

**Position:** Chief Exam Supervisor  
**Campus:** Wantirna South  
**Employment Status:** Casual  
**Reports Directly To:** Secondary Head of Teaching & Learning

### Role:

The Chief Supervisor is accountable to the Principal for the administration and conduct of examinations at the Centre, as set out in the VCE Examination Manual. The following conditions are set out by the VCAA for Chief Exam Supervisors:

Chief Supervisors cannot be closely related to or closely associated with:

- any student or any person presenting for an examination, or any person engaged in teaching, tutoring or coaching students presenting for examinations in any Units 3 and 4 of any study in any place, or any person engaged in organising, checking, or distributing the examination paper.
- relationships such as: husband/ wife/ son/ daughter/ stepson/ stepdaughter/ parent/grandparents/ uncle/ aunt/ nephew/ niece/ cousin (to at least two degrees) or similar relationships arising by marriage or by defacto relationships or by sharing accommodation constitute too close a relationship.

Whether there is an association with a student or other person obviously depends upon the relevant social, business, and other circumstances. Mere acquaintance (with nothing more) is not likely to constitute an association rendering it inappropriate for a person to act as a supervisor.

Under no circumstance may partners or close relatives of a Chief Supervisor be nominated as first Assistant Supervisor at the same VCE Written Examination Centre. They can only supervise if there are more than two supervisors at a session.

Supervisors must have a current Working with Children Check.

Teachers or members of the administration staff at the school are not permitted to act as supervisors (this includes any temporary staff that have worked at the school for more than 20 days in the current calendar year).

**Responsibilities:**

Chief Supervisors are required to:

- Attend a training session at least once every two years and are entitled to receive an allowance for their attendance at the training session.
- Check the delivery of all examination papers and stationery materials and their appropriate storage.
- Maintain, within the school's established guidelines, proper order, and discipline amongst students to ensure that:
  - no students engage in cheating.
  - no students talk at any time while in the examination room.
  - no students share items such as dictionaries, calculators, watches, and any stationery items.
- Ensure that no student infringes upon the rights of any other student to complete their examination responses.
- Be vigilant in reporting emergencies immediately to school personnel.
- Be aware of the evacuation procedures for the examination centre.
- Make contact with school personnel if a student does not obey or observe instructions given by the supervisor in the examination room.
- Work closely with the relevant school personnel to ensure that suitable arrangements are available in the event that a student's behaviour requires their removal from an examination centre.
- Be responsible for the safe-keeping and handover of the completed response material to the VCAA courier.
- Maintain complete attendance rolls, a seating plan for each examination, a diary.
- Ensure correct examination materials are distributed to students.
- Ensure relevant materials are collected and packed according to VCAA requirements.

**New Chief Supervisors are:**

- Required to attend a Chief Supervisor training session, which will be conducted in metropolitan and regional centres prior to the General Achievement Test. A further training session will be conducted prior to the October/November examination period for any additional Chief Supervisors appointed after the General Achievement Test.
- Entitled to receive an allowance for their attendance at the training session.

**Code of Conduct for Supervisors:**

Examination supervisors are expected to:

- 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 noisy jewellery or heavy perfume.
- Avoid conversations with other supervisors while in the examination room.
- Avoid entering into arguments with students.

### **Inherent Requirements of the Position**

- Contribute proactively to a culture of child safety.
- Some bending and crouching.
- Standing tasks requiring twisting and turning.
- Prolonged periods of standing.
- Some repetitive actions.
- Able to work in an outdoor environment and differing weather conditions.
- Ability and license to drive College cars for specific roles.
- Proficient understanding of a range of software suites to enhance the monitoring, reporting and delivery of curriculum in the classroom.

### **Occupational Health and Safety Responsibilities**

- Ensure, as far as is reasonably practicable, that work areas under your control are without risk to the health and safety of occupants.
- To have knowledge of, and comply with, the College's OHS policies and procedures.
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students, and visitors.
- Participate in relevant training and induction sessions.
- To report all incidents and/or potential hazards via the reporting system on the SCM as soon as possible.

### **College expectations of you include:**

- Be familiar with, and supportive of, the College's policies regarding child safety.
- Adherence to College Policies and Procedures.
- Support of the Waverley Christian College ethos.
- Exercising pastoral care support for students as appropriate to the role.
- Provide an example, guidance and encouragement in the development of students' Christian character, social and emotional wellbeing as appropriate to the role.
- Upholding the College staff dress code.

**Administration/Duties**

As part of your employment, you are expected to participate in a range of duties beyond clerical/administration responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Participation in relevant meetings.
- Attendance at the first day back for staff, Staff Retreat and end of year function.