

Supervisor – Practical Examinations

Examination Logistics

Reports to Manager – Examination Logistics (Level 8)

Direct reports Nil

Context

The School Curriculum and Standards Division provides administrative and secretariat services for, and implements the decisions of the School Curriculum and Standards Authority (the Authority). The Authority provides quality curriculum, assessment and standards to enable all Western Australian students to become confident, creative learners and active, informed citizens who contribute positively to society.

The Examinations, Certification and Testing (ECT) Directorate is responsible for:

- implementing the logistics for the delivery of Australian Tertiary Admission Rank (ATAR) course examinations
- implementing the logistics for the delivery of Externally Set Tasks (EST)
- developing and maintaining strategies to acknowledge student performance including the development of online exam structures
- designing, implementing and evaluating educational measurement activities in Years 11 and 12, including the moderation of external assessment activities
- implementing the logistics for the delivery of National Assessment Program – Literacy and Numeracy (NAPLAN) across Western Australia
- designing, developing and analysing tests, and implementing the logistics for the delivery of the literacy and numeracy assessments of the Online Literacy Numeracy Assessment (OLNA)
- ensuring that data is of the highest integrity and that it is collected, assured, analysed and reported within all required timelines
- ensuring that there is a strong interface between schools and the Authority for the purpose of data transferal
- managing all reporting requirements for the Authority and assuring the efficacy of any data reported to stakeholders.

Visit scca.wa.edu.au to find out more information about the School Curriculum and Standards Authority

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- reading the supervisor handbook and instruction manual and successfully completing the online supervisor training prior to the commencement of the practical examination period
- checking practical examination times and venue/location in the supervisor portal prior to the examination commencing
- arriving at the examination venue early to ensure that the examination starts on time
- checking the set-up of the examination rooms/areas, including placing number on doors for venues with multiple rooms/areas and arranging equipment, desks and chairs when required
- placing signs, as appropriate, e.g. 'Reporting room', 'Quiet please', 'Toilets'
- working with the Chief Marker, Chief Supervisor and other supervisors to ensure the examination process runs smoothly as per the timetable
- checking in candidates as they report to the examination venue
- ensuring candidates read and sign the *ATAR course practical examination declaration*
- ensuring that the reporting room is attended at all times by communicating with other supervisors
- reconciling attendance at the end of the day
- taking candidates to the appropriate room/area so they are ready to commence their examination at the scheduled examination time
- liaising with venue personnel, where necessary
- ensuring that there are no unauthorised people at the examination venue
- removing signs and other materials from rooms at the conclusion of the examination period
- arranging for the return of all equipment, attendance rolls and other documents
- carrying out other duties, as requested by the Chief Marker, Chief Supervisor or Manager – Examination Logistics

Work Health and Safety

All Supervisors are required to:

- be familiar with emergency procedures for their allocated examination venue;
- take reasonable care for their own safety and health as well as that of supervisors and candidates, and avoid adversely affecting the safety or health of any other person through any act or omission at work;
- report all identified hazards and accidents/incidents in the work environment to their Chief Supervisor;

Other job related information

- supervisors must be available to work from Saturday, 21 September to Sunday, 20 October 2024.
- require a high degree of availability during the examination period as supervisors may be contacted to work a session at short notice
- it is the responsibility of supervisors to ensure they have reliable transport to attend their allocated sessions. All travel costs including parking, are the responsibility of the supervisor
- participate in training and meetings as required

Eligibility

Employees are required to:

- obtain a Department of Education Nationally Coordinated Criminal History Check (NCCHC) and be issued a Screening Clearance Number (SCN) prior to commencement of employment*
- obtain or hold a current Working with Children Check*
- be an Australian or New Zealand citizen, permanent resident or have a valid visa with relevant work rights from the Department of Home Affairs*
- not have any convictions, circumstances or reasons that might preclude them working with or near children (applicable to overseas supervisors only)

*except for supervisor appointments for locations outside of Australia

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 1 February 2022