



## Supervisor Role Information

### Role overview

Examination supervisors are an integral part of the ATAR course examinations. The role of supervisors is to oversee and supervise the examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.

#### Written supervisor

As a written examination supervisor, you will be part of a wider team of supervisors assigned to an examination centre. Your role is to support the Chief Supervisor with the delivery of ATAR course examinations.

Some of the key duties expected of a supervisor are to:

- assist the Chief Supervisor with setting up the examination centre
- move between desks at regular intervals to ensure candidates are following instructions and using only authorised materials
- read examination instructions aloud to candidates in accordance with the Instruction manual for ATAR course written examinations
- ensure the security of the examination materials before, during and after the examination
- monitor any suspicious behaviour and notifying the Chief Supervisor accordingly
- monitor, track and record the necessary information for candidates with approved equitable access adjustments
- carry out duties as per guidelines and instructions and ensure that examinations are conducted in accordance with School Curriculum and Standards Authority policies and procedures.

Supervisors must be observant, accurate, focused, polite, well-presented and committed to the integrity and high standards of the Authority.

#### Practical supervisor

As a practical examination supervisor, you will be part of a wider team of supervisors assigned to an examination venue where the practical examinations are being held. Some of these practical examination venues may be at a recreation centre, on a sporting oval or at a school venue. Your role is to support the Chief Supervisor and Chief Marker with the delivery of ATAR course practical examinations.

Some of the key duties expected of a practical examination supervisor are:

- ensure the examinations are conducted fairly, and in accordance with the School Curriculum and Standards Authority policies and procedures
- ensure the security of the examination materials before, during and after the examination
- register and escort candidates to their practical examination.

## Who can be an examination supervisor?

The role is suitable for those who are at university, retired or looking for casual work. Previous experience gained within a teaching service environment would be ideal, as would any previous supervisory experience; however, it is not required. Training is provided to both new and experienced supervisors to ensure that you have a good understanding of the role and what is expected of you.

The role requires well-developed interpersonal, written and oral communication skills, including the ability to communicate and read instructions aloud in clearly spoken English. Reliability, flexibility and punctuality are essential, as well as being comfortable working under pressure, multi-tasking and dealing effectively and promptly with any problems that may arise during an examination.

## Selection process

Appointment will be based on eligibility, work experience, and your location and availability. You must disclose any conflicts of interest in your application. This includes family relationships or associations with students sitting ATAR course examinations this year, or any other work you may undertake at schools or education organisations at which you have taught or tutored. You will not be able to work as a supervisor at an assessment centre where you have a conflict of interest but may be able to work at other centres. If an applicant is closely related to, or closely associated with, a student sitting the ATAR course examinations they will be unable to be appointed as a Chief Supervisor; however, they can still be employed as a supervisor.

You will probably have a preference to work at one of the locations due to your residential address; however, we may not always be able to assign you to your preferred location and you may need to work at other assessment centres, depending on our needs.

Successful applicants will be added to our supervisor pool. If not appointed to an assessment centre, you may be assigned to a centre when an opening arises or may be called to work at short notice if a supervisor becomes unavailable or ill during the examination period.

## Employment

Successful applicants are employed in accordance with the *Public Sector Management Act 1994, Part 8 Section 100 (1)* as a casual/fixed term (non-award/non-agreement) employee with the Department of Education to carry out duties on behalf of the Authority.

Once appointed, you will be sent an Offer of Employment, a Code of Conduct, and login details to access your personal records. As a supervisor you will be required to hold a current Working with Children

Check (WWCC), and a current Nationally Coordinated Criminal History Check (NCCHC) from the Department of Education's Screening Unit and be issued a Screening Clearance Number (SCN) before commencement of employment. Police clearances and criminal record checks obtained from any other agency cannot be accepted.

## **Training and development**

If appointed as a written supervisor, you will be required to complete online supervisor training and attend an in-person briefing session with your Chief Supervisor. These two training sessions include all the crucial training for supervising the ATAR course examinations and provide a chance for you to ask questions.

At your briefing you will also be provided with a Supervisor Handbook and Instruction Manual that you must read prior to commencing your role as a supervisor.

## **Availability and work hours**

The need for examination supervisors is required from September to November.

We will conduct practical examinations from Sunday, 21 September to Sunday, 20 October 2024. The examinations are scheduled between approximately 8.30 am and 5.30 pm.

Written examinations will be conducted from Monday, 28 October to Friday, 15 November 2024 between approximately 8.30 am and 1 pm for a morning examination session and 1.00 pm to 5.30 pm for an afternoon examination session during weekdays. There may be up to two examination sessions per day.

The number of candidates enrolled for each examination and number of examinations taking place will determine how many supervisors we require. We cannot guarantee that all supervisors will be offered work in all examination periods and at their preferred location. The Chief Supervisors – written examinations, draw up rosters for their assessment centre and allocate supervisors to various roles and examination rooms (if more than one). Once you have received your roster, we expect supervisors to commit to attending all the shifts allocated, except in the case of illness or emergency.

If supervisors are unable to report for duty for any reason or will be late arriving at the assessment centre, they must contact their Chief Supervisor or Examination Logistics as soon as possible. Failure to attend a shift may result in your suspension as a supervisor.

It is advisable that supervisors arrive a little earlier on the first day, so that they can find the rooms and/or area to familiarise themselves with their surroundings and tasks.

Please note that supervisors may be required to stand/walk around for several hours, including walking up stairs, and to carry boxes of examinations papers, resources and equipment weighing up to 20 kg.

## Remuneration

Practical supervisors are paid an hourly rate and Written supervisors are paid a session payment as outlined in the table below.

Role / Payment type	Time	Rate
Practical supervisor	Paid hourly (excluding meal breaks)	\$36.50
Written supervisor	Session payment	\$164.25

In addition, practical and written supervisors will receive a training and meeting payment of \$109.50 for completion of their online training and attending a meeting with their chief supervisor prior to the examination period if required.

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.

Meals are also the responsibility of the supervisor and supervisors should not rely on the assessment centre offering meals for purchase or any kitchen facilities being available.

## Payment

Supervisor payments will be processed in a timely manner as soon as the examination period is completed and in accordance with the Department's fortnightly pay cycle. Delays may occur if employment documents have not been returned to the Authority.

Overseas supervisors are reimbursed for travel associated with the supervision of the ATAR course examinations. This includes travel from the supervisor's home to the allocated examination centre and the return trip to the supervisor's home, using either a personal vehicle, public transport or taxi. To claim public transport or taxi reimbursement, receipts must be provided when making a claim.

## Dress code and conduct

It is expected that our employees present themselves in a professional manner when conducting supervision work, and smart casual attire is appropriate. As we aim to make this environment as controlled as we can, please aim to reduce your use of clothing that is overly bright or distracting, any perfumes or aftershave that has a strong scent, and footwear and accessories that make excessive noise. Supervisors should avoid conversations with other supervisors while in the examination room.

This is left up to your discretion, but it would be appreciated if you could assist in our aim to make this environment as neutral as possible.

## Questions?

If you have any questions about the role, please feel free to contact the Examination Logistics team on 9273 6767 or email [examsupervisors@scsa.wa.edu.au](mailto:examsupervisors@scsa.wa.edu.au).