

Supervisor – Written 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 scsa.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 *Handbook for supervising ATAR course written examination 2024* and successful completing the online supervisor training prior to the commencement of the written examination period
- assisting the Chief Supervisor with the conduct of the examinations in accordance with the instructions provided
- assisting the Chief Supervisor with setting up the examination centre
- setting up desks with candidate information, examination papers and any EAA where required
- monitoring, tracking and recording the necessary information for candidates with an approved EAA
- reading examination instructions aloud to candidates in accordance with the *Instructions manual for ATAR course written examinations 2024* for the ATAR course written examinations
- moving between desks at regular intervals to ensure candidates are following instructions and using only authorised materials
- monitoring any suspicious behaviour and notifying the Chief Supervisor accordingly
- checking toilet cubicles and associated areas prior to the commencement of each examination for notes and other unauthorised examination materials and regular checking toilets during the examination
- collecting and sorting examination scripts and materials
- delivering the examination scripts to the delivery point, if required
- carrying out other duties as requested by the Chief Supervisor or the Manager – Examination Logistics

Work Health and Safety

All employees are required to:

- be familiar with emergency procedures for their allocated examination centre;
- 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

- 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

All 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