



Chief Supervisor Role Information

Role Overview

The Authority appoints a Chief Supervisor for each examination centre for both practical and written examinations. The Chief Supervisor is a senior role that takes on responsibility for the organising of the examination centre and will direct a team of supervisors to support them in carrying out their duties.

Chief Supervisors responsibility is to ensure that the examinations are conducted fairly, and in accordance with the requirements set out in the Handbooks for supervising ATAR course practical and written examinations. Chief Supervisors ensure the examination centre has been set up correctly and that there are sufficient examination materials/equipment required for each examination session. They ensure candidates are appropriately supervised at all times through observing, assisting and monitoring during the examinations.

Chief Supervisors report to the Manager – Examination Logistics and liaise closely with the Examination Logistics team and school administration staff. The Chief Supervisor rosters and allocates supervisors to sessions and examination rooms (written examinations only), and issues them with specific instructions prior to and during the examinations.

Responsibilities

Practical Examinations

The Chief Supervisor for the **ATAR course practical examinations** responsibilities are outlined below:

- ensuring examinations are conducted fairly and in accordance with the Authority's policies and procedures to maintain the integrity and security of the examination process
- following procedures and rules outlined in the supervisor handbook provided by the Authority
- ensure the examinations run smoothly, communicate politely and professionally with candidates, supervisors, Examination Logistics staff and venue service providers
- liaising with school administration and/or Examination Logistics staff for accessing examination materials, verifying examination materials have been accounted for and check the examination rooms are suitable
- ensuring secure storage and management of examination materials before, during and after the examination period, ensuring complying with the Authority's security requirements and addressing and reporting any issues promptly to the Examinations Logistics team
- leading and instructing supervisors in a professional manner and ensuring all supervisors follow examination procedures and policies
- allocating and advising supervisors of their duties and work sessions, communicating updates as required throughout the examination period



- maintaining an accurate record of sessions/hours worked by all supervisors throughout the examination period, verifying all hours worked and additional expense claims prior to submission to the Authority
- if applicable ensure candidate's who have approved equitable access adjustments that these arrangements are managed, these candidates will have a *Notification of approved Equitable Access Adjustments*, to show supervisors only
- maintaining confidentiality of information relating to the examinations, candidates, supervisors and the Authority - information must not be communicated to other persons or used for personal gain or benefit
- reporting any incidents, emergencies and/or breaches of security, including candidates misconduct and supervisor issues to the Manager Examinations Logistics and/or the Chief Marker (practical examinations) and on the appropriate forms
- undertaking other duties as may be reasonably expected within the role, as directed by the Manager - Examination Logistics

Written Examinations

The Chief Supervisor for the **ATAR course written examinations** responsibilities are outlined below:

Prior to the examinations:

- liaising with school administration and checking the allocated examination centre for suitability for the examinations; for example, noise, lighting, availability of desks, wall clock/s in place etc.
- checking that the correct quantity of stationery items, examination papers and examination materials have been delivered to the centre and that there are enough papers for each session
- checking that the examination papers are stored in a secure area
- conducting a brief meeting with supervisors prior to the examinations to ensure they are aware of their duties
- ensuring that the examination centre has been set up correctly and that there are sufficient rooms, desks and chairs for the candidates
- checking for candidates with equitable access adjustments and organising the specific requirements for each examination; for example, an extra board clock for the display of extra working time or arranging with the ATAR course examination coordinator to set up the laptop computer
- creating and displaying a seating plan for each room for each examination
- becoming familiar with the evacuation procedures of the examination centre, and in particular, the examination room/s
- allocating supervisors to examination sessions and rooms and issuing them with specific instructions prior to the examination. If there are several rooms, appointing a supervisor to be in charge of each room
- distributing a copy of the *Instruction manual for ATAR course written examinations 2024* (Instruction Manual) and the *Handbook for supervising ATAR course written examinations 2024* (Handbook) to each supervisor prior to the commencement of the examinations
- checking and charging all electronic equipment that may be required for examinations.



During the examination period:

- supervising every examination at their appointed examination centre
- actively observing and monitoring candidates during the examinations and reporting any suspicious behaviour to the Manager – Examination Logistics when there is a breach of examination rules
- ensuring that the examinations are conducted fairly, and in accordance with the requirements set out in the *Handbook for supervising ATAR course written examinations* and the *Instruction manual for ATAR course written examinations*
- monitoring, tracking and recording the necessary information for candidates with approved equitable access adjustments
- confirming supervisor's hours of work during the examination period.

After the examination period:

- packaging all spare examination papers and stationery at the conclusion of the examinations
- completing and checking Supervisor payment forms daily and at the end of the examination period submitting the online Supervisor payment form for processing
- making recommendations regarding supervisors for possible appointment as Chief Supervisors in the future
- ensuring all the required forms are returned by the scheduled date
- ensuring the school administration are aware of the deed box collection day arrangement, that the box is ready for collection and that the school knows where the deed boxes can be found when the courier arrives.
- securely packing and posting (or couriating) candidates' scripts immediately after each examination or delivering them to the designated collection point after each examination

Country and overseas Chief Supervisors have some additional responsibilities to those of metropolitan Chief Supervisors. These are:

- in consultation with the Examination Officer, recruiting sufficient supervisors for their examination centre (written examinations)
- arranging the return of all deed boxes/bags and surplus materials (i.e. examination papers, stationery) at the conclusion of the examinations.

Who can be a Chief 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. Wherever possible, preference is given to individuals who have prior experience conducting West Australian ATAR examinations.

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.



In addition, Chief Supervisors require the ability to organise and lead a team. It will be your duty to ensure that each examination is properly staffed and provide guidance for new supervisors.

Individuals who have close relationships or associations with candidates who are attempting the ATAR written examinations this year cannot be appointed to be Chief Supervisors of the written examinations. Individuals who have close relationships or associations with candidates who are attempting the ATAR practical examinations this year may still be appointed as Chief Supervisors of practical examinations, however not in any courses that these candidates will be attempting.

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.

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

The Supervisor Portal contains online training relevant for Chief Supervisors and for supervisors of both the written and practical examinations. It is a requirement of the role that Chief Supervisors complete the Chief Supervisor online training. This online training is paid, making up part of your training allowance.



There will be in person training sessions for written and practical chief supervisors conducted at SCSA in Cannington. These sessions serve as a chance for the Examination Logistics Team to communicate changes to this year’s examination format and provide additional training. The practical training session will be on Friday, September 13th. The written training will be available at two sessions on Monday, 14th October and Friday, 18th October.

Chief Supervisors – Written are required to hold a 1-hour meeting with their supervisors (where required) prior to the examination to provide them with copies of the appropriate handbooks, clarify expectations and assign supervision times.

Training allowance is as follows:

Role	Expectations	Amount
Chief Supervisor – Written	Complete Chief Supervisor online training Attend Chief Supervisor Training Session (online or in person) Hold 1-hour meeting with supervision staff (if required)	\$372
Chief Supervisor – Practical	Complete Chief Supervisor online training Attend Chief Supervisor Training Session (online or in person)	\$279

Availability and Work Hours

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.

Chief Supervisors are required to be present at the examination centre during every examination for the course/centre that they have been assigned to. The number and variety of examinations will vary between each course/centre due to the requirements of the cohort.



Remuneration

For Chief Supervisors – written examinations, the base rate payment is based upon the number of candidates enrolled for a particular examination session. Each session payment accounts for 4 and a half hours of work.

Number of candidates	Examination session payment
1 – 20	\$209.25
21 – 50	\$220.85
51 - 100	\$232.50
101 – 150	\$244.15
151 - 200	\$255.75
201 +	\$279

Chief Supervisors - Written are also paid an allowance to carry out tasks associated with the supervision of ATAR course written examinations. The allowance is based upon the number of courses and number of examination sessions held at their allocated centre.

For Chief Supervisors – Practical examinations, the base payment is an hourly rate of \$46.50.

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, taxi or rideshare service. 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.



Government of **Western Australia**
School Curriculum and Standards Authority



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.