



## Chief Supervisor and 2IC Practical and Written Examinations Examinations Logistics

<b>Reports to</b>	Manager – Examinations Logistics (Level 8)
<b>Direct reports</b>	Supervisors

### 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](https://scsa.wa.edu.au) to find out more information about the School Curriculum and Standards Authority

Visit [education.wa.edu.au](https://education.wa.edu.au) to find out more information about the Department of Education.

## Key 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

Chief Supervisors 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 for the examinations has been delivered to the centre
- checking that the correct examination papers 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 special examination arrangements 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 sessions
- allocating supervisors to examination 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* and the *Handbook for supervising ATAR course written examinations* 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 special examination arrangements
- if supervising the Music examination, ensure that the personal listening devices (PLDs) are fully charged the day prior to the examination
- securely packing and posting (or couriering) candidates' scripts immediately after each examination or delivering them to the designated collection point after each examination.

### **After the examination period:**

- packaging all spare examination papers and stationery at the conclusion of the examinations
- checking and approving supervisor payment summaries at the end of the examination period, and making recommendations with regard to supervisors for possible appointment as Chief Supervisors in the future
- ensuring all the required forms are returned by the scheduled date.

### **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.

### **2IC Supervisors have some additional responsibilities to Chief Supervisors. These are:**

- take up the duties and responsibilities of a Chief Supervisor in circumstances where the chief supervisor is unavailable
- support the chief supervisor in their duties and responsibilities while educating themselves on these duties and responsibilities

## **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;

## **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 (WWC)\*
- 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 9 March 2023

