





# ROLE DESCRIPTION

## Examination Supervisor

Supervisors are appointed subject to the eligibility criteria set out by the VCAA and under Siena College employment procedures.

The eligibility criteria are detailed in the VCAA document 'Supervisor Relationships Statutory Declaration' and 'Conditions of appointment – supervisors, clarifiers, readers and scribes' which the Supervisor is required to sign and have witnessed by an authorised witness prior to commencement of the examination period. The form is then submitted to the VCAA and stored in the College's VCE Examination Document Register.

All supervisors are required to

- 1.1. Hold a current Working with Children Check and National Police Check or current VIT registration
- 1.2. Be provided with a proposed schedule of examination supervision well in advance of the examination period, along with relevant information

## 2. Chief Supervisor

The Chief Supervisor is required to carry out a range of responsibilities during VCE external assessments. The VCAA considers the following tasks to be the specific responsibility of the Chief Supervisor:

- 2.1. Overall responsibility for the conduct and administration of VCE external assessments and must follow the responsibilities as detailed in the VCAA VCE Examination Manual, which is published each year
- 2.2. Undertake annual VCAA Chief Supervisor Briefing sessions as advertised by the VCAA (for which they will receive remuneration).
- 2.3. Attend at all VCE external assessments
- 2.4. Attend the College to check examination materials prior to the GAT and written examinations and be available during the evening of each examination day, at a specified place (usually home), to hand over the examination parcel to the VCAA nominated courier. The Chief Supervisor will receive payment for this in the form of an administration allowance based on the total number of students who are presenting at the examination centre
- 2.5. Ensure that VCAA documents are correctly recorded and maintained
- 2.6. Notify the Principal immediately they become aware that they may be in breach of the eligibility criteria laid down by the VCAA for examination supervision

Other tasks assigned by the College are:

- 2.7. Work with the Head of Senior Pathways and the Curriculum Administrator (under the direction of the Deputy Principal Learning and Teaching) in administering VCE external assessments and Trial Examinations



## ROLE DESCRIPTION

### Examination Supervisor

- 2.8. Lead the team of Assistant Supervisors during VCE external assessments and Trial Examinations and ensure that Assistant Supervisors are appropriately briefed prior to each examination

### **3. Assistant Supervisors**