



Position Description

Chief Exam Supervisor

Position title	Chief Examination Supervisor
Reports to	Head of VCE
Location	Assumption College Kilmore
Employment Type	Casual

Role Description

The Chief Exam Supervisor provides overall coordination and administration of external and internal examinations ensuring compliance with Victorian Curriculum and Assessment Authority (VCAA) policies and procedures. The Chief Exam Supervisor provides high level support to the Head of VCE and leads a team of Exam Supervisors to ensure a fair, secure and supportive assessment examination environment for all students at Assumption College.

Job tasks & Responsibilities

- Ensure all examinations are conducted in strict accordance with VCAA regulations
- Liaise with VCAA officials, VASS administrators, timetabling staff, relevant administration staff and supervisors to ensure seamless exam operations
- Support students with approved Special Examination Arrangements and uphold examination integrity
- Lead and coordinate a team of examination supervisors during internal and external assessments in accordance with VCAA regulations
- Ensure all Exam Supervisors are briefed on procedures and can carry out responsibilities as required
- Manage secure storage and archiving of examination and examination materials

Knowledge Skills & Abilities

- Demonstrated understanding of VCAA policies and procedures for conducting examinations
- Proven experience in leading and coordinating a team in an education environment.
- Strong organisational and administrative skills with high attention to detail
- Meet VCAA eligibility requirements
- Previous experience as a Chief or Assistant Examination Supervisor is highly desirable

Essential

- Current WWC and National Police Check
- First aid is essential (The College will provide this training if necessary).

Membership

They work in collaboration with:

- Learning and teaching Team
- Head of VCE
- Personalised Learning Team
- Subject Teachers