



Position Description

## **Examination Supervisor**

Position title	Examination Supervisor
Reports to	Chief Examination Supervisor
Employment type	Casual

**Role Description**

The Exam Supervisor is responsible for conducting and administering VCE external assessments providing supervision and support during examinations ensuring compliance with Victorian Curriculum and Assessment Authority (VCAA) policies and procedures.

**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
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- Upholding Marist values at Assumption College Kilmore
- Understanding Child safety and OH&S requirements

**Knowledge Skills & Abilities**

- Understanding of VCAA policies and procedures for conducting examinations
- Ability to follow procedure and work collaboratively with school staff
- Strong communication and problem-solving skills
- Strong organisational and administrative skills with high attention to detail
- Meet VCAA eligibility requirements

**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