



ROLE DESCRIPTION

EXAM SUPERVISOR

CASUAL

ROLE PURPOSE

The main duty of an Exam Supervisor is to support the Presiding Officer, the Assistant Presiding Officer and other Exam Supervisors in the supervision of examinations at Knox Grammar School ("the School") during 2019, which may include:

- **Trial HSC exams – 21 August - 5 September**
- **Year 11 Final exams – 4 - 18 September**
- **HSC exams – 17 October - 12 November**

In accordance with the NSW Education Standards Authority ("NESA") policies and procedures, Exam Supervisors appointed by the School will be employed and remunerated by NESA for the purposes of conducting the Higher School Certificate examinations at the School.

ROLE RELATIONSHIPS

The Exam Supervisor is directly responsible to the Presiding Officer. The Exam Supervisor is also responsible to the Assistant Presiding Officer, who is a delegate of the Presiding Officer. As with all School employees, the Exam Supervisor is ultimately responsible to the Headmaster.

An Exam Supervisor appointed for the Higher School Certificate examinations must follow the rules, procedures and guidelines of NESA in conducting those examinations at the School.

ROLE RESPONSIBILITIES

- Follow the directions of the Presiding Officer and/or the Assistant Presiding Officer.
 - Set up the examination venues by placing candidate numbers, booklets, examination papers, stationery and equipment at desks in accordance with strict procedures.
 - Implement the exam rules and regulations and remain vigilant throughout the examination duration.
-

- Assist the students before, during and after the examination by directing them to their seats, advising them about possessions permitted at examination venues and dealing with queries raised by students.
- Invigilate carefully, making sure that students do not talk inside examination venues and respond to any examination irregularities immediately.
- Ensure examinations for students with disability provisions are compliant with NESAs guidelines.
- Check attendance during examinations, record details of late arrivals and ensure that proper seating plans are followed.
- Escort students during water breaks or washroom breaks as required and detect any unauthorized materials inside the examination hall.
- Deliver and collect scripts carefully at the start and end of the examination in accordance with strict examination procedures.
- Exam Supervisors must be as quiet as possible during the examination duration but also remain vigilant to the students. They should not explain any questions asked by the students or allow any other person to ask questions of, or read answers to, the students.
- At the conclusion of the examination, the Exam Supervisors should collect the scripts, question papers, stationery and other reference booklets from the students and check that all required information (name, candidate number, venue, date etc.) has been filled out properly by the students on their scripts.
- Maintain confidentiality of any examination conduct throughout the course of the examinations. Exam Supervisors must not discuss any examination conduct with any other students, teaching or other staff members, parents/guardians or any outside party.

KEY SKILLS & ABILITIES

- Experience of working or studying in a higher education environment is desirable
- An understanding of examination processes
- Accuracy and attention to detail
- Flexible approach to work essential
- Ability to follow instructions and to work as part of a team
- A level of fitness and mobility that enables standing for long periods of time and the ability to move efficiently through an exam room
- Good sight and hearing is required to monitor students under exam conditions
- Ability to use a computer and/or sound equipment for language and music exams
- Ability to relate to academic staff and students
- Ability to work under pressure and to tight deadlines
- Ability to react appropriately to student breaches in conduct
- Ability to carry out duties confidentially and discreetly
- Utilises active listening skills
- Organisation and time management skills
- Public speaking abilities
- Reading comprehension
- Holds a current Working With Children Check number

WORKPLACE HEALTH & SAFETY

The Exam Supervisor will actively support and contribute to the maintenance and development of a safe working environment by:

- reporting incidents or accidents to the appropriate staff as soon as possible
- working within the WHS management systems that have been adopted by the School

LENGTH OF TENURE

This is a casual engagement with a maximum term of the 2019 school year. The Exam Supervisor will be rostered to work between Monday and Friday during examination periods in term-time as required. There is no guarantee made to provide continuous or regular employment or more than one engagement.

TERMS OF EMPLOYMENT & REMUNERATION

Remuneration for the position (except where employed by NESAs to conduct the 2019 HSC examinations) will be commensurate with qualifications, skills and experience and in accordance with the terms and conditions of the *Educational Service (Schools) General Staff Award 2010*.

Superannuation Guarantee at the current legislative rate will be paid by the School in addition to salary.

Please note: All staff are subject to mandatory screening procedures in line with Child Protection Legislation