

Chief Supervisor – VCE Examinations

Gisborne Secondary College is a Government, co-educational secondary school located in the Macedon Ranges.

Gisborne Secondary College is currently seeking expressions of interest for the essential role of Chief supervisor for VCE examinations.

Chief supervisors have the overall responsibility for the conduct and administration of VCE external assessments, as set out in the VCE Examination manual, and any other instructions provided by the VCAA and the school at which they are employed.

Chief supervisors are responsible for:

- Reconciling all external assessment materials within 48 hours of delivery, ensuring they are stored in a dedicated secure locked repository according to VCAA requirements
- Ensuring there is a clear and common understanding of the requirements for any student with approved Special Examination Arrangements
- Ensuring the secure storage and collection of external assessment materials
- Ensuring that authorised school personnel are made aware of any student who does not obey or observe instructions given by the supervisor in the examination room
- Ensuring that suitable arrangements are available in the event that a student's behaviour requires their removal from an examination room
- Ensuring that all response material is collected and packed according to VCAA requirements
- The safekeeping and handing over of the completed response material to the VCAA courier
- In conjunction with school personnel, ensuring that all supervisors are:
 - Appropriately briefed on the procedures for the conduct and administration of VCE external assessments
 - Capable of carrying out the responsibilities of the chief supervisor should they be required to step into the role at short notice.

All supervisors, including chief supervisors, are responsible for:

- Familiarising themselves with the procedures for the conduct and administration of VCE external assessments
- Familiarising themselves with the centre-specific emergency procedures (evacuations and lockdowns) in place during VCE external assessments
- Ensuring they have a clear understanding of the provisions for any student with approved Special Examination Arrangements (SEA)
- Maintaining, within the school's established guidelines, proper order and discipline among students
- Ensuring that no students
 - Engage in cheating
 - Talk at any time while in the examination room
 - Share items such as dictionaries, calculators, watches, water bottles or any stationery items
- Ensuring correct external assessment materials are distributed to students

- Communicating specific requirements to students before, during and at the conclusion of each VCE external assessment, which includes, but is not limited to, the relevant announcements and Examination Centre Messages
- Making arrangements for procedures to be followed when a student becomes ill or needs to use the toilet facilities
- Maintaining
 - Attendance rolls
 - A seating plan for each VCE external assessment (in conjunction with school personnel)
 - A journal that records whether each VCE external assessment proceeded normally and if not, brief notes on what occurred that was out of the ordinary
 - A log of all students going to the toilet and a record of toilet checks
 - A record of all students taking approved rest breaks by completing the **Special Examination Arrangements rest break log sheet form**
 - Ensuring that no student infringes on the rights of another student to complete their VCE external assessment
 - Being vigilant in reporting emergencies immediately to authorised school personnel
 - Completing a 2024 Incident Report for VCE external assessments form for any late students, any alleged breach of rules or any incidents that occur in the examination room that are inconsistent with VCAA policies and procedures.

The Chief supervisors is required to work alongside the VCE Coordinator.

Eligibility criteria

Chief supervisors cannot be any of the following:

- Related to, or associated with, any student undertaking a VCE Unit 3 or 4 study in 2024
- Teaching or tutoring any student in a VCE Unit 3 or 4 study in 2024
- Related to, or associated with, any person engaged in teaching, tutoring or coaching any students undertaking a VCE Unit 3 or 4 study in 2024, or any school personnel engaged in organising or checking VCE external assessment materials on behalf of a school in 2024
- Employed by the school in any capacity, including as a teacher, Casual Relief Teacher (CRT), or a member of the administration staff.

Chief supervisors are required to complete a Supervisor relationships statutory declaration and conditions of appointment form upon appointment. They must have a current Working with Children check or VIT registration.

The appointed Chief supervisor is required to attend a training session with the VCAA.

This appointment is for the General Achievement Test (GAT) scheduled on Tuesday 18th June 2024 and external VCE examinations in the period of Tuesday 29th October to Wednesday 20th November 2024 (inclusive).

Please note that the role includes duties outside of these specified periods to facilitate and assist reconciling assessment materials as they arrive at the College, and preparation for the administration of external assessments.

Expressions of interest can be addressed to Kate Smith at Gisborne.sc@education.vic.gov.au by close of business Thursday 28th March 2024.