



2024 Williamstown High School Exam Supervisors

We are seeking casual Assistant Exam Supervisors to assist with supervising internal and external examinations under VCAA conditions and in accordance with VCAA requirements. Interested applicants should refer to the eligibility criteria, supervisors' responsibilities, and availability requirements below.

Eligibility criteria

In accordance with VCAA requirements, in the current school year the Assistant Exam Supervisor **cannot** be:

- Related to, or associated with, **any** student required to sit the GAT or **any** student undertaking a VCE Unit 3 or 4 study in 2024 **at Williamstown High School**
- Teaching **any** student required to sit the GAT or teaching **any** student in a VCE Unit 3 or 4 study in 2024
- Tutoring a student required to sit the GAT or tutoring a student in a VCE Unit 3 or 4 study in 2024 **at Williamstown High School**
- Related or associated with **any** person engaged in teaching, tutoring or coaching any student required to sit the GAT, or any student undertaking a VCE Unit 3 or 4 study in 2024, or any school personnel engaged in organising or checking VCE external assessment materials **at Williamstown High School**
- Employed by the school as a teacher (excluding CRT) or member of the administration staff

Supervisors are also required to have a current **Employment Working with Children Check**.

Supervisor's responsibilities

The Assistant Exam Supervisor will supervise examinations under the conditions set by the VCAA and ensure that examinations take place in accordance with VCAA requirements, including undertaking administrative responsibilities.

To be successful in this role, applicants must have the following skills and attributes:

- Excellent problem-solving skills and an ability to work well in high pressure environments
- Strong organisational and time management skills
- High level of attention to detail
- Strong verbal, written and interpersonal skills
- Ability to work independently and as part of a team

All new supervisors are required to attend a 1-hour on-site paid training session prior to commencing employment.

Availability Requirements

All supervisors need to be available for the GAT on 18 June 2024.

Some availability is required for other times of the year, including the VCE exam period between 29 October and 20 November 2024.

In 2024, the hourly rate for assistant supervisors for the GAT is **\$37.50**.

Application

Interested applicants should complete the [2024 Exam Supervisor Application Form](#) by **Friday, May 17, 2024** at the latest. Please note that the position may close prior to this date if the required number of appointments have been reached.

For more information, please email Hannah Vu at hanh.vu2@education.vic.gov.au.