



WHITEFRIARS
CATHOLIC COLLEGE FOR BOYS

VCAA Assistant Exam Supervisor

Title	VCAA Assistant Exam Supervisor
Appointment duration	Casual
Date Reviewed	April 2025

Whitefriars College provides a quality education for young men grounded in the Catholic Carmelite tradition that emphasises critical thinking, the search for meaning and how to contribute to the common good of society. The College supports every student to seek and achieve excellence in their learning, their relationships, and their participation in the community. Students are invited to appreciate the Christian worldview and see the goodness of God in themselves, all others and the natural world. Our aim is to enable our young men to look beyond themselves with a moral compass and social conscience and to approach life with intelligence, inner strength and gentleness. At Whitefriars College we value:

- **Faith** Shared faith expressed through contemplation, community and service.
- **Gentleness** The expression of gentleness as the intelligent way to express masculinity.
- **Excellence** Excellence and collaboration in learning, teaching and in all we do.
- **Respect** Positive, inclusive and respectful relationships across our community.
- **Justice** Action and advocacy for equity, justice and environmental stewardship through words and deeds.

Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected that all staff employed in a Catholic school:

- accept the Catholic educational philosophy of the school.
- develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work.
- by their teaching ministry, other work and by personal example strive to help students and families to understand, accept and appreciate Catholic teaching and values.
- avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community, in whose name they act.
- Continuously work towards their accreditation to teach in a Catholic School as per the Victorian Catholic Education Authority (VCEA) policy.

Furthermore, it is expected of all employed at Whitefriars College that they accept and support the ethos of the Carmelite order, along with activities directed at the broader aims of the College.

Whitefriars College is committed to strengthened practice for the protection of children in line with the Victorian Government child safety reforms and **Ministerial Order 1359**.

Catholic school communities place the highest priority on the care, wellbeing and protection of children and young people. Founded in Christ and sustained by faith, Catholic schools seek to fulfil their mission of enabling each student to come into the fullness of their own humanity. This includes paying attention to the inherent dignity of children and young people, and their fundamental right to be respected, nurtured and safeguarded by all. Whitefriars College staff and volunteers are instructed about the school's child safety policies and are expected to comply with the school's obligations and understanding of a child protection culture and minimisation of the risk of child abuse. Staff and volunteers are provided with appropriate training and development opportunities, as well as ongoing supervision and management, to ensure their conduct is consistent with the school's child safety and wellbeing policies and procedures.

Overview

The role of the VCAA Assistant Exam Supervisor is to oversee examinations to ensure an appropriate assessment environment for students.

The VCAA Assistant Exam Supervisor is responsible to the Director – Senior Years and the Deputy Principal – Learning & Teaching and VCAA Chief Exam Supervisor.

Professional Responsibilities

- Understand the procedures for the conduct and administration of VCE external assessments as outlined by VCAA.
- Be familiar with the specific evacuation procedures in place during VCE external assessments
- Have a clear understanding of the provisions for any student with approved Special Examination Arrangements
- Maintain proper order and discipline among students
- Ensure that no students:
 - Engage in cheating
 - Talk at any time while in the examination room
 - Share items such as dictionaries, calculators, watches, water bottles and any stationery items
- Ensure the correct assessment materials are distributed to students
- Communicate specific requirements to students prior to, during and at the conclusion of VCE external assessment, which includes, but is not limited to, the relevant announcements and examination centre messages.
- Make arrangements for procedures to be followed when a student becomes ill or needs to use the toilet facilities
- Maintain:
 - Attendance rolls
 - A seating plan for each VCE external assessment
 - 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
 - A record of all students taking approved rest breaks by completing the Rest Break Log Sheet
- Ensuring that no student infringes on the rights of any other student to complete their VCE external assessment responses
- Be vigilant in reporting emergencies immediately to authorised school personnel
- Complete the 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 and are inconsistent with VCAA policies and procedures.

Code of Conduct for Supervisors

Supervisors are responsible for:

- Providing students with optimum conditions for their best performance
- Maintaining consistency in their expectations of students' behaviour and work, treating all students equally
- Considering the needs of all students when organising the examination room, with particular regard to students with approved Special Examination Arrangements
- Being vigilant in supervising students, but not paying undue or overt attention to any individual student and consequently causing discomfort
- Moving around the room and not remaining in the same position for any length of time
- Wearing appropriate footwear and accessories so as not to make undue noise that may disturb students
- Avoiding the use of strongly scented perfume or aftershave
- Avoiding conversations with other supervisors while in the examination room
- Avoiding unnecessary discussions or arguments with students

Selection Criteria

- Demonstrated understanding of the VCAA policies and procedures for the conduct and administration of VCE external assessments.
- Strong organisational skills with the ability to manage examination logistics, including secure handling of assessment materials, seating plans, and compliance documentation.
- Ability to lead and coordinate a team of supervisors to ensure smooth examination processes.
- Capacity to respond effectively to unexpected situations, emergencies, and student incidents.
- Excellent verbal communication skills, with the ability to deliver clear and precise instructions to students and supervisors.
- Commitment to upholding VCAA assessment security protocols, including the secure storage and transport of examination materials.
- Must not have any conflicts of interest, including relationships with or tutoring of VCE students sitting external assessments (see VCAA Eligibility Criteria below for further information)
- Previous experience as a VCAA Assistant Examination Supervisor (desirable but not essential).
- A current Working with Children Check (WWCC) and National Police Check.
- A demonstrated understanding of child safety principles and the ability to create a safe and supportive examination environment.

VCAA Eligibility Criteria

Supervisors cannot be any of the following:

- Related to, or associated with, any student required to sit the GAT or any student undertaking a VCE Unit 3 or 4 study
- Teaching or tutoring any student required to sit the GAT or any student undertaking a VCE Unit 3 or 4 study.
- Related to or associated with any person engaged in teaching, tutoring or coaching any students undertaking a VCE Unit 3 or 4 study, or any school personnel engaged in organising or checking VCE external assessment materials on behalf of a school
- Employed by the school in any other capacity, including as a teacher, casual relief teacher (CRT) or member of the administration staff
- Have taught Units 1-2 and/or Units 3-4 at Whitefriars College in the last two years.

Terms and Conditions

All other terms and conditions are in accordance with the Whitefriars College Conditions of Employment Agreement (under the 2022 CEMEA) and the VCAA rules for the conduct and administration of VCE external assessments.



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Application

Applicants should submit:

- A covering letter of *no more than one page* outlining why the application is being made for the position
- A response of *no more than one page* on your ability and experience that will enable you to undertake the various aspects of the role
- An up-to-date Curriculum Vitae
- The names and contact details of at least three relevant referees

Applications should be addressed to **Mr Mark Murphy, Principal, Whitefriars College**

and emailed to employment@whitefriars.vic.edu.au no later than **4.00pm on Wednesday, 23 April 2025**

Any enquiries regarding the role should be directed, in the first instance, to Ms Nipuni De Silva, Human Resources Manager on 9872 8214.