

Department of Education

STATEMENT OF DUTIES – January 2021

| | |
|--------------------------------|---|
| Title | Setting Examiner – Examination Papers |
| Number | Generic |
| Division | Office of the Tasmanian Assessment, Standards and Certification |
| Branch | N/A |
| Section | N/A |
| Sub-Section/Unit/School | N/A |
| Supervisor | Executive Officer |
| Award/Agreement | Office of the Tasmanian Assessment, Standards and Certification (Fees) Regulations 2013 |
| Classification | N/A |
| Employment Conditions | Casual employment commencing March/April annually, with exam setting to be concluded by the end of June. The occupant will be paid in accordance with Schedule 2 – Fees relating to Examinations. |
| Location | As specified |

The Role

To prepare an examination paper and provide a set of solutions or marking tool.

Level of Responsibility/ Direction and Supervision

The occupant is responsible for the successful completion and management of the assigned examination duties and associated activities to a satisfactory standard.

The occupant will ensure that all products are delivered within given timeframes.

The occupant receives direction and guidance from the Executive Officer TASC.

Primary Duties

1. Prepare the examination paper (and a set of solutions or marking tool) in accordance with the current course, the guidelines for external assessment and any other guidelines provided by the Office of the Tasmanian Assessment, Standards and Certification (TASC).
2. Meet with critics to discuss the first draft of the paper against the external assessment specifications.

3. Determine what changes will be made to the paper in light of comments received from the critics, from both this meeting and the second draft meeting.
4. Proof read the final draft of the paper against the external assessment specifications outlined.
5. Check the examination paper after it has been printed.
6. Advise of any specific stationery requirements or other materials that will need to be provided to students for the examination (eg. graph paper, maps).
7. Provide a final set of solutions and or marking guides taken from the drafts by the critics of the examination paper.
8. Advise on issues arising during the assessment and resulting process.

Selection Criteria

Employment in the State Service is governed by the *State Service Act 2000* and employment decisions must be based on merit. A decision relating to appointment or promotion is based on merit if:

- an assessment is made of the relative suitability of the candidates for the duties; and
- the assessment is based on the relationship between the candidates' work-related qualities and the work related qualities genuinely required for the performance of the duties; and
- the assessment focuses on the relative capacity of the candidates to achieve outcomes related to the duties; and
- the assessment is the primary consideration in making the decision.

Work-related qualities might include; skills and abilities; qualifications, training and competencies; standard of work performance; capacity to produce required outcomes; relevant personal qualities; and demonstrated potential for future development.

Applicants are selected in terms of the following criteria:

1. Superior knowledge of the relevant course including minimum 5 years teaching experience in the relevant subject area.
2. Demonstrated understanding of criterion based assessment.
3. High level written and oral communication skills.
4. Demonstrated ability to meet specified timeframes and deadlines.
5. Demonstrated capacity to follow documented procedures and policies.
6. Commitment to meet confidentiality and security requirements.
7. Receptiveness to receiving feedback, and ability to apply any feedback.
8. Demonstrated high level ability to work cooperatively as a member of a team.
9. Flexibility to work with a range of different technologies and communication platforms.

Requirements

- Essential**
- The *Registration to Work with Vulnerable People Act 2013* requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the *Registration to Work with Vulnerable People Regulations 2014*. This registration must remain current and valid at all times whilst employed in this role and the status of this may be checked at any time during employment.
 - Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- Desirable**
- Minimum 5 years teaching experience in the relevant subject area.

Working within the Department of Education

The Department is responsible for providing public education, vocational education and training, adult and community education, and library and archive services throughout Tasmania.

Our strategic focus is centered on achieving the Tasmanian Government's priorities for education, training and information services. These priorities are expressed through the goals of the *Learners First: Every Learner, Every Day* Strategic Plan, and the *Libraries Tasmania Strategy*.

| | |
|-----------------------|---|
| Our Commitment | Together we inspire and support all learners to succeed as connected, resilient, creative and curious thinkers. |
| Our Values | Aspiration, Respect, Courage and Growth. |
| Our Goals | Access, Participation and Engagement; Early Learning; Wellbeing; Literacy and Numeracy. |

Our strategies aim to transform the way Tasmanians access education, training and information services, provide a fresh and exciting approach to lifelong learning and build an education system that inspires and supports all learners to succeed as connected, resilient, creative and curious thinkers.

Information and Records Management

All employees are responsible and accountable to:

- Create records according to the business needs and business processes of their business unit or school that adequately document the business activities in which they take part.
- Register documents in an approved Business Information Management System.
- Access information for legitimate work purposes only.

All employees must not:

- Destroy delete or alter records without proper authority; or
- Remove information, documents or records from the Department without permission.

State Service Principles and Code of Conduct

Employment in the State Service is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DoE Condition of Use policy statement located at [Department of Education: Information technology policies](#)

Work Health and Safety and Workplace Diversity

The Department is committed to high standards of performance in respect of work health and safety and managing diversity. All employees are expected to promote and uphold the principles of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

In accordance with the *Work Health and Safety Act 2012*, all employees whilst at work are expected to participate in maintaining safe working conditions and practices and take reasonable care for their own health and safety, ensuring their actions do not adversely affect the health and safety of others. All employees are expected to comply with any reasonable instruction given by the Agency to ensure compliance with the Act and collaborate with Agency work health and safety policies, procedures and guidelines.

The Department of Education is committed to providing a safe workplace for all employees and has zero tolerance to all forms of violence.

State Government workplaces and vehicles are non smoking environments.

Category/funding/restrictions: Permanent or Fixed Term. Cost code: Specified for the School/College or Business Unit.

HR Office use only:

APPROVED BY HRM DELEGATE: 973874 – Assistant Director Workforce and Personnel Services – Jan 2021

VEM:

Date Duties and Selection Criteria Last Reviewed: 01/21
