

Department of Education

STATEMENT OF DUTIES – June 2021

Title	External Assessment Supervisor Coordinator
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 in November/December annually. The occupant will be paid in accordance with Schedule 2 – Fees Relating to Examinations.
Location	As specified

The Role

Ensure that all TASC instructions and external assessment rules are followed throughout the examination period at the allocated examination centre, coordinate external assessment supervisors in preparation of the examination space and examination supervision, and manage examination security. This includes maintaining the security of examination papers and ensuring there is no unauthorised entry.

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. Day-to-day direction will be provided by the Program Officer - Assessment.

Primary Duties

1. Coordinate and roster Supervisors for each examination session.
2. Liaise with school/college staff to ensure that the examination rooms meet with TASC requirements and examination papers and stationery are securely stored.

3. Coordinate arrangements for students requiring reasonable adjustments, including computer and assistive technology use.
4. Ensure correct amount of sealed examination papers have been received and correspond to the Examination Paper Packing List.
5. Ensure a supervision report is completed for each examination room and returned to TASC.
6. Supervise students completing examinations as outlined in the Supervisor Coordinator and Supervisor Handbook.
7. Arrange the return of examination papers as outlined in the Supervisor Coordinator and Supervisor Handbook.
8. Comply with strict security and confidentiality requirements.
9. Provide feedback reports on the overall supervision process and the performance of individual supervisors when requested.

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.

The following specific selection criteria must be addressed by candidates in this context. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Understanding of external assessment rules and guidelines.
2. High level written and oral communication skills.
3. Flexibility to work with a range of different technologies as required.
4. Capacity to meet specified deadlines.
5. Capacity to adhere to procedures and policies.
6. Commitment to meet confidentiality and security requirements.
7. Receptiveness to receiving feedback, and ability to apply any feedback.

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**
- Nil

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 – June 2021
VEM:

Date Duties and Selection Criteria Last Reviewed: 06/21 VRH
