

Exam Supervisor Coordinator & Supervisor Employment Guide



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INTRODUCTION

The information in this guide aims to give a brief overview of your employment as either a TASC exam Supervisor Coordinator or Supervisor for the Office of Tasmanian Assessment, Standards and Certification (TASC).

TASC's External Assessments Supervision Team provides essential support for Tasmanian senior secondary students' external exams. Your role as either a Supervisor Coordinator or Supervisor ensures the efficiency, security, and confidentiality of the exam process. Your contribution to the integrity of the Tasmanian Certificate of Education helps TASC to ensure it is a competitive and highly regarded qualification nationally and internationally.

Your role as either a Supervisor Coordinator or Supervisor helps ensure the smooth operation of your Exam Centre. We acknowledge the commitment, work and responsibility that is undertaken in this role.

We look forward to working with you through the TASC senior secondary exams and look forward to welcoming you again in future years.

UNDERSTANDING YOUR ROLE

TASC EXAM SUPERVISOR COORDINATORS AND SUPERVISORS

Every year TASC employs suitably qualified Supervisor Coordinators and Supervisors to administer the end-of-year exams (external assessments) at endorsed Exam Centres around the state in line with TASC's instructions.

Supervision is a vital part of the exam system. Supervisor Coordinators and Supervisors must thoroughly read these instructions and ensure that they are properly carried out.

SUPERVISOR COORDINATOR

TASC appoints a Supervisor Coordinator for each Exam Centre, or two Supervisor Coordinators for larger Exam Centres. The Supervisor Coordinator is a senior role and takes on responsibility for the running of the Exam Centre.

Each Supervisor Coordinator is provided with a list of approved applicants for Supervisor positions in their local area from which their team will be selected.

SUPERVISOR

A team of Supervisors are appointed to supervise each exam session held at the Exam Centre.

All Supervisors are to have the welfare of exam candidates as their first consideration. They are to approach their duties with a sympathetic understanding of the stresses candidates are experiencing and, consequently, should carry out their tasks with quiet and unobtrusive efficiency, using a supportive and kind manner and tone in all dealings with candidates.

The Supervisors will be responsible for ensuring that the general instructions provided to candidates are followed and are also responsible for ensuring that candidates use no unfair means during an exam, whether by communicating with each other or by using books, notes or any devices that have not been expressly authorised by TASC.

EXAM ROOMS

No persons other than TASC appointed Supervisor Coordinators, Supervisors, TASC officers and candidates are permitted to enter the exam room. This includes teachers or school staff without the prior approval from TASC.

SUPERVISOR CONDUCT

Supervisors are to use the scripts provided by TASC to make announcements during exams.

Supervisors must be careful to keep any noise you make to a minimum and avoid anything which may disturb candidates e.g. loud tapping, loud exhalations.

You can move quietly among candidates at intervals without disturbing them, and must not congregate, chat, read (e.g. novels, newspapers, magazines), do crosswords, play music, use mobile phones and other devices, listen to the radio, knit, wear earphones or sleep whilst an exam is in progress.

Conversations must be restricted to what is necessary between Supervisors and candidates for the duration of an exam. Supervisors must not stand behind candidates, look over their shoulders, or stand next to them for any length of time.

SUPERVISOR NUMBERS

Supervisor Coordinators are responsible for ensuring they have enough Supervisors attending to supervise exams in accordance with the guidelines below:

- for 45 or fewer candidates, at least two (2) Supervisors must be present during the whole of an exam in each exam room (except when fewer than four (4) candidates are present; with the one (1) Supervisor to be able to summon an additional Supervisor to the exam room without leaving the room).
- when candidates of both sexes are present, Supervisors of both sexes must also be present.
- additional Supervisors will be needed:
- for more than 45 candidates in one (1) exam room, have one (1) additional Supervisor for each additional 30 candidates (or part thereof)
- when additional exam rooms are required, for example:
 - to accommodate reasonable adjustments
 - if the exam includes an aural (listening) component, as this must be in a separate room to any other exam.

EXAM CENTRE ROSTERING

Supervisor Coordinators are responsible for rostering Supervisors on behalf of TASC.

You will be sent a list of people in your area who have been shortlisted by TASC to be Supervisors. Only people whose names appear on the list can only be rostered to perform these roles. No other additional people can be employed.

TASC, as part of the Tasmanian State Service, must promote equity in employment, providing workplaces free from discrimination and recognising and utilising the diversity of the community we serve.

Supervisor Coordinators are to provide each Supervisor with a copy of the **Supervisor Coordinator and Supervisor Handbook 2022** and advise each team member to carry their Registration to Work with Vulnerable People (RWVP) card.

We encourage you to bring your team together for a half day of training in the week prior to the exam period. Each Supervisor who attends will be eligible to claim payment a half day of training at the Supervisor rate.

Supervisor Coordinators must keep a record of all the sessions each Supervisor works to verify TASC Supervisor Timesheet payment claim forms.

Supervisor Coordinators must provide TASC with the draft schedule of the Exam Centre roster to jobs@tasc.tas.gov.au prior to the start of the first written exam. TASC can provide you with a blank timetable to fill out if required.

DECLARING PERSONAL INTEREST (IF YOU KNOW A CANDIDATE)

Supervisors are not to supervise in an exam room with a candidate in whom they have a personal interest. Supervisor Coordinators **must** check whether their Supervisors have any personal interest in any candidate sitting an exam at that centre. As part of the application process TASC requires all applicants to submit a [Confidentiality and Conflict of Interest Declaration Form](#).

PAYMENT INFORMATION

All current payment rates and information can be found on the TASC website [Employment page](#). Please note, these rates are updated each year on 1 July.

CONFIDENTIALITY OF INFORMATION

PRIVILEGED INFORMATION

Supervisor Coordinators or Supervisors may have access to privileged information about assessment practices and procedures, assessment instruments (such as exam papers), or to results (whether it be on an individual, school, or state-wide basis.) All information belongs to TASC and must be treated as confidential.

Public comments about assessment practices, procedures and results can only be made by the Executive Officer of TASC, or their nominee.

TASC must be advised of any conflict of interest, potential or otherwise, which may arise due to involvement in any part of the external assessment process.

EXAM INTEGRITY

It is vital that the security and integrity of every TASC exam is maintained, both before and after each exam.

Exam papers must always remain confidential and must not be discussed with, or information divulged to, anyone other than the Supervisor Coordinator and Supervisor. Supervisors **must not** have access to the exam papers prior to the exam being held. Exam papers can only be discussed with TASC staff.

It is the responsibility of the Supervisor Coordinator to ensure that the exam papers and associated materials are always kept under tight security and that there is no unauthorised access.

EXAM CONFIDENTIALITY

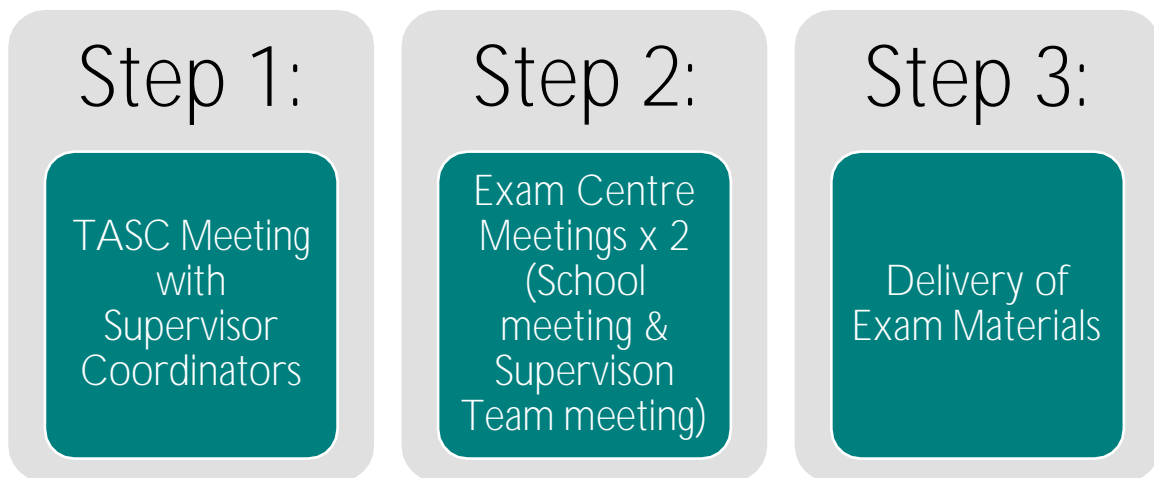
Be circumspect in who you advise about your role before the exams are held.

All information gained from the supervision process must remain strictly confidential. Under no circumstances should information be discussed or divulged to anyone not directly involved in the process. Matters related to the supervision process can only be discussed with TASC staff.

Under no circumstances should anyone involved in the supervision process make any form of comment about the candidates, school, or other exam processes. Issues can only be discussed with either the Supervisor Coordinator or TASC staff

PREPARATION

PROCESS OVERVIEW



STEP 1: TASC MEETING WITH SUPERVISOR COORDINATORS

TASC will hold a meeting with all Supervisor Coordinators prior to exams.

STEP 2: EXAM CENTRE MEETINGS

As soon as possible after TASC has sent out information related to each Exam Centre and prior to the commencement of the exams, Supervisor Coordinators must meet with the Principal and/or the TASC Liaison Officer (TLO) of your school to discuss arrangements for the exams.

Schools are also required to provide a school-based senior staff member to be available at the beginning of every exam to support students and the Supervisor Coordinator with managing the pre-exam period, including any COVID-19 related queries.

In most schools Supervisor Coordinators will deal with the TLO for routine matters, so it is important to know who carries out this role. The following will need to be discussed:

- the arrangement and capacity of exam rooms
- COVID-safe practices using the Exam Centre COVID-Safe Checklist
- access to and security of exam papers and stationery – keys must be provided for both the Supervisor Coordinator and another Supervisor
- procedures for emergency evacuation of candidates, including the possibility of a ‘holding area’, contact details for school first aid and facilities officers
- arrangements for candidates granted reasonable adjustments, especially adjustments such as the use of computers, scribes, readers etc. where relevant
- assistance from school staff to verify of the appropriateness of a candidate’s calculator.

You should also hold a half day of training for your exam supervision team to go over their roles and how the exam centre will operate in the week prior to the exam period.

STEP 3: DELIVERY OF EXAM MATERIALS

Exam papers will be delivered in the week before the exams commence. Included with the exam papers will be an Exam Paper Packaging List Report, which outlines the number of candidates sitting for each exam and the number of packs that have been provided.

The exam papers will be in sealed parcels within packing boxes sealed with tamper tape. Handbooks, supervisor training documentation, additional stationery, language and music CDs, USBs, attendance sheets and candidate labels for all exams will be delivered with the exam papers. The Supervisor Coordinator must advise TASC immediately if a package is unsealed or has been opened.

Both a Supervisor Coordinator and Supervisor are required to re-check together that the number of packs for each course are contained within the exam container. Both a Supervisor Coordinator and a Supervisor are then required to sign the sheet verifying the correctness of the packs provided. A Supervisor Coordinator must advise TASC immediately if a package is unsealed or has been opened.

After checking the exam packs, the Supervisor Coordinator **must send a text message to 0437 344 598 before 12:00pm on the Friday before** exams commence to confirm that checking has taken place, all materials are correct, present and have been secured in the exam trunk.

Two (2) keys to the trunks (where available) will be provided at the Supervisors Coordinator Meeting by a TASC officer – one (1) for the Supervisor Coordinator and one (1) for a Supervisor.

A Supervisor Coordinator and a Supervisor must check that they have sufficient materials for each session. Any shortages must be reported to TASC immediately.

QUESTIONS?

If you have questions, or are unsure about any aspect of your role:

- speak with the Supervisor Coordinator in the first instance
- questions that cannot be resolved can be sent to the TASC Assessment Team at tasc.assessment.team@tasc.tas.gov.au