



## Senior Consultant - Examinations

### Examination Logistics

<b>Position number</b>	00026465
<b>Agreement</b>	<a href="#">Public Sector CSA General Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 6
<b>Reports to</b>	Manager Examination Logistics (Level 8)
<b>Direct reports</b>	Nil

#### Context

The School Curriculum and Standards Division provides administrative and secretariat services for, and implements the decisions of the School Curriculum and Standards Authority (the Authority). The Authority provides quality curriculum, assessment and standards to enable all Western Australian students to become confident, creative learners and active, informed citizens who contribute positively to society.

The Examinations, Certification and Testing (ECT) Directorate is responsible for:

- implementing the logistics for the delivery of Australian Tertiary Admission Rank (ATAR) course examinations
- implementing the logistics for the delivery of Externally Set Tasks (EST)
- developing and maintaining strategies to acknowledge student performance including the development of online exam structures
- designing, implementing and evaluating educational measurement activities in Years 11 and 12, including the moderation of external assessment activities
- implementing the logistics for the delivery of National Assessment Program - Literacy and Numeracy (NAPLAN) across Western Australia
- designing, developing and analysing tests, and implementing the logistics for the delivery of the literacy and numeracy assessments of the Online Literacy Numeracy Assessment (OLNA)
- ensuring that data is of the highest integrity and that it is collected, assured, analysed and reported within all required timelines
- ensuring that there is a strong interface between schools and the Authority for the purpose of data transferal
- managing all reporting requirements for the Authority and assuring the efficacy of any data reported to stakeholders.

Visit [scsa.wa.edu.au](https://scsa.wa.edu.au) to find out more information about the School Curriculum and Standards Authority.

Visit [education.wa.edu.au](http://education.wa.edu.au) for more information about the Department of Education.

### **Key responsibilities**

- Develop designated Year 12 ATAR course practical (performance, oral, portfolio and production) and Interstate Language examination timetables in accordance with School Curriculum and Standards Authority policy, practices and timelines.
- Contribute to the strategic planning and formulation of processes for the conduct, delivery and marking of designated Year 12 ATAR course and Interstate Language examinations.
- Assist with the appointments and briefings of chief markers, markers and supervisors for designated Year 12 course examinations.
- Prepare supporting documentation and materials for designated Year 12 ATAR course and Interstate Language examinations.
- Review and evaluate the conduct of designated Year 12 ATAR course examinations, as required by the Authority, and assist with analysis of these examinations.
- Consult with School Curriculum and Standards Division colleagues, committees and working parties on the logistical aspects of conducting and delivering designated Year 12 ATAR course and Interstate Language examinations.
- Assist with Year 12 ATAR course and Interstate Language post-examination statistical processes carried out by the Information Systems Branch by;
  - coordinating the collation of statistics into a template for reporting purposes,
  - providing advice and support to chief markers with statistical analysis,
  - quality assuring reporting of statistics and commentary regarding candidate performance in an examination context, and
  - checking integrity of ATAR course examination marks.
- Coordinate the development of reports as required by the Authority in relation to designated Year 12 ATAR course examinations.
- Liaise with schools and students to disseminate information and coordinate the collection of data pertaining to designated Year 12 ATAR course and Interstate Language examinations.
- Contribute to the planning and conduct of the Authority's annual Exhibitions and Awards ceremony which recognises student achievement.
- Maintain effective records and Year 12 ATAR course information databases in accordance with the Department's record keeping policy.

### **Selection criteria**

1. Demonstrated substantial knowledge of assessment and curriculum in the context of the Western Australian Certificate of Education and Year 12 ATAR course examinations.
2. Demonstrated experience in collecting, assuring, analysing and reporting data in an educational context.
3. Demonstrated highly developed organisational skills, with a proven ability to deliver outcomes on schedule in a demanding environment within tight timeframes.
4. Demonstrated conceptual and analytical skills with the ability to generate appropriate procedures and strategies to address issues.
5. Demonstrated highly developed oral and written communication skills, including the ability to consult and negotiate with stakeholders at all levels.

### **Eligibility and training requirements**

Employees will be required to:

- hold a secondary teaching qualification and have teaching experience

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

### **Certification**

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

### **ENDORSED**

Date            16 January 2020  
Reference    D20/0028345