

Examination Support Officer

Examination Logistics

Position number	00038736
Agreement	Public Sector CSA General Agreement 2019 (or as replaced)
Classification	Level 3
Reports to	Manager - Examination Logistics (Level 8)
Direct reports	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 scca.wa.edu.au to find out more information about the School Curriculum and Standards Authority.

Visit education.wa.edu.au for more information about the Department of Education.

Key responsibilities

- Provide executive and administrative support to the Manager and the examination logistics team.
- Process payments and invoices, maintain a spreadsheet of the examination expenses and assign expenses to the relevant areas.
- Extract and collate relevant data to create the Music practical examination timetable.
- Collate the data for the annual examination and certification report.
- Coordinate the recruitment, selection and appointment of EST markers using established procedures, including expressions of interest.
- Assist with enquiries and processes related to the contracting and payment of practical examination casual staff (supervisors and markers), including calculating payments according to hours worked and scripts marked.
- Prepare confidential communications and draft correspondence, briefing notes, forms and reports.
- Initiate, establish and monitor administration systems to ensure effective procedures and processes to support the examination and awards responsibilities of the team.
- Monitor membership of examination and award committees, panels and/or other groups.
- Coordinate the production, despatch and receipt of examination data and materials.
- Plan and oversee the work schedule for the casual Practical Security Room staff.
- Identify missing data and materials and contact schools and other providers regarding the submission of missing data.
- Respond to requests for information from school administrators, education sectors, systems and the community.
- Maintain records in accordance with relevant legislation and departmental policies for record keeping requirements.

Selection criteria

1. Demonstrated initiative and sound organisational skills including the ability to meet deadlines and identify priorities.
2. Demonstrated conceptual and analytical skills, including the ability to think clearly, and solve problems and work autonomously.
3. Demonstrated ability in using advanced features of a range of application software particularly databases, spreadsheets and word processing.
4. Demonstrated sound written, verbal and interpersonal skills, including the ability to deal effectively with a wide range of individuals at all levels.

Eligibility and training requirements

Employees will be required to:

- 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 April 2021
Reference D21/0175535