



## Principal Consultant – Written Examinations Examination Logistics

<b>Position number</b>	00037463
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 7
<b>Reports to</b>	Manager – Examination Logistics (Level 8)
<b>Direct reports</b>	Senior Consultant – Examination (Written) (Level 6) Examinations Support Officer (Level 3)

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

Visit [education.wa.edu.au](https://education.wa.edu.au) to find out about the Department of Education.

### Key responsibilities

- Lead and manage the Senior Consultant – Examination (Written) and Examinations Support Officer, ensuring the efficient and accurate organisation, conduct and marking of designated written ATAR course and interstate language examinations and ESTs.
- Develop, implement and review policies and procedures for the recruitment, selection, training, performance management and payment of chief markers and markers for designated ATAR course examinations and ESTs.
- Initiate and liaise with other Authority staff, such as Examination Logistics Principal Consultants and Senior Consultant, Examination Development Principal Consultants, curriculum specialist and Curriculum, Assessment and Strategic Policy (CASP) Principal Consultants, regarding the selection of markers and the conduct of the marker training process.
- Manage the organisation of written ATAR course examinations and ESTs, including the procurement and distribution of all required materials.
- Coordinate the marking process for written ATAR course examinations and liaise with the chief markers on matters relating to the marking.
- Manage the online written examination marking processes, including designing, testing and processing of marking templates and arranging external tenders, and liaise with external contractors.
- Oversee the design, development and testing of Online Marks Collection for ATAR course examinations and ESTs.
- Disseminate information relating to the marking of ATAR course examinations and ESTs to schools, students, chief markers, markers and other relevant parties.
- Collate and edit reports from chief markers of the written ATAR course examinations and prepare summary reports.
- Review, develop and implement procedures for ensuring the integrity of the data for the processing of examination results.
- Review and develop materials and processes to improve the efficiency and effectiveness of ATAR course examinations and EST processes.
- Write circulars, support documents, reports, briefing papers and other material related to ATAR course examinations and ESTs.
- Assist with the examinations, ESTs and exhibition and awards activities of the branch, including processing of examination results, carrying out integrity checks on examination data, awards ceremony sponsorship, counselling of students and other post-examination processes.
- Assist with the post-examination statistical processes carried out by the Information Systems branch.
- Maintain effective records and Year 12 ATAR course information databases in accordance with the Department's record keeping policy.
- Manage staff performance in accordance with Public Sector Performance Management Standard and internal policy.
- Monitors and manages staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.

## Selection criteria

1. Demonstrated extensive knowledge and understanding of assessment and curriculum in the context of the Western Australian Certificate of Education and Year 12 ATAR course examinations.
2. Demonstrated highly-developed project management skills, including demonstrated experience in planning, monitoring, reviewing, evaluating and reporting on complex projects.
3. Demonstrated highly developed organisational skills with a proven ability to deliver outcomes on schedule in a demanding environment and within tight timeframes.
4. Demonstrated ability to provide leadership and work collaboratively to manage a range of complex projects and issues.
5. Demonstrated highly developed communication and interpersonal skills, including experience in undertaking high-level consultations, collaborations and negotiations.

## 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 April 2021  
Reference D21/0198493