



## Senior Consultant – Examinations (Written) Examination Logistics

<b>Position number</b>	00026203
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 6
<b>Reports to</b>	Principal Consultant - Examination Logistics (Level 7)
<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 [scaa.wa.edu.au](https://scaa.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 more information about the Department of Education.

### Key responsibilities

- Review and contribute to the development of policies and procedures concerning organisation and conduct of Year 12 ATAR course examinations and ESTs.
- Implement policies and procedures related to the conduct of the written ATAR course examinations under standardised conditions of time, resources and rules of conduct.
- Manage the organisation of written ATAR course examination accommodation, including temporary and permanent overseas, intrastate and interstate examination centres, and the allocation of candidates to those centres.
- Liaise both verbally and in writing with schools, students, and supervisors to provide information relating to the conduct of written ATAR course examinations.
- Assist in managing the appointment and training of casual staff and supervisors for the despatching of materials and conduct of written ATAR course examinations and ESTs.
- Monitor examination material supplies and organise the procurement and distribution of all materials required for the conduct of written ATAR course examinations and ESTs.
- Manage the collection, collating and processing of ESTs and written ATAR course examination scripts for marking.
- Coordinate examination centre visits for the ATAR course examinations, including calling for expressions of interest, determining areas of need, rostering staff and disseminating information.
- Liaise with the Security Room Coordinator to ensure the necessary examination papers, reports, equipment and resources are provided for the conduct of the ATAR course examinations and ESTs.
- Maintain productive working relationships with colleagues at all levels across the Authority and external stakeholders to ensure effective, cooperative and professional partnerships are maintained.
- Review, develop and implement procedures for ensuring the integrity of the multiple-choice data for the processing of ATAR course examination results.
- Prepare circulars, brochures and documentation regarding the conduct of written ATAR course examinations and ESTs.
- Collate reports from the security room, examination centres and Student Record Management System and prepare summary reports that evaluate the conduct of external examinations, the supervision of examination centres and the collection and processing of external examination data.
- Coordinate the archiving of ATAR course examination and EST materials.
- Write support documents, reports, briefing papers and other written material related to the external assessments.
- Assist with the examinations, ESTs and exhibition and awards activities of the branch, including conducting visits to examination centres, processing of examination results, carrying out integrity checks on examination data, re-marks, awards ceremony sponsorship, counselling of students and other post-examination processes.
- Maintain effective records and relevant 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 skills and 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 highly developed 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 recognised qualification in teaching and be currently registered or eligible for registration to teach in Western Australia
- hold a current Western Australian driver's licence
- 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            12 April 2021  
Reference     D21/0156022