



Principal Consultant - Special Provisions Examination Logistics

Position number	00026205
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 7
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 to find out more information about the Department of Education.

Key responsibilities

- Develop, implement and review policies and procedures for students with a diagnosed disability in timed assessments.
- Provide leadership and advice on policies, procedures and outcomes related to the conduct of timed assessments for students with special needs to school system/sectors, the Authority, schools, candidates, parents, registered health professionals and other relevant agencies.
- Manage special examination arrangements, including the determination of reasonable adjustments to standard examination conditions, provision of specialised examination materials and allocation of candidates to examination centres.
- Manage the recruitment, appointment, training and supervision of specialist contract personnel required for the consideration of special provision applications for the ATAR course examinations.
- Operate as the Executive Officer of the Special Examination Arrangements Appeals Committee and the Sickness/Misadventure Committee.
- Develop and implement procedures associated with sickness/misadventure for students whose performance in the ATAR course examinations has been affected by defined events beyond their control.
- Develop, facilitate and coordinate information sessions for stakeholders as required, and disseminate information relating to special provisions to students supervisors and other relevant agencies.
- Review, develop and implement procedures for the production and despatch of specially prepared examination materials to examination centres.
- Liaise with Examination Development Principal Consultants regarding the impact of specific disabilities on the design of an examination.
- Investigate sickness/misadventure claims with supervisors, curriculum consultants and other relevant parties.
- Prepare support documents, circulars, reports, briefing papers, ministerial correspondence, responses to letters of complaint and other written material related to special provisions in ATAR course examinations, OLN, NAPLAN and ESTs.
- 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, integrity of the exhibition and awards, conduct of the awards ceremony, counselling of students, post examination processes and the award ceremony.
- Maintain effective records and Year 12 ATAR course information databases in accordance with the Department's recordkeeping policy.

Selection criteria

1. Demonstrated extensive knowledge and understanding of current trends, initiatives and reforms in education, particularly the conduct of timed assessments for students with special needs.
2. Demonstrated highly developed project management skills, including proven 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 relevant tertiary qualification or equivalent substantial experience
- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 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 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within three months of commencement.

Certification

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

ENDORSED

Date 18 April 2024
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