



Examination Officer

Examination Logistics

Position number	00037465
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 4
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

- Coordinate the recruitment, selection and appointment of examination staff using established procedures for the appointment of contract staff (chief supervisors and supervisors) including expressions of interest, appointments and calculating payments according to hours worked.
- Maintain accurate records in approved Authority data bases including SIRSEA and HRMIS.
- Identify and evaluate examination documents that require updating and editing for the next examination period.
- Monitor and update databases in SIRS, SIRSEA and HRMIS to ensure the accuracy of ATAR course examination, supervisor details and assessment centres.
- Communicate and provide information via telephone, email or post internally and externally to assist ATAR course examination supervisors, casual staff and school administrators with queries and issues.
- Review, edit and update online training courses for ATAR course examination supervisors and provide desktop, telephone and email support to ATAR course examination supervisors on how to access and use the online training course.
- Develop and evaluate content for ATAR course examination supervisors portal projects.
- Liaise with IT colleagues and provides desktop support to ATAR course examination supervisors on how to access and use the portal.
- Coordinate quotations for the supply of services and goods for examinations, including sourcing and evaluation of quotes, scheduling timeframes and liaising with contracted services.
- Provide support and follow-up in the supply of goods and services including converting files to the appropriate formats for printing, verifying accounts and coordinating the delivery and storage of printed and other materials.
- Undertake a key role in the Authority's annual award ceremony including liaison with internal and external stakeholders, and preparation of certificates.
- Assist with routine correspondence and instructions to relevant school administrators and examination contract staff.
- Assist with the administration of ATAR course examinations and externally set tasks.
- Assist in the administration of the Examination Logistics branch by responding to requests for information from school administrators, education sectors and systems, and the community.
- Maintain effective records and relevant information databases in accordance with the Authority's record keeping policy.

Selection criteria

1. Demonstrated ability to work independently, organise and prioritise the management of workload to meet deadlines.
2. Demonstrated proficiency in advanced word processing and excel skills and experience with other components of Microsoft Office, including PowerPoint.
3. Demonstrated conceptual and analytical skills that identify, clarify and analyse problems and generate appropriate strategies to address them.
4. Demonstrated highly developed oral and written communication and interpersonal skills, including the capacity to negotiate effectively with relevant parties at all levels.
5. Demonstrated ability to manage, maintain and manipulate data and provide reports in established database programs.

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 24 June 2021
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