



Principal Consultant – Examination Security

Examination Logistics

Position number	00044977
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 7
Reports to	Manager - Examination Logistics (Level 8)
Direct reports	Various

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

- Develop, implement and review procedures relating to the logistics and security of Year 12 ATAR course examination materials, interstate Language examination materials and the EST materials.
- Oversee the collation, dispatch and return of ATAR course examinations, interstate language examinations and EST materials to schools, supervisors, and other relevant parties.
- Assist with identifying and managing risks associated with dispatching and return of examination materials to schools, including international schools.
- Manage the examination security room, including allocation of staff, procurement and distribution and return of all materials required for the ATAR course examinations, interstate Language examinations and EST.
- Provide line management to examination security staff, ensuring the efficient and accurate organisation, dispatch and return of ATAR course practical examinations, interstate and EST materials.
- Prepare examination materials for dispatching, and liaise with the interstate assessment agencies regarding the arrangements for the borrowing, distribution and return of the language examinations.
- Liaise with local and international couriers in relation to the collection and delivery of examination materials.
- Manage processes for collection and recording of data required from interstate assessment bodies, schools and candidates for the conduct and marking of interstate Language examinations.
- Manage training of casual staff on processes and procedures relating to the security, collation, dispatch and return of ATAR course, interstate Language examinations and EST materials.
- Manage wandong process for all examination materials and liaise with chief markers on matters relating to the examination security.
- Monitor and manage the high-speed scanning contract.
- Manage processes for collection and recording of data required from schools and candidates for the conduct of examinations.
- Review, develop and implement procedures for ensuring the integrity of the database for the processing of examination materials.
- Review examination materials and processes to improve the efficiency of the examinations in collaboration with Authority staff.
- Prepare documents, reports, briefing papers, and other written material related to the security and dispatch of ATAR course examinations, interstate examinations and EST.
- Assist with ATAR course written examinations, and exhibition and award activities of the branch, including conducting visits to examination centres, processing examination results, carrying out integrity checks on examination data, and other post-examination processes.
- Contribute to the planning and participate in the Authority's annual awards Exhibition and Awards ceremony.
- Maintain effective records and information databases in accordance with the department's record keeping policy.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and department policy.
- Manage staff performance in accordance with Public Sector Performance Management Standard and department 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 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 3 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 26 July 2024
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