

Examination Support Officer

Examination Logistics

Position number	Generic
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 3
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

- Provide executive and administrative support to the Manager and the Examination Logistics team.
- Process payments and invoices and maintain accurate records of examination expenses, including assigning expenses to the relevant areas.
- Extract and collate relevant data to assist in the creation of examination timetables.
- Assist in the recruitment, selection and appointment of casual staff and the calculation and processing of casual payments using established procedures.
- Collate the data for the annual examination and certification report including administration of post-examination results processes.
- Prepare confidential communications and draft correspondence, briefing notes, forms and reports.
- Initiate, establish and monitor administration systems to ensure effective procedures and processes to support the examinations and awards responsibilities of the team.
- Coordinate the production, despatch and receipt of examination data and materials.
- Identify missing data and materials and contact schools and other providers regarding the submission of missing data.
- Respond to requests for information from school administrators, education sectors, systems and the community.
- Maintain records in accordance with relevant legislation and departmental policies for record keeping requirements.
- Liaises with Examination Logistics staff to review and update examination forms.
- Assist with bookings of venues required for examination marking, scheduling of and hospitality for meetings.

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:

- 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 21 May 2024
Reference D24/0348790