

ROLE	DUTIES
<p><b>Supervisor in Charge</b></p> <p>Main Venues</p> <p><b>HEW 3.1</b> (\$35.67)</p>	<ul style="list-style-type: none"> <li>• Oversee exam sessions for up to 400 students in one venue, monitoring adherence to university examination rules, policies and procedures.</li> <li>• Communication of exam rules &amp; evacuation procedures to students over the PA</li> <li>• Brief &amp; coordinate up to 6 Exam Assistants per session</li> <li>• Preparation of venue, e.g. collection, transportation and distribution of exam papers and documents (some heavy lifting involved)</li> <li>• Performing checks on allowable materials in students' possession</li> <li>• Actively monitor students for adherence to exam rules, policy and procedures</li> <li>• Collation and accounting for all completed exam papers</li> <li>• Completion of exam session documentation, including venue reports, breach notices, etc.</li> <li>• Reporting incidents and breaches of exam rules to relevant</li> </ul>
<p><b>Exam Assistant</b></p> <p>Main Venues</p> <p><b>HEW 1.1</b> (\$31.53)</p>	<ul style="list-style-type: none"> <li>• Distribution and collection of exam materials</li> <li>• Seating students</li> <li>• Marking student attendance, checking ID cards</li> <li>• Performing checks on allowable materials in students' possession</li> <li>• Actively monitor students for adherence to exam rules, policy and procedures</li> <li>• Assist staff or students in the venue as required</li> <li>• Report breaches to the exam rules to the Supervisor in Charge, &amp; complete reports if delegated</li> </ul>
<p><b>Off-campus Supervisor</b></p> <p><b>HEW 1.1</b> (\$31.53)</p>	<ul style="list-style-type: none"> <li>• Receipt &amp; secure storage of confidential exam papers and materials prior to exam</li> <li>• Actively monitoring students for adherence to exam rules, policy and procedures</li> <li>• Taking all reasonable steps to ensure a suitable exam environment is maintained for students undertaking their assessments</li> <li>• Mark attendance, checking ID cards, completion of all associated exam documents</li> <li>• Performing checks on the allowable materials in the students possession</li> <li>• Collation of completed exam materials &amp; all exam documentation for return to Exams Office</li> <li>• Posting all exam materials back to Exams Office in a timely manner</li> <li>• Reporting incidents and breaches of exam rules to relevant Exams Admin staff</li> </ul>

ROLE	DUTIES
<p><b>Alternate-Venue Supervisor</b></p> <p>1:1 Venues</p> <p><b>HEW 1.1</b> (\$31.53)</p> <p>Small Venues</p> <p><b>HEW 3.1</b> (\$35.67)</p>	<ul style="list-style-type: none"> <li>• Supervise up to 30 general students with varying exam papers (Small Venues)</li> <li>• Supervise up to 16 DLU supported students with varying exam adjustments, exam papers and conditions (Alternate Smaller Venues)</li> <li>• Supervise 1 student with personal exam adjustments (1:1 Venue)</li> <li>• Preparation of the venue, e.g. collection, transportation and distribution of exam papers and documents. Venue set-up, clocks, exam materials, etc.</li> <li>• Actively supervise and assist all students in the venue as required</li> <li>• Communication of the exam rules and evacuation procedures to students</li> <li>• Actively monitoring students for adherence to exam rules, policy and procedures</li> <li>• Performing checks on the allowable materials in the students possession</li> <li>• Collation of completed exam materials and all exam documentation for return to Exams Office</li> <li>• Reporting incidents and breaches of exam rules to relevant Exams Admin staff</li> </ul>
<p><b>Alternate-Venue Supervisor</b></p> <p>Participatory</p> <p><b>HEW 3.1</b> (\$35.67)</p>	<ul style="list-style-type: none"> <li>• Supervise 1 student with varying adjustments, exam papers, and conditions requiring active and assistive participation (scribing, question reading, etc).</li> <li>• Preparation of the venue, e.g. collection, transportation and distribution of exam papers and documents. Venue set-up, clocks, exam materials, etc.</li> <li>• Communication of the exam rules and emergency evacuation procedures to students</li> <li>• Monitor adherence to exam rules, policies and procedures</li> <li>• Performing checks on the allowable materials in the students' possession</li> <li>• Collation of completed exam materials and all exam documentation for return to Exams Office</li> <li>• Reporting incidents and breaches of exam rules to relevant Exams Admin staff</li> </ul>