

Exam Supervisor Statement of Duties

ROLE	MAIN VENUES - DUTIES
Supervisor in Charge	<ul style="list-style-type: none"> Oversee exam sessions for up to 400 students in one venue, monitoring adherence to university examination rules, policies and procedures. Communication of exam rules & evacuation procedures to students over the PA Brief & coordinate up to 6 Exam Assistants per session Preparation of venue, e.g. collection, transportation and distribution of exam papers and documents (some heavy lifting involved) Performing checks on allowable materials in students' possession Actively monitor students for adherence to exam rules, policy and procedures Collation and accounting for all completed exam papers Completion of exam session documentation, including venue reports, breach notices, etc. Reporting incidents and breaches of exam rules to relevant
Exam Assistant	<ul style="list-style-type: none"> Distribution and collection of exam materials Seating students Marking student attendance, checking ID cards Performing checks on allowable materials in students' possession Actively monitor students for adherence to exam rules, policy and procedures Assist staff or students in the venue as required Report breaches to the exam rules to the Supervisor in Charge, & complete reports if delegated

ROLE	OFF CAMPUS VENUES - DUTIES
Off-campus Supervisor	<ul style="list-style-type: none"> Receipt & secure storage of confidential exam papers and materials prior to exam Actively monitoring students for adherence to exam rules, policy and procedures Taking all reasonable steps to ensure a suitable exam environment is maintained for students undertaking their assessments Mark attendance, checking ID cards, completion of all associated exam documents Performing checks on the allowable materials in the students possession Collation of completed exam materials & all exam documentation for return to Exams Office Posting all exam materials back to Exams Office in a timely manner Reporting incidents and breaches of exam rules to relevant Exams Admin staff

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