

Exam Supervisor Statement of Duties

Current 28 April 2017

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Supervisor in Charge Main Venues	Exam Assistant Main Venues	Off-campus Supervisor	Alternate-venue Supervisor 1-1 & Small Venues	Alternate-venue Supervisor Participatory
HEW 3.1	HEW 1.1	HEW 2.1	HEW 2.1	HEW 4.1
<ul style="list-style-type: none"> Oversee exam sessions for up to 312 students in one venue, monitoring adherence to university examination rules, policies and procedures. Communication of the exam rules and emergency evacuation procedures to students over the PA Brief and coordinate up to 6 Exam Assistants per session Preparation of the venue, e.g. collection, transportation and distribution of exam papers and documents (some heavy lifting involved, trolleys available) Collation of 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 Exams Admin staff 	<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 monitoring students for adherence to examination rules, policy and procedures Assist staff or students in the venue as required Report breaches to the exam rules to the Supervisor in Charge, and complete reports if responsibility has been delegated. 	<ul style="list-style-type: none"> Receipt and secure storage of confidential exam papers and materials prior to examination Actively monitoring students for adherence to examination rules, policy and procedures Taking all reasonable steps to ensure a suitable examinations environment is maintained for students undertaking their assessments Mark attendance, checking ID cards, completion of all associated examination documents Performing checks on the allowable materials in the students possession Collation of completed exam materials and 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 	<ul style="list-style-type: none"> Supervise up to 30 general students with varying exam papers and conditions Supervise up to 16 DLU supported students with varying exam adjustments, exam papers and conditions 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 emergency evacuation procedures to students Actively monitoring students for adherence to examination 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 	<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 examination 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