POSITION DESCRIPTION

POSITION TITLE: Examination Supervisor	**CLASSIFICATION LEVEL: Bond Level 2**
SCHOOL/OFFICE: Student Business Centre	**DATE POSITION CLASSIFIED: March 2023**

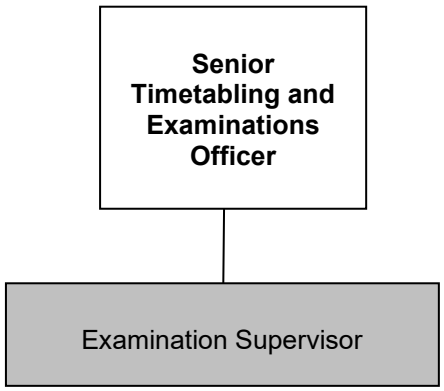
PURPOSE OF THE POSITION:

This position will be responsible for overseeing the administration of computer-based examinations in accordance with the University's and relevant faculty's policy and procedure for assessments. This role will undertake administrative duties as directed and required. These duties include supervising students while they complete their 'Bring-Your-Own- Device (BYOD) computer-based examinations, or examinations in computer labs, recording student attendance, monitoring timing of the examination, and ensuring examinations are conducted fairly and equitably, which may involve noting any suspected breaches of University policy by students.

The Examination Supervisor will be supported by subject invigilators from the University's faculties, in addition to representatives from the IT Services Department who will assist with technical set up and associated queries from students.

During the examination period, this position will report to the Senior Timetabling and Examinations Officer from the University's Student Business Centre, who oversees the relevant examination processes.

REPORTING RELATIONSHIP:
This position reports to:



SELECTION CRITERIA:

- Strong attention to detail
- Ability to give and follow direction
- Ability to liaise with a wide range of stakeholders
- Ability to ensure fairness and equity
- Sound administrative skills
- Strong customer service skills
- Ability to use a computer

DESIRABLE ATTRIBUTES:

- Previous experience in a similar role

COMPETENCY:	RESPONSIBILITY:
Exams / Administration	• Follow the Senior Timetabling and Examinations Officer's instructions for the examinations • Oversee/assist with examination set up on examination days • Supervise students while they complete computer-based examinations • Disseminate relevant documents at the start and collate at the finish of each session • Monitor start and finish times • Mark off attendances • Ensure fairness and equity • Make notes for the Senior Timetabling and Examinations Officer regarding any matters to do with the examination, such as student attendance or absence during the examination, and suspected compliance breaches • Undertake general administrative tasks associated with the examinations • Undertake general administrative tasks as required
Understanding of Quality Assurance	• Staff should demonstrate an understanding of the principles of quality assurance and continuous improvement as they apply at Bond University. • Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes.
Understanding of Cultural Sensitivity	• Staff will come into contact with staff and students from a variety of cultural backgrounds. It is expected that mutual respect, cultural awareness and cultural sensitivity will form the basis of the professional working relationship. • Staff are encouraged to attend a cultural sensitivity workshop to further enhance and develop cultural awareness and cultural sensitivity skills.
Understanding of WHS Responsibilities	• Maintain a safe workplace and follow safety directions and internal controls. Alert your Manager of WHS risks and be vigilant in observing safe practices. Understand WHS requirements in your work area. • All managers of staff are required to conduct risk assessments and implement controls accordingly as well as action safety audit results within the directed time frame. • Awareness of, and accountability for, WHS responsibilities in the work area and for the staff and contractors under your control (if applicable).

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Bond University. You may at times be required to work at other tasks and areas as directed by the Management.