

Position Description

Position Title: Assessment Officer	Classification: Bond Level 4
Faculty/School/Office: Faculty of Health Sciences and Medicine	Date Position Classified/Updated: July 2025

Purpose of the Position:

The Assessment Officer is a challenging and rewarding administration role that supports the quality and delivery of examinations and assessment activities for Bond University Health Science and Medicine Programs. The role is an integral member of the faculty's administrative team with the primary purpose to provide high level advice, coordination, and support to academic and professional staff in the faculty and in other university departments in relation to examinations and assessment activities. The role at times will be student facing to provide high level advice and liaison to ensure accurate and timely information is provided to students to support a high-quality student experience.

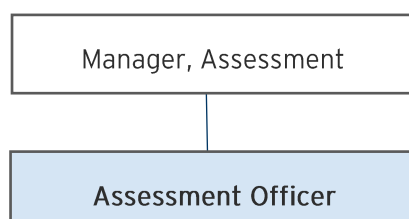
The Assessment Officer is responsible for working in partnership with the central examinations office for coordination of examination timetables and requirements and with the accessibility and inclusion office in relation to required resources for students with learning access plans. Work must be completed to university agreed timeframes, to ensure these services are efficient and effective and aligned with the University's policies and strategic goals.

This role may also be required to coordinate high-stakes examination events such as objective structured clinical examinations (OSCEs) or student presentation conference, including management, administrative and organisational activities to coordinate between all stakeholders (lead academics, external clinical examiners, simulated participants, and professional staff). The requirement to foster ongoing successful relationships is key to this role, in addition to manage the timelines of these events and coordinate all communications required for all stakeholders.

The postholder will be a natural organiser and people-person with excellent communication skills and ability to work within complex assessment systems and processes, and to assist in the development, negotiation, and delivery of resources to support high quality assessment and examinations. The role will work as part of a team to develop and maintain effective collaborative relationships and will effectively liaise, collaborate, and negotiate closely with academic staff, faculty staff and university departments to clarify requirements, coordinate and facilitate the effective conduct of examinations and assessment activities.

The position requires expertise in the use of software for multiple databases including blackboard student system (iLearn), examination scheduling system (TimeEdit), and assessment technologies (Examsoft, Respondus and Osler).

Reporting Relationship: This position reports to the Manager, Assessment.



Selection Criteria:

- Completion of a degree level qualification with at least 2-year subsequent relevant work experience or an equivalent combination of experience and/or education/training.
- Demonstrated experience of providing high level administrative support and ability to develop and implement effective administrative and quality processes and procedures.
- Demonstrated ability to coordinate, plan and deliver large scale high stakes events.
- Strong interpersonal written and oral communication skills with staff at all levels, including providing accurate and timely advice to students, academics and staff regarding examinations and assessment procedures
- Promote a culture of continuous improvement and develop strategies to resolve issues.
- Plan and manage workload effectively, work independently, and collaborate productively in a diverse environment.
- Proven efficiency and experience in using technology. Demonstrated ability to utilise various software systems, including databases, scheduling tools, assessment technologies, and the Microsoft Office Suite.

Desirable Criteria:

- Previous experience in an education administration environment and understanding of academic year processes and cycles.
- Previous experience in assessment and examinations administration planning in an educational environment.

Competency	Responsibility
Assessment and Examination Administration	• Coordinate and manage the process for examination and assessment data collection each semester, ensure close liaison with key stakeholders. • Liaising with central and relevant lead educators to ensure accommodations can be met for students with learning access plans. • Providing accurate relevant data/information to Student Administration according to the prescribed timelines and deadlines. • Coordinate scheduling, special requirements etc according to prescribed timelines and ensuring QA approvals are in place. • Arrange and deliver student exam review sessions in line with current procedures ensuring confidential integrity of the sessions. • Identify, coordinate and administer non-centrally scheduled or “in-house” examinations or assessment activities as required. • Where applicable, act as lead invigilator on exam day for examinations or assessment activities. • As per university policy, liaise with Student Affairs and Service Quality Team (SASQ) and central examinations office to coordinate and/or plan arrangements for deferred and supplementary examinations. • Provide accurate and timely advice to students regarding deferred, supplementary, and resit examination arrangements, ensuring effective communication and close liaison with SASQ. • Coordinate the publication of in-semester assessments on iLearn, ensuring accuracy and timeliness through collaboration with the lead educator, and assist with grade release as needed. • Clinical placement work-place based assessment – attend required meetings and where appropriate advice and create reports (Osler) and spreadsheets to monitor student completion of work-place based assessment to facilitate decision making process at Board of Examiners. • To extrapolate data from assessment technology (Osler) to prepare required student reports for SASQ to support students. • Attend identified working groups for specific assessment activities and prepare required reports for discussion.

Administration for large scale high stakes assessment activities / events (for example OSCEs, HSM Student Medicine Conference, interviews for admission into programs)	• Plan, conduct and coordinate overall administration and logistics for large scale high stakes assessments activities including, but not limited to, scheduling of examiners, staff, students, catering, rooms, and resources and allocating areas of responsibility. • Facilitate and secure engagement from external stakeholders to ensure sufficient numbers and appropriate skill and expertise to perform assessor tasks. Build strong relationships with external stakeholders to secure future engagement. • Providing high level advice on adapting/pivoting to online format and advise/recommend best platform to deliver remote/online activity and ensuring appropriate invigilation steps are in place. • On assessment day, lead assessment day logistics using strong organizational and communication skills, swiftly resolving issues in consultation with the lead educator when needed to ensure a smooth experience. • Evaluate assessment events to identify improvements and efficiencies. • Assist with coordination of large-scale high stakes student presentation conference as part of a suite of assessable activities for the MD Portfolio. • Identifying issues pertaining to allocation of student projects and contributing to seeking solutions. • Manage student communications and the iLearn subject site for MD portfolio assessment, ensuring accurate, timely updates and resources in collaboration with the lead educator. • Understanding and keeping abreast of clinical placement future developments that impact on MD portfolio and future capacity planning. • Manage the tracking and daily operational aspects of MD Portfolio in view of potential change in academic leadership and future planning. • Coordinate preparation of Medicine Program interview rubrics • Review and obtain (where needed) completed WHS documentation, identifying and eliminating risk at assessment event, and ensure appropriate financial management of events, identifying efficiencies in costs.
Quality Assurance, Assessment Integrity and Rules of Progression	• Identify, interpret, and provide advice of relevant University assessment policies and procedures, to academics, professional staff and students. • Liaise and negotiate with relevant lead educators to ensure relevant quality assurance processes have been adhered to for all examinations and assessment activities with particular reference to authentic assessment processes. Seek to reach resolution where required. • Contribute to review of relevant program Rules of Progression procedures and be able to provide accurate advice to students, academics and other relevant professional staff. • Where required, assist with coordinate cut score standardization process. • As per quality assurance processes, proofread written examinations. • Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and quality assurance processes.
Assessment Technologies	• Attend student sessions to trouble-shoot student issues/queries pertaining to assessment technologies including co-leading (or leading if applicable) student sessions for assessment technologies. • Creating electronic assessment forms on Osler technology. • Examination question bank - identifying and supporting QA of question items and tagging of questions. Ensuring examinations are correctly stored/created and available to students to access. • Providing training and support to academics and professional staff on application of assessment technologies. • Coordinate and create documentation for training sessions.

Student Support, Grades and Awards	• Establish and maintain close liaison with SASQ to support/provide data and arrangements for students who have been identified at risk, apply for deferred examinations and accommodations for students with Learning Access Plans. • Provide secretariat for the Boards of Examiners meetings each semester. • Where required by the program, prepare and maintain accurate results spreadsheets. • Collate and identify any anomalies to ensure all grade rosters for Faculty subjects in each semester are ready for presentation to the Board of Examiners, including following up on all late or unfinalized grades and to obtain approval and process all changes to grades. • Attend Board of Examiner meetings, support Chair and to be secretariat where required. • Coordinate records for all grades processed or changed outside main Examiner's meeting, ensuring all grade changes have been correctly processed. • Verify and provide data for Dean's Awards (First in Class etc) and liaise with SASQ to provide accurate lists of eligible students. Provide support to the SASQ Manager in relation to checking eligibility to graduate. • Train and support team members on processes for Grades and Awards working with Central Events by coordinating yearly planner, schedule meetings, and provide secretariat for the Board of Examiners meetings each semester. • Prepare data reports on exam performance to support Review of Grade processes.
Contribution to Team Performance	• Maintain effective working relationships with all members of the administration team, and academic colleagues to ensure all aspects of Assessment and Student Support administration have been communicated and completed effectively.
Learning and development	• Where applicable, undertake ongoing training with assessment technologies. • Undertake ongoing training on the University's learning and teaching authentic assessment and the impact of generative AI, and assist with identifying and implementing changes to current assessment processes and procedures. • Demonstrate a commitment to working within Bond University's OH&S policies and practices.
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 meet 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.

Note - the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty.

It is not the intent of this position description to limit the scope of this position, 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.