Position Description

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| Role | Examination Panel Chair |
| Classification | MO07 |
| Salary Range | As prescribed under the Ministerial Order 1451 |
| Work Location | Examinations Unit, Curriculum Division |

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| Role Purpose |
| The Examination Panel Chair leads the examination development panel’s writing and preparing the examination questions and structure, marking guide and any accompanying documentation for the external examination of a VCE study.  They work with the VCAA Examination Development Manager to coordinate and lead examination development panel meetings and workshops, ensure adherence to VCAA briefs, expectations and timelines, and co-ordinate and oversee examination development panel responses throughout the reviewing and production processes.  The Examination Panel Chair is responsible for ensuring that the examination is accurate, valid, high quality, conforms to the examination specifications and is consistent with the requirements of the study design.  The Examination Panel Chair is expected to respond promptly to any queries raised about the examination paper and marking guide, including by various reviewers during the reviewing and production process, and from the Chief Assessor after the examination has been sat.  The Examination Panel Chair will:   * have a detailed knowledge of the VCE curriculum and assessment policy and the relevant VCE study design (or equivalent) * have experience and expertise in assessment practices appropriate to the study area * have excellent proficiency in the language, if applying for a role with the languages * have excellent communication and interpersonal skills * initiate and maintain effective relationships with internal and external stakeholders at peer or senior levels * manage the panel’s response to reviewers’ feedback, including engagement with internal and external stakeholders * answer queries in a timely manner, with clear justification provided for decisions * provide specialist advice, including leadership and guidance to other specialists in the field * attend training sessions as required * be available throughout the writing, reviewing and production process, as well as during in the marking period * provide reviews on the performance of the examination development panel. |

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| Role Responsibilities |
| The Examination Panel Chair responsibilities for this role include:   * 1 day in East Melbourne for training (Mathematics subjects only), as well as the completion of online training modules (all subjects). * Leading the examination development panel to write and develop the examination paper, marking guide and associated documentation on time and to the required standard. * Up to 6 days in East Melbourne for panel briefing and workshops, examination paper and marking guide submission, reviews and responses to feedback, and panel chair sign off on final examination. * 2 days in Coburg during the marking period working with the Chief Assessor.   The Examination Panel Chair role includes the following schedule:   * November to December 2024: Training on item development and assessment principles * December 2024 to early February 2025: Examination paper, marking guide and associated documentation workshop and writing. * Mid-February 2025: Examination paper, marking guide and associated documentation final manuscript submission and workshop. * April 2025 and June 2025: Joint panel workshops to respond to reviews. * Mid July 2025: Final examination sign-off. * October to November 2025: Meetings with Chief Assessor. |

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| Capabilities | |
| Working Collaboratively | Guides others to create a culture of collaboration; Identifies, and works to overcome, barriers to knowledge or information sharing; Identifies opportunities to work with other teams to deliver outcomes |
| Innovation and Continuous Improvement | Uses understanding of clients or stakeholders’ context to design and implement systems for continuous improvement within team or organisation; Reviews and analyses internal and external information to improve effectiveness and quality of work; Creates team environments where innovation and creativity are fostered and rewarded |
| Project Delivery | Translates strategies into programs or projects that enables achievement of outcomes require; Defines tasks to be delivered to meet agreed outcomes; Coordinates and guides others in the execution of work activities; Monitors progress of tasks against plans and takes corrective action when required |
| Interpersonal Skills | Sees things from another’s point of view and confirms understanding; Understand motivations, needs and wants of stakeholders and their impact on service delivery; Tailor communications according to audience and/or audience preference |
| Managing People | Holds self and team accountable to public sector values and agreed performance standards; Supports achievement of outcomes by anticipating and resolving issues; Establishes and implement actions to increase level of people engagement; Creates opportunities for recognising performance |

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| Key Selection Criteria (KSC) |  |
| **Generic Criteria:**  **Criteria 1:** Demonstrates the 'Victorian Public Sector Values' of Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights.  **Position Specific Criteria:**  **Criteria 2:** ‘Working Collaboratively’ – please see the Capabilities section above for more detail.  **Criteria 3:** ‘Innovation and Continuous Improvement’ – please see the Capabilities section above for more detail.  **Criteria 4:** ‘Project Delivery’ – please see the Capabilities section above for more detail.  **Criteria 5:** ‘Interpersonal skills’ – please see the Capabilities section above for more detail.  **Criteria 6:** ‘Managing People’ – please see the Capabilities section above for more detail. | |

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| Other Information |  |
| Selection | Examination Panel Chairs are selected based on:   * relevant tertiary qualifications * excellent knowledge of the content in the relevant VCE study design (or equivalent) * experience and expertise in VCE assessment or other assessments relevant to a VCE study * at least five years of teaching experience at Unit 3-4 level or equivalent, with preference given to currency of experience * excellent communication and interpersonal skills. * ability to demonstrate the key selection criteria and associated capabilities.   For each external assessment, the following guidelines also apply where possible:   * There will be proportional representation of panel members from Government schools; Independent schools, Catholic schools and other (non-teaching applicants/adult education/tertiary). Representation will reflect the general pattern of enrolments by sector in the relevant study. * Where there are sufficient suitable applicants, at least 10% of panel appointments will be new members. * There will be representation of panel members from across regions. * There will be equal gender representation. * A time limit of five years of consecutive service, to provide opportunities for others to grow and develop. * The merit selection process will include 60 points from your SSMS application, including relevant experience and expertise and ability to demonstrate the Key Selection Criteria, and 40 points from Referee Checks and/or previous role performance. |
| Conditions of Appointment | The following conditions of appointment apply for all roles. You will be asked to confirm these requirements in your application and complete a declaration following an offer of appointment:   * You must maintain strict confidentiality in relation to discussions of the examination panel and the content of the examination paper, marking guide and accompanying documentation. * You may not teach, tutor or participate in student lectures in the relevant VCE study area in 2025. * You may not have a close relationship with a student or teacher (spouse/partner, sibling, child, grandchild, niece/nephew) either teaching the study or enrolled as a VCE student, in the relevant study in 2025. You must declare any close relations and associations. * You must not have accepted a voluntary resignation or career transition package, e.g. Voluntary Departure Package (VDP), Voluntary Separation Package (VSP), Resignation Incentive Scheme (RIS) from a Victorian Government agency or department within the last three years. * You must declare any association with any textbooks, study guides or other student resource materials that are in general use in schools or TAFE in the relevant VCE study area. * You may not present at meetings, courses or conferences for teachers, or speak at any meetings on the requirements of the study design or examination specifications for the relevant VCE study area without the approval of the VCAA Director, Curriculum. * You must be available to attend scheduled meetings during the development and reviewing periods. |
| Work Location | Working from home unless directed in person at:   * VCAA: Level 7, 200 Victoria Parade, East Melbourne VIC 3002 * VCAA Assessment Centre: 189 Urquhart Street, Coburg VIC 3058.   For appointed examination panel members, CRT reimbursement will be made available for panel members employed by schools. Examination panel members that live further than 100km away from the VCAA will be paid for travel and accommodation expenses. |
| Allocation of Duties | The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this level. The incumbent will be based at a primary location of work and may be expected to travel where required. |
| Organisational Values, Governance, Safety & Risk Management | The incumbent shall carry out duties in accordance with legislation and governance requirements, policies and procedures, safety principles, code of conduct for Victorian public sector employees, and Victorian Public Sector Values. |
| Child Safe Standards | The VCAA actively promote the safety and wellbeing of students, and all VCAA staff are committed to protecting students from abuse or harm in the school and corporate environment, in accordance with their legal obligations including child safe standards. |
| DE National Criminal History Record Check (NCHRC) requirements | All employees of the VCAA are required to have a current and satisfactory DE NCHRC or current VIT registration before they commence working with the VCAA. |