Position Description

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| Role | Examination Panel Member |
| Classification | MO06 |
| Salary Range | As prescribed under the Ministerial Order 1451 |
| Work Location | Examinations Unit, Curriculum Division |

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| Role Purpose |  |
| Examination panel members contribute to the development of an external examination for a VCE study by writing questions, marking guides and any accompanying documentation. They are responsible for developing a high-quality examination that is accurate, valid, conforms to the examination specifications and that is consistent with the requirements of the VCE study design. Examination panel members are expected to attend training and briefing sessions, review all materials and attend scheduled panel meetings. Examination panel members also assist the Examination Panel Chair by responding to reports and queries from reviewers, and by proofreading and signing off the examination (as required).Examination panel members will:* have experience and expertise in curriculum and assessment practices appropriate to the VCE 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
* answer queries in a timely manner, with clear justification provided for decisions
* attend training sessions as required
* be available throughout the writing, reviewing and production process.
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| Role Responsibilities |  |
| The examination panel member responsibilities for this role include:* 1 day in East Melbourne for training (Mathematics studies only), as well as the completion of online training modules (all studies).
* Collaborating with the Examination Panel Chair and other examination panel members to write and develop the examination paper, marking guide and associated documentation on time and to the required standard.
* 5 days in East Melbourne for panel briefing, examination paper and marking guide submission, reviews and responses to feedback.

The examination panel member 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.
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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 |
| Partnering and Co-Creation | Builds and maintains partnerships to achieve objectives; Builds team commitment to co-creation by demonstrating personal commitment; Builds trust in partnerships through timely and quality delivery of outcomes; Facilitates discussion and navigates differences of opinion to reach decisions |
| Project Delivery  | Translates strategies into programs or projects that enables achievement of outcomes require; 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 |

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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:** ‘Partnering and Co-Creation’ – 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. |

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| Other Information |  |
| Selection  | Members of examination panels 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 three years of teaching experience at Unit 3-4 level or equivalent, with preference given to currency of experience
* excellent communication and written 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 70 points from your SSMS application, including relevant experience and expertise and ability to demonstrate the Key Selection Criteria, and 30 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.
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| 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, if required. |
| 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) | 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. |