

## HSC Exam Supervisors

ET Australia seeks expressions of interest for several temporary paid HSC exam supervisor positions.

### Essential requirements

Supervisors must:

- be over 18 years old
- have a valid Working With Children Check clearance for employment
- undertake a National Police Check
- work as part of a team
- have attention to detail
- be able to carry out duties confidentially and discreetly
- be able to stand for long periods of time
- not have a friend or close relative sitting the HSC at the same school or be an employee of the school
- not tutor students sitting the HSC exams at the same exam centre.

The position involves working directly with the NSW Education Standards Authority (NESA).

### What is the relationship of a Supervisor to the Presiding Officer?

Presiding officers manage the exam supervision and conduct of HSC exams at a school on behalf of

NESA. Duties include:

- managing a team of supervisors
- managing students' exam conduct
- working closely with the school to manage set-up of exam areas
- checking receipt of exam materials before the exams
- manage conduct of approved disability provisions for students
- follow NESA's administrative and security procedures.

All supervisors are required to understand and abide by Child Protection legislation in NSW. Supervisors must respect the rights of the students in their care, and behave appropriately and professionally at all times. For more information go to <https://ocg.nsw.gov.au/>

Prior experience as an invigilator is not required - a genuine passion for education and supporting the student experience are highly valued.

### Expressing your interest for a Supervisor Role

Lachlan Scott, the School's Deputy Principal, manages HSC Supervisor appointments and Presiding Officer nominations for the School. If you are interested in applying for the Supervisor position, please email a short (150 word) Expression of Interest to [ETASC@etaustralia.com](mailto:ETASC@etaustralia.com), attention Lachlan Scott, for further information and to register your interest.