

VCE Coordinator Responsibilities

- Arrange appropriate venues for the exams
- Arrange external invigilators
- Arrange for grounds staff to set up exam venues
- Communicate exam TT to staff and students
- Provide staff PD when required
- Arrange appropriate venue for the exams to be stored and clearly organised including designated areas for each day and time when exams are to be held
- Email all staff details of the designated exam papers storeroom
- During the exam period ensure all exam papers have been collected by supervising staff and brought to the appropriate exam venue
- Provide Exam Supervisor's instructions sheets
- Assist with supervision of exams, particularly for core subjects in large venues

Timetabler Responsibilities

- Draft the semester 1 and 2 exam timetable. This will include all subjects, venues and staffing

Learning Culture Team Coordinator Responsibilities

- Ensure all LCT staff view the draft exam timetable
- Ensure consistent exams are provided in subjects where there are multiple classes. Guaranteed and viable.
- Ensure all exams are in the correct format with the correct cover sheet and that there are no mistakes.
- Ensure all LCT staff place their exam papers in the designated store room prior to exam period, complete the cover sheet and sign the 'sign off sheet' provided
- Ensure that any additional requirements (such as script books) are provided

Class Teacher Process

- In conjunction with your LCT produce an appropriate exam early in each semester
- Print exams for each student and place in designated exam paper storeroom in bundles with a completed cover sheet prior to the beginning of the exam period
- Place copies of irregular exams (e.g. due to clashes or absences) in the appropriate exam pile with a completed cover sheet prior to the beginning of the exam period
- Ensure all students in classes who require special consideration are known, provided for and that arrangements are in place for them
- **Procedure for students who have missed your exam:**
 - Contact parents of these students to reschedule their exam during one of the scheduled 'Exam Catch-up' periods
 - Write student's name, date and time of resit on top of the exam paper
 - Place these exam papers in the resit boxes in the designated exam paper storeroom

Inclusion LT

- Ensure staff are aware of the process for identifying and providing for special exam considerations.

Exam Supervisor Process

1. Collect all exam papers, additional requirements (e.g. script books), supervisor instructions and student attendance slips from the designated store room a **minimum of 20 minutes prior to the exam starting**
2. Place exam papers, extra writing paper and attendance slips on each desk
3. At the start of the exam read the instructions to students
4. General supervision, answer student questions and maintain exam conditions
5. Collect completed exam papers and return to appropriate class teachers