

Alphington Grammar School Chief VCE Exam Supervisor

Alphington Grammar School is currently looking for an experienced **Chief Exam Supervisor** to lead the supervision of the Victorian Certificate of Education (VCE) Examinations which include:

VCE written examinations – **Tuesday 28 October to Monday 24 November 2025.**

stwork hours, in line with the School's VCE examination timetable. Successful applicants are required to be available to work between the hours of 8.00am to 6.00pm (Monday to Friday).

Casual hourly rates of pay are aligned with VCAA standards.

The successful applicant will have experience in VCE exam supervision (or a similar role) and understand the importance of following Victorian Curriculum and Assessment Authority (VCAA) protocols to ensure fair and equitable experience of external assessment.

To be considered for this position, in line with VCAA requirements, the following conditions that will be strictly applied. Chief Exam Supervisors cannot be:

- Related to or associated with any student undertaking a VCE Unit 3 or 4 study in 2025.
- Teaching or tutoring any student in a VCE Unit 3 or 4 study in 2025.
- Related to or associated with any person engaged in teaching, tutoring or coaching any students undertaking a VCE Unit 3 or 4 study in 2025, or any school personnel engaged in organising or checking VCE external assessment materials on behalf of a school in 2025.
- Employed by the school in any capacity, including as a teacher, casual relief teacher (CRT) or a member of the administration staff.

Applications to be addressed to the Principal, Dr Vivianne Nikou, including details of two referees. Applications close on **Monday 21 July 2025**. Please apply via Seek.