



2026 Williamstown High School Exam Supervisors

We are seeking casual Assistant Exam Supervisors to assist with supervising internal and external examinations under VCAA conditions and in accordance with VCAA requirements. Interested applicants should refer to the eligibility criteria, supervisors' responsibilities, and availability requirements below.

Eligibility criteria

In accordance with VCAA requirements, in the current school year the Assistant Exam Supervisor **cannot** be:

- Related to, or associated with, **any** student required to sit the GAT or **any** student undertaking a VCE Unit 3 or 4 study in 2026 **at Williamstown High School**
- Teaching **any** student required to sit the GAT or teaching **any** student in a VCE Unit 3 or 4 study in 2026
- Tutoring a student required to sit the GAT or tutoring a student in a VCE Unit 3 or 4 study in 2026 **at Williamstown High School**
- Related or associated with **any** person engaged in teaching, tutoring or coaching any student required to sit the GAT, or any student undertaking a VCE Unit 3 or 4 study in 2026, or any school personnel engaged in organising or checking VCE external assessment materials **at Williamstown High School**
- Employed by the school as a teacher (excluding CRT) or member of the administration staff

*Examples of related to or associated with students or any person include: children, via relatives/relationships by marriage or domestic or by other living arrangements, friends, neighbours, business or community associates, tutoring or teaching relationships.

**Examples of related to or associated with schools (or educational organisations) means a school or educational organisation at which you teach or have taught, tutored, or attended immediately before your employment, or with which a spouse or other person with whom you have a relationship or association with as defined above, is involved with VCE Unit 3 or 4 in 2026 or you are a member of the administration or teaching staff.

***Note: You cannot be employed as a supervisor at a school where you have taught units 1-2 and/or 3-4 in the last two years.

Supervisors are also required to have a current **Employment Working with Children Check**.

Supervisor's responsibilities

The Assistant Exam Supervisor will supervise examinations under the conditions set by the VCAA and ensure that examinations take place in accordance with VCAA requirements, including undertaking administrative responsibilities.

To be successful in this role, applicants must have the following skills and attributes:

- Excellent problem-solving skills and an ability to work well in high pressure environments
- Strong organisational and time management skills
- High level of attention to detail
- Strong verbal, written and interpersonal skills
- Ability to work independently and as part of a team



Availability Requirements

All supervisors need to be available for the GAT on 16 June 2026.

Some availability is required for other times of the year, including the VCE exam period between October and November 2026.

In 2026, the hourly rate for assistant supervisors for the GAT is **\$38.64**.

Application

Interested applicants should complete the 2026 Exam Supervisor Application Form:

<https://docs.google.com/forms>

For more information, please email Julia Genis at julia.genis@education.vic.gov.au