



# EMANUEL SCHOOL

## Role Statement

**Role:** HSC Presiding Officer

**Reporting to:** Director of the Studies (7-12) / NESA

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The HSC Presiding Officer is responsible for managing the preparation, conduct and supervision of the HSC exams.

The Presiding Officer must:

- Have a current Working with Children Check (WWCC) clearance for employment
- Use a vehicle with a comprehensive motor vehicle insurance policy
- Is available the entire HSC exam period – 15 October – 6 November
- have intermediate working knowledge of common computer programs and tasks, such as Microsoft Word, Microsoft Excel, emails, downloading documents etc
- be well-organised
- have good attention to detail
- be able to effectively manage students and a team of supervisors.

There is also a physical component to this role as the Presiding Officer is required to lift and handle exam materials and may also be standing for most of the day.

You would be not eligible for this position if:

- you have a child or near relative sitting the HSC exams this year at any school
- you are/were recently employed by the school (paid or volunteer) and may be perceived as a conflict of interest.
- you tutor students sitting the HSC exams

A Presiding Officer is responsible directly to NESA for the effective conduct of the exams. They are responsible for:

- managing supervisors
- maintaining confidentiality of all exam conduct
- coordinating set up of exam areas
- follow all security and administrative procedures
- follow all child protection, emergency evacuation and workplace health and safety procedures and policies; and ensure all supervisors adhere to these policies.