



**SACE Board of South Australia**  
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## Duty Statement

### Lead Practitioner External Assessment Examinations

Location	Online
Contact	SACE Panels Email: <a href="mailto:sace.panels@sa.gov.au">sace.panels@sa.gov.au</a> Phone: 1300 322 920

The SACE Board of South Australia is an independent statutory authority of the South Australian Government that provides the South Australian Certificate of Education (SACE) and SACE International.

The SACE Board is responsible for the accreditation of subjects, the recognition of learning, and the assessment of student learning that contribute to meeting the completion requirements of the South Australian Certificate of Education (SACE).

The SACE Board provides the SACE to schools in government, independent and Catholic sectors in South Australia, and assesses the achievements of students in the Northern Territory and at centers internationally.

### The Role

Lead Practitioner External Assessment Examinations is accountable to the Exam Management Team Leader to provide the SACE Board with exam subject assessment advice, using deep subject-specific knowledge, and expertise in the discipline when developing examinations. Lead the setters' and vettors' to support the SACE Board to ensure a quality examination.

### Key Areas

- Responsible for leading setters and vettors' to write an exam from conception to approval; prepare quality documentation; liaise with the exam management team to ensure setters and vettors' comply with training, policy principles, meetings, timelines, and quality approval processes.
- Provide feedback to the examination team and is the key support contact for the relationship.
- Assure the quality of the examination, through adherence to specifications in the subject outline and policy principles undertake analysis and provide an evaluation and review for the next examination cycle.
- Curate and share educational resources and relevant materials for the examination team. Evaluate exam analysis and share findings with the examination team.
- Provide feedback on the quality of the examination to set the future direction for the examination team.
- Responsible for leading marking standards and process.

## What we're looking for?

### Essential Capabilities

- Effective communication and interpersonal skills.
- Ability to work in an online environment.
- Experience in teaching the current subject outline.
- Demonstrated experience in quality assessment, and deep knowledge of the subject discipline.
- Significant experience as an exam setter, exam vetter or exam technical vetter.
- Exceptional communication, interpersonal, and leadership skills to engage and mentor examination teams in their skill and their performance.
- Demonstrate a strong understanding of the SACE curriculum, subject-specific content, and assessment requirements.
- Proven expertise in relevant subject areas and a demonstrated ability to convey complex concepts effectively.
- Strong organisational skills and ability to manage deadlines.
- Awareness of the SACE Board's strategic direction.

### Core Activities

- Comply with policies and procedures that govern SACE Board quality assurance.
- Participate in specified PLATO training (non-participation in required training precludes involvement)
- Abide by SACE Board's Code of Conduct, including the identification of potential conflicts of interest.
- Adherence to completing work within deadlines.

