

POSITION DESCRIPTION



Position	Project Officer – Digital Exams
Level/Classification	HEW Level 5/6
Reports to	Manager Exams and Assessment
Unit	Exams and Assessment
Directorate	Learning, Teaching and Technology
Positions Supervised	0

Position Purpose

The Project Officer – Digital Exams is responsible for supporting exam-related projects and administering exams with a focus on digital exams during standard assessment periods in accordance with University policy.

About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people.

Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Bididi. Building a brighter future, together – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

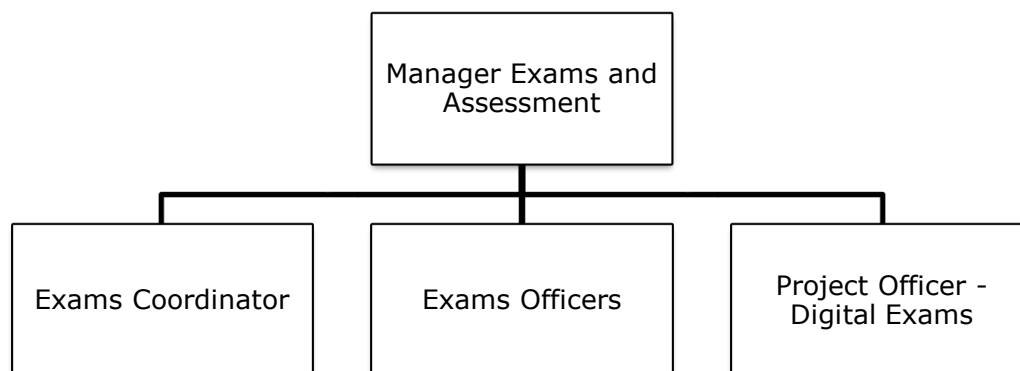
Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

About the Work Area

The Exams and Assessment Office is responsible for the administration of exams for all standard teaching periods across all campuses. This includes:

- 1) Preparation of exam timetables
 - Exam timetables are prepared from data collected from unit coordinators.
- 2) Organisation of On-campus, Digital, External, Alternative and Transnational (TNE) exams
 - The Exams and Assessment Office administers 18 exam periods a year both on and off campus.
 - External (off-campus) exams are typically held remotely online using Respondus LockDown Browser and Respondus Monitor.
 - There are approximately 750 students per semester who require alternative exam accommodations approved by Access and Inclusion Office.
 - TNE exams are held with our partners in Dubai, Malaysia and Singapore.
- 3) Administration of the Deferred Assessment process.
 - Applications for Deferred Assessments are administered for students who cannot attend a normal or deferred exam due to illness or exceptional circumstances.

Reporting Relationships



Key Responsibilities/Duties

Digital Exams Project Coordination

1. Participate in and provide support in the development of project plans, including defining project scope, objectives, and timelines.
2. Provide administrative support such as organising and participating in project meetings, preparing necessary materials, documenting minutes and following up on action items.
3. Maintain detailed project schedules, coordinate project tasks to ensure successful project completion.
4. Evaluate project implementation to ensure it meets requirements and identify opportunities for process and system improvement.
5. Leverage expertise in digital learning systems and related technologies to facilitate the effective and seamless delivery of digital exams, both remotely online and on-campus.

6. Contribute to the provision of information, advice and guidance to staff regarding digital exams, including the creation and regular updating of self-learning guides and documentation.

Exams Facilitation

1. Act as a key point of contact for academic staff from designated schools to manage the submission of exam requirements.
2. Review exams submitted by unit coordinators to ensure compliance with exam requirements and instructions, set up digital exams and prepare exam papers for printing.
3. Coordinate and manage the exam process for designated cohorts (external, TNE, alternative) including:
 - a. Determining examination arrangements for external students, including eligibility for remote online examinations or attendance at an examination centre, and communicating relevant information to students.
 - b. Evaluating and organising alternative exam accommodations approved by the Access and Inclusion Office and communicating the approved arrangements to students and Unit Coordinators.
 - c. Liaison with TNE partner administrators regarding TNE exam requirements.
 - d. Attend to and responding to enquiries from academic staff and student in a timely manner.
4. Carry out, and assist with, other duties as required.

Selection Criteria

Essential

1. Completion of a degree with subsequent work experience; or an equivalent combination or relevant experience and/or education/training.
2. Proven ability to use initiative and take responsibility for tasks and projects.
3. Advanced computer literacy and proficiency in learning management systems, Microsoft Office applications, specified University software programs, with the capability and willingness to learn new packages as required.
4. Highly effective communication, customer service and interpersonal skills, and the demonstrated ability to interact constructively and collaboratively with staff at all levels of the organisation.
5. Exceptional organisational, time and workload management skills, including the ability to prioritise workload to meet strict deadlines whilst maintaining a high level of attention to detail.
6. Proven analytical and problem-solving skills.
7. Ability to work effectively in a team environment and flexibility to undertake a diverse range of tasks with minimal supervision.

Desirable

1. Previous relevant experience in higher education.
2. Prior experience or knowledge with implementation of digital examinations

Work Requirements

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.
2. Ability to work during exam periods including on the first Saturday of the exam period. TOIL accumulated during the busy time can be taken during the less busy periods as agreed with your supervisor.

General Obligations

- While at work, an employee must:
- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
- report incidents, injuries and hazards;
- comply with any reasonable instruction that is given by Murdoch University; and
- comply with Murdoch University policies and procedures.

Guiding Principles and Values/Code of Ethics and Code of Conduct

Our Values

- Authenticity
- Integrity
- Respect
- Inclusivity
- Openness

Our Principles

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All Staff complete a Development Review Annually. A Commencing Development Review should be completed within 3 months of commencement.

We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.