

Kind of Work

Administrative work in the organisation and conduct of examinations.

Distinguishing Features of Work

An employee in this class is responsible for, or assists in, as required, organising, co-ordinating and supervising the efficient conduct of examinations for the Public Service, or for one or more areas of examinations in the Teaching Service, respectively. Work involves supervising and participating in the detailed preparations for the conduct of examinations, compiling results, preparing reports on same and maintaining related records and files. Supervision is exercised over a small group of subordinate clerical staff. General assignments are received from an administrative superior and work is performed within clearly defined procedures and practices. Work is reviewed through observations and an analysis of reports.

Examples of Work

Makes such arrangements for examinations as preparing or supervising the preparation and issue of press releases, time tables and circular letters to interested parties, checking of entry forms to ensure that all requirements are satisfied, securing suitable examination centres and accommodation, and making suitable security arrangements for the proper conduct of examinations.

Nominates suitable persons for appointment as Examiners, Supervisors and Invigilators and notifies them on appointment.

Ensures that there is an adequate supply of stationery, and other examination material, at all examination centres.

Assigns candidates to convenient examination centres, distributes question papers to and receives scripts from supervisors; checks scripts for irregularities and reports on these, and forwards same to Examiners. Prepares and compiles results from examiners, prepares pass list and notifies candidates of results by press releases and/or individual notification. Prepares payment vouchers and issues letters of thanks to Examiners, Supervisors and Invigilators.

Issues certified statements of examination attainments as required.

Prepares statistical and other reports on examinations held and keeps appropriate records and files.

Performs related work as may be required.

Required Knowledge, Skills and Abilities

Considerable knowledge of the regulations and/or the methods and procedures involved in the conduct of various examinations.

Knowledge and appreciation of the Education system as obtains in Trinidad and Tobago and of the problems involved in its operation.

Some knowledge and appreciation of Statistics.

Ability to organise the conduct of examinations.

Ability to establish and maintain effective working relationships with associates, government officials and the public.

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Ability to express ideas, both orally and in writing in a clear and concise manner.

Ability to maintain effective working relationships.

Minimum Experience and Training

Extensive experience in making arrangements for examinations and training as evidenced by the School Certificate or Equivalent.

Additional Desirable Qualifications

A degree or diploma from a recognised University or evidence of having passed an approved examination for entry into the Administrative Class.