



TOBAGO HOUSE OF ASSEMBLY

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE:	ASSISTANT COORDINATOR OF EXAMINATIONS
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JOB SUMMARY:

The incumbent supports the Coordinator of examinations in the administration of local and external examinations. This includes planning, organizing, and supervising examination activities, liaising with educational entities, processing applications and appointments, preparing reports and analyses, and communicating changes in procedures.

REPORT TO:	Coordinator of Examinations
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SUPERVISION GIVEN TO:	Examinations Operations Officer I
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DUTIES AND RESPONSIBILITIES:

- Assists the Coordinator of Examinations in the development and implementation of examination schedules, venue arrangements, and logistical plans.
- Coordinates the assignment of candidates to examination centres, ensuring compliance with regulations and procedures.
- Serves as a primary point of contact for schools and educational institutions, providing guidance and responding to inquiries.
- Assists in the supervision and training of examination personnel, including invigilators and supervisors.

- Oversees the distribution and collection of examination materials, ensuring accuracy and security.
- Conducts preliminary checks of examination scripts for irregularities and prepare reports for the Examinations Operations Officer I.
- Compiles and analyses examination data to generate statistical reports and performance summaries.
- Assists in the communication of changes in examination procedures, regulations, and syllabuses to relevant stakeholders.
- Maintains accurate and up-to-date examination records and databases.
- Contributes to the development and implementation of policies and procedures related to examination management.
- Provides liaison support to private candidates, as needed.
- Performs related work as may be required.

KNOWLEDGE SKILLS AND ABILITIES:

- Considerable knowledge of the Trinidad and Tobago education system and of the issues and/challenges involved in its operations, particularly in the area of the administration of examinations.
- Considerable knowledge of the procedures and methods involved in conducting examinations.
- Knowledge of the principles and techniques of management and education administration.
- Knowledge of Microsoft Office Suite and the use of other relevant computer applications.
- Ability to establish and maintain effective working relationships with fellow employees, related personnel and members of the public.
- Ability to express ideas both orally and in writing in a clear and concise manner.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of two (2) years' experience in the administration and conduct of examinations.
- Training as evidenced by the possession of a Bachelor's Degree in the Social Science; or in a related field from a recognized University; or any equivalent combination of experience and training.