



## **TOBAGO HOUSE OF ASSEMBLY**

### **JOB DESCRIPTION**

#### **CONTRACTUAL POSITION**

<b>JOB TITLE:</b>	<b>COORDINATOR OF EXAMINATIONS</b>
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#### **JOB SUMMARY:**

The incumbent is responsible for the administration and conduct of all external examinations administered and approved by the Ministry of Education and the Tobago House of Assembly as well as certain local examinations under the jurisdiction of the Ministry of Education. Work involves planning, organising, co-ordination and supervising all activities related to the administration and conduct of those specific examinations and liaising with examination bodies and committees.

Duties also include keeping official formal records of results for all examinations under the jurisdiction of the Tobago House of Assembly.

<b>REPORT TO:</b>	Administrator
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<b>SUPERVISION GIVEN TO:</b>	Staff of the Examinations Unit
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#### **DUTIES AND RESPONSIBILITIES:**

- Plans, organises, coordinates and supervises all activities involved in the administration and conduct of all external examinations conducted by the Tobago House of Assembly as well as certain local examination which emanate from the Ministry of Education, including CSEC, CAPE, SEA, and CVQ.

- Selects supervisors and assistants engaged in the administration and conduct of those examinations over which the Tobago House of Assembly presides.
- Liaise with regional and international examination bodies (e.g., CXC, Ministry of Education).
- Develops and implements policies and procedures to ensure the security, confidentiality, and integrity of examination materials and processes.
- Maintains accurate and up-to-date official records related to examinations.
- Supervises, manages, and evaluates the performance of staff within the Examinations Unit.
- Provides results to schools, relevant bodies and the public and certifies statements of results when requested.
- Ensures that all appropriate examination fee are collected and paid to the relevant external examination bodies.
- Communicates with principals of schools and other related institutions on matters relating to changes in syllabuses, examination procedures, and regulations to relevant stakeholders (e.g. schools, candidates).
- Prepares and manages the budget for the Examinations Unit.
- Oversees the storage, distribution, and return of examination materials.
- Manages private candidate registrations and related processes.
- Recruits, trains, and manages examination personnel, including invigilators and supervisors.
- Ensures examination centre preparedness and compliance with examination regulations.
- Provides past examination papers and related information to the public, as appropriate.
- Facilitated private examination for external organizations, as required.
- Contributes to the development and implementation of strategic plans for the Examinations Unit.
- Ensures compliance with all relevant policies, procedures, and regulations.
- Maintains liaison with Examination Committees and interested educational boards and councils on matters of procedure and other issues relating to examinations.
- 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 organise the conduct of examinations.
- Ability to plan co-ordinate and supervise all the activities involved in the administration and conduct of examinations.
- Ability to cope effectively with unanticipated events.
- 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 six (6) year' experience in the administration and conduct of examinations, including a minimum of three (3) years' at a supervisory level.
- Training as evidenced by the possession of a Bachelor's Degree in the Social Science; or in a related field from a recognized University; supplemented by a Master's degree in Public Sector Management, Education or Management from a recognized institution; or any equivalent combination of experience and training.