

## Position Description (Te Whakaaturanga Tūranga Mahi)

**Position Title:** Examination Centre Manager

**Last Review Date:** May 2022

### Purpose of Position (He whakamārama)

The Examination Centre Manager (ECM) is responsible to the New Zealand Qualifications Authority (NZQA) for the conduct of the NZQA examinations held at examination centres in November / December 2022. As ECM, you will be responsible for the management of all processes relating to the conduct of secondary examinations at your examination centre(s) according to NZQA procedures. The ECM is also responsible for employing enough supervisors to ensure reliable supervision, while using the minimum number of supervisors efficiently. Secondary examinations comprise those for NCEA, and those for New Zealand Scholarship at some examination centres..

### Working Relationships (Te hononga tāngata)

**Responsible to:** Manager, Operations & Logistics

**Responsible for:**

- NZQA-paid Examination Centre Officers
- Non NZQA-paid Examination Assistants

**Functional Relationships:**

- Principal's Nominee (PN)
- Technical support staff
- Special Needs Co-ordinators (SENCO)
- Other school staff at the Examination Centre as required
- Couriers
- Operations & Logistics staff in NZQA's Wellington office

### Duties & Responsibilities (Ngā haepapa matua)

- Be directly responsible to NZQA for the management of the examinations according to NZQA procedures held at your centre(s) in November / December 2022.
- Adhere to processes detailed in the ECM Instructions provided by NZQA.
- Comply with health and safety requirements at the examination centre(s).
- Liaise with the school to confirm the accommodation and equipment required for the efficient conduct of examinations.
- In consultation with the PN, prepare the examination planner, on-line, prior to the various examinations being held so that supervision is conducted in the most efficient and economical manner.
- Recruit, contract, police vet and train all supervisors and outline examination procedures to examination assistants.

- Complete a schedule, on-line, advising names and details of supervisors and examination assistants who will be employed to assist in examination supervision.
- Provide approved special assessment conditions for specified candidates.
- Be responsible for the receipt, checking and secure storage of all examination booklets, including late entries, and materials.
- During examination sessions ensure that all examination processes are being carried out according to NZQA procedures by all supervisors and examination assistants.
- Supervise examinations in accordance with NZQA requirements.
- Report all examination irregularities to NZQA using the correct forms.
- Prepare final copies of attendance rolls for return to NZQA.
- Prepare all candidate answer booklets for collection.
- Complete and return the Supervisor's Claim Schedule online.
- Complete and return the ECM Survey.
- Immediately inform NZQA if you are unable to work and act in accordance with their instructions.
- Use the digital examination monitoring tool ('dashboard').

### **Person Specification (Ngā pūmanawa tāngata)**

- Excellent communication skills.
- Ability to work well with young adults and have an affinity with the candidates at the examination centre(s).
- Experience with applications such as Microsoft Word and Excel, with the ability to develop competence with new applications quickly.
- Access to a cell phone, computer and email.
- Ability to work under pressure and within deadlines.
- Well organised.
- Methodical and adaptable.
- Integrity beyond question.
- Ability to lead a team of diverse people.

### **Other Requirements (Ngā herenga atu o te tūranga mahi)**

#### **Confidentiality**

All work in connection with the examinations is strictly confidential to ECMs, PNs and NZQA. The ECM is to ensure the confidentiality of all examination question booklets, and digital examinations if relevant, at all times. ECMs must not discuss any matters relating to the examinations with the media or any persons other than NZQA staff or the PN. All examination question booklets and digital examinations are confidential to supervisors and candidates, and no other persons are permitted to see them during the applicable examination session.