

# APPENDIX B

## ECM JOB DESCRIPTION

<b>Position Title</b>	Examination Centre Manager.
<b>Position Purpose</b>	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 2024. 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 examination centre officers (ECOs) to ensure reliable supervision, while using the minimum number of ECOs efficiently. Secondary examinations comprise those for NCEA, and those for New Zealand Scholarship at some examination centres.
<b>Responsible to</b>	Director, Assessment Production and Delivery.
<b>Responsible for</b>	<ul style="list-style-type: none"> <li>• All Examination Centre Officers (ECOs) at the examination centre(s).</li> <li>• Engaging all examination supervisors and organising Examination Assistants provided by the school(s).</li> </ul>
<b>Functional Relationships at the Examination Centre</b>	<ul style="list-style-type: none"> <li>• Principal's Nominee (PN)</li> <li>• Examination Centre Officers</li> <li>• Technical support</li> <li>• Special Education Needs Coordinators (SENCOs)</li> <li>• Other staff at the examination centre as required</li> <li>• Couriers</li> </ul>
<b>Functional Relationships at NZQA</b>	<ul style="list-style-type: none"> <li>• Operations and Logistics staff</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Be directly responsible to NZQA for the conduct of the examinations according to NZQA procedures held at your centre(s) in November 2024.</li> <li>• Oversee management and supervision of all examinations according to NZQA's processes and procedures for both paper based and digital examinations.</li> <li>• Oversee (with the PN) the preparation of examination rooms including requirements for digital examination rooms.</li> <li>• Engage Examination Centre Officers with sufficient computer expertise to provide adequate support to candidates during digital examinations.</li> <li>• Use the digital examination monitoring tool ('dashboard').</li> </ul>

	<ul style="list-style-type: none"> <li>• Adhere to processes detailed in the ECM Instructions provided by NZQA.</li> <li>• Comply with health and safety requirements at the examination centre(s).</li> <li>• Liaise with the school to confirm the accommodation and equipment required for the efficient conduct of examinations.</li> <li>• Liaise with IT support to manage digital examinations where needed.</li> <li>• In consultation with the PN, prepare the online examination planner prior to examinations being held, so that supervision is conducted in the most efficient and economical manner.</li> <li>• Ensure the security of all examination papers and material.</li> <li>• Nominate Examination Centre Officers and non-paid Examination Assistants, and oversee their recruitment, onboarding, and induction.</li> <li>• Train Examination Centre Officers including Examination Assistants using NZQA resources.</li> <li>• Complete a schedule online, advising names and details of Examination Centre Officers who will be employed to assist in examination supervision.</li> <li>• Provide approved special assessment conditions for specified candidates.</li> <li>• Be responsible for the receipt, checking and secure storage of all examination booklets, including late entries, and materials.</li> <li>• During examination sessions ensure that all examination processes are being carried out according to NZQA procedures by all Examination Centre Officers.</li> <li>• Supervise examinations in accordance with NZQA requirements.</li> <li>• Report all examination irregularities to NZQA using the correct forms.</li> <li>• Prepare all candidate answer booklets for collection.</li> <li>• Verify and approve Examination Centre Officers' timesheets.</li> <li>• Complete and return the ECM Survey.</li> <li>• Immediately inform NZQA if you are unable to work and act in accordance with their instructions.</li> </ul>
<b>Person Specification</b>	<ul style="list-style-type: none"> <li>• A high level of digital literacy.</li> <li>• Experience with applications such as Microsoft Word and Excel, with the capability to develop competence with new applications quickly.</li> <li>• Ability to deliver training to Examination Centre Officers and Examination Assistants using NZQA resources.</li> <li>• Ability to problem solve and support staff through any issues that may arise in both paper based and digital examinations.</li> <li>• Excellent communication skills.</li> <li>• Ability to work well with young adults and have an affinity with the candidates at the examination centre(s).</li> <li>• Access to a cell phone, computer and email.</li> <li>• Ability to work under pressure and within deadlines.</li> </ul>

	<ul style="list-style-type: none"> <li>• Well organised.</li> <li>• Methodical and adaptable.</li> <li>• Integrity beyond question.</li> <li>• Ability to lead a team of diverse people.</li> </ul>
<b>Confidentiality</b>	<p>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.</p> <p>ECMs must not discuss any matters relating to the examinations with the media or any persons other than NZQA staff or the PN.</p> <p>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.</p>

