

To conduct examinations in accordance with the JCQ and other awarding bodies regulations as well as Merchant Taylors' instructions.

To play a "key role in upholding the integrity of the external examination/assessment process" [JCQ [ICE 6](#)] as and when required.

To report to the exam room at the start of each session

To keep exam papers and materials secure before, during and after exams

To ensure exam rooms are set out to standard

To

To identify, seat, and direct candidates in the conduct of their exams

To ensure the correct exam papers and materials are distributed to candidates

To deal with candidate queries

To be aware of candidate access arrangements and to

To supervise candidates at all times and be vigilant throughout exams

To deal with any disruptions, emergencies or irregularities that arise during exam effectively

To record/report any disruption or irregularity

To record rest breaks

To deal with candidate queries

To collect exam scripts and exam material effectively

To "

To attend training, refresher or review sessions as required

Have an adaptable,
flexible approach to
working, including

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| | Flexibility and commitment Confidence Availability throughout the main examination period Positive attitude to use of authority and maintaining discipline | | |
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November 2024

The individual will be appointed to the Merchant Taylors' School register of casual staff and engaged as a Casual Worker on an "as and when"