

- 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
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- 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
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- To collect exam scripts and exam material effectively
- To "

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- To attend training, refresher or review sessions as required
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- Have an adaptable, flexible approach to working, including

	<ul style="list-style-type: none">• 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" basis

June 2024