

## DUTIES OF THE ATTENDANT

1. Assist the Superintendent in the preparation of the Examination Centre on the day preceding the commencement of the examinations.
  2. Attend in time at the Examination Centre on each morning and afternoon for which examinations are scheduled.
  3. Take up a suitable position outside of the door of the Examination Centre in order to control access to the Centre as directed by the Superintendent.
  4. **The Attendant may not be in the Centre, unless specially summoned by the Superintendent, during the period of the examination or during the distribution of the examination papers. In no circumstances should the Attendant engage in (1) distributing examination papers or stationery, (2) undertaking any supervisory duties in the examination centre and (3) the collection of candidates' answer books following each examination.**
  5. The Attendant should not admit any person to the Centre other than:-
    - (a) a person known to be a candidate
    - (b) an Official of the Commission carrying identification (which should be inspected)
- Note: The Manager/Principal of the school may be in the Examination Centre until the Examination gets under way.
6. The attendant should ensure as far as reasonably practicable that no disturbance (e.g. noise) occurs outside of the Centre which would distract the candidates from their work. It may be necessary to seek the assistance of the school authority in controlling noise or other distractions and you should not hesitate to seek such assistance in consultation with the superintendent. In particular you should note that you should not leave your post as detailed in 7 below.
  7. The Attendant must not leave their post at the door of the Centre for any reason other than when requested by the Superintendent to:
    - (a) summon the assistance of a member of the School Authority (e.g. Manager/Principal)
    - (b) accompany a candidate who has been given permission by the Superintendent to leave the Examination Centre temporarily.
  8. The Attendant should not engage in any activity which would interfere with the proper discharge of their duties. This includes never undertaking supervisory duties in the examination centre. The use of mobile phones or other electronic devices is not compatible with the duties of the Attendant.
  9. Subject to the foregoing, the Attendant must comply with all relevant instructions issued by the Superintendent for the maintenance of the security and integrity of the examinations.