

Terms of Reference of Examiner for Exam Development:

The Examiner should have subject wise competency and also have the required pre-requisite of Masters Degree in Education and related disciplines. He/She should possess a minimum 5 years' experience of teaching along with sound knowledge of various assessments theoretical frameworks.

- Develop & review paper according to a pre-set papers specification along with the Subject Specialist/s.
- Propose changes to the items where necessary and ensure that it is inline with the level of the student's competencies.
- Make sure that the prescribed syllabus criteria are covered accurately and the paper is balanced in terms of covering the course substantially.
- Ensure that the appropriate grade, level of knowledge and understanding questions are placed in the exam paper.
- Ensure that all the questions have a clear marks scheme and marking criteria.
- Guarantees the secrecy of the papers developed and will not disclose the processes involved in the paper construction to anyone.

*** IF THE PERFORMANCE IS NOT TO A MINIMUM STANDARD, AU-SEF IS LAIBLE TO TERMINATE THE CONTRACT AT ANY GIVEN TIME WITHOUT ANY REASON.**

Invigilators

Terms of Reference of Invigilators for Examination:

The part time invigilator/s would have the required pre-requisite of Bachelor's Degree in Education and related disciplines. He should also have some experience of invigilation in an educational institute along with sound knowledge of various assessments theoretical frameworks.

- The period of engagement as invigilator would be for 15-20 days/per exam cycle duration.
- The invigilator/s will ensure that all security protocols are followed which have been identified by the Assistant Manager Administration.
- Ensure the time management of examination.
- He should be doing continuous monitoring, tracking and recording of all the activities related to examination.
- He will administer the written paper with the help of a local teacher of the school not belonging to that level in which the exam is being conducted.
- He will liaison with the Exam Administration Division.
- Ensure that the papers are conducted in a proper manner
- Only MALE candidates should apply. (Extensive travelling required)