Examination Superintendent Information

The Role and Functions of the Examinations Superintendent

General

The role and importance of the superintendent in the national examination system is difficult to overstate. During examination periods much of the integrity of the examination process depends on the way superintendents perform their assigned tasks. It is a vital role and a role that has been performed with excellence, skill and dedication by thousands of Superintendents over the years. In order for Superintendents to perform their assigned tasks properly it is imperative that they be completely familiar with all instruction issued for their guidance.

Superintendents are required to work on the day prior to the commencement of the examinations and subsequently on each day on which candidates from their examination centre are entered for examination.

On the day prior to the examinations a Superintendent must:

- Collect and check the supply of question papers, for the examination centre, at the distribution centre.
- Transport the question papers to the examination centre and ensure they are stored in the designated safe secure place.
- Prepare the examination centre for commencement of examinations.

On each day of the examinations a Superintendent must:

- Distribute question papers to candidates.
- Distribute answer books and other necessary items of stationery to candidates.
- Clearly announce instructions prior to and during each examination.
- Supervise the examination session.
- Mark the candidate attendance roll.
- Collect the candidates’ worked exercises and prepare them for safe transmission to the State Examinations Commission.