

Medway Test Officer

DESIGNATION Medway Test Officer

DEPARTMENT Education Access

RESPONSIBLE TO Test Lead

GRADE Casual

1. MAIN PURPOSE OF JOB

To undertake the administration of the Medway Test and support the effective delivery of testing under the direction of the Senior Officer. To assist with all duties required to ensure the test is delivered safely, securely and in line with The Medway Test conditions.

2. KEY RESPONSIBILITIES

- Undertake the administration of the test and duties allocated by the Test Lead/Senior Officer.
- Assist with Special Arrangements when assigned as a Scribe, Reader or Prompt.
- Assist with recording accurate test paperwork.
- Escort candidates for toilet breaks (safeguarding checks required).
- Floor-walk the test room to ensure compliance with test rules.
- Supervise candidates during breaks.
- Assist with unpacking, counting, recounting and packing test papers.
- Use approved devices and equipment for special arrangement testing (if applicable).
- If acting as a Scribe – in a timely manner and without delay, accurately record the candidate's answers as detailed in the definitions published in the Special Arrangements Guidance.
- If acting as a Reader – only read test questions and any related instructions to the candidate as detailed in the definitions published in the Special Arrangements Guidance.
- If acting as a Prompt – in agreement with the candidate as detailed in the definitions published in the Special Arrangements Guidance.

3. PERSON SPECIFICATION

Essential

- Educated to GCSE level or equivalent, including English and Maths.
- Ability to understand and follow written and verbal instructions accurately.

Desirable

- A current full First Aid Certificate.
- Additional training in safeguarding or exam administration.

Experience

Essential

- Experience working with children or young people in an educational or structured setting.

- Ability to follow procedures precisely and work within a regulated environment.

Desirable

- Experience in exam/test invigilation, administration, or support.
- Experience engaging with the public or supporting customer-facing activities.
- Experience supporting pupils with special arrangements, including roles such as Reader, Scribe and/or Prompt.

Skills

Essential

- Strong attention to detail, particularly in handling confidential materials.
- Ability to communicate clearly and calmly with candidates, staff and parents/carers.
- Ability to supervise groups of children and maintain test conditions.
- Ability to identify potential issues (e.g., distractions, non-compliance) and take appropriate timely action.
- Ability to work effectively as part of a team under direction from the Senior Officer/Test Lead.

Desirable

- Confident in using devices and equipment used in test conditions.
- Good organisational skills, including managing movement of candidates during breaks and toilet escorts.

Personal Qualities

Essential

- Reliable, punctual and committed to maintaining strict examination conditions.
- Calm, professional manner, particularly when supporting nervous candidates.
- Integrity and discretion when handling confidential test papers and information.
- Ability to remain alert and focused throughout long periods of supervision.
- Commitment to equality, diversity and inclusive test practice.

Desirable

- Demonstrates initiative while still following instructions precisely.

Other Requirements

- Must pass safeguarding checks to escort candidates to toilets.
- Must adhere to all procedures in the Test Regulations, Staff Manual, training sessions and test instructions.
- Must be available for all allocated test dates and required training sessions.
- Willingness to work at different test venues as required.
- Physically able to move around test rooms, supervise movement of candidates and assist with handling test materials.