



POSITION DESCRIPTION

The Western Pacific University

OFFICE/DIVISION: Office of the Vice President, Academic Affairs/Registrar
POSITION TITLE: Controller of Examinations
POSITION NUMBER: WPUEXAA053
POSITION CLASSIFICATION: N14
JOB LOCATION: Ialibu, Western Pacific University

ORGANISATIONAL RELATIONSHIP:

Immediate Supervisor: Vice President AA

Subordinates: Coordinating Officer

Coordinates with: Faculty Deans, Heads of Departments and Registrar.

JOB PURPOSE:

The Office of the Controller of Examinations is an autonomous body. It is established by the Western Pacific University Act 2014, Section 22, states:"

1. There shall be a Controller of Examinations, to be appointed by the Council on the recommendation of the President, on such terms and conditions as may be prescribed by the University's By-laws.
2. The minimum qualifications necessary for appointment to the post of the Controller of Examinations shall be as may be prescribed by the Academic Board.
3. The Controller of Examinations shall be a full-time officer of the University and shall be responsible for all matters connected with the conduct of examinations and perform such other duties as may be prescribed by the Academic Board.
4. Subject to subsection (5), the Controller of Examinations shall be appointed for a renewable term of three years.
5. The Council may, on the advice of the President, terminate the appointment of the Controller of Examinations on grounds of inefficiency or misconduct in accordance with prescribed procedure by the Academic Board.
6. It is endowed with well-defined responsibilities and adequate authority to conduct fair and timely examinations (as per the academic calendar of the University). The Controller of Examinations has been formed to supervise the examination & evaluation

process which is headed by the WPU's polices. The conduct of examinations in the autonomous system is an important academic activity to bring out the student's performance. In this context, Controller of Examinations plays a key role in the evaluation process.

ROLES AND RESPONSIBILITIES

1. Pre-Examination work to cover:
 - a. To conduct examinations in a disciplined and efficient manner;
 - b. To arrange for the setting of e-exams/virtual with strict regard to secrecy;
 - c. To maintain the data from the module e-handbooks regarding the scheme of the assessments (on Semester Basis).
2. At WPU shall not be Pre- Printing of Examination Stationary such as answer books, transcripts, degrees etc. As all Exams must be conducted virtually.
3. Actual Conductance of e- Examination and Preparation of Results:
 - a. To arrange for the evaluation of e- answer-sheets in accordance with the planned time schedule for results;
 - b. To issue the e-Exams ready and uploaded into the IT protected system;
 - c. To maintain the records of each component of assessment (on Semester Basis);
 - d. To help in processing of result (on Semester Basis); and
 - e. To help in declaration of results (on Semester Basis)
4. Post Examination work:
 - a. To constantly review the system of examinations in order to enhance the digitalized processes and to level of impartiality and objectivity with a view to make it better instrument for assessing the attainments of students;
 - b. To form mechanism for redressal of grievances (on Semester Basis);
 - c. To receive the verification and revaluation email from students;
 - d. To authorize the issuing of duplicate transcript / degree (if lost);and
 - e. To make available the statistical/other examination information to WPU President and the University Council from time to time.

QUALIFICATIONS

- a. Qualifications – Minimum Master's Degree, preferable a PhD or Doctorate in appropriate field.
- b. Significant experience of effectively delivering and leading aspects of examination enhancement within a higher education institution

- c. An in-depth knowledge of Quality Assurance requirements in relation to Higher Education Providers, and the wider, external quality debate in Higher Education
- d. Demonstrable leadership and management experience in a higher education environment.
- e. Highly articulate, excellent written and oral communication skills with the ability to liaise effectively at all levels within the institution and externally.
- f. Excellent leadership and management skills.
- g. Ability to coordinate and successfully manage a range of complex activities, prioritizing effectively in order to meet deadlines.
- h. Ability to effectively lead and manage own team, and build and manage effective collaborative working relationships at a range of levels within the Academic Division team and more broadly between faculties and Departments within the University.
- i. Strong negotiation and persuasion skill.
- j. Ability to communicate complex information in an effective, concise and tactful manner, both orally and in writing, including to non-specialist audiences.