

Roles and Responsibilities of the Office of the Controller of Examinations Staff

The staff members in the Office of the Controller of Examinations are responsible for performing all tasks assigned by the Controller and Deputy Controller of Examinations. They must be well-versed in the relevant rules and regulations to effectively carry out their duties. Their responsibilities include:

- Assisting in the preparation and printing of answer booklets for various examinations.
- Aiding in the preparation of all related forms and registers associated with applications, question paper setting, scrutiny, valuation, tabulation, and the Award list, in consultation with the Controller of Examinations.
- Maintaining registers for all inward and outward communications.
- Overseeing the typing and data entry section of the examination cell, ensuring that all examination-related data entry tasks are completed.
- Ensuring timely completion of typing and data entry work, comparing outputs with drafts, making necessary corrections, and organizing files with guidance from senior officers.
- Processing examination registration applications and preparing nominal rolls.
- Preparing and dispatching hall tickets for examinations.
- Ensuring that question paper packets are prepared and ready ahead of examinations.
- Coordinating arrangements for Board meetings of examiners as needed and ensuring that minutes are recorded accurately.
- Assisting the Controller of Examinations in the transport and handling of files, communications, and stationery.
- Safeguarding examination-related records and maintaining strict confidentiality.
- Performing any additional duties assigned by Controller of Examinations and Deputy Controller of Examinations as needed.
- Preventing unauthorized personnel from entering the examination section of the Office of the Controller of Examinations.

-Controller of Examinations