

	<h1>Job Description</h1>
<b>JOB TITLE:</b>	Exam Registrar
<b>Accountable to:</b>	Centre Manager
<b>Staff managed:</b>	N/A
<b>PURPOSE OF THE JOB</b>	
<p>The Exam Registrar's role is to ensure that the candidates are registered by following the SELT ID Policy and procedure. This includes ensuring that candidates' photos have been taken and recorded against the correct candidate log and that a sample signature is taken.</p> <p>The post holder will maintain all paperwork as required to provide evidence of due diligence for centre inspections.</p>	
<b>KEY ACCOUNTABILITIES &amp; TASKS</b>	
<ul style="list-style-type: none"> <li>• Check ID presented conforms to the current SELT ID policy</li> <li>• Check the ID photo against the candidate</li> <li>• Check: <ul style="list-style-type: none"> <li>○ Name (all 3 parts – look for extras/missing/mistakes)</li> <li>○ Date of Birth</li> <li>○ ID No</li> <li>○ ID Expiry date</li> <li>○ Nationality</li> <li>○ Signature matches</li> <li>○ Check ID details on Examination Report against <b>original</b> documentation</li> <li>○ Check photo uploaded to TOL is a match against the candidate present and the ID that they have presented.</li> </ul> </li> <li>• Check that scanned and uploaded ID is an accurate copy of that ID presented by the candidate</li> <li>• Check over address for any anomalies and ask candidate to confirm their address</li> <li>• Check that the mobile phone number recorded is correct (or obtain correct one)</li> <li>• Check that the candidate has no electronic devices</li> </ul>	

- Make a visual check for any blue-tooth devices behind the ears
- Explain how to present ID to examiner
- Instruct candidate to wait in “X” place afterwards and that they will not return to this room
- Place Examination Report Form on edge of desk for Stewards
- Follow the correct procedure where problematic IDs are presented
- Deputise for the Centre Manager as necessary

#### **JOB RELATED KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED FOR THE POST**

<b>Education/Qualification</b>	Good level of general education
<b>Job Related Knowledge</b>	Understanding of customer service ethos and provision of customer excellence. First class communication skills, ability to communicate at all levels..
<b>Essential Skills</b>	Ability to portray a professional image at all times and in challenging situations. Robust communication skills both written and oral. Excellent organisational skills. Tenacity.

#### **CONTACTS : INTERNAL AND EXTERNAL**

SELT Centre Staff  
Candidates

#### **FINANCIAL PARAMETERS**

None