

Memo to PNs – Nominating your Exam Centre Manager (ECM) in 2022

ECM nominations open on Monday 9th May. As the exam processes move online please read the following information before nominating your ECM for this year.

The ECM role is mostly made up of administrative tasks, your ECM must be organised and have excellent attention to detail. They do not necessarily need to have experience supervising exams.

To manage the administration processes, it is imperative that your nominated ECM:

- Has access to their own laptop/computer or the school is able to provide them with one leading up to and for the duration of the exams.
- Is proficient using a computer/laptop and a range of applications including excel and word, with the ability to develop competence with new applications quickly.
- Has a personal email address and cell phone.

Your ECM should:

- be well organised with excellent attention to detail
- be able to work under pressure and within deadlines
- be methodical and adaptable
- have excellent communication skills
- be able to work well with young adults
- be able to lead a team of diverse people
- be able to confidently train their supervisors in both paper and digital exam processes
- have integrity beyond question.

Your nominated ECM must be available for the entire examination period (Monday 7 November to Friday 2 December).