NETWORK ADMINISTRATOR AND HIS/HER ROLE:

The Network Administrator is required to work in close proximity with the Examination Superintendent, and is critically the technical backbone of the Examination Centre. The Network Administrator is responsible for planning the network, installation and configuration, monitoring and troubleshooting the network. Every situation is different; however, the important duties of Network Administrator includes but not limited to the following:

a)   Assist ES during installation of examination software and its testing;
b)   Overall health of the network, server, security;
c)   Manage and maintain network hardware and software;
d)   Perform or supervise backups and maintenance;
e)   Ensuring network connectivity throughout; and
f)   All other technical considerations at the network level.

The Network Administrator shall assist the Examination Superintendent in all technical issues.

TECHNICAL COORDINATOR AND HIS/HER ROLE:

The role of Technical Coordinator is basically to assist Network Administrator/ Examination Superintendent in discharging of his/her duty. The important duties includes but not limited to the following:

a)   Technical support to ES and Network Administrator during examination;
b)   Provide troubleshooting;
c)   Updating of website for testing, e-attendance;
d)   Backups and uploading of Answer files; and
e)   Any other related work assigned by ES.

ADMINISTRATIVE SUPPORT AND HIS/HER ROLE:

The role of Administrative Support personnel is to assist ES in disposing of the administrative duties during the conduct of the Examination, which includes, but not limited to:

a)   place the batch schedule on the notice board outside the examination hall;
b)   make announcements to candidates as necessary;
c)   read out the specific instructions prior to the commencement of examination foe each batch;
d)   verification of candidates admit cards and taking signatures on attendance sheets;
e)   conduct invigilation and administration of the examination process in such a way as to cause minimum disruption to candidates;
f)   report any matters of concern to the ES.