# Job description

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| **Function/Role:** | Exam Administrator |
| **Committee:** | Commission of Certification (COC) |
| **Terms:** | 3 years |
| **Elect/Shadow period:** | 6 months |
| **Max. years of extension:** | 6 years |
| **Tasks and responsibilities:** | **For TSTA Exams:**<br>Manages the incoming applications for TSTA in Europe, facilitated by EATA:<br>• Checks application files and fulfilled requirements.<br>• Communicates to candidate the status of the application and their eligibility to the exam.<br>• Administrates the candidate waiting list for TSTA exams and report status to the Supervising Examiner.<br>• Updating the list for use by Supervising Examiner for TSTA exams.<br>• Prepares candidates lists for the exam site and date and makes application information available to Local Exam Supervisor.<br>**For CTA Exams:**<br>Manages the applications of CTA candidates. Does the same for applications for CTA candidates from ITAA for EATA exam sites.<br>• Receives Forms 12.7.3 and 12.7.4 from Language Coordinators (LCs) for CTA candidates, including applications from each LC's own language region, together with the Special Needs Form where applicable.<br>• Administrates and updates the list of candidates reported by the Language Coordinators for exam sites, and forwards the relevant information and candidate list to the Local Exam Supervisor.<br>**For both Exams:**<br>• Liaise with the secretary to ensure candidates' EATA membership and contracts are up-to-date.<br>• Keep a list of candidates' names, payment details and exam site requested.<br>• Clarify translation needs and anything further, directly with the candidate to ensure all requirements are met and forms are correct and all information is clear.<br>• Pre-informs and keeps the Local Exam Supervisor (LES) updated, and liaises with them as needed.<br>• Provide a fully checked list to the Local Exam Supervisor for each exam venue.<br>• Liaise with the Supervising Examiner for any questions and specific issues.<br>Participates in COC Meeting (usually first week of March each year) being present or online (if provided). |
| **Competencies:** | PTSTA possible, TSTA preferred<br>English in understanding, speaking, writing.<br>Cultural awareness and sensitivity. |
| **TA competencies and requirements:** | Understands the EATA T&E handbook. Understands the various aspects of oral exams (CTA, TSTA). |
| **Special requirements:** | Capacity to maintain a consistent (if not continuous) mode of communication between candidate, potential markers and markers, COC and other language coordinators.<br>Capacity and affinity to use modern information technology (e-mail, messenger, cloud) with candidate, supervising examiner, chair of COC and marker.<br>Competence and affinity to use contemporary and modern IT tools (office software, cloud). |

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| **Other:** | Availability for e-mail and messenger communication for candidates in a reasonable and realistic amount of time over the year.<br>Works together with people. |

**Reviewed**

| Chair COC | General Secretary | EC Member |
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| Christine Chevalier | Annamaria Cser | Peter Rudolph |
| Date: 13/06/2020 | Date: 13/05/2020 | Date: 13/03/2020 |