



## **EXAMINATIONS OFFICER JOB DESCRIPTION**

**Reporting to:** SIMS and Data Manger

**Salary:** £24,368 - £25,795 - Scale 6 (S26-28) – Pro Rata (Term time +2 weeks)

### **Job Description:**

- To be responsible for examination entries for external examination boards for public exams, benchmark testing and online testing.
- To coordinate and manage the administration of internal examinations
- To act as the Quality Nominee for all BTEC Qualifications

### **Examinations:**

- To submit intention to enter and estimated entries to exam boards for all examination windows
- To liaise with Heads of Department on student entries
- To disseminate information about public examinations to staff, students and their parents.
- To liaise with staff, parents and students to deal with complaints and queries about public examinations.
- To store securely all examination papers and examination stationery in accordance with JCQ regulations.
- To make provision for candidates with learning difficulties, in collaboration with the SENCO.
- To resolve all clashes and make appropriate arrangements for affected students.
- To ensure all coursework and controlled assessments are dispatched to the appropriate moderator, and that forecast grades are submitted to the Examination Boards.
- To be responsible for the daily running of public and school examinations, informing the Premises Manager and Cover Officer of any furniture and room requirements.
- To train and deploy a team of external invigilators in line with the exams policy, compiling an invigilation rota and maintaining accurate records.
- To maintain effective and secure systems of storage and retrieval of examination related data, including archived material.
- To keep up to date with examination requirements, including the development of appropriate computer systems.
- To attend GCSE and A level results days, distributing results documentation to staff and students.
- To administrate post results processes including arranging for enquiries about results, reports and scripts to be returned from examination boards as required.
- To liaise with HoDs/DoL/SLT in regards to student re-sits and cashing in of grades.
- To verify certificates before they are distributed, and ensure certificates are signed for.



- To co-ordinate any benchmark testing (eg CATs and ALPS) distributing the results as appropriate;
- To consult with DoLs to compile an internal examination timetable and invigilation rota for Yr7-10 summer exams as well as Yr11 and 6<sup>th</sup> Form mock exams, publishing to staff, students and parents in good time;
- To provide statistics on examination results for the Headteacher;
- To facilitate Home Language examinations as per the schools Home Language Exams Policy;
- To administrate the schools exam results archive, responding to requests for historic exam data from past students and 3<sup>rd</sup> parties requiring references; and
- To ensure that the SLT member responsible for examinations is aware of all amendments required to all policies relating examinations.

**Other Duties:**

- To cover administrative tasks as requested by the SIMS and Data Manager and the Senior Administrative Officer;
- To assist with Awards Evening as requested;
- To attend meetings, as required; and
- Anything else commensurate with the post of which is deemed necessary by the Headteacher.