**Amethyst Academies Trust**

**POST:** MAT Examinations Officer

**REPORTING TO**: Vice Principal for Standards and Achievement

**SALARY GRADE:**

**Key Role**

The Examinations Officer will be responsible in overseeing all aspects of external examinations management across the Trust.

**Key Responsibilities**

The Examinations Officer will:

* Co-ordinate the preparation and submission of all examination entries to the appropriate examining bodies.
* Ensure all examination papers and stationery are delivered safely to the schools, being responsible for their strict security and ensuring completed papers are dispatched promptly and appropriately.
* Be responsible for arrangements for the conduct of existing and new examinations including the provision of accommodation.
* Co-ordinate the team of invigilators including recruitment, training, management and deployment of invigilation staff.
* Make appropriate timetabling and room arrangements for all external examinations and ensuring proper examination invigilation of the examinations is put in place.
* Ensure that all examinations start and finish appropriately in line with JCQ regulations including the conduct of any on-line examinations.
* Ensure that pupils are given all the necessary relevant information about examination entries, the dates and times of the examinations, conduct during examinations and the collection of results and certificates and that this information is given in good time.
* Ensure that all necessary stationery, additional materials and other requirements are provided for examinations as appropriate.
* Initiate appropriate correspondence with and responding appropriately to correspondence from the various examination boards the schools deals with, including issues relating to appeals, remarking and other administrative issues such as pupils who miss examinations through illness or who require special consideration.
* Deal with examination related enquiries from parents/carers and students, including former students.
* Receive examination results and certificates and make arrangements for their issue.
* Oversee the appropriate dissemination of public examination results to the appropriate DfE agencies when and if required.
* Keep up to date with the necessary policies, procedures, rules and regulations laid down by the different examination bodies.
* Organise appropriate arrangements for the support of candidates with special examination requirements (eg dyslexia, disabled) in conjunction with the Special Needs Coordinator (SENCO).
* Work in liaison with the Vice Principal for Standards and Achievement and the Schools Data Co-ordinator to provide information related to external (and if required internal) examinations in a format which is easily accessible so that effective examination analysis can take place immediately after results have been received and processed.
* Analyse data arising from questionnaires and surveys which the schools may carry out from time to time and responding appropriately.
* Arrange collection of coursework/controlled assessments via secure courier and keep a log.
* Document a detailed record of any issues/events that occur during the examination period that can be referred to if any issues arise after the examinations.
* Liaise with the 6th Form Team in relation to resits and payment for resits.
* Liaise with external agencies in relation to transferred candidates and students who will sit examinations at alternative locations.
* Arrange external candidate entries, payment, timetabling and identification.
* Participate in appropriate CPD with the agreement of your Line Manager.
* Undertake any other reasonable related duties and responsibilities of an equivalent nature, as may be determined by the post holder’s Line Manager, in

consultation with the post holder.