

Examinations Officer

The job profile is a guideline and may be subject to change according to the needs of the School.

The Examinations Officer reports to the Deputy Head (Academic) and ultimately the Headmaster. He/she will be responsible for the management of all aspects of arranging and administering internal and external examinations. The Examinations Officer plays an essential role in keeping up to date with all the necessary policies, procedures and requirements needed to meet Awarding Bodies’ regulations and ensuring these are implemented and understood.

This role will require a flexible and self-motivated individual as there will be peaks and troughs in workload throughout the year due to the nature of the annual examinations cycle. Whilst the role is full time during term time, there is a requirement for the individual to manage their own workload and manage their time accordingly. There will be a requirement for the individual to work during two weeks in August when examination results are released.

**Key Tasks & Responsibilities**

The Examinations Officer is responsible for:

* Liaising with SMT, Heads of Department and other relevant staff regarding examination entries, coursework, assessment procedures and protocols and ensuring the smooth running of the examinations cycle at all key stages of external exams.
* Creating exam schedules for both internal and external exams.
* Downloading all relevant basedata (exam boards) into ISAMS, the School’s management system.
* Liaising with the Deputy Head (Academic) to discuss deadlines and other exam related issues.
* Ensuring that all required information, is obtained and submitted accurately within set deadlines in relation to examination entries, changes, withdrawals, remark requests, and assessment data.
* Keeping up to date with all JCQ rules and regulations and deadlines.
* Posting results enquiries - processing and communicating these to departments and parents.
* All aspects of the conduct of both public and internal examinations as per examination board requirements and school policies and procedures.
* Updating staff and school systems with exams schedules.
* The processing and issuing of examination results in line with examination board requirements and school policies and procedures.
* The line management of all examination invigilators including their induction, training, timetables, etc.
* Liaising with the Head of Learning Support to organise access arrangements for all pupils who have special education needs for exams.
* Keeping up to date records and procedures for JCQ onsite inspection.
* Establishing and maintaining good relationships with all pupils, parents, colleagues and other professionals.
* Organising public and internal examinations including individual timetables for pupils, hall/room and invigilation requirements.
* Invigilating school and public examinations as required.
* Liaising with staff regarding invigilations and setting up timetables.
* Producing exam booklets for students and staff.
* Ensuring that examination papers and documentation are securely stored as per examination board requirements.
* Liaising with examination boards and relevant staff in relation to coursework, examination timetable clashes and special requirements for SEN pupils.
* Liaising and following up with Heads of Department and relevant staff to ensure coursework, examination entries and other requests / changes are submitted within set deadlines.
* Setting up exam venues as per examination board requirements.
* Co-ordinating the posting of coursework and examination papers.
* Co-ordinating exam certificates when they arrive into School and arranging for them to reach pupils either by an event or posting.
* To be available to assist other aspects of administration with overflow workload where needed.
* To maintain and update information held on school database systems relating to assessment and examinations.
* To provide instructions and /or assist teachers in relation to examination entries, coursework and assessment data requirements
* Setting up and maintaining archive files and historical data relating to assessment and examination results.
* Co-ordinating the collection, entry and extraction of data required to ensure statutory and appropriate bodies returns are completed accurately and within deadlines.
* Liaising with other schools in order to follow up missing data.
* To be available throughout the results season in August in order to download, process and issue exam result data to all parties concerned as per examination board requirements and school policies and procedures, including analysis and post-results services.
* Ensuring that data protection regulations are complied with and maintained.
* Establishing, in liaison with the Deputy Head (Academic), contingency plans in case of emergencies including power cuts, adverse weather conditions, transport strikes.
* Liaising with the Accounts Department on the payment of examination fees, according to the School’s charging policy. Creating billing lists as appropriate for Exams and Enquiries About Results requests.
* Liaising with the Estates Department to ensure that halls and rooms are available, and desks and chairs set out as required.
* Keeping abreast of developments and changes in fields relevant to role such as, changes in syllabus and entry requirements, and communicate these to relevant staff.

**Benefits**

* Contributory Pension Scheme
* School Fees Remission
* Lunches during term time
* Free Parking
* Free Gym Membership (subject to one off initial induction payment)