

Exams Manager

JOB DESCRIPTION

Purpose: To be responsible for the management of the examinations service, ensuring that there is a systematic approach to the administration of examinations and that the service meets quality standards.

Responsible to: Data Manager

Liaising with: Senior Leadership Team, teachers within the department and faculty, Personal Tutors, support staff and students and Examination boards.

Summary of Responsibilities

- To be responsible for all examination entries for external exams eg GCSE, GCE AS and GCE A Level, BTEC etc.
- To prepare, organise and supervise these examinations in accordance with the exam regulations laid down by all the examination boards.
- To be responsible for registrations for all other courses, BTECs, OCR Nationals etc.
- To liaise with Heads of Department on student entries and registrations.
- To brief students on examination procedures and conduct, and to produce guidelines for staff and students.
- To take examination fees, issue receipts and collate entries for examination re sits.
- To apply to examination boards for special arrangements for students with medical needs, disabilities or learning difficulties, and maintaining the “evidence” required by the examination boards for such students and the applications in accordance with JCQ requirements.
- To sort out all exam clashes and make appropriate provisions for students.
- To monitor and record the receipt of examination papers from examining boards.
- To arrange rooms for all internal mocks, external exams and liaise with premises staff on setting up these rooms.
- To arrange invigilation cover for all internal mocks and external examinations.
- Supplying all the necessary stationery and materials related to the smooth running of the examination system.
- To send off papers and coursework to examiners.
- To apply to examination boards for “special consideration” for candidates following each examination series.
- To assist in the distribution of examination results and dealing with queries arising from results.
- To organise the formal issue of certificates to students at the presentation event.
- To check all examination fees and charges from each examination board.
- To take fees for all post results services (photocopied scripts, re-marks etc) and process requests.
- To work with the Data Manager to promote clear systems for communication of exams information to staff and students.

- To work with the Data Manager to ensure that electronic examination information and student data are dealt with efficiently and effectively.
- To ensure examination papers, scripts and assessments are held securely and dispatched to exam boards according to the exam board regulations.
- To maintain an efficient filing system associated with all aspects of examinations.

To support the Data and Information Manager in the following areas;

- Create and maintain data collection systems in SIMS using Marksheets, Templates, Reports, Aspects, Grade sets & Result sets
- Communicate with staff on data collection schedules, chasing overdue data, and ensuring data consistency.
- Design cover letters and accompanying documents for parents in line with school assessment calendar.
- Design and maintain Individual Report templates within SIMS assessment.
- Maintain Courses in Course Manager, course memberships, Supervisors, QAN & Examination Details
- Work alongside Head of Sixth Form and Admin to ensure students are enrolled on correct courses and planned study hours are accurate for school census.
- Provide results day analysis including headline figures, subject results, and reviews for HODs
- Maintain analysis reports in 4MAtrix, uploading and matching data after each data collection point.

Any other duties at the reasonable request of your line manager/the Head teacher