



Sutton Grammar School Trust

Job Description **Examinations Officer**

Job Purpose: To be responsible for the administration and effective management and operation of the School's examination processes ensuring that the internal and external examinations are well organised and that examination board requirements are met. To secure the smooth running of internal and external examinations (for example: GCE, STEP, GCSE, University Aptitude Tests) so that students are able to perform to the best of their abilities and to ensure the prompt dissemination of external examination results. To support all staff with regard to the internal and external examinations. **This post is a job share and the description describes the full time role. There will need to be good communication between the two job share post holders to share the workload and responsibilities fairly.**

Reporting Line: Assistant Headteacher

Main Responsibilities of the Post

- Administration of all internal and external examinations
- Co-ordination of internal examinations including producing timetables of annual examinations, invigilation arrangements and information for students, parents and staff
- Organisation of all aspects of external examinations including entries, invigilation, timetables, access arrangements, clash quarantines, despatch of completed examination scripts, and downloading and distribution of results
- To have detailed and up-to-date knowledge of the wide range of issues involved in the administration of external examinations; in particular examination board regulations and deadlines. Ensure procedures comply with the regulations of the examination boards, JCQ, and other relevant bodies
- To co-ordinate team of 24+ invigilators, ensuring they receive relevant training and briefings
- To attend examination board training and updating meetings as necessary

All Internal and External Examinations

- Administer the induction, training and use of internal and external invigilators
- Liaise with Leadership Team members and SENDCO regarding examination venues, timetables and construction of invigilation schedule
- Liaise with SENDCO regarding rooms, invigilation, and specific requirements for all students needing access arrangements
- Brief students, invigilators and staff on procedures relating to examinations
- Generate student examinations timetables and clash letters and all seating plans
- Organise invigilators to distribute papers, materials and answer booklets in preparation for the start of examination sessions
- Co-ordinate the start and finish of examinations as required
- Attend to all emergencies during examinations
- Liaise with individual students/ parents regarding conduct and special considerations and access arrangements
- Liaise with the site staff in planning the setting up of the examination venues
- Liaise with IT department to ensure all timetables and exam regulations are posted and updated regularly on school website
- Keep students, parents and staff updated with any changes in timetables, rules, etc. on website

Internal Examinations

- Collect details and requirements from Heads of Subject and then co-ordinate this information to produce timetables for annual examinations for years 7 to 12
- Co-ordinate room use, seating, invigilation arrangements and distribution of information to staff, pupils and parents relating to internal examination arrangements
- Liaise with Heads of Year and Heads of Subject as necessary
- Co-ordinate the administration and delivery of the annual examinations, dealing with emergencies as and when necessary

External Examinations

- Be the named, or the reserve-named person, for contact with examination boards and deal with all examination correspondence
- Ensure that examination information is current via the use of the School's management information system to download examination base data and assign UCI numbers for students taking public examinations for the first time
- Liaise with SENDCO in keeping up-to-date lists of students requiring special arrangements and consideration. Make applications to the examination boards for Access Arrangements
- Make quarantine arrangements (some overnight) arising from timetable clashes
- Collect examination entries and amendments from Heads of Department and process these using the management information system. Advise students and parents of entries made and any changes.
- Make arrangements for pupils to take examinations in subjects studied elsewhere, particularly with regards to examinations in community languages
- To manage the administration process relating to pupils who have left the School wishing to re-sit various examinations. To liaise with examination boards and ex pupils to co-ordinate the procedure
- Distribute confirmations of entry, estimated grades, portfolio and coursework sheets to Heads of Department and make despatches to examination boards
- Distribute statements of entry and other correspondence to students
- Give written exam briefings to yrs7-9 and verbal briefings to all students in yrs10-13 prior to their exam sessions
- Be responsible for accepting the delivery of, checking and safe-keeping of all examination materials. Ensure these papers are then checked and signed for by Heads of Subject
- Be responsible for the delivery of external examinations, (including seating allocations) liaising with all interested parties as appropriate and ensuring that necessary administration is concise, complete and filed.
- Be responsible for the despatch of complete examination scripts

Results

- Download and distribute hard copies to HM and those staff specified by HM
- Be in school before and during public examination results, download and despatch to staff and students.
- Administer post results enquiries and services
- Deal with results queries that may arise from students
- Be responsible for updating records and despatching examination certificates to students

Accounts

- Keep accurate records in order to provide finance office with appropriate information regarding GCE re-sits
- Check and authorise payment of examination board invoices
- Ensure that fees are charged for results enquiries and for entry fees and enquiries for ex-pupils who request re-sits, by passing accurate records to the finance office

Other

- To undertake any other duties commensurate with the post as may be required by the Headteacher or Line Manager.

