

Date Agreed: APRIL 2018

Department: Administrative
Post: Assessment & Exams Officer

Hours: 32.5 hours per week – term-time plus 2 weeks
Hours 08.30 – 15.30

Grade: 5 – 7 Depending on Experience

Line Manager: Assessment & Exams Manager

Responsible to: Headteacher

Grievance Officer: Headteacher

Function/Scope: The main duties of this post cover the areas of:

Assessment:

- Maintain the School Information Management System (SIMS), acting as SIMS support and problem solver for all areas of SIMS, including Assessment Manager, NOVA T6, Academic Manager, Exams Organiser and Course Manager
- Resolve problems relating to data collection and ensure smooth running of procedures
- Work with curriculum areas to analysis their data requests and then build templates and generate marksheets required by them to aid the recording, tracking and monitoring of pupil attainment and progress
- Design and set up aspects and marksheets for data collection
- Maintain the school timetable in NOVA T6 and use the Alternative Curriculum as required
- Maintain complex reports in SIMS, that are used for producing daily monitoring information
- Write ad hoc reports in SIMS and analyse the data using Microsoft Excel
- Perform all Academic Management for new and current pupils
- Produce the School Census
- Maintain Course Manager
- Complete All End of Year process on SIMS
- Maintain SIMS Permissions and Users
- Set up Option Implementations
- Liaise with Capita to ensure smooth running of SIMS

Exams:

- Exam admin for external examination entries including producing seating plans, name cards and organising the examinations before and after each session
- Preparation of candidate numbers, securing exam stationery, checking correct numbers of exam scripts received and ensure these are matched with entries, amendments and exam attendance records
- Producing statements of entry, candidate timetables and statements of results, placing timetables and revision information on website
- Collating, inputting and printing of exam timetables, despatching entries and coursework papers to Boards and GCSE exam parcels to Boards, keeping appropriate records
- Receiving and processing results, producing statistical results information for analysis to appropriate staff, printing and organising the collection/posting of results
- Dealing with requests/payments for resit entries each exam season, checking previous tier entries and submitting resit entries
- Administering KS4 mock examinations, structuring and producing mock timetables, manual seating plans
- Arrange examiners and venues for GCSE minority languages, liaising with NCN Centres to accommodate Forest pupils/offer Forest as host Centre to others
- Work with Manager to ensure the Centre adheres to awarding organisations and JCQ regulations and requirements and conducts examinations in the appropriate manner
- Ensuring exam materials are locked and secured at all times
- Submitting appeals, special consideration applications and malpractice reports as required
- Co-ordinating collection of coursework and Art and D&T projects of former pupils
- Prepare GCSE certificates for school leavers and securing early certificates for future leavers
- Keep parents and pupils informed via School Comms and website of exams information, timetables and any other information deemed helpful and supportive to parents/pupils
- Prepare former pupil reference requests for further education and employment

In contributing to a shared sense of purpose among all staff, you are required to undertake such duties as may be deemed reasonable by the Headteacher in the context of the needs of the School and with reference to the School Improvement Plan.

Signed:

Date:

Signed: (Headteacher)

Date:

The confidentiality of all matters relating to the school, pupils and staff must be respected at all times