**Job Description for Examinations Officer**

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| **JOB TITLE** | **EXAMINATIONS OFFICER** |
| **Scale** | **Scale point 19 - 22** |

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| **1.  Main Job Purpose** |
| To manage all external and internal examinations, to ensure that all students are entered for the correct examinations, have the correct support and invigilation as required, and that all examinations are carried out in accordance with the examination board regulations. |

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| **2.  Statements of Key Responsibilities** |
| Submitting entries for external examinations to awarding bodies in advance of deadlines.  Organising SEND provision by arranging facilities and readers/scribes as necessary.  Applying to awarding bodies for special arrangements for SEND candidates.  Organising exam materials, providing safe custody of and organising examination stationery and materials, including question papers, in accordance with regulations.  Providing a centre timetable to include dates, times, venues and number of candidates.  Resolving examination clashes in accordance with regulations.  Briefing candidates on examination regulations and producing written guidelines for staff and students; ensuring candidates are aware of their own examination timetables.  Recruiting, briefing and organising training of invigilators and organising their deployment during examinations.  Briefing and organising training of readers/scribes and organising their deployment during examinations.  Organising the examination rooms, in accordance with regulations.  Managing the daily running of external examinations. This will include ensuring that all required materials are in the examination rooms for the start of the examinations and arrangements for candidates with special educational needs are in place.  Ensuring all invigilators, readers/scribes perform their duties in accordance with the boards’ regulations and the school’s agreed protocols, including the signing-off of all the checks that are in place.  Collecting and despatching worked scripts in accordance with the regulations.  Being present and available in school on the days when results are notified, and overseeing the distribution of results to candidates.  Overseeing the checking and distribution of certificates.  Processing enquiries about results and requests for remarks, return of scripts etc.  Encouraging a positive examination culture in the school to which all staff and students subscribe.  Keeping up to date with the requirements of the role. Ensuring attendance at appropriate awarding body and other INSET training meetings, etc. and keeping up to date with the latest procedures and regulations for external examinations.  Making arrangements for internal examinations, including the production of the timetable and rooming.  Be responsible for the management and supervision of Lead invigilator and team of invigilators.  Any other reasonable duties as commensurate with the grading of the post. |
| **3.  Important work relationships** |
| **Internal contacts**  Liaising with all staff, e.g. Heads of Department regarding entries.  Disseminating information, answering enquiries and dealing with complaints regarding external examinations with staff, students and parents/carers.  Liaising with the SEND coordinator regarding the needs of candidates with SEND.  **External contacts**  Liaising with external schools/organisations as necessary in respect of hosting their examinations on the school premises, and making all necessary arrangements regarding entries, payment, rooming, provision of equipment, and notification of results.  Liaising with Government agencies and the Examinations Officers Association as appropriate. |

Additionally, the post-holder may be asked to complete other administrative roles as necessary and as time allows.

Reviewed Feb ‘18