

## **Job Description**

- Contribute to the development of appropriate and secure systems for the administration of examinations.
- Be familiar with, correctly interpret and ensure implementation of Examination Board regulations and procedures.
- Plan and publicise, each year, to staff and students, the examinations schedule encompassing internal and public examinations, including scheduling of January mock exams.
- Collaborate with the Lead Exams Officer in the preparation, planning, collation and processing of examination entries by staff in accordance with awarding body regulations, procedures and deadlines.
- Share the responsibility for the scheduling of time-tabling, and organisation of examination rooms, invigilation, stationery and any other necessary equipment for all examinations.
- Advise staff and participate in the training of staff in the proper operation of examination procedures.
- Help to ensure the security of all examination documentation.
- Implement appropriate systems and procedures for the receipt, recording and issue of examination results, certificates and associated information.
- Be the College's principal link with Examination Boards, following up queries from Course Leaders regarding examination-related issues, disseminating, to relevant staff, literature regarding examinations or syllabuses, sent by Examination Boards.
- Support the Lead Exams Officer in investigating and documenting all incidents of malpractice.
- Be aware of new developments in examinations policy, methods of assessment, changes in policy and procedures of Examination Boards and other Awarding Bodies.
- Liaise between the Examinations Board, learning support team, and any candidate with a support need as to alternative arrangements required for examinations.
- Assist in the receipt of examination results on results days, including the main August examination results days, in liaison with the Senior Leadership Team (SLT) and Line Manager to organise the distribution of results to students.
- Process applications for special consideration in a timely manner.
- Record and post examination papers complying with the appropriate deadlines and keeping accurate records.
- Prepare examination rooms before each daily session during examination periods; organise examination material, check completed answer papers against registers ready for posting.

- Complete day to day clerical work related to examinations such as, dealing with post, receiving and accurately recording examination fees.
- Manage requests and enquiries from students on all aspects of exam results.
- Such other duties as may reasonably be required from time to time.