**Job Description**

Examinations Manager

Belfairs Academy



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| **Examinations Manager** |  |
| **Post title** | **Examinations Manager** |
| **Reporting to** |  |
| **Job Purpose** | * The Examinations Manager is responsible for the administration and organisation of all aspects of external examinations in accordance with the regulations laid down by the awarding bodies.
* Manage the Examinations Office staff.
* Ensure all external exam regulations are adhered to.
* Ensure protocol is in place for an Awarding Body/JCQ/LA inspection visits.
* Strive to maintain excellent standards in the Exams office.
* Ensuring attendance at appropriate awarding body and other INSET training meetings, etc and keeping up to date with latest procedures and regulations for external examinations.
* Attend Consortium Network Meetings and training events re: the Diploma.
* Keep up to date with the 14 – 19 Reforms.
* Disseminate information to centre staff where applicable.
* Keep up to date with awarding body, QCA, NAA, information by reading circulars and visiting websites frequently.
* Train colleagues and delegate work where appropriate.
* Liaise with heads of subject regarding entries.
* Submit entries for external examinations to awarding bodies in advance of deadlines.
* Register and claim results for vocational courses within the Academy/awarding body deadlines.
* Work with the Access Arrangements Officer/SENCO/Targeted Services to ensure the Disability Discrimination Act is adhered to and apply to awarding bodies for special arrangements for such candidates.
* Ensure Exams policies are in place for: Exams Office Policy, DDA, Fire Evacuation, Internal assessment Procedures and are available for inspection.
* Disseminate information, answering enquiries and dealing with complaints regarding external examinations with staff, students and parents/carers.
* Providing safe custody of and organising examination stationery and materials, including question papers, in accordance with regulations.
* Organising the examination rooms in accordance with the regulations.
* Providing a centre timetable including dates, times, venues and number of candidates.
* Liaise with Heads of Subject regarding the processing of coursework/portfolios.
* Ensure the correct paperwork is received for Moderation visits.
* Post updated information on the Academy website.
* Liaise with the Room/Cover Co-ordinator and Director of Assessment regarding arrangements for invigilation and supervision.
* Liaise with Attendance Officer regarding exam attendance.
* Liaise with Director of Technical Services regarding ICT requirements for on screen testing.
* Attend and speak at assemblies where requested/appropriate.
* CPD – BTEC Level 4 continue with.
* Keep up to date with course changes.
* Meet with Heads of curriculum areas on a regular basis.
* Liaise with external partners.
* Organise mark schemes, past papers and other resources to be placed in subject areas on the shared server following results sessions.
* 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.
* Briefing and training of invigilators
* Managing the daily running of external examinations. This includes 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.
* Collecting and despatching worked scripts in accordance with the regulations.
* Being present in the Academy on the days when results are notified, and overseeing the distribution of results to candidates.
* Overseeing the checking and distribution of certificates.
* Processing enquiries on results and requests for return of scripts.
* Ensuring that costs of retakes, enquiries on results, etc are reimbursed by candidates/faculties as appropriate.
* Making external examination arrangements for private candidates.
* Assist in making arrangements for internal examinations.
* Managing Exams Budget and keeping suitable records.
* Being responsible for external invigilators.
* Other Duties - As reasonably required within the framework of the job title
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| **General** | * Be aware of and comply with policies and procedures relating to child protection and confidentiality, reporting all concerns to an appropriate person
* Contribute to the overall ethos/work/aims of the Academy
* Appreciate and support the role of other professionals
* Attend relevant meetings as required
* Treat all users of the Academy with courtesy and consideration
* Present a positive personal image, contributing to a welcoming Academy environment which supports equal opportunities for all
* Comply with health and safety policies and procedures at all times
* Promote and ensure the health and safety of students, staff and visitors (in accordance with appropriate health and safety legislation) at all times
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