**Examinations Officer**

Training is to be offered by working alongside the current Exams Officer (due to retire in October) : Term Time plus three weeks

###### Main purpose of post

Responsibility for the administration, organisation and smooth running of public examinations.

###### Duties and responsibilities

* To be responsible for entries to examination boards for public exams (ie GCSE, A Level).
* To liaise with heads of department on pupil entries.
* To make arrangements for pupils at the centre to take examinations in subjects studied elsewhere. This applies particularly to community languages.
* To make arrangements (where feasible) for candidates who are not centre pupils to take examinations.
* To disseminate information about exams to staff, pupils and their parents, and to respond to any complaints and queries that may arise.
* To order examination papers/stationery and be responsible for their secure storage from the time they arrive until they leave the centre.
* To be responsible for the running of public examinations including practicals and the smooth administration of any coursework.
* To work with the appropriate senior leadership team member to arrange exams accommodation, create exam and invigilation timetables, resolve any clashes that arise and make appropriate provisions for pupils.
* Liaise closely with SENCO.
* To brief pupils on examination procedures and conduct, and to produce guidelines for staff and pupils.
* To provide relevant statistics on examination entry/results to the head, governors, the LA or other government department and material for the SLT’s governors' annual report to parents.
* To check government statistics and examination results information before publication.
* To complete exam entries using IT wherever possible (but ensuring there is manual back up). To explore IT packages to streamline exams administration.
* To oversee the copying and distribution of results by the centre office and check certificates putting in envelopes to be presented to students. Keep a record.
* To retrieve costs of examination entry to students and arrange for re-marks, and access to script applications, reports and deal with queries about exam results from the examination board.
* To be present on results day and make arrangements for distributing results.
* To produce/print off exam results, both A Level and GCSE, when the centre is notified, and to inform the head as soon as administratively possible.
* To liaise closely with the appropriate SLT member to develop exam statistics that can be used for target setting, review and as a basis of raising achievement.
* To help in making arrangements for all internal examinations including timetable, rooming and invigilation. To liaise closely with the appropriate SLT member over issues of invigilation and cover.
* Hold or willingness to obtain a basic First Aid qualification.