



## Exams/Data Officer Job Description

### Summary

#### Main purposes of the job

- (a) To manage all administration in connection with exams procedures to include recruitment and induction of exam invigilators.
- (b) To assist with data administration.
- (c) To manage internal exams within the college. Flexibility and self management essential.
- (d) Pupil Supervision.

**Salary:** NJC Point 22 (full time/term time plus 10 days)

**Hours of Work:** 36.25 hours per week.

08.30 am – 4.30 pm Monday-Friday school term time, 45 minutes for lunch (to include staff inset days) plus 10 days in the summer holidays during the exam results period.

### Responsibilities

#### **Summary of Responsibilities and Personal Duties**

##### **(a) Examination Data**

- Manage all administration of the examination system including the collection and collation of all entries and forecast grades from subject leaders.
- Be responsible for the input of the entries and forecast grades onto the MIS system and submitting to the Examination Boards.
- Check entries are correct and agreed by students and staff.
- Liaising with the Examination Boards, Leadership Group, Staff, Students and Parents.
- Making available examination information to be placed on the College website.
- To work with the SENCO and be responsible for collating Special Needs Information in order to submit Access for Arrangements on line and keep up to date records for the Exam Board Officials.
- Prepare Special Consideration forms and send to the Board.
- Import all basedata and results onto MIS system.
- Update data as and when required with resit information and entry.



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- Prepare all documentation needed in the organisation of internal and external exams and including the production of seating plans, labels, statement of entries timetables and exam lists.
- Check and collate exam papers and exam stationery as they arrive and ensure safe storage.
- Resolve exam clashes.
- Recruitment and induction of exam invigilators.
- Management and training of the invigilators and be responsible for them during the examination sessions.
- Be responsible for the smooth running of the examination in the exam room.
- Meet all deadlines set by the Examination Boards.
- Co-ordinate with the caretakers and necessary staff regarding the examination rooms being used and the setting up of the room in accordance with the seating plans.
- Be responsible for all the students in the exam room, distribution of the examination papers and the commencement and finishing of the exam when required.
- Collate the examination papers in accordance with the instructions of the Exam Board and arrange collection by the appropriate collection agency.
- Be responsible for the safe keeping, security and confidentiality of the exam papers whilst on the school premises.
- Be responsible for the confidentiality of the exam results received into school before distribution to students and preparing Candidate Statement of Results for distribution in time for Results Day (to include Mock Results).
- Be involved along with the Vice Principal (Assessment Recording and Reporting) and Principal in the examination analysis work. Reporting to the Leadership Group, LA and Newspapers on Results Day.
- To keep all evidence safe in case needed by the Examination Board until after issuing of Candidates Certificates.
- Be responsible for the collection, collating and safekeeping of the Students Certificates in readiness for distribution.
- Arrange collection, distribution and safekeeping of all uncollected exam certificates after distribution.
- Collect monies for exam re-sits and also be responsible for the collecting of monies for exam fees from students who fail to sit their examinations.

## **(b)Data Administration**

- To assist the Data Manager as requested.
- To be a super-user of the MIS system (training to be provided) and to ensure continued professional development in relation to the MIS system.
- Be conversant with deadline dates and take responsibility for ensuring data requirements are met on time.
- Management of the wide range of data as supplied to and used by the school.

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- At rollover and other times of the year, to assist in the input and extraction of data in liaison with the Leadership Group, Data Manager and Timetabling Manager and school office.
- Provide data, as requested by teaching staff and senior managers in a format that is easily accessible
- Produce from the MIS system various lists, reports, spreadsheets as requested by various members of staff and outside agencies.

## (c) Pupil Supervision.

### Health and Safety

Co-operate with the employer on all issues to do with Health, Safety & Welfare.

### Continuing Professional Development

In conjunction with the line manager, take responsibility for personal professional development. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available. Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

### Note

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.

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