

**Job Description**

**Examination/Data Manager**

**Responsible to:** School Business Manager/SLT

**Grade:** BCP Council Band H

**Points:** 24 – 27

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**1. Job Purpose and Objectives**

* To be responsible for the administration of all external and internal awards, examinations and qualifications for a variety of KS4 & 5 qualifications including, but not exclusive to, Preparatory Awards, Functional Skills, BTECs, GCSEs, iGCSEs and other vocational qualifications across our multi campus specialist provision.
* To maintain the integrity of the examination system on behalf of the examining boards, the School and the candidates by giving due regard to the wide variety of regulations.
* To be responsible for the administration and maintenance of the assessment and attainment computerised tracking system, providing training to staff where necessary to ensure pupil assessment tracking is maintained. Provide regular updates reports to SLT, teachers and stakeholders.

# 2. Main Duties and Responsibilities

* To develop a sound understanding of the rules, regulations and procedures laid down by the JCQ and exam boards and implement procedures within the School to ensure compliance.
* Advise the SMLT and staff on all aspects of the exam processes and regulations, providing subject matter expertise and best practice recommendations.
* Develop, maintain and continually review/update suite of accreditation related policies as recommended by awarding bodies, formalising a recordable approach to continuity and contingency planning.
* Train and direct Examinations Invigilators/Readers/Scribes where appropriateand produce timetable detailing dates of exams, invigilators involved and venue.
* To be responsible for the arrangements for all examination entries and qualification registrations, ensuring accuracy and timeliness of all entries.
* Oversee and provide advice on Access Arrangements, liaising closely with Phase Leaders and SENCO.
* Ensure Access Arrangements requests are received in good time with all information, e.g. Evidence of need (meeting the requirements of JCQ inspection).
* Ensure collation of all relevant Access Arrangement information to obtain necessary approval from exam boards.
* Process letters for parents to advise of the exam arrangements for students.
* Be available on results days in August to collate and distribute exam results.
* Support campuses with mock examinations as required.
* Liaise with external providers regarding students, exams and access arrangements as applicable
* Plan, co-ordinate and facilitate Internal Moderation process, keeping records according to awarding bodies guidelines.
* Maintain the Exams pages on the school website.
* To be responsible for the exam day arrangements and processes including timely communications to candidates, parents and staff, the invigilation and conduct of examinations, the storage and security of exam papers and student scripts.
* Drive all examination communications, letters, website.
* Be responsible for the collection, input and maintenance of accurate details relating to candidate entries and results on the database and the delivery of relevant reports.
* Liaise with the Awarding Bodies, to resolve issues in a timely manner.
* Be responsible for the processing and delivery of results and to produce reports as required
* Deal with queries arising from results, administer re-mark requests and manage setting and collection of re-sit fees.
* Check exam board certificates and prepare for their collection by students.
* Circulate incoming information, logging important communications, ordering stationery and other materials and generally ensuring an efficient exams office environment.
* Provide advice and guidance to teachers on all aspects of the exams process, protocols and timelines.
* Generate ULNs and Candidate numbers.
* Complete Alternative sites form and submit in a timely manner.
* Input pupil led data e.g. assessment and examination data and generating reports as required.
* Take advantage of networking and training opportunities where agreed and appropriate in order to stay up to date with changes in systems and processes.
* Keep abreast of educational changes and their impact and prepare and react accordingly when new qualifications come on board.
* Provide continuous development support to colleagues to ensure enhancements made to processes and systems are fully capitalised upon.
* Ensure senior teaching staff are appraised with activities and developments within the accreditation arena by way of regular face to face discussion, newsletters and any other appropriate medium.
* Develop and maintain set of exams related procedures outlining a best practice approach to the role
* Ensure compliance with external stakeholders’ requirements for assessment data, prepare reports for multi-stakeholder groups including the local authority.
* Continually improve and streamline systems and processes.
* Maintain and administer the approved progress and assessment tracking database/s, providing first line support to staff alongside user training.
* Liaise with external quality assurance representatives to arrange centre audits as applicable. Ensure relevant staff members are involved as appropriate and relevant policies and documentation is up to date and prepared.
* Create and maintain user policy for computerised assessment tracking systems.

The postholder may be required to undertake such other duties as are required and are commensurate with the level of responsibility of the post.