**Job Description**

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| **Job Title** | Examinations Officer / Administration |
| **School** | Ysgol Clywedog |
| **Reporting To** | Data Manager |
| **Supervisory Responsibilities** | Invigilation team |

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| **Summary of Job Role**  The Examinations Officer is responsible for the organisation and administration of internal and external examinations in Ysgol Clywedog. External examinations include GCSE, and other qualifications all of which must be conducted according to current WJEC awarding body regulations. |

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| **Main Duties – External Examinations** | |
| Entries  GCSE/ Welsh National Testing/Skills | * Use the relevant software/portals to set up and administer each exam series * Liaise with Heads of Department to ensure correct exam entries * Liaise with the ALNCo to ensure correct application of access arrangements * Issue pupils with entry slips and make any necessary corrections * Submit entries to exam boards using appropriate software and in advance of deadlines |
| Preliminary information  GCSE/ Welsh National Testing/Skills | * Provide exam boards with preliminary information as required |
| Exam Day Preparation GCSE/ Welsh National Testing/Skills | * Produce and distribute school examination timetables * Produce and distribute information and work to ensure that all pupils are aware of the exam regulations and know what is expected of them * Produce and distribute pupil timetables and ensure that pupils understand what to do if they have a clash * Arrange appropriate accommodation for examinations in accordance with the WJEC regulations and ensure that lessons can continue by organising room changes * Produce and display seating plans * Receive and check materials from exam boards * Ensure confidential material is stored securely in accordance with WJEC regulations * Distribute materials to Heads of Departments as appropriate |
| Invigilation  GCSE/ Welsh National Testing/Skills | * Ensure the timely recruitment of invigilators ready for the main examinations period * Liaise with the Data Manager/ ALNCo to ensure that all pupils with specific needs have their requirements met * Train invigilators annually according to JCQ/WJEC requirements and give updates as necessary to existing invigilators to ensure that all examinations are conducted in accordance with current regulations * Prepare an invigilation timetable and make sure all exams have the correct number of invigilators * Ensure there is contingency in the invigilation timetable in case of invigilator absence |
| Exam Day  GCSE/  Welsh National Testing/Skills | * Ensure all exam rooms are set up as required * Ensure all invigilators are briefed about the exams they are running and fully aware of clashes and special requirements * Arrange special consideration for disadvantaged candidates * Be on hand to ensure the smooth running of exams, answer queries and deal with unforeseen circumstances * Ensure all pupils are present * Ensure that all worked scripts are dispatched or stored securely * Keep accurate records of each exam with attendance registers, seating plans and invigilation logs |
| Coursework/Non exam Assessments  GCSE/ Welsh National Testing/Skills | * Ensure that candidates and staff are fully aware of all appropriate regulations * Submit marks to exam boards using secure websites |
| Results and Certificates  GCSE/AS & A level/Welsh National Testing/Skills | * Receive results and import into Sims and Go For Schools. * Arrange for the distribution of results and information about post results services to candidates and staff * Be available to answer queries about marks and grade boundaries * Administer post results services and keep accurate records to ensure correct billing * Receive certificates and distribute to candidates * Provide certifying letters as required |
| GCSE/ Welsh National Testing/Skills | * Liaise with staff, parents, pupils, and exam board personnel to answer queries about exams |
| GCSE/ Welsh National Testing/Skills | * Manage staff access to exam board secure websites * Update school policies/procedures specific to exams |
| Other external exams | * Arranging external examinations for non-curriculum subjects |
| Annual Examinations’ Review | * Produce a full report on the exams’ cycle for the year once the final re-marks have been completed |

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| **Main Duties – Internal Examinations** | |
| End of Year exams for Year 10 & Year 11 Mocks | * Create and distribute timetables in consultation with Heads of Department and Data Manager. * Liaise closely with the ALNCo to facilitate appropriate access arrangements. * Distribute information to pupils and work with HoY/SLT to ensure pupils know what is expected of them * Arrange accommodation and invigilation * Produce rooming/seating plans * Organise distribution of scripts * Be available during exams to ensure their smooth running |

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| General | * To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace * Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy * The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade |

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| **Skills, Qualifications Required**   * Previous experience of organising exams in a school * Previous experience of using a school database and proficient in the use of Microsoft Office * Excellent communication, presentation and interpersonal skills and able to stay calm under pressure * Effective organisational skills with excellent attention to detail * Able to work on own initiative and as part of a team * Must be able to maintain confidentiality * To be available at all times when external examinations are running and be willing to work flexible or extended hours when required * To be available in school holidays when results are issued and when post results services are required * To ensure exam halls are set up in preparation for the start of exams on Monday morning or other exams such are running |

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| **Prepared By** | Personnel Manager |
| **Date** | October 2019 |
| **Authorised By** | Headteacher |
| **Reviewed On** |  |