

JOB TITLE: Examinations Co-ordinator

ROLE OVERVIEW

Job Title: Examinations Co-Ordinator

Grade: EC4 (£23,654 - £25,800)

Contact Hours: 37 hours per week

Contract: Permanent

Department: College Information Services

Responsible to: Examinations & Assessment Manager

Functional Links with: CIS Department, Examination Invigilators, Teaching staff, other support staff and Exam Boards.

KEY ROLE OBJECTIVES:

- To support the Exams & Assessment Manager in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times.
- To co-ordinate the administration relating to external and online examinations.
- To co-ordinate the administration relating to invoicing and incoming communications.
- To liaise with internal stakeholders for the collection of awarding body registrations/entries/results.
- To assist with the submission of examination registrations/entries and other assessment entries to awarding bodies.
- To process examination results received from the awarding bodies and distribute them to students and internal stakeholders.
- To assist the Examinations & Assessment Manager with the preparation and delivery of internal and external examination programmes.

MAIN RESPONSIBILITIES:

Before examinations

Planning

- To co-ordinate all administration for the awarding bodies you are responsible for.
- Set out awarding body deadlines for exam registrations and entries at the beginning of the academic year and distribute to teaching staff.
- Manage own time effectively to ensure key tasks are undertaken and external key dates and deadlines are met.
- Communicate clear internal deadlines and processes for gathering/sharing exam-related information from/with relevant internal faculties.
- Assist with the arrangements to receive, check and store confidential question papers and examination material safely and securely at all times and for as long as required in accordance with the regulations.
- Support the Deputy Exams and Assessment Manager by implementing examination access arrangements and reasonable adjustments for eligible candidates (processing approval applications and requesting modified papers by the published deadlines).

Entries

- Observe the Awarding Body published terms, conditions and processes for the registration or entry and withdrawal of candidates for their examinations/assessments.

- To submit student registrations/entries and claims on the awarding bodies secure extranet in advance of any deadline imposed by the awarding body.
- Effectively use internal and external IT systems to submit and manage awarding body registration and entry data.
- Liaise with relevant internal faculty staff to ensure final entries/registrations that have been submitted to an awarding body are regularly monitored, submitting timely changes (amendments/withdrawals) to ensure candidates take the correct papers at the correct time and enabling awarding bodies to deliver accurate results to the centre.

Pre-exams

- Ensuring Online Testing Facilitators/Invigilators have been given the correct information relating to any online or paper based exam.
- Ensure all candidates are notified of their examination entries and the dates and times of their examinations/assessments in accordance with the regulations.
- Ensure all candidates are aware of the JCQ and awarding body information and regulations regarding the conduct of their examinations/assessments in advance of these taking place.
- Effectively assist in the arrangements for the secure storage and dispatch of examination scripts for marking.

During examinations

Exam time

- To assist the Exams & Assessment Manager with the delivery of the Internal/External Exams Session. Undertaking additional tasks as and when necessary.
- Effectively assist with disseminating to invigilators/students the conduct of examinations in accordance with JCQ regulations and/or awarding body regulations.
- Ensure all exam accommodation is prepared in accordance with the requirements .
- Maintain the confidentiality and security of candidates' responses and dispatch scripts according to the requirements.

After examinations

Results and Post-Results

- Effectively use internal and external IT systems to access and manage awarding body results information.
- Distribute results to students and internal stakeholders and record them on the student record database.
- Assist with the receipt, distribution and retention of examination certificates according to the regulations.

MANDATORY DUTIES

- Responsibility for safeguarding and promoting the welfare of children and vulnerable adults in college
- Commitment to equal opportunities
- Commitment to British Values and the Prevent agenda

ADDITIONAL DUTIES

- To ensure safe practices regarding health and safety by being aware of College health and safety procedures and providing assistance, when required, when instructing invigilators as to the requirements for evacuation procedures.
- To provide assistance elsewhere in the Exams Team/CIS Department/College as and when required subject to workload and department priorities.

- To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area.

This job description is current at the review date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

Reviewed: February 2025

Person Specification

JOB TITLE – Exams Co-ordinator

Assessment Criteria

- Evaluated on application form (A) and/or interview (I)

Experience

Essential Criteria:

- Experience of working within an administrative role (A)

Skills and Abilities

Essential Criteria:

- Good time management skills (A/I)
- Good communication skills, written and verbal (A/I)
- IT Literate (A/I)
- An ability to work to tight deadlines (A/I)

Personal Qualities

Essential Criteria:

- Able to work as part of a team (A)
- Show personal initiative (I)
- Be able to work under pressure (I)

Qualifications

Essential Criteria

- Good standard of education (i.e. GCSE's A-C or 9-4 / A-Levels) (A)

Mandatory Requirement

Essential Criteria

- Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College (I)
- Commitment to equal opportunities (I)

Additional Duties

Essential Criteria

- Able to perform additional hours during busy periods. (I)

Reviewed: February 2025

OUR VALUES ARE WHAT MAKE US, US!

VISION: To be an exceptional College

MISSION: To shape futures by delivering world-class education and training for our city and region

AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our College

ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge.