



Examinations Officer

JOB DESCRIPTION

ABOUT CATS College CAMBRIDGE and CSVPA

CATS College and CSVPA offers an outstanding international pre-university educational experience to students aged 14+ from all over the world. CATS students live and work at the custom built Cambridge campus, studying for GCSEs, A levels and University Foundation Programmes, and preparing for admission to universities across the country and elsewhere. CSVPA students study in buildings in the heart of the City of Cambridge on courses ranges from Pre-Foundation to Masters Levels. We pride ourselves on our approach to teaching and learning, with small class sizes and an informal atmosphere ensuring that students are treated as individuals and build great relationships with staff.

OVERVIEW OF THE JOB

To organise all internal and external examination processes, in liaison with staff, students, parents and examination boards, to ensure that all students are entered and scheduled appropriately for examinations. To administer all internal and public examinations according to the published guidelines and procedures, ensuring all regulations are followed by the examinations staff and all students are provided with the necessary materials and arrangements to optimise their exam success.

To manage the capture, storage and processing of data and the production of associated reports and analyses relating to student performance in support of the college's aim to raise academic results.

REPORTS TO

You will be directly responsible to the Assistant Principal (Academic).

MAIN RESPONSIBILITIES OF THE JOB

The following gives a guide to the main tasks and the scope of the role. These aren't exhaustive, and may vary where necessary to suit the skill set of the post holder and the needs of the College.

- To have a full understanding of Unit-e Exams Manager, Magellan and the College Exams Policy, in order to:
- Administer all external and internal examinations, including liaison with the Joint Council for Qualifications (JCQ) and examination boards, ensuring all entries are processed in accordance with the examination board regulations and deadlines
- Liaise with the Vice Principal, Assistant Principal (Academic) and the Heads of Department to ensure that exam entries are processed accurately and deadlines are adhered to
- Prepare and update all examination entries, including financial estimates of fees
- Provide relevant data in respect of entries, fees and late fees to the SLG
- Responsible for the organisation of the examination timetable, including liaison with external venue providers to ensure that appropriate rooms are booked for examinations.
- Publish agreed timetables and seating plans to staff and students
- Liaise with the Assistant Principal (Academic) in the organisation, timetabling and invigilation of all internal/mock examinations and assessed practical work
- Responsible for the dissemination and collection of Optem forms and coursework mark sheets to Heads of department for completion and return to the exam boards by the specified deadlines
- Brief students on examination procedures and produce guidelines for staff and students



- Responsible for organising and overseeing student movement to ensure that appropriate examination conditions are in place for all examinations
- Liaise with the ALS Co-ordinator to ensure that students with SEND requirements have the correct exam arrangements in place and to work closely with the ALS Co-ordinator to ensure that applications for Access Arrangements are submitted in a timely fashion and that the requisite evidence is collected and filed in accordance with the applicable examination regulations.
- Organise examination papers, stationery and dictionaries, before and after examinations, ensuring that they are securely stored, in accordance with JCQ Regulations
- Responsible for inputting externally moderated marks for the University Foundation Programme into Unit E Exams Manager in order to publish results via Magellan by the published deadlines
- Ensure all University Foundation Programme students are correctly registered with the NCFE in order to claim full and partial awards
- Record and despatch internal College Statement of Results, IELTS Certificates and NCFE Certificates for University Foundation Programme Awards
- Maintain electronic copies of all issued certificates and statement of results
- Personally issue exam papers to invigilators
- Remain on-site at all times for the duration of examinations and personally secure completed exam papers in the exam store
- Responsible for managing the invigilation team, including monitoring invigilation performances and dealing with any problems that may arise during and after exams
- Conducting appraisals for members of the invigilation team where appropriate and as required
- With the Assistant Principal (Academic), recruit, train and supervise Examination Invigilators on a continual and rolling basis, ensuring that sufficient numbers are available for each examination in accordance with JCQ Regulations
- Provide pre and post exam training for invigilators every year including a de-brief feedback session after each exam series
- Manage the arrangements for the issue of examination results to candidates
- Liaise with the Higher Education and Marketing departments to disseminate result information in a timely manner to facilitate student university applications and the promotion of College success in securing student entry to top universities
- Issue all statements of results and exam certificates in accordance with College policy
- Manage the NCFE administration pertaining to the University Foundation Programme, including registering candidates and claiming certificates
- Creating statement of results for internally assessed awards (University and Pre Programme)
- Responsible for notification of Exam Late Fees to Director of Studies, Principal and Vice Principal
- Keep up to date with the requirements of the role, including the latest procedures and regulations for external examinations. Attend relevant training courses
- Attend any Examination Officer meetings run by Exam Boards and Capita Education Services for local colleges and schools, cultivating links and discussing best practices in order to streamline the administration of examinations
- Member of the CEG IT User Groups to promote the development of the system for enhanced exams processing
- Operate within the Curriculum team and provide cover and support in the processing of timetabling and Academic Reports, during non-peak exam times



Data Management

To support the SLG and Heads of Department by means of the production of reports covering:

- Public examination results
- Internal assessment results
- Monthly KPI data measuring assessment analysis against ALIS
- Benchmarking data
- ISI Data
- Completion of Statutory Annual Census reports

As part of your wider role within the College, you will also:

- Work as part of the wider team to support other people at busy times
- Support the College and its leadership
- Continue personal development as agreed
- Engage actively in the performance review process
- Comply with any reasonable request from the Principal to undertake other work
- Promote a positive working experience for everyone
- Help to provide a professional and welcoming environment for all visitors to the College

ETHICS AND BEHAVIOUR

- You will maintain standards of ethics and behaviour in and out of College. In particular:
- Treat students with dignity, building relationships rooted in mutual respect;
- Have regard for the need to safeguard students' well-being;
- Show tolerance of and respect for the rights of others;
- Maintain high standards of attendance and punctuality;
- Help to create and maintain a safe working environment for everyone;
- Understand and act within the relevant College, national and statutory frameworks;
- Develop and maintain a full understanding of current child protection procedures.

PERSON SPECIFICATION

The job requires that you are:

- Methodical approach to work
- Analytical/problem-solving aptitude
- Excel spread-sheet experience
- IT literate, especially databases, data analysis, charting skills
- Ability to be pro-active and display initiative
- Willingness to learn and acquire new skills
- Good people management skills
- Organisational skills
- Ability to present information in appropriate formats according to audience and fit for purpose
- Ability to be pro-active and display initiative
- Demonstrates understanding and commitment to supporting the College to meet its targets for success
- Good interpersonal skills, both verbal and written
- Evidence of problem-solving decision making skills
- Flexible



- A professional and supportive team player who enjoys effective collaboration with colleagues
- Good team player, but also to work autonomously
- Willingness to accept additional responsibilities
- Confidentiality
- Neat, well-groomed and well-presented
- Clarity of speech
- A skilled communicator
- Good health record
- Punctual time keeper
- Ability to work core hours of college
- Flexibility for cover
- Willing to play a part in the wider life of the College community

CARE (CUSTOMER FIRST) PRINCIPLES

Everyone who is part of the CATS College and CSVPA community is expected to CARE. This means that we:

Commit

- Go the extra mile
- Follow-up & follow through

Act

- Take ownership
- Look for a solution

Respond

- Address issues positively
- Communicate proactively

Empathise

- Are active listeners
- Are respectful and value students, parents and other customers

About CEG

Cambridge Education Group (CEG). CEG is a leading provider of pre-university academic courses and English language courses in the UK. We provide programmes including A Level, IB and University Foundation, as well as English Language Study, to a growing number of international students seeking to win places at UK universities.

We operate a number of different educational brands: CATS Colleges in Cambridge, Canterbury and London; CATS Academy in Boston; CSVPA; On Campus programmes at universities in the USA and Europe; and Stafford House English language schools and study holidays. We benefit from being part of a global team focused on teaching and learning.

And finally

CEG is committed to safeguarding and promoting the welfare of children and young people and expect everyone connected with the College/s to share this commitment.



