

The Leicestershire College Job Description

1. Job Details

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| Job Title: | Examinations Officer |
| Competency Level: | Business Support 2 |
| Job Number: | 85991 |
| Reporting To: | Senior Exams Officer |
| Department: | Exams |
| Annual Salary (FTE): | £23,759 per annum |
| Date: | February, 2019 |

2. Job Purpose

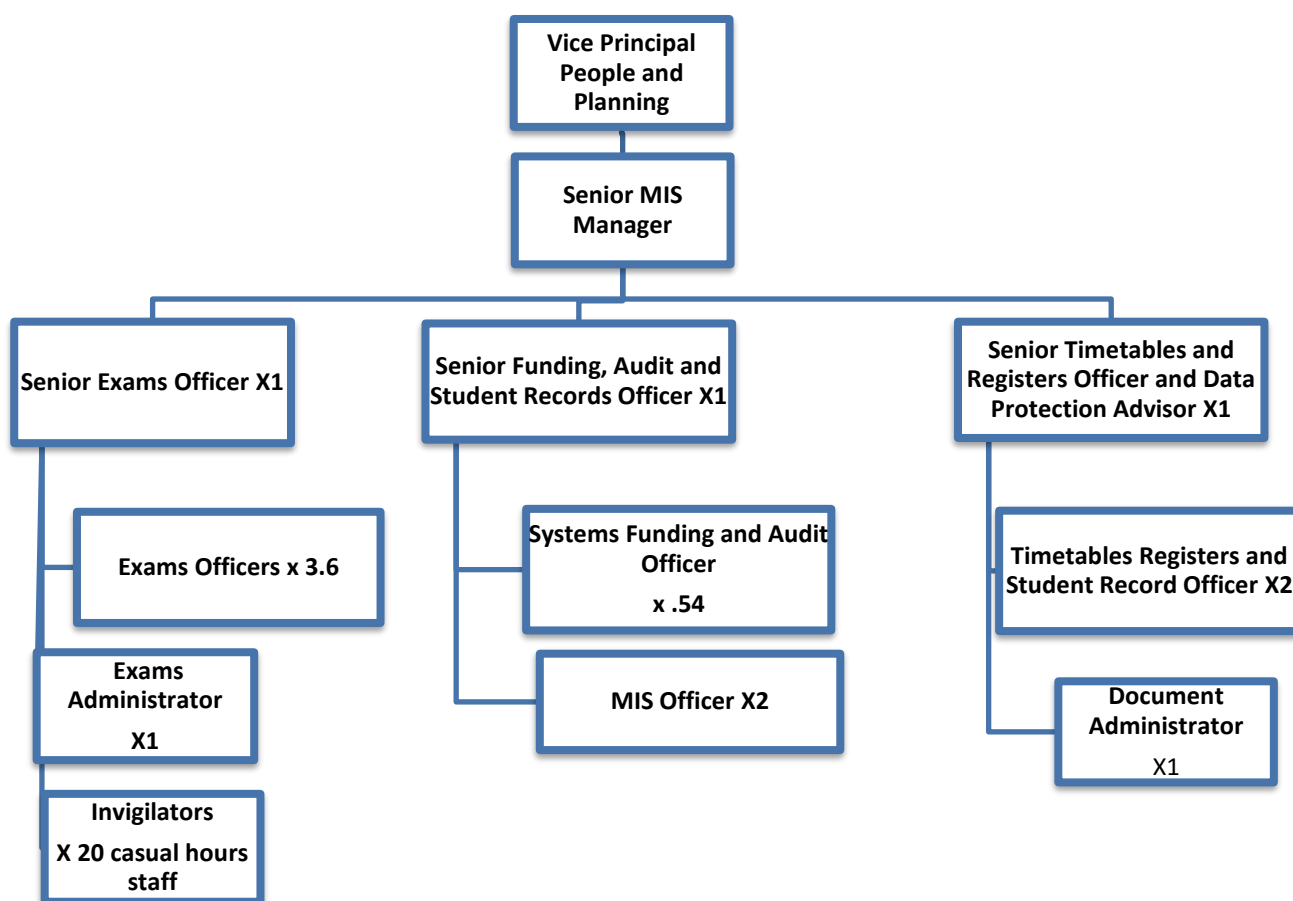
The Examinations Officer will report to the Senior Examinations Officer and will administer and co-ordinate the smooth and efficient running of examinations and assessments across the college. They will also be required to liaise with awarding and accreditation bodies and assist the Senior Examinations Officer in ensuring that the college operates all of its examinations, assessments and tests in full accordance with the regulations of both the JCQ and individual awarding bodies whilst maintaining best practice.

This role requires a very high standard of detailed, accurate work in all aspects to ensure the best delivery of service for students and the college.

3. Dimensions

Not applicable

4. Organisation chart



5. Key Responsibilities

- Co-ordinate the planning, staffing, staging and accommodating all college examinations (both internal and external) liaising with external agencies as required, including traditional, on-demand and 'on-line' examination entries.
- Operate within all internal and external guidelines and deadlines to ensure that exam entries, returns, results and statistics are completed in the most appropriate way.
- Use and maintain the college student records system relating to examinations data. Monitor that data to ensure it is current, compliant and meets ILR (and other) requirements; and ensure records are maintained to meet all internal and external audit requirements.
- Responsibility for ensuring the day-to-day exam operation is compliant with JCQ and appropriate Awarding Body rules and regulations.
- Ensure the exam timetable is planned efficiently (staffing, rooming and resources) whilst maintaining compliance with regulations and best practice.
- Ensure invigilators are given all information relevant to individual exam sessions and students before start.
- Assist in the day to day supervision of invigilators and be involved in the training of invigilators.
- Co-ordinate and plan to ensure necessary provision is made for students with special requirements, liaising with cross College teams and Awarding Bodies to maintain an accurate and consistent procedure and level of service.
- Liaise with and provide advice, guidance and support to college staff and students as necessary on all aspects of examination organisation and administration.
- Ensure day-to-day working practices are compliant with GDPR legislation.

- Support evening examinations by participating in the evening staffing rota.
- To assist as required in ensuring that requirements of both external and internal audits are met.
- Undertake required training to ensure wider exam knowledge is updated and refreshed.
- Undertake such training and education necessary to update skills and knowledge related to the changing needs of the College.
- Have an understanding and awareness of the provisions of the Data Protection Act and the Freedom of Information Act.
- Any other duties relevant to the post.
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6. Key Result Areas

| Action | Result |
|---|--|
| Ensure the timely preparation and process submissions where necessary | Error free exam submissions for college students to awarding bodies as enrolled. |
| Co-ordinate the Planning, staffing, accommodating and delivery of all college examinations and comply to all external deadlines | Well planned and smooth running of examinations cycle throughout academic year |
| Maintain compliance of Awarding Body and JCQ rules and regulations. | Sanction free, fully compliant centre. |
| Timely and efficient processing and tracking of achievements to student data | Timely, accurate and reliable student data |

7. Key Working Relationships and Communications

Internal: Senior MIS Manager, Seniors within MIS, Curriculum Managers and Staff, Business Support Managers and Staff, Students

External: Awarding Bodies, JCQ, System Management Provider, Exam Officers in other organisations.

8. Scope for Impact

Accurate and timely exam administration is required for all aspects of the exam service to enable us to work effectively, efficiently and remain compliant, giving students the best chance to achieve and reducing maladministration.

9. Knowledge, Skills and Experience (Person Specification)

| QUALIFICATIONS | | ESSENTIAL | DESIRABLE | HOW ASSESSED |
|--------------------|--|-----------|-----------|------------------------------|
| 1. | 5 GCSEs at Grade A*-C including English and Mathematics or equivalent | • | | Application/ Interview |
| 2. | Business Administration L3 or willingness to work towards a relevant qualification | • | | Application/ Certificates |
| EXPERIENCE | | | | |
| 3. | Proficient in the use of Microsoft Office (including MS Excel at an intermediate level) | • | | Application/ Interview |
| 4. | Experience of working within a Management Information team or similar environment | • | | Application/ Interview |
| 5. | Experience of the planning, administration and recording of examinations and assessments | | • | Interview |
| 6. | Experience of working to clearly defined rules and processes | • | | Interview |
| 7. | Experience of College MIS/CIS or similar equivalent systems | | • | Application/ Interview |
| 8. | Experience of audit procedures | | • | Application/ Interview |
| 9. | Handling sensitive Data and situations with discretion, professionalism and confidentiality | • | | Application/ Interview |
| SKILLS & KNOWLEDGE | | | | |
| 10. | Knowledge of Further Education and the associated funding methodologies and ILR specification | | • | Application/ Interview |
| 11. | Good organisational and time management skills | • | | Interview |
| 12. | Experience of presenting/delivering training to small groups | | • | Interview |
| 13. | Excellent communication skills (written and oral) | • | | Interview |
| 14. | Ability to work quickly and accurately | • | | Application/ Interview |
| 15. | Ability to work flexibly as part of a team and to work effectively under pressure and to deadlines whilst maintaining good relationships with customers and colleagues | • | | Interview |

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| 16. | Ability to prioritise workload to manage conflicting demands | • | | Interview |
| 17. | Excellent interpersonal skills with the ability to work with staff at all levels across the organisation | • | | Application/ Interview |
| BEHAVIOURS | | | | |
| 18. | Self-motivated and able to use own initiative | • | | Interview |
| 19. | Conscientious | • | | Interview |
| 20. | Positive outlook | • | | Interview |
| 21. | Committed to providing excellent customer service | • | | Interview |
| 22. | Enthusiastic and flexible | • | | Interview |
| 23. | Promote the College's equal opportunities policy and practices | • | | Interview |
| 24. | Ensure the safeguarding of students | • | | Interview |

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Leicestershire College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. Leicestershire College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in February 2019 and may be amended in light of changing circumstances following discussion with the post holder.

10. Job Description Agreement

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| Job Holder Signature | | Date | |
| Manager Signature | | Date | |