

Post Title	Examinations Administrator
Reporting to	Data & Exams Manager
Salary Grade	TLT Grade G, points 8 to 13
Hours of Work	Monday – Thursday 8:00am until 4:00pm, Friday 8:00am until 3:30pm. 37 hours a week, term time plus two weeks
Location	Grace Academy, Wigston Road, Coventry, CV2 2RH
Job Context	This role exists to support to Data & Exams Manager with the efficient and effective running and administration of all internal & external exams and ensure all communications and processes meet the statutory and academy requirements. There are approximately 88 students in Year 11 who will sit GCSE and other exams mainly in the summer. There are also approximately 65 students taking A levels or equivalent each year.
Key Roles	<ul style="list-style-type: none"> • Ensuring the Academy exam arrangements are conducted to the JCQ regulations and meet all other statutory & legal requirements. • Deployment and management of invigilators • Timetabling, rooming and ensuring all resources are in place
Job Description	<ol style="list-style-type: none"> 1. Acquire and maintain and up to date knowledge of the examinations system, Examination Board regulations and any changes which occur within the examinations field informing the Data & Exams Manager of any changes required to the school's procedures. 2. Ensure that all public examinations take place according to regulations published by the Examination Boards and that such regulations are publicly displayed and students duly informed. 3. During exam seasons, oversee the general running of exam sessions in accordance with all JCQ regulations. 4. Draft the student's exam timetable encompassing internal and public exams. Support with the planning and publicising as required. 5. Lead on the preparation and submission of all exam entries to relevant boards. 6. Liaise with Heads of Department regarding all examinations entries and the deadlines by which entries must be made. 7. Receive, check and distribute examination entry statements to students, making and submitting any amended entries to the board. 8. Coordinate with Heads of Department for the dispatch of candidate's coursework to external moderators, as directed by the awarding bodies.

- 9.** Assist with the preparation of examination results days, organising the receipt of examination results and the distribution of results to students.
- 10.** Receive examination papers and other relevant materials sent by Examination Boards and keep them in a secure place; collect log, dispatch all examination scripts for marking.
- 11.** Under direction from the from the Data & Exams Manager receive and process requests for remarks, receipt of scripts and appeals against results, liaising, as required with relevant members of staff regarding educational aspects of such actions.
- 12.** Assist with the arrangements for special arrangements for relevant students, liaising with Examination Boards and the SENCO.
- 13.** Organise the sittings for all examinations, including internal examinations, along with publicising the examination schedule to staff and students.
- 14.** Liaise with relevant members of the Academy Leadership Team regarding the organisation of examinations, student discipline during examinations and any issues related to students conduct relevant to examinations.
- 15.** Be present at the start and finish of all examinations providing assistant as required, with internal school examinations and other occasions when students are tested/assessed in examination conditions.
- 16.** Assist with training invigilators for each examination session.
- 17.** Manage invigilators, ensuring there is the appropriate number of invigilators for each examination session.
- 18.** Support with the maintenance of the Exams Office in an appropriate manner, developing clear administrative systems, ensuring examinations materials, including furniture, are kept securely and in a well-maintained condition.
- 19.** To undertake any other relevant duty as specified by the Data & Exams Manager not listed above.