

## EXAMS OFFICER JOB DESCRIPTION

Schools are complex organisations designed to support the learning of our young people. The better the education they receive, the greater their life chances and choices they will have. All young people deserve a world class education. This is only possible when everyone within a school works as part of a team, regardless of their role, to support the creation of effective and inspiring teaching & learning experiences.

All staff within the school share a responsibility to uphold the school's basic standards in their role as a Tutor/adult within the organisation e.g. uniform, lateness, behaviour etc.

### Main Purpose

Reporting to the Data Manager who will oversee the examinations processes, this is an integral role working in a team whose responsibility is to both support and enable excellence within the school whilst achieving consistently high performance in meeting the requirements of learners, staff, examination bodies and our funding partners.

On a day to day basis you will be ensuring the examinations function meets the need of learners and staff and is compliant with JCQ and Awarding Bodies.

### Main Duties and Responsibilities

- Be a central point of contact for all awarding bodies and subject areas
- Keep up to date with all JCQ/awarding body rules and regulations and requirements relating to examinations
- Ensure examinations compliance with JCQ/awarding body regulations
- Managing the set-up of new qualification approvals with new and existing awarding bodies
- Support with the updating of examination related policies
- To liaise with Heads of Department on student entries and registrations and to be responsible for all examination entries for external exams
- To be responsible for registrations for all other courses including BTECs, and to manage the booking of all online and paper tests for qualifications
- Working with the SEN team, to administer the process for Access arrangements for students with medical needs, disabilities or learning difficulties
- To manage the daily running of external exams
- To organise exam materials, providing safe custody of exam papers and stationery, in accordance with regulations
- To provide a centre timetable for all exam seasons (external and internal) including provision for exam clashes and access arrangements
- To brief students on examination procedures and conduct, and to produce guidelines for staff and students
- To interview, train and oversee a team of invigilators and to arrange invigilation for all exam seasons in accordance with regulations
- To apply to examination boards for "special consideration" for candidates following each examination series
- To be present in school on exam results days, and overseeing the distribution of results to candidates
- To process enquiries about results and requests for return of scripts
- To check all examination fees and charges from awarding bodies.
- To work with the Data Manager to ensure that electronic examination information and student data are dealt with efficiently and effectively
- To produce a timetable for all internal exam seasons, liaising with Heads of Departments regarding subject requirements
- To use the school's communication and consultation procedures in order to inform staff, pupils and parents in matters relating to examination policy and practice
- To comply with the school's Health and Safety Policy

### Staff Development

- To undertake staff development where appropriate

- To take part in the School's Appraisal Process

**Other**

- To undertake any other reasonable duties as requested by the Deputy Headteacher in charge of Data, the Senior Leadership Team or Data Manager, particularly in relation to data, assessment and student support.