

# JOB DESCRIPTION

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**TITLE:** Exams Assistant

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**GRADE:** Scale 4

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**RESPONSIBLE TO:** Exams Manager

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## **PURPOSE OF JOB:**

To assist with all aspects of exam administration and to invigilate online and paper based exams adhering to Group and Awarding Body regulations.

## **MAIN TASKS AND RESPONSIBILITIES:**

### **1. In common with all other staff:**

- 1.1 To support the College's mission, vision, values and strategic objectives.
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.
- 1.7 To ensure that data is handled in line with the General Data Protection Regulations.

## **2. In common with all other staff:**

- 2.1 To participate in College-wide projects and tasks.
- 2.2 To work in other support service areas to meet the specific needs of workload peaks.
- 2.3 Such other duties of a similar nature commensurate with the grade as maybe required from time to time. This may/will require working in other campuses of the College.

## **3. Particular to the Post:**

- 3.1 To carry out all duties relating to the administration of external online tests, including but not limited to; the safekeeping of all exam materials, unlocking tests, invigilating tests and liaising with inspectors
- 3.2 Under the direction of the Exams Manager undertake administrative duties to support the exams team
- 3.3 Carry out Invigilation duties, ensuring all Group and Awarding Body polices and regulations are adhered to
- 3.4 Respond to and resolve queries from staff, students and Awarding Bodies.
- 3.5 Under the direction of the Exams Manager carry out internal audit checks during the year to ensure that all data is valid and the required evidence has been retained to ensure full audit
- 3.6 Process exam certificates, logging on Pro Solution and posting or handing to students
- 3.7 Ensure that all work is carried out in adherence to GDPR guidelines to ensure the security of student data.
- 3.8 To work with managers and staff within the wider Information Services team to proactively suggest improvements to systems and processes to help drive up dataquality and the department service standards.
- 3.9 To work with staff within the wider Information Services team to help ensure the accurate and timely completion of tasks.

- 3.10 To use the MIS helpdesk to resolve requests from NCC Group staff in a timely manner.
- 3.11 To work flexibly, this will include working at any college site and evening work

#### **4. Person Specification:**

- 4.1 Experience of working within an exams team of a large FE college - Desirable
- 4.2 Experience of administering online tests, together with knowledge of Awarding Body administrative processes and regulations - Desirable
- 4.3 High level of accuracy and a good attention to detail - Essential
- 4.4 Good IT skills - Essential
- 4.5 Experience of working as a member of a team and evidence of the ability to work effectively with colleagues - Essential
- 4.6 An understanding of and commitment to Equality and Diversity and safeguarding and practical ideas for their implementation in this post - Essential
- 4.7 A high level understanding of Data Protection and the importance within this role - Essential

#### **Additional Information:**

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.