

Post: Exams Manager
Reporting to: Assistant Head of College

Key duties and responsibilities

- Organise and administer of both external and internal examinations including entry, delivery and analysis of data, and management of the invigilation team.
- Entering pupils for public examinations using electronic data interchange where possible and ensuring a manual backup and liaising with Exams Managers/Officers at all Trust Schools to ensure entries are made and results are forwarded.
- To liaise with caretaking staff with regard to the setting up of exam rooms ensuring that name cards and exam papers are set out prior to commencement of exams and that a suitable seating plan is in place.
- Production of timetables as follows:
 - 1) Production of timetable for students, staff and parents
 - 2) Advise SLT of timetable classes so that appropriate supervision and rooms can be arranged
 - 3) Book external invigilators and create invigilation timetable
 - 4) Start and finish all exams both public and internal
- **Security:** To ensure that exam papers are checked and stored safely in accordance with exam board rules.
- **SEN Requirements:** To apply to exam boards for access arrangements for AEN students and liaise with AEN Department with regard to number of TA's needed for each exam.
- **Results**
 - Download results by EDI prior to publication of results
 - Produce result statements for students
 - Attend school on Results Day
 - Deal with any appeals/return of exam papers
 - Check and collate certificates ensuring DoL's have copies
 - Liaison with Data Team on dissemination of examination results and Edcheck and Forvus
- **Review:** Develop an annual report regarding efficacy of examination arrangements and suggest recommendations for development and practice.
- To have 'Examination Officer' responsibility for The Leigh UTC and be the named contact with examination boards used, maintaining a good working relationship.
- To have overall responsibility for the operation of all external and internal examinations and assessments, including BTEC external assessment
- To manage the process of examination entries, seating and invigilation of all relevant examinations
- To be responsible for the downloading and processing of examination results
- To review the qualifications undertaken at The Leigh UTC, updating relevant staff and documentation where appropriate
- To provide the Principal and Finance Manager with estimated examination fees at the beginning of each academic year
- To process applications to new examination boards when required
- To liaise with examinations colleagues in the consortium and other schools regarding to students taught at multiple centres, exchanging relevant data
- Work closely with colleagues across Leigh Academies Trust and external partners
- To train relevant staff on the use of systems, assessment and examinations

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- To ensure key exam dates and information are posted on the weekly update and UTC Calendar

This job description will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade. The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.