



Job Description

Post Exams Manager
Post Holder
Responsible to Assistant Principal

Job Purpose:

The efficient and accurate management of the exam process is an indispensable part of the operation of the academy. The role of the examination manager is to ensure that all examinations run smoothly, comply with JCQ and AB regulations and in a suitable framework to maximise the success of our students in their examinations. To support the academy to fulfil its legal and regulatory responsibilities in the areas of Data Protection and Privacy.

Main Responsibilities:

- To liaise with Heads of Department regarding examination entries at GCSE and GCE level and Vocational.
- Assist the Vocational Co-ordinator to ensure quality assurance is strong for vocational quality processes.
- To process and submit entries for external exams to awarding bodies in advance of deadlines.
- Managing the daily running of external exams.
- To support completion on the Student Census and manage Course Manager within our information system.
- To process requests for resit exams and to ensure that costs are reimbursed by students (where appropriate).
- To receive, record and check all examination materials and papers from exam boards. Ensure secure storage in accordance with JCQ legislation
- Produce the Centre exam timetable, and individual candidate's statement of entry.
- Work with the SENCO to process access arrangements and maintain appropriate records to comply with JCQ requirements. Organise SEN provision for examinations.
- To resolve examination clashes in accordance with JCQ regulations
- Dispatch completed exam scripts in accordance with procedures
- To maintain an overview of the examination budget and check invoices prior to payment.
- Recruit and train invigilators. Arrange the invigilation timetable. Record hours worked and submit time sheets for all invigilators.
- To process enquiries about results and requests for return of examination scripts.
- To receive and distribute examination results to Heads of Department and candidates. Liaise with the Assessment and Data Manager to produce statistics.
- Attend Exam Officer Meetings and Awarding Body meetings and INSET training meetings as necessary. This to ensure an up to date knowledge of the latest procedures and regulations for external exams.
- Make arrangements for internal examinations, writing the timetable in conjunction with the HODs.
- Download and distribute candidates exam results and provide data to SLT and Data & Assessment Manager
- Oversight of processing reports.
- Organising weekly room changes.
- Be the back-up for the Cover Manager who arranges cover for teaching staff.
- Organisation of internal exams and assessments.
- Liaise with HODs to prepare and implement revision timetable.
- Checking validity of exams barring codes.
- Provide administrative support to the SLT Link to support the academy's Data Protection and Privacy responsibilities.
- Assist in process and practices to ensure data remains up-to-date.
- Oversee the maintenance of records required to demonstrate data protection compliance.
- Supervise and advise on data protection impact assessments.
- Support any data incident responses and data breach notification procedures.

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Line Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Signed Postholder

Signed Line Manager

Date