**EXAMINATIONS OFFICER**

**Introduction**

The Examinations Officer has day to day responsibility for the administration and organisations of both public and internal examinations and for the management and maintenance of associated school data. The Examinations Officer is supported by the Director of Learning Support and Heads of Department (Academic) in delivering well organised and managed examinations for the students.

The direct Line Manager will be the Assistant Head Teaching and Learning)) with strong links to the Deputy Head (Teaching and Learning) and final responsibility to the Head.

This role requires attendance at school during the holidays to successfully manage the results days for GCSE and AS/A levels.

The Examinations Officer line manages all externally employed invigilators and oversees and ensures internal invigilators are fully trained, briefed and managed.

**Is Responsible For:**

The planning, coordination and execution of all public and internal examinations throughout the School.

**Tasks include:**

* Lead the school in compliance with JCQ and other awarding body regulations.
* Ensure best practice is adhered to in all areas of the examination process.
* Work with the Deputy Head (Teaching and Learning) in streamlining the internal and external examinations process.
* Check with teaching staff that the necessary coursework and/or controlled assessments are conducted and completed on time and in accordance with the relevant regulations.
* Ensure accurate submission of all student entries for all public examinations; incorporating checking by HoDs pre & post entry.
* Checking receipt of all examination papers, prior to the examination date. Arrange for double checking accuracy of the papers received and following up with the Examination Boards any missing papers or other errors.
* Organise and oversee the postage and safe delivery of completed examination scripts.
* Ensure that the appropriate rooms have been booked in advance for all examinations, that the rooms are set up according the exam board regulations – including display of correct information posters.
* Liaison with the Estate Bursar on moving desks and set up of rooms.
* Working closely with the Director of Learning Support to ensure that appropriate examinations concessions are provided for both public and internal examinations, including the provision of extra time, laptop etc.
* Liaising with Heads of Departments and Teachers in Charge as to their internal examination requirements and ensuring the efficient preparation, timetabling, invigilation, delivery and collection of examination papers.
* Manage the external invigilators including accurate planning of times, use of time sheets, Health & Safety briefing and appropriate DBS checks. Training invigilators in the correct procedures and expectations of their role.
* Finalising, circulating and publishing in advance the final timetable as agreed with the Deputy Head (Teaching and Learning) and Heads of Schools. Ensuring timetables are shared with relevant parents.
* Produce individual examination timetables for students.
* Arrange and lead a briefing of students and staff as appropriate.
* Liaise with the Deputy Head with regards timing of examination periods, cover required, invigilation, calendar clashes of practical external exams and controlled assessments.
* Working with the Accounts team to manage income and expenditures relating to all exam costs/charges.
* Download all examinations results; check for inaccuracies or errors. Support the publication of results for student online checking.
* Manage the sorting and delivery of hard copy results to the students.
* Manage the school’s statistical analysis of the results, including uploading results to the MIS and data tracking system, producing the annual summary information for the Deputy Head (Teaching and Learning), Heads of Department and Head.
* Supporting and managing Heads of Department, parents, students with any immediate enquiries regarding re-marking, appeals etc. This support may have to continue during the academic year.
* Attend relevant CPD events to keep abreast of regulatory requirements and guidelines.
* Ensure the Head and Deputy Head (Teaching and Learning) are kept informed of all regulatory guideline updates and changes.
* Assist with data input as required.