

Job Description	
Role	Examinations Officer
Contract	Permanent Term Time only + 3 weeks
Hours	8:30am to 4:30pm (hours subject to examinations schedule)
Reporting to	MIS Manager
Salary	UCL Academy Pay Scale 5 SP 12 -15

Job Purpose:

- To provide assistance and support to the MIS Manager in all aspects of the examination process.
- Responsible for supporting and developing the school Information Management System (SIMS). Use appropriate software; assist with the design, creation, and distribution operational data to facilitate the raising of standards and performance across the Academy.

Main Duties and Responsibilities Include:

To assist and support the MIS Manager to ensure an efficient delivery of the following:

- Ensure that information relating to examination and coursework is effectively stored to high standards of data security and retrieval
- Dissemination of information from exam boards to students and staff as appropriate.
- Collecting and collating examination entries, amendments, forecast grades and coursework marks and other returns to examination board deadlines.
- Issuing examination timetables to relevant students.
- Preparation and display of seating plans.
- Ensuring the academy complies with invigilation and examination security regulations.
- Making arrangements for students with timetable clashes.
- Ensuring examination stationery is kept secure and available as required.
- The administration of individual examinations and the distribution of papers.
- The completion of attendance sheets, checking scripts, packing and posting examination papers.
- The issue of results and their analysis for the school prospectus.
- Dealing with all matters concerning special consideration and access arrangements.
- Liaising with Curriculum Leaders re internal examinations.
- Keep up to date by attendance at appropriate awarding body and other INSET training meetings, reading latest procedures and regulations for external examinations, GCSE's, A Levels and BTEC qualifications.
- Sort and distribute examination results, on result days
- Receiving, recording and distribution examination certificates.
- Liaise with students and Head of Faculty of remarks and request for scripts
- Update remark results when necessary, and inform student and Departments of the outcome
- Ensure that registrations for BTECs and entries for all other qualification are completed by the given deadlines.
- Organise the speaking tests when necessary with external agencies
- Hours will need to be flexible when internal and external examinations are taking place

General

The post holder will be required to:

- Adhere to the Academy's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible
- Be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act (1974) and relevant EC directives.
- Work in accordance with the Data Protection Act and GDPR guidelines.
- Provide a healthy and comfortable working environment, smoking is strictly prohibited.
- This Job Description is not necessarily a comprehensive definition of the post and duties may be varied to meet the changing demands of the Academy. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- All staff are required to participate in the performance management process following a successful probation period.

Signed _____

Date _____

Job Specification Examinations Officer		
	Essential	Desirable
Qualifications	Good standard of general education and IT skills to NVQ Level 2 or equivalent.	<ul style="list-style-type: none"> Educated to Degree Level
Experience	<ul style="list-style-type: none"> Previous employment in a school or college, ideally working as or alongside an Exams Officer/Exams Assistant. Competent in the use of IT applications including word processing, spreadsheets, databases, email etc. Relevant experience in data handling and data manipulation. Knowledge of SIMS management information system. A willingness to undertake training as required. 	<ul style="list-style-type: none"> Experience of making statutory returns to National Bodies and the Local Authority, i.e. School Census, School Workforce Census.
Knowledge / skills	<ul style="list-style-type: none"> A knowledge and understanding of the procedures and practices related to the examination process, i.e. exam delivery and organisation, making and submitting exam entries, results processing. A knowledge of BTECs 	<ul style="list-style-type: none"> A knowledge and experience of Exam board websites, i.e. e-AQA, OCR, Edexcel Online. A knowledge and experience of Exam board websites, i.e. e-AQA, OCR, Edexcel Online.
Personal Qualities	<ul style="list-style-type: none"> Excellent organisational skills and an ability to produce work to meet tight deadlines with minimal supervision. Awareness of requirements for reports, deadlines and content on a termly and annual basis. Ability to communicate effectively and competently deal with a large volume of enquiries from staff, students, parents and external bodies. Be flexible, particularly in relation to the hours worked during peak times. Good standard of numeracy and literacy. Check accuracy with an eye for detail. Exercise a high degree of integrity and confidentiality when handling materials, candidate data and results. Must be of smart appearance. 	

