

**Job Description:** Exam Access Arrangement Officer

**Reporting to:**

Head of Exams / Head of Academic & Learning Support



### **What will I be doing?**

Your focus will be supporting the Head of Exams and the Head of Academic & Learning Support to ensure exams and assessments are run efficiently and effectively for all our students who require exam access arrangements. This will involve working with academic, exams and support teams and students to ensure needs are accommodated within the appropriate regulations.

The role involves working closely with the Academic Support Team with coordinating assessments, evidence gathering, and applications in line with JCQ regulations, working collaboratively across the college to remove barriers to assessment and promote inclusive practice.

### **The key purposes of this role are:**

- Supporting the Exam and Academic and Learning Support Teams by co-ordinating the EAA process, for all eligible students.
- Implement processes to manage screening and assessment schedules, within required timescales.
- Maintaining accurate and confidential records and supporting evidence as required by JCQ inspection standards.
- Submitting and tracking all EAA applications ensuring full compliance with JCQ regulations and deadlines.
- Support the Academic Support Team to Advise teaching and support staff on the evidence requirements for normal way of working
- Supporting the Exam's Team to Coordinate arrangements, ensuring all stakeholders understand their roles.
- Support the Head of Exams and the Head of Academic & Learning Support to deliver staff training and raise awareness of inclusive assessment practice, current JCQ requirements, and changes to regulations.
- Support the Exams Team to prepare for JCQ inspections, ensuring the college is fully compliant with all regulatory expectations.

	<b>This post is accountable for:</b>
Ensure that all eligible students receive appropriate, compliant support for examinations	Having a sound knowledge of current JCQ regulations for access arrangements and reasonable adjustments, examination and awarding body regulations, ensuring these are published and understood.
	Implement EAA processes, from identification and referral through to assessment, approval, and implementation.
	Coordinating the processes for screening and specialist assessments and maintaining accurate JCQ-compliant documentation.
	Submitting and monitoring all EAA applications and ensuring adherence to JCQ regulations and deadlines.
	Support the exams team to organise exam arrangements, including rooming, staffing, and the provision of readers, scribes, and technology.
	Support the exams team to ensure appropriate technology is in place for computer-based assessments and read-write support and the internet access is set as appropriate for each exam/assessment.
	Support the exams team to ensure the organisation and publication of appropriate timetables for all EAA students examinations and assessments in the college.
	Support the exams team to prepare for JCQ inspections and ensuring the college meets all regulatory requirements.
	Implement appropriate tracking / monitoring of EAA in order to provide managers with relevant data.
	Support the Head of Exams with the keeping and maintaining of appropriate records ensuring they are up to date, relevant and compliant with JCQ, data protection and GDPR policies
	Effectively use college systems for the recording, tracking, reviewing, and validating exam and assessment activities.
Support on staff training to ensure all stakeholder understand their responsibilities regarding EAA	Support the Head of Exams and the Head of Academic & Learning Support planning and delivering staff development sessions to ensure colleagues understand EAA processes, evidence requirements, and how to support learners effectively in the classroom and during assessments.
	Supporting teaching staff to gather evidence of normal way of working.
	Assess the requirement for invigilators, supporting recruitment as needed.
	Support the training of the exams and invigilation team to ensure competence in line with JCQ and awarding body guidelines and a high-quality student experience.
	Communicating clearly with students and parents/carers, providing guidance on available arrangements, assessment outcomes, and what these mean in practice.
Other relevant responsibilities and duties	Monitor regular data reports, identifying and resolving relevant issues.
	Safeguarding and promoting the welfare of young people and vulnerable adults as part of your every-day duties (Including Health and Safety responsibility).

	Support the application and enrolment process where needed
	Undertaking such duties related to the work of the department and College as may be assigned, consistent with your level of responsibility.

<b>Indicators/ sources for reaching performance judgements (not exhaustive):</b>
Measures of success: <ul style="list-style-type: none"> <li>• Full compliance with JCQ guidance and positive outcomes from audits</li> <li>• Consistency of implementation of policies and procedures</li> <li>• Quality and consistency of delivery including teacher, parent and learner feedback.</li> <li>• Line manager(s) and cross-College feedback</li> <li>• Staff review and personnel records</li> </ul>

### PERSONAL SPECIFICATION

We are seeking someone who closely matches the following criteria:

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	Minimum Level 3 qualification Minimum GCSE English and maths	Degree level qualifications Safeguarding level 2
<b>SKILLS/ PERSONAL QUALITIES</b>	Excellent organisational and interpersonal skills	
	Strong clear communication skills both written and verbal	Knowledge of health and safety in the workplace
	Good IT literacy skills including database competence	
	Ability to negotiate with young people and teachers	
	Understanding of current issues in relation to exams and assessment in education	
	Calm under pressure and a laser eye for detail.	
	A strong commitment to college values including high aspirations and fair treatment for all students	
	Suitable to work in a college environment in the presence of children, young people and vulnerable adults and to act accordingly.	
<b>EXPERIENCE</b>	Experience in an exams administrator or officer role in a school or college environment, with working knowledge of current JCQ regulations for access arrangements and reasonable adjustments	Working within an area requiring 'compliance' to externally set standards.
	Experience of working collaborative across multiple teams	Experience of working within a post 16 educational environment

	IT and data processing experience	
	Experience of working flexibly to meet the demands (peaks and troughs) of the role.	

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and do not justify a reconsideration of the grading of the post.



Dear prospective applicant,

Thank you for taking an interest in the position of **Exam Access Arrangement Officer** at Cirencester College. We are pleased to share with you the accompanying job description, which outlines the core responsibilities and expectations of this important role.

The college offers the widest choice of A-levels for a number of miles around, often with large numbers of students sitting each subject. There is also a small GCSE English and maths resit programme.

The College has been at the forefront of rolling out T- level qualifications which we have been successfully delivering since their pilot in 2020. Our provision of T-levels has increased each year, with the final new qualifications being added this September.

One of the challenges of T-levels, and of piloting new qualifications, is that assessments are not always laid out clearly at the beginning of a new course. Exam bodies naturally want to adapt the requirements as the course progresses. This sometimes needs changes or last-minute arrangements before learners undertake assessments. The different exam boards also have different requirements for recording and uploading papers and evidence; something that this post holder will need to work with and understand for the benefit of our learners.

The College has recently undergone major building renovation and expansion, including in this area of our provision; we opened a contemporary new digital building (Gloucestershire Digital Skills building) in May 2022 and the Jim Grant T-level Building at Easter 2023. We completed the renovation and conversion of an older building to become an Art loft for the Creative T-level which opened in September 2023 and have created a TV studio in our media suite for the Media T-level.

We have approximately 350 staff including managers, lecturers, and support staff and around 3,000 full-time students of whom, around 600 (Year 1s and Year 2s) are doing T-levels this year.

Nationally, schools, colleges, and training providers are seeing a significant increase in demand for Exam Access Arrangements (EAAs). As a result, we are seeking a candidate who not only understands this specialist area well, but who can bring the organisational clarity, precision, and professional judgement needed to ensure we continue to provide exemplary support for our learners.

This role sits across the Exams team and our Academic and Learning Support teams, making communication and collaboration essential. We are looking for someone who can coordinate processes effectively, advise colleagues with confidence, and ensure all arrangements are

compliant, timely, and centred on the needs of each student. Your expertise will help ensure that learners receive the adjustments they are entitled to, and that their examination experience is fair, supportive, and fully aligned with national guidelines.

We are looking for someone who has the drive and commitment to ensure we provide our students with the best possible exam and assessment experience. Understanding how to work within JCQ guidelines, and how to build and maintain professional relationships across our college teams, is important to the smooth running of our year-round exam and assessment programme.

We use Civica's REMS as our MIS and, if this is a new system to you, will arrange training. Ultimately, we are looking for someone with a strong grounding in EAAs, an eye for detail, and a commitment to supporting students to achieve their best. The role will have its challenges along the way – so a degree of diplomacy, creative thinking, problem solving, and a good sense of humour might be needed!

You would be joining a top performing college, where our success comes from having a clear sense of direction, strong shared values, and a dedicated team of staff who continually strive for excellence. We take pride in creating a supportive, collaborative environment where colleagues feel valued and empowered to make a real difference.

In summary, at the heart of our college is a genuine passion for helping both students and staff become the very best they can be.

If you think this matches your aspirations, we look forward to receiving your application. If you would like to visit the College or ask questions to find out more then please contact the Head of Academic / Learning Support [karen.bell@cirencester.ac.uk](mailto:karen.bell@cirencester.ac.uk)

Yours sincerely  
Karen Bell

