

JOB DESCRIPTION

Post Title:	Exams Officer
Reporting to:	Vice Principal
Job purpose:	The Exams Officer will: (a) ensure the management, organisation and administration of external and internal examinations in accordance with the regulations set by the awarding bodies. (b) support the appropriate members of the Senior Leadership Team in addition to maintaining stringent systems and processes for the examination process.
Annual Salary Scale Point Range:	Scale Point 25-29.
Line Management of:	Exams Invigilation Team
Working Pattern:	Full Time: Monday – Friday all year round.
Working Hours:	37.5 hours per week: 8:00am - 16:00pm. Flexibility required in regard to working hours. There will be earlier start times/ extended working hours during exam periods.

Key Responsibilities:

- Planning the examination year, managing priorities and ensuring Awarding Bodies' deadlines are met.
- Ensure that accurate returns are made to the awarding bodies.
- Liaison with staff e.g. Subject Leaders and other staff with responsibility for subjects about all aspects of examination regulations and procedures.
- Ensure that all required evidence for access arrangements is up to date and ready for Inspection.
- Management of special consideration requests and liaison with parents and candidates about evidence needed.
- Briefing candidates as necessary.
- Resolution of exam clashes, including liaison with academy staff and parents.
- Liaison with the Finance and Resources Director about recruitment and training of external invigilators.
- Management and briefing on a daily basis of senior and other paid invigilators.
- Managing the daily running of external examinations.
- Misconduct or irregularity i.e. handling of incidents, reporting to the Vice Principal and writing of reports where necessary.
- Dealing with the Awarding Body Inspector.
- Being present in Academy to receive the results from awarding bodies on the official results publication dates, to produce tables of the results, queries on the results and make applications to the Boards for re-marks as appropriate.
- Annual review and evaluation of the running of the public examinations.

- Keeping up to date with the latest procedures and regulations by, for example, membership of the National Association of Examination Officers.

Liaison with Staff

- Check unit codes with of Department.
- Produce and send relevant sheets to Subject Leaders to complete student entries for January /June series GCE and GCSE.
- Give coursework and mark sheets to Subject Leaders and when completed check and return to Boards/Examiners as appropriate.
- Give copies of student entries to Subject Leaders for final checking before sending to Boards.
- Liaise with the Modern Languages Department regarding oral timetables and checking of tapes etc., prior to exams.
- Liaise with SENDCo regarding access arrangements.
- Liaise with SENDCo and Vice Principal regarding examinations for Foundation Learners.
- Briefing staff about the regulations for invigilation.

Communication with Candidates

- Ensure personal details are correct for certificate purposes.
- Explain applications for special consideration.
- Provide copies of examination entry statements to check before submitting to Boards.
- Obtain UCI numbers of new students and enter onto system.
- Provide all candidates with relevant notices relating to public examinations and ensure that candidates are aware of examination procedures and conduct.
- Make provision for students to be issued with individual examination timetables.

Entries

- Download base data from Boards for January and June entries.
- Keying in entries to Boards: January & June.
- Make necessary amendments on return of entry statements from students and staff then forward entries to Boards.
- Process any further amendments as necessary, particularly before deadlines and penalty charges.
- Check invoices from Boards.

Exam Preparation

- Produce examination timetables.
- Produce clashes timetable and ensure students are informed of arrangements made.
- Arrange paperwork for overnight supervision when necessary and seek approval from the Boards (application for timetable variations).
- Process administration of special consideration candidates.
- Check exam papers against despatch notes and timetables to ensure all have been received with sufficient copies. Store securely.
- Check registers and make note of pupil who have extra time to ensure relevant paperwork is prepared. Enter details onto the system for necessary slips to be provided for extra time candidates during each public examination.
- Order examination stationery for specific exams.
- Produce candidates' names & numbers for desks.

Public Examinations

- Check all exam papers are accounted for, the register is signed and details on the front of the envelopes are completed.
- All sealed envelopes to be registered on Parcel Force sheet.
- Liaise with Parcel Force to collect exam material out of normal exam periods.
- Ensure exam stationery is kept stocked in the Sports Hall throughout the exam period.
- Ensure all paperwork relating to special considerations and overnight clashes is forwarded to the Boards at the appropriate times.

Results

- Assist with the download of GCSE and GCE exam results.
- Make applications to the Boards for re-marks as appropriate and ensure correct fees are paid.
- Produce tables of exam results for the Principal, the Senior Leadership Team and Subject Leaders.
- Process re-marks when submitted to candidates and staff.
- Check invoices with Boards and return fees to candidates as appropriate.
- Process declining grades requests.
- Record /re-mark results and keep the Principal and SLT informed of changes.
- Update examination results to all parties as necessary.
- Return of original scripts to be ordered on behalf of Subject Leaders.
- Check and process the distribution of certificates to ex-students and current students.

Reporting

- Preparation of regular student reporting including performance reporting and targets.
- Maintaining all data records, their validation and operational process controls.
- Advising and assisting the Vice Principal in reporting to the Academy's Improvement Partners, Trustees, Academy Development Advisors and Ofsted Inspectors in target setting and detailed analysis of Academy performance.
- Completing all statutory reporting requirements. i.e. School Census.

Other

- To carry out duties, commensurate with the post, necessary for the smooth running of the Academy as required by the Vice Principal.
- To promote the safeguarding and welfare of the students and young people as set out in the Academy's safeguarding policy.
- To undertake such other tasks relevant to the work or needs of the Academy as these needs arise and as may be reasonable requested.

PERSON SPECIFICATION

Qualifications and Experience

- Educated to Degree Level or equivalent.
- Previous Exams Officer experience.
- Previous experience within the education sector.
- Planning data collection and data management experience.
- The ability to manage a team of exam invigilators.

Skills and Knowledge

- Documentation of processes and audit controls.
- Proficient in MIS systems (e.g. Brom com) and excel etc.
- Excellent organisational and communication skills, attention to detail and accuracy.
- Advanced numerical and analytical skills
- The ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach.
- Knowledge and understanding of Child Protection, safeguarding children and promoting the welfare of young people.

Personal Qualities

- Commit fully to the Academy mission of ensuring that every student will go on to a good university or equivalent, thrive in a top job and live a great life.
- Ability to maintain confidentiality and discretion at all times.
- Strong commitment to excellent service delivery.
- Ability to work under pressure, prioritise, manage time effectively and meet deadlines.
- Proactive, solution focused, and innovative.
- Flexible and adaptability to changing circumstances and new ideas.