



## Examinations Officer - Job Description

**Responsible to:** Director of Studies

**Responsible for:** Examinations Invigilators

**Contacts:** Examination/awarding bodies, Senior Management Team, Heads of Department, Teaching Staff, Candidates, Parents/Carers, Couriers, Head of Centre (Headteacher),

**Job Purpose:** The Examinations Officer/Manager is responsible for the administration, organisation and successful delivery of all aspects of whole year internal (mocks and end of years) and external examinations and NEA in accordance with the regulations laid down by the awarding bodies.

### Main Responsibilities:

- Managing the Examinations budget
- Liaising with all departments regarding examination and non-examination assessment entries.
- Submitting entries for external examinations to awarding bodies in advance of deadlines and disbursing appropriate fees in a timely manner.
- Ensuring the prompt dispatch of coursework to moderators by the exam board deadline.
- Assisting in organising and facilitating internal examinations, including baseline (CEM) tests, entrance exams and mock exam weeks.
- Recruiting and interviewing invigilators on an annual basis. Training and managing them throughout the year in line with the JCQ regulations.
- Disseminating information, answering enquiries and dealing with complaints regarding external examinations with staff, pupils and parents/carers.
- Liaising with the SENCo regarding candidates with SEND and ensuring SEND candidates have the appropriate provision / access arrangements for examinations.
- Managing the daily running of external examinations. This will include ensuring that all required materials are in and outside the examination rooms for the start of the examinations and arrangements for candidates with SEND are in place.
- Ensuring that the comprehensive JCQ examination regulations are adhered to by maintaining levels of training and understanding.
- Ensuring all MFL speaking examinations are conducted according to JCQ and exam-board specific requirements, including submission to exam boards.
- Arranging invigilation, including briefing and training invigilators on school procedures.
- Ensure that all declarations are completed in a timely manner and within deadlines.

- Organising and providing safe custody of examination material on arrival, including question papers, in accordance with JCQ regulations.
- Storage of internal coursework in accordance with JCQ and CIE regulations.
- Establishing the school as an exam centre (all buildings) and ensuring all examination rooms are prepared in accordance with JCQ regulations.
- Providing a centre timetable to include dates, times, venues, and number of candidates.
- Resolving examination clashes in accordance with JCQ and CIE regulations.
- Briefing candidates on examination regulations and producing written guidelines for pupils and parents/carers; ensuring candidates are aware of their own examination timetables.
- Collecting and dispatching worked scripts in accordance with the JCQ and CIE regulations.
- Being present and available in school on the days when results are notified and overseeing the distribution of results to candidates.
- Completing ISI exam data forms within the published deadlines in conjunction with the Director of Studies and also data collection for news publication.
- Providing statistics on examination entries and results for the Headmaster, Senior Management Team, Governors, DfE etc.
- Maintain an up-to-date knowledge of the individual IT systems for each awarding body.
- Checking and distributing exam certificates.
- Processing enquiries and disbursing costs for reviews of results and requests for return of scripts, all within the deadlines for each exam board.
- Overseeing retakes and their associated costs.
- Keeping up to date with the requirements of the role. Ensuring attendance at appropriate awarding body and other INSET training meetings etc.
- Keeping up to date and amending the annual updates to the latest procedures, policies and regulations for external examinations.
- Making and administering external examination arrangements for private candidates.
- Arranging external examinations for non-curriculum subjects, including community languages (German, Italian, Mandarin etc).
- Collaborate with the Data Manager to arrange mock examinations, including the production of timetable, rooming and invigilators.
- Ordering and administration of CEM testing at the start of the school year for years 7, 10 and 12 plus any pupils who weren't tested previously i.e. students who joined the school after testing had been completed in the previous year.
- Liaising with BTEC staff at the beginning of 2-year courses to ensure that pupils are registered on the current courses and the appropriate fees are disbursed.
- Responsible for the safe storage of practical filming in subjects such as Drama and PE.
- Any other reasonable duties as commensurate with the grading of the post.

**Person Specification:**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
Qualifications	<ul style="list-style-type: none"><li>• Knowledge of exam boards and their processes for exam entry</li><li>• Knowledge of access arrangements for SEN pupils</li></ul>	<ul style="list-style-type: none"><li>• Any exam board qualifications</li></ul>	<ul style="list-style-type: none"><li>• Application</li></ul>
Experience	<ul style="list-style-type: none"><li>• Evidence of experience in a similar role in a school</li></ul>	<ul style="list-style-type: none"><li>• Experience in more than one school</li><li>• Experience of working in a multi-cultural/ international environment</li><li>• Understanding of independent education</li></ul>	<ul style="list-style-type: none"><li>• Application</li><li>• Interview</li></ul>
Skills	<ul style="list-style-type: none"><li>• Knowledge of good safeguarding practices and protocol</li><li>• The ability to create timetables</li><li>• Being able to deal with complaints and difficult conversations in a timely and efficient manner.</li><li>• Excellent ICT skills</li><li>• Calendar management.</li></ul>		<ul style="list-style-type: none"><li>• Interview</li></ul>
Leadership and management	<ul style="list-style-type: none"><li>• Ability to establish excellent working relationships within a team and for that team with the whole school community</li><li>• High expectations of self and others and enable others to succeed</li></ul>	<ul style="list-style-type: none"><li>• Experience of working with teachers and parents.</li></ul>	<ul style="list-style-type: none"><li>• Application</li><li>• Interview</li></ul>
Personal Competencies	<ul style="list-style-type: none"><li>• Hardworking</li><li>• Enthusiastic</li><li>• High level of organisational skills</li><li>• Strong interpersonal and decision-making skills</li><li>• A strong and loyal team player</li><li>• Good sense of humour</li><li>• Commitment to the aims and ethos of the school</li></ul>		<ul style="list-style-type: none"><li>• Interview</li></ul>