

The Folkestone School for Girls - Job Description

Exams Officer

All job descriptions are current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by actively following school policy & procedures.

Post Title:	Exams Officer
Post Holder:	
Purpose:	<p>Areas covered:</p> <p>The Examinations Officer is responsible for the management and smooth running of both internal and external examinations all year round. They will be familiar with the requirements and regulations placed on schools by both awarding bodies and the Joint Council for Qualifications (JCQ) and will ensure (with support from senior leadership team) the school is compliant before, during and after all examination periods.</p> <ul style="list-style-type: none"> ● To provide support, advice and guidance to the head of centre/senior leadership team in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times ● To complete the <i>Exams Officer Professional Standards</i> on annual basis by ensuring a thorough knowledge and understanding of JCQ and awarding body regulations and processes, developing/acquiring the key skills needed to perform the role effectively, and signing, and agreeing to comply with, the <i>Exams Officer Professional Standards Values and Attributes statement</i> ● To act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments ● To closely liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed ● To understand JCQ and awarding body key dates and deadlines and have in place robust procedures to ensure these are met ● To ensure examinations are conducted in accordance with the regulations ● Through taking an ethical approach and working proactively to avoid malpractice among students and staff, supports the head of centre in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place ● To undertake preparation, and train/coach Exams Assistant to oversee internal examinations for exam year groups in accordance with JCQ resilience guideline
Reporting to:	Vice Principal
Liaising with:	Support services personnel, Teachers, SDLs, Senco, Mentors and any other relevant staff, Examination boards, Parents and any other relevant staff and outside agencies.
Contract Type:	Annualised hours
Staff Management:	To have direct line management of the Exams Assistant
Disclosure Level:	Enhanced
FSG Scheme:	Band 7

Main/Core Duties

Main Duties

Main duties and responsibilities

Before examinations

- Maintain and develop systems to manage and coordinate all aspects of the exams administration process
- Research and understand qualifications run by the school and how they are assessed, including the upkeep of a course overview document for contingency purposes.
- Manage estimated entry processes to ensure timely delivery of pre-release materials
- Identify and access relevant support available from external stakeholders (Awarding bodies/JCQ/Network group/National Association of Examinations Officers/The Exams Office, etc.)
- Comply with JCQ and awarding body regulations, guidance and instructions and keep abreast of developments/changes/updates
- Effectively use JCQ and awarding body online tools where required (e.g. the Centre Admin Portal (CAP), secure extranet sites)
- Ensure familiarity with the centre's Management Information System (MIS)
- Oversee (as the main centre administrator) and manage appropriate secure access rights for relevant internal stakeholders using JCQ and awarding body online tools
- Manage own time effectively to ensure key tasks are undertaken and external key dates and deadlines are met (Achieved by creating and working to an annual exams plan)
- Communicate clear internal deadlines and processes for gathering/sharing exam-related information from/with relevant internal stakeholders
- Brief candidates/staff/parents/carers on examination regulations and requirements
- Actively support the head of centre in co-operating with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit
- Annually confirm the information required by the National Centre Number Register (as administered by OCR on behalf of the JCQ) and informs of any changes to centre status
- Manage arrangements to receive, check and store confidential question papers and examination material safely and securely at all times and for as long as required in accordance with the regulations
- Support the head of centre in managing potential conflicts of interest by informing the awarding bodies to timescale for each examination series and recording the measures taken to mitigate any potential risk to the integrity of the qualifications affected
- Contribute to the creation/review/update of exam-related policies/procedures as required by the regulations and accurately reflect working practices in the centre
- Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements and reasonable adjustments for eligible candidates (processing approval applications and requesting modified papers by the published deadlines)

Entries

- Observe the awarding body's terms and conditions for the entry and withdrawal of candidates for their examinations/assessments
- Register or enter candidates for an examination or assessment in accordance with the awarding body's published procedures for that qualification
- Submit registrations, examination entries and certification claims by the deadline(s)
- Implement processes and liaise with relevant internal stakeholders to gather correct entry information to internal deadlines implementing strategies to avoid late (or other penalty) fees
- Maintain required identifiers for each candidate entered for an examination/assessment and enter candidates who are on roll at the centre as internal candidates
- Verify the identity of all students that are entered for examinations/assessments
- Effectively use internal and external IT systems to submit and manage awarding body registration and entry data
- Liaise with the Finance Department to ensure fees are paid as instructed and at the time specified by the awarding bodies. Check and confirm invoices/credit notes throughout the year for registrations, entries, withdrawals and post-results, for one of the largest school budgets.

- Submit any applications for transferred candidate arrangements in accordance with the JCQ/awarding body requirements
- Liaise with relevant internal stakeholders to ensure final entries that have been submitted to an awarding body are regularly monitored, submitting timely changes (amendments/withdrawals) to ensure candidates take the correct papers at the correct time and enabling awarding bodies' to deliver accurate results to the centre

Pre-exams

- Recruit, train, update and manage a team of invigilators (team size 20-30 staff)
- Manage the arrangements for each examination session, including the timetabling, rooming, seating, resourcing and invigilation of examinations in accordance with the regulations and student ratios, overseeing and training the Exams Assistant
- Prepare non-secure exam room and AA paperwork folders and equipment trays for each exam session
- Effectively resolve exam timetable clashes and manage overnight supervision arrangements (where arrangements may be required as a last resort once all other options have been exhausted) in accordance with the regulations
- Ensure all candidates are notified of their examination entries and the dates and times of their examinations/assessments in accordance with the regulations
- Ensure all candidates are aware of the JCQ and awarding body information and regulations regarding the conduct of their examinations/assessments prior to these taking place, with support from SLT in charge of Exams
- Inform the JCQ Centre Inspection Service where it is intended that a timetabled examination for any candidate(s) will be conducted at an alternative site
- Confirm relevant internal stakeholders to complete administrative tasks associated with centre assessed work in an accurate and timely manner in accordance with the requirements of awarding bodies and moderators
- Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) implementing examination access arrangements or reasonable adjustments for eligible candidates (appropriate arrangements for rooming, resourcing, facilitation, invigilation etc.).
- Keep Access Arrangement exam notes electronically, to ensure information is available on seatings plans and available to invigilators during exam sessions as per JCQ regulations.
- Effectively manage arrangements for the secure storage and dispatch of examination scripts for marking, including training keyholders regarding compliance with mandatory procedures and keeping official logs at each stage that will be checked in an inspection.
- Set up and co-ordinate practical examinations such as Art and MFL speaking, both mock and public series

During examinations

Exam Management

- Effectively manage the conduct of examinations in accordance with JCQ regulations and/or awarding body rules
- Ensure all exam accommodation is prepared in accordance with the requirements, with support from site team.
- Effectively deploy fully trained invigilators to exam rooms according to the requirements.
- Manage unexpected issues/irregularities which may affect the conduct of examinations.
- Support the head of centre in investigating and reporting cases of suspected or actual malpractice in connection with an examination as required by the JCQ and awarding bodies
- Manage emergency access arrangements for eligible candidates as the need may arise during exam time, with support from the SENCO
- Maintain the confidentiality and security of candidates' responses and dispatch scripts according to the requirements, with support from reception team
- Submit to the published timescales, relevant follow-up reporting to awarding bodies' in relation to the very late arrival of candidates for examinations and applications for special consideration where candidates meet the published criteria

After examinations

Results and Post-Results

- Ensure candidates and relevant internal stakeholders are aware of processes, key dates and deadlines in relation to the issue of results and the arrangements for post-results services

	<ul style="list-style-type: none"> • Plan, prepare for, and manage the restricted release of results and the distribution of provisional statements of results in accordance with JCQ regulations and/or awarding body rules • Effectively use internal and external IT systems to access and manage awarding body results information • Understand awarding body results indicators and provide support for relevant internal stakeholders in accessing results reports/analysis tools • Effectively use external IT systems to administer post-results services in accordance with the regulations to the published deadlines • Manage and oversee post-results to ensure mandatory candidate consents are obtained. • Manage and oversee the receipt, distribution and retention of examination certificates according to the regulations.
Additional Duties:	<ul style="list-style-type: none"> • Successfully complete/adhere to the Exams Officer Professional Standards on an annual basis • Acquire/evidence a thorough knowledge of JCQ and awarding body regulations and requirements • Acquire/develop the skills required to undertake the role effectively and efficiently • Engage in the centre's Appraisal/Professional Development Programme • Undertake training, update or review sessions as required • Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the head of centre/member(s) of the senior leadership team responsible for examinations, for example: <ul style="list-style-type: none"> • the preparation for and conduct of internal examinations under external examination conditions • other exams-related administrative tasks

Duties as listed above are in no order of priority and are not exhaustive. This job description describes in general terms the normal duties which the Post Holder will be expected to undertake. However, the job description or the duties therein may vary or be amended by agreement from time to time without changing the level of responsibility associated with this post or the grade. This Job Description will be reviewed annually as part of the Performance Management Review process.

Date Issued:.....

Signature of Post Holder:

Job Description Reviewed

Signature of Post Holder:

Signature of Appraiser:.....

Date:

Office Use:

Signature of Personnel Manager:

Date: