

Job Description

Job Title:	Exams Officer
Reports to:	Vice Principal: Head of Upper School
Responsible for:	Exam Invigilators
Salary range:	Academy Band F – currently £28,995 - £32,769 dependent on experience
Contract:	Full-time (37 hours/week) Term time (which includes Inset days) plus 3 weeks to be worked flexibly throughout Academy holidays as agreed with line manager. The Exams Officer must work the day before and the day of both GCSE and A-Level results each year.

Main Purpose of the Role	<p>At The John Wallis Church of England Academy, references to duties and responsibilities relating to examinations in this document refer to the all-through nature of the Academy, i.e. for all key stages, and include both external and internal assessments (such as the internal PPE exam series and annual GL assessments).</p> <ul style="list-style-type: none"> • To be responsible for managing the effective and efficient management and administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies) and/or awarding body rules for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity and security of the assessment process • 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 Exams Officer Professional Standards 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 Exams Officer Professional Standards Values and Attributes statement • 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
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	<ul style="list-style-type: none"> 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
Main Duties and Responsibilities	<p>Before examinations</p> <p><u>Planning</u></p> <ul style="list-style-type: none"> Maintain and develop systems to manage and coordinate all aspects of the exams administration process Research and understand qualifications and how they are assessed 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 administrator) and manage appropriate 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
- 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 (in conjunction with the HR team), train, update and manage a team of invigilators
- Manage the arrangements for the timetabling, rooming, seating, resourcing and invigilation of examinations in accordance with the regulations
- Effectively resolve exam timetable clashes and manage overnight supervision arrangements (where arrangements may be required as a

	<p>last resort once all other options have been exhausted) in accordance with the regulations</p> <ul style="list-style-type: none"> • 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 • 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) in implementing examination access arrangements or reasonable adjustments for eligible candidates (appropriate arrangements for rooming, resourcing, facilitation, invigilation etc.) • Effectively manage arrangements for the secure storage and dispatch of examination scripts for marking <p>During examinations</p> <p><u>Exam time</u></p> <ul style="list-style-type: none"> • Effectively manage the conduct of examinations in accordance with JCQ regulations and/or awarding body rules • Liaise with the site team to ensure all exam accommodation is prepared in accordance with the requirements • 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 • Maintain the confidentiality and security of candidates' responses and dispatch scripts according to the requirements • 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 <p>After examinations</p> <p><u>Results and post-results</u></p>
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	<ul style="list-style-type: none"> • 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 • 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 administer the receipt, distribution and retention of examination certificates according to the regulations • Work with the leadership team as required to manage all examination results appeals processes <p><u>Other</u></p> <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 • Raise purchase orders relating to the examinations budget and monitor the budget to minimise penalty fees for late entries, withdrawals, or other changes • Assist the Data Manager in collating statutory data and returns and work with the Data Manager to identify predicted Academy performance • Engage in the Academy's performance management processes • 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
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	Essential	Desirable
Qualification	<ul style="list-style-type: none"> • A*-C GCSE English and Maths or equivalent • Evidence of Continuing Professional Development 	<ul style="list-style-type: none"> • Degree or other equivalent qualification

	relevant to the role	
Experience	<ul style="list-style-type: none"> • Proven experience of working with children or young adults in an education setting • Experience of liaising with external agencies and professionals • Experience of supporting pupils/students of differing abilities and backgrounds • A strong awareness of whole Academy and wider educational issues and current developments 	<ul style="list-style-type: none"> • Experience in an examinations role within a similar setting • Proven track record in working within centrally established procedures and externally imposed regulations
Skills	<ul style="list-style-type: none"> • Demonstrable ability to build effective working relationships with a range of colleagues and stakeholders, including parents/carers, teachers and external professionals • Demonstrable ability to communicate effectively in both oral and written form • Ability to work as part of a team • Creative and innovative • Excellent facilitation and presentation skills suitable up to and including senior managers • Data and IT literate with good IT skills • Excellent organisation and time-management skills - needed for prioritising and balancing a busy and varied workload • Empathy and emotional intelligence – to recognise and be sensitive to the needs of pupils/students and parents/carers • Ability to deal with challenging situations • Keeping of detailed and accurate records • Analytical and problem-solving skills - necessary for analysing Academy, local and national data and developing appropriate strategies and interventions • Understanding of child protection and safeguarding issues and able to demonstrate understanding of own accountabilities 	
Qualities	<ul style="list-style-type: none"> • Able to confidently liaise with senior colleagues including in formal settings • Confident in operating flexibly and pragmatically in the face of shifting expectations and pressures • Personal and professional authority and resilience • Able to credibly challenge established assumptions and ways of working and make a valuable contribution to influencing organisational culture • Empathetic, tactful and diplomatic • Solution focused, working collaboratively and collegially with colleagues and stakeholders 	

	<ul style="list-style-type: none">• Excellent inter-personal skills• A willingness and ability to develop specialist knowledge and keep up to date with local and national policy and developments
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