



JOB DESCRIPTION

Reports to: Examinations Officer

Salary Range: Kent Range 6/7 depending on experience

Hours: 37 hours per week, term time only plus insets and 2 weeks to be worked flexibly during the summer holidays (as agreed with the SEO)

Main Purpose of the Role:

To be responsible, with the Senior Exams Officer (SEO), for the efficient administration, organisation and conduct of public and internal examinations; to liaise with teachers, pupils, parents and awarding bodies in respect of examination requirements, entries, results and communications, ensuring that the school adheres to all awarding bodies' and JCQ regulations; to facilitate the administration of exam access arrangements; to recruit, train and deploy a team of external invigilators.

Main duties and responsibilities – working with the SEO on the following activities:

Preparation for Public Exams

- to keep up to date with the latest requirements and procedures of awarding bodies and inform relevant staff
- to alert relevant staff to information that should be provided to students
- to manage access rights for school staff on awarding bodies secure extranet sites
- to liaise with subject heads to ensure public exam entries are correct and made within the awarding bodies' deadlines
- to be aware of awarding body guidance to identify administrative processes, key tasks, key dates and deadlines for all qualifications
- to produce and disseminate exam timetable and information about public and internal exams to staff, students and their parents
- to ensure there is sufficient stock of equipment for invigilators, spare exams equipment, clocks, exams banners and signs, and that they are in good working order
- to produce and make available to candidates: re-sit and private entry information, forms, costs and deadlines, make the entries and reconcile the Parentpay on-line payments.
- to make entries within the deadline set by the awarding bodies, to avoid late entry fees
- to produce entry confirmation timetables and give to candidates in good time for changes to be made before the awarding body deadlines
- to withdraw entries before the awarding body deadlines to avoid entry fees

Access Arrangements

- to liaise with SENCo and specialist assessor with providing AA
- to be a point of contact for students, parents, teachers and SEN staff
- to make exam provision for those with AA, e.g. extra time, seating, separate invigilation, word processors
- ensure staff and invigilators are appropriately trained in accordance with JCQ and awarding body regulations

Organisation of Public Exams

- to receive, log, check and store securely examination papers and any other relevant documents
- to follow up late or absent candidates

Post Exam Activities

- to collate and securely despatch examination papers and any other relevant documents to the awarding body immediately upon receipt from the invigilators
- to process all requests for Special Consideration to the awarding bodies before the deadlines and confirm the requests and outcomes to the candidates

Results Activities

- to download IGCSE, GCSE and A Level results on their respective results days and import into the school's MIS system
- to produce individual candidate's statements of results
- to respond to queries from staff and/or students regarding results, scripts, mark reviews and appeals
- to apply to awarding bodies for return of scripts and mark reviews on behalf of candidates; to determine their fees, arrange payment and forward outcomes; to reconcile payment on the Parentpay on-line payment system.
- to apply to awarding bodies for moderation reviews and appeals on behalf of staff
- to ensure that all exam results and mark review outcomes are accurately recorded on the school MIS system
- to check exam certificates for accuracy
- to assist with the logging and distribution of exam certificates
- to enter/check GCSE exam results of all external Year 12 in the school's MIS system

Internal Exams

- to collect information on internal exams to enable preparation for and conduct of Y10 Mocks, GCSE Mocks, Year 12 end of year exams and Year 13 Mocks
- to produce timetables and exams information and give to candidates

University Entrance Exams

- to produce and advertise entry forms, and make entries within the external deadlines
- to organise venue and seating, access arrangements provisions and invigilation
- to manage the running of the entrance exams

General

- to attend and participate in relevant meetings and training as required regarding matters of examination policy and procedure, e.g. local network meetings, awarding bodies, JCQ, Exams Officers professional organisations, access arrangements training
- to plan for appropriate venues for public and internal exams
- to recruit, train and deploy invigilators in accordance with JCQ and awarding body regulations
- to produce invigilation schedules, exam seating plans and attendance registers
- to resolve all exam clashes and make appropriate provision for students
- to produce and give to students their final timetables with seating and clashes resolved
- to brief students on examination procedures and conduct, and to produce and publish appropriate guides to students, parents and staff
- to facilitate the submission of internally assessed marks to awarding bodies and to despatch coursework to awarding bodies, within required timescales
- to liaise with the premises team regarding the arrangement of examination venues
- to ensure all examinations are supervised in accordance with JCQ and awarding body regulations
- to arrange invigilation as required

- to ensure the exam venues are set up in accordance with JCQ and awarding body regulations, e.g. signs, notices, desk layout, clocks
- to prepare invigilator instructions, registers, seating plans, exam papers and equipment before each session and brief invigilators accordingly
- to arrange emergency access arrangements, venues and invigilation as required
- to report irregularities and suspected malpractice to the awarding bodies
- to calculate the pay of external invigilators and forward details to the Business Manager and invigilators
- to produce results reports for senior management
- to produce guides for candidates on how to interpret results for linear qualifications
- to produce information guides and application forms for available post-results services
- to organise external invigilation
- to make provisions for those with access arrangements
- to manage the running of these internal exams
- to be responsible for the management of the examinations budget
- to check examination invoices against entries, mark reviews, script returns etc.
- to update/facilitate the update of annual exams related policies and procedures as required by the JCQ and awarding bodies: examinations and contingency, internal appeals, non-examination assessments, emergency evacuation; to produce an annual exams plan
- to undertake any other reasonable duties, as directed

Person Specification

Essential:

- Attention to detail
- Well developed interpersonal and communication skills to deal with students, staff, parents and exam boards
- Computer literate, including Microsoft packages, databases and desk top publishing
- Ability to work as part of a small team in a busy school community
- Awareness and understanding of safe-guarding and welfare of children
- Ability to work to and achieve tight deadlines
- To have a flexible approach to working as the role requires additional hours to be worked during the exam season and sometimes during the school holidays

Desirable:

- Previous school experience
- Exams administration experience
- Knowledge of SIMS (School's Database)