



The Aylesbury Vale Academy

RESPECT | ASPIRATION | RESILIENCE

EXAMINATIONS OFFICER – CROSS PHASE



Chair of Governors: Mrs C James

Principal: Mr G Gibson



EXAMINATIONS OFFICER

JOB PURPOSE

To be responsible for the efficient and effective running of the administration of all internal and external examinations across the primary and secondary phases, including liaising with staff, students, invigilators and examination boards, adhering to national regulations and guidelines and an annual budget.

To follow the Academy's Safeguarding policy and procedures and ensure the wellbeing of all students in their care is their highest priority.

ACCOUNTABILITY

- The post-holder is accountable to their line manager in all matters. In undertaking this post, the Examinations Officer must maintain the qualifications, skills and competencies required to fulfil the post to the highest level of professionalism and competence.
- This job description may be amended at any time following discussion between the Principal and the member of staff.

DUTIES AND RESPONSIBILITIES

- Maintain effective communication with Exam Board personnel, school staff, students and parents/carers ensuring that all queries and appeals are dealt with efficiently meeting required deadlines.
- To maintain an up-to-date working knowledge on examination entry requirements and access arrangements criteria.
- Manage and, where required, build relationships with external Examination Boards
- To liaise with all Curriculum Leaders regarding examination entries to submit entries for external examinations to awarding bodies in advance of deadlines.
- To work closely with the SENDCO to ensure that applications to examination boards are made for all students who are entitled to have access arrangements. The Examinations Officer will identify the students and process the applications and the SENDCO will ensure that all relevant documentation is maintained and accessible in anticipation of an inspection.
- Publish and distribute exam timetables, procedures and exam board information including the resolution of clashes.
- Prepare and distribute exam timetables for Mock examinations, including the resolution of clashes.
- Access results of external examinations.
- Provide reports on examination results for teaching staff as required.
- Management of the conduct of all examinations ensuring that they meet with the regulations set out by the Joint Council for General Qualifications (JCGQ) covering all unitary exam bodies.
- To maintain an up-to-date working knowledge on examination entry requirements and access arrangements criteria.
- Recruitment and training of external invigilation.
- Manage the exam invigilators.
- Collate and submit required information for controlled assessment and/or coursework as required to efficiently meet required deadlines.
- Provide data and analysis on examination entries and results.
- Manage JCQ inspections and, in consultation with the Vice Principal, ensure that all policies and procedures are kept up-to-date.
- Manage the daily running of external examinations, including ensuring the examination materials are in place for the start of the examination and collected and dispatched after the examination in accordance with the appropriate regulations.

- Prepare and organise examination materials, including managing the secure storage of examination papers.
- Attend the Exam Officer's network meetings and ensure training is ongoing to update skills.
- Issue to all students taking exams an information pack with all JCQ regulations and the school's expectations of them, together with their examination timetable.
- To make appropriate timetabling and room arrangements for and ensure that proper examination invigilation of the examinations is put into place.
- To organise the examinations rooms in accordance with regulations. This will include ensuring that all required materials are in the examination rooms for the start of the examinations and ensuring that arrangements for access arrangement candidates are in place.
- To ensure all examinations start and finish appropriately in line with examination board regulations including the conduct of any on-line examinations.
- To make applications with examination bodies regarding any applications for special consideration.
- To be present and available in school on the days when results are notified and to oversee the distribution of results to candidates.
- To process enquiries about results and requests for the return of scripts and to deal with issues relating to appeals, remarking and other administrative issues such as students who miss examinations through illness or require special consideration.
- Manage the checking and distribution of examination results and certificates.

Employees will be expected to comply with any reasonable request from the Principal or Vice Principal to undertake work of a similar level that is not specified in this job description.

PERSON SPECIFICATION

| | CRITERIA |
|-----------------------------|--|
| QUALIFICATIONS | <ul style="list-style-type: none">• Minimum of a GCSE in English and Maths |
| EXPERIENCE | <ul style="list-style-type: none">• Significant administrative experience and a knowledge of spreadsheets• Knowledge of SIMs or a willingness to learn |
| SKILLS AND ABILITIES | <ul style="list-style-type: none">• Excellent IT skills• Ability to prioritise and organise own workload and be able to meet deadlines.• Good communication skills, both oral and written, to a range of individuals (eg students, parents/carers, governors etc) |
| KNOWLEDGE | <ul style="list-style-type: none">• Knowledge and understanding of awarding organisations and the regulatory framework for administering examinations.• Knowledge of school policies and procedures relating to health, safety, security and confidentiality of data and equal opportunities. |