



Tudor Grange Academies Trust

EXAMS OFFICER

Job Description

Core Purpose

To administer all Academy examinations – both internal and external

Specific tasks

- To be responsible for the administration and organisation (including timetabling, rooming, invigilation and submission) of all aspects of internal and external examinations in accordance with regulations, procedures and deadlines laid down by the awarding bodies.
- External invigilators – maintain a bank of external invigilators to include training and monitoring of Code of Practice
- To liaise with teaching staff regarding examination entries, collate and submit entries to the relevant boards
- Produce and issue timetables and statements of entries to students
- Liaise with SENCO regarding SEND candidates requiring examination access arrangements
- Download and distribution of examination results
- Arrange post-results service including appeals, special consideration and certificate distribution including communication with exam boards and stakeholders
- Liaise with finance regarding examination fees and admission costs
- Co-ordinate with site team regarding examination room set-up
- Respond to relevant parental communication regarding examinations

Generic responsibilities

- To undertake any responsible duties as requested by the Principal and/or College leaders
- A positive attitude and commitment to continuous improvement
- A positive commitment to team working and participation
- Excellent communication skills

Post Holder Name:

Post Holder Signature:

Date:

Line Manager:

College Leader for Turing