



VERULAM
SCHOOL

Headteacher: Fergal Moane

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JOB DESCRIPTION

Job Title:	Examinations Officer
Salary:	H7
Hours of work:	37 hours per week: term time only + INSET days + 2 weeks in the school holidays
Responsible to:	Assistant Headteacher

Core Accountabilities

To be responsible for the administration and organisation of all aspects of public examinations (GCSEs, AS/A2 Levels, BTECs), internal examinations (KS4, KS5) and their day to day running in school.

Key Tasks

- Liaise with the examination boards on behalf of the school
- Liaise with school staff responsible for exam syllabuses
- Liaise with examinations officers at other consortium schools to coordinate entries for consortium subjects
- To disseminate information and answer queries regarding examinations with staff, students and parents/carers
- Keep up to date information of all exam syllabuses offered by the school
- Submit information to the examination boards regarding future exam intentions
- To identify from Heads of Subject the names of candidates to be entered for examinations and at which level
- To make all exam entries to the examination boards in advance of deadlines and deal with any other related administration, including special requests and requirements
- Distribute appropriate documentation to students regarding exam rules and entries
- Organise and publish time tabling information so that candidates are aware of their entries and their exam timetables
- To ensure that parents know their obligations concerning their children's entries, including the circumstances for paying examination fees
- To ensure accurate financial records are kept relating to all examination entries
- To organise SEN provision, including liaising with the SENCO regarding candidates with special requirements
- Report outcomes of special consideration candidates



- To be responsible for the security of examination papers from their arrival in the school, to the despatch of scripts
- To ensure that candidates' scripts are correctly ordered before despatch; and to arrange for the despatch of those scripts in the appropriate timeframe
- To be responsible for the organisation of the examination room(s) as required by examination boards and to ensure that all other regulations and conduct within the examination are correctly observed
- Provide listings, seating plans, invigilation notes and other relevant documents for exams
- Provide information necessary for rooming and staffing of all exams
- Maintain and organise resources for exam rooms such as stationery, notices etc.
- To deal with any problems that may arise during examinations within the constraints of the regulations, in liaison with the Leadership Group link
- Ensure that all exam policies and procedures are kept up to date and reviewed annually in line with JCQ regulations
- To update the exams pages of the school website

Coursework / Controlled Assessment

- To ensure that faculties are aware of regulations concerning the submission of coursework and its marks
- To manage the despatch of coursework and marks to the examination boards
- To collect and submit coursework and portfolios at the appropriate times

Invigilators

- To interview and appoint exam invigilators offering appropriate induction training
- To ensure that invigilating staff are aware of regulations on invigilation and conduct within the examination room, offering training where appropriate

Exam results

- To oversee the receipt of examination results – be present to download the results in August
- To coordinate the distribution of exam results to students
- To distribute appropriate documentation to students regarding results and post results (re-mark requests and other results follow up procedures)
- Supply results to relevant staff
- To attend post exam results surgeries following GCSE / A level examinations results
- Organise and submit post results enquiries and report outcomes
- Collect payments for re sats, EARSs and other chargeable items
- To oversee the checking and distribution of certificates
- To keep up to date with the requirements of the role and any changes to exam regulations, specifications and procedures
- Ensure attendance at appropriate awarding body and other training meetings

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive



statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

