



## JOB DESCRIPTION

**Role:** Examinations and Assessments Officer

**Accountable to:** Data Manager

**Grade:** NJC Grade 6

### PURPOSE

To support the Data Manager in ensuring that the Academy is compliant with the JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments at all times.

- To be responsible for the effective and efficient 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.
- To be responsible for all aspects of the organisation of internal and external examinations, including the recruitment, training and deployment of invigilators and the security of examination papers; and the effective distribution of certificates.
- To act on behalf of, and be the main point of contact for, the Academy 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 and key deadlines met.
- To support the Data Manager in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during and after examinations have taken place.

### Main Duties: Before Examinations

#### Planning

- Maintain and develop systems to manage and coordinate all aspects of the exams administration process
- Manage own time effectively to ensure key tasks are undertaken and external key dates and deadlines are met
- Identify and access relevant support available from external stakeholders (Awarding bodies/JCQ/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 and manage appropriate access rights for relevant internal stakeholders
- 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
- Manage arrangements to receive, check and store confidential question papers and examination material safely and securely in accordance with the regulations
- Support the Data Manager 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 Academy
- Work with the SENCO in implementing examination access arrangements and reasonable adjustments for eligible candidates; processing approval applications and requesting modified papers by the published deadlines
- Actively support the Data Manager 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

#### Entries

- Observe the awarding bodies' published terms, conditions and processes for the registration or entry and withdrawal of candidates for their examinations/assessments
- Register or enter candidates for an examination or assessment in accordance with the awarding bodies' published procedures and published deadline for that qualification
- Implement processes and liaise with relevant internal stakeholders to gather correct entry information to internal deadlines implementing strategies to avoid late fees
- To work with SLT on the BTEC Quality Review
- Maintain required identifiers for each candidate entered for an examination/assessment and enter candidates who are on roll at the centre as internal candidates
- Manage access rights to awarding body secure sites
- Liaise with Finance 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 awarding body requirements
- Liaise with relevant internal stakeholders to ensure final entries/registrations 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
- Liaise with alternative provision regarding the entries of students who are offsite

#### Pre-exams

- Recruit, 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 in accordance with the regulations
- 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 in advance
- Confirm relevant internal stakeholders' complete administrative tasks associated with centre assessed work in an accurate and timely manner in accordance with the requirements of awarding bodies and moderators
- Work with the SENCO 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

### **Main Duties: During Examinations**

#### Exam time

- Effectively manage the conduct of examinations in accordance with JCQ regulations and/or awarding body rules
- Ensure all exam accommodation is prepared in accordance with the requirements; meeting the needs of all students including those with access arrangements or who attend offsite provision
- Inform the JCQ Centre Inspection Service of any alternative site that may be used by the centre to conduct timetabled examinations
- 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 Data Manager 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

### **Main Duties: After Examinations**

#### Results and Post-Results

- 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
- To assist the Senior Leadership Team to organise examination and awards presentation events

#### Team Duties

- As part of the wider Data and Administration Team support the work of the team as required or directed by the Data Manager

#### **Other Specific Duties**

- To play a full and active part in the life of the school through contributions to initiatives, student facing projects and extra-curricular events, where appropriate or reasonably requested
- To complete duties such as; lunch or break supervision, before or after school duties as directed by the rotas
- To undertake CPD that is relevant to role and working with students and families
- To complete first aid training and be part of the first aid rota
- To work collaboratively and supportively with colleagues to achieve the vision and mission of the academy
- To undertake reasonable requests from the academy headteacher

**This Job Description may be reviewed by the Headteacher, as necessary, and may be amended at any time after consultation with you.**

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.



**PERSON SPECIFICATION**  
**POST: Examinations & Assessments Officer**

Attributes	Essential/ Desirable	How Assessed
<b>Qualifications, Skills and Experience</b>		
GCSE (or equivalent) in English and Maths	Essential	Application
Excellent analytical skills to dissect information in order to accurately complete and maintain relevant records	Essential	Application
The flexibility to adapt to changing workload demands and new school challenges.	Essential	Application / Interview
Ability to communicate with a wide range of personnel including parents, staff, students etc.	Essential	Application / Interview
Excellent time management, administrative and organisational skills, methodical	Essential	Application / Interview
Excellent IT skills including a recognised IT qualification	Essential	Application
Experience of using SIMS	Desirable	Application / Interview
Awareness of procedures relating to safeguarding, confidentiality, GDPR and data protection	Essential	Application / Interview
Commitment to constantly improve own practice through self-evaluation and learning from others	Essential	Application / Interview
<b>Knowledge</b>		
Knowledge and understanding of the external examination systems	Desirable	Application/ Interview
Knowledge and understanding of the school's Assessment Recording and Reporting policy and the associated software.	Desirable	Application/ Interview
Working knowledge of relevant policies / codes of practice / legislation	Essential	Application/ Interview
<b>Behaviour and Values</b>		
Commitment to supporting the aims and ethos of the Academy	Essential	Application / Interview
Willingness to adhere to all Trust and school policies	Essential	Application
Ability to maintain complete confidentiality and discretion, demonstrating sound judgement and a calm approach	Essential	Application / Interview
Ability to work co-operatively and effectively as part of a team	Essential	Interview
Willingness to engage actively in professional learning, development and training as agreed	Essential	Interview