

The Westgate School

Job Description:

Examinations Officer

Purpose:

The overall responsibility of the Examinations Officer is to provide an efficient and effective service to the whole-school through ensuring the effective management of external and internal examinations.

Responsible to:

Assistant Head Teacher (Data, Outcomes and Reporting).

Working Hours:

Successful candidates will be required to work Monday to Thursday 08:00-16:00 and 08:00-15:30 Friday during term-time and an additional two weeks. Flexibility during the examination period will be a prerequisite of the role.

Salary:

Level 6

Key Responsibilities:

The key responsibilities are to provide strategic leadership and management for examinations both internally and externally throughout the year. The Examinations Officer will ensure that all examinations run smoothly, in accordance with current JCQ and exam board regulations and oversee the management of school examinations. The examinations officer will co-ordinate the appropriate use of examination invigilators, both internally and externally and ensure all invigilators are deployed appropriately to support examinations across the school. These duties may be modified by the Head Teacher, with agreement, to reflect or anticipate changes in the role.

Examinations

1. Coordinate and manage all exams and data related communications with internal and external organisations, including the local authority, DfE and School Improvement partners.
2. Responsible for policy development as required by JCQ in areas relevant to this job and develop and maintain standard operating procedures where necessary in order to ensure succession planning.
3. Lead staff training on data analysis and regularly monitor the impact of this work.
4. Manage The Westgate School's internal and public examination processes, ensuring all procedures are meeting or exceeding whole school and statutory requirements.
5. Act as the main point of contact with all Examination Boards, keeping leaders and teachers informed of specification changes, training events, grade boundaries and deadlines.
6. Manage the timely collation and processing of all exams information (estimated grades, entries and related documentation – not exhaustive) required by Examination Boards, including the liaising with alternative education providers as required.
7. Manage the examination budget and analyse spending by department in order to ensure value for money, presenting these findings to SLT and Governors.
8. Ensure and maintain responsibility for the strict security management of examinations papers and controlled assessment.
9. Manage the examination results process, from prior communication with relevant agencies and websites through to the physical download of information (on predetermined dates in August every year) and the presentation and manipulation of the information for relevant stakeholders.
10. Manage and make recommendations for post-results queries and re-marking applications in order that the school and the pupils attain the best results possible.
11. Responsible for the recruitment and training of invigilators – including agency staff.
12. Prepare and communicate an invigilation timetable and emergency cover timetable to ensure that sufficient staff are available for examinations.
13. Maintain accurate records of invigilator attendance.
14. Organise examination results days and attend on the days to manage results download, distribution and deal with any queries.

15. Receive and process requests for remarks, receipt of scripts and appeals against results, liaising as required, with relevant colleagues regarding educational aspects of such actions.
16. Produce analysis of school examination results, including modular tests, Key Stage 3, Key Stage 4 and Key Stage 5 external exams.
17. Check all results data produced by external sources, including the Local Authority and the Department of Education and complete all statistical returns in relation to attainment and achievement.
18. Organise the payment of all entry fees levied from students resitting examinations with the Finance Department, ensuring all financial deadlines are met.
19. Manage, develop and motivate line managed staff to deliver a flexible and supportive service.

Examinations: Preparation

1. To lead and manage the exam invigilators team, ensuring that adequate numbers of staff are available for each examination.
2. Liaise with Curriculum Leaders to ensure understanding of the syllabus for each subject and their examination entry requirements, including different tiers where appropriate. Produce a system that requires the curriculum leader to sign in order to confirm their agreement.
3. Liaise with the examination boards to rectify any queries raised.
4. Ensure all controlled assessment work is carried out correctly and in accordance with examination board regulations.
5. Ensure that all controlled assessment work and marks are correctly distributed to the external assessors within the specified timescales.
6. Establish an effective system to ensure that all curriculum leaders are aware of the timescales and provide the relevant information by set internal deadlines.
7. Identify the correct syllabuses for all relevant Level 2 and Level 3 qualifications and ensure that the correct information, including QAN codes, are downloaded onto SIMS.
8. Collect entry lists from all Curriculum Leaders via mark sheets and ensure that this information is correctly entered into the SIMS system.
9. Electronically submit entries to the relevant examination boards, adhering to deadlines.
10. Liaise with the SENDCo to ensure that all access arrangements are carried out appropriately and maintain accurate records of students who are entitled to modified arrangements.
11. Be responsible for ordering any additional modified papers for students with specific requirements.
12. Produce a schedule of the rooms required for examinations and ensure these are booked in a timely manner.
13. Produce a rota for the Senior Leadership Team who will be responsible for organising the students prior to their entry into the examination hall(s).
14. Produce examination timetables for candidates and relevant staff with the school.
15. Ensure the site team are aware of the current requirements for examination rooms and provide details of the required examination rooms to them in a timely fashion.
16. Check to ensure that sufficient numbers of correct papers for each examination have been received and ensure that they are correctly and securely stored.
17. Ensure registers have been received from the examination board for each examination.
18. Produce individual entry lists for use in the examination hall and any other relevant locations.
19. Ensure that all internal examinations follow the process for external examinations wherever possible to replicate the experience for students.

Examinations: Administration

1. Oversee the duties of the examination invigilators including timetabling, training and assignment of staff to examinations.
2. Produce a signing out sheet in respect of examination papers and key information. Ensure papers are accurately released to exam invigilators, in accordance with examination board regulations.
3. Produce a script and set of protocols to ensure that all examinations are started in the same way and in line with regulations.
4. Ensure examination notices are correctly displayed in all locations where examinations are taking place.
5. Ensure that examination protocols 'on-the-day' are adhered to and updated as necessary.
6. Submit OPTEM sheets to relevant examination boards as necessary.
7. Ensure that the examination rooms meet the required standards as required by JCQ guidelines for all examinations.
8. Ensure that the examination log book is kept up to date in reception in line with JCQ requirements.
9. Produce seating plans for all examinations and ensure name tags are provided in number order for the invigilators.

10. Ensure that special considerations are applied where necessary adhering to guidelines.
11. Check that all registers have been correctly completed and signed.
12. Ensure that all papers, completed and unused, have been handed in including those taken outside the main examination environment.
13. Ensure that all completed papers and registers are securely collected by the designated courier.

Examinations: Post-examination

1. Prepare SIMS, 4Matrix and ALPS for the input of examination results.
2. Prepare for the downloading of examination results on the designated days.
3. Arrange for the collation and distribution of result slips to students.
4. Devise an effective system for the organisation of any remark or script queries and ensure that these are carried out in a timely manner.
5. Ensure that the examination certificates arrive and organise their effective distribution.
6. Attend school on the relevant preparation and results days and be available during holiday periods to answer any queries by the examination boards.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Westgate School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984 and General Data Protection Regulation (GDPR) (2018).

Safeguarding Children

In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled "Keeping Children Safe in Education" (2018) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and the school.

You are also required to know and comply with the DfE document 'Guidance for Safer Working Practice for working with Children and Young People'. You are required to have satisfactory Enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times.

Freedom of Information

The post holder must be aware that any information held by the School, in theory, could be requested by the public, including emails and minutes of meetings. It is, therefore, essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.

No Smoking / Intoxicants Policy

No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by The Westgate School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.