

Chiltern Way Academy Trust

Mainstream and specialist education for children and young people aged 2 to 19

Job Description – Exams Coordinator

Post Title	Exams Coordinator
Responsible To	Trust Data & Exams Compliance Lead (working closely with the SENDCo)
Scope	Chiltern Way Academy (campus based)

The Trust

Chiltern Way Academy Trust is a highly successful, award-winning multi-academy trust providing high-quality mainstream and specialist education for children and young people aged 2 to 19. Across our growing family of schools, our skilled and dedicated staff combine high expectations with excellent education, care and support so that every child and young person can thrive. Our defining purpose is to make an enduring difference to their lives, equipping every learner with the knowledge, resilience and skills to fulfil their potential and lead purposeful, rewarding lives.

Job Purpose

To coordinate the effective delivery of examinations, access arrangements and student examination preparation at the school, ensuring that students are appropriately supported and that examination processes are accurate, well organised and compliant with examination board requirements.

The postholder has responsibility for access arrangements and student preparation, working closely with the SENDCo, therapies team, teaching staff, students and families. The postholder is also a key member of the operational examinations team and shares responsibility for the day-to-day running of examinations throughout the academic year.

Key Responsibilities

Access Arrangements

- Work closely with the SENDCo and relevant professionals to identify students who may require examination access arrangements
- Coordinate the administrative processes for access arrangements, including the collection and maintenance of relevant documentation and evidence
- Support the SENDCo and colleagues in ensuring applications and arrangements are completed within required timescales
- Ensure approved access arrangements are accurately recorded, communicated to relevant staff, and reflected in examination rooming and staffing
- Coordinate opportunities for students to practise using their arrangements, monitor their effective use, and coordinate access arrangement interventions for Years 10 and 11
- Maintain accurate and confidential records, and liaise with students and families so they understand relevant arrangements and expectations

Student Examination Preparation

- Develop and coordinate a programme to prepare students for formal examinations, including clear information about procedures, expectations and practical arrangements
- Develop and deliver a study skills programme and an examination preparation programme for students in Years 10 and 11
- Work with the therapies team to incorporate strategies relating to anxiety, stress management and examination readiness
- Support students to develop confidence and independence in using their examination arrangements
- Identify students requiring additional support and liaise with appropriate colleagues

Day-to-Day Examination Operations

- Work as part of the school's operational examinations team throughout examination periods
- Prepare and check examination rooms, ensuring they are appropriately arranged for individual candidates and access arrangements, and assist with setting up and clearing rooms
- Act as an invigilator or roving invigilator as required, monitoring rooms and maintaining examination supervision and integrity
- Distribute and collect examination papers and materials, ensuring all materials are accounted for
- Package, seal and prepare scripts and confidential materials for secure dispatch in line with examination board requirements
- Prepare daily examination materials (registers, seating plans, candidate information), and support Functional Skills, iGCSE, SATs and other examinations as required

Examination Administration

- Support the coordination of examination entries and candidate information, working closely with the Exams & Data Coordinator and teaching staff
- Ensure examination timetables and candidate information are communicated accurately to students, parents and carers, and staff
- Coordinate examination rooming, seating and invigilation arrangements, and support the deployment of invigilators
- Provide training, briefings and updates to invigilators and relevant staff in line with Trust procedures
- Liaise with IT, Facilities and other colleagues to ensure examination arrangements are operationally effective, and support the distribution of results

Mock Examinations and Internal Assessments

- Plan and coordinate mock examination timetables in consultation with teaching staff and leaders
- Organise rooms, staffing, candidate information and materials for mock examinations
- Ensure students and staff understand mock examination expectations and procedures, and apply lessons learned to improve readiness
- Support the administration of internal assessments where required

Coursework, BTEC and External Assessment

- Liaise with teaching staff to ensure coursework, controlled assessment and BTEC documentation is completed accurately and to deadline
- Maintain oversight of relevant assessment deadlines and highlight potential issues to appropriate staff
- Support the collection, secure storage and submission of relevant student work, working with the Exams & Data Coordinator where accurate data is required

Standardised Testing and Assessment

- Coordinate the administration of agreed standardised assessments with relevant staff and external providers
- Coordinate CAT4 and other agreed assessments, including staff and student access arrangements and recording of results
- Liaise with external assessment providers such as GL Assessment, and coordinate AQA Step Up tests where applicable
- Support the implementation of agreed changes to assessment arrangements and systems

Examination Compliance and Inspections

- Follow Trust examination policies, procedures and standard operating procedures at all times
- Maintain examination records and documentation to the required standard
- Act as the operational point of contact during examination inspections, working with the Trust Data & Exams Compliance Lead where required
- Identify and escalate potential compliance issues promptly, and contribute to post-examination reviews and process improvement

Person Specification

Criteria	Essential	Desirable	How Assessed
Qualifications			
GCSE English and Maths at grade C/4 or above (or equivalent)	✓		Application
Level 3 qualification (or equivalent experience)	✓		Application
JCQ access arrangements training or a relevant examinations qualification		✓	Application
Experience			
Experience of examination administration and invigilation	✓		Application / Interview
Experience of coordinating access arrangements or supporting students with SEND	✓		Application / Interview
Experience of working directly with young people, including those with additional needs	✓		Application / Interview
Experience of standardised testing (e.g. CAT4) or external assessment		✓	Application / Interview
Skills & Knowledge			
Knowledge of JCQ regulations and examination access arrangements	✓		Interview
Ability to plan and deliver student preparation and study skills sessions	✓		Interview / Task
Understanding of the needs of young people with ASC, SEMH and EBSA	✓		Interview
High level of accuracy, organisation and confidentiality	✓		Application / Interview
Good IT skills, including MIS and examination systems	✓		Application / Interview
Personal Qualities			
Calm, patient and student-focused, particularly around examination anxiety	✓		Interview / References
Discreet and trustworthy in handling confidential access arrangement information	✓		Interview / References
Organised and resilient under pressure during peak examination periods	✓		Interview / References
Commitment to safeguarding and the wellbeing of young people with SEND	✓		Interview / References
Commitment to equality, diversity and inclusion	✓		Interview

Safeguarding Statement

Chiltern Way Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) check issued for the Child Workforce. In line with Keeping Children Safe in Education (KCSIE), an online search will be conducted on all shortlisted applicants prior to interview.

Declaration

I confirm that I have read and understood this job description and agree to undertake the duties and responsibilities outlined above.

Employee Name		Signature / Date	
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The above job description is not an exhaustive list of duties. The postholder will be expected to undertake additional duties as the requirements of the post change.