

EXAMS OFFICER

Salary: Grade 5, SCP 8-13 £24,702 - £26,873

Full Time, Permanent

Main Purpose of Job:

The Examinations Officer is responsible for the organisation of both internal and external examinations. The officer acts as a liaison between the school and external examination bodies. They will be familiar with the requirements and regulations placed on schools by both awarding bodies and the Joint Council for Qualifications (JCQ), and will ensure that the school is compliant with these before, during, and after examination periods.

Responsible to:

Data & Exams Manager

Job Description

Responsibilities

- Understand the regulations and requirements of all examinations held by the school, both internal and external
- Comply with all JCQ and awarding body regulations and keep up to date with any changes to these
- Comply with the regulated arrangements for the safe and secure receipt, checking and storing of examination papers and materials
- Collate and dispatch of exam papers to awarding bodies, in line with awarding body regulations.
- Support the management of examinations across the whole school, set up of exam rooms, invigilation and security of papers and scripts.
- Support the SENCO to implement access arrangements and reasonable adjustments as required
- To assist with any issues relating to the examinations process either from students or staff in line with policies and procedures
- To support invigilators during exams, dealing with any queries from invigilators and ensuring the college is compliant with the rules and regulations
- To assist the Exams & Data Manger in the recruitment and training of invigilation staff
- Make arrangements for sharing results with candidates (e.g. results day)
- Arrange receipt and distribution of examination certificates to candidates
- Processing all enquiries about results, review of marks and requests for return of scripts – informing candidates of outcome
- Inventory management of examination materials and stationery.

General

- Participate in training and development sessions to enhance knowledge and skills related to exam administration.
- Perform other relevant duties as directed by Exams & Data Manager, i.e. MIS tasks.
- To be professional and work to a high standard