



Kingsthorpe
College

Kingsthorpe College

Examinations Officer



Collaborative
Academies
Trust

Job Description

Line Manager: Senior Leadership Team

Grade: Scale H

Full Time: 37 hours per week x 42 weeks per year (includes 2 weeks during exam results period in August)

Hours of Work

Key Responsibilities

- To provide a comprehensive examination service for the school with overall responsibility for leading and managing significant elements of internal examinations and all aspects of external examinations in accordance with the regulations laid down by the awarding bodies.
- To provide training and support to invigilators, teaching staff and students on examination related matters.
- To manage expenditure within the set annual budget.

Key Tasks

- To ensure that all examination board deadlines are met.
- Ensure that the conduct and running of all external examinations complies with the regulations set out by the Joint Council for Qualifications (JCQ) as well as school procedures, and are in line with the JCQ Instructions for Conducting Exams booklet (ICE).
- To ensure that all policies relating to examinations are fully compliant with JCQ guidance and regulations and are updated annually to reflect any developments within these regulations.
- Ensure that the Risk Management Process for NEA and Controlled Assessments is updated on an annual basis and is available for inspection by the JCQ.
- Liaise with school leadership staff to establish best working practices and policy covering organisation of exams and mandatory reporting requirements.
- Acquire and maintain up to date knowledge of the examinations system, examination board regulations and any changes which occur in the examinations field.
- To be responsible for maintaining up to date and secure links with all examination board websites/portals.

Exam Administration

- Effective liaison with staff, Heads of Departments and students regarding examination entries and re-sits including setting calendar deadlines for all stages in the process of entering and examining students and informing staff and students of details.
- To check and confirm all examination entries with departments and candidates.
- To be responsible for examination entries by EDI for external examinations, liaising with Heads of Departments and/or any other members of staff to ensure the accuracy of entries and therefore minimising amendment costs.
- To manage all private entries including payment of fees.
- To liaise with all staff (including Heads of Departments) to ensure accurate administration of all examinations

including ensuring compliance with examination board rules and NEA / coursework requirements and deadlines are met and they understand the requirements of examination board and their rules

- To build, publicise and maintain the examinations schedule.
- Responsible for managing the room changes arising from examinations displacing lessons in teaching rooms.
- To brief candidates on examination regulations and to produce written guidance for staff and students.
- To liaise with the SENCO regarding students entitled to access arrangements, including any support materials required.
- Responsible for planning the practical elements of the examinations process such as producing seating plans, supplying appropriate stationery in exams rooms, signage, distribution of exams papers and monitoring attendance.
- To resolve examination timetabling clashes and make appropriate provision for students entitled to extra time as and when required.
- To monitor and record the receipt of examination papers from examination bodies and to ensure all necessary stationery and materials relating to the examinations are available prior to examinations.
- To arrange secure storage of all examination papers prior to and following examinations.
- To ensure the safe and secure dispatch of examination materials to external examination boards, and moderators where appropriate.
- Be responsible for checking, collating and distributing results for AS/A Level and GCSE on results days.
- To analyse examination data and provide information as required including the preparation of relevant reports for publication on the school website.
- Provide relevant statistics on examination entry and examination results to the Senior Management Team and to other staff as required.
- To check and report on developments in DFE and other exam statistics before publication.
- To be responsible for dissemination of results information to staff.
- To complete any administrative tasks required relating to re-sits, queries and appeals, following consultation with relevant staff, (HODs, Line Manager, Head teacher). To work efficiently on administrative queries relating to remarks, access to scripts, 'missing' marks following results day, including assisting students in clarification of grades and making contact with relevant staff, exam boards and colleges as necessary.
- To ensure the schools database (SIMS) is kept up to date, including making amendments where re-marks result in grade changes.
- To support Senior Management Team and Heads of Department with advice and guidance on examination requirements for new courses that they would like to introduce.
- To be responsible for the collation and dispatch of all certificates.
- To deal with any parent/carer enquiries relating to public examinations.
- Liaising closely with Director of Finance regarding the management of the examinations budget.

Invigilators

- Recruitment of invigilators.
- Responsible for organising and delivering training to all invigilators to ensure they can correctly discharge their duties as an invigilator and to ensure that they are regularly updated on any changes to their responsibilities.
- Organise and arrange invigilators for internal and external examinations.
- Quality check the work of the invigilators and organise training as appropriate to need.
- Submit and record invigilators timesheets.
- Produce and maintain an up-to-date invigilators handbook.
- Lead training for invigilators as and when required.
- Ensure forward planning gives sufficient opportunity to recruit additional invigilators as required.

Assisting Data Manager

- To assist the Data Manager in creating mark sheets on SIMs.
- To assist the Data Manager in updating student information on SIMs
- To arrange data input of external examinations, collate results, and to record, report and provide statistics as required.
- To check and prepare examination statistical information for analysis by Senior Management Team and Heads of Departments.
- To collect and input as required various performance, summative and formative data into SIMs including A level results, GCSE, KS2 and KS3 data.
- Responsibility for inputting information for the school system as required such as school census, the school workforce census, assisting in maintaining staff database, student data and annual reports.

General

- Attend and participate in relevant meetings, training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should cooperate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School.

It is the practice of this College to examine Job Descriptions and to update them to ensure that they relate to the jobs as they are being performed or to incorporate whatever changes are being proposed. It is the College's aim to reach agreement on any alterations. If this is not possible the Headteacher reserves the right to direct change to your Job Description after consultation with you.

Kingsthorpe College is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff to share this commitment.