

Job title:	EXAMS OFFICER		
Reports to:	Assistant Headteacher	Grade:	8
1.	MAIN PURPOSE OF JOB <ul style="list-style-type: none"> To be responsible for managing the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations and/or awarding body rules for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process. To support the Assistant Headteacher in ensuring that the school is compliant with the JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times. To act on behalf of, and be the main point of contact for, the school 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 ensure examinations are conducted in accordance with the regulations. Through taking an ethical approach and working proactively to avoid malpractice among students and staff, supports the Assistant Headteacher in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place. 		
2.	KEY TASKS: Before examinations <u>Planning</u> <ul style="list-style-type: none"> Maintain and develop systems to manage and coordinate all aspects of the exams administration process Research and understand qualifications and how they are assessed Identify and access relevant support available from external stakeholders (Awarding bodies/JCQ/Network group/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 required (e.g the Centre Admin Portal (CAP), secure extranet sites) Oversee (as the main administrator) and manage appropriate access rights for relevant internal stakeholders using JCQ and awarding body online tools 		

- Manage own time effectively to ensure key tasks are undertaken and external key dates and deadlines are met (Achieved by creating and working to an annual exams plan)
- 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
- Actively support the Assistant Headteacher 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
- Annually confirm the information required by the National Centre Number Register (as administered by OCR on behalf of the JCQ) and informs of any changes to centre status
- Manage arrangements to receive, check and store confidential question papers and examination material safely and securely at all times and for as long as required in accordance with the regulations
- Support the Assistant Headteacher 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 school
- Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements and reasonable adjustments for eligible candidates (processing approval applications and requesting modified papers by the published deadlines)

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 (or other penalty) fees
- Maintain required identifiers for each candidate entered for an examination/assessment and enter candidates who are on roll at the school as internal candidates
- Verify the identity of all students that are entered for examinations/assessments
- Effectively use internal and external IT systems to submit and manage awarding body registration and entry data
- 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

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 and manage overnight supervision arrangements (where arrangements may be required after all other options have been explored) 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 of these taking place
- 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
- Support the Special Educational Needs Coordinator (SENCo) / Curriculum Leaders etc. 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.

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
- Inform the JCQ Centre Inspection Service of any alternative site that may be used by the school 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 Assistant Headteacher 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

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

	<ul style="list-style-type: none"> • 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 <p>Other</p> <ul style="list-style-type: none"> • Undertake training, update or review sessions as required • Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the Assistant Headteacher / SLT for examinations, for example: <ul style="list-style-type: none"> ○ the preparation for and conduct of internal examinations under external examination conditions ○ other exams-related administrative tasks
3.	<p>SUPERVISION / MANAGEMENT OF PEOPLE</p> <p>No. reporting -</p> <p>Day to day supervision of Exams Admin. Assistant and invigilators.</p>
4.	<p>CREATIVITY & INNOVATION</p> <p>The role will be carried out within policies and procedures governing the school and examinations. The postholder may need to be creative when responding to issues/problems raised by teachers, pupils, parents.</p> <p>Innovative in finding suitable solutions for example where a pupil has a special need.</p>
5.	<p>CONTACTS & RELATIONSHIPS</p> <ul style="list-style-type: none"> • Regular contact with JCQ / Exam Boards in respect of exam entries, coursework requirements etc. • Daily contact with parents, pupils, Assistant Head, teachers in respect of exam choices, gathering information, communicating exam board requirements. • Daily contact with administrative support in respect of accuracy of work. • Some contact with external bodies, for example contact with the press in respect of exam outcomes. • Occasional/seasonal contact with exam invigilators in respect of exams and training.
6.	<p>DECISIONS – discretion & consequences</p> <p>Discretion</p>

	<p>The postholder may need to make recommendation in respect of procedures, e.g. changes in policies by Exam Boards may affect processes in the school.</p> <p>Consequences Impact on individual or groups may be significant, e.g. incorrect or delayed exam entry.</p>				
7.	<p>RESOURCES – financial & equipment (<i>Not budget, and <u>not</u> including desktop equipment.</i>)</p> <table> <thead> <tr> <th><u>Description</u></th><th><u>Value</u></th></tr> </thead> <tbody> <tr> <td>The postholder will be responsible for the safekeeping and confidentiality of exam papers and completed examination work.</td><td></td></tr> </tbody> </table>	<u>Description</u>	<u>Value</u>	The postholder will be responsible for the safekeeping and confidentiality of exam papers and completed examination work.	
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8.	<p>WORK ENVIRONMENT – work demands, physical demands, working conditions & work context</p> <p>work demands:</p> <ul style="list-style-type: none"> • The postholder's work will be carried out within extremely tight, fixed deadlines. There will be no opportunity for delay. • The postholder would be expected to work term time + 2 additional weeks to support GCSE and A Level results (weeks 4 & 5 of the summer holidays). • Additional hours worked during busy times would be taken as time off in lieu or additional pay, at the discretion of the Headteacher. • Training days would only be worked if workload demanded or if the training was appropriate to this post. <p>Physical demands: Physical demands found within an office environment. There may be a need to move/handle boxes of examination papers.</p> <p>Working conditions: The work will be carried out indoors in a well lit and ventilated environment.</p> <p>Work context: The postholder may have limited exposure to abuse/aggression from pupils, parents and carers.</p>				
9.	<p>KNOWLEDGE & SKILLS</p> <ul style="list-style-type: none"> • Previous experience within a school environment and exams / assessment experience. • Well developed IT skills in a modern office environment. • Proven interpersonal skills and the ability to successfully work as a team member and influence. • Proven numeracy and literacy skills. • Excellent communication and time management skills, able to negotiate competing demands and work to tight timescales. • Experience using schools based MIS systems. • Able to work independently and to organise own workload. 				

10.	<div>Position of Job in Organisation Structure</div> <div><div>Assistant Headteacher</div><div>↑</div><div>EXAMS OFFICER</div><div>↑</div><div>Exams Admin Assistant</div></div>