

Job Title: Examinations Officer

Responsible to: Examinations Manager

Responsibilities:

1. The Examinations Officers work under the supervision of the Examinations Manager and responsible for the administration of all aspects of public and internal examinations on the Sixth Form College site, and at AHED as required, ensuring day to day organisation and smooth running of the examinations meeting all regulatory requirements.
2. Carrying out a wide variety of exam related processes throughout the year meeting various deadlines. These may include but are not limited to:
 - a) depending on the qualifications running, able to quickly determine exam administration for new or different exam assessments and board regulations.
 - b) contribute to yearly exam schedule identifying key dates, entry deadlines, access arrangements, exam windows, special consideration, results released and post-results.
 - c) contribute to yearly update on all JCQ regulations and ensure necessary documents, paperwork and invigilation guidelines compliant.
 - d) checks made with curriculum that exam subjects and syllabus codes are correct and match student enrolment.
 - e) work closely with Study Support with shared electronic records for students with access arrangements, processing applications and JCQ approvals
 - f) organise all aspects of exam access arrangements for students ie rooming, laptops, adapted question papers, secure downloads, specialist equipment.
 - g) making exam entries, ensuring all entries made on MIS system (UNIT-e) and amendments maintained.
 - h) able to put systems in place to thoroughly check accuracy of own work.
 - i) preparing entry and amendment EDI files and importing EDI result files.
 - j) advising exam boards of exam entries, registrations and amendments if not submitted by EDI.
 - k) identify students with timetable clashes and organise exam arrangements.
 - l) organise exam invigilators, ensuring appropriate induction and training given, assist with preparation and delivery of invigilation training.
 - m) organise invigilation allocations and bookings, check and authorise timely invigilator pay claims.
 - n) organise room allocations and bookings for exams through MIS, work with Estates for room/desk set up.
 - o) planning and preparing for exam days, collating question papers, secure downloads from boards, seating plans, registers and desk cards for invigilators.
 - p) helping with a multitude of tasks on actual exam days, dealing with issues quickly that arise.
 - q) organising secure logins for students using PCs for exams, able to deal with IT related issues during exam.
 - r) give guidance to teachers and invigilators with controlled assessments requiring different supervision controls ie BTEC set tasks.
 - s) assist with reporting centre marks or uploading students work for controlled assessments to boards if not carried out by teachers.

- t) despatching items to the exam boards, accurate checks against registers and scripts and sent on time.
 - u) assisting with requests for Special Considerations, make applications to boards on time and monitor acceptance.
 - v) manual recording or importing results information to UNIT-e.
 - w) assisting with the collation and distribution of examination results and grade boundaries.
 - x) dealing with Post-Results Services and queries from students and teaching staff.
 - y) assisting with the checking, collation and despatch of certificates.
3. High level of communicating by email or telephone with and advising students, parents, other staff at all levels, exam boards and a large number of invigilators on exam and test entries, scheduled exams, results, queries and appeals.
 4. Working as part of the team to provide in person 'front desk' service to all of the above.
 5. Prioritising the safeguarding of all students and participating in training on safeguarding matters.
 6. Contributing to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.
 7. Carry out other duties as may be reasonably directed by the Examinations Manager or Principal.

Post: Exams Officer

Category	Essential	Desirable	Ascertained by:
Qualifications	Educated to Level 3 or equivalent.		Application form / original certificates at interview
Experience	<p>An understanding of JCQ regulations and exam processes</p> <p>Extensive experience of general education administration processes preferably within a school or college exams team or similar</p> <p>Extensive experience of Microsoft Office or equivalent IT applications</p> <p>Experience of using database/spreadsheet applications</p>	<p>Experience of exams administration in a Further Education environment</p> <p>Experience of invigilating exams</p> <p>Experience of using a student records system (UNIT-e experience will be beneficial)</p>	Application form / activity / interview / references
Additional Skills and Abilities	<p>Strong communication skills and an ability to communicate calmly and effectively with students, parents and staff in a confident manner</p> <p>Highly organised and able to work methodically, accurately and to tight deadlines</p> <p>Ability to manage own work with limited supervision</p> <p>Ability to work as part of a team with a willing, flexible and 'can-do' attitude</p> <p>Be self-confident to deliver exam training to groups of people</p>		Application form / activity / interview / references
Other	<p>An understanding of safeguarding and its importance within an education environment</p> <p>An understanding to promote equality, diversity and inclusivity</p> <p>An understanding to promote health, safety and wellbeing</p>		

Further information

A full time (37 hours a week), full year post. The exact working hours to be agreed, with flexibility to work additional hours at the busiest times, for which time off in lieu will be given. A minimum of 27 days annual leave, plus bank holidays. Membership of the Local Government Pension Scheme.

Our staff are at the heart of what we do at the College, our motto is 'Counting in ones' which applies to staff as well as the students. We offer special leave for various special occasions, support from the Hub, staff-run groups, staff choir, Monday night football, regular staff forums, an inclusive, supportive and kind culture, no expectations to answer emails out of hours (with an automated message to alert the sender), lunch provided at all lunchtime meetings, '5 days of Christmas' treats, end of term meals and activities and bike and computer loans to name but a few of our initiatives.