



EXAMS OFFICER SCH024 GRADE G

CONTRACT: Permanent, part-time
Directly accountable to and supported by: Deputy Headteacher

Main Job Purpose: To manage, administer and organise all aspects of external examinations, ensuring they are conducted in accordance with the Regulations laid down by Examining bodies, the Joint Council for Qualifications and the National Assessment Agency (NAA).

Managing the exam cycle

- Manage the four exam cycles running throughout the year from intention to entry and through to Certificate Evening, including Mock examinations required by the school
- Organise seating plans and timetables for students, resolving any timetable clashes
- Produce leavers assembly packs
- Dissemination of information to all staff regarding examinations
- Collect information from all staff regarding examinations
- Organise and book rooms for examinations, ALAN tests and mock exams in liaison with site staff as required
- Complete all tasks by exam board deadlines
- Manage results and post result enquiries
- Run exams to strict rules and regulations, updating staff of any changes
- Manage the exams budget, keeping the cost of late entry fees to a minimum by meeting deadlines
- Ensure strict confidentiality at all times
- Ensure security of exam materials
- Manage emergencies that occur during examinations
- Deal with enquiries from exam boards, parents, students and staff
- Manage controlled assessments
- Manage all aspects of special access arrangements
- Maintain standard required to pass JCQ inspection
- Brief students on rules and regulations
- Meet with JCQ inspector
- Ensure smooth running of all external examinations
- Accommodate injured or sick students on exam days
- Manage the safe custody of question/answer papers and the dispatch of exam scripts
- Accurately record data and route coursework folders to and from Moderator
- Register candidates and manage BTECs and Nationals
- Process enquiries and applications for re-sits



Admin

- Respond to daily emails, mail and faxes
- Package and send off coursework
- Send out paperwork to staff and chase its return
- Meet with SLT to discuss any issues raised
- Photocopying and printing as required
- Meet with SBM for monthly line management meetings
- Maintain accurate records, exam certificates, exam supplies
- Liaise with ex-students and employers requiring information
- Manage ULN administration
- Receive, sort and store exam materials

Management of Invigilators

- Recruit, train, support and manage all invigilators including a Senior Invigilator
- Organise timetables for invigilators for all external examinations, internal examinations and controlled assessments
- Manage and facilitate invigilator training
- Produce invigilator training manuals

Development

- Attend Exam Officer meetings and training events to find out changes to regulations and to be advised of latest developments and best practice
- Strive to find the most efficient way to manage exam cycle by looking at improving all areas wherever possible
- Research of exams
- Research relevant software and advise ICT Network Manager
- Develop appropriate exams policies and review as required