

CHARTERS SCHOOL

JOB ACCOUNTABILITIES

Job Title: Exams Officer	Job Grade: Grade 6
Directorate: Education	Unit: Schools

JOB PURPOSE

- To be responsible for managing the effective and efficient administration and conduct of external examinations and ensuring compliance with the Joint Council for Qualifications (JCQ) regulations and awarding body rules.
- To act on behalf of, and be the main point of contact for, Charters School in matters relating to the general administration of awarding body examinations and assessments.
- To work with key stakeholders to ensure internal Pre-Public examinations are effectively planned, administered and conducted under conditions that prepare students for external examinations.

SCOPE OF JOB (Budgetary/resource control, impact)

- To manage the administration and running of all internal and external examinations.
- Operates in an environment where the volume of work is high and conflicting priorities have to be effectively managed and limited resources efficiently allocated.
- Will have access to confidential information which must be dealt with discretely and in line with General Data Protection Regulations (GDPR).
- Will have contact with staff, teachers, trustees, parents/carers, pupils and staff from JCQ and awarding exam bodies.

POSITION WITHIN UNIT STRUCTURE

Reports to the Assistant Headteacher

KNOWLEDGE, SKILLS & EXPERIENCE

- Able to demonstrate a good knowledge of the administration of exams in schools.
- Able to use IT systems and Microsoft Office products.
- The ability to communicate fluently in accurate spoken and written English is essential for the post.
- Excellent listening, communication skills and high levels of emotional intelligence.
- Strong organisational and time-management skills and ability to work under pressure and be decisive.
- Able to work autonomously with resilience and optimism to lead through day-to-day challenges in a busy school environment.
- Able to lead, recruit, train and motivate a team of invigilators.
- Able to negotiate with staff at all levels.
- Able to pay attention to detail when completing administrative tasks and exam entries.
- Understanding and knowledge of confidentiality.

JOB ACCOUNTABILITIES

All duties to be carried out in accordance with Joint Council for Qualifications (JCQ) regulations and awarding body rules

Before examinations

Planning

- Act as the first point of contact for awarding bodies, staff, students and parents/carers with regards to all examination associated issues.
- Maintain and develop systems to manage and coordinate all aspects of the exams administration process ensuring accuracy, and produce management information for the Leadership Team as required.
- Keep abreast of developments/changes/updates in JCQ and awarding body regulations, guidance and instructions.
- Research and understand qualifications and how they are assessed.
- Effectively use JCQ and awarding body online tools and make use of relevant external support offerings where required.
- Oversee and manage appropriate access rights for relevant internal stakeholders using JCQ and awarding body online tools.
- Create an annual exams plan and manage own time effectively to ensure key tasks are undertaken and external key dates and deadlines are met.
- Communicate clear internal deadlines and processes for gathering/sharing exam-related information with relevant internal stakeholders.
- Brief candidates/staff/parents/carers on examination regulations and requirements.
- Actively support the Head of Centre in co-operating with the JCQ, awarding body or regulatory authority inspections, investigations or visits.
- Confirm annually the information required by the National Centre Number Register advising of any changes to centre status.
- Manage arrangements to receive, check and store question papers and examination material safely and securely at all times and for as long as required.
- Support the Head of Centre in managing conflicts of interest by informing the awarding bodies 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 as required accurately reflecting working practices in the centre.
- Support the Special Educational Needs Coordinator (SENCO) in implementing examination access arrangements or reasonable adjustments for eligible candidates (e.g. requesting modified papers by the published deadlines).

Entries

- Prepare and submit candidate registrations/entries for examinations and assessments in accordance with the awarding bodies' published procedures and ensuring their deadlines are met.
- Implement processes and liaise with relevant internal stakeholders to gather correct entry information to internal deadlines to avoid late (or other penalty) fees.
- Maintain required identifiers for each candidate entered for an examination or assessment and enter candidates who are on roll at the centre as internal candidates.
- Liaise with Finance to ensure fees are paid as instructed and at the time specified by the awarding bodies.
- Liaise with relevant internal stakeholders to ensure amendments/withdrawals are submitted in a timely manner so candidates take the correct papers.

Pre-exams

- Assist in the recruitment, training and management of a team of invigilators.
- Ensure all candidates are notified of their examination entries and the dates and times of their examinations/assessments.
- Produce and publish final exam timetable including rooming/seating and publish to parents/carers and students.
- Effectively resolve exam timetable clashes and manage any supervision arrangements.
- Publish the JCQ and awarding body information and regulations regarding the conduct of examinations/assessments to the school website and signpost to candidates.
- Notify Head of Departments of awarding body deadlines for submitting non-examined assessment marks and support as needed.
- Support the Special Educational Needs Coordinator (SENCO) in implementing examination access arrangements or reasonable adjustments for eligible candidates.

During examinations

Exam time (will require flexibility in working hours around exam timings)

- Effectively manage the conduct of examinations.
- Prepare question papers for distribution to different rooms within 90 minutes of the examination starting time.
- Ensure all exam accommodation/rooming is prepared in accordance with the requirements.
- Inform the JCQ Centre Inspection Service of any alternative site that may be used by the centre to conduct timetabled examinations.
- Assist in deployment of fully trained invigilators to exam rooms.
- Manage unexpected issues/irregularities which may affect the conduct of examinations.
- Support the Head of Centre in investigating and reporting cases of suspected or actual malpractice in connection with an examination.
- Manage emergency access arrangements for eligible candidates as the need may arise during exam time.
- Maintain the confidentiality and security of candidates' examination scripts up to and including dispatch to awarding bodies.
- Submit applications for special consideration where candidates meet the published criteria.

After examinations

Results and Post-Results

- Publish dates for the issue of results and details of post-results services (including appeal procedures) to school website.
- Prepare for and manage the restricted release of results in support of exam analysis.
- Distribute provisional statements of results to candidates.
- Effectively administer post-results services to the published deadlines.
- Receive monies from students and work with Finance to process payments for post result services.
- Manage and administer the receipt, distribution and retention of examination certificates.

Other

- 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 Head of Centre/Line Manager.
- Attend all statutory training required to work within a school.
- Take part in the school appraisal process.
- To be aware of and follow all relevant school policies and protocols.
- All duties must be performed in line with Health & Safety rules and to take remedial action where hazards are identified. Where hazards are serious report to line manager immediately.
- To participate fully in the life of the school community and to support its ethos.
- Such duties and responsibilities may be updated from time to time to reflect any changes to the school. Only significant additional duties or responsibilities as required by the school will render the grade of the post liable for re-evaluation.

Post holder signature _____ Name _____ Date _____

Manager signature _____ Name _____ Date _____