

JOB DESCRIPTION

Job Title:	Examination Officer	Salary: Grade 5 (pro rata to hours/weeks worked)
Location:	Whitley Academy	Hours of work: 37 per week TTO plus 3 weeks (attendance required during examination results period)

Job Purpose

To be responsible for the planning, preparation and administration of all internal and external examinations for the school to ensure that all students are able to achieve their best possible results.

Duties and Responsibilities

These will include:

Examinations General

- Directly responsible for leading and managing support staff including Invigilators, Senior Invigilators and to ensure an efficient and effective service is provided by the team.
- Responsible for establishing a 12-month rolling programme for external and internal examinations.
- Responsible for maintaining full and current knowledge of all JCQ legislation, observing updates rigorously and implementing changes as necessary (including associated training) ensuring that the school does not breach legislation.
- Production of detailed plans relative to examination resource requirements.
- Responsible for collecting and collating essential student information for examination and assessment requirements including consortia/external students as required.
- Manipulate relevant computer software packages to process and generate appropriate examination information, data and guidance notes.
- Organise and prepare examination venues including carrying out risk assessments as appropriate.
- Responsible for the recruitment, induction and training of all external invigilators.
- Responsible for the archiving of examination records in accordance with legal requirements.
- Assist in the preparation of candidates for examinations.
- Communicate routine and complex data/information efficiently and effectively to a broad range of audiences:
 - Teaching Staff
 - Leadership Group
 - Operations Manager

- Site Officers
 - Students
 - Parents
 - Awarding Bodies
 - Support Staff
 - Senior Invigilators
 - Invigilators
- Responsible for actioning Exam Board queries and giving advice on all exam-related matters across the School.
- Undertake training and development commensurate with the post.

Examination Procedures

- Liaison with Subject Leaders to ascertain essential requirements.
- Responsible for the preparation and production of examination timetables.
- Responsible for identifying suitable examination venues and the preparation of seating plans.
- Arrange invigilation including training staff as appropriate.
- Liaison with SENDCo to ascertain student requirements with regard to SEN.
- Liaison with support staff to ensure examination venue(s) are appropriately prepared.
- Production of letters informing students and parents of examination dates and requirements.
- Attending the examination venue at the commencement and completion of the examination.
- Allocate resources and direct support staff.

Examination Qualifications

- Responsible for the download of base data information.
- Ensuring updated specifications, coursework deadlines and other essential communications from the awarding bodies are communicated to Subject Leaders.
- Supporting Subject Leaders with their entries (collate data/marksheets/entry/submission etc.)
- Checking and amending examination entries using electronic systems.
- Generating examination entry information for staff, parents and students.
- Responsible for identifying student access requirements with regard to a particular assessment requirement(s).
- Resolve student examination clashes including organising and managing necessary supervision of examination clash-resolutions for individuals.
- Responsible for the production of a master examination timetable and student timetables.

- Oversee the setting up of the examination venues combined with ensuring all legal notices are displayed and adequate resources are available.
- Responsible for the direct supervision of all examination staff.
- Attending examination venues at commencement and completion of examination and where necessary initiate the examination procedure.
- Responsible for checking and securely storing examination papers and ensuring relevant stationary, dictionaries and equipment is available at each exam.
- Responsible for checking and despatching completed scripts.
- Responsible for the co-ordination of coursework ensuring teachers undertake the necessary administration to ensure that coursework is submitted on time. Collect, record and submit coursework marks to the appropriate exam boards.
- Organise Invigilation for examinations that fall outside School core hours.
- Results arrangements:
 - Work the required weeks for exams results preparation and distribution
 - Download results from Awarding Body via EDI and print results for each student. Provide analysis reports for the Senior Leadership Team and LEA.
 - Resolve complex results problems by contacting examination boards and other relevant organisations to resolve these issues.
 - Produce detailed data analysis from SIMS
 - Arrange distribution of results to students and staff
 - Prepare reports for SLT
 - Advise on and administer enquiries about results
 - Receive and check certificates, and distribute

Responsible for Exam Budget

- Responsible for arranging for orders to be raised for all examination entries
- Responsible for monitoring the examinations budget including checking and signing all examination invoices and addressing irregularities as necessary.
- Responsible for ensuring that invoices are raised for students where appropriate.

Additional Duties

- Maintain confidentiality of information and the security of office systems, records, files and equipment.
- Attend staff meetings as necessary.
- To represent and promote the school positively.

- Any other duties and responsibilities within the range of the salary grade.

Special Requirements

- This School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.
- All posts within this School are exempted under the Rehabilitation of Offenders Act 1974 and, as such, appointments to these posts will be conditional upon receipt of a satisfactory response to a check of police records via The Criminal Records Bureau. A copy of the School's Child Protection Policy statement is enclosed.
- All duties and responsibilities must be carried out with due regard to the School's Health & Safety Policy and Health & Safety at Work Act.
- Post holders will be accountable for carrying out all duties and responsibilities with due regard to the School's Equal Opportunities Policy.
- Duties which include the processing of any personal data must be undertaken within the corporate and School data protection guidelines (Data Protection Act 1998).
- Postholder will be expected to comply with the School's Acceptable Use of ICT Policy.