

JOB DESCRIPTION

The Diamond Learning Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be subject to a criminal record check via the Disclosure and Barring Service (DBS)

EXAMINATION OFFICER

Responsible to: SLT

Responsible for: Exam Invigilators

Job Purpose:

- To organise and administer all aspects of internal and external examinations within our school, including the training and supervision of Exam Invigilators.
- To support the link member of SLT and Data Manager with whole-school provision for assessment and reporting data.
- This Job Description may be amended at any time following consultation between the post holder and the Headteacher and will be reviewed annually. This Job Description does not give an exclusive list of tasks, but a framework for development of the post.

Duties and Responsibilities

Exams

- To be responsible for the planning and running of all internal and external examinations and the smooth running of vocational courses within the centre.
- Research and understand the qualifications we offer and how they are assessed.
- To maintain up-to-date awareness of all requirements, including policies, procedures, rules and regulations laid down by JCQ/awarding bodies.
- Annually confirm the information required by the National Centre Number Register.
- To be the point of contact for awarding bodies, JCQ and the JCQ Inspector on annual visits.
- Ensure all school policies in relation to examinations are kept up to date.
- 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 Heads of Departments to gather correct entry information to internal deadlines implementing strategies to avoid late (or other penalty) fees.
- Effectively use internal and external IT systems to submit and manage awarding body registration and entry data.
- Communicate clear internal deadlines and processes for gathering exam related information.
- To disseminate information about external and internal examinations to staff, students and parents of students, ensuring information is timely, relevant and necessary.
- To deliver appropriate training to staff and assemblies to students.
- To deal with enquiries/queries and complaints about examinations from staff, parents and students.

- To work with the SENCO, to organise appropriate arrangements for the support of candidates with access arrangements, as allowed by the awarding bodies.
- Liaise with IT support with regards to IT systems for online examinations and computers/laptops required for use during examinations for students with access arrangements.
- Liaise with the Cover Manager to ensure suitable rooming and invigilation for all exams.
- Liaise with site staff to ensure rooms are set up appropriately for examinations in accordance with JCQ requirements.
- To ensure a member of SLT is present at the start of all external examinations to identify candidates.
- Ensure that all examinations start, run and finish appropriately in line with examination board regulations including the conduct of any on-line examinations.
- To resolve all examination clashes and make appropriate provision for students.
- Manage arrangements to receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with JCQ/awarding body regulations. Ensuring completed papers are dispatched promptly and appropriately.
- Support the Head of Centre in investigating and reporting cases of suspected or actual malpractice in connection with an examination, as required by JCQ.

To liaise with the finance team in respect of:

- Organising the collection of registration and examination fees
- Retrieving costs of examination entry from absentees
- Responsible for processing requests for re-marks, grade reviews, return of scripts, complaints and special consideration for action by awarding bodies.
- To be present on the day the centre is notified of results and to oversee the distribution of results.
- To be responsible for the distribution of certificates, checking accuracy of personal details and grades awarded.
- Liaise with Heads of Year and Heads of Department to ensure appropriate timetabling is in place for the school's internal examinations.
- Co-ordinating the administrative requirements of coursework, controlled assessments and non-exam assessments.
- Work in liaison with the Deputy Head (Assessment) and Data Manager to provide information related to public (and if required, internal) examinations in a format which is easily accessible so that effective examination analysis can take place immediately after results have been received and processed.
- Liaise with the Deputy Head (Assessment) and Data Manager to ensure that any tests (eg. CATs, Progress tests) take place smoothly and ensure that all results are immediately available for analysis.
- Manage own time effectively to ensure key tasks are undertaken and external key dates and deadlines are met.
- To monitor the examination budget.

Invigilation

- To lead the team of Invigilators, ensuring adequate supervision of external and internal examinations.
- To provide training and support for new and returning invigilators.
- Co-ordinate the deployment of invigilators during both external and internal exams.
- Liaise with the Cover Manager ensuring all internal examinations have suitable/adequate Invigilation.

- Liaise with the SENCO and provide training for teaching assistants used as support for Access
- Arrangement candidates.

Data

- To assist the Data Manager to produce timely exam results, full reports and assessment reports, including proofreading, collating and printing.
- Ensure that data relating to teacher assessments is entered into the school database within an identified timeframe.
- Input data onto the schools MIS computerised system, updating templates where necessary.
- To assist the Data Manager with ensuring SISRA is kept up to date and reports are available for teaching staff and SLT/Local Governing Body when required.

Other Duties

- Supporting whole-school administration when required.
- Dealing with routine telephone calls and enquiries from staff and students.
- Updating and maintaining manual and computerised records.
- Undertaking routine word processing, photocopying etc.
- Maintain personal and professional development to meet the changing demands of the role.
- Undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- Qualifications, Knowledge & Skills Required
- NVQ3 or equivalent qualification or relevant experience.
- Good numeracy and literacy skills.
- Good IT skills.
- Ability to relate well to both adults & students.
- Work constructively as part of a team understanding school roles & responsibilities & own position within these

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The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Pupils.