

Job Description

Job title: Examinations Officer

Main purpose of job:

Responsible for the organisation, administration and compliance assurance of all internal and external examinations at Plume Academy, ensuring that examinations and assessments are conducted in full accordance with JCQ regulations and awarding body requirements, and that the security, integrity and reputation of the centre are upheld at all times.

Department: Examinations

Location: Plume Academy

Position reports to: Joint Head of Academy responsible for Examinations (acting on behalf of the Head of Centre for examinations compliance)

The Examinations Officer acts as the principal professional adviser to the Head of Centre on examination administration, compliance and risk, and provides assurance that JCQ regulations and awarding body requirements are being met at all times.

Position is responsible for: Assistant Examinations Officer and Invigilation Team, including workforce planning, training, deployment, quality assurance and succession planning

Length of contract: 39 weeks per annum to include 4 examination results days in August, 33 hours over 4 days per week but with self-managed flexibility. Will need to be available earlier and later some days to meet exam requirements.

Salary: Support Staff Pay Scale, Band 4 Points 26-30. Actual starting salary £23,730

Key Responsibilities and Accountabilities

Purpose of the Job:

- To act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments.
- To be responsible for managing the effective and efficient management and administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies) and/or awarding body rules and requirements for examination administration in a consistent and secure fashion, thereby helping to maintain the integrity and security of the examination and assessment process.
- To support the Head of Centre in fulfilling their responsibilities in ensuring that the centre is compliant with the JCQ regulations and awarding body

requirements to always ensure the security and integrity of the examinations/assessments.

- To safeguard the centre's reputation by ensuring that examinations and assessments are conducted to the highest standards of integrity and professionalism.
- To closely liaise with key stakeholders (external and internal) to ensure examinations administration processes are strictly followed and key deadlines met.
- To understand JCQ and awarding body key dates and deadlines and have in place robust procedures to ensure these are met.
- To ensure examinations are conducted in accordance with the regulations.
- To support the Head of Centre in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration among students and staff before, during the course of and after examinations/assessments have taken place.
- To provide ongoing compliance assurance to the Head of Centre and senior leaders that examination administration meets JCQ and awarding body regulations.
- To proactively identify, assess and manage risks relating to examinations administration, malpractice, maladministration and operational disruption.
- To maintain clear evidence trails and documentation to support inspections, audits and post event scrutiny.
- To lead preparation for, and engagement with, JCQ and awarding body inspections.

Main Duties:

Planning

- Maintain and develop systems to manage and coordinate all aspects of the exams administration process
- Understand, and complete key activities within JCQ's Centre Admin Portal (CAP).
- Ensure familiarity with Plume Academy's MIS System.
- Complete annually the National Centre Number (NCN) Register update.
- Comply with JCQ and awarding body regulations, guidance and instructions and keep abreast of developments/changes/updates.
- On an annual basis, gather information on the courses departments intend to run and ensure relevant examination board approval is obtained for new courses.
- Oversee (as the main administrator) and manage appropriate access rights for relevant internal stakeholders using JCQ and awarding body online tools.
- Produce or update on an annual basis all examination-related policies and procedures as required by the JCQ for approval by the Head of Centre.
- Prior to every examination series, co-ordinate potential conflicts of interest, notifying the examination boards and recording the measures taken to mitigate any potential risk to the integrity of the qualifications.
- On publication of awarding body examination timetables, create centre examination timetables for each examination series and arrange for these to be incorporated into the Plume Calendar.
- Communicate clear internal deadlines and processes for gathering/sharing exam-related information from/with relevant internal stakeholders.

- Regularly review invigilator numbers to ensure compliance with JCQ regulations and liaise with HR Director if ratios are unlikely to be met to begin recruitment process.
- Provide training for invigilators and support staff that will be used to invigilate students with access arrangements.
- Manage arrangements to receive, always check and store question papers and examination material safely and securely and for as long as required in accordance with the regulations.
- Support inspections undertaken by the JCQ Centre Inspection Service.
- Effectively use JCQ and awarding body online tools where required.
- Report potential and actual security breaches.
- Manage own time effectively to ensure key tasks are undertaken and external key dates and deadlines are met.
- Contribute to the development, implementation, and maintenance of JCQ-required policies.
- Maintain the centre's secure room and secure storage facility in line with JCQ regulations.

Examination Entries

- Follow each awarding body's terms and conditions for the registration, entry and timely withdrawal of candidates for their examinations and assessments
- Implement processes and liaise with relevant internal stakeholders to gather correct entry information to internal deadlines implementing strategies to avoid late (or other penalty) fees
- Accurately enter/register each candidate for the qualifications being taken by the relevant entry/registration deadline
- Be aware of awarding body guidance relating to different entry structures and entry rules (for example, linear and unitised)
- Submit registrations, examination entries, amendments, withdrawals and certification claims by the deadline(s) and comply with the requirements of the specification, including any terminal rules which must be met at the point of certification
- Liaise with relevant internal stakeholders to ensure final entries that have been submitted to an awarding body are regularly monitored, submitting timely changes (amendments/withdrawals) to ensure candidates take the correct papers at the correct time and enabling awarding bodies to deliver accurate results to the centre
- Verify the identity of all students that are entered for examinations or assessments
- Enter candidates under names that can be verified against suitable identification
- Maintain candidate identifiers - Unique Candidate Identifier (UCI)/Unique Learner Number (ULN) for each candidate entered for an examination or assessment and enter candidates who are on roll at the centre as internal candidates
- Enter candidates using the correct entry code(s) for each qualification
- Check entries before submitting them to the awarding body by involving relevant members of staff in the checking process
- As applicable, submit entries via the centre's Management Information System (MIS)/using the awarding bodies' secure systems

- Check entry information against awarding body entry confirmation/feedback including any warning reports
- Effectively use internal and external IT systems to submit and manage awarding body registration and entry data
- Liaise with the Finance Department to ensure fees are paid as instructed and at the time specified by the awarding bodies
- Submit any applications for transferred candidate arrangements in accordance with the JCQ/awarding body requirements
- Monitor patterns and trends in entries, amendments, withdrawals and late submissions to identify systemic risks, escalating concerns to senior leaders where appropriate.
- Provide assurance that examination entry procedures minimise regulatory, financial and reputational risk to the centre.

Pre-examinations

- Manage the arrangements for the timetabling, rooming, seating, resourcing and invigilation of examinations in accordance with the regulations.
- Securely receive, check and store confidential materials in line with JCQ regulations.
- Effectively resolve examination timetable clashes and manage overnight supervision arrangements.
- Ensure all candidates are notified of their examination entries and the dates and times of their examinations/assessments in accordance with the regulations.
- Ensure candidates are made aware of the JCQ and awarding body information and regulations regarding the conduct of their examinations/assessments in advance of these taking place.
- Ensure relevant internal stakeholders complete administrative tasks associated with centre assessed work in an accurate and timely manner in accordance with the requirements of awarding bodies and moderators.
- Support the SENCo in implementing examination access arrangements or reasonable adjustments for eligible candidates.
- Inform the JCQ of any exams that may be conducted at an alternative site.

During Examinations

- Effectively manage the conduct of examinations in accordance with JCQ regulations and/or awarding body rules.
- Ensure all examination accommodation is prepared in accordance with the.
- Effectively deploy fully trained invigilators to examination rooms according to the requirements.
- 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 as required by the JCQ and awarding bodies.
- In conjunction with the SenCo, manage emergency access arrangements for eligible candidates as the need may arise during examination time.
- Maintain the confidentiality and security of candidates' responses and dispatch scripts according to the requirements.
- Submit to the published timescales, relevant follow-up reporting to awarding bodies in relation to the very late arrival of candidates for examinations and

applications for special consideration where candidates meet the published criteria.

- Support inspections undertaken by the JCQ Inspection Service (CIS), particularly general inspections during an exam series and question paper integrity inspections.

After Examinations

- Ensure candidates and relevant internal stakeholders are aware of processes, key dates and deadlines in relation to the issue of results and the arrangements for post-results services.
- Plan, prepare for, and manage the restricted release of results and the distribution of provisional statements of results in accordance with JCQ regulations and/or awarding body rules.
- Effectively use internal and external IT systems to access and manage awarding body results information.
- Understand awarding body results indicators and provide support for relevant internal stakeholders in accessing results reports/analysis tools.
- Issue results to candidates.
- Manage and administer the receipt, distribution and retention of examination certificates according to the regulations.
- Manage and process post-results services requests in line with JCQ regulations.

Other

- Prepare for and conduct internal examinations under external examination conditions.
- Attend and participate in regular meetings to discuss examination-related concerns and potential issues.

General

- Take responsibility for maintaining up to date knowledge of JCQ regulations, awarding body guidance and sector developments, sharing updates with relevant stakeholders as appropriate. to participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance in the Academy's Equal Opportunities Policy.

The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

Date of next review: Annually in line with the PMR process.

Person Specification - Qualifications and Experience	Essential	Desirable
Educated to Level 3 standard of education	<input type="checkbox"/>	
Evidence of further professional study		<input type="checkbox"/>
Good level of understanding of ICT in Microsoft packages	<input type="checkbox"/>	
High standards of achievement and professionalism	<input type="checkbox"/>	
Excellent communication skills both written and oral and the ability to communicate effectively with students and staff	<input type="checkbox"/>	
Experience of managing staff	<input type="checkbox"/>	
Experience of managing the examination process within an education setting		<input type="checkbox"/>
Experience of advising senior leadership teams		<input type="checkbox"/>
Experience of using a management information system (MIS) within an educational setting or equivalent.		<input type="checkbox"/>
Experience of complying with the requirements of regulatory bodies.		<input type="checkbox"/>
Knowledge, Skills and Abilities	Essential	Desirable
Ability to manage and maintain the integrity and security of the exams system.	<input type="checkbox"/>	
Recognise the importance of accuracy and attention to detail	<input type="checkbox"/>	
Thinking creatively to anticipate and solve problems	<input type="checkbox"/>	
Organisational and planning skills including prioritisation of tasks	<input type="checkbox"/>	
Demonstrates outstanding leadership traits and is comfortable as a team player	<input type="checkbox"/>	
Ability to manage people, including the management of a team of invigilators.	<input type="checkbox"/>	
Ability to work as part of a team and on own initiative and with resilience	<input type="checkbox"/>	
Ability to utilise data effectively to monitor progress and evaluate performance	<input type="checkbox"/>	
Staying calm and cheerful when working under pressure	<input type="checkbox"/>	
Sharing and contributing to the aims and ethos of Plume Academy including a positive attitude to working with people with disabilities	<input type="checkbox"/>	
Commitment to the personal development of all students, staff and self	<input type="checkbox"/>	
Ability to involve parents/carers, teachers, pupils, and other stakeholders constructively in assisting with pupil needs	<input type="checkbox"/>	
Knowledge and understanding of safeguarding issues		<input type="checkbox"/>
Demonstrable knowledge and understanding of JCQ regulations and awarding body requirements, or ability to evidence rapid acquisition of this knowledge.		<input type="checkbox"/>
Aware of current developments in the secondary school / college curriculum and examination systems.		<input type="checkbox"/>
Aware of qualifications contributing to performance tables (school and / or college performance measures).		<input type="checkbox"/>
Has the knowledge, understanding and experience of additional support and outside agencies to assist in meeting pupils needs		<input type="checkbox"/>
Personal Qualities	Essential	Desirable
Treats people fairly, equitably and with respect to maintaining positive working relationships	<input type="checkbox"/>	
Ability to maintain trust and be highly respected by staff	<input type="checkbox"/>	
Has high expectations and shows a passionate commitment to developing the best in young people	<input type="checkbox"/>	
A creative and imaginative thinker who has the ability to identify innovative solutions to problems		<input type="checkbox"/>
High level of communication skills both written and verbal and ability to address a range of audiences	<input type="checkbox"/>	
Commitment to safe-guarding and promoting the welfare of young people	<input type="checkbox"/>	
Flexible and adaptable	<input type="checkbox"/>	