



## Job Description

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| POST:                 | Exams and Data Officer                                                                                                                                                                                                                                               |
| RESPONSIBLE TO:       | Data Manager                                                                                                                                                                                                                                                         |
| SALARY:               | Grade 3                                                                                                                                                                                                                                                              |
| KEY RELATIONSHIPS:    | Principal, Senior Leadership Team, Subject Leaders, Heads of Year, premises team, office team, SJPIIMAC operations, finance and premises team                                                                                                                        |
| LOCATION:             | BWCS                                                                                                                                                                                                                                                                 |
| WORKING PATTERN:      | 36.5hrs (pro rata) – plus 10 days                                                                                                                                                                                                                                    |
| DISCLOSURE LEVEL:     | Enhanced - BWCS is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.                                                  |
| LEVEL OF SUPERVISION: | <div><div><del>1. Regularly supervised with work checked by supervisor</del></div><div><del>2. Left to work within established guidelines subject to scrutiny by supervisor</del></div><div>3. Plan own work to ensure the meeting of defined objectives</div></div> |

Members of staff at BWCS will role model the Catholic values of the school at all times and support the school in delivering on its vision and ethos in a professional, positive and constructive manner. They are required to follow all policies and procedures as directed as well as have a clear understanding of the school code of conduct. Having high standards and expectations for all pupils to succeed is the minimum expectation.

## **Job Purpose**

- To be responsible for managing the effective and efficient 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 for exam administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process
- To support the Head of centre in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times
- 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 closely liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed and key deadlines met
- To ensure examinations are conducted in accordance with the regulations
- Take an ethical approach and work proactively to avoid malpractice among students and staff
- Supports the Head of centre in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place
- Oversees all **internal examinations** including external examination on digital platforms
- Manages all internal **data systems** for the purposes for internal and external examinations.
- Production, review and management of all **policies** relating to internal and external examinations.

## **Key Responsibilities (detailed explanations of the above main categories)**

### **External Examinations**

- Maintain and develop systems to manage and coordinate all aspects of the exams administration process
- Research and understand qualifications and how they are assessed
- Identify and access relevant support available from external stakeholders (Awarding bodies/JCQ/Network group/The Exams Office)
- Comply with JCQ and awarding body regulations, guidance and instructions and keep abreast of developments/changes/updates
- Effectively use JCQ and awarding body online tools where required (e.g the Centre Admin Portal (CAP), secure extranet sites)
- Oversee (as the main administrator) and manage appropriate access rights for relevant internal stakeholders using JCQ and awarding body online tools
- Manage own time effectively to ensure key tasks are undertaken and external key dates and deadlines are met (Achieved by creating and working to an annual exams plan)
- Communicate clear internal deadlines and processes for gathering/sharing exam-related information from/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 Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit
- Annually confirms the information required by the National Centre Number Register (as administered by OCR on behalf of the JCQ) and informs 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 in accordance with the regulations
- Supports the Head of centre in managing Conflicts of Interest by informing the awarding bodies to timescale 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 by the regulations and accurately reflecting working practices in the centre
- Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements or reasonable adjustments for eligible candidates (processing approval applications and requesting modified papers by the published deadlines)
- Observe the awarding bodies' published terms, conditions and processes for the registration or entry and withdrawal of candidates for their examinations and assessments
- 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 relevant internal stakeholders to gather correct entry information to internal deadlines implementing strategies 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
- Verify the identity of all students that are entered for examinations or assessments
- Effectively use internal and external IT systems to submit and manage awarding body registration and entry data
- Liaise with Finance 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 awarding body requirements
- Liaise with relevant internal stakeholders to ensure final entries/registrations 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.
- Complete all BTEC and Vocational examination entries including administering January external examinations.
- Recruit, train, update and manage a team of invigilators
- Manage the arrangements for the timetabling, rooming, seating, resourcing and invigilation of examinations in accordance with the regulations
- Effectively resolve exam timetable clashes and manage overnight supervision arrangements (where arrangements may be required after all other options have been explored) in accordance with the regulations
- Ensure all candidates are notified of their examination entries and the dates and times of their examinations/assessments in accordance with the regulations
- Ensure all candidates are aware of the JCQ and awarding body information and regulations regarding the conduct of their examinations/assessments in advance of these taking place

- Confirm 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 Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements or reasonable adjustments for eligible candidates (appropriate arrangements for rooming, resourcing, facilitation, invigilation etc.)
- Effectively manage arrangements for the secure storage and dispatch of examination scripts for marking
- Effectively manage the conduct of examinations in accordance with JCQ regulations and/or awarding body rules in both key stages 4 and 5.
- Ensure all exam accommodation 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
- Effectively deploy fully trained invigilators to exam 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
- Manage emergency access arrangements for eligible candidates as the need may arise during exam 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
- 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
- Effectively use external IT systems to administer post-results services in accordance with the regulations to the published deadlines
- Manage and administer the receipt, distribution and retention of examination certificates according to the regulations

### **Internal Examinations**

- Liaise with Data Manager to: create marksheets on MIS for every pupil in the school, in every year group, following the school's assessment and feedback policy for the results parameters.
- Use FFT20 data to generate target grades for all KS4 and KS5 pupils, ensuring these are available for staff on the marksheets.

- Following the whole school assessment calendar, liaise with Data Manager to open and close the assessment windows for staff to enter pupil data.
- Check accuracy of the internal data collections by highlighting gaps in data, errors in the marksheets before collating and uploading for parents to view on APP.
- When appropriate on school calendar set up all internal examinations (book invigilators, set up hall/sport's hall liaising with site team and VP, assist SENCO with small room and other access arrangements)
- Manage all internal/external digital examination (CAT4 and online reading tests as per school calendar of tests). This includes registration, set up and data processing.

### **Other duties (policies and roles)**

- Maintain all examinations **policies** ensuring that they are taken to Head of Centre for Governor ratification and published on the school website. Policies need to be reviewed annually.
- Undertake training, update or review sessions as required
- Undertake other duties as directed by the Data Manager such as completing elements of the school census. This may also include administration work for any of the schools in the multi-academy trust.
- Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the Head of centre/SLT responsible for examinations.

### **General**

- To be a visible and pro-active part of the duty system throughout the School day both in terms of before and after school, and during break time
- Support with invigilation of internal and external examinations as directed by the leadership team and person in charge of exams.
- Participate in all training as directed
- To attend all staff meetings and relevant staff events as required
- Cover office duties if required
- Deputise for the pastoral administrator and/or attendance officer in the case of absence

Members of the support staff who are also members of the leadership team will be required to attend the weekly and daily senior leadership meetings as agreed as well as undertaking additional daily duty supervision. They will also take pride in creating a culture of excellence supporting the Headteacher and senior colleagues in implementing this. They will role model the values of the Catholic church at all times ensuring that the academic success and pastoral and spiritual well-being of pupils is always at the forefront.

This job description will be reviewed annually and may be subjected to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it, may be negotiated at the request of either the Headteacher or the post holder

The post holder may be required to work some hours after school and evenings in order to engage with parents and attend external agency meetings as required. He/she will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The post holder is expected to take responsibility for own attendance and know the school procedures around health and safety, taking all reasonable measures and precautions to safeguard themselves.

All persons are expected to respect the confidential nature of matters relating to all stakeholders. Staff are expected to follow all regulations set out by the school regarding Data Protection in accordance with GDPR

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Headteacher. He/she is required to meet the standards set out in the school code of conduct.

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment**

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**

**The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.**

**All staff will be qualified to work with children and to have undertaken relevant DBS checks.**