

**JOB DESCRIPTION**

# Exams Officer

**Reporting To:** Business Manager

**Responsible For:** No formal supervisory responsibility.

# Main Purpose of Job:

# The Examinations Officer is responsible for the administration and organisation of all aspects of external examinations in accordance with the regulations laid down by the awarding bodies.

# Responsibilities, Duties and Tasks:

* Oversee all arrangements for all public examination entries, eg. GCSE and equivalent, vocational subjects including diplomas and A level examinations for sixth form students. Yr 6 and 2 SATs, Yr 1 phonics, Yr 4 multiplication tests and Reception baseline data assessment. Oversee all arrangements for other internal exams/testing in Senior school.
* Organise the collection of registration and examination fees; organising, invoicing and ensuring money collected is credited to the relevant account, in liaison with the finance officer, and checking and verifying of invoices.
* Co-ordinate the preparation and submission of entries to examining bodies in a timely and cost effective manner.
* Ensure all examination papers and stationery are delivered safely to the school, being responsible for their strict security and ensuring completed papers are dispatched promptly and appropriately.
* Be responsible for arrangements for the conduct of existing and new examinations including the provision of accommodation.
* Co-ordinate the team of invigilators including recruitment, training, management and deployment of invigilation staff, and to invigilate yourself when necessary.
* Make appropriate timetabling and room arrangements for the above and ensuring proper examination invigilation of the examination is put in place.
* Ensure that all examinations start and finish appropriately in line with examination board regulations including the conduct of any on-line examinations.
* Ensure that students are given all the necessary relevant information about examination entries, the dates and time of the examinations, conduct during examinations and the collection of results and certificate and that this information is given in good time.
* Ensure that all necessary stationery and materials and other requirements are provided for examinations and that examination rooms are equipped appropriately.
* Initiate appropriate correspondence with and responding appropriately to correspondence from the various examination boards the school deals with.
* Deal with issues relating to appeals, remarking and other administrative issues such as students who miss exams through illness or who require special consideration.
* Liaise with SENCO and appropriate staff to ensure students receive necessary access arrangements.
* Deal with enquiries from parents and students, including former students.
* Receive examination results and certificates and making arrangements for their issue.
* Oversee the appropriate dissemination of public examination results to local and national newspapers, and to the appropriate Local Authority and DfE agencies; ensuring that the Local Authority and DfE/Ofsted figures are checked for accuracy.
* Keep up to date with the necessary policies, procedures, rules and regulations laid down by the different examination bodies.
* Organise appropriate arrangements for the support of candidates with special examination requirements (eg. dyslexia, disabled) in conjunction with the SENCO.
* Work in liaison with the Deputy Headteacher and Data Manager to provide information related to public 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 Assistant Head in charge of data to ensure that CAT’s tests take place smoothly.
* Liaise with Family Heads to ensure appropriate timetabling and invigilation arrangements are in place for the school’s internal Year 10 examinations, Year 11 and sixth form mock examinations, and CATs/internal testing.
* Participate in appropriate CPD with the agreement of your line manager.
* Undertake any other reasonable related duties and responsibilities of an equivalent nature, as may be determined by the post holder’s supervisor from time to time, in consultation with the post holder.

# General Duties:

* To undertake such other duties, training and/or hours of work as may be easonably required and which are consistent with the general level of responsibility of this job.
* To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate’s Health and Safety Policy.