



JOB TITLE: **EXAMINATIONS OFFICER**

LINE MANAGED BY: **DEPUTY HEADTEACHER**

DATE: **September 2023**

PAY RANGE: **Bucks Pay Range 6**

JOB DESCRIPTION

The Exams Officer reports to the Deputy Head and is responsible for:

- The professional running of all examinations/assessments at AHS: external, school, university, transfer testing and admissions testing.
- Managing, training and reviewing a team of invigilators with the support of the Deputy Exams Officer.
- Overseeing the appointment of external invigilators. The post holder will supervise this process, including interviews as necessary.
- Handling all questions, complaints and queries regarding examinations as a first point of contact.

1. JOB PURPOSE

- To be responsible for managing the effective and efficient administration of all exams at AHS, including managing external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations and/or awarding body rules for exams 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
- Through taking an ethical approach and working 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

2. DIMENSIONS

The role of Exams Officer is a full-time role (averaging 37 hours/week). You will not be able to take leave during the school and public examination periods or for the two weeks of exam results (GCSE and A Level) in the summer holiday. Because of the nature of the post, the hours will exceed 37 per week during the exam period, so the role is paid full-time year round. There will be flexibility with hours in the school holidays.

The Exams Officer will line manage the Deputy Exams Officer and conduct their appraisal as well as line managing the staff employed solely as invigilators.

3. PERFORMANCE STANDARDS

The Examinations Officer will be judged against this job description and any targets set as part of the appraisal process. Post holders will be expected to undertake appropriate CPD activities, as required.

5. PRINCIPLE ACCOUNTABILITIES

Before 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 etc.)
- 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
- 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
- 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
- Organise external candidates' entries for public examinations
- Actively support the head of centre in cooperating with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit
- Manage arrangements to receive, check and store confidential question papers and examination material safely and securely at all times and for as long as required in accordance with the regulations
- Support the head of centre in managing potential conflicts of interest by informing the awarding bodies to timescale for each examination series 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/procedures as required by the regulations and accurately reflect working practices in the centre
- Work with the Special Educational Needs Coordinator (SENDCo) in implementing examination access arrangements and 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/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
- Effectively use internal and external IT systems to submit and manage awarding body registration and entry data, working with the Network Manager where necessary
- Liaise with Finance and manage the Examinations budget 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
- 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
- Work with the Cover Officer to ensure appropriate rooms are available
- 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
- Work with the Special Educational Needs Coordinator (SENDCo) in implementing examination access arrangements or reasonable adjustments for eligible candidates (appropriate arrangements for rooming, resourcing, facilitation, invigilation etc.)
- Liaise with the Facilities Manager, caretakers, groundsman and catering staff regarding examination arrangements
- Effectively manage arrangements for the secure storage and dispatch of examination scripts for marking
- Liaise with the school's Data Manager to ensure the accurate maintenance of student data
- Manage the stocks of examination stationery
- Cost and manage the examination budget

During Examinations

- Effectively manage the conduct of examinations in accordance with JCQ regulations and/or awarding body rules
- 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
- With the support of the Deputy Exams Officer, 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
- Ensure that regulations are adhered to, including registers and seating plans
- 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 the speedy dispatch of completed examination papers to the awarding bodies
- Be prepared to host inspectors at any time

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
- Working with the Data Manager, 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
- Effectively use external IT systems to administer post-results services in accordance with the regulations to the published deadlines
- Advise on enquiries and administer all requests for post results services, including the collection of payment for this service
- Arrange for any resit entries, where necessary
- Manage and administer the receipt, distribution and retention of examination certificates according to the regulations

The requirements of the post may vary from time to time without altering its essential nature or level of responsibility.

How to apply for the role

To apply, please complete a letter of application and covering letter and email it to hr@ahs.bucks.sch.uk

Closing date for applications: Monday 2nd October 2023

Interviews to be held on: Later that week

SAFEGUARDING STATEMENT

CVs alone cannot be accepted for safeguarding reasons

If you are shortlisted for this post, you will also be required to complete a self-disclosure form as part of the recruitment process; this will not be used for shortlisting purposes.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Our Safeguarding Statement is [here](#). The appointment will be subject to references which are satisfactory for the advertised post, an enhanced DBS check with a Child Barred List check, identity checks, prohibition orders and qualification checks as appropriate.