



Northumberland Church of England Academy Trust

JOB DESCRIPTION

JOB TITLE:	Exams Assistant
SCHOOL:	Duke's Secondary
SALARY:	Band 4
RESPONSIBLE TO:	Data & Exams Manager

PURPOSE OF JOB:

Northumberland Church of England Academy 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 Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy.

The purpose of this role is:

- To be responsible for 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 exams administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process within the school
- To support Data & Exams Manager in ensuring that Dukes 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 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 work with the ICT Team in preparing the set up for exams and any special requirements that need to be met.
- To ensure examinations are conducted in accordance with JCQ exam board regulations
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff, supports the Data & Exams Manager in taking all reasonable

steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place

EMPLOYMENT DUTIES:

Planning

- Maintain and develop systems to 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 (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
- Co-operate 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 confirm 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 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 Data & Exams Manager 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
- Advise the Data & Exams Manager on any policy changes to ensure policies/procedures as reported by the regulation body accurately reflect working practices in the centre
- Support the Special Educational Needs Coordinator (SENDCo) implementing examination access arrangements and reasonable adjustments for eligible candidates (processing approval applications and requesting modified papers by the published deadlines)

Exam entries

- 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
- Ensure processes are followed and liaise with relevant internal stakeholders to gather correct entry information to internal
- Maintain required identifiers for each candidate entered for an examination/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/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

Pre-exams

- Keep the team of invigilators updated on any updates
- Support the Data & Exams Manager with the arrangements for the timetabling, rooming, seating, resourcing and invigilation of examinations 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 and parents 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 in coordination with the Special Educational Needs Coordinator (SENDCo) (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

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
- 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 Data & Exams Manager in investigating and reporting cases of suspected or actual malpractice in connection with an examination as required by the JCQ and awarding bodies
- Management of 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

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
- Support the Data & Exams Manager to 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
- Support the Data & Exams Manager with the receipt, distribution and retention of examination certificates according to the regulations

Other

- Undertake relevant training to ensure that the latest guidelines and procedures are known and actioned
- 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 or data manager.
- Undertake relevant MIS training modules and then disseminate key information to faculty leaders to ensure smooth data entry and exam entry.
- Maintain accurate and up to date computerised and manual records for students
- Check assessment and other data entered by staff to ensure accuracy and timeliness
- Work with head of faculties and the deputy head to ensure the smooth running of mock exams and whole year group progress assessments

Supporting the school/Trust:

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person
- Contribute to the overall ethos/work/aims of the Academy
- Participate in training, other learning activities and performance development as required
- Attend and participate in meetings as required.

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. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. You may be required to carry out additional duties commensurate with the level of the role.



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Post Title Data Examinations Assistant		
Person Specification:	Essential	Desirable
Experience: <ul style="list-style-type: none"> ● Experience of school MISs ● Extensive experience of using databases, Excel and Word ● Ability to work as a member of a team ● Experience of working within a school or educational establishment ● Experience of the public examinations system ● Experience of working with online examination platforms ● Providing effective customer centred services, with experience in a customer facing role dealing with difficult or challenging customers 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓
Skills & Competencies: <ul style="list-style-type: none"> ● Excellent IT skills ● Analytical Skills ● An understanding of school assessment and progress data ● Effective use of ICT and other specialist equipment /resources ● Ability to work with children and adults ● Ability to self-evaluate learning needs and actively seek learning opportunities ● Excellent problem solving skills ● Is well-organised ● Has excellent communication skills both written and spoken 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	
Knowledge & Qualifications <ul style="list-style-type: none"> ● Educated to Level 3 or equivalent or have relevant vocational experience ● Extensive Knowledge and understanding of the secondary curriculum ● Thorough understanding of how data relates to school improvement 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	
Physical, mental and emotional demands: <ul style="list-style-type: none"> ● Commitment to helping provide a high quality service to children and families 	<ul style="list-style-type: none"> ✓ 	
Other: <ul style="list-style-type: none"> ● Willingness to participate in training and development 	<ul style="list-style-type: none"> ✓ 	