

Job title	Examinations Officer
Salary	Point 14 to 16 (£29,317 to £30,872) inclusive of London weighting – potentially more for a particularly well qualified or experienced candidate
Reports to	College Information Systems Officer

Purpose of the job

To ensure that the range of college examinations/ registration activities are carried out effectively and accurately

Key duties

- 1) To ensure that all examinations are conducted in accordance with the requirement set by the awarding bodies.
- 2) To ensure that students are correctly registered for their qualifications

Main duties

- 3) To maintain and develop systems to manage and coordinate all aspects of the exams administration process
- 4) To manage own time effectively to ensure key tasks are undertaken and external key dates and deadlines are met by creating and working to an annual exams plan
- 5) To effectively use internal and external IT systems to submit and manage awarding body registration, entry data and results information.
- 6) To share with our Curriculum Managers and teachers all aspects of the examinations cycle, providing updates throughout the academic year, as required by our awarding bodies.
- 7) To communicate clear internal deadlines and processes for gathering/sharing exam-related information from/with Curriculum Managers and teachers.
- 8) To ensure the timely registration of students onto their vocational qualifications with the appropriate awarding bodies, adhering to all deadline dates.
- 9) To take appropriate and timely action in respect of student registration changes (e.g. new starts, withdrawals and transfers).
- 10) To confirm the vocational qualification registration details to all potential UCAS applicants.
- 11) To draw up an examinations timetable, specific to the College, for use by staff.
- 12) By using the College's information systems, provide students with individualised examinations timetables in advance of all examinations sessions.
- 13) To arrange appropriate rooming and suitably trained invigilators for all examinations.
- 14) To be responsible for full compliance with Joint Council for Qualifications (JCQ) and awarding body specific regulations for the conduct of examinations, including the secure storage of exams papers.
- 15) Research and understand qualifications and how they are assessed.
- 16) To fully co-operate with JCQ and awarding body inspections of our examinations provision, including access arrangements (in conjunction with the College's Head of SEND), taking appropriate action on all recommendations reported back to the College.
- 17) To manage unexpected issue and irregularities which may affect the conduct of examinations.
- 18) To co-ordinate our online examinations, including any remote invigilation.

- 19) To liaise with the Head of SEND to ensure appropriate and timely provision is made for students requiring access arrangements in examinations (including students with special educational needs and disabilities [SEND] needs).
- 20) To co-ordinate a timely post-results service for teachers and students, including appeals.
- 21) Alongside the College Information Systems (CIS) team, to respond to requests for relevant information in line with GDPR (data protection) guidelines from past student and external bodies such as social services and local education authorities.
- 22) To contribute to the creation/review/update of exam-related policies/procedures as required by the regulations and accurately reflect working practices at the College.
- 23) To train, update and manage a team of invigilators and effectively deploy them to exam rooms according to the requirements.
- 24) To administer and coordinate any examination appeals

Other duties

- 25) To work with other support staff in developing and operating support systems that centre on students.
- 26) Undertake first aid duties. You will need to complete and maintain basic first aid training certificate.