



JOB DESCRIPTION: Whole School Support Staff

Job Title: Examinations Officer

Grade/Salary Range/Hours: Grade G/WBC Spinal Points, 37 hours per week (Additional Hours may be required at peak Exams times but these will be paid as additional hours.)

Report to: Assistant Head

Job Purpose: The Examinations Officer will:

- ensure that examination processes support effective teaching and learning, providing achievement data to guide teachers in planning effectively for individual student needs, thus securing outstanding achievement for all students;
- lead on all aspects of the Examinations team, ensuring the smooth running of all matters relating to external and internal examinations and other necessary tests, including supervising exam invigilators and members of the assessment team when working on examination matters.
- provide advice and guidance to teaching staff on all aspects of examination work;
- liaise with Examination Boards to ensure efficient running of the school's examination processes.
- work closely with the assessment team to ensure there is a smooth link between examinations and assessment

Teaching and Learning

- To review, evaluate and refine current examination policy and practice on an annual basis, in order to develop an effective process to support great teaching and learning and to ensure that the needs of the school are covered wherever possible
- To respond to educational developments, both strategic and operational, that have implications on examinations policy.
- Post results collating student authorisation to be able to download completed examination scripts, in support of Teaching and Learning for departments or to review for the potential of further marks being available
- To work with other members of the Data Service Team to produce in depth analysis of individual student, subject and curriculum performance in terminal examinations.

Assessment and Recording

- To establish and implement key processes for all examination processes, including entry policy, tiering and controlled assessment submission.
- To ensure that all examination papers are stored securely on receipt.
- To check received papers against the entry and delivery note and to contact the Boards about any discrepancies.
- To ensure that trays are prepared for each component with the correct papers, addressed envelope and attendance register.
- To ensure that the completed papers are checked packaged and posted each day and the relevant documentation i.e. seating plans, copies of attendance registers are kept and filed for future reference.
- To support Head of Departments with requirements for Controlled Assessments and course work

Student personal development and well-being

- To process all applications for special consideration liaising with HODs and parents in a sensitive manner, ensuring information received is dealt with confidentially and within the 24- hour deadline.
- To oversee the concessions process, ensuring that appropriate arrangements have been made for students who are unwell or have other issues with regards to venues for their exams.
- To co-ordinate Access arrangements for candidates in liaison with the SENCO and the inclusion department.

Curriculum

- To assist teachers to ensure that they are up-to-date with national developments in examination policy, specifically in relation to entry policy, qualifying subjects and government legislation.

Working Collaboratively

- To work collaboratively with other members of the Data Service Team, including Assessment and attendance officers, in order to improve the quality of assessment at LHS.
- To manage a team of invigilators in order to ensure that examinations are delivered in a timely, measured fashion, thus supporting students to succeed.

Management of Resources

- To start and finish all exams held in Main Hall and other venues as appropriate.
- To be available to answer questions from HODs, teachers, parents, students on results days
- To ensure that materials are issued to candidates and HODs on Results Days.
- To administer post results online with exam boards.
- To ensure, in liaison with candidates and teachers, that all necessary requests, enquiries and appeals are actioned.
- To keep records of correspondence related to post results services.
- To build and issue an examination timetable.
- To ensure that all arrangements have been made with regards to room booking and invigilation.
- To ensure that all venues are properly equipped with the legally required notices, Invigilation Instruction, clocks etc. in accordance with examination board regulations. To ensure that accurate seating plans and candidate cards are produced for each component.

Relationships with key stakeholders

- To liaise with senior leaders to produce clear, concise, accurate examination information in order to raise standards of performance at the school.
- To liaise with a range of outside providers in order to provide accurate, valid and reliable examination data for key stakeholders.
- To answer enquiries from parents, students, teaching staff and invigilators.
- To liaise with the Examination Boards and JCQ via telephone, and e-mail, including regular checks on their websites.
- To liaise with Examination Boards and QDCA West Berkshire LEA, MIS Support Team
- To attend meetings where relevant in regard to development, provision and use of examination data across the school.
- To undertake any further duties as outlined by the Headteacher provided that they are reasonable and appropriate.
- Working with Departments to ensure students are issued with their NEA mark in a timely manner to allow them time to appeal the mark prior to submission to the examination board portal
- Working with departments to ensure that the content of the coursework/controlled assessment meets Examination Board regulations
- To assist Departments with carrying out the required termly checks for Vocational Subjects such as BTEC , Cambridge technical and NCFE to ensure that students are accurately registered and have the required number of units to be awarded a grade ahead of results day.

Specific responsibilities of the post

Examination entries:

- To ensure that estimated entries for the following academic year have been made
- To create marksheets for completion by teaching staff to make entries.
- To make the entry of candidates for public examinations and to ensure that the entries are checked by candidates and teachers.
- To transmit the entries for submission files electronically and to prepare and send amendment files as appropriate.
- To allocate exam numbers of candidates.
- To ensure all the course work and estimated grades by the exam board deadlines have been processed.
- To ensure that all the course work had been dispatched to the moderator by the deadline.
- To liaise with the head of Sixth form regarding the arrangements for University entrance examinations

Timetables and Seating Plans:

- To create seating plans for all examinations using the MIS software.
- To create individual candidate timetables using the MIS software.
- To ensure all candidates are issued with accurate individual timetables and that all clashes/isolations have been resolved and communicated to candidates.

Invigilators:

- To oversee the Invigilation team interviewing, training and processing timesheets, dealing with any management issues as and when they arise.
- To hold regular training sessions with Invigilators.
- To ensure all invigilators have passes, DBS and have received appropriate safeguarding training.

Examination procedures:

- To process Access to Scripts, Results Enquiries and Appeals procedures (Post Results)
- To deal with all cases of Malpractice, investigating, liaising with HOY, Headteacher, parents and exam boards.

- To ensure all malpractice paperwork is completed and sent to exam boards within 24 hours
- To be present in school on the day before Results Day to download the results and to prepare individual candidate result statements.
- To prepare summary Results files for the Leadership team and HODs.
- To ensure that all the necessary arrangements are made for the collection, collation and distribution of paper copies of the results each Results day.
- To check the computer systems and EDI transfer systems in the Examinations Office two days before each Results Day.
- To ensure the security of certificates, including storage, collection by students and signing also the preparation of certificates for presentation evening.
- To ensure checking of certificates, liaising with Examination Boards regarding any changes following results enquiries.
- To ensure the dispatching of all coursework and estimated grades by the appropriate deadline.
- To deal with unscheduled visits of Examinations inspectors, providing immediate feedback to the Headteacher and taking any action in response to the subsequent report.
- To work with KS4 & KS5 to collate the necessary documentation for the results packs