

JOB DESCRIPTION

TITLE:	Exams Officer
SALARY:	Support Staff Pay Scale Grade H
CAMPUS:	All Sites
HOURS / BASIS:	37 hours per week / permanent
RESPONSIBLE TO:	Deputy Exams Manager

JOB PURPOSE:

To deliver an effective, and responsive, examination service to staff and students by taking day-to-day responsibility for all work relating to the operation of examinations processes.

To provide examination services including, but not limited to, examination registration, liaison with awarding bodies, organising examinations, invigilation and gathering, recording, and distributing results to all parties involved in examination processes and procedures.

KEY ACCOUNTABILITIES:

1. Investigate and where possible resolve staff and student queries relating to examinations.
2. Check and collate candidate entries and make submissions to the awarding bodies as instructed.
3. Ensure that exams are timetabled, roomed, and invigilated.
4. Under the guidance of the Deputy Exams Manager ensure that the rules and regulations of the awarding bodies are adhered to before, during and after Examinations.
5. Ensure that examination closing dates and timetables are publicised.
6. Prepare, check, and dispatch examination information to candidates.
7. Check for and report examination clashes.
8. Ensure that arrangements are made for oral / practical examinations.

9. Liaise with ALS and other departments to ensure candidates' or examination specific requirements are met in accordance with Awarding Body Regulations.
10. Check receipt of question papers and examinations stationery and be always responsible for their safe custody.
11. Prepare examination envelopes of exam materials and check the layout and suitability of exam rooms.
12. Be responsible for the safe custody of scripts/answer sheets/tapes/coursework in accordance with awarding body regulations.
13. Prepare, check, and dispatch to candidates results and certificates.
14. Assist in the ongoing introduction and development of online testing systems as and when released by the awarding bodies.
15. Ensure that all student exam entries, registrations, and results are recorded on the Management Information System.
16. Assist with the dissemination of results, on results days.
17. Ensure that all apprentices are certificated with Apprenticeship Certificates England on completion of the relevant standard.
18. Ensure consistency of working practice with other areas of examinations and to work towards agreed service standards.
19. Any other duties commensurate with the grading of this post as may be required from time to time.

Note

The post will be based at one of the current College campuses, but the duties of the job may require the post holder to work at any College campus or other location connected with the work of the College. Travel between the college's main campuses will form a requisite part of this post.

This post is not exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

The nature of the work may involve the jobholder carrying out work outside of normal working hours, which may include occasional weekends and public holidays.

PERSON SPECIFICATION - Exams Officer

	Essential	Desirable	Source of evidence
QUALIFICATIONS			
At least 4 A-C grade GCSE qualifications or equivalent (Level 2) including English and Maths.	X		AF
EXPERIENCE			
Experience of overseeing a logistical process.	X		AF / IV
Experience of working in exams in the FE or educational sector.		X	AF / IV
SKILLS / KNOWLEDGE / ABILITIES			
Proven ability to think logically through processes and to demonstrate problem solving skills.	X		IV
Proven ability to work proactively, under pressure and demonstrate initiative.	X		IV
Proven ability to organise workloads, manage time effectively and multi-task effectively with a wide range of people both orally and in writing.	X		IV
Ability to work effectively as part of a team.	X		IV
Demonstrate interpersonal communication skills, with the ability to communicate effectively with a wide variety of people both orally and in writing.	X		IV
Proven IT and computer skills and ability to use all the office suite such as MS Word, Excel and Outlook.	X		AF / IV

KEY:

- Evidence of all the elements marked AF or AF/IV must be present in the application form to be shortlisted for an interview.
- All the elements marked IV will be assessed at interview.
- All the elements marked AF/IV will also be assessed at interview.
- All, or some, of the elements may be assessed by the Test/Presentation