

JOB DESCRIPTION

TITLE:	Exams Officer
SALARY:	Grade H - £26, 336 - £28, 994
CAMPUS:	Strode's but working across all sites as required.
HOURS:	37 hours per week
RESPONSIBLE TO:	Deputy Exams Manager (Sixth Form)
DEPARTMENT:	Exams

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, organizing 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 publicized.
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.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students, and visitors in general and the College's policies and procedures.
- The principles and procedures set out in the College's Safeguarding and Promoting Welfare for Children & Vulnerable Adults Policy.
- The principles and procedures set out in the College's Data Protection Policy

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
JOB TITLE: Exams Officer

	Essential	Desirable	Source of evidence
QUALIFICATIONS			
At least 4 A-C grade GCSE qualifications or equivalent (Level 2) including English and Maths or willing to work towards or relevant working experience.	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 of the office suite such as MS Word, Excel and Outlook	X		IV

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview

All of the elements marked AF/IV will also be assessed at interview

All or some of the above elements may be assessed at interview