

- Job Purpose:** To assist in the management, administration and conduct of all College examinations, ensuring that students experience outstanding levels of service and helping to deliver assessment that maximises their potential.
- Responsible To:** Registry Manager
- Other Info:** All Exams staff are required to be available to work during the last 8 days of the summer holiday.
- Annual Salary:** Points 18 - 20 of the Support Staff Salary Spine.
- Hours of Work:** 37 hours per week, Full Year
- Holidays:** 24 days per year, (29 after 5 Years' service), plus 8 bank holidays
- Pension:** Staff are auto-enrolled in the Local Government Pension Scheme, a contributory scheme with the option to opt out in a transitional period

**Key Responsibilities:**

- To assist in the development of policies and procedures governing the operation and administration of examinations at the College
- To liaise with the Registry Manager and Registry IT Officer in developing processes for the effective use of systems (currently Unit-E and ProMonitor)
- To manage systems for the efficient administration and invigilation of all external examinations at the College
- To ensure that all staff, students and parents are aware of their responsibilities with regard to the administration and conduct of examinations; and that they carry out those responsibilities satisfactorily
- To be responsible for ensuring that all examination registrations and entries are made prior to the awarding body published deadlines
- To be responsible for reconciling the awarding body invoices with the exam registration and entries made
- To manage the procedures so that examination candidates are informed of both the College's and the examination boards' regulations with regard to the examinations; and that students receive all the necessary information relating to the examinations at least on month in advance
- To be the main point of contact with Awarding Bodies and to be responsible for ensuring that the college is using the up to date processes for the administration of exams

- To liaise with Academic Support to ensure appropriate procedures are in operation to ensure the transference of data for access arrangements from Academic Support to Exams
- To be responsible for the applications for access arrangements via the JCQ website and ensuring the documentation is complete for JCQ inspection
- To manage and take responsibility for the delivery of access arrangements for students with learning difficulties and disabilities and those needing extra support/special arrangements
- To be responsible for the resolution for exam clashes
- To manage the rooming requirements and liaise with Estates to ensure the rooms are set up in advance of the exams
- To be responsible for the reconciliation of exam papers received from the awarding bodies compared with the entries in the student records system
- To manage the recruitment, supervision and training of staff employed as invigilators
- To ensure that all exams have the appropriate invigilation cover
- To ensure that all stationery requirements for exams are met
- To be responsible for ensuring that all exams papers are despatched within one working day of the exam taking place
- To apply for Special Consideration for the appropriate cases post exams
- To deal with all queries arising from the examination process from students, parents and awarding bodies
- To manage the collation, filing, distribution and archiving/destruction of exam certificates
- To be responsible for the management and processing of exam resit entries
- To assist in the administration of Non Examined Qualifications and Non Examined Assessments including changes to registration, resolving issues with the moderation process, checking on outcomes.
- To ensure that an efficient and secure filing system is in operation and that it complies with the most recent JCQ regulations
- To line manage the Examinations Assistant
- To contribute to self-assessment and review activities

**General:**

- To take part in the College's Performance Review and Development Scheme (PRD)
  - To be responsible for Health and Safety within areas of own responsibility
  - To contribute to the college responsibility for safeguarding and promoting the welfare of young people
  - To observe the college's commitment to equal opportunities
  - To undertake any other duties which are reasonably comparable to a post of this grade
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<b>PERSON SPECIFICATION</b>		
<b>SPECIFICATION</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATION/ TRAINING</b>	<ul style="list-style-type: none"> <li>• A degree or equivalent, or 5 years or more working in an exams administration role in a college/school</li> <li>• An ICT qualification to level 2 or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Recognised professional qualification or qualifications</li> </ul>
<b>RELEVANT EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• A record of successful working within a team</li> <li>• Experience of working in an examinations environment</li> <li>• Experience of assessment systems</li> <li>• Experience/knowledge of working in an educational environment</li> <li>• Experience in the use of Microsoft Office applications including good proficiency in Word and Excel</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in the use of specialist software</li> </ul>
<b>SKILLS/ APTITUDES</b>	<ul style="list-style-type: none"> <li>• Excellent organisational skills with the ability to prioritise workload and delegate as appropriate</li> <li>• Ability to uphold procedure and maintain the highest standards of professional conduct</li> <li>• Accuracy, attention to detail and problem-solving</li> <li>• Discretion and the ability to maintain confidentiality</li> <li>• Excellent interpersonal skills with the ability to communicate effectively with staff at all levels, and with external contacts</li> <li>• Ability to work independently, proactively and complete tasks with the minimum of supervision</li> <li>• Ability to work calmly under pressure, often to tight deadlines</li> <li>• Ability to work flexibly as part of a team</li> </ul>	
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Interest in educational needs of students</li> <li>• A commitment to deliver excellent standards of service for young people</li> <li>• Flexible approach to working hours, especially at peak examination times</li> <li>• Enthusiasm</li> <li>• Willingness to undergo an enhanced DBS check</li> <li>• A personal commitment to relevant legislation and good practice in relation to equality and diversity and safeguarding and promoting the welfare of young people</li> <li>• Commitment to the College's ethos and values</li> </ul>	

Last reviewed	31/03/21
Reviewed by	Cliff Nash & Charlotte Hemmins