

JOB DESCRIPTION

Subject to the current agreed terms and conditions
of employment as set out in the college staff manual

Job Title: Examinations Officer

Job Purpose: To support the Examinations Manager in the efficient and effective administration of all examinations and to preserve the integrity and security of the examinations process according to the rules and regulations of JCQ

Accountability to: Examinations Manager

Responsible for: No staff

Key Responsibilities and Key Tasks:

1. Support the Examinations Manager in the efficient and secure administration of exams:

- (a) Ensure that all examination entries for all qualifications are accurate and complete.
- (b) Administer BTEC registrations, amendments, examination entries, transfers between qualification, entering grades, recording results and claiming certification.
- (c) Record access arrangements/exam concessions as directed by Specialist Assessor.
- (d) Liaise with the examination boards as and when necessary.
- (e) Liaise with Heads of Subject, staff, students and parents as and when required.
- (f) Liaise and assist in directing the invigilation team.
- (g) Assist in the compilation of examination, invigilation, concession and clash timetables.
- (h) Assist in identifying suitable accommodation for exams and preparing seating plans.
- (i) Check correct number of exam papers received and store these securely.
- (j) Ensure all relevant invigilation equipment is present in the invigilation boxes.
- (k) Assist in the day to day running of examinations during the timetabled examination periods, including checking and despatching scripts/coursework when required, starting and finishing exams when required and resolving queries and problems should they arise.
- (l) Adhere to JCQ rules and regulations to preserve the integrity and security of the examinations process.
- (m) Assist with Special Consideration applications.
- (n) Assist with post-results enquiries and the return of scripts following each exam session.
- (o) Check, collate and despatch examination certificates when received.
- (p) Deputise in the absence of the Examinations Manager.

2. Any other duties:

- (a) Undertake any other reasonable tasks as required.