

Job Title : Examinations Officer (Maternity Cover)
Scale : TAG Grade 5
Responsible to : Assistant Head Teacher - Curriculum



Arnold Hill School
& Technology College

Term time plus 2 weeks 37 hours per week 8:00am to 4:00pm (flexible during exam seasons to meet the needs of the job)

General

The importance of accreditation in a school is central to the success of individuals and the organisation itself. The postholder will have responsibility for the administration, organisation and smooth running of all tests and examinations in the school. Consequently, you have a highly important role in helping the school in its raising achievement programme, not only through creating efficiency and effectiveness in the administration of GCSE and GCE examinations, but also through important baseline testing such as CAT and subject internal exams.

Specific tasks related to this post

- To disseminate information about exams to staff, pupils and their parents
- To brief pupils on examination procedures and conduct, and to produce guidelines for staff and pupils
- Issuing rules of conduct to all pupils and staff and remind them throughout the year when exams take place
- To work in liaison with the SENCO and Lead TA for Examinations to secure appropriate access arrangements for any pupils who need them. Organise readers, scribes, laptops and 1:1 offices as a provision
- To administer all access arrangement pupils through the JCQ online database so they are approved by the awarding bodies for their arrangement, and keep all records up-to-date and filed ready for any JCQ Access Arrangement Inspection
- To make sure that ALL JCQ rules and regulations are being followed in an exam season and be ready for any ad-hoc JCQ inspection that occurs during the summer season of examinations
- To create all Examination Policies that the JCQ set out each year and update on a yearly basis – keep SLT informed of changes
- To meet with all KS4 and KS5 Curriculum Leaders on pupil entries for the forth-coming year and complete ALL estimated entries by the exam board deadlines
- Create, distribute and give internal deadlines for exam entries to KS4 and KS5 Curriculum Leaders
- To be responsible for the submission of examination entries, forecast grades and coursework marks/controlled assessments to the examination boards for BTEC, HAT, BMAT, CACHE, NCFE, GCSE, AS and A2 Level by deadlines set out by the exam boards
- Work alongside the Quality Nominee for BTEC making sure that BTEC Leaders are following the correct guidelines for BTEC qualifications,
- Attending BTEC meetings, make BTEC entries and withdrawals, create and keep updated Exams Policies specifically for BTEC, and meet with the Quality Nominee and outside BTEC Moderator yearly to make sure as a centre we are following protocols set out by Pearson
- When BTEC Leaders request on-demand tests, co-ordinate with IT department, book IT suite, run demo tests to make sure equipment is working, make pupil entries, organise invigilation, administer both invigilator and exams officer dashboards and work in the suite alongside the invigilator on test days as required by the exam board
- Register and administer last minute entries and results for NCFE and CACHE courses in the summer with Heads of Curriculum where necessary

- When appropriate, to make arrangements for pupils at this centre to take examinations in subjects they have studied elsewhere. Where feasible, to make arrangements for candidates who are not pupils at this centre to take examinations and co-ordinate with other Schools/Teachers
- Work with alternative provision providers for pupils who are on our roll but attend host centres on entries, paperwork (for exam boards) and results
- Download basedata from all exam board websites, and enable ready for entries and for end of year results - if necessary work with Systems Manager
- To complete examination entries using MIS system and wherever possible ensuring manual back up as appropriate
- To make sure that Curriculum Leaders are following the guidelines set out by JCQ for Controlled Assessments - such as making sure the work is kept in secure areas within each department – and ensuring pupils with access arrangements receive their arrangement during the controlled assessment
- Raise staff awareness of JCQ controlled assessment protocols in case of JCQ inspection
- To distribute all paper work, labels, bags and pre-release materials to teachers ready for moderation of controlled assessment
- Liaise where necessary with external moderators to visit the centre and organise meetings with Heads of Curriculum, arrange for the dispatch of postal moderation samples where necessary
- Create seating plans for examinations via MIS system including internal examinations, so that pupils can clearly see where they are sat for an exam, and to meet the regulations of JCQ (manually annotate and highlight key details by hand where necessary)
- From the seating plans, create the pupils' individual timetables through MIS system and distribute to tutor teams with rules of conduct for the examinations
- To create the invigilation timetables for internal and external examinations and provide information about the examination timetables, e.g. dates/times of examinations and the number of entrants.
- To create master Examination timetables for internal and external examinations and provide information about the examination timetables, e.g. dates/times of examinations and the number of entrants/rooms used for staff
- To work with the Site Manager on rooming requirements for examinations during the year and co-ordinating with the site team regards setting up each room - when/what/how many etc...
- To co-ordinate room changes for examinations with the Cover Manager
- To remedy all examination clashes, making appropriate provisions for pupils at lunch time and, in the cases of overnight supervision, fill in the relevant JCQ forms
- To receive, check, sort and secure external examination papers as they arrive and to be responsible for examination stationery
- To be responsible for the daily running of examinations including practical's, and to inform the relevant staff about arrangements that need to be made for furniture in examination rooms
- Organise external exam papers one week in advance of them taking place to include registers, seating plans, JCQ exam materials and invigilator instructions
- Set up exam rooms (in conjunction with sites team) on a daily basis, make sure relevant JCQ posters/information are clearly displayed outside/inside each examination room and cover any wall display(s) that may be of use to pupils sitting that examination
- To check, pack and despatch all external examination papers by Parcel Force yellow label service or other authorised means
- To retrieve costs of examination entry from absentees, private entries and send invoices to parents where applicable
- To deal with special consideration through the exam boards' secure websites by the deadlines they specify

- To organise results days in advance: invigilator availability/set up of rooms with site staff/ set up of ICT equipment needed, labels and envelopes for results per pupil
- To provide relevant statistics on examination entry and examination results to the Head Teacher, the Governors and outside agencies
- Attending GCSE and AS/A2 result days and days of preparation prior to results days, distributing documentation to staff and dealing with queries, where appropriate, from students, staff and parents.
- To prepare the copying and distribution of results by the exams office.
- To undertake an analysis of examination results, both A Level and GCSE, when the School is notified, and to inform the Head Teacher as soon as administratively possible.
- Administer the ALIS data through CEM making sure they have our entries and results for value added analysis
- To liaise with staff, parents, pupils and to deal with complaints and queries about examinations for internal and external examinations
- Post Results Service: arrange for re-marks, script returns, appeals, reports and queries about exam results from the examination board for staff and pupils
- To check certificates before they are given to candidates and prepare a receipt to be signed by the candidate
- Manage the adhoc examinations such as the Maths UKMT challenge, BMAT, HAT university tests with staff, pupils and invigilators
- To make arrangements for all internal examinations for years 7, 8, 9, 10, 11, 12 and 13 including timetable rooming and invigilation that take place through the year
- Organise examination materials for the designated time.
- Maintain an archive of past papers.
- Prepare an overall end of year report to SLT on the Examinations for that year
- Advertise and interview for Invigilators when necessary
- Provide relevant training for Invigilators and line manage
- Organise a meeting with invigilators in September with regards to the forthcoming year and how improvements can be made to examinations systems based on the previous summer season
- In the absence of the Cover Manager during 'non-exam' time, come into work earlier and process the absences for teaching staff and administer the cover for that day
- Attend 3 meetings a year with the Exams Officers' Consortium and OCR Co-Ordinator, on occasions offer Arnold Hill Academy as a venue to host and Chair the meeting

Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications/ Training	Educated to A-level or equivalent standard	Educated to degree level
Knowledge	Public examination systems Statistical analysis	Previous Examinations Officer experience Experience of working in a school/college environment
Skills/ Attributes	Effective interpersonal skills Excellent organisation skills Excellent time management skills Excellent IT skills including Excel Experience of SIM software Ability to interpret and follow regulations to ensure compliance Proven supervisory skills	Advanced IT skills
Personal Qualities	Displays commitment, enthusiasm and energy Able to work well with pupils Ability to work co-operatively as part of a team Able to be decisive Ability to work under pressure Ability to meet tight deadlines	Able to deal with conflict Able to 'think on their feet'